

**Chapter 1**

**Introduction**

**Table of Contents**

Introduction..... 3  
Generation and Questions..... 3  
Terms and Definitions ..... 4  
Notes, Cautions, and Warnings..... 4  
Temporary Revision Process ..... 4  
Temporary Revision Log..... 6  
Comments and Recommendations..... 7

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## **Introduction**

The Bridgewater State College (BSC) Aviation Operations Manual describes and explains the policies and procedures that govern personnel conduct and flight training operations, and is designed to augment the policies and procedures that govern the College within the Commonwealth of Massachusetts. The information provided in this manual pertains to aviation-related BSC personnel, including Ground and Flight Instructors, students, ground service, maintenance, and management personnel. Currently there are three (3) BSC standards manuals:

- ❖ Aviation Operations Manual
- ❖ (2) Flight Standards Manuals (Cessna 172 and PA-28R Arrow)

Each manual or an appropriate section of same shall be available to personnel in all areas of responsibility within the BSC Aviation Program. The Associate Dean overseeing the Aviation Program and his/her designee(s) is responsible for ensuring that all personnel under their supervision possess a working knowledge of all relevant sections of the manual(s) pertinent to their areas of responsibility.

Revisions to this manual will be issued and distributed when regulatory or operational changes occur. All manual holders are responsible for keeping their manual(s) current at all times.

## **Generation and Questions**

The Aviation Operations Manual is published by Flight Operations, Bridgewater State College. Refer all questions pertaining to the enclosed content to BSC Dispatch, and they will be forwarded to the Chief Flight Instructor. A comment and suggestion form is included in this section for copying and submitting change requests or content suggestions.

### **CAUTION**

*Adherence to the operational policies and procedures established in this manual is mandatory. During flight operations the Pilot-in-Command may deviate from these policies and procedures as necessary to meet the exigencies of any emergency.*

### **NOTE**

Where a conflict occurs between the contents of any BSC Standards Manual and the AIM, POH, FAA Approved AFM, or FARs, the listed publications shall be controlling. When BSC policy is more restrictive, it will take precedence.

## Terms and Definitions

The following terms or abbreviations, when used in this manual, shall have the meaning(s) indicated below:

- ⊕ **CFI** means an FAA certified flight instructor employed by BSC, and Pilot-in-Command.
- ⊕ **Flight crewmember or flight crew** refers both to the CFI and student during any flight training event. Masculine and/or feminine pronouns may be used interchangeably and refer to both male and female persons, unless stated otherwise.
- ⊕ **BSC** means Bridgewater State College or the Bridgewater State College Aviation Program.
- ⊕ **Manual** refers to this Flight Standards Manual. Other manuals will be specified by name.
- ⊕ **Shall** means the action, policy, or procedure is mandatory.
- ⊕ **Will** means the action, policy, or procedure may occur in the future.
- ⊕ **Should** means the action, policy, or procedure is recommended.
- ⊕ Singular nouns have the same meaning as the plural, and vice versa.
- ⊕ **AvOps** means Aviation Operations, the flight training element of BSC Aviation Science.
- ⊕ **CFR** means Code of Federal Regulations.
- ⊕ **IFR** means instrument flight rules per current 14 CFR FAR Part 91 limitations.
- ⊕ **IMC** means instrument meteorological conditions.
- ⊕ **Incident, Accident, or Injury** in reference to any operation involving an aircraft means the same as these terms when used in NTSB 830.
- ⊕ **Injury** per any non-flight event means any physical injury sustained on BSC property or on property for which BSC maintains exclusive use per 14 CFR Part 141 regulations.
- ⊕ **NTSB** means National Transportation Safety Board.
- ⊕ **RTS** in reference to equipment (aircraft or AATD) means Return to Service
- ⊕ **VFR** means visual flight rules per current 14 CFR FAR Part 91 limitations.

## NOTES, CAUTIONS, AND WARNINGS

The manual contains numerous notes, cautions and warnings labeled specifically to gain the attention of the manual holder and focus his/her attention on an important informational item. They are indicated as follows:

<b>NOTE</b>
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Expands on or emphasizes essential information and is likely safety related.

<b>CAUTION</b>
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*Information must be considered or instructions followed to avoid possible damage to aircraft or other equipment.*

**WARNING**

Instructions shall be strictly followed to avoid personal injury or loss of life. For Warnings, procedural and/or policy information contained in a **solid black box** shall be recalled from memory.

**Temporary Revision Process**

Periodically the contents of this, or any, manual require revision to maintain currency or correct discrepancies. A temporary revision serves to make the required information immediately available, until a permanent revision is distributed in the next printing cycle. Temporary revision information will supplement and/or replace existing manual information. All temporary revisions will be printed on yellow paper.

White pages will not be removed for a temporary revision. Yellow temporary revision pages shall be inserted so that its page number faces the corresponding page number in the manual. Instructions at the top of the temporary revision page will indicate where the temporary revision information is to be inserted and, as applicable, what information must be deleted. Replaced or deleted text should be crossed out of the manual.

If a multi-page temporary revision replaces or supplements information on one white revision page, the first temporary revision page will have the appropriate page number (e.g. 7-47). Subsequent pages in the group will have the page number followed by a letter (e.g. 7-47B...). Temporary revisions shall only be removed when specified.

**Revision System**

Operations Manual revisions will be issued in consecutive numbers; and each page of the new revision will contain the revision number and the date the revision was issued.

**NOTE**

It is the responsibility of all BSC Aviation personnel to periodically review the Aviation Operations Manual to remain knowledgeable of its contents, and to ensure that all current procedures are being followed.

**Revision Control**

If a revision is missed contact BSC Dispatch for a copy.

**Bulletins**

A Bulletin contains those items that must be relayed to applicable personnel immediately. The information is not intended to be a permanent revision to the manual. Bulletins have flexible expiration dates. All Bulletins will be printed on blue paper.



**Comments and Recommendations**

Pilots are encouraged to make a copy of this page, or obtain this form from BSC Dispatch, to forward constructive comments and recommendations for this manual. Attach a photocopy of the relevant pages of the manual and mark the applicable areas.

**MANUAL CHANGE RECOMMENDATION**  
**TO BE FILLED IN BY PILOT AND FORWARDED TO BSC DISPATCH**

DATE: \_\_\_/\_\_\_/\_\_\_

NAME: \_\_\_\_\_

EMPLOYEE or STUDENT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MANUAL: \_\_\_\_\_

MANUAL REVISION NUMBER: \_\_\_\_\_

MANUAL CHAPTER NUMBER: \_\_\_\_\_

MANUAL PAGE NUMBER: \_\_\_\_\_

SUBJECT AREA (general): \_\_\_\_\_

CHANGE RECOMMENDATION:

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Continue change recommendation on back if necessary.

SIGNATURE: \_\_\_\_\_

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**BSC DISPATCH USE ONLY**

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

Your Change Recommendation dated \_\_\_\_\_ has been received and acknowledged. It will be held for action. Please contact BSC Flight Operations with any additional questions.

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