



Flight Training Operations Manual

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Preamble

This Flight Training Operations Manual (FTOM), combined with the applicable Standard Operating Procedures (SOPs), and approved course Syllabi provide a complete system of safe flight operation. This manual prescribes general limitations and policies for the Southern Interior Flight Centre Flight Training Unit and its training and administration staff.

Employees must read and follow the procedures laid out in this manual.

All pilots are required to be familiar with and comply with methods, procedures, operating limits, etc. as provided in the Pilot Operating Handbooks (POH) for the specific aircraft used. In addition, all pilots are expected to have a working knowledge of the following publications as applicable:

- Canadian Aviation Regulations (CARS) and Applicable Standards
- Aeronautical Information Manual (AIM)
- Transport Canada Flight Training Manual
- Transport Canada Instrument Procedures Manual
- Company Standard Operating Procedures (SOPs)
- Company Safety Management System

This manual has been designed to be compatible with information provided in the above publications. In the case of seeming conflict between this manual and the Canadian Aviation Regulations, it is expected that the CARS will take precedence. In any case, the interest and protection of safety and safe airmanship shall guide all pilot decision making.

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1. Amending Procedures

Amendments will be issued periodically. Upon receipt of amendments, they shall be immediately incorporated by the individuals holding these manuals.

The Chief Flight Instructor (CFI), or his delegate, shall be responsible for distribution of amendments to all manual holders. The CFI, or his delegate, shall be responsible for amending the manuals in the dispatch office and the individual aircraft.

1.1 Amendment Record Sheet

No.	Date of Amendment	Date Entered	Entered By
1	Sept. 1, 2009	Sept. 1, 2009	M. Vanderaegen
2	Sept. 17, 2009	Sept. 17, 2009	M. Vanderaegen
3	March 13, 2011	March 13, 2011	M. Vanderaegen
4	September 7, 2011	September 7, 2011	M. Vanderaegen
5	July 22, 2014	July 22, 2014	M. Vanderaegen
6	October 9, 2018	October 9, 2018	M. Vanderaegen
7	May 9, 2019	May 15, 2019	M. Vanderaegen
8	February 15, 2020	February 15, 2020	M. Vanderaegen
9	October 8, 2020	October 8, 2020	M. Vanderaegen
10	January 16, 2021	January 16, 2021	M. Vanderaegen
11	May 1, 2021	May 1, 2021	M. Vanderaegen
12	May 1, 2024	May 1, 2024	Scott Campbell
13	July 22, 2024	July 20,24	Darryl Rott
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1.2 Distribution List

The following personnel shall receive paper copies of the current FTOM and be directed to the electronic copy (copy #1) of this manual online at:

Carson Air SharePoint (Intranet)/Company Library/SIFC/FTOM/ SIFC-FTOM-2024-05-01.pdf

- Flight School Operations Manager
- Chief Flight Instructor
- Person Responsible for Maintenance

Paper copies can also be accessed in the following SIFC Flight School rooms:

- Dispatch Office & Flight Planning Room

FTOM can also be accessed online at: www.flysifc.ca / Planning/SIFC Flight Training Operations Manual

All employees and all student/rental pilots must be aware of the contents of this manual and shall refer to a current online or paper copy as required.

1.3 List of Effective Pages

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2. Flight Training Unit Operator Certificate and Operations Specifications

2.1 Flight Training Unit Operations Certificate



Transport Canada Transports Canada

FLIGHT TRAINING UNIT OPERATOR CERTIFICATE

CERTIFICAT D'EXPLOITATION D'UNITÉ DE FORMATION AU PILOTAGE

This Certificate is issued to – Ce certificat est délivré à
SOUTHERN INTERIOR FLIGHT CENTRE (1993) LTD.

**200-6305 AIRPORT WAY
KELOWNA, BC V1V 1S1**

Certificate Number – Numéro du certificat

7919

Bases

MAIN BASE – BASE PRINCIPALE : CYLW-KELOWNA

Authorized Training – Entraînement autorisé	
COMMERCIAL PILOT LICENCE	LICENCE DE PILOTE PROFESSIONNEL
FLIGHT INSTRUCTOR RATING	QUALIFICATION D'INSTRUCTEUR DE VOL
INSTRUMENT RATING	QUALIFICATION DE VOL AUX INSTRUMENTS
MULTI-ENGINE RATING	QUALIFICATION MULTIMOTEURS
NIGHT RATING	QUALIFICATION DE VOL DE NUIT
PRIVATE PILOT LICENCE	LICENCE DE PILOTE PRIVÉ
RECREATIONAL PILOT PERMIT	PERMIS DE PILOTE DE LOISIR
VFR OVER-THE-TOP RATING	QUALIFICATION DE VOL VFR AU-DESSUS DE LA COUCHE

Aircraft – Aéronefs

Single-engine aeroplanes – Avions monomoteurs

C172

Multi-engine aeroplanes – Avions multimoteurs

BE76

Operations Specifications – Spécifications d'exploitation

Date of Certification – Date d'entrée en vigueur

1998-07-14

Date of Issue – Date de délivrance

2018-07-18

This certificate is not transferable and shall remain valid until suspended or cancelled. – Le présent certificat n'est pas transmissible et reste en vigueur jusqu'à ce qu'il soit suspendu ou annulé.

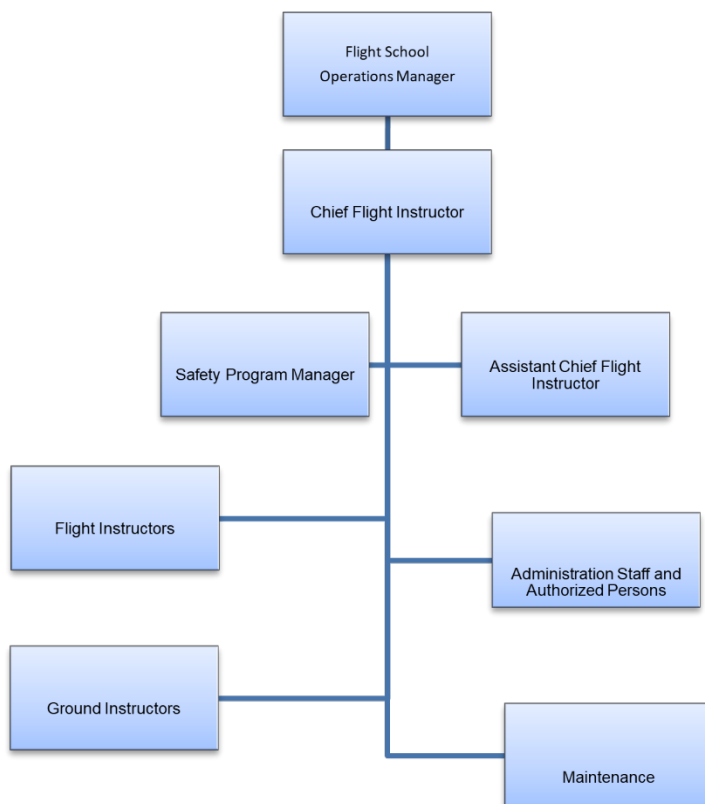
For the Minister of Transport – Pour le ministre des transports

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General Conditions – Conditions générales

Canada

3. Organization Chart – Personnel



4. Customer Scheduling Priorities

4.1 Scheduling Priority List

Often, due to weather and other factors beyond our control, we have to re-focus our training efforts and scheduling availability for students operating within the confines of specific program timelines and contracts.

When this is required, we will follow the booking priority below to the best of our abilities, giving at least 24-hour notice to cancelled students when able. We may not be able to provide 24-hour notice under certain circumstances: i.e., if a flight test is booked but the candidate's aircraft is unserviceable at the time of the flight, then we will provide that candidate with someone else's aircraft on short notice.

Note: Priority students are not allowed to 'cherry-pick' the best booking times; they must make an effort to be available as needed to finish their training. Priority may be forfeit if a student has caused undue delays.

Instructors and TA's must make every effort to accommodate students in ALL programs. Consideration must be made for the number of flights already scheduled or lack of flights scheduled for any individual. For example, a CAD CPL student that already has 3 Syllabus flights scheduled for the week should not be given priority over a self-paced PPL student with no flights booked.

Instructors and TA's must make every effort to fill the available time slots on a weekly basis and revise bookings daily as required. TA's must not cancel any flights that are booked by Instructors without authorization from the Operations Manager.

Scheduling priority is as follows:

A. Daytime Single-engine

1. FLIGHT TESTS- CPL followed by PPL,
- followed by Pre-Flight Test Flights followed by Flight Test Prep Flights
2. INSTRUCTOR RATINGS for potential SIFC employees
3. SYLLABUS TRAINING – if a conflict exists between booking 2 students in the same program, the student that is further along in the Syllabus will take priority. Otherwise, the scheduling priority is as follows:
 - a. CAD CPL
 - b. CAD PPL
 - c. self-paced CPL
 - d. self-paced PPL – continuing to CAD or self-paced CPL
 - e. other self-paced PPL

Please note: CAD 1 students are in college business classes and ground school approximately 2 full days per week. Self-paced students are encouraged to book flight times during CAD 1 college and ground school times.

4. CPL BUILD TIME – CPL students are strongly encouraged to book off-peak hours and night-time hours for build time.
 - a) CAD 2
 - b) CAD 1
 - c) self-paced CPL
4. Discovery Flights
5. Aircraft Rentals & sightseeing Flights
6. Staff rentals

B: CAD MULTI-ENGINE and MULTI-IFR – As there is only one aircraft, the instructors are responsible to maintain the scheduling priority. Priority will be given to multi-IFR over multi-engine ratings. The scheduling will also be based on the student's preparedness or other reasons at the instructor's discretion. If a conflict exists between booking 2 students in the same rating, the student that is further along in the Syllabus will take priority.

C. Priorities for Night Flights

- i. CAD 1 – Night ratings
- ii. self-paced Night ratings
- iii. CAD 2 – build time

CAD 1 – build time. *after CPL flight test complete.

Note: two or more flights must be booked at the same time to justify the costs of flight following for build time at night.

5. Pilot Proficiency Requirements and Restrictions

5.1 Single Engine

Pilots who have not previously completed an SIFC course (PPL, CPL, CAD etc.) MUST complete the dual SIFC Mountain Flying Course (approximately 5 hours) prior to being able to rent aircraft.

In addition to the above and in addition to all Transport Canada proficiency requirements (1.0 hours PIC in the last 5 years, recurrent training every 24 months, and 5 take-offs and landings in the last 6 months, etc.), prior to any solo flight, SIFC requires that all pilots have:

- 10.0 hours in the last 12 months, including
 - in the last 60 days at least:
 - 2.0 hours in SIFC aircraft, including
 - 1.0 hours in the aircraft type to be flown, and
 - if any portion of the flight is to be at night, 1.0 hours at night, and
 - 5 takeoffs and landings (day or night as appropriate).

Pilots who meet 10.0 hours in the last 12 months but do not meet the 60-day requirements will require at least a *Circuit Check* in each type to be flown in day or night as applicable

If the pilot does not have at least 10 hours in the previous year, at least a *Two Hour Type Check* will be required. *Two Hour Type Checks* will be conducted in two separate flights with the same instructor.

NOTES: In any case, if the pilot's performance is marginal, additional training will be required as necessary until the Instructor deems the pilot to be safe and within standards for flight in the specified aircraft.

If any solo flight results in a complaint or safety issue, SIFC shall immediately suspend or terminate all rental privileges. At the sole discretion of the Operations Manager, subsequent actions will range from: 1. the student requiring additional dual instruction from SIFC instructors at his/her own cost prior to re-instatement of solo rental privileges, to 2. permanent suspension of all privileges.

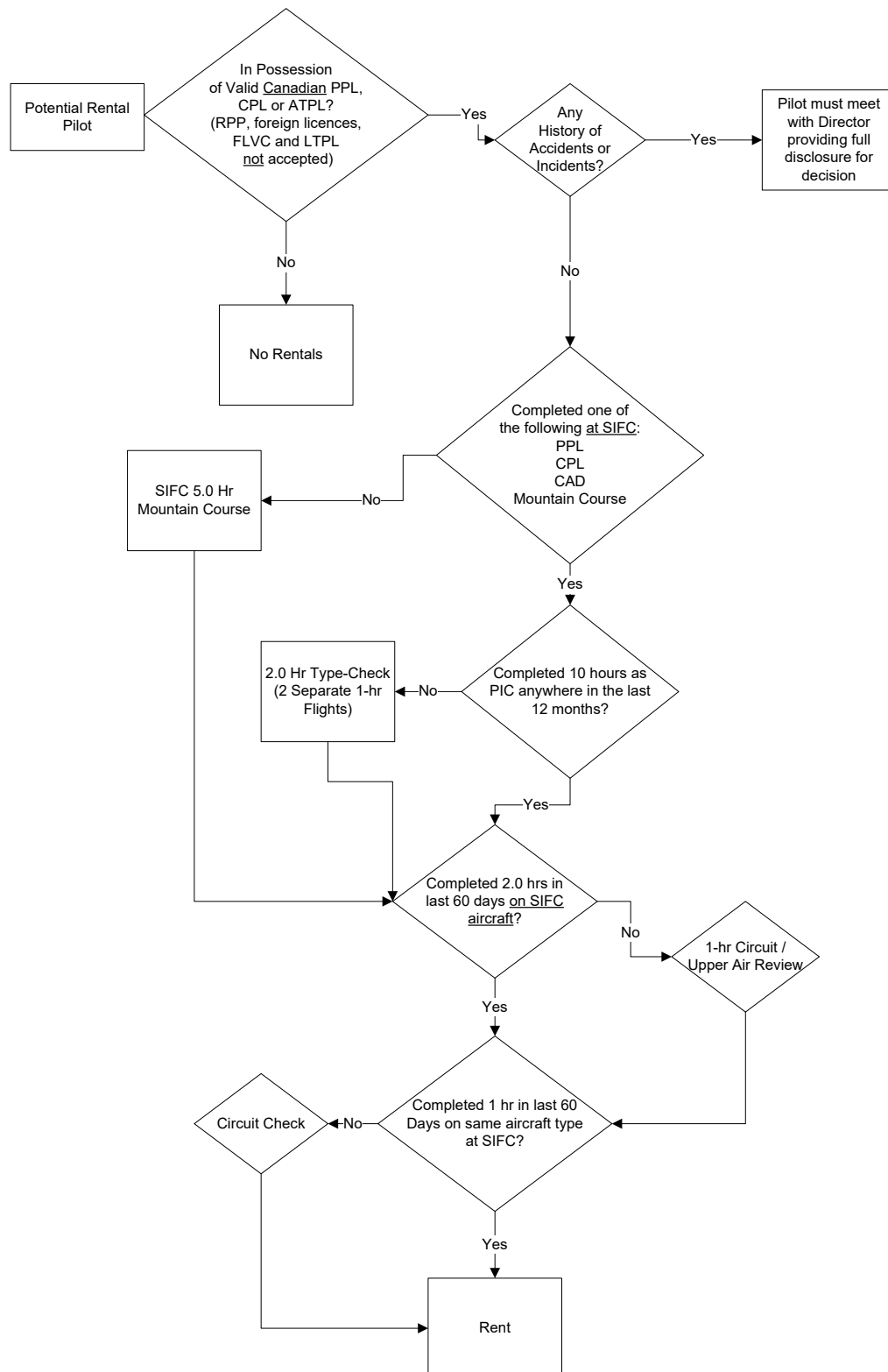
Rental flights are restricted a maximum of a 2 hour booking and also restricted geographically to the confines of the Okanagan Valley (Salmon Arm to Oliver) and cannot leave the Valley in Easterly or Westerly directions either to tour the ski hills.

SIFC will only provide night rentals to current students who are training for their night rating at SIFC, or students who have previously completed their Commercial Pilot License entirely through SIFC.

5.2 Multi Engine

SIFC does not rent multi-engine aircraft for solo use.

5.3 Flowchart



5.4 Solo Student Proficiency Requirements

Students in training for the Private Pilot License may only conduct solo flights if they have had a similar Dual flight within the previous 14 days. If a Dual flight has not been conducted within the previous 14 days, an instructor must fly with the student until the student is deemed competent enough to carry out the required solo flight. For a pending Solo cross-country, it is acceptable for the Dual review flight to be a shortened version of a cross country to save the student some cost, if the student is performing adequately.

CPL students and licensed rental pilots need to follow the standard proficiency requirements in the previous section.

5.5 Student Pilot Permit – Additional Restrictions

CAR 401.19(1)(a) states that for a Student Pilot Permit to be used, the primary requirement is that *'the flight is conducted for the purpose of the holder's flight training'*.

Students who have completed their Private Pilot Flight Test and have met all of the flight training requirements for the PPL (required dual and solo flight times, along with the specific cross country, instrument and other requirements), are considered to have completed their program of training and can NOT be signed out for solo flights until they have received their temporary PPL from the authorized person.

This scenario usually occurs when students have completed all their flying and have met the in-flight licensing requirements but have not completed their written exam. In this case, SIFC will NOT authorize solo flights. In essence, if an instructor were to sign out a solo flight for a student in this case, the aircraft would fall into the rental category and be flown by an unlicensed pilot; this would be in contravention of the CARs and would void all insurance and any protection for the instructor or student.

If a student wishes to 'stay current' while they study for their written exam, they can only be booked for Dual flights with an instructor.

If students still need to complete flight training related to licensing requirements after completion of their flight test, this must be brought to the attention of the Operations Manager or CFI prior to allowing solo flights. Example: Occasionally, students will be recommended for the flight test prior to completing the solo long cross country (due to scheduling or weather issues), requiring them to complete it after the flight test.

5.6 Solo Student Night Flights without Night Rating

Students who have completed their minimum night training requirements per CARS 421.42, will not be signed out for additional solo night flights until their night rating has been processed by an Authorized Person.

5.7 Flying Non-SIFC Aircraft

Students and rental pilots must report flying in any non-SIFC aircraft prior to being signed out. Individuals who have flown other aircraft may be subject to a dual checkout at the discretion of the Operations Manager or CFI prior to a solo flight in an SIFC aircraft.

Individuals who do not report flight activities in other aircraft will be subject to removal of all rental privileges.

Students who wish to use their own aircraft for flight training must apply for and receive prior, written approval from the Operations Manager.

6. Loss of Medical and Subsequent Reinstatement Process

6.1 Requirements

All persons attending flight, simulator and ground training are required to notify the Chief Flight Instructor **via email**, immediately upon any of the following occurring:

- lapse of medical validity due to expiry
- any issue that may affect medical validity (injury, loss of a pair of glasses, etc.)

Failure to notify will result in immediate and permanent removal of all ground and inflight training and rental privileges.

Should any question of medical validity exist, students will immediately be suspended from all flight activities until written clearance in the form of either a new medical signature from a Canadian Aviation Medical Examiner (CAME), or a specific letter from a CAME or specialist addressing the issue and authorizing flight duties, is received by the Operations Manager.

Any letter indicated above MUST include:

- Doctor name
- Doctor contact/address information
- The medical condition was verified
- Specific clearance to resume flying in unpressurized aircraft at high altitudes (up to 10,000 ft)

This process is not only to ensure regulatory requirements are met, but also to ensure the safety and health of customers and staff is maintained

7. No-Shows

7.1 Conditions and Penalties

1. Students will automatically be no-showed for any lesson they do not attend, or any lesson they have not prepared adequately for. Instructors MUST no-show any customer who does not arrive in time to adequately prepare and partake in any scheduled ground, simulator (FTD) or aircraft lesson, unless the instructor has cancelled the lesson for reasons beyond the student's control. Instructors must notify the Operations Manager and CFI of any No-Shows in order to update the student's file.
2. Students must arrive fully prepared and far enough in advance of their bookings to be wheels-rolling 30 minutes into their booking, without having to rush to complete pre-flight items. External delays due to fuel, maintenance or other items proven to be beyond the control of the student are exempt, but they could be cause for the lesson to be cancelled and rescheduled.
3. Students who provide a Doctor's note that adequately explains their absence, within 5 calendar days of the missed booking, or upon arrival at SIFC for the next lesson/class, ***whichever is first***, may have their No-Show fee considered for reversal. However, students must still meet all other policies as applicable (CAD Enhanced Training Policies, attendance policies, etc.) and may face additional costs to make up the missed time.
4. Students cannot avoid No-Show fees by substituting other classmates in their place for a booking.
5. ***Students who no-show more than once during their training may be subject to dismissal from their program of study.***

8. Operational Control System

8.1 Flight Authorization and Supervision

Flight safety demands close supervision of all flight operations. All pilots must be familiar with these requirements. All flights must be authorized by an instructor.

Instructors must consult and follow the Instructor Sign Out Procedures, which are provided to each instructor upon hire and are also located at the front desk.

8.2 Pre-Flight Preparation – General

The pilot must ensure that the Journey Log Book, Certificate of Airworthiness, Certificate of Registration, Weight and Balance (Flight Data Sheet), Aircraft Operators Manual, Pilot Radio and Crew Licenses, together with a current Canada Flight Supplement, are on board the aircraft prior to engine start.

The PIC will obtain weather and NOTAMs appropriate to his/her flight, and all other information listed as required on the Planning page of the SIFC web site.

The PIC will complete a Flight Data Sheet prior to all flights.

The PIC will properly complete the SIFC Dispatch Log, including complete names of all passengers, prior to commencement of any flight. He/she will also ensure that an instructor signs him/her out on all flights. All flights must be authorized by an SIFC Instructor.

Passengers over the age of 16, and who are non-students, must provide government issued photo ID that will be photocopied and kept on file during any flight. Passengers who are 16 years of age or younger that cannot provide ID, must have their parent or Guardian present to supply their (parent/guardian) ID for verification.

The PIC will ensure that the aircraft being used is airworthy, which also includes ensuring the Journey Logbook meets the requirements for Technical Dispatch of the aircraft, according to *Section 6 Technical Dispatch* of the *Quality Manual*. The *Quality Manual* is also found in the aircraft flight bag.

Flight in any aircraft with any outstanding defect(s) is NOT Permitted without prior authorization per the *Quality Manual*.

The PIC will ensure that he/she sufficiently cleans the aircraft windows.

To avoid paint damage, fuel dipsticks, fuel strainer cups and other objects will not be placed on the aircraft at any time.

The PIC will ensure that, during the aircraft pre-flight inspection on the SIFC apron, fuel strained from the aircraft sumps is discarded into the small jerry-cans provided, and not onto the SIFC apron.

The PIC shall not place any items on the dash of the aircraft at any time, whether the engine is running or not.

Cross-country Flights: outside a radius of 25 nautical miles from the departure aerodrome require a Flight Plan and must be filed with NavCanada Flight Services. See section 24 Cross-country flights for additional information.

Flights landing in Kelowna after 17:00 Local also require a flight plan to be filed, unless the flight is to remain entirely in the Kelowna circuit.

8.3 Pre-Dispatch Process

The following are the very general pre-dispatch procedures required for each flight. You will receive additional training for specific expectations for flights (i.e., cleaning windscreens, preparing Nav Logs for cross-country flights, etc.):

- Refer to your Flight Training Syllabus for flight timing expectations.
- Check necessary pre-flight information (weather, NOTAMs, etc.) per the list provided on the Planning page of the SIFC web site
- Complete the aircraft walk-around, ordering fuel / oil through the front desk as required
- Complete the Flight Data Sheet for weight and balance and performance calculations,
- Review aircraft Journey Logbook for required items,
- Complete Dispatch Log for pre-flight items*

8.4 Post-Flight Process

Upon completion of each flight, the PIC will complete in full:

- Aircraft Journey Logbook*
- Dispatch Log*
- Pilot Training Record (PTR)*
- complete your personal log book entry*

Ensure all aircraft items (flight bag, keys, etc.) are returned to their appropriate storage location at SIFC

***NOTES:**

Aircraft Journey Logbooks, the Dispatch Log, PTR and your own logbook must be filled out NEATLY in a very legible fashion, using BLACK or BLUE ink only - no pencil, and no colored inks other than the two mentioned. Flight privileges may be revoked for repeated illegible entries or recurring mistakes.

Whiteout may NOT be used for any corrections. Corrections may only be made by striking out the error with a single line (leaving the original error still visible), making the correction, then signing for the error and entering your license number. If the error was made in an aircraft Journey Log, you MUST speak to the SIFC staff for proper correction techniques.

Pilot Training Records must remain on the ground at SIFC for all flights, and an entry must be made into the PTR after every solo flight, and every dual flight conducted by a Class 4 (or higher) Flight Instructor. You cannot make an entry into your PTR if the staff member on board is considered a Qualified Individual and has no Instructor Rating (some Multi and IFR staff are qualified in this way).

Pilots or students making errors in the aircraft journey logbooks may be assessed a monetary penalty for errors entered; consult staff for proper JLB entries

8.5 Designation of PIC: Dual, Solo, Mutual

Dual

For Dual Instruction flights, the SIFC instructor shall be the Pilot In Command. For Dual instructional flights, the SIFC Instructor shall occupy the right seat. *Exception: For instructional flights for the purposes of the Flight Instructor Rating, the Class 1 Instructor shall occupy the left seat.

Solo

For Solo flights, the PIC shall be the pilot or student accepting responsibility to act as the PIC by completing the Pilot-In-Command section of the Dispatch Log. The PIC shall occupy the

left seat of the aircraft, unless specifically trained and approved in writing by SIFC's CFI to occupy the right seat during flight.

Mutual

For Mutual flights where two licensed pilots are onboard, the PIC shall be designated on the Dispatch Log for each flight between points of departure. The PIC must occupy the left seat of the aircraft. The individual declared as the PIC for a leg between two aerodromes remains as the designated PIC until the aircraft can be landed at an aerodrome approved in accordance with this manual, and the individuals change seats. Should a seat change require deviating from the route on the Dispatch Log, the non-flying person on board **MUST** contact SIFC via cell phone, if possible, safely, prior to deviating to ensure the Dispatch Log is updated and authorization is provided. If you do not have a cell phone, you must return to the last point of departure, unless it is unsafe to do so. Flight plans must be revised as well at the appropriate frequencies.

Note: When an SIFC instructor is not onboard the aircraft, all seat changes are to be conducted on the ground, with the engines and aircraft systems shut down and the aircraft brakes set.

The second pilot on board a mutual flight is not considered an instructor, nor is he/she considered competent in the right seat. The second pilot is to act only as a safety pilot, assisting in watching for traffic, or helping with simple tasks (radio calls). The second pilot shall not be in control of the aircraft, unless it is deemed to be in the interest of safety and the proper transfer of control is conducted ("You have control", "I have control"); this would likely be limited to a medical issue with, or incapacitation of, the PIC.

See the appropriate Section of this document for Passenger policies.

8.6 Dispatch Log

The primary document for flight authorization and supervision is the Dispatch Log. The Dispatch Log may also be referred to as the Sign-Out Sheet. No flights will ever depart without completing the Dispatch Log and getting authorization, as described below. The Dispatch Log is central to the flight supervision system therefore it is important that pilots filling out the Dispatch Log do so in an accurate manner, so proper flight following can be provided.

Students and pilots are not permitted to enter any information into the Dispatch Log until it has been confirmed. For example, Fuel On Board cannot be entered until the student or rental pilot has dipped and visually confirmed the quantity of the fuel that is actually on board the aircraft. If the aircraft needs to be filled up prior to departure, the student or rental pilot Must Not enter the Fuel On Board until after the tanks have been filled and visually confirmed using the provided dipstick. Simply calling for fuel from the FBO is not enough to guarantee the right fuel type and quantity has been uploaded to the aircraft. Watching the fuel personnel refuel the aircraft is also not sufficient proof. The student or rental pilot **MUST** dip the tank after being refueled to ensure the right quantity exists. Ensure fuel caps are installed correctly after each fueling procedure is carried out.

Instructors may insist on watching the student or rental pilot visually check for proper fuel quantity or any other required item.

Unless dictated by an actual emergency or abnormality, only exercises and routes authorized as indicated on the Dispatch Log are permitted to be carried out.

At no times will solo or rental flights be authorized to conduct Spin or Spiral Dive practice.

Dispatch Logs will be kept on file for a time consistent with the Canadian Aviation Regulations and Standards.

ALL FLIGHTS MUST BE SUPERVISED BY A QUALIFIED FLIGHT INSTRUCTOR PRIOR TO DISPATCH. Flight Following will be provided by on-site Dispatch staff.

8.7 Flight Authorization: General

Instructors will only authorize flights that follow the guidelines and procedures laid out in this manual. Instructors will not authorize any flights that have incomplete or inaccurate information on the Dispatch Log. Fuel On Board, Oil On Board, and all other information must have been verified visually by the student or rental pilot prior to being entered on the Dispatch Log. If not, the instructor will refuse to authorize the flight. The PIC will comply with the contents of this manual, the *Aeronautics Act*, Canadian Air Regulations, and the SIFC Standard Operating Procedures and policies.

8.8 Flight Authorization: Student / Pilot Conduct

Instructors will not sign out people who do not meet the requirements of this FTOM.

In addition, persons who appear to be overly anxious, agitated, or under the influence of any substance, legal or illegal, will not be permitted airside. Persons who are intoxicated through drug or alcohol use are not permitted on SIFC property, will be removed by local authorities and banned permanently from all premises.

Apart from coffee, the use of performance enhancing energy drinks or supplements is not permitted by pilots or students at SIFC.

8.9 Ramp Procedures – See Current Aircraft Ground Handling and Parking Directive.

8.10 Pilot and Passenger Attire

Shorts, tank-tops, bare feet, bare feet in shoes/boots/sandals and flip-flops/sandals are not permitted for Instructors, Students, Rental pilots or their Passengers. Flip-flops/sandals are dangerous as they can cause rudder and brake control issues due to poor fit and control interference issues. Students, passengers and pilots are expected to wear shoes or boots with a grippy bottom, and the necessary attire to be able to walk long distances in elements for any existing and potential environmental conditions, in the event the aircraft is landed in a location other than planned.

Students, rental pilots and passengers should be briefed in advance, as they will be refused access to the aircraft, for dual and solo flights, if they are not wearing appropriate clothing.

Students in our CAD and other programs must wear an approved uniform/clothing.

8.11 Checklists and Flight Procedures

Check lists are to be used on every flight, in the form of 'Read and Do'. For 'Read and Do' checks, the PIC must read, then complete each individual checklist item. Some checklists, as indicated by the applicable aircraft SOPs, may be conducted from memory. After any checklist is conducted from memory, the physical checklist must be reviewed to ensure proper completion of the required items.

Only the approved Aircraft checklists assigned to the individual aircraft may be used for operating the aircraft. Checklists provided to students for their own take-home review are learning aids only and must not be used in the actual aircraft.

Aircraft checklists must be left in the aircraft pocket after each flight. Failure to do so will result in a \$25 replacement charge.

At no time during a solo, or solo mutual flight, will any person enter or leave an aircraft while the engine is running.

8.12 Taxiing

Under ideal conditions (on wide taxiways on a smooth, dry surface with no traffic, pedestrians or other equipment) taxiing will be no faster than the speed of a person walking fast. Pilots are expected to use caution to taxi and shall taxi extremely slowly when in confined areas or when conditions are less than ideal for other reasons.

You shall not taxi any portion of the aircraft within 10 feet of any other object, or greater distance if deemed appropriate for safety. You shall not taxi an aircraft in such a way that will place the wing, or any other aircraft part over another moving or non-moving object. This includes, but does limit this policy to: aircraft tie-downs, ladders, fences, other aircraft, persons, etc.

Towbars are available and shall be used for maneuvering the aircraft in areas that do not meet the 10-foot clearance requirement.

Do not taxi between the concrete tie downs or as to have the propeller within ten feet of any tie down.

At CYLW, the run-ups are to be completed on Apron III. When parking for the run-up, park so as not to blow the prop-wash onto the Carson Air apron or any equipment or personnel in the area. Use caution when selecting your runup location, as heavy aircraft use taxiway A in front of Apron III and will blast Apron III when they make their turn onto the runway.

Use good airmanship to ensure equipment, structures and individuals are not blasted by the aircraft while conducting the run-up or taxiing the aircraft.

8.13 Flights Over Water

Except for the purposes of take-off or landing SIFC aircraft are prohibited from operating over water beyond a point where the aircraft could reach shore in the event of an engine failure unless life a jacket is carried for each person on board.

9. Maintenance and Defect Reporting

9.1 Defects

SIFC defines a **defect to be anything experienced or witnessed on an aircraft that is unusual, unexpected, damaged or simply “not normal”**. A defect could be a fault that impairs the structure, composition or function of an aircraft, part of an aircraft or an aircraft system.

- **If you encounter or identify A DEFECT DURING FLIGHT,**
LAND AT THE NEAREST AVAILABLE AIRPORT.

Then follow the Defect Reporting Process below.

- **If you encounter or identify a defect while on the ground (pre-flight or post flight),**

Then follow the Defect Reporting Process below.

PROCEDURES FOR REPORTING A DEFECT

If you experience or identify anything that you believe to be a defect,

1. Contact the Operations Manager or Chief Flight Instructor at SIFC at 250-765-7776 or either Ops Manager or CFI's direct cellphone.

You must make actual voice contact. Leaving a voicemail or sending a text is not adequate. Keep the aircraft Journey Log Book and keys in your possession to prevent anyone from dispatching the aircraft. Ensure the aircraft remains where it is until you have contacted the Ops Manager or CFI.

The discussion of the defect is to ensure:

- i. The aircraft will be grounded,
 - ii. Appropriate authorities will be notified, such as FOD on the runway, and
 - iii. Assist the PIC with the entry in the Journey Log Book so that it is clear, concise, and accurately describes the issue. Better information, will help Maintenance personnel assess, inspect and/or repair the aircraft.
2. Once the defect has been identified and confirmed with the Ops Manager or CFI, it must be entered in the Journey Log Book immediately. Defects must be entered by the person who identified the defect.

Defects may only be entered in the Journey Log Book using the procedures that are outlined in the SIFC Quality Manual. The use of sticky notes, additional work sheets, or any other unapproved method to record defects is strictly prohibited.

When entering a Defect in the Journey Log Book do not state opinions or attempt to diagnose the problem. State exactly what happened with relevant, supporting information.

If more than one defect is identified at the same time, ensure each defect is recorded separately and sequentially numbered.

Prior to entering the Defect, review the last 15 flight segments to determine if the Defect is recurring. A recurring Defect is one that has occurred 3 times in the last 15 flight segments. If the defect has occurred 3 times in the last 15 flight segments, enter "RECURRING DEFECT" in the Journey Log Book.

IF A DEFECT HAS BEEN ENTERED IN THE JOURNEY LOG BOOK, THE AIRCRAFT IS TO REMAIN GROUNDED, REGARDLESS OF THE LOCATION OF THE AIRCRAFT.

DO NOT FLY AN AIRCRAFT WITH AN OUTSTANDING DEFECT.

9.2 Abnormal Occurrence

Any time the aircraft has encountered an **ABNORMAL OCCURRENCE**, FOLLOW THE PROCEDURES FOR REPORTING A DEFECT above.

Examples of abnormal occurrences are, but not limited to:

- Bird strike
- Encounter with severe turbulence
- Tail strike on takeoff or landing
- Encounter with rotorwash or propwash while moving or parked
- Any unusual, unexpected, or sudden noise, vibration or change in control feel from the aircraft at any point of operation.
- Snow or Water in the cockpit due to the door left open overnight.

If you are not certain that you have encountered an abnormal occurrence, ask the Operations Manager or Chief Flight Instructor immediately.

NOTE: Once an abnormal occurrence has been confirmed it must be entered in the JLB by the person who reported the abnormal occurrence.

10. Weight and Balance Forms (Pre-Flight Data Sheets)

10.1 Requirements

Southern Interior Flight Centre utilizes Pre-Flight Data Sheets which require the students to calculate aircraft weight and balance on the same page as takeoff and landing performance data.

These forms must be completed prior to each flight, for each airport of intended departure and arrival.

11. Aeroplane Performance Limitations

11.1 Pilot Operating

All SIFC aircraft must be operated as outlined in the applicable Pilot Operating Handbook or SIFC issued Standard Operating Procedures (SOPs). Where SOPs have been provided, they shall supersede the POH for that particular aircraft.

It is the intention that SIFC issued SOPs will enhance the safety of flight operations. From time to time, SOPs require the modification of procedures in the aircraft POH in order to enhance safety for the conduct of training and rental flights.

Unless superseded by SIFC SOPs, the Pilot Operating Handbook shall be used for all performance data and calculations required for the intended flight.

12. Use of Aircraft Flight Manual, Pilot Operating Handbook and SOPs

12.1 Responsibility of PIC to Follow Manuals

The Aircraft Flight Manual, or Pilot Operating Handbook where a flight manual has not been made available by the manufacturer, shall be used for all required aircraft pre-flight, in-flight and post flight information.

12.2 Use of SOPs by PIC

SIFC Standard Operating Procedures, where provided, shall be used by the PIC in place of the aircraft flight manual or pilot operating handbook for any applicable information. The SIFC Standard Operating Procedures have been developed from the Pilot Operating Handbook and include additional information for the safety of flight within the scope of specific SIFC flight operations.

12.3 Use of Checklists

All SIFC aircraft checklists are considered to meet the minimum requirements as laid out in the appropriate Aircraft Flight Manuals, Pilot Operating Handbooks and SOPs.

It is the responsibility of the PIC to ensure the appropriate checklist is carried onboard the aircraft during flight and used for all non-memory items. After memory items have been carried out, the checklist shall be reviewed to ensure all required items have been completed.

13. Use Of Autopilot

13.1 Restrictions

Pilots can only use the aircraft autopilot in the single engine aircraft if it is serviceable at the time, **ONLY IF** they have received training and written approval is documented in their student file.

In any case, the autopilot is not used below 1000 ft AGL, unless authorized by an instructor who is on board the aircraft.

Students will not be trained in autopilot use during Recreational Pilot Permit or Private Pilot License programs.

Students in the multi engine aircraft can use the autopilot as directed by the instructor, or examiner.

14. Aircraft Ground Handling

See Current Aircraft Ground Handling and Parking Directive.

15. Airport Departure / Arrivals

When operating from valley airports (most airports used in our training programs), it is crucial that you adhere closely to published procedures and ATC instructions whenever it is safe to do so. If you do not stick to a published departure or arrival procedure closely, it will create conflicts with other traffic in the tight Valleys. An example of this is when pilots do not stay well to the East when departing northbound from Kelowna on the Oyama Departure. In this case, drifting slightly westward puts you into conflict with traffic arriving on final for runway 16 into Kelowna.

When conducting any landing, overshoots are encouraged and expected any time your approach and/or touchdown is not going as planned.

Pilots shall not use excessive braking to make an exit intersection, if it is not required for an urgent safety reason. For example, SIFC aircraft landing on RWY 16 at Kelowna, are expected to exit at Charlie if they touchdown on or near the thousand-foot makers.

16. Acceptable Airports of Use

16.1 Authorized Airports and Aerodromes

SIFC aircraft are only to use hard surface (asphalt or concrete) runways at registered or certified airports or aerodromes (airports found in the CFS). The minimum runway length for the C-172 aircraft is 2400ft, and 3000ft for the Be76.

The landing must be planned to touchdown no earlier than the beginning of the threshold, or displaced threshold, whichever is further down the runway. Should the touchdown not be assured at least as far down as the applicable threshold as mentioned, an overshoot must be carried out.

Only airports or aerodromes listed in the SIFC Standard Operating Procedures may be used without prior authorization from the Chief Flight Instructor.

This does not preclude the PIC from using his/her best judgment to land at any suitable site in the event of an in-flight emergency or abnormality necessitating termination of the flight as soon as practical/possible in the interest of safety.

If due to extenuating circumstances, a landing must be made at an airport or aerodrome other than an authorized airport, contact SIFC as soon as possible with details and arrangements will be made by the CFI to transport the aircraft home.

16.2 Unprepared Surfaces

While other airports or aerodromes may be authorized by the CFI, at no time shall authorization be given to permit flight training to be conducted to / from airports or aerodromes with unprepared surfaces (i.e., dirt, gravel, turf, ice, water, etc.).

17. Alternate Airports

17.1 Requirements

Regardless of your planned flight, you **MUST** have a suitable alternate within flying distance at the end of your lesson, without having to use reserve fuel.

Even with circuit flights, we have encountered occasions wherein the local airport is suddenly shut down (a Dash 8 with a brake failure after landing becomes stuck on the runway, a forest fires starts within the control zone, etc.), which required our aircraft to divert to other nearby airports.

When selecting an alternate, you must ensure it is suitable by:

- Checking all required pre-flight information for that airport as if it were going to be your destination, and confirming it meets FTOM requirements for weather and other items,
- Ensuring it is accessible from a fuel standpoint without having to use your reserves,
- Understanding fully how to navigate to it, and
- Having received training on how to operate at that, or a similar, airport.

18. Minimum Operating Altitudes and Areas to Avoid

18.1 Build Up Areas

Aircraft will not be flown any lower than 1000ft AGL within 2000 ft radius of the aircraft.

18.2 Rural Areas

Aircraft will not be flown any lower than:

Dual: 500ft AGL

Solo: 800ft AGL

18.3 Simulated Forced Approaches

Aircraft will not be flown lower than:

Dual: 500 ft AGL, or higher as required to ensure safety of operation without creating a hazard to persons on the surface or in the aircraft

Solo: 500 ft AGL, or higher as required to ensure safety of operation without creating a hazard to persons on the surface or in the aircraft

NOTE: Students must be prepared to brief an equivalent minimum ASL altitude for the area to be used for practice.

18.4 IFR

See current APPROACHES APPROVED FOR IFR TRAINING.

19. Practice Areas and Areas to Avoid

19.1 PIC Responsibilities

When training in the local area, the PIC will select one of the local practice areas and record the area designation on the Dispatch Log. Before selecting the area, the PIC will check to see which areas other flights are training in. Only one SIFC aircraft may be in a practice area at a time, unless conducting circuits at an aerodrome. The following list may be used to describe the practice areas and should be marked on the Dispatch Log.

- Okanagan Mission
- North Arm of Okanagan Lake
- Squally Point/Peachland
- Armstrong (East/West)
- Gallaghers Canyon
- Enderby
- Westbank
- Lumby Valley (East/West)

Please check the school memos regarding any areas to be avoided during flight training. The Armstrong area is very noise sensitive, with the specific problem areas changing from time to time.

While in the practice area, a listening watch must be maintained on the appropriate frequency, or frequencies.

19.2 Low-Level Flight – Banned Areas

The flight dispatch room is to be constantly and consistently monitored for updated areas to avoid and low fly zones.

Armstrong, Enderby, Lumby, and All Areas to the South (Peachland, Westbank, Mission, Gallaghers) are considered extremely noise sensitive due to built-up areas, chicken, and other farms. Practicing low-level exercises, such as Forced Approaches and Precautionary Landings are prohibited in these areas. Refer to SIFC memos for areas sensitive to flight training activities.

Unnecessary low flying or unauthorized maneuvers will result in immediate loss of rental privileges, with all available information passed along to Transport Canada for enforcement actions as well.

Low-level exercises such as Forced Approach and Precautionary Landing is only recommended over rural areas:

- on the east shore of the North Arm,
- west of Armstrong, and
- in the Lumby valley.

19.3 Forest Fire Areas and Smoke

Forest fires and the associated smoke can severely restrict the areas we fly, and limit our ability to return to Kelowna or other suitable alternate airports.

Flights will not be dispatched when the planned track is within 5 miles of the outer limits of any known forest fire, whether it is NOTAM'd or not.

Flights will not be dispatched for any activities if a forest fire is within 1 NM of the outer dimensions of the Kelowna control zone, as the airport can be closed suddenly to all operations once the fire reaches the control zone.

When fires are active, you can expect to have sudden, significant reductions in visibility; always have a back-up plan (alternate airport, extra fuel, etc.) that is available in such a case.

SIFC pilots are expected to report all forest fires as required under the CARs.

Review current information at www.wildfires.bc.gc.ca and www.firesmoke.ca for fire location and smoke coverage.

Check Foreflight – select Notams for visual overlay of areas restricted from fly-over due to Forest Fire Activities.

19.4 Important Directives, Memos and Policy Changes

SIFC issues Memos for short-term notices, such as a temporary policy change. Directives are issued for medium to long-term conditions. Policy Changes are implemented if the situation appears long-lasting or permanent and would be incorporated into the next FTOM revision. Directives and Memos are posted in the flight planning room. All students MUST check the flight planning room prior to each flight for any new posting or other relevant information. All students MUST be briefed and have their dispatch signed off by a Flight Instructor prior to every flight.

20. Fuel Requirements and Fueling Procedures

20.1 Minimum Fuel

For dual and solo practice, the PIC must carry enough fuel for start, taxi, & takeoff, the duration of the flight (including all contingencies) and reserves for one additional hour. For example:

- For a normal 1.2 hour booking in a C172 S the aircraft must contain no less than 21.2 US gallons of fuel and no less than 5 quarts of oil.
- For a one hour booking in the BE-76 the PIC must carry at least 30 US Gallons per tank (60 US Gallons Total) of fuel, which is the minimum dippable quantity using the aircraft dipsticks. The engine oil shall be no less than 5 quarts per engine (10 quarts total).

20.2 Fuel Type

It is the responsibility of the PIC to ensure that the correct fuel type for the aircraft is used in any refueling process. This applies to fuel obtained through qualified individuals at commercial fuel companies as well as pilot self-serve fuel pump systems.

20.3 Main Base

At CYLW all aircraft fueling shall be carried out by qualified employees of the AeroShell Fuel Dealer.

20.4 Away from Main Base

Whenever practical, fueling away from main base (CYLW) shall be carried out by qualified individuals employed by full-service commercial fuel companies.

In the event a self-serve aircraft fuel pump is the only option, the PIC/Instructor shall ensure all fueling instructions and safety precautions supplied at the self-serve pump are strictly adhered to. In any event, the PIC must ensure:

1. NO SMOKING on the ramp.
2. Matches, lighters, or other flammable material must not be on your person when fueling aircraft
3. Never block open a dead-man nozzle.
4. Never drag the nozzle along the ground.
5. Do not allow the hose to kink.
6. Do not rest the fuel nozzle on the ground.
7. Do not allow the fuel hose, nozzle or couplings to scratch or otherwise damage the aircraft wing or other structures.
8. Always ground the aircraft to the truck or fueling system before fueling.
9. If available, two fire extinguishers of at least 20LB should be easily accessible when fueling.

SIFC staff and students are not permitted to operate courtesy vehicles at off-site airports unless in an emergency, or as otherwise authorized by the Operations Manager. Use of the courtesy vehicles is done so at the vehicle operator's own risk.

20.5 Fuel Contamination Checks

Upon completion of any fueling procedure, the PIC must ensure the fuel is allowed time to settle (5 minutes) and a clear and bright check must be carried out using the aircraft fuel cup.

Should any contamination exist, or there be any question as to the correct type and quality of the fuel, the aircraft must not be started until the CFI has been contacted and the problem has been rectified.

Fuel samples collected for the "clear and bright" check must be disposed of according to the procedures applicable to the aerodrome in use. At SIFC in Kelowna, the fuel samples shall be deposited in the supplied jerry-cans.

20.6 Bonding Requirements

Prior to the commencement of any fueling procedure, the aircraft must be grounded to the fuel pump system using the bonding cable supplied by the fuel supplier.

The bonding cable clamp must be attached to an unpainted surface on the aircraft. Specifically:

Cessna 172: Exposed engine exhaust pipe

Beechcraft 76: Exposed engine exhaust pipe

The fuel nozzle must also rest against the metal frame in the filler neck of the tank prior to, and during fueling operations to ensure proper grounding of the refueling system.

When utilizing a self-serve fuel pump system, the PIC must, through a visual inspection, ensure the bonding cable is free of breakage or damage that would otherwise prevent the aircraft from being properly bonded. The PIC must also ensure the aircraft bonding cable remains attached to the aircraft throughout the entire fueling process. The bonding cable may be removed only after fueling procedures have been completed, the fuel pump has been turned off and the fueling hose has been returned to its appropriate storage location.

20.7 Fueling with Passengers on Board

Passengers, students, and instructors are not permitted to be on board the aircraft while fueling procedures are being carried out. In addition, people not essential to the fueling process must remain at least 50 ft from the aircraft being refueled.

20.8 Fueling During Thunderstorms

Fueling procedures shall not be carried out while thunderstorms are in the general vicinity (within 5 NM of the aircraft location).

20.9 Fuel Spills

After any fuel spill shut off the electrical switches, stop fueling and ensure that the spill is cleaned up.

If a spill spreads to cover an area 10 feet or more across, or 50 square feet or more, call the fire department as posted on the fueling unit, or the phone number in Emergency Response Plan if applicable.

20.10 Fire During Fueling

In the event of any fire, shut off the pump if possible. Vacate the area to a safe distance. Immediately call the fire department as posted on the fueling unit, or the phone number in Emergency Response Plan if applicable.

20.11 Fueling from Fuel Drums or Jerry Cans

SIFC policy does not permit aircraft fueling from fuel drums or jerry-cans.

20.12 Winter Hazards

Cold, dry air significantly increases the potential for the buildup of static electricity. Extreme care must be taken when refueling during the winter months, with extra vigilance regarding bonding requirements.

20.13 Fuel Entry in the Dispatch Log

Fuel On Board cannot be entered into the Dispatch Log until the student or rental pilot has dipped and visually confirmed the quantity of the fuel that is actually on board the aircraft. If the aircraft needs to be filled up prior to departure, the student or rental pilot Must Not enter the Fuel On Board until after the tanks have been filled and visually confirmed using the provided dipstick. Simply calling for fuel from the FBO or watching the fueling personnel at the aircraft is not enough to guarantee the right fuel type and quantity has been uploaded.

21. Weather Conditions and Limitations

21.1 Maximum Crosswind Components

No take-offs or landings will be conducted if the crosswind component exceeds, or is forecast to exceed, the manufacturer's recommendations in the POH for each aircraft (Cessna 172 = 15 knots / BE76 = 25 kts).

Note: Under certain circumstances these limits may be overridden by the CFI or Operations Manager for Dual flights (winds are steady, etc.).

21.2 Maximum Ground Wind and Maximum Wind Gust

Flights will not be dispatched if the reported or forecast maximum ground wind speed is 20 knots or higher and/or wind gusts of 15 knots or more, without prior approval by CFI or Ops Manager.

21.3 Maximum Ground Wind and Maximum Wind Gust

Flights will not be dispatched if the reported or forecast maximum ground wind speed is 20 knots or higher and/or wind gusts of 15 knots or more, without prior approval by CFI or Ops Manager.

21.4 Hot Weather Operations

Flight training operations will be suspended if the ground temperature is 40° C or higher.

At temperatures between 30° C and 39° C, Instructors and students must self-monitor for heat stroke/heat exhaustion. Students are limited to one flight per day in this temperature range.

21.5 Cold Weather Operations

Aircraft will be plugged in if the overnight low is cooler than 0° C. If you arrive for a flight and discover the aircraft has not yet flown and has not been plugged in at temperatures below 0° C, you are not to attempt starting that aircraft. Plug it in for at least one hour before trying to start it.

Even if an aircraft has been plugged in, if it fails to start after three short attempts, you are not to attempt further starts without seeking guidance from the CFI or Operations Manager. Continuing to try to start an airplane in this condition increases the risk of fire and engine damage, and will kill the aircraft battery.

When an instructor signs out a solo student, in addition to the regular sign-out requirements, the instructor is responsible to ensure the above conditions, and all other winter operations criteria, are met.

If you fail to put an aircraft away properly in winter conditions (plugged in, wing covers, etc.) lost wages and any lost revenue may be recovered from your account before being authorized to continue renting or training.

21.6 Wind Chill vs. Static Temperature

In general, we concern ourselves with wind chill for its relationship to passenger / student comfort and protection while outdoors. Wind chill is directly related to evaporation and is a factor for substances that contain moisture (skin). The metal in an aircraft engine is not affected by wind chill; the actual static temperature is what we need to evaluate. The only effect that wind has is changing the heat retention capability while plugged in or causing shock-cooling while flying.

To explain:

Example: The static temperature is -10°C with a wind chill equivalent to -30°C . The aircraft components will only cool to a temperature of -10°C , not -30°C . However, if the aircraft is plugged in and the heaters would normally maintain a temperature of $+10^{\circ}\text{C}$ in calm wind, the wind may reduce the heater's ability to warm the aircraft, with a resultant temperature of 0°C .

21.7 Minimum Temperatures for Flight Operations

At inflight temperatures cooler than -5° , forced approaches must be carried out using the 20° Flap and 1500 rpm technique; engine warms are still to be carried out at regular 500 foot intervals. Start the overshoot early and apply power smoothly.

At inflight temperatures colder than -15°C , power-off stalls (all aircraft) and simulated engine failures (Duchess) are not to be carried out.

At ground temperatures cooler than -20°C circuits shall not be conducted and solo flights will not be authorized.

At ground or inflight temperatures colder than -25°C we will not conduct flight training at SIFC.

These items may only be waived at the discretion of the CFI or Operations Manager.

21.8 Temperature / Dewpoint Spread

When the difference (spread) between the temperature and dewpoint is 2 degrees Celsius or less, any light to moderate mixing of the air created by wind or sudden UV changes (heating from the appearance of the sun), can cause almost instant fog formation. Fog/cloud formation may occur if the temperature falls, the dewpoint rises or both occur at the same time.

Solo Flights:

With a temperature/dewpoint spread of 2 degrees Celsius or less, Solo Flights will not be dispatched without the permission of the CFI or Operations Manager. This permission must be gained by having an SIFC Instructor contact the CFI or Operations Manager. The following information must be ready in order to assess authorization:

- What are the current (METAR) and Forecast (TAF/GFA) weather for the areas to be flown, including an alternate airport if Kelowna Airport is shut down?
- What are all of the cameras showing for weather for the entire route of flight? Are they showing the same, better, or worse than the weather reports?
- What does it look like when you are standing on our ramp looking around the area for weather?
- Has the weather been improving, deteriorating, or staying the same?

If the current (METAR) and Forecast (TAF) weather for all trip airports are not within FTOM limits, AND your own visual checks using cameras and standing outside confirms the weather is actually the same as forecast, or worse than forecast, the flight cannot be dispatched as planned.

- Is there an alternate lesson that can be done if this particular flight cannot go? Cross country flights require higher weather limits than local flights.
- If it is a solo lesson, can a dual be completed instead? Again, lower minima required for dual. See below.
- If switching to local flights, how many other aircraft are going out in the same general area? The south practice areas are very close together, and we are also not the only fleet of aircraft training in the area.
- Can a different student complete a different flight so the aircraft remains utilized?
- Have you reviewed all other information (NOTAMs, aircraft serviceability, pending inspection times, etc.) to make sure any plan you have developed will work?

Dual Flights:

Instructors must diligently follow the guidance provided above. When the temperature/dewpoint spread is the ONLY FTOM exception to the current (METAR) and Forecast (TAF) and an instructor's local visual check and webcams confirm the weather is actually the same or better than forecast, the flight may be dispatched as planned. Instructors are encouraged to contact the CFI or Operations Manager if they have any questions on a specific situation.

21.9 VFR Cross-Country Weather Minima

Before embarking on a Solo cross-country flight the PIC must ensure that all reporting stations along the intended route are reporting a minimum ceiling of 3000' AGL and 6 statute miles visibility. The PIC will also ensure that the appropriate Terminal Area Forecasts are predicting the weather to remain above these minimums for the duration of flight.

Before embarking on a return leg across a mountainous region, the PIC will call SIFC to discuss the weather with a SIFC instructor and to receive his/her authorization for the return flight.

21.10 Solo Cross-Country Authorization

No solo student may leave the Okanagan Valley without an instructor on board the aircraft unless on an instructor authorized cross-country flight required as part of his/her program at SIFC.

22. Weather Minima

22.1 Day Circuit Weather Minima

Dual – Ceiling 1500 ft. AGL – Visibility – 3 SM

Solo – Ceiling 2000 ft. AGL – Visibility – P6SM

22.2 Night Circuit Weather Minima

Dual – Ceiling 2000 ft. AGL – Visibility – P6SM

Solo – Ceiling 2500 ft. AGL – Visibility – P6SM

NOTE: All hazard beacons at all airports of planned operation for the flight must be functioning, regardless of whether the CFS states the beacons 'must' or 'should' be working.,

22.3 Practice Area Weather Minima

Upper Air Work – Flight for Range / Endurance, Slow Flight, Stalls, Spins, Spirals

Dual - Ceiling – 3500 ft. AGL – Visibility – P6SM

Solo – Ceiling – 3500 ft. AGL – Visibility – P6SM

Other Air Work, Not listed above

Dual – Ceiling 2000 ft. AGL – Visibility – P6SM

Solo – Ceiling 3000ft. AGL – Visibility – P6SM

22.4 Specific Day Cross Country Route Weather Minima

Mini Cross-country routes: CYLW – CZAM – CYLW, and CYLW – CYYF - CYLW.

Dual – Ceiling 5000ft ASL – Visibility P6SM

Solo – Ceiling 5000 ft ASL – Visibility P6SM

Major Cross-country routes: CYLW – CYKA – CYYF – CYLW, and CYLW – CZAM – CAU3-CYLW and CYLW-CZAM-CYKA-CYLW

Dual – Ceiling 8500 ft. ASL – Visibility P6SM

Solo – Ceiling 9500 ft. ASL – Visibility P6SM

22.5 Specific Night Cross Country Route Weather Minima

CYLW – CZAM – CYYF – CYLW

Dual – Ceiling 6500 ft. ASL – Visibility – P6SM

Solo – Ceiling 7500 ft ASL – Visibility – P6SM

22.6 All Other Cross Country Flights

Dual – Ceiling 2000 ft AGL – Visibility – P6SM

Solo – Ceiling 3000 ft AGL – Visibility – P6SM

22.7 IFR Flight Training

Departure, Destination and Alternate shall meet the alternate weather minima as published in the Canada Air Pilot.

23. Operations in Hazardous Conditions

23.1 Severe Weather

Severe weather is defined as any weather that creates a serious hazard to safe flight operations, e.g. icing, thunderstorms, tornadoes, severe turbulence, wind shear, strong crosswinds, or whiteout.

SIFC flight operations can only be authorized directly by the CFI or Operations Manager if severe weather is forecast in the immediate area, or along the flight route. This authorization can only occur if actual meteorological conditions indicate the forecast is incorrect.

This does not preclude the possibility of pilots encountering severe weather while enroute. In such a case, pilots are expected to use good airmanship and make timely decisions for avoidance, whether that means diverting, reversing course, or landing at an alternate destination.

23.2 Icing

None of the aircraft operated by SIFC are equipped for flight in icing conditions, therefore pilots will not intentionally fly into areas where icing is reported or forecast to exist.

In the event icing is encountered inadvertently, pilots will immediately follow the procedures as laid out in the aircraft POH and:

- a) select full carb heat on all engines;
- b) turn the pitot heat on;
- c) turn the cabin heater on and select full windshield defrost; and
- d) exit the area of icing as expediently as is practicable by climbing, descending, diverting, or performing a 180° turn; whichever method will provide the safest return to non-icing conditions.

In general, the following information regarding the hazards of aircraft icing should be understood:

In-flight Airframe Icing

Airframe icing can be a serious weather hazard and will result in a loss of performance in the following areas:

- a) Ice accretion on lifting surfaces will change their aerodynamic properties resulting in a reduction of lift, increase in drag and weight with a resultant increase in stalling speed and a reduction in the stalling angle of attack. Therefore, an aerodynamic stall can occur before the stall warning systems activate;
- b) Ice adhering to propellers will drastically affect their efficiency and may cause an imbalance with resultant vibration; and
- c) Ice on the windshield will reduce or block vision from the cockpit.

Types of Ice

There are three types of ice that can be encountered in flight, Rime Ice, Clear Ice, and Frost. For any ice to form the OAT must be at or below freezing with the presence of visible moisture.

Rime ice commonly found in stratiform clouds is granular, opaque and pebbly and adheres to the leading edges of antennas and windshields. Rime ice forms in low temperatures with a low concentration of small super-cooled droplets. It has little tendency to spread and can easily be removed by aircraft de-icing systems.

Clear ice commonly found in cumuliform clouds is glassy, smooth and hard, and tends to spread back from the area of impingement. Clear ice forms at temperatures at or just below 0°C with a high concentration of large super-cooled droplets. It is the most serious form of icing because it adheres firmly and is difficult to remove.

Frost may form on an aircraft in flight when descent is made from below-freezing conditions to a layer of warm, moist air. In these circumstances, vision may be restricted as frost forms on the windshield or canopy.

Aerodynamic Effects of Airborne Icing

The classic aerodynamic effects of ice accumulation on an airplane in flight include the following:

- d) Reduced lift accompanied by significant increases in drag and increases in weight;
- e) Increased stall speed and reduced stall angle of attack as ice alters the shape of an airfoil and disrupts airflow;
- f) Reduced thrust due to ice disrupting the airflow to the engine and/or degrading propeller efficiency ;
- g) Control restrictions due to water flowing back onto control surfaces and freezing;
- h) Blocked vision from the cockpit due to ice on the windshield;
- i) Carburetor icing;
- j) Tailplane stall, requiring recovery methods opposite to traditional stall recoveries

23.3 Wing Covers

Wing covers should not be removed until the decision has been made that the flight will be dispatched in the given conditions. You need to remove the wing covers as late as possible, but before you try to extend the flaps for the walkaround.

Costs, billable directly to the student, can be in excess of \$1000 per flap for damage incurred to the flap system when flaps are selected down while the wing covers are still on the aircraft.

Pay extremely close attention to the flaps control rods when doing your walkaround, as those are primarily the items that get bent or damaged if someone has extended the flaps with the wing covers installed. As with any damage, if you don't report it to SIFC staff before you go flying, you are considered responsible for it when you return, or when it is reported by the next person doing the walkaround.

Removing the wing covers before the final go/no-go decision is made will require that they are re-installed should the flight be cancelled.

Steps to remove the wing covers:

1. Start by folding the leading and trailing edge of the covers, along with the straps, up onto the wing
2. Fold the wing root end of the wing cover outwards to the tip, effectively folding the cover in half,
3. Return to the fold that is now closest to the wing root, and start to roll the wing cover from that point, toward the wing tip, then remove the cover

Do not let wing covers end up in the dirt - place them directly in the storage bag.

Store wing covers in their proper bags. Make sure frozen wing covers are kept in their bags outside in the cold shed, otherwise they will thaw, get wet, and then will freeze to the aircraft when put back on.

The clips on the wing covers do become quite fragile when cold. Do not step or kneel on the clips, straps or any other portion of the wing cover.

Although wing covers provide protection from frost and snow on the wings and horizontal tail surfaces, they do not provide protection to the other exposed areas of the aircraft: i.e., Fuselage, windows, vertical tail surfaces, struts, antennas, etc. These areas must have all contamination removed before flight as well. They also do not protect well against freezing rain, as the water will go through the breathable material and freeze to the aircraft.

During late fall, winter, and early spring, the aircraft **MUST** be covered with wing covers if there is any gap in time between bookings for that aircraft on the schedule. This procedure is followed to prevent the aircraft from being left without covers if the subsequent flight does not go due to weather, aircraft switch, or any other reason.

Aircraft wing covers must also be re-installed if your own flight does not go, or upon your return if you are made aware that the following flight has been cancelled.

If you are uncertain whether you should reinstall wing covers after your flight, ask the instructor or training assistant on the desk if you need to cover the aircraft.

It is expected that SIFC staff will assist with the wing covers whenever possible.

23.4 Winter Operations

All loose contamination (snow, etc.) and heavy frost must be swept off all parts of the aircraft (not just the lift-generating surfaces) before any de-icing fluid is applied. Isopropanol has no holdover time and can only be used to remove very thin layers of frost if some is left after removing the contamination with a broom.

When using a broom, ensure you do not scratch the aircraft or damage antennas or other items. Only the brooms that have the entire handles wrapped completely in foam may be used to clean the aircraft off. Use of personal items (car sweepers) or anything else is prohibited.

The de-icing fluid is meant for light frost contamination only and is to be sprayed in a light mist. Soaking the aircraft will not improve ice removal, and will only add unnecessary costs. Excessive use

of fluid will make the individual responsible for environmental recovery costs through the CYLW airport office - we are monitored and must report the quantity of all de-icing fluid used.

NOTE: Only SIFC staff may spray the aircraft with the fluid.

If it begins to snow after isopropanol has been applied before you takeoff, you must return to the office and discuss further de-icing options or potentially cancel the flight.

Do not waste the time or the cost of de-icing with fluid until you know for certain the flight is able to go.

Note: If the contamination cannot be cleaned off with a broom before the aircraft is sprayed (snow that has melted and re-frozen on the aircraft, freezing rain, etc.), the flight will likely be cancelled until the ice can be permitted to melt and the aircraft dry off in a warm aircraft hangar.

Isopropanol is kept in the main office building under the stairs, to stay warm. To prevent fluid from venting while it sits in the office building, the pressure must also be released from the sprayer each time it is returned to storage by opening the cap.

Windscreen

Do NOT use warm or hot water or any other direct heat to clean the windscreen or other windows, EVER. This would cause the windows to crack. Use of indirect heat by placing the heater in the cockpit for a short period before departure will aid in thawing the windscreen and warming the aircraft instruments and avionics. Power drawn by a ceramic heater is significant, so only one unit may be plugged in at any given time to avoid tripping the breaker.

Alternately, use of your own hand (without a glove) can be used to remove light frost from the windscreen. You must ensure you have no rings or other hard objects, then you can apply your hand to the surface of the windscreen to melt the frost. Do NOT rub the windscreen with your hand and do NOT use any other object (scraper, credit card, etc.) to clean the windscreen as it will become scratched.

Isopropyl alcohol can be used to clean windows of light frost, after snow accumulations have been removed.

Oil

The oil needs to be at a very fluid state (low viscosity) to ensure lubrication occurs immediately after the engine starts, and without creating excessively high oil pressure that will damage the engine. The thicker the oil, the higher the pressure and the less likely to provide proper lubrication. Cold oil is thicker than warm oil. The aircraft are plugged in to provide heat for the engine and oil.

Moisture will condense in the oil breather tube and drip onto the ground in the form of a tan-colored sticky fluid. This is generally not an issue, and it actually means that the oil breather is clear. If the amount looks excessive, or you just aren't sure, get an opinion from an instructor before dispatch.

Fuel

You can check the fuel while the wing covers are on the aircraft by just un-buckling the minimum amount needed to remove the fuel caps and check the fuel quantity.

If fuel is required:

If it is not snowing: leave the wing cover pulled back from the fuel cap

If it is snowing: cover the wing back up entirely then watch for the fuel truck to arrive. When it arrives, pull the wing cover back from the fuel cap until fuelling is complete, then cover it back up again after you visually confirm the new fuel level. The aircraft fuellers are not responsible, nor permitted, to remove wing covers.

Aircraft Ramp

The aircraft ramp and subsequent taxiways must be ploughed before starting your preparation with the aircraft. There isn't any sense getting ready to depart if you aren't going to be able to make it to the runway.

Shovels are available for clearing a path to/from the aircraft and around the tires so the aircraft may be accessed or moved. Be careful not to hit the aircraft with the shovel or broom handles.

Ladders

Due to safety issues, ladders may only be used by SIFC staff.

Snow Removal at Airports

Another consideration, which is outlined in the FTOM, is selection of the airports you may be using either as a destination or emergency alternate. If you cannot receive positive confirmation that the airport runway and required taxi/ramp areas have been cleaned of snow and ice, the flight will not be dispatched. This may require a phone call to the airport operator.

Proper Sequence for Preparing the Aircraft in Winter

1. Arrive early. This cannot be over-stressed. Realize that preparation in the winter takes additional time and consideration. The flight scheduled before you may not have been dispatched, so plan on having to do all of the preparation (removing wing covers, de-icing, etc.) before each flight.
2. Check the quantity and viscosity of the oil by pulling the oil dipstick, noting the quantity and seeing if the oil flows freely off the stick, indicating it is warm. *If the oil does not flow freely, the aircraft must be plugged in for at least one hour for every portion of 10 degrees below the temperatures the FTOM requires the aircraft to be plugged in.*
3. Check all exposed surfaces of the aircraft to see if frost, snow or other contamination is adhering.
4. Check the fuel quantity to see if it sufficient for your planned flight.
5. Speak to an instructor regarding your flight to confirm whether it is able to go.
6. Fuel can now be ordered while you are completing the rest of your planning, if the flight looks like it will go.
7. Complete planning paperwork.
8. Pre-Flight PGI as required.
9. Remove the wing covers.
10. Complete the walkaround, including de-icing as necessary.
11. Finish your paperwork (Dispatch Log, etc.).

Upon return after the Flight

1. After the aircraft is returned to its parking spot, chocked and tied-down, check with the office to see if another flight is going up right away. If not, the aircraft must be covered and plugged in. Failure to do this will result in the student/rental pilot being billed a \$25 fee, reduced professionalism grading, and may affect future access to aircraft for flights. If you need help, please ask.
2. Confirm that the aircraft plug-in(s) are providing power by checking for the light at the aircraft-end of the cord, if equipped.

Some of the Hazards of Winter Ground Operations

- Slip and falls due to ice/snow. Get assistance from instructors to use shovels and ice melt to ensure risks will be mitigated.
- Hitting head or other body parts on the aircraft, antennas, etc. Work at a steady, unrushed pace, being careful to understand your surroundings as you work to prepare or put away the aircraft.
- Buckles that are undone from the wing covers can swing or blow around, so again, be careful, work at a steady controlled pace, and be aware of your surroundings.
- Strong winds can make it hazardous to remove or install wing covers. The instructor flying the aircraft, or the staff member on the desk for solo flight dispatch, may decide the wing covers should not be installed in the given conditions due to safety reasons.
- Static wicks are fragile and expensive to replace / repair. Avoid hitting them or even applying pressure to them while sweeping off the aircraft or removing wing covers. Students may be billed for replacements costs of any static wicks damaged through their own neglect.

23.5 Thunderstorms

As described in section 10.1 of this manual, flights will not be authorized when thunderstorms exist, or are forecast to exist along the flight route.

To further demonstrate the hazards associated with thunderstorms, the following information should be considered in the event thunderstorms are inadvertently encountered during flight:

Thunderstorm Hazards

Thunderstorms are capable of containing nearly all weather hazards known to aviation. These include tornadoes, turbulence, squall line, microburst, heavy updrafts and downdrafts, icing, hail, lightning, precipitation static, heavy precipitation, low ceiling and reduced visibility.

There is no useful correlation between the external visual appearance of a thunderstorm and the severity or amount of turbulence or hail within it. The visible thunderstorm cloud is only a portion of a turbulent system of updrafts and downdrafts that often extend far beyond. Severe turbulence may extend up to 20 NM from severe thunderstorms.

Airborne or ground based weather radar will normally reflect areas of precipitation. The frequency and severity of turbulence associated with the areas of high water content generally increases the radar return. No flight path, through an area of strong or very strong radar echoes separated by 40 NM or less, can be considered free of severe turbulence.

Turbulence beneath a thunderstorm should not be underestimated. This is especially true when the relative humidity is low. There may be nothing to see until you enter strong out-flowing winds and severe turbulence.

The probability of lightning strikes occurring to aircraft is greatest when operating at altitudes where temperatures are between -5°C and 5°C. Lightning can strike aircraft flying in clear air in the vicinity of a thunderstorm. Lightning can puncture the skin of an aircraft, damage electronic equipment, cause engine failure and induce permanent error in magnetic compasses.

Thunderstorm Considerations:

Above all, never think of a thunderstorm as "light" even though the radar shows echoes of light intensity. Avoiding thunderstorms is the best policy. Remember that vivid and frequent lightning indicates severe activity in the thunderstorm and that any thunderstorm with a top 35 000 ft or higher is severe. Whenever possible:

- a) Do not land or take off when a thunderstorm is approaching. The sudden wind shift of the gust front or low level turbulence could result in loss of control;
- b) Do not attempt to fly under a thunderstorm even when you can see through to the other side. Turbulence under the storm could be disastrous;
- c) Avoid any area where thunderstorms are covering 5/8 or more of that area;
- d) Do not fly into a cloud mass containing embedded thunderstorms without airborne radar;
- e) Avoid by at least 20 NM any thunderstorm identified as severe or giving intense radar returns. This includes the anvil of a large cumulonimbus;
- f) Clear the top of a known or suspected severe thunderstorm by at least 1000 ft altitude for each 10 kt of wind speed at the cloud top

- g) If flying through an area of thunderstorms cannot be avoided, the following should be considered:
 - a) Tighten seat belt and shoulder harness, and secure all loose objects;
 - b) Plan a course that will take you through the storm area in a minimum time and hold that course
 - c) Avoid the most critical icing areas, by penetrating at an altitude below the freezing level or above the level of -15°C;
 - d) Check that pitot and carburetor heat are on. Icing can be rapid and may result in almost instantaneous power failure or airspeed indication loss;
 - e) Set the power settings for turbulence penetration airspeed appropriate to aircraft type;
 - f) Turn up cockpit lights to their highest intensity to minimize temporary blindness
 - g) When using an auto-pilot, disengage the altitude hold mode and the speed hold mode. The automatic altitude and speed controls will increase maneuvers of the aircraft, thus increasing structural stresses;
 - h) If equipped with a functioning weather radar unit, tilt the airborne radar antenna up and down occasionally. This may detect hail or a growing thunderstorm cell.

If a thunderstorm cannot be avoided or is entered inadvertently:

- a) Concentrate on your instruments; looking outside increases the danger of temporary blindness from lightning;
- b) Do not change power settings; maintain the setting for turbulence penetration;
- c) Do not attempt to keep a constant rigid altitude; let the aircraft "ride the waves". Maneuvers in trying to maintain constant altitude increases stress on the aircraft. If altitude cannot be maintained, inform ATC as soon as possible;
- d) Do not turn back once you have entered a thunderstorm. Maintaining heading through the storm will get you out of the storm faster than a turn. - In addition, turning maneuvers increase stress on the aircraft.

23.6 Whiteout

Whiteout is defined as an atmospheric phenomenon of the Polar Regions in which the observer appears to be engulfed in a uniformly white glow. The fact that this definition indicates the Polar Regions does not preclude whiteout from occurring at any location should the required conditions be met for the creation of whiteout. When shadows, horizon, or clouds are not easily discernible; sense of depth and orientation is lost; only very dark nearby objects can be seen. Whiteout occurs over an unbroken snow cover and beneath a uniformly overcast sky, when with the aid of the snowblink effect; the light from the sky is about equal to that from the snow surface. Blowing snow may be an additional cause.

Light carries depth perception messages to the brain in the form of colour, glare, shadows, and so on. These elements have one thing in common, namely, they are all modified by the direction of the light and changes in light intensity. For example, when shadows occur on one side of objects, we subconsciously become aware that the light is coming from the other. Thus, nature provides many visual clues to assist us in discerning objects and judging ground masses.

If the ground is completely white, with a diffused light source through an overcast layer which is reflected back in all directions by the white surface so that shadows disappear, the terrain is now virtually devoid of visual clues and the eye no longer discerns the surface or terrain features.

Since the light is so diffused, it is likely that the sky and terrain will blend imperceptibly into each other, obliterating the horizon. The real hazard in whiteout is the pilot not suspecting the phenomenon

because the pilot is in clear air. In numerous whiteout accidents, pilots have flown into snow-covered surfaces unaware that they have been descending and confident that they could "see" the ground.

Whenever whiteout conditions such as described above are suspected the flying pilot should immediately climb if at low level or level off and turn towards an area where sharp terrain features exist. The flight should not proceed unless the pilot is prepared and competent to traverse the whiteout area on instruments.

In addition, the following phenomena are known to cause whiteout and should be avoided if at all possible:

- a) Water-fog whiteout resulting from thin clouds of super-cooled water droplets in contact with the cold snow surface. Depending on the size and distribution of the water droplets, visibility may be minimal or nil in such conditions;
- b) Blowing snow whiteout resulting from fine snow being plucked from the surface by winds of 20 kts or more. Sunlight is reflected and diffused resulting in a nil visibility whiteout condition;
- c) Precipitation whiteout resulting from small wind-driven snow crystals falling from low clouds above which the sun is shining. Light reflection complicated by spectral reflection from the snow flakes and obscuration of land marks by falling snow can reduce visibility and depth perception to nil in such conditions.

23.7 Windshear

Wind shear may create a severe hazard for aircraft within 1000 feet AGL of a "micro burst", particularly during the approach to land and in the takeoff phases. Because of the hazards associated with flying through and in the vicinity of these intense downdrafts, which on reaching the surface spread outward from the downflow center in all directions, the best defense is to avoid it altogether as it could be beyond you or your aircraft's capability.

Pilots are to heed wind shear PIREPs as a previous pilot's encounter may be the only warning you will receive. On receiving such notice, alternate action such as delaying a departure or an arrival until the phenomena has passed is imperative.

If you should recognize a wind shear encounter, prompt action is required. In all aircraft, the recovery could require full power and a pitch attitude consistent with the maximum angle of attack for your aircraft. In addition, you should warn others as soon as possible by sending a PIREP to the closest ground facility.

24. Aeroplane Ice, Frost and Snow

24.1 Critical Surface Contamination Procedure

All company aircraft will be operated in accordance with Transport Canada's "clean aircraft concept". All ice, snow, frost, or other contaminating material must be removed from all critical surfaces prior to attempting flight. The preferred method of keeping the aircraft clean is to put them in the hangar BEFORE ice forms, or snow falls.

If an aircraft is outside and becomes contaminated with dry snow it must be brushed off. But if there is ice adhering to the aircraft, moving it to a heated hangar is the preferred method of de-icing the aircraft. The aircraft must remain in the hangar until it is dry unless the outside air temperature is above freezing. Bringing a wet airplane into freezing temperatures will cause re-freezing and can create an EXTREME hazard.

When de-icing in a hangar is not possible, aircraft must be cleaned with soft cloths and brooms. Scrapers must NEVER be used on any part of the airplane, especially the windows.

If applying de-icing/anti-icing fluids, the manufacturer's recommendations shall be followed to ensure the fluids are compatible with aircraft surfaces and safe for use. Protective equipment must be worn as required, per the applicable Material Safety Data Sheet.

25. Flight Following

25.1 Requirements

All flying conducted at Southern Interior Flight Centre must be supervised, according to the guidelines in the CARs and associated standards. Flight safety is paramount at all times.

The CFI, or delegate, provides flight supervision and reporting of late aircraft returns. The procedures in the event an airplane is late returning are in the Emergency Response Plan located at the front desk.

Instructors and support staff are expected to keep track of the entries on the Dispatch Log and note any airplane that becomes overdue. In all cases the primary reference for when airplanes are due back is the Dispatch Log as referenced above.

When an airplane is 15 minutes overdue the instructor shall consult the Emergency Response Plan. Instructors are responsible for knowing where the plan is kept (at the main customer service desk). Normally the CFI or CFI delegate takes the lead in implementing the plan, however if he/she is not available it is the responsibility of the instructor to follow the Emergency Response Plan.

For ALL daytime flying the CFI, or CFI delegate, will be on duty while airplanes are flying.

Flights returning to the airport after 17:00 local must be on an active flight plan, unless the flight is to remain entirely within the CYLW Circuit with the control tower in operation.

25.2 Spot GPS Tracking

SIFC aircraft are equipped with SPOT Trace units that activate automatically with vibration or movement of the aircraft. The unit must remain on the dash and attached by Velcro for the duration of any flight. Should the spot become dislodged (i.e., the Velcro fail), the unit must be placed in the glove compartment and the pilot is to notify SIFC at the next point of landing.

Removing the SPOT device or turning it off at any time without prior authorization from the CFI, unless due to a legitimate safety concern (as decided by the CFI), will result in immediate and permanent termination of all rental privileges.

25.3 G1000 Data Logging

SIFC aircraft with G1000 avionics are equipped with data logging capabilities that activate as soon as power is applied. Many variables, similar to a flight data recorder, are logged and all recorded data will be made available for any investigation, maintenance or other operational function deemed necessary by the Operations Manager or CFI. Disabling the data logging by any student, rental pilot or passenger without prior direction from the Operations Manager or CFI will result in immediate and permanent termination of all aircraft and program privileges.

25.4 Flight Follower Training

All flight following staff shall demonstrate to the CFI or delegate, the ability to complete, interpret and monitor the Dispatch Log for dual and solo flight entries.

Flight following staff shall also be instructed on the use of the Emergency Response Plan and shall demonstrate the procedures to be followed to implement the plan as required.

26. Cross Country Flights

26.1 Cross Country Routes

The following are the routes approved for the Dual and Solo 150 NM cross country flight lessons for the Private Pilot License:

CYLW-CYKA-CYYF-CYLW

See ***Cross Country Routings for Private License*** guidance material on the company intranet for specific route to be made.

CYLW-CZAM-CAU3-CYLW

See ***Cross Country Routings for Private License*** guidance material on the company intranet for specific route to be made.

CYLW-CZAM-CYKA-CYLW

See ***Cross Country Routings for Private License*** guidance material on the company intranet for specific route to be made.

PPL ROUTE NOTES:

In order to conduct the solo cross country from above, they must have completed the same route dual first.

Students must complete a full stop at each airport in the route. This means the student must land, taxi off the runway onto a suitable parking area, and shut down the aircraft at each airport so the times down and time of engine stop can be recorded.

Students must also contact SIFC via telephone from each airport after shutting down the aircraft. Each leg must be entered separately in the aircraft journey logbook, the student PTR and the student's personal logbook.

The following routes are the standard routes for the 300 NM flight required for the Commercial Pilot License:

CYLW-CYXC-CYQL-CYXH-CYQL-CYXC-CYLW

CYLW-CYKA-CYWL-Davie Lake (overfly)-CYXS-Davie Lake-CYWL-CYKA-CYLW

CPL ROUTE NOTES:

Specific route information (top of climb, set heading points, top of descent) for each leg is left to the discretion of the student, but must meet SIFC, CARs and operational requirements.

Students must complete a full stop at each airport in the route. This means the student must land, taxi off the runway onto a suitable parking area, and shut down the aircraft at each airport so the times down and time of engine stop can be recorded.

Students must also contact SIFC via telephone from each airport after shutting down the aircraft. Each leg must be entered separately in the aircraft journey logbook, the student PTR and the student's personal logbook.

The 300 NM routes above are shown based on two students in the aircraft, with one flying one way, and the other flying the return leg. If only one student is onboard, the return leg to Kelowna can be modified to include fewer stops, based on SIFC fuel requirements instead.

26.2 Requirements

All non-syllabus solo flights outside of the Okanagan Valley require CFI or Operations Manager approval. Cross-Country Request Forms are available in the flight planning room and should be submitted at least 72 hours prior to departure.

When the PIC plans a flight that will go outside 25 nautical miles of the originating airport, a Flight Plan will be filed with a Flight Service Station. (Flight Notes and Flight Itineraries are not permitted).

A completed copy of the ICAO Flight Plan form as filed with FSS MUST be presented at the time of sign-out, and left at SIFC. The ICAO Flight Plan form must represent the routing shown in the nav log for the flight, and it must be exactly what was filed with FSS.

Rental pilots who are not active students of SIFC are restricted to cross country flights no further north than Salmon Arm, no further south than Oliver, and cannot leave the confines of the Okanagan Valley East or West. For example, rental pilots are not permitted to leave the valley to tour around the ski hills. Rentals are restricted to maximum 2-hour bookings.

While on a cross-country flight the PIC shall call SIFC upon arrival at all stops, and will also call prior to departure for authorization of the next flight sequence. **When legs in excess of 90 minutes are authorized the PIC shall give position and pilot reports to Flight Service Stations at least every hour.**

Prior to any cross-country flight, the PIC will obtain a full weather briefing from a Flight Information Centre and consult all available weather cameras along the route of flight.

Overnight flights are not permitted - all flights must be scheduled to return the same day.

Should a cross-country flight be scheduled to operate beyond the confines of the Okanagan Valley, the initial departure from Kelowna must be no later than a time that will allow the aircraft to depart the final stop on the return to Kelowna with at least double the time requirement for the last leg, available in daylight.

If planning to depart the Okanagan Valley on a cross country flight, the PIC must plan on being back in Kelowna with additional daylight remaining equivalent to the time required to fly the full last leg of the trip from the final enroute stop. So, if the last stop is Kamloops, and the estimated time enroute (ETE) from Kamloops to Kelowna is 55 minutes, the plan must be for the aircraft to depart Kamloops with at least 1:50 (double the required leg time) of daylight remaining.

Example 1: If you plan a flight from Kelowna to Castlegar and the ETE is 1.4 hours to Castlegar and 1.2 hours back to Kelowna, you must ensure that your initial departure time from Kelowna would allow for 2.4 hours (1.2 x 2) of daylight time for the Castlegar to Kelowna leg. So, if daylight ends at 20:40, you must depart Kelowna early enough to allow you to leave Castlegar for the return leg no later than 18:16.

Example 2: If you plan a trip to Medicine Hat with a fuel stop in Medicine Hat and then Cranbrook each way, you must base your departure time from Kelowna on the latest time you could depart Cranbrook after fueling on the way back. So: Kelowna to Cranbrook - 1.8 hours, Cranbrook to Medicine Hat - 2.3 hours, Medicine Hat to Cranbrook - 2.5 hours, Cranbrook to Kelowna 2.1 hours: You must make sure you will have 4.2 hours (2.1 x 2) of daylight for the last leg to Kelowna. So, if daylight ends at 20:30, you must depart Kelowna early enough to allow you to leave Cranbrook for the final return leg no later than 16:18

26.3 Navigation Logs

Company approved VFR Nav Logs are required for all cross country flights, and IFR Nav Logs are required for all IFR flights.

26.4 Night Cross-Country Flights

In addition to section 4.6 of this manual:

- Students who have completed their Night Rating training will not be authorized for night flights of any kind until their night rating has been processed.
- Night flights will only be conducted to/from airports that have all hazard beacons functioning, regardless of whether the CFS states the beacons 'must' or 'should' be working.

26.5 Cross-Country Control

All cross-country flights underway shall have the following items kept in the Current Cross-Countries mailbox tray:

- Copy of the Nav Log;
- Copy of the Flight Data Sheet;
- Copy of the Nav Canada Flight Plan Form; and

Upon completion of the cross-country flight, all related material from the *Cross-Country Control Binder* shall be stapled and placed in the student's file.

26.6 Electronic Flight Planning Software

The use of electronic flight planning software, i.e., Foreflight, FltPlanGo, Garmin Pilot, etc. is not authorized as the primary source of flight planning. All flights must utilize the approved paper nav logs and pre-flight data sheets supplied by SIFC.

26.7 Use of Electronic Maps/Charts

VNCs

Pilots must plan their flights using paper VNCs that are current, and carry those same prepared maps along on the flight. Pilots may supplement their in-flight map reading by using electronic maps, when authorized by an instructor.

Canada Air Pilot

Pilots may utilize electronic versions of the Canada Air Pilot, as long as an alternate set of current charts is carried on board, even if installed on another functioning electronic device.

NOTES:

All maps, whether electronic or paper, **MUST** be current and up to date regarding date of issue and the issuance of any NOTAMs.

Any electronic device used in flight must be secured via a kneeboard-style holding device. Pilots may **NOT** attach any electronic device to the aircraft in any way, including but not limited to, yoke mounts, window suction mounts, etc.

27. Personal Electronic Equipment

27.1 Cell Phone Use – On the ground

Cell phones, either hands-on or hands-free, may not be used during the aircraft walk-around. Persons using their cell phones during the walk-around will be required to complete the walk-around again as a Dual exercise and will be charged the applicable Dual instruction time for the walk around. If instructors are not available with sufficient time to complete the walkaround as a dual exercise, the student/rental pilot will be no-showed for the flight and charged the applicable fee.

Students and rental pilots are not permitted to use their cell phone for non-preparation reasons during any of their flight preparation and planning.

Hands-free devices (earpieces) may not be worn at any time while airside, in the aircraft, or when preparing for a flight.

Cells phones may be used to text or call SIFC with a downtime and revised ETA only when the aircraft is on the ground and parked with the brakes set on an apron, away from all other aircraft and pedestrian traffic.

27.2 Cell Phone Use – In the Air

Cell phones, either hands-on or hands-free, may not normally be used during flight, for texting or voice calls. Should a communication abnormality arise (lost comm) or an emergency develop (lost or disoriented pilot) please ensure you only use a cell phone when it is safe to do so. Flying the aircraft is always the primary concern.

NOTE: With reference to the emergencies or abnormalities above, when you are flying solo, you shall not use your cell phone below 1500 ft AGL, or at any other point that the safety of flight may be compromised. Remember, flying the aircraft is always the priority.

Cell phone users are encouraged to program important, useful phone numbers into their phones to anticipate any potential operational difficulties. i.e., CYLW Tower, FSS, etc.

The use of Bluetooth features with an aviation headset is permitted, but once again for emergencies only. Pilots shall not answer phone calls unless a system abnormality or emergency requires it.

27.3 Cell Phone Use Instructors

Instructors may use cell phones in-flight for necessary operational communications, but only when safety is not compromised.

27.4 Electronic Tablet and Other Equipment and Mounts

When electronic tablets and other equipment is authorized for the lesson by the sign-out instructor, they can only be used if they are held in place on an appropriate kneeboard designed for such a purpose. Electronic equipment of any sort may NOT be mounted to any part of the aircraft without specific permission from the Operations Manager. This includes, but is not limited to, suction cup mounts, bolt-on mounts, clip-on mounts, etc.

27.5 Cameras, Video or Audio Recording Devices

Due to confidentiality, privacy and security issues for staff, students and other Carson Group clients, and the proprietary nature of various aspects of our training programs, the use of audio video and photo recording devices during any aspect of SIFC business (including solo flights/sims) is STRICTLY FORBIDDEN without the prior written authorization of the Operations Manager.

Pilots need to request the use of any such devices directly, in writing, in advance. Unless there are extreme extenuating circumstances, the request will automatically be declined.

Camera equipment of any sort may NOT be mounted to any part of the aircraft without specific permission from the Operations Manager. This includes, but is not limited to, suction cup mounts, bolt-on mounts, clip-on mounts, etc.

When on the ground at SIFC, photos are only permitted with the approval of SIFC staff and must not be taken of any non-SIFC aircraft, persons or equipment. Photos may not be taken of any aircraft or persons on any Carson Group ramp/apron without the expressed written consent of the aircraft owner or the individual.

27.6 Audio Players (Dedicated or Cell Phones)

To ensure the focus remains on flying the aircraft, students and rental pilots are prohibited from using any electronic devices to listen to music while in the aircraft.

28. Securing of Cargo

28.1 General

The PIC must ensure all loose items are secured to prevent movement during training maneuvers and any turbulence or other weather phenomena.

28.2 Cargo Stowed in Baggage Area

The PIC shall ensure all cargo, including personal items and required aircraft equipment (i.e., first aid kit, survival kit, additional oil, aircraft flight bag, etc.) shall be properly secured using the supplied tie-down straps if stowed in the baggage area.

28.3 Cargo Stowed On Passenger Seats

The aircraft seat belts, and supplemental tie-down straps as required, shall be used to secure cargo which is stowed on passenger seats. The PIC must also ensure any cargo stowed on the seats does not interfere with the movement of controls required for safe operation of the flight, nor shall any cargo stowed on the passenger seat be permitted to hinder any duties required by the pilot.

At no time shall cargo be stowed in the front seats while carrying passengers in the rear seats.

28.4 Securing of Aircraft Flight Bag

The aircraft flight bag contains documents required during flight. **The flight bag must be secured where it can easily be retrieved during flight without requiring the PIC to remove his seat belt to access it.**

The flight bag is not considered secure when placed under a seat.

It is not permissible to place a flight bag, or anything else, on the floor behind an occupied seat. In the event of a sudden stop or emergency landing, the flight bag may jam in the seat track and prevent the seat occupant from sliding the seat aft to exit the aircraft. An item as small as a jacket laying on the floor behind a seat can jam the seat track when you try to slide your seat back to evacuate in an emergency.

29. Procedures for Carriage of Dangerous Goods

29.1 Carriage of Dangerous Goods Not Authorized

With the exception of exempted dangerous goods required for safe operation of the aircraft, carriage of dangerous goods is not permitted.

30. Passenger Policies

30.1 Carriage of Passengers

Passengers are not permitted on Dual or Solo flights while training for the Recreational Pilot Permit, Private Pilot License, nor when training for the Night Rating

When approved by the CFI, passengers may be permitted during some time building flights. Anticipated flight maneuvers must also be within the Normal Category certification of the aircraft.

Note: Passengers must have survival gear meeting the requirements and intent of this manual when on a cross-country flight.

30.2 Use of Aircraft Checklists for Passenger Briefings

Prior to engine start, the PIC shall brief all passengers per the Passenger Briefing section of the required aircraft checklist

30.3 Briefing of Students by Flight Instructors

Flight Instructors shall brief students per the Passenger Briefing section of the appropriate checklist, until the student has demonstrated consistently that he/she is fully knowledgeable of the required safety items. The student shall demonstrate competency by conducting the Passenger Briefing as if the instructor was a passenger unfamiliar with the aircraft.

30.4 Passenger Conduct

The PIC is responsible, liable and accountable for all actions, damages and disruptions caused by their passengers. Passengers are not permitted airside without escort from the PIC or a staff member of SIFC.

31. Safe Training Practices in Aircraft

31.1 General

In addition to the requirements of the Canadian Aviation Regulations, Applicable Standards, and Flight Training and Flight Testing Guides, Southern Interior Flight Centre has established the following additional guidelines and restrictions to enhance safety of the flight training environment:

Prior to conducting any simulated engine failures or system abnormalities, the instructor must assess the aircraft performance and mechanical condition, weather, terrain and traffic, and advise ATC (if required) in order to ensure the safety of flight is not jeopardized. The instructor should always have an escape plan should recovery not be completed as planned due to improper technique and unforeseen mechanical failure.

Mountainous terrain, gradual rising terrain and associated subsidence from downslope flow and turbulence must be avoided in times when aircraft performance may be questionable.

31.2 Phraseology

All simulated emergencies and abnormalities must be preceded with the word “simulated”, stating the applicable system malfunction afterwards. i.e., “simulated engine failure.”

Should an actual malfunction occur, the failure itself shall only be mentioned without the term “simulated”.

31.3 Simulated Engine Failures or Power Losses

Simulated power losses shall only be carried out by a gradual reduction of throttle. The throttle should be moved slowly enough to prevent the engine from backfiring or ‘popping’. Rapid throttle reductions will cause shock cooling and leads to engine damage and possible engine failure.

Single Engine

Simulated power losses shall only be carried out by a gradual reduction of throttle from a safe altitude. The engine must be warmed through smooth application of power well into the green arc for a few seconds, then slowly retarded again back to the simulated failure position.

Multi-Engine

Simulated power losses shall not be initiated below 400 ft AGL during the day, or 1000 ft AGL at night.

Landings with a simulated power loss are only permitted during the day, VMC conditions. Simulated power losses at night must be restored prior to descending below 1000 ft AGL.

Simulated Single-Engine Overshoots or Missed Approaches are only permitted during day, VMC conditions. Simulated single-engine overshoots and missed approaches are not to be conducted below 400 ft AGL.

Actual engine shutdowns while in motion (in-flight or on the ground) will not be carried out on the aircraft.

Training for the Multi-Engine Rating will only be carried out during daylight hours.

31.4 Engine Handling During Simulated Engine Power Losses

All power reductions shall be smooth and gradual to prevent shock-cooling of the engine. Particular attention must be paid to engine temperatures during the winter months. On cold days, power reductions should be very gradual, and it is not recommended to retard a throttle to idle after obtaining take-off or climb power on that engine. The preferred method for a power loss during an overshoot is to hold back one of the throttles, thus allowing only one engine to reach full power – providing the required simulated single-engine performance.

31.5 Simulated System Failures and Abnormalities

Simulated system failures and abnormalities shall simply be conducted using the phraseology listed in this section of the manual. At no time shall an actual failure of any system be induced by the instructor.

31.6 Multiple Failures

Multiple unrelated failures are not permitted at the same time. For example: Loss of hydraulics and loss of electrics.

Multiple related failures are permitted, but should be conducted based on the Standard Operating Procedures. An example of multiple related failures: loss of electrics (electrical fire), with requirement to conduct a flapless landing if the aircraft has an electrically actuated flap system.

Always provide additional safety margins and stay extra vigilant when assigning multiple related failures in an exercise. Ensure that fixation does not occur on one element of the scenario.

31.7 Actual Emergencies and Abnormalities

Pre-flight briefing regarding actions and roles during an actual emergency must be briefed prior to each flight. Depending on the skill level of the student, the instructor may brief that he (the instructor) will take control during an emergency, or he may brief that the student shall retain control and handle the situation as trained. At the very least, the instructor will observe the students actions vigilantly and provide any assistance the student requests, or the instructor deems necessary.

In the event that an actual emergency or abnormality is encountered during an air exercise or simulated malfunction, the instructor shall ensure the air exercise or simulated malfunction is ended immediately, returning the aircraft to its safest possible configuration.

31.8 Circuit Breakers

Circuit breakers shall not be pulled to simulated any malfunction. If a circuit breaker has popped, it must be assumed that the abnormality is a real event and handled accordingly.

31.9 Inventive Scenarios

Instructors shall not conduct simulated emergencies or abnormalities that they have not previously practiced themselves and been approved to conduct. Inventing your own unapproved scenarios has historically led actual incidents or accidents.

32. Survival Equipment

32.1 List of Emergency Survival Equipment

On all cross-country flights beyond the confines of the Okanagan Valley, year-round, the PIC will ensure that the required survival equipment is carried on board the aircraft, for each person.

Consult the intranet for a full list of survival equipment required on board.

32.2 Use of Emergency Survival Equipment

The survival equipment includes a SURVIVAL GUIDE which lays out the guidelines for use of the individual survival equipment contents.

Persons onboard the aircraft are expected to use the survival equipment as needed in emergency situations. This includes, but is not limited to, off-strip landings where accommodations or transportation is not available within a reasonable distance, precautionary landings at remote sites, any accident or incident where the use of the survival equipment may help to preserve life or reduce injury.

For off-strip incidents of accidents it is strongly recommended that all persons remain within close proximity of the aircraft and ELT. Should conditions necessitate leaving the vicinity of the aircraft (i.e., risk of fire, hazardous location for aircraft, etc.), the survival equipment, along with any other useful items from the aircraft, shall be carried by the travelling individuals.

Note: Should the situation necessitate leaving the vicinity of the aircraft, a large note should be left with the aircraft, in a location that would be easy to locate but still protected from wind, rain and other weather phenomenon. The note should include at least the following:

- Number of persons travelling
- Injuries sustained by persons travelling
- Direction of travel and destination if known
- Time & date of departure from aircraft site
- A list of any damaged or unavailable survival equipment
- Any other pertinent information

32.3 Periodic Inspection of Emergency Survival Equipment

The emergency survival equipment shall be inspected at intervals specified in the Aircraft's Transport Canada approved Maintenance Schedule.

If at any time the PIC observes that the seal of the survival equipment container has been breached, the container must be returned to maintenance for re-packing and re-sealing.

32.4 First Aid Kit

A first aid kit has been supplied in all SIFC aircraft, and is required for all flights in order for the aircraft to be considered airworthy. If possible, first aid kits are to be accessed for required items prior to the survival kit contents being used.

If any items removed from First Aid Kit, the Person Responsible for Maintenance must be notified so the items can be replaced

33. Emergency Procedures

33.1 General

In the event of an emergency or abnormality, the approved checklist procedures must be used when applicable. While every effort has been made to cover the most situations potentially encountered, it is understood that not all emergencies or abnormalities are accounted for. In such cases where the particular situation encountered has unforeseen circumstances, it is understood that the PIC shall use his/her best judgment to deal with the situation as it presents itself.

Listed below are general emergency items applicable to all SIFC aircraft, and the associated procedures expected to be carried out by the PIC in the event of an emergency.

33.2 Emergency Locator Transmitter (ELT)

All SIFC ELTs are fixed to the aircraft and must be in the AUTO position before flight. Prior to flight, all persons onboard the aircraft must be briefed on:

- ELT Location
- How to access the ELT
- ELT Operation

In the event of an off-strip emergency landing, the ELT switch shall be placed in the ON position if accessible, prior to landing, if able. In addition, should the conditions necessitate leaving the proximity of the aircraft, the ELT should remain in the ON position and accompany the travelers.

At no time should the ELT be turned OFF.

33.3 Passenger Preparation for Emergency Landing/Ditching;

Passengers briefings shall be conducted in such a way as to minimize panic. A clear, calm voice is to be used and the briefing is to be made in such a way so the passengers understand the briefing items are a precaution to prevent injury.

In preparation for an emergency landing, all persons shall be briefed by the PIC, as time permits, for the following:

- Instructions to remain calm
- PIC has been trained to handle such circumstances
- Removal and stowage of loose or dangerous items (i.e., eyeglasses, dentures, pens, pencils, etc.). These items are to be removed and stowed in a location that best prevents them from movement in the event of a rough landing (i.e., glove box, seat pocket, etc.)
- Securing of seatbelts and shoulder harnesses
- Movement of seats aft (if C of G permits) until after aircraft stopped
- Use of folded coats to protect face from impact
- Remain clear of rudder pedals and control column
- Unlatching of doors prior to touchdown
- Operation of seat belts and doors after aircraft stopped

33.4 Emergency Evacuation

In the event an emergency evacuation is imminent, the PIC shall provide the passengers with instructions to:

- Remain calm
- Stay inside the aircraft until it has come to a complete stop and the command has been given to exit
- Follow commands of the PIC once the aircraft has stopped
- Exit the aircraft towards the rear and away from any fire or spilled fuel
- Reach a safe distance from the aircraft before stopping

33.5 Ground Emergency Coordination Procedures

As time and radio facilities permit, the PIC shall ensure that a radio broadcast has been made, citing the particular emergency and location of the aircraft.

Once on the ground with the aircraft stopped, the PIC shall ensure all passengers deplane the aircraft as safely as possible and gather at a point which is considered to be a safe distance away from the aircraft.

The PIC shall coordinate with the local emergency services as available.

33.6 Forced and Unplanned Landings

In the event of a forced, precautionary, or unplanned landing, the pilot must notify SIFC and ATC as soon as possible. Under no circumstances is the pilot to attempt to take off again prior to contacting SIFC. Arrangements will be made by the CFI and/or the Person Responsible for Maintenance to evaluate the conditions and formulate plans to return the aircraft to base.

33.7 Safety Management System

All students and staff are required to be actively involved in the Safety Management System. All individuals are required to complete an SMS Report Form whenever there is an incident, accident, abnormality or safety concern they become aware of (see themselves or hear via radio or in discussions, etc.). These forms are located on the Carson Air Intranet and must be completed immediately upon becoming aware of the concern, when safety permits. Individuals must complete the report prior to leaving the SIFC facility. The form can be completed on the computer, then printed, OR it can be printed for the student to complete by hand.

The Report must then be scanned to the Safety email address on the photocopier, with a hard copy left placed in the CFI's mail slot, and another hard copy placed on the Operations Manager's desk.

Examples of issues requiring a report are: encountering issues with ATC, noticing other aircraft (SIFC or otherwise) deviating from safe procedures or contravening the CARs, having a maintenance issue requiring diversion or priority handling, noticing a slip and fall hazard area, etc.

Should any students, rental pilots or staff be involved in a flight-related Safety Report, Aircraft Incident, Accident or ATC Report, involving inappropriate actions, the individual shall immediately be grounded from flight duties until a determination can be made regarding cause of the issue and assurance can be made of the safety of all involved. A suspension from flight duties may last anywhere from hours for a simple event, too much longer times (days) for more significant issues that require more in-depth investigation or information from external sources.

Any suspension of flight duties is not immediately indicative of a disciplinary action, as the company is most concerned about ensuring proper procedures are followed and the individual(s) involved are of a safe state of mind to continue flight duties.

In the case of a student, an entry related to the issue will also be made into the Pilot Training Record (PTR), in order to capture any additional training that may be required on subsequent flights.

Depending on the outcome of the investigation, reinstatement to flight duties may be subject to one or more of the following:

- additional training (on the ground or in the air)
- restricted release (Dual only)
- termination of training
- any other item required to ensure safety is maintained

SMS reports can be confidential, and they will be kept as confidential as possible. However, additional people may be brought into the process (i.e., CFI, etc.) as required to ensure the issue can be dealt with properly.

SMS Reports are considered non-punitive for many cases, however in cases where intentional or repeated breaches have been made to company policies, the regulations or other mandatory items, non-punitive results cannot be guaranteed.

33.8 Emergency Response Plan

The Emergency Response Plan is located at the main SIFC counter. All staff are required to be familiar with its contents, and customers are welcome to become familiar with it as well.

34. Staff Training Programs

34.1 Flight Instructors and Ground School Instructors

Prior to conducting any Flight or Ground School Instruction, individuals must be approved by the CFI. The CFI shall establish and maintain a file for each instructor, which will include the current copies of at least the following items:

- License
- Medical
- Letter of Appointment as Ground School and Flight Instructor
- Instructor's Training Record While Under Direct Supervision
- Records or certificates of any additional training completed by the instructor
- Any other certificates or correspondence applicable to the roles of the instructor

The *Letter of Appointment as Ground School and Flight Instructor* shall outline which duties the CFI has granted authorization for the individual to conduct within SIFC. Persons appointed duties shall be qualified according to the Canadian Aviation Regulations and applicable Standards associated with their duties, and they shall demonstrate a competent level of practical and theoretical knowledge of the required regulations, standards and subjects associated with their duties.

Files for the individuals outlined in this section must remain intact and accessible for a period of not less than 2 years after termination of employment with SIFC.

34.2 Instructor Performance Monitor

The CFI, or delegate, shall monitor each Instructor's performance on an annual basis, or within shorter timeframes if required or desired by the CFI.

The following individuals shall receive a copy of each completed Instructor Monitor form:

- Instructor being monitored
- CFI

A copy of each completed Monitor form shall be retained in the Instructor's file for the duration of employment at SIFC.

34.3 Company Training and Qualification Record Forms

See Intranet

34.4 Administrative Staff

Administration staff shall demonstrate to the Operations Manager an operational level of knowledge for the items associated with their duties.

35. System to be Used for the Supervision of all Flight and Ground Instructors

35.1 General

In addition to the Quality Assurance Audits, the CFI or delegate shall periodically monitor ground school, preparatory briefings and flights (where possible) conducted by instructional personnel.

From time to time, the CFI shall also question students as to the quality of the instruction and overall view of the program they are involved in.

35.2 Company Indoctrination Training – Initial

All persons assigned to an operational control function, including the CFI, assistant CFI, flight instructors, ground instructors and persons responsible for flight following shall complete the Company Indoctrination Training Program.

Prior to carrying out duties associated with their position, employees shall receive company indoctrination training including:

- Review of Flight Training Operations Manual and Flight Training Manual, including all associated documentation required to complete their duties
- Review of SIFC Standard Operating Procedures
- Site and Facilities Orientation
- Aircraft Competency Check and Differences Training for Each Aircraft to be used by instructor
- Satisfactory Completion of the SIFC Company Indoctrination Exam
- MQM, Human Factors and Elementary Work and Servicing Training

35.3 Recurrent Training

Recurrent training shall be required for any instructor who does not satisfactorily meet the requirements of any Instructor Monitor session. The recurrent training required will be decided by the CFI on a case-by-case basis.

35.4 Flight Test Recommendations - Conditions

Once a student has received his/her Recommendation for a Flight Test AND has received the information that he/she needs for the planning of the flight test (routing, etc.), staff may NOT assist them in any way. This includes, but is not limited to:

- Reviewing any of their planning information
- Answering general questions about their test
- Providing any hints or guidance in any form or fashion
- Anything else that may be considered leading or assisting in any way

The flight test is designed to test the student on the various items they need to perform/prepare without assistance. If they have questions after they have received their flight planning or preparation instructions, the instructor MUST refer them directly to the examiner.

To ensure there is no perception of assistance given to flight test candidates, instructors will decline all conversations with candidates once they have received their flight test preparation information.

Instructors who breach these policies will face disciplinary action and will likely be in breach of the Canadian Aviation Regulations and associated Standards, which would also prompt further intervention from TC Enforcement. The exam candidate would likely be required to fully re-plan alternate materials and may face additional costs to re-book with the examiner. If it is discovered after the flight test that assistance was provided to the candidate, the matter would be referred directly to TC Enforcement.

35.5 Flight Test Records

Instructors will be debriefed by the CFI or the in-house Pilot Examiner when flight tests are conducted on their students. This debriefing shall include, but not be limited to, the following:

- Overall preparedness of student
- A review of each item on the Flight Test Report
- A discussion of any weak areas, or areas showing instructional techniques not common to SIFC
- Suggested measures to improve instruction of future students
- Any training concerns brought up by the student
- Any flight test concerns or questions brought up by the instructor

35.6 Unsatisfactory Flight Test Performance

The following will result in an Instructor being deemed as having an Unsatisfactory Flight Test Record for SIFC standards:

- Two complete flight test failures in ten flight test recommendations
- Two partial flight test passes in ten recommendations, where failures of the same flight test items have occurred
- Failure of the ground portion of any two candidates within ten

Should an instructor be deemed as having an Unsatisfactory Flight Test Record for SIFC standards, the CFI and Operations Manager shall meet with the Instructor to assess problem areas and develop a plan of action to correct instructional issues.

Any further related Flight Test failures by candidates of the instructor will result in probation of the instructor, additional Ground school, PGI and Inflight monitor sessions (as required) by the CFI and Operations Manager, and a removal of authority to recommend candidates until the CFI and Operations Manager are assured the instructor is competent with his instructional duties.

35.7 Pilot Training Records (PTR)

The instructor shall submit each student's PTR to the CFI in the cases below:

- Upon completion of any single page time summary page of a student's PTR, the instructor shall total the columns, enter the grand total where indicated, and submit the PTR to the CFI for review

- Upon encountering any unusual, inconsistent or otherwise concerning progress, performance or lack of attendance of the student, the instructor shall submit the PTR, and any additional documentation to explain the issue, to the CFI for review.
- Prior to requesting a Student Pilot Permit, and
- Immediately prior to the student of a Class 4 Instructor challenging the appropriate flight test

36. Personnel

36.1 Chief Flight Instructor

The Chief Flight Instructor shall be qualified according to CAR 406.22 and the applicable Standards.

The Chief Flight Instructor (CFI) shall be responsible for:

- the management of the overall pilot training program;
- the supervision of all flight and ground instructors;
- the direct supervision of Class 4 flight instructors, including the designation of a Class 1 or Class 2 flight instructor to supervise a Class 4 flight instructor;
- approving of the appointment of ground instructors;
- the quality and content of ground school instruction and flight training provided by that flight training unit;
- the content and accuracy of Pilot Training Records, course reports, student pilot permits issued, license applications and any other documents which form part of the training process;
- ensuring that flight instruction is based on the contents of the appropriate flight instructor guide and flight training manual;
- ensuring that the dispatch log is used for operational control;
- ensuring that all appropriate publications including the Canadian Aviation Regulations, Aeronautical Information Manual Canada, Canada Flight Supplement, Water Aerodrome Supplement, Flight Instructor Guide and Flight Training Manual, and the applicable training manual on human factors are readily available to trainees and amended to date;
- maintaining a current copy of training publications, charts, maps, and any other material required for the ground instruction and flight training of trainees;
- ensuring that all solo training flights are properly authorized by a flight instructor and acknowledged by the trainee;
- decisions with respect to flight safety during flying periods;
- confirming the continuing validity of staff licenses and ratings endorsed on a license;
- ensuring that all staff members are kept informed of any changes to the regulations and standards;
- disseminating, and acting upon Aeroplane safety information, including accident, incident, and other occurrence reports;
- developing and implementing an operational control system in accordance with section 406.50 of the *Canadian Aviation Regulations*;
- scheduling and conducting Quality Assurance Audits;
- ensuring the development, amendment, and implementation of a flight training operations manual in accordance with section 406.61 of the *Canadian Aviation Regulations* and a training manual in accordance with section 406.62 of the *Canadian Aviation Regulations*;
- liaison with Transport Canada on all matters concerning flight training operations;
- delegation, in writing, of duties to the assistant chief flight instructor; and
- developing and implementing a plan of action in accordance with paragraph 421.67(3)(b) of the *Canadian Aviation Regulations*.

36.2 Assistant Chief Flight Instructor

The Assistant Chief Flight Instructor (when appointed) shall be qualified according to, and meet the requirements of, the Canadian Aviation Regulations and associated Standards.

36.3 Flight Instructors

36.3.1 Recreational, Private, Night, VFR-OTT and Commercial

Personnel engaged in flight instruction for Recreational Pilot Permit, Private Pilot License, Night Rating, VFR Over-the-Top Rating and Commercial Pilot License students shall:

- meet the qualifications of Flight Instructors as described in CAR 405.21 and CASS 425.21;
- hold a minimum of a Class 4 Instructor Rating;
- demonstrate to the CFI familiarity with all requirements and procedures of the Flight Instructor role under the scope of this manual;
- have the authority and ability to carry out the responsibilities of their position, with access to all required tools for the position;
- demonstrate familiarity with the aircraft to be used for flight training, per CAR 405.22;
- maintain the required currency for conduct of flight training as outlined in Section 23 of this manual;
- conduct the required pre-flight briefings prior to commencing any training flight, and prior to authorization of a solo flight for a student;
- conduct in-flight training as required, following the appropriate SIFC flight training syllabus as closely as possible; and
- conduct post-flight briefings as required.

36.3.2 Instrument Rating

Personnel engaged in flight instruction for Instrument Rating students shall:

- meet the qualifications of Flight Instructors as described in CAR 405.21 and 425.21(9);
- hold a Commercial Pilot License with current Instrument Rating, or an Airline Transport Pilot License;
- hold minimum of a Class 4 Instructor Rating OR 500 hours PIC flight time, of which no less than 100 hours PIC may be on the applicable aircraft group and 10 hours PIC flight time on the type of aircraft to be used for training if the instruction is to be on a Group 1 aircraft;
- demonstrate to the CFI familiarity with all requirements and procedures of the Flight Instructor role under the scope of this manual;
- have the authority and ability to carry out the responsibilities of their position, with access to all required tools for the position;
- demonstrate familiarity with the aircraft to be used for flight training, per CAR 405.22;
- maintain the required currency for conduct of flight training as outlined in Section 23 of this manual;
- conduct the required pre-flight briefings prior to commencing any training flight, and prior to authorization of a solo flight for a student;
- conduct in-flight training as required, following the appropriate SIFC flight training syllabus as closely as possible; and
- conduct post-flight briefings as required.
- NOTE: Instructors in Flight Training Devices may meet reduced qualifications per 425.21(19)

36.3.3 Multi-Engine Rating

Personnel engaged in flight instruction for Multi-Engine Rating students shall:

- meet the qualifications of Flight Instructors as described in CAR 405.21 and 425.21(5);
- hold a Commercial Pilot License with Multi-Engine Rating or an Airline Transport Pilot License;
- have 50 hours flight time on multi-engine aircraft, and 10 hours flight time on the aircraft to be used for training;
- demonstrate to the CFI familiarity with all requirements and procedures of the Flight Instructor role under the scope of this manual;
- have the authority and ability to carry out the responsibilities of their position, with access to all required tools for the position;
- demonstrate familiarity with the aircraft to be used for flight training, per CAR 405.22;
- maintain the required currency for conduct of flight training as outlined in Section 23 of this manual;
- conduct the required pre-flight briefings prior to commencing any training flight, and prior to authorization of a solo flight for a student;
- conduct in-flight training as required, following the appropriate SIFC flight training syllabus as closely as possible; and
- conduct post-flight briefings as required.

36.3.4 Flight Instructor Rating – Air

Personnel engaged in flight instruction for Flight Instructor Rating students shall:

- meet the qualifications of Flight Instructors as described in CAR 405.21 and 425.21;
- hold a Class 1 flight instructor rating;
- demonstrate to the CFI familiarity with all requirements and procedures of the Flight Instructor role under the scope of this manual;
- have the authority and ability to carry out the responsibilities of their position, with access to all required tools for the position;
- demonstrate familiarity with the aircraft to be used for flight training, per CAR 405.22;
- maintain the required currency for conduct of flight training as outlined in Section 23 of this manual;
- conduct the required pre-flight briefings prior to commencing any training flight, and prior to authorization of a solo flight for a student;
- conduct in-flight training as required, following the appropriate SIFC flight training syllabus as closely as possible; and
- conduct post-flight briefings as required.

36.4 Ground Instructors

36.4.1 Recreational, Private, Night, VFR-OTT, Commercial, Multi-Engine, Instrument

Personnel engaged in ground instruction for Recreational Pilot Permit, Private Pilot License, Night Rating, VFR Over-the-Top Rating and Commercial Pilot License students shall:

- demonstrate to the chief flight instructor, or designated assistant chief flight instructor or check instructor, that they have sufficient aviation experience to have technical competence in the subjects they are to teach;
- be briefed by the chief flight instructor, or designated assistant chief flight instructor or check instructor, on his or her duties and responsibilities and the applicable instructional techniques set out in the *Flight Instructor Guide, Part I*;
- demonstrate to the CFI familiarity with all requirements and procedures of the Ground Instructor role under the scope of this manual; and
- have the authority and ability to carry out the responsibilities of their position, with access to all required tools for the position.

36.4.2 Flight Instructor Rating – Ground

Personnel engaged in ground instruction for Flight Instructor Rating students shall:

- hold a Class 1 flight instructor rating;
- demonstrate to the chief flight instructor, or designated assistant chief flight instructor or check instructor, that they have sufficient aviation experience to have technical competence in the subjects they are to teach;
- be briefed by the chief flight instructor, or designated assistant chief flight instructor or check instructor, on his or her duties and responsibilities and the applicable instructional techniques set out in the *Flight Instructor Guide, Part I*;
- demonstrate to the CFI familiarity with all requirements and procedures of the Ground Instructor role under the scope of this manual;
- have the authority and ability to carry out the responsibilities of their position, with access to all required tools for the position; and
- demonstrate familiarity with the aircraft to be used for flight training.

36.5 Administration Staff and Authorized Persons

All administration staff and persons authorized to carry out duties at SIFC shall complete the applicable training program laid out in Section 21 of this manual and demonstrate to the CFI the ability to carry out their required duties.

37. Supervision of Class 4 Flight Instructors

37.1 Monitoring and Supervision Flights

The CFI shall monitor the progress of the each Class 4 Instructor and shall ensure a Class 1 or Class 2 Instructor is designated to perform the required supervision flights (progress checks) for each student at intervals to be specified by the CFI, but no less than:

- once before the first solo flight and
- once before the flight test for issue of the pilot license

Note:

Class 4 Instructors are expected to become aware of their supervision requirements and the limitations of their positions, prior to starting active flight training duties. The instructors are responsible for monitoring their own supervision and arranging with the CFI for the appropriate supervision flights as necessary.

All instructors, regardless of class of rating, have a right to be supervised and may request supervision or other assistance at any time.

38. Student Policies

38.1 Attendance Policy

Attendance Policy

Southern Interior Flight Centre

Attendance Policy

Name of Policy

November 1, 2010

Implementation Date

Instructors, CFI and Flight School Director

Position(s) Responsible

February 15, 2020

Date of Last Revision

Policy:

Students must attend all individual classes related to training program in order to meet Transport Canada requirements. If a student misses a class or instructional session, said class shall be made up by the student at the sole cost of the student. Transport Canada regulations regarding flight training do not permit flexibility on this issue.

38.2 Dispute Resolution / Grades Appeal Policy

Dispute Resolution/Grades Appeal Policy

Southern Interior Flight Centre

Dispute Resolution/Grades Appeal Policy	November 1, 2010
Name of Policy	Implementation Date
CFI, Flight School Director	February 15, 2020
Position(s) Responsible	Date of Last Revision

Policy:

Southern Interior Flight Centre provides an opportunity for students to resolve disputes of a serious nature in a fair and equitable manner.

The dispute policy applies to all Southern Interior Flight Centre students who are currently enrolled or were enrolled 30 days prior to the submitting their concern to the CFI or Flight School Director.

All flight tests and written examinations are conducted by Transport Canada authorized personnel, who are, in fact, operating as an extension of Transport Canada at the time, and as such, grade appeals must be made by referring to Transport Canada.

Procedure for Student Disputes:

1. When a concern arises, the student should address the concern with the staff member most directly involved. If the student is not satisfied with the outcome at this level, the student must put his/her concern in writing and deliver it to the Flight School Director or CFI.
2. The Flight School Director or CFI (as applicable) will arrange to meet with the student to discuss the concern and desired resolution within 5 school days of receiving the student's written concern, or as soon as practicable.
3. Following the meeting with the student, the Flight School Director or CFI (as applicable) will conduct whatever enquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those inquiries may involve further discussion(s) with the student either individually or with appropriate (institution's) personnel.
4. The necessary enquiries and / or investigations shall be completed no later than 10 school days following the receipt of the student's written concerns. The Flight School Director or CFI (as applicable) will do one of the following within 10 days of receiving the student's written concerns:
 - a. Determine that the student's concerns are not substantiated; or
 - b. Determine that the student's concerns are substantiated in whole or in part;
 - c. Determine that the student's concerns are frivolous and vexatious.

38.3 Dismissal Policy

Dismissal Policy

Dismissal Policy

Name of Policy

November 1, 2010

Implementation Date

Flight School Director, CFI

Position(s) Responsible for Administering this Policy

February 15, 2020

Date of Last Revision

Policy:

Southern Interior Flight Centre expects students to meet and adhere to a code of conduct while completing a program of study. The list below outlines the code of conduct that all students are expected to follow. This list is not exhaustive and students should request clarification from the Flight School Director or CFI if they have any questions.

“Student” is defined as including prospective students as well as those currently registered or enrolled in any (institution) programs or activity.

The Code of Conduct Students are expected to follow include:

- Attend school in accordance with the Attendance Policy.
- Treat all students and staff with respect.
- Refrain from any disruptive or offensive classroom behavior.
- Dress in accordance with SIFCs Flight Training Operation Manual Requirements.
- Refrain from cheating or plagiarism in completing class assignments.
- Treat school property with respect.
- Refrain from bringing weapons of any kind (i.e. knives, guns) to school.
- Complete all assignments and examinations on the scheduled completion dates.
- Refrain from bringing any alcohol or any prohibited mood altering substances to the Institution.
- Refrain from making inappropriate remarks concerning another student or staff’s ethnicity, race, religion or sexual orientation.
- Any other conduct which is determined to be detrimental or damaging to the other students, staff members or the Institution.
- Follow all aspects of the Flight Training Operations Manual

Any of the following, if substantiated, will result in immediate dismissal without a warning letter or probationary period:

- Sexual assault.
- Physical assault or other violent acts committed on or off campus against any student.
- Verbal abuse or threats.
- Vandalism of school property.
- Theft.

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- Failure to follow all aspects of the Flight Training Operations Manual.
- Any reckless use of school equipment (including aircraft).
- Contravention of any of the Canadian Aviation Regulations and the applicable Standards.
- Failure to adhere to the Southern Interior Flight Centre Safety Program.

Students who do not meet the expected code of conduct will be subject to the procedures outlined below which may include immediate dismissal and removal from the institution depending on the severity of the misconduct.

Concerns related to a student's conduct shall be referred to the Flight School Director to process in accordance with this Policy.

Procedure:

- 1) All concerns relating to student misconduct shall be directed to the Flight School Director. Concerns may be brought by staff, students or the public.
- 2) The Flight School Director will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Flight School Director will meet with the student as soon as practicable.
- 3) Following the meeting with the student, the Flight School Director will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
- 4) Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
- 5) The Flight School Director will meet with the student and do one of the following:
 - (a) Determine that the concern(s) were not substantiated;
 - (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
 - (i) Give the student a warning setting out the consequences of further misconduct;
 - (ii) Set a probationary period with appropriate conditions; or
 - (iii) Recommend that the student be dismissed from the Institution.
- 6) The Flight School Director will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the school's Student Conduct File, and the original will be placed in the student file.

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- 7) If the student is issued a warning or placed on probation, the Flight School Director and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student's file.
- 8) If the recommendation is to dismiss the student, the Flight School Director will meet with the student to dismiss him/her from study at the school. The Flight School Director will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school.
- 9) If a refund is due to the student, the head of school will ensure that a cheque is forwarded to the student, or Okanagan College as applicable, within 30 days of the dismissal.
- 10) If the student owes tuition or other fees to the school, the Flight School Director will undertake the collection of the amount owing.

38.4 Equipment Damage Policy

Equipment Damage Policy

Southern Interior Flight Centre Institution Number 724

Equipment Damage Policy

Name of Policy

1993

Implementation Date

CFI, Flight School Director

Position(s) Responsible

February 15, 2020

Date of Last Revision

Policy:

The equipment damage policy applies to all Southern Interior Flight Centre (SIFC) students who are currently enrolled or were enrolled when the damage occurred, and caused damage to any equipment owned, leased, rented, or otherwise supplied to the student by SIFC.

Aircraft Damage:

The Pilot In Command (PIC) is responsible for all aircraft damage considered to be the result of negligence, abuse, improper application of training or general flight techniques, performance of flight techniques beyond the PIC's skill, acceptance of any ATC clearance or instruction which cannot be completed without resultant damage, unauthorized flight events, or general breach of SIFC or Transport Canada regulation, rule, policy or procedure.

Examples of this damage are, but not limited to, the following:

- Flat/scuffed sections on the aircraft tires from improper breaking or other techniques
- Damage from improper pre- or post-flight techniques (for example: Extending flaps without removing wing covers)
- Complete destruction or loss of the aircraft

The PIC, upon signing the dispatch log prior to flight, accepts the condition of the aircraft as-is and is responsible for any and all damage that is recognized upon the PICs return with the aircraft.

The PIC must declare any noticed damage to the signout instructor prior to being authorized for flight, in order to avoid being held responsible for such damage.

In addition, the PIC must complete a post-flight walkaround and immediately divulge any new damage to an active SIFC staff member. The staff member will then take photos if able and inform the Flight School Director of the damage for evaluation.

Simulator, Flight Training Device or Other Equipment (Not Aircraft) Damage:

The student is responsible for all Simulator, Flight Training Device or Other Equipment Damage considered to be the result of negligence, abuse, improper application of training or general flight or

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usage techniques, performance of techniques beyond the student's skill, unauthorized or improper usage, or general breach of SIFC or Transport Canada regulation, rule, policy or procedure.

Examples of this damage are, but not limited to, the following:

- Toppling the instruments in the flight training device by performing simulated aerobatic maneuvers
- Damage to switches, knobs or other components due to rough handling
- Damage to a computer through unauthorized use (virus acquisition)
- Damage to a classroom chair by rocking or leaning it

The student, upon commencing use of the SIFC equipment, accepts the condition of the equipment as-is and is responsible for any and all damage that is recognized upon the completion of use.

The student must declare any noticed damage to an active SIFC staff member prior to commencing use of the equipment, in order to avoid being held responsible for such damage.

Pro-Rating of Damage Costs:

SIFC may, at the sole discretion of the Flight School Director, pro-rate the costs of any aircraft damage when it involves a time-life restricted, normal consumable, or previously imperfect item. For example, a tire that is imperfect prior to dispatch, with minor scuffs that are not already disqualifying, may have the previous wear and tear taken into account for the purpose of pro-rating the final damage.

Damage that is considered normal aircraft wear and tear or has not been deemed to have occurred in whole or in part due to the actions, inactions or decisions of the PIC, will not be charged to the PIC. For example: a crack develops on a tertiary structure not due to overstressing the aircraft, would not be charged to the PIC.

Major Damage or Complete Loss of Aircraft

SIFC does insure against aircraft major damage or loss. SIFC holds the final decision regarding the use of insurance to cover anything less than a full aircraft loss. When insurance is utilized, the PIC will still be responsible for the deductible for damage caused as a result of negligence, abuse, improper application of training or general flight techniques, performance of flight techniques beyond the PIC's skill, acceptance of any ATC clearance or instruction which cannot be completed without resultant damage, unauthorized flight events, or general breach of SIFC or Transport Canada regulation, rule, policy or procedure.

Regardless of the use of insurance to cover a loss, the PIC may still be subject to legal recourse from SIFC, the Insurer, or other affected parties.