

Chapter 7
Ground Operations

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Ground Movement

Aircraft Lighting

Bridgewater State College aircraft, when taking position or holding in position on an active runway, shall have the landing light turned ON and all other exterior lighting turned on, as appropriate to the conditions.

CAUTION

Flight crews should use taxi and/or landing lights at all times during nighttime taxi operations.

Aircraft Repositioning

A qualified person must occupy a pilot seat during all aircraft ground movements. The left seat must be occupied by a pilot or mechanic qualified in the aircraft. Taxi-qualified left seat occupant shall:

- ⊕ Ensure wide margin of wing clearance of fall obstacles and/or vehicles, as appropriate.
- ⊕ Ensure runway clearance is obtained (controlled airport) or that runway is clear (non-controlled airport) prior to crossing any runway.

General Taxi Procedures

Because of the confined ramp area at most locations, all BSC personnel must follow established aircraft operations policies so as to prevent damage to equipment and possible physical injuries. Safety is, and must be, everyone's primary concern. Complacency must be avoided.

Bridgewater State College flight crews shall adhere to the following:

- ⊕ Taxiing into and out of the ramp parking area shall be at a speed not to exceed a fast walk.
- ⊕ An aircraft shall not be taxied between another taxiing aircraft and a parking spot unless on an established taxiway. Flight crews shall not pass other aircraft on the ramp to taxi out.
- ⊕ Where a marshaller is present, the flight crew shall follow marshalling instructions. If no marshaller is present, the flight crew will exercise extreme caution. If in doubt as to the meaning of the marshaller's instructions, wingtip clearance, or noting any other unsafe situation, the flight crew will immediately stop the aircraft.

Ground Operations

This section of the manual describes the operating procedures required for the safe operation of the aircraft on the ground prior to and after any flight.

CAUTION

For additional specific information on Runway Incursion Avoidance including taxi procedures, refer to Chapter 3, Operating Policies and Procedures, in the appropriate aircraft Flight Standards manual.

Pre-flight Planning

Flight crewmembers shall perform all necessary pre-flight planning as specified in Chap. 5 (Performance) and Chap. 6 (Weight & Balance) in the appropriate aircraft Flight Standards Manual.

During training operations, the student will arrive at least 30 minutes prior to the scheduled departure time for the flight and complete the following:

- ⊕ Verify the assigned aircraft.
- ⊕ Collect necessary weather data for the intended route of flight.
- ⊕ For cross-country flights, requiring the use of a navigation log, the student shall complete any remaining incomplete blocks. Students shall allow enough time for completion of the navigation log and arrive as early as is necessary to ensure an on-time departure.
- ⊕ The student shall complete the Bridgewater State College Takeoff and Landing Data (TOLD) Card.
- ⊕ The student shall submit an aircraft Dispatch request form prior to the scheduled flight departure time. Request forms may be submitted well in advance of scheduled departure and an aircraft released earlier than scheduled, if an aircraft is available.
- ⊕ Upon receipt of the aircraft can, both crewmembers shall, if applicable, check for any discrepancies or open maintenance items, verify the appropriate aircraft data, and ensure that the aircraft is in compliance with its' required inspections.
- ⊕ VFR or IFR flight plans shall be filed with FSS, if appropriate.
- ⊕ For solo flights, the pilot must have the completed navigation log authorized by an authorized CFI, if applicable, and present a completed and signed Solo Authorization Form to Dispatch prior to receiving the aircraft can.

Preflight Inspection

The flight crew will perform the necessary pre-flight inspection as specified in Chapter 3A, (Normal Procedures) of the appropriate aircraft Flight Standards Manual.

- ❖ Approaching the aircraft on the ramp, flight crews should check general condition, looking for major anomalies (e.g. missing airframe components, flat tire, etc.) that could be easily identified prior to initiating the preflight checklist. *The airplane needs to be inspected with the attitude that it must prove to the flight crew that it is ready to fly.*
- ✚ Upon initially entering the aircraft, flight crews shall ensure that all required equipment and documents (for the aircraft and the crew) are aboard and ready for the flight.
- ❖ Do NOT place any equipment (e.g. the aircraft can, headsets, kneeboards, etc.) on the top of the instrument panel. Such objects will damage the panel and the windscreen.

Cockpit Management

Flight crews shall ensure that all materials and required equipment are arranged in an organized manner, and are readily available and operational.

CAUTION

Flight crews must be comfortable and have clear visibility over the instrument panel when seated. Poor or uncomfortable seat position leads to pilot distraction, possible aircraft control problems, and possible instrument scanning problems.

WARNING

Flight crews shall ensure that both pilot seats are securely latched in position and remain locked when the pilot applies full brake pressure on the toe pedals. Acceleration forces during takeoffs can and have dislodged unsecured seats, causing aircraft control problems up to and including loss of control of the aircraft.

Engine Start

Flight crews shall perform the necessary Engine Start procedure as specified in Chapter 3A, (Normal Procedures) of the appropriate aircraft Flight Standards Manual.

- ⊕ After engine start, the flight crew shall verify the operation of the internal communication system/headsets to ensure proper communications capability. The PIC shall call to the other flight crewmember **“How do you hear me?”**? The non-flying pilot responds **“Loud and clear, how me?”** (as appropriate) and the PIC then responds **“Loud and clear.”**
- ⊕ The same challenge and response will take place for any passenger(s), if applicable.

Taxiing

Flight crews shall perform the necessary Taxiing procedures as specified in Chapter 3A, (Normal Procedures) of the appropriate aircraft Flight Standards Manual.

- ⊕ Bridgewater State College flight crews shall monitor ground control frequency at all times.
- ⊕ Weather information may only be obtained when the aircraft is stationary.
- ⊕ Personnel may not enter or exit the aircraft while the engine is running and/or the aircraft is in motion.

WARNING

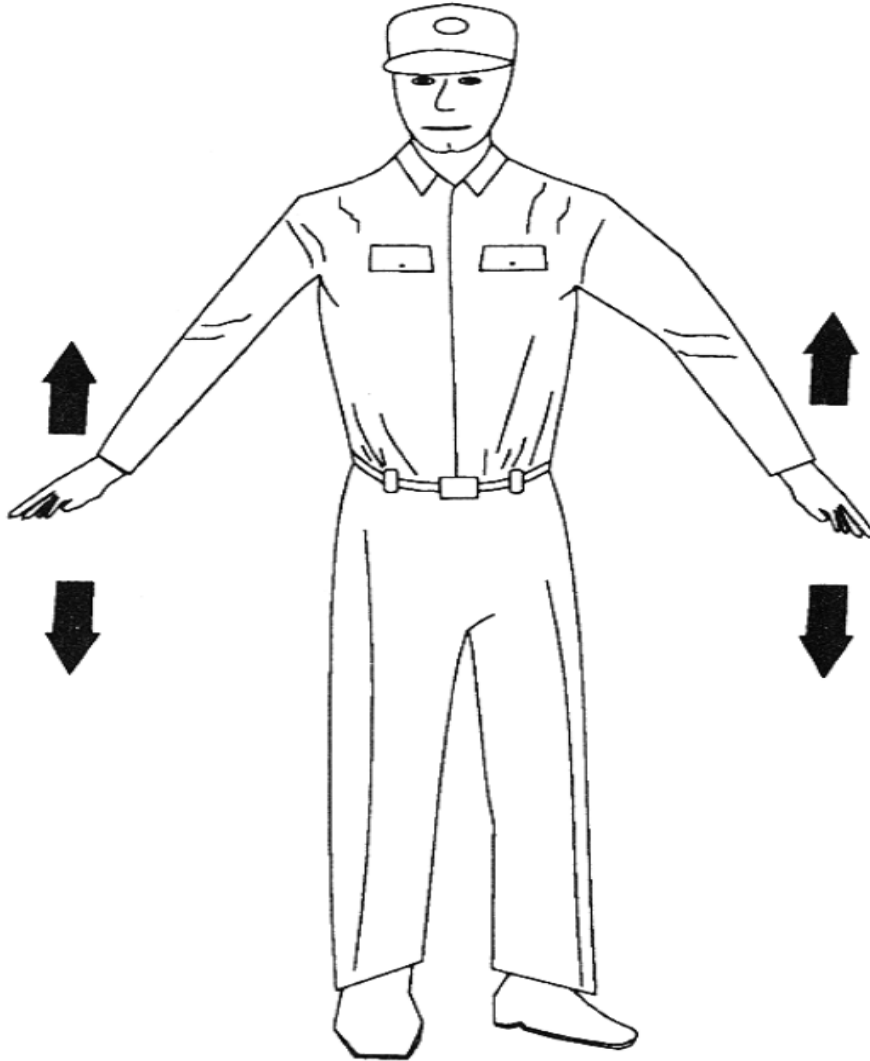
Due to possible static discharge leading to an explosion and/or fire, flight crews shall ensure separation of at least 20 feet between their aircraft and any fuel vehicle when taxiing.

After Landing, Parking and Securing

Flight crews shall perform the necessary “After Landing” and “Parking” procedures as specified in Chapter 3A, (Normal Procedures) of the appropriate aircraft Flight Standards Manual.

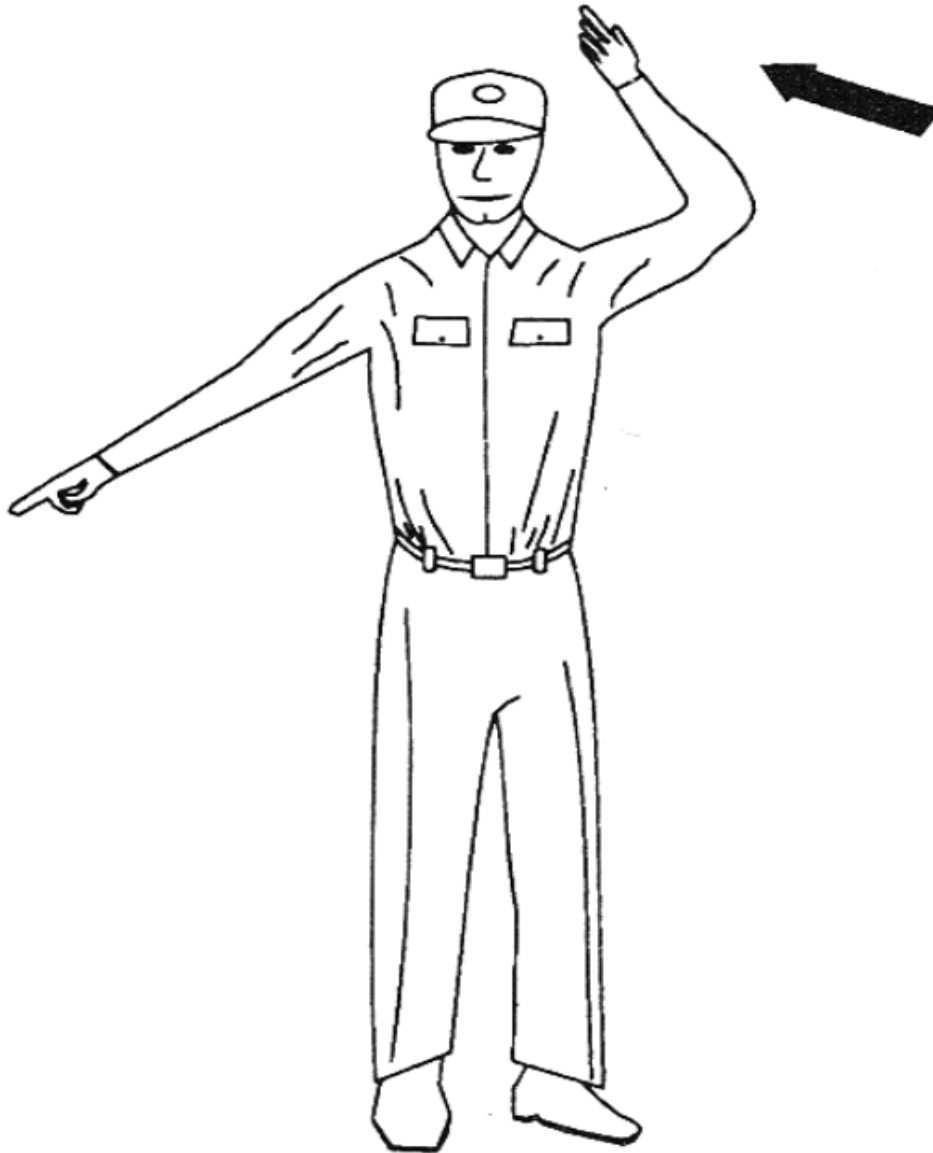
Standard Aircraft Marshaling Hand Signals

The following depictions are referenced from the Aeronautical Information Manual, Chapter 4, Hand Signals. They are intended to provide Bridgewater State College flight crews with graphic depictions of the hand signals to be expected during ground operations. Flight crews are expected to be familiar with these signals and adhere to them when they are used to marshal the aircraft during ramp operations. See AIM Chapter 4 -3 for more information.



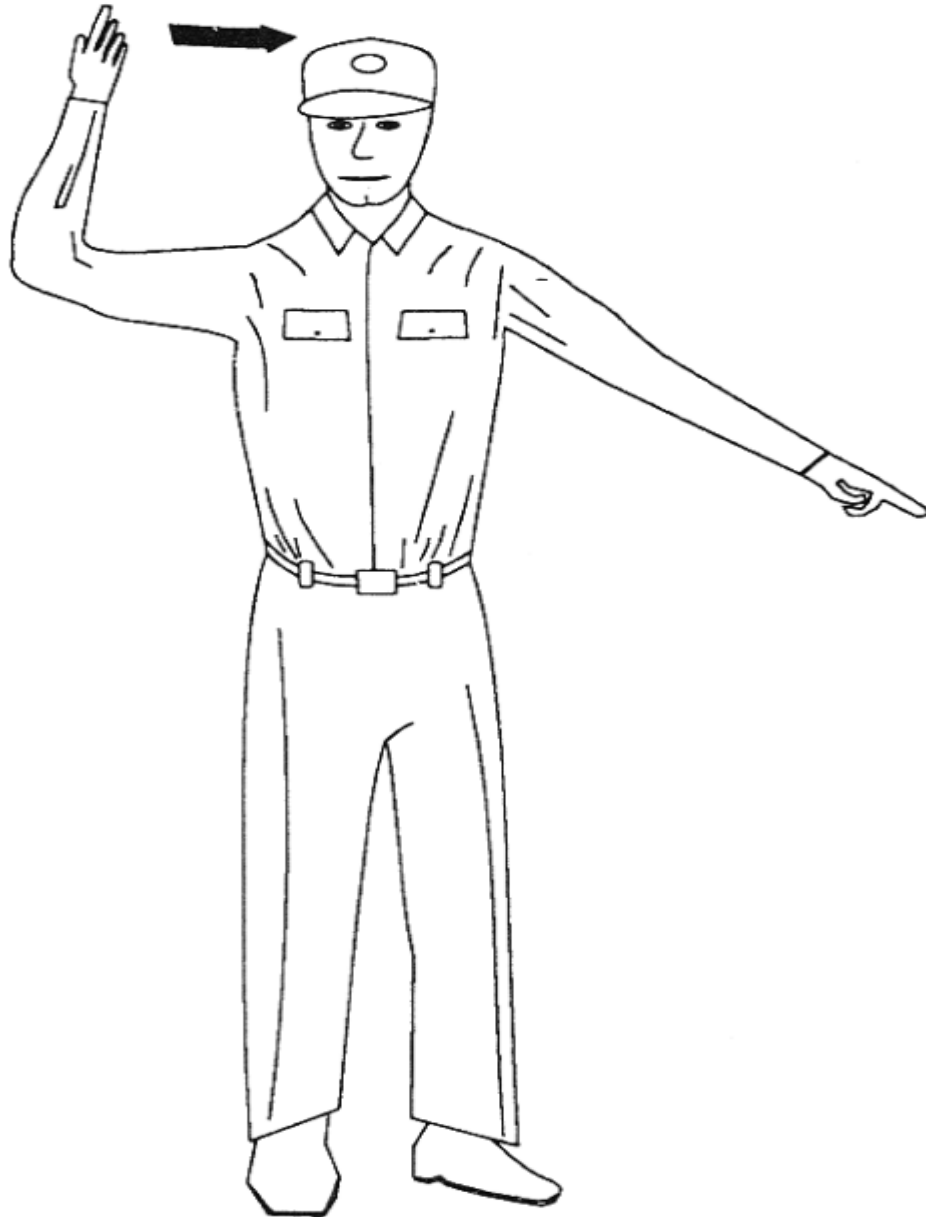
SLOW DOWN

Indicates that the aircraft must slow down or reduce engine power. Shown by lowering and raising hands in a parting motion.



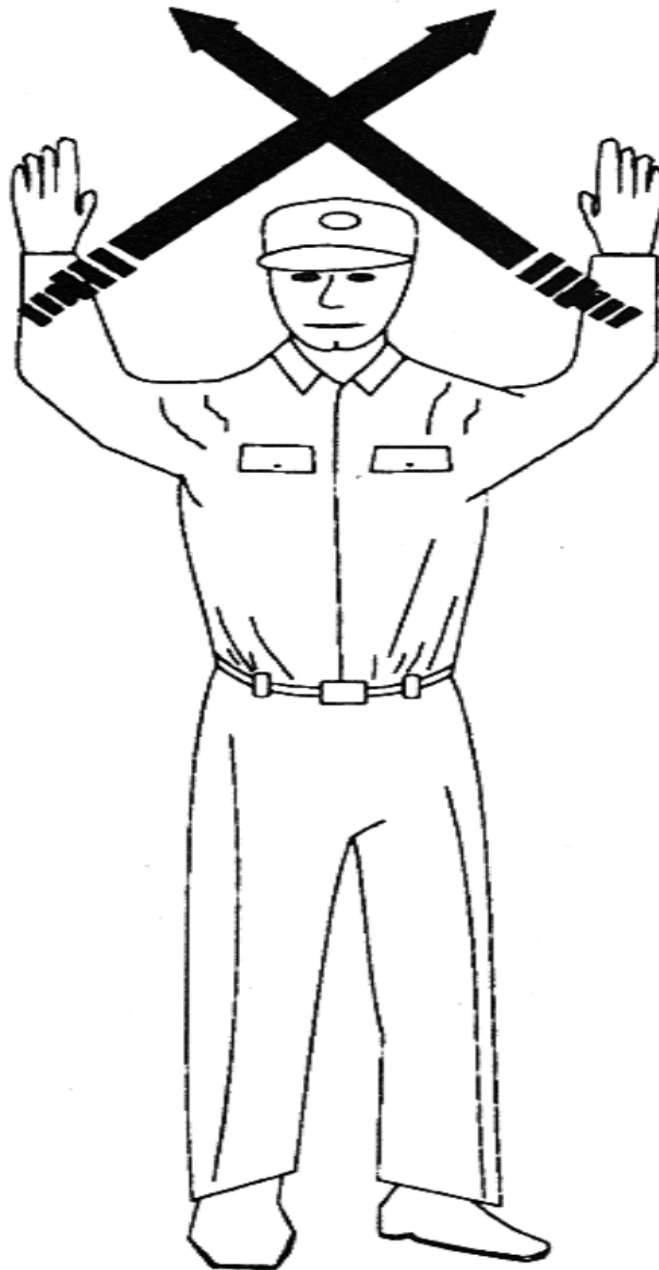
TURN LEFT

Indicates the aircraft is to turn left. Marshaller's left arm is moved from a straight position to a 90° angle (beckoning motion) until the aircraft has turned to the desired line. The rate of signal motion indicates the desired rate of aircraft movement.



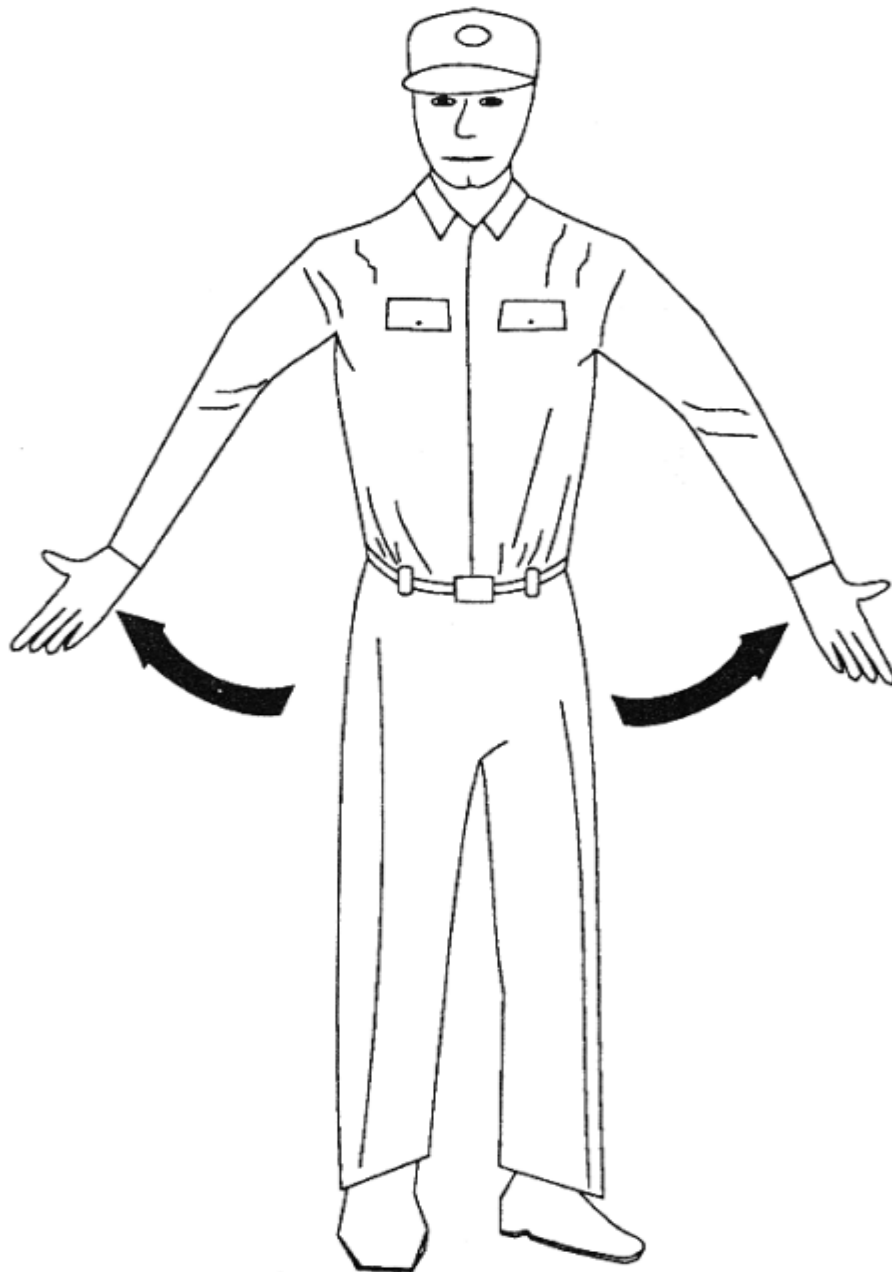
TURN RIGHT

Indicates the aircraft is to turn right. Marshaller's right arm is moved from a straight position to a 90° angle (beckoning motion) until the aircraft has turned to the desired line. The rate of signal motion indicates the desired rate of aircraft movement.



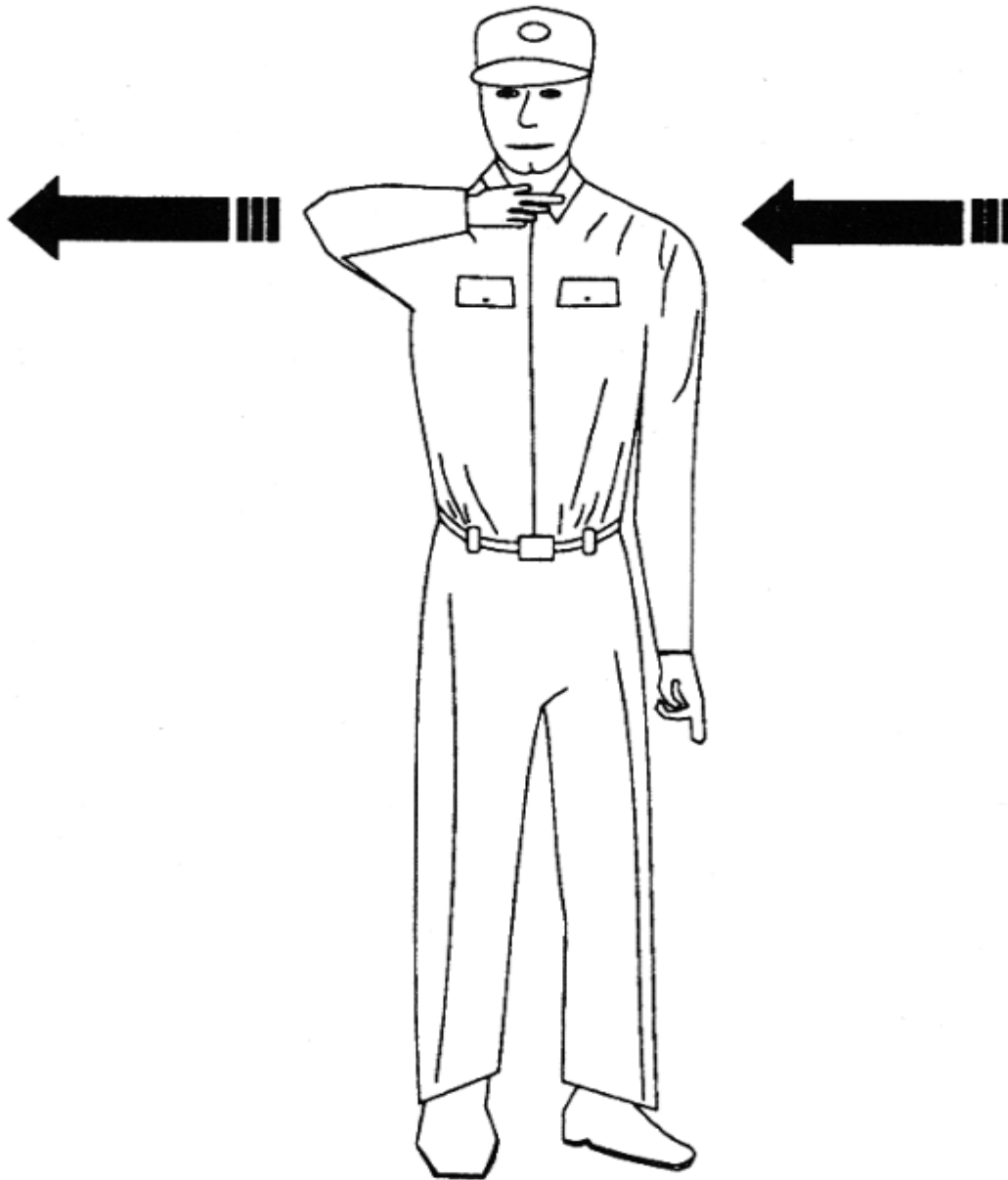
STOP

Indicates the aircraft must come to a normal stop. Marshaller fully extends arms 90° to sides and slowly moves towards top of the head keeping arms extended until hands cross above head. The distance and speed of the marshal motion is relative to the distance and speed of the aircraft approaching the stop point.



PULL CHOCKS

Indicates that the aircraft chocks have been removed. Marshaller fully extends arms above the head in an upward and slightly forward position. Use a single outward jabbing motion.



STOP ENGINE

Indicates the flight crew is to stop engine(s). Marshaller extends arm with hand forward of body at shoulder level, move hand to top of left shoulder and draw hand to top of right shoulder in a slicing motion across throat.