Chapter 3
General and Operational Policies

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General

This section of the Aviation Operations manual addresses general and operational policies regarding the conduct of all training operations at Bridgewater State College. Adherence to the policies and procedures outlined in this manual is mandatory. All flight crews, administrative support personnel, students, and individuals connected with Bridgewater State College Aviation operations are bound by the policies and procedures contained in this chapter and in the Aviation Operations Manual, as appropriate.

Safety Standards

Bridgewater State College flight training policy is to establish an operational culture of safety within an enjoyable and professional learning environment. Employees shall conduct all operations under this policy and within the scope of applicable Federal Aviation Regulations. Bridgewater State College Aviation operations are governed primarily by (but not limited to) 14 CFR Parts 61, 91, and 141. Safety is the first priority in all operations, and will be achieved through the highest quality maintenance of all facilities and ground/flight equipment, initial and recurrent training of personnel, continuous attention to professionalism and customer service, and the development and exercise of sound judgment in all operations. The contents of this section of the Aviation Operations manual will provide more detailed procedures for attaining required safety standards.

NOTE

Each person involved with the Bridgewater State College Aviation Program is responsible for actively promoting a culture of safety. As such, anyone observing a practice or operating condition resulting in a violation or unsafe situation is expected to immediately address the matter with the Chief Flight Instructor or Manager of Aviation Affairs.

Required Identification/Pilot/Instructor/Medical Certificates

General

Personal Identification

- All persons onboard BSC aircraft above age 16 shall carry a valid form of government issued photo identification (e.g. passport, driver license, military ID, state issued ID). Bridgewater State College employees may not substitute the government issued identification with the employee ID or BSC ID badge, as both should be carried due to airport security requirements.

Certificates and Their Inspection

- Per FAR 61.3(l), each person who holds an airman certificate or a medical certificate shall present it for inspection upon request from the Administrator, an authorized representative of the National Transportation Safety Board (NTSB) or Transportation Security Administration (TSA), or any Federal, State, or local law enforcement official.

- The pilot's certificate shall be in the personal possession of the airman when he/she is operating an aircraft, and must be presented for inspection upon the reasonable request of any passenger, law enforcement official, or any official, manager, or person responsible for any airport or landing field where the airman lands the aircraft.
- All Bridgewater State College employed pilots must submit a copy of their most recent government issued photo identification, FAA medical certificate, and most recent pilot certificate (temporary or permanent), and most recent flight instructor certificate (temporary or permanent) to Flight Operations.

Pilot/Instructor Certificates

- No pilot may operate an aircraft operated by Bridgewater State College unless he/she holds a valid FAA-issued Pilot Certificate and, if appropriate, a category and class rating or type rating for that aircraft. All pilots must have their pilot certificate in their possession when exercising certificate privileges.

Medical Certificates

Per FAR Part 67.113, 67.213, and 67.313, no pilot may not operate a Bridgewater State College aircraft if he/she knows or has reason to know of any medical condition that would make him/her unable to safely perform the duties or exercise the privileges of the airman certificate applied for or held. *Any medical condition that would prohibit him/her from conducting flight training must be brought to the attention of the Chief Flight Instructor or his/her designee.* Crewmembers that visit a medical professional for any condition that prohibits him/her from conducting flight training shall obtain and provide the Flight Operations office with documentation approving their return to flight status.

NOTE

Pilots returning from a medical leave with written flight clearance must then receive approval from the Chief Flight Instructor prior to returning to flight operations.

- The medical certificate copy must be submitted to Flight Operations no later than the close of business (1630 hrs.) on the last day of the month in which the certificate was issued.

- Instructors who do not provide a copy of their medical certificate by the last day of the month will be listed as "Administratively Grounded" and may not conduct any flight operations on or after the 1st of the next month.

Corrective Eyewear

In accordance with his/her medical certificate requirements (14 CFR Part 67), each BSC pilot shall wear, or have in his/her possession, the required corrective lenses when conducting flight operations. A spare pair of corrective lenses is recommended. Frames for eyeglasses or sunglasses should allow maximum peripheral vision: Wide or "fashion" temple eyewear is not acceptable.

NOTE

Pilot's vision and color discrimination ability must not be negatively effected by any type of eyewear selected.

FCC Radio Operator's Permit

FCC Restricted Radiotelephone Operator Permits are required for all flights operating outside of the United States. Initial and Replacement FCC Radiotelephone Operator Permits are applied for by submitting FCC forms: 605, Schedule E for form 605, 159 and 160. The forms may also be downloaded from www.fcc.gov/formpage.html.

Replacement of Lost or Destroyed Certificates

Per 14 CFR Part 61.29, permanent replacement certificates can be obtained from the FAA. Any Bridgewater State College flight instructor or student receiving training, who has lost his/her pilot or medicate certificate, or knowledge test report, must request a replacement immediately. Telephone the FAA Airman Certification Branch at (405) 954-3261 to obtain the required information for the replacement application or obtain information online at:
http://registry.faa.gov/airmen.asp#content

A temporary certificate can be obtained by FAX. Call the FAA Airman Certification Branch at (405) 954-3261 and speak to an Examiner. You will receive a fax certification within two hours. The fax certification does not fulfill your obligation to apply for a permanent replacement certificate. The fax is valid for up to 60 days and must be carried by the crewmember while operating as a crewmember.

Mailing Addresses for Replacement of:

Airman Certificate/Knowledge Test Report
Federal Aviation Administration
Airmen Certification Branch
P.O. Box 25082
Oklahoma City, OK 73125

Medical Certificate
Federal Aviation Administration
Aeromedical Certification Branch
P.O. Box 25082
Oklahoma City, OK 73125

Change of Address

Name/Address/Phone Number

Pilots must comply with FAR Part 61.60 regarding address changes. All personnel shall inform Bridgewater State College of any and all changes of name, address, and/or phone numbers immediately. Employees should contact Flight Operations and complete a Bridgewater State College Personal Address and Telephone Number Change Form.

Principal Business Office
Bridgewater State College maintains its principal business office at 111 Harrington Hall, Bridgewater State College in Bridgewater, MA, and its flight operations base at the New Bedford Regional Airport, New Bedford, Massachusetts. Any changes to the location of these offices will be reported to the FAA Certificate Holding District Office per 14 CFR Part 141 requirements.

Required Personal Equipment

Each pilot shall possess and have readily available in the aircraft a current Flight Standards Manual for the aircraft being flown, and a current BSC Aviation Operations Manual. Each pilot is responsible for keeping his/her manuals current by inserting all published changes when they become available.

Pilots shall have the following equipment in their possession during flight operations:

Flight Instructor:
- Appropriate Flight Standards Manual (FSM)
- Aviation Operations Manual (OM)
- Appropriate aircraft checklists (Normal and Emergency)
- Current instrument approach charts (if applicable)
- Current and appropriate aeronautical charts (VFR/IFR)
- Current Airport/Facility Directory
- Fuel sampling container
- View limiting device (if applicable)
- Flight Headset
- Operational flashlight
- Fire extinguisher (verify installed in A/C or obtain from Dispatch at aircraft check-out)

Student:
- Appropriate Flight Standards Manual (FSM)
- Aviation Operations Manual (OM)
- Appropriate aircraft checklists (Normal and Emergency)
- Current instrument approach charts (if applicable)
- Current and appropriate aeronautical charts (VFR/IFR)
- Current Airport/Facility Directory
- Fuel sampling container
- View limiting device (if applicable)
- Flight Headset
- Operational flashlight

Check Instructor:

- Plan(s) of Action appropriate to stage check
- FAA PTS appropriate to stage check
- Appropriate Flight Standards Manual (FSM)
- Aviation Operations Manual (OM)
- Appropriate aircraft checklists (Normal and Emergency)
- Current instrument approach charts (if applicable)
- Current and appropriate aeronautical charts (VFR/IFR)
- Current Airport/Facility Directory
- Fuel sampling container
- Flight Headset
- View limiting device (if applicable)
- Operational flashlight
- Fire extinguisher (verify installed in A/C or obtain from Dispatch at aircraft check-out)

Headsets

- Pilots are required to supply their own approved headset equipped with a boom microphone. Repair damaged headsets as soon as possible.

- Flights should not be cancelled due to a lack of headset; Flight Operations may loan a student a headset if available.

- Students may not repeatedly borrow a Flight Operations headset as a substitute for purchasing their own required equipment.

NOTE

Students may borrow the Flight Operations headsets only under the condition that the headset is returned operable and undamaged immediately following the training event.

Cabin Stowage (Equipment)

- All crewmembers shall ensure that all baggage and required gear shall be stowed and properly secured to avoid its becoming a hazard by shifting during training or emergency landing conditions.

CAUTION

All crewmembers shall ensure that no loose equipment is on the cockpit floor near the pilot's feet.

Required Items for Dispatch (Go/No-Go Checklist)

Item	Go/No-Go	Substitute
Aircraft Flight Manual	No-Go	NA
Aviation Operations Manual	No-Go	NA
Flight Standards Manual	No-Go	NA
Pilot Checklists (Normal and Emergency)	Go	8 ½ x 11 in. paper copy or FSM Chap. 3A
Completed Takeoff and Landing Data (TOLD) Card	No-Go	NA
Fire Extinguisher	No-Go	NA

Commercial Flying & Flight Instruction

Bridgewater State College pilots are NOT authorized to engage in commercial flying on aircraft other than those owned and operated by BSC unless prior written approval is obtained from the Associate Dean, School of Business, and the Chief Flight Instructor or his/her designee. Military service or pleasure flying is exempt.

Each pilot who wishes to engage in other commercial flying must submit a request in writing to the Associate Dean, School of Business, and to the Chief Flight Instructor or his/her designee. The request must include the circumstances of the other commercial flying and the estimated number of hours. Any pilot making such a request is expected to first discuss said request with the Chief Flight Instructor to ensure that no negative impact will be incurred by the BSC Aviation Science program.

When authorized to engage in other commercial flying, Bridgewater State College pilots are required on a monthly basis to submit (in writing to the Chief Flight Instructor or his/her designee) the total amount of flight time and date(s) flown.

Bridgewater State College CFIs may instruct only Bridgewater State College students in BSC provided aircraft or aircraft assigned by the College. Bridgewater State College instructors may not instruct students in aircraft provided by the student, any other non BSC personnel, or agency.

Any evidence that flight instruction has been provided by a BSC CFI outside of his/her employment with Bridgewater State College will result in immediate disciplinary action up to and possibly including termination. This policy will be effective for the duration of the employment period as a Bridgewater State College CFI.

Crew Qualification

Instructor Equipment Transitions

For initial, transition, or upgrades to a new aircraft or AATD model, each CFI must complete ground training and a proficiency check on the equipment (including installed equipment, e.g. GPS or other avionics), and pass a written aircraft limitations and/or emergency procedures test administered by the Chief Flight Instructor or his/her designee. CFIs may not act as PIC in a new model aircraft until this standardization training is complete.

Flight Instructors must comply with 14 CFR Part 141.79 regarding briefings on the objectives and completion standards of the training course to which they are assigned.

Pilots must conduct an annual proficiency check with the Chief Flight Instructor or his/her designee if more than 12 months passes in which no transitions or upgrades occur. These checks must also meet the requirements of 14 CFR Part 141.79.

Recent Experience

- All pilots, prior to conducting a flight, must ensure they meet the recency of experience requirements of 14 CFR Part 61.57.
- For any flight impacted by FAR 61.57 recency requirements, any pilot not meeting the relevant requirements shall notify the Chief Flight Instructor prior to conducting any flights. The pilot must re-establish currency before he/she may again provide flight instruction or act as PIC for the effected operation.

Determination of Pilot-In-Command

Any time a BSC Flight Instructor is aboard a Bridgewater State College training flight acting as the student's instructor, the CFI is considered the Pilot-In-Command for that flight. When more than one CFI is aboard, the most senior instructor, as determined by flight experience, is the PIC unless a written statement signed by both flight instructors indicating who is to be the PIC is filed with BSC Dispatch prior to the flight in question.

NOTE

A BSC CFI is the PIC for any training flight, and he/she is ultimately responsible for the aircraft and its occupants during the entirety of any training during dual flights. Any BSC CFI who, through action or inaction, damages or allows damage to a BSC aircraft during the course of conducting training or any other operation in the aircraft, shall be deemed responsible for any damages resulting from that operation and may be subject to disciplinary action up to and possibly including termination of employment.

Logging Flight Time

Hobbs Time

For beginning Hobbs time, record the ending Hobbs time from the previous flight. During aircraft preflight, check the Hobbs meter reading to verify agreement with the ending/beginning Hobbs record. If a discrepancy is noted, enter your flight on the next line down and record the actual Hobbs reading.

BSC Dispatch must be notified immediately if a pilot finds Hobbs or tachometer reading discrepancies from what is shown on the Flight Data sheet. Occasional mistakes are made when Dispatch carries over the ending time from the night before, or a pilot misreads the time. BSC Dispatch will not adjust any number that cannot be shown to be an obvious carry-over mistake, unless notified prior to the flight.

Hobbs or tachometer time that is half way rolled to the next number is to be counted as the next number.

Some aircraft may temporarily have inoperative or deferred Hobbs meters when the aircraft is dispatched. To standardize flight billing, Dispatch will calculate ending Hobbs time as follows:

- Flights scheduled for 2 hours of block time or less will be calculated by using the total tachometer time × 1.2 = Hobbs time.
- Flights scheduled for more than 2 hours of block time will be calculated by adding .3 hours to the total tachometer time = Hobbs time.

Block Time

Equipment is provided for a specified block of time to accomplish dispatch of the equipment, the pre-flight briefing, aircraft pre-flight (if applicable), training event, the return of the equipment can, and the pilot post event debriefing. This can all be accomplished in the allotted time frame (typically a 2.0 hour block) but it demands preparation and efficiency from everyone involved.

A student scheduled for a flight from 0800 to 1000 should arrive at Flight Operations no later than 0700 to have his/her lesson/flight planning completed before aircraft dispatch time (0800). Pre-flight activities should be finished and flight crews ready for engine start by 0815.

NOTE

If the flight crew is ready before their scheduled block time and an aircraft is available, pilots may be dispatched an aircraft earlier than the scheduled block time.

Pilots shall plan the completion of the flight activity so as to return to EWB and complete aircraft shutdown and securing at the Bridgewater ramp area by approximately 0945. *The aircraft can must be returned to Dispatch no later than the scheduled block ending time (e.g. 1000).* This will result in 1.5 hours Hobbs time, which is the typical objective of a 2.0 hour scheduled block.

Generally, well-prepared and organized flight crews can expect to log approximately .5 Hobbs less than the scheduled block time.

For cross-country flights, plan .5 hours (30 minutes) ground time for refueling.

NOTE

Flight crews desiring an extension of a block period must request it in advance of their scheduled block end time. Absence of clear BSC Dispatch clearance to return later than initially scheduled does NOT constitute permission to return late.

Flight Delays at Dispatch

Occasionally Dispatch is unable to dispatch an aircraft on time. Instructors shall consult with the Dispatcher to determine if the block time may be extended.

If the aircraft block time cannot be extended, the flight crew must adjust the flight planning to return the aircraft can to Dispatch by the originally scheduled return time. Accepting an aircraft after a block time has begun does NOT authorize a flight crew to hold that aircraft for the initially scheduled period.

NOTE

If a flight crew determines that the aircraft is going to be unavoidably late, contact BSC Dispatch immediately, by radio, telephone, or as necessary and advise of the new estimated return time.

Flight Time/Rest Interval

Flight time means the time from the moment the aircraft first moves under its own power for the purpose of flight until the moment it comes to rest at the next point of landing.

- All pilots are responsible for maintaining flight time legality (not more than 8 hours of flight time in a 24 hour period) and logging flight time in an honest manner. When in doubt as to the length of flight time, make a conservative estimate and round down, not up. Use of a higher-than-actual figure when logging flight time constitutes falsification of records.
- Instrument time shall be logged in accordance with 14 CFR Part 61.51.

Definitions

Scheduled Flight Time: Combined daily total of all scheduled flights or training events. This flight time is reflected in the published flight schedule. *Daily flight hour limits are based on actual (not schedule) flight time.*

Duty Time - The duty period begins when the crewmember reports to the airport to check weather, pre-flight, or accomplish any other specific task required by Bridgewater State College.

Rest Period - Any period of time when the flight crewmember is not performing duties required by Bridgewater State College or performing other commercial flying. A rest period begins 30 minutes after the final event accomplished in a scheduled day. The rest period ends when the crewmember reports to the airport to check weather, pre-flight, or accomplish any other specific task required by Bridgewater State College. Transportation that is local in nature, to and from the airport, is considered to be part of the rest period.

Flight Schedule - A schedule showing scheduled time out, block time, lesson number and description, equipment type, and flight crew assignment.

Flight Assignment - A flight or series of flights within a single duty time period.

24-Hour Training Limitation: A BSC CFI may not conduct more than 8 hours of flight training within any consecutive 24 hour period. If a pilot is away from Operations and expects to exceed the training hours limitation, he/she must contact the Chief Flight Instructor or Dispatch prior to departure.

Rest Requirements
BSC Flight Instructors are expected to coordinate their rest requirements with scheduling. Transportation that is local to and from the airport is considered as part of the rest period.

NOTE

BSC CFIs are solely responsible for calculating daily hours flown and necessary rest periods. Exceptions to this rule may be made by the Chief Flight Instructor or his/her designee. Any crewmember may cancel an activity, for safety reasons, due to fatigue.

- Flight Operations may notify a flight crewmember during a rest period of a future assignment, if necessary.
- Bridgewater State College shall relieve each CFI from duty for at least 24 consecutive hours during any 7 consecutive days.

NOTE

BSC CFIs will not be penalized for circumstances wherein actual flight time exceeds scheduled flight time, with the exception of the 8 hr flight/flight instruction limitation regulation.

Flight Time

- Daily and monthly flight time limits are determined by actual dual instruction aircraft flight hours, and must not exceed the following parameters: 8 hours daily (dual given, aircraft) and 150 hours (calendar month, total flight time, aircraft).

NOTE

BSC CFIs are responsible for monitoring and adhering to their daily and monthly flight time limitations. CFIs shall inform BSC Dispatch of any pending or possible conflicts. Exceptions to this rule may *only* be made by the Chief Flight Instructor or his/her designee. CFIs are NOT permitted to exceed their flight time limitations by conducting non-BSC flying.

Food and Drink

- Food is not permitted aboard Bridgewater State College aircraft during flight training operations. Pilots are expected to eat prior to or following any flight training event.
- Water is the only beverage allowed in Bridgewater State College aircraft.
- Consumption shall not interfere with required flight or instructional duties, and shall be discontinued for hazardous weather conditions.

NOTE

Bridgewater State College flight crews are expected to demonstrate pride in their aircraft. The Pilot-In-Command shall ensure that the aircraft is free of trash after each flight. Failure to provide a clean aircraft to an oncoming flight crew shall result in disciplinary action.

Intoxicants and Illicit Drugs

WARNING

The unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on college property and/or as part of any college activity is strictly PROHIBITED.

The use at any time of an illegal or controlled substance by a certificated Bridgewater State College airman, on or off duty, shall be cause for disciplinary action up to and including termination.

Offenses Involving Alcohol or Drugs
Per 14 CFR Part 61.15, and in accordance with Part 91.17, a conviction for the violation of any Federal or State statute relating to the growing, processing, manufacturing, sale, disposition, possession, transportation or importation of narcotic drugs, marijuana or depressant/stimulant drugs or substances is grounds for suspension or revocation of any certificate or rating issued under Part 61. Per 61.16, refusal to submit to an alcohol test when requested by a law enforcement officer or to furnish or authorize the release of the test results requested by the Administrator is grounds for denial of an application for up to 1 year after the date of that refusal, or suspension or revocation of any certificate or rating issued under Part 61.

Definitions
For Bridgewater State College flight operations, the following definitions shall apply:

Report for Duty - A pilot is considered to have reported for duty when arriving at the airport or any Bridgewater State College building:
- Before departure
- As listed on the flight schedule
- At the departure time as modified by BSC Dispatch for the purpose of preparing for a scheduled assignment.

Flight - Any flight in a Bridgewater State College aircraft, regardless of flight mission.

Crewmember - Any individual serving as a student, Flight Instructor, Check Instructor or a Maintenance Technician.

Reasonable Suspicion - A reasonable suspicion of alcohol or drug use test must be based on two employees' (one of which must be at the administrative level) specific *observations* concerning the appearance, behavior, speech or body language of the individual in question.

Impairment Suspicion on the Ground
Address the problem early and make every reasonable attempt to keep the person away from the aircraft and ramp area. If already on the ramp, try to keep the person off of and away from aircraft and other vehicles. Suggest the person in question call in sick and be evaluated prior to the flight.

- If the individual boards the aircraft, he/she will be subject to disciplinary action. Attempt to take him/her away from the aircraft as the best option. Obtain assistance if necessary.

- After start – Return the aircraft immediately to parking for shutdown and securing. If any symptoms of drug or alcohol impairment exist, inform Dispatch and the Chief Flight Instructor or his/her designee.

WARNING

If there is any doubt about a crewmember's possible impairment, DO NOT UNDER ANY CIRCUMSTANCES allow any flight operation to begin. Notify the Chief Flight Instructor's office or any member of the Operations management staff.

Impairment Suspicion in Flight
Land the aircraft as soon as practicable, and contact the Chief Flight Instructor's office or Operations management staff through Dispatch. Obtain assistance as necessary to ensure the safe landing of the aircraft.

Alcohol Use
All Bridgewater State College pilots must ensure that the use of alcohol does not impair the individual's performance or judgment. Every certificated airman shall comply with the following rules and policies. A certificated airman will be subject to disciplinary action if he/she:

- Reports for duty with the presence of any alcohol in his/her system.
- Consumes any alcohol within 12 hours of scheduled flight departure.
- Purchases alcohol or consumes alcohol while in uniform.
- Is under the influence of alcohol while in uniform.
- Reports for any employment training or operational meeting, with alcohol in his/her system.
- Is acting as a crewmember, or knowingly permits any other crewmember to operate an aircraft with alcohol in his system.

Any BSC pilot who violates any alcohol use policy may be subject to disciplinary action, up to and including termination. Use common sense while in uniform and be aware of how actions might be perceived by the public. Recent alcohol-related incidents by airline crewmembers and flight attendant staff have placed all aviation professionals (and particularly pilots) under tighter public scrutiny and increased the likelihood of presumed guilt in any questionable situation that involves (or is perceived to involve) alcohol.

Illicit Drug Use
Bridgewater State College policy on the possession, use and/or distribution of illicit drugs is clear. There is absolutely no tolerance for the use of unlawful substances by Bridgewater State College personnel. Any pilot or staff member will be subject to termination if he/she:

- Reports for duty, and/or operates or intends to operate a Bridgewater State College aircraft while under the influence or impaired by illicit drugs.
- Uses or possesses any illicit drug.
- Knowingly permits another certificated airman, crewmember, or staff member to perform his/her duties under the influence or in a drug impaired condition.

Medications
Certain drugs, both prescribed and over-the-counter, have an effect on crewmember performance along with varying degrees of impairment that can be detrimental to the crewmember's judgment and ability to safely operate an aircraft. Flight crewmembers will consult an Aviation Medical Examiner regarding the possible effects of prescribed or over-the-counter medications.

Pilots are authorized and expected to ground themselves when the possibility of a drug side effect exists, or when physical or mental performance degradation may effect their ability to perform assigned duties. The pilot must contact an Aviation Medical Examiner and obtain an informed estimate of when he/she may be able to resume flying duties. The pilot must also provide the Chief Flight Instructor with said estimate, and keep the Chief Flight Instructor informed of any changes to that estimate.

Student Policy on Alcohol & Illicit Drugs
No BSC Aviation student will be permitted in Bridgewater State College aircraft or facilities, for training or other purposes while under the influence of alcohol or within 12 hours of consumption. Students will comply with 14 CFR 91.17 regarding the use of alcohol.

Students shall comply with Bridgewater State College policy regarding the prohibition against unlawful possession, use or distribution of illicit drugs and alcohol by students on college property or as a part of any college activities.

Failure to comply with the above policy will result in immediate termination of enrollment and training in the Bridgewater State College Aviation program.

Blood Donation or Blood Loss Resulting From Minor Injury

- Pilot performance is particularly affected by reduced oxygen-carrying capacity following a blood donation or other substantial loss of blood. It is recommended that flight crewmembers not give blood within 14 days prior to flight.
- Flight crewmembers are not permitted to perform flight duties within 72 hours after a blood donation.
- Crewmembers giving blood donations or who have experienced a substantial loss of blood (under any circumstances) must report this fact to the Chief Flight Instructor.
- Providing a blood sample for medical tests is not considered a donation/substantial loss.

Smoking and Tobacco Use Policy

Crewmembers are prohibited from smoking and the use of chewing tobacco or snuff on any Bridgewater State College aircraft, regardless of the operation. Smoking and the use of chewing tobacco or snuff is not permitted on Flight Operations property. The use of chewing tobacco is prohibited in the presence of any customer, prospective customer or member of the public, and while in uniform.

Check Flights

In-Flight Observations

In-flight observations of training may be conducted at any time. Generally, Flight Operations will conduct the observation, but Aviation Science faculty or administrative members may also observe. The Chief Flight Instructor and Manager of Aviation Affairs may schedule an observation as necessary.

Maintenance Check Flights

A maintenance check flight will be conducted when deemed necessary by the Maintenance Supervisor. Only essential personnel are permitted on a maintenance check flight. A maintenance check flight may be conducted in day, night, and/or IFR conditions, as appropriate.

Proficiency Checks

Proficiency checks (standardization flights) will be conducted by Flight Operations. Proficiency checks may also be scheduled at other times by the Chief Flight Instructor or his/her designee.

Operational Inspections

To ensure a safe operational training environment and maintain the highest possible level of training quality, the Bridgewater State College Aviation program will conduct systematic and periodic inspections at Flight Operations. These inspections will be performed by the Manager of Aviation Affairs and/or his/her designee and may be conducted without prior notice.

During a base inspection the following will be checked/observed:

- Student and CFI training records
- Aircraft Logbooks
- General aircraft condition
- Pre and Post flight briefing
- Observing flight lessons

A report of the results of each inspection shall be forwarded to the Chief Flight Instructor and the Associate Dean of Students, School of Business. Maintenance will maintain this report as well.

Standard College Flight Policies

The following list provides general policies regarding Bridgewater State College flight training operations. ALL flight crewmembers will adhere to these policies unless a deviation is necessary to meet the needs of an actual emergency, or avoid a mid-air conflict:

- There will be no turns made at altitudes less than 400' AGL when departing any airport.
- No aircraft will be flown with less than one (1) flight hour of fuel reserve.
- During taxi, neither pilot will divert his/her attention (programming avionics, copying clearances, conducting a checklist, etc.) while the airplane is in motion.
- The use of Portable Electronic Devices during flight operations shall comply with 14 CFR Part 91.21. Flight crews are cautioned about the use of <u>any</u> PED when the aircraft is in IMC. Portable GPS units (aviation type only) shall be considered an exception under 14 CFR Part 91.21(b)(5).
- Per 14 CFR Part 91.187, flight crews shall make equipment malfunction reports while operating under IFR.
- No aerobatic maneuvers, formation flying, or any careless or reckless style flying shall be performed in Bridgewater State College aircraft.

WARNING

The only exception to this policy is for spin training conducted only during dual instructional activities for Flight Instructor-Airplane certification.

- Hand-propping to start an aircraft is PROHIBITED.
- A simulated engine failure may only be accomplished with the closing of a throttle.

CAUTION

Failure of any Bridgewater State College CFI to adhere to the policies in this manual and in the appropriate aircraft Flight Standards manual could result in termination of his/her employment.

Complex Aircraft: Verification of Landing Gear Down

This section of the manual reiterates Chapter 3, Operating Policies and Procedures in the PA-28R Arrow Flight Standards Manual. The section establishes the procedure for conducting landing gear down checks, and ensuring that the landing gear is down and locked prior to landing.

WARNING

Landing gear call-outs in Bridgewater State College complex aircraft are mandatory. If all required landing gear verification and call-outs are not completed, the flight crew shall execute a go-around.

General

The landing phase of any flight represents a period of high pilot workload, and offers one of the narrowest margins between that workload and the pilot's ability to effectively manage the situation. At such a point, any distraction, particularly with a newer pilot, presents a significantly higher level of risk. Most gear up landings result from pilot distraction.

Gear up landings can and have happened to pilots at all experience levels, from primary flight training students to FAA pilot examiners to airline flight crews. Instructional flights are at particular risk because the provision of instruction by the CFI is an inherent (though well-intended) distraction. The CFI must maintain constant vigilance against not only the student being distracted, but against his/her own loss of situational awareness, as well. Keep instructional communications to a minimum during traffic pattern operations, and focus on the task of preparing for and landing the aircraft.

Eliminate unnecessary crew communication and maintain a "Sterile Cockpit" as much as possible. During instructional flights, CFIs should provide instruction prior to and after the flight during the pre and post flight briefing or during cruise segments.

CAUTION

During instructional flights, the flight instructor IS RESPONSIBLE for ensuring that the landing gear is down and locked prior to landing.

Verification that the landing gear is down and locked shall be accomplished at the following three (3) points in the traffic pattern:

1. Abeam the intended landing point: The PF will visually verify that three green landing indicator lights are illuminated and that the gear warning light is not illuminated. If this status is observed, the PF will then state, "3 Green, No Red".
2. During the base leg of the traffic pattern: The PF will again visually verify that three green landing indicator lights are illuminated and that the gear warning light is not illuminated. If this status is observed, the PF will then state, "3 Green, No Red".
3. On final approach and before reaching 200' AGL: The PF will visually verify that three green landing indicator lights are illuminated and that the gear warning light is not illuminated. If this status is observed, the PF will then state, "3 Green, No Red, Landing". If three green landing gear lights are not illuminated or the gear warning light is illuminated, or the landing gear verification is not completed the flight crew will execute an immediate go-around.

WARNING

If the pilot in training fails to verify landing gear down and make the appropriate call-out on any leg of the approach, the instructor shall order a go-around to reinforce the need to make a final check of the landing gear.

Most gear up landings are the result of the flight crew becoming distracted. During instructional flights it is common for flight crews to become distracted from the operation of the aircraft. It is important to keep instructional communications to a minimum during traffic pattern operations. In the traffic pattern flight crews must focus on the task of preparing for and landing the aircraft.

A reduction in unnecessary crew communication will maintain a "Sterile Cockpit" as much as possible. During instructional flights, primary task instruction should be accomplished prior to and after the flight during the pre and post flight briefing or during cruise segments.

Flight Standards Manuals

Bridgewater State College's Flight Standards Manuals (FSM) combine the aircraft manufacturer's Airplane Flight Manual, additional manufacturer guidance, and FAA publications (e.g. FARs, Advisory Circulars) to provide a detailed, informative, and user-friendly training guide and to ensure the standardization and uniformity of training by Bridgewater State College CFIs for their students. No FSM is intended as a substitute for sound judgment and aeronautical decision-making.

NOTE

Neither Bridgewater State College CFIs nor students shall disregard approved Bridgewater State College Flight Standards Manuals due to either the inability or unwillingness to understand and adhere to the objective of a procedure and/or maneuver.

NOTE

If a Bridgewater State College CFI discovers any discrepancy or need for clarification in any BSC FSM or in the Aviation Operations Manual, or he/she does not understand any section therein, he/she is expected to seek assistance from the Chief Flight Instructor as soon as possible.

Cockpit Familiarization ("Chairflying")

All students are encouraged to familiarize themselves with actual cockpits in each aircraft type within the Bridgewater State College Aviation program; practice with the actual cockpit procedures ("chairflying") increases accuracy, proficiency and confidence, and decreases time spent "learning it in the aircraft" (and therefore training time and cost).

While conducting cockpit familiarization, students and CFIs shall adhere to the following:

- Notify Dispatch of the intent to chairfly in an aircraft (no notification is needed for AATDs if they are unoccupied). The Dispatcher will assign an "N" number of an aircraft and release the can for that aircraft.
- *Do not physically move any of the following switches/controls at any time:*

a. Landing Gear Lever b. Magnetos c. Mixture Control(s)
d. Starter Switch(es) f. Throttle(s) g. Battery Master Switch

When finished chairflying, the student/CFI shall verify that the cockpit is secured before exiting the aircraft, and that the aircraft is secured, as well. Return the aircraft can to Dispatch.

CAUTION

Pilots-in-training are NOT permitted to conduct cockpit familiarization in a complex aircraft without a CFI present.

Scheduling and Dispatch Policies

Bridgewater State College must ensure that students complete both their academic and flight training requirements within a reasonable amount of time and at reasonable expense. Although Bridgewater State College Aviation intends to promote an enjoyable and relaxed training environment, the purpose of flight training is to build flight experience in an aircraft. In an effort to make the most of each student's time and minimize training delays, all Flight Operations staff will comply with the following procedures:

- If a flight lesson is affected due to weather, the event should be moved ("pushed back") to a later time that day/night if possible to take advantage of possible improving weather conditions. Canceled events should be made up during the same week if at all possible.

- If a flight lesson is affected due to an aircraft maintenance issue, attempt to push back the event to a later time that day/night, if possible.

- Students must be scheduled for stage checks on their next available flight date, if possible, after completing the previous lesson.

- If a student has been canceled due to aircraft availability and a push back has been accomplished to their next available date, the student will be given aircraft priority for the next scheduled event date. The student's CFI shall make Dispatch aware that the student's event was canceled and pushed back.

- If a student has been canceled on two consecutive days for weather and after being pushed back the lesson is terminated, then the CFI must inform Dispatch so the student may be scheduled as a priority.

- All flight and AATD terminations must be authorized and signed by Dispatch. The intent is for the Dispatcher to be able to provide assistance and creativity in helping a student to complete his/her lesson safely and without delay.

Aircraft Parking and Securing

Each type aircraft in the BSC fleet is parked in specific spaces on the ramp.

Upon returning from any flight, return the aircraft to its designated parking space. Should the flight crew encounter any difficulty determining and/or locating an aircraft's parking location, contact Flight Dispatch for instruction.

NOTE

Flight crews shall ensure their aircraft is parked in the proper space. Failure to park in the proper location because the crew "missed" their assigned spot is not permitted. If necessary, reposition the aircraft to the proper parking space using the tow bar.

Tie-downs at the Bridgewater ramp area are permanent, stationary steel rebar sections that form an eye-hook and are sunk (flush-mounted) into their ramp ground points. After untying an aircraft, stow the tie-down strap securely in the aircraft cabin. When securing the aircraft using tie-down strap/hook assemblies, engage the ground hook and secure the upper hook to the aircraft, then apply tension to the strap and verify it is secured. *Avoid taxiing over any tie-down point.* When securing an aircraft using tie-down ropes, pass the free end of the rope through the aircraft tie-down point, remove any slack from the line, and use a double wind knot to secure the free end of the rope. Always use a low power setting when taxiing around or in the immediate vicinity of any loose tie-down ropes/straps to avoid drawing the material into the propeller.

CAUTION

Flight crews shall use a tow bar at all times when moving an aircraft. Tow bars are to remain with the aircraft at all times.
Taxiing through a tie-down area is PROHIBITED.

Aircraft Inspection and AD Compliance Intervals

The Pilot-In-Command shall verify that the aircraft to be flown is in compliance with Annual Inspection requirements (inspection completed within the preceding 12 calendar months). Use the information provide on the appropriate aircraft's inspection summary. Contact MX with any questions. Time remaining before the upcoming inspection can be determined by looking at the aircraft data sheet issued with the aircraft can.

Bridgewater State College aircraft use the tachometer time to record time in service for both the 100-hour inspections and Airworthiness Directives (ADs). Flight crews are not permitted to over fly an AD or a cycle of a progressive inspection without a Special Flight Permit. Per 14 CFR 91.409, the 100-hour inspection may be over flown by not more than 10 hours while enroute to the location where the inspection will be conducted.

NOTE

Neither Annual, 100 hour, or AD inspection/compliance intervals may be intentionally overflown. Flight crews shall verify all applicable inspection/compliance intervals before every flight.

Refueling Reimbursement (away from EWB)

For planned extended flights that will require refueling at a location away from New Bedford Regional Airport, BSC flight crews are provided with a college credit card that must be signed out at Dispatch prior to departure. The credit card is to be used *exclusively* for fuel unless prior approval for other use is obtained from the Chief Flight Instructor or his/her designee. Receipt(s) and the credit card must be returned immediately upon return to the BSC Aviation Training Center at the conclusion of the flight lesson.

Cellular Phones and Portable Electronic Devises

WARNING

Due to the high risk of distraction and injury or loss of life, all personnel entering the ramp area are strictly prohibited from using portable electronic devices while on the ramp.

Crew Resource Management

This section of the manual references FAA Advisory Circular 120-51e CRM Training, and provides guidance on how Bridgewater State College flight crews should conduct flight operations. Crew Resource Management is most effective if all crewmembers work together and learn together, with the focus always on the safe outcome of any flight operation.

Pilot-In-Command – Responsible for fostering and encouraging a culture of "Authority with participation" where the PIC provides leadership in a working environment of mutual respect and trust. The PIC should set a friendly, relaxed, and supportive yet task-oriented tone. The Pilot-In-Command always retains final authority; however he/she shall both solicit and welcome participation from others during flight operations.

Pilot / Pilot Under Instruction – Responsible for fostering and encouraging a culture of "Practicing assertiveness with respect" where the PUI plays an integral role in the safe conduct of the flight by interacting with the Pilot-In-Command in a positive, professional manner while still honoring the Pilot-In-Command's position and authority.

Aircraft

Pre-Flight Inspection

Per CFR 14 91.103 the Pilot-In-Command of any flight in a Bridgewater State College aircraft is responsible for ensuring that the following requirements are met:

- Determine that the aircraft is loaded in compliance with applicable weight and balance limitations per the appropriate Bridgewater State College Takeoff and Landing Data (TOLD) Card or applicable information and graphs contained in the Airplane Flight Manual or appropriate FSM.
- Ensure that all records and forms applicable to the particular flight are properly completed and filed as required by Bridgewater State College policy and appropriate Federal Aviation Regulations.
- Ensure that all required checklists, manuals, pertinent aeronautical charts and applicable equipment are aboard the aircraft/ready for use.
- Ensure that required airworthiness and pre-flight inspections are completed and the aircraft has been properly dispatched for flight. Review the appropriate forms in the aircraft can including:
    - Daily Flight Data sheet (Hobbs sheet)
    - Aircraft Discrepancy Sheet
    - Aircraft Inspection Summary (Annual, 100 Hour, ADs – as appropriate)
    - VOR Accuracy Check
    - Currency of IFR data cards for Avionics, as appropriate
    - Placarded Items
- All mechanical discrepancies will be recorded in the Aircraft Maintenance Log Book. Entries in the Maintenance Log must be corrected or deferred prior to the next flight. All deferred items must be transferred to the Deferred Items List.

- Determine that a thorough pre-flight inspection of the aircraft has been performed in accordance with the appropriate FSM.

CAUTION

A Bridgewater State College CFI must always perform or directly observe the pre-flight inspection for all flights.

Additional Pre-Flight Inspections

Additional pre-flight inspections shall be conducted under any of the following conditions:

- Maintenance or aircraft servicing has taken place, including but not limited to cowlings being opened, lines adjusted or replaced, tires/brakes changed, etc.
- The aircraft has been left unattended.
- Between flight legs as determined by the Pilot-In-Command.

Immediately inform Dispatch or Maintenance of any discrepancies discovered during the pre-flight process.

All aircraft equipment and systems shall be checked for proper operation applicable to the type of flight being conducted.

CAUTION

Unsecured cowling latches/access panels cause crew distraction, unscheduled landings, structural damage, missed flights, inconvenienced customers and possible safety considerations. Pre-flight actions shall include checking/securing these items. Special attention must be paid when an aircraft returns from any maintenance action.

Pre-Departure Philosophy and Duties

Launching a Bridgewater State College training aircraft is a team effort. It is therefore the responsibility of all CFIs, students, Dispatchers, Maintenance, and Flight Operations management personnel to assist in the launching process to ensure an on-time departure.

Maintenance

Aircraft undergoing maintenance may not be ready for release at the flight crews' scheduled time. The Pilot-In-Command shall coordinate with Dispatch to establish and maintain contact with Maintenance concerning the aircraft's planned release time. Flight crews are expected to be ready for flight when the aircraft is released. A change in aircraft assignment may be an option, as well. Flight crews may also need to assist Maintenance, as requested or necessary.

Aircraft Deicing

When the Aircraft Cold Weather Program is in effect, the Pilot-In-Command is expected to coordinate with his/her student to perform de-icing or other procedures in enough time to permit an on-time departure. If a delay is expected, the PIC will contact Dispatch, who will then annotate the new departure time.

CAUTION

All Bridgewater State College CFIs shall assist in aircraft de-icing procedures with their students (to include dual and solo flights).

More detailed de-icing/cold weather procedures are provided in the Bridgewater State College Cold Weather Operations manual.

Post-Flight Inspection

- Departing Crew - Flight crew that is beginning a flight on a particular aircraft.
- Returning Crew - Flight crew that is completing a flight on a particular aircraft (not necessarily the last flight of the day).
- Post-flight Inspection - An interior and exterior walk-around. Attention should be directed, but not limited, to visible discrepancies such as tires, panels, fluids, etc. Make a final check of the aircraft can to verify that all required paperwork has been completed.

NOTE

Returning flight crews shall notify Dispatch of any discrepancy immediately so as to provide Maintenance with more time to resolve the discrepancy. The goal is to initiate corrective action as soon as possible and permit an on-time departure for the departing flight crew.

- After each flight, even on maintenance run-ups, flight crews shall conduct a post-flight inspection.
- All returning flight crews shall perform a post-flight inspection during aircraft changes with limited time between flights.
- At least one accepting crewmember shall arrive at the aircraft as soon as possible following its arrival and conduct the pre-flight inspection.
- Immediately notify Dispatch if a mechanical discrepancy is discovered. Dispatch shall contact Maintenance, and enter all aircraft discrepancies in the applicable electronic recordkeeping/management system.

Automation Philosophy

Definition

"Automation" as used in the manual means a mechanical device, operated electronically, that functions automatically, without continuous input from an operator (Random House Unabridged Dictionary, 2006). This definition applies to all levels of automation in all aircraft flown by Bridgewater State College. The purpose of automation is to aid the pilot in performance of his/her flight duties. Bridgewater State College aviation training operates under the philosophy that the pilot (and not a computer) remains the most complex, capable and flexible component of any flight operation, and as such is ultimately best suited in selecting and applying resources in any given situation.

NOTE

As applicable, flight crewmembers shall avoid using automation to the extent that it detracts from the ability maintain situational awareness.

Policy

Automation should be used as appropriate to enhance flight operations in the following priority order: safety, training, comfort, schedule, economy. Pilots shall be proficient in operating the aircraft at all levels of automation, as applicable. Flight crews shall be knowledgeable and use good judgment regarding the selection of the appropriate degree of automation. All Bridgewater State College aviation training programs and their contents (equipment, publications) will be developed and maintained within this policy and philosophy.

Flight Crew Communication & Coordination

General
Effective communication between flight crewmembers is essential to and helps maximize safety and standardization among crewmembers and across aircraft types. All Bridgewater State College operations shall follow these procedures.

The PIC for any flight will verbally inform any passengers (when practical) of abnormal situations (e.g. aborted takeoff, unusual departure from or arrival to the airport, missed approach or diversion).

Crew Briefing
The Pilot-In-Command shall ensure that all crewmembers are properly introduced and that the following items are addressed in a crew briefing conducted prior to flight:

- Expected weather at departure, enroute, and arrival
- Estimated flight time
- Expected or possible delays
- Aircraft condition (including recent inspections and discrepancies)
- Handling of any abnormalities or deviation from standard procedures
- Use of automation during the flight
- Any information deemed necessary for safety and security of flight

Ground Movement
Aircraft movement on the ground shall be conducted in accordance with procedures provided in the appropriate aircraft Flight Standards Manual.

En Route
The Pilot-In-Command should, if possible, alert any passenger(s) if severe weather or turbulence is expected. This announcement should be followed by a check to ensure that passenger seatbelts/harnesses are properly secured.

Before Landing
Workload permitting, the Pilot-In-Command should alert passenger(s) prior to or during descent that the aircraft will shortly be landing. This announcement should be followed by a check to ensure that passenger seatbelts/harnesses are properly secured.

Conduct During Flight

The Pilot-In-Command shall ensure that all Bridgewater State College approved checklists are used and adhered to by all crewmembers in the performance of their duties.

Flight crew use of any non-essential reading material (e.g. homework, magazines, etc.) detracts from attention to flight duties and as such is prohibited in the cockpit during flight. More over, flight crewmembers are expected to exercise discretion and ensure that personal items, such as reading material, are kept from view and in the crewmember's flight bag.

Critical Phases of Flight / Sterile Cockpit

Critical Phases of Flight - include all ground operations involving taxi, takeoff and landing, and all other flight operations conducted below 2,000 ft., except cruise flight. Taxi is defined as "movement of an aircraft under its own power on the surface of the airport."

CAUTION

Flight crewmembers shall NOT perform any duties during critical phases of flight except those required for the safe operation of the aircraft.

No flight crewmember shall engage in, nor shall any Pilot-In-Command permit, any activity during a critical phase of flight which might distract or prevent any flight crewmember from the proper performance of his/her duties (e.g. non-essential conversation, joke telling, horseplay, etc.)

CAUTION

Any extended communication (i.e. Maintenance, Dispatch, or extended period of instruction) during ground operation shall only be conducted with the aircraft stopped/parking brake set.

Flight Crewmembers at the Controls

Each required flight crewmember shall remain in a pilot seat while the aircraft is taking off, en route, and landing, unless the absence of one crewmember is necessary to address an emergency situation. Each flight crewmember shall keep his/her seat belt fastened when at his/her station.

Manipulation of Flight Controls

No person may manipulate the flight controls of a Bridgewater State College aircraft during flight unless he/she is:

- A qualified pilot employee of Bridgewater State College.
- A qualified Maintenance technician with a pilot certificate conducting a maintenance operation.
- A BSC pilot receiving training as a student / trainee.
- An authorized Safety Representative of the National Transportation Safety Board (NTSB) or the FAA who has the permission from the College, is qualified in the aircraft, and is checking flight operations or training. The Associate Dean of Students and the Chief Flight Instructor will provide authorization for such occupants.

Exchange of Aircraft Controls

A proper three-way exchange of aircraft control is essential to safe ground and flight operations. One pilot must be tasked with taxiing or flying the aircraft at all times, and in a crewed operation, it is essential that both flight crewmembers clearly understand who that one person is, at all times. There can be no misunderstanding of this point.

During the exchange of flight controls, Bridgewater State College flight crews shall adhere to the following procedure at all times:

Takeoff and Landing

The only circumstance that would warrant an exchange of controls during takeoff and landing below 1000' AGL is any action or inaction by the flying pilot that endangers the safety of the flight. In many cases during dual training flights, the CFI will recognize this situation before it occurs to the pilot flying (PF), and it is therefore the CFI's responsibility to call for an exchange in a timely manner by stating in the imperative "I have the flight controls" and take control of the aircraft. The pilot releasing the controls shall state "You have the flight controls" and visually verify that the CFI is flying the aircraft.

Where the pilot flying believes that he/she is or will become unable to control the aircraft, proper phraseology shall again be "You have the flight controls" stated in the imperative to the pilot not flying (PNF). The PNF will immediately assume control of the aircraft stating "I have the flight controls" signifying that the request was understood and complied with. The pilot releasing the controls should (if possible) state, "You have the flight controls" to complete the three-way exchange.

En Route

Controls are routinely exchanged during the en route phase of flight. The Pilot-In-Command must ensure that one crewmember is assigned the responsibility of flying the aircraft at all times. To conduct an exchange of controls, the flying pilot will state, "You have the flight controls." In addition, the flying pilot will state the current configuration and flight path of the aircraft. When taking control of the aircraft, the non-flying pilot will state "I have the flight controls," indicating that he/she is now the flying pilot. The pilot releasing the controls shall state "You have the flight controls" to complete the three-way exchange.

WARNING

Flights within the CFI-A or CFII training courses present a potentially high-risk dynamic in that the student is learning to perform as a flight instructor with the CFI periodically serving in a role as a "student." Flight crews are reminded that in a Bridgewater State College aircraft, the BSC CFI is always the Pilot-In-Command on any dual training flight.

Airport Security

Bridgewater State College crews should not attempt to park or deplane the aircraft in a secure terminal area. Unless instructed otherwise by airport personnel, Bridgewater State College aircraft shall park and deplane on GA ramps.

BSC personnel may not enter the secure areas of an airport with a BSC ID badge.

Instrument Approaches

BSC flight crews are required to carry current instrument approach charts. BSC CFIs are provided with a set of current charts. Students are required to obtain current charts (including revisions) if required for their training event. Each crewmember shall ensure that all chart revisions are properly inserted and a revision page (if applicable) is dated.

WARNING

Use of out-of-date navigational or instrument approach charts by a Bridgewater State College flight crewmember is PROHIBITED.

Approaches to runways with precision approaches

Flight crews conducting IFR training and on a visual approach to a runway with an operative precision approach shall tune and identify the appropriate navaid frequency, maintain proper course alignment, and remain at or above the glide slope until a lower altitude is required for landing (per 14 CFR 91.129). Bracketing maneuvers are permitted to maintain course and glide path.

Approaches to runways with non-precision approaches

Flight crews conducting IFR training and on a visual approach to a runway with an operative non-precision approach shall tune and identify the navaid appropriate frequency (or set GPS, as appropriate), and maintain proper course alignment. If a visual approach slope indicator is operable and in use, flight crews shall remain at or above the glide path until a lower altitude is required for landing (per 14 CFR 91.129).

Contact Approaches

WARNING

Contact Approaches are PROHIBITED in Bridgewater State College aircraft.

Circling Approaches

Circling approaches at night are not authorized with less than 1000' ceiling and 3 statute miles visibility. Circling approaches may be conducted to the published minimums during daytime operations.

CAUTION

Flight crews conducting circling approaches in VFR conditions must remain vigilant for other aircraft and adhere strictly to ATC instructions if operating at a controlled airport.

Land and Hold Short Operations

Bridgewater State College flight crews must inform ATC if the flight crew feels that it cannot safely conduct the requested LAHSO. Flight crews should attempt to land in the shortest possible distance, consistent with safety, to assist ATC.

CAUTION

Student pilots conducting solo flights are PROHIBITED from accepting a LAHSO clearance.

General Communications

All ATC communications should utilize COMM #1, ground communications on COMM #2. Flight crews are encouraged to use the "split COM" feature if available and when appropriate. Be sure to verify correct tuning of the CTAF and broadcast when the aircraft is within 10 NM from the applicable airport (arriving or departing).

Initial calls on CTAF should be directed to the listed facility by name. If contact cannot be established, attempt to contact other aircraft that may be operating on the same frequency to verify proper radio tuning.

CAUTION

In the Massachusetts south coast region where the majority of Bridgewater State College training operations are conducted, numerous different airports use a common CTAF. When using CTAF in these areas, the flight crew MUST ENSURE that they are transmitting and receiving for the correct airport.

Use airport name, aircraft type and call sign in all CTAF transmissions. Transmissions must also include position, altitude (level, climbing, or descending) and intentions (e.g.: approach name and location on the approach, upwind, crosswind, downwind, base, final, as appropriate).

If a Unicom is monitoring CTAF, the above information clearly provides arrival and departure intentions.

Frequent CTAF reports help other aircraft in the area maintain situational awareness, and alert airport ground personnel who may be working on or near runways and/or taxiways. ATC clearance to conduct an instrument approach does not relieve the crew from the responsibility to make all required CTAF radio reports. All reports on CTAF shall be made in VFR terms regardless of the type of training being conducted.

EXAMPLE

"Taunton traffic, Arrow 56418, 8 miles southeast, 2000', on the GPS 30 approach, descending to 700', will break off one mile southeast of the airport and circle to RWY 12, full stop, Taunton."

Monitoring of 121.5 Emergency Frequency

BSC flight crews shall, after departing controlled or the vicinity of uncontrolled airspace, set and monitor 121.5 in the COMM 2 active frequency. BSC flight crews shall monitor the COMM 2 frequency at all times during flight operations, ceasing such monitoring of 121.5 only for reasons directly related to the efficient and safe conduct of the flight.

BSC Instructors are expected to train their students on the proper use and monitoring of 121.5, and on the proper use of the aircraft audio panel to prevent inadvertent transmission on the 121.5 frequency.

Arrival Communications

Begin monitoring CTAF approximately 15 - 20 miles out. At approximately 10 miles, begin transmitting position and intentions.

Position reports (e.g.: upwind, crosswind, downwind, base, final) shall be continued during all operations conducted at the airport.

Per AIM 5-3-3 unless otherwise indicated by ATC, flight crews conducting non-radar instrument approaches shall report to ATC:

1. Leaving the Final Approach Fix (FAF) inbound on final approach (non-precision), or
2. Leaving the Outer Marker (OM) or fix used in lieu of the OM inbound on final approach (precision approach).

Pilots must close out flight plans as soon as possible after landing via:

1. Controlling agency if still in radio contact, or
2. Any means available including telephone.

Instrument Approach Clearances
Flight crews will encounter a variety of clearances when operating in the Bridgewater State College aviation training program. CFIs and students should refer to AIM 4-4-7 and 5-5-4 for more detailed guidance. If conducting a straight-in IFR approach under VFR conditions, flight crews must be alert to both Instrument and VFR operational requirements and procedures.

Visual approaches are not authorized unless specifically cleared by ATC.

Standard VFR Pattern Entry
All Bridgewater State College flight crews shall adhere to standard VFR pattern entry procedure and profile as outlined in the FSM for the aircraft being flown. Flight crews should plan for left traffic, unless otherwise specified, at 1000' above field elevation. Other aircraft may be anywhere from 600 feet to 1500' above field elevation.

Enter at a 45^0 angle to the downwind leg heading toward a point abeam of the midpoint of the landing runway. Stay clear of the traffic flow until established on the downwind entry leg.

WARNING

Flight crews shall establish the aircraft for traffic pattern entry at the published altitude and direction. Straight-in approaches at non-controlled airports are PROHIBITED.

Departure
When conducting departures, flight crews should plan accordingly, considering obstacles, weather, aircraft performance, pilot proficiency, etc. For airports that do not have a published departure procedure, the recommended departure is either straight out from the upwind, or to depart using a 45° turn beyond the departure end of the runway after reaching pattern altitude.

Departure Communications
Monitor and transmit on the CTAF from start of taxi until at least 10 miles from the airport (e.g.: broadcast intentions, position, and direction of departure). Be alert for other aircraft entering or departing the area. If entering a designated practice area immediately after takeoff, continue to broadcast on the CTAF and alternate transmissions for the practice area on COMM #2 until well clear of the airport traffic pattern.

IFR Departure Clearances
IFR departure clearances should be obtained before taxiing or, if at a non-controlled airport, after the run-up and prior to takeoff. If unable to obtain a clearance from ATC, contact FSS by radio or phone. Weather conditions permitting, flight crews may opt for obtaining an IFR clearance following a VFR departure.

Stabilized Approach Policy

All approaches conducted in Bridgewater State College aircraft must be conducted in accordance with the stabilized approach concept as outlined in the appropriate FSM. Aircraft must be in an approved landing configuration and established on the proper flight path before descending below minimum stabilized approach height. Approximately 700 FPM is considered the maximum allowable for a stabilized approach inside the final approach fix. Consistent descent rates exceeding of 800 FPM are cause for consideration to abandon the approach.

Significant configuration changes (trim, speed, landing gear, flaps, propeller) on an approach tend to decrease aircraft control, increase the difficulty of properly evaluating an approach in progress, increase the likelihood of errors within a narrowing margin for correction, and cloud otherwise clear decision parameters at the point where both decision and action are required.

Each landing is the culmination of the preceding approach. And in most cases, as the approach goes, so goes the landing. There is nothing gained by pressing a poor approach to a predictably poor or, worse, unfortunate and unnecessary result. Flight crews shall attempt to fly each approach as smoothly and accurately as possible in accordance with Bridgewater State College standard. A stabilized approach shall be defined as the aircraft being in its landing configuration, maintaining proper approach speed (+/-10 knots) with the engine under power, and established on the proper flight path (not exceeding +/- 700 FPM descent rate) before descending below the minimum stabilized approach height, listed below.

- With reported ceiling at or greater than 1,000' and visibility at or greater than 3 SM, the aircraft must be stabilized prior to 500' AGL.

- With reported ceiling < 1,000' or visibility < 3 miles, the aircraft must be stabilized prior to 1000' AGL.

If the approach is not stabilized in accordance with the above listed criteria a missed approach shall be executed.

WARNING

Flight crews shall not allow an approach to be flown consistently below the glidepath (i.e. "drag in" the approach).

Aircraft Fueling Procedures and Limitations

This section of the manual references 14 CFR Part 139 and the National Fire Protection Agency (NFPA) 407 Standard. All members of the fueling crew (line service personnel and flight crews) shall exercise self-discipline and professionalism during the execution of fueling procedures.

Bridgewater State College flight crews shall check the amount of fuel in the aircraft prior to requesting fuel, and verify that the proper grade fuel is dispensed into the aircraft.

Fueling for flights operating from airports that do not have Bridgewater State College fueling must be supervised by the Pilot-In-Command. This refers to ALL locations other than New Bedford. If any flight crewmember is unsure of the appropriate training requirements, he/she will contact the Chief Flight Instructor's office.

CAUTION

No Bridgewater State College flight crewmember may self-fuel the aircraft unless he/she has been appropriately trained and certified.

CAUTION

Students may NOT self-fuel the aircraft.

- Use caution when fueling in the proximity of a thunder/electrical storm. Operations shall normally be suspended when lightning is within 3 miles of the airport, or an alert is provided by a lightening prediction system (if installed), unless airport regulations are more restrictive.
- The aircraft and dispensing units shall be connected/grounded.
- Ground power or aircraft heating units shall not be connected or disconnected during fuel servicing. Ground power units may be in operation during refueling provided the unit is not connected, disconnected, stopped, or started during actual refueling.
- Aircraft ground power units shall be located as far away from the fueling point/vehicle as practicable. Power carts shall not be placed under the wing or just aft of the wing trailing edge, aircraft design permitting.

WARNING

Fueling operations are PROHIBITED when occupants are inside the aircraft.

WARNING

In accordance with CFR 14 Part 91 regulations, no smoking and no flames or fires shall be permitted within 50' of an aircraft during refueling.

- All aircraft electrical switches, lights, or controls not required for the fueling operation shall be OFF during fueling/de-fueling.
- Fueling operations shall not be conducted within 100' of any energized airborne radar or within 300' of any energized ground radar installations.
- No electrical tools shall be used on or near an aircraft during refueling/de-fueling.
- Flashlights used near fueling points/vehicles shall be of a type approved for use in hazardous locations.
- Aircraft batteries shall not be installed or removed during fuel servicing.
- Caution shall be exercised during fuel servicing to prevent damage to wings and wing fixtures. Wing mats should be used whenever possible.
- Aircraft shall not be refueled in a hangar.
- An operable and certified fire extinguisher shall be available prior to fueling/de-fueling.

Spillage / Contamination Procedures

Spillage

Careful operation of fuel servicing equipment prevents the majority of accidental spills. Where a spill occurs, first stop the flow of fuel, if possible. Fueling personnel and flight crews shall be familiar with the location and operation of the fueling point/vehicle emergency shutoff.

- Never leave the fueling hose or nozzle unattended during over-wing fueling.
- Never wedge or tie the nozzle trigger in the open position.
- Keep a secure hold on the nozzle at all times when fuel is being dispensed.

WARNING

Due to the extreme hazard of ignition, UNDER NO CIRCUMSTANCES are personnel permitted to walk through any liquid area of a fuel spill.

- Fuel spills measuring 10' or more in any direction must be washed down or cleaned up immediately by qualified and certified personnel.
- Clothing on which fuel has been spilled will be changed at once, due to the dangers of ignition and skin irritation.
- No engine or machinery (including ground power units) within the spill area will be started before the spilled fuel is removed or made safe.
- If it is possible to move the fuel servicing equipment, personnel shall ensure that any fueling hose, pipe, and/or grounding cables that were connected to the aircraft have been safely stowed.
- If any fuel is spilled on the aircraft, the flight crew shall carefully inspect the affected surface for any accumulation of fuel or vapors, and clean any affected area(s). When possible, the aircraft should be moved to an uncontaminated area before loading.

Contamination

Bridgewater State College will purchase fuel from approved vendors that have a procedure for determining fuel contamination.

The Bridgewater State College contracted fuel provider will check for fuel contamination at intervals required by their Fuel Quality Assurance Program, and upon request provide the Bridgewater State College Chief Flight Instructor with a copy of this program and with a copy of the provider's fueling and fueling training policy and procedures manual.

Engine Failure/Reporting Requirements
Whenever an engine of an aircraft fails or the rotation of an engine is stopped, the flight crew shall declare an emergency with ATC, proceed to the nearest suitable airport or landing area at which a safe landing can be made. The Pilot-In-Command shall report and keep informed, by any means possible, the situation to BSC Dispatch as soon as practicable.

Noise Abatement

Numerous airports provide noise abatement procedures and maneuvers and whenever possible and consistent with safety, such procedures shall be complied with by all Bridgewater State College flight crews.

Reporting of Abnormal Situations

If an accident/incident or abnormal event occurs during working hours, notify Dispatch or the Administrative Assistant. Such situations might include but not be limited to

- Any accident or incident (involving any Bridgewater State College aircraft)
- Personal injury (occurring during any Bridgewater State College training event)
- Situation not part of normal operations (e.g. unauthorized personnel observed on the ramp)