XXX Operating Policies and Procedures

Preface

If any portion of this manual is in conflict with existing, or future Federal Aviation Regulations (FAR's), FAR's will take precedence. As always, compliance with FAR's is the responsibility of the PIC.

1) PIC Responsibilities
   a) If electronic charts are utilized, the PIC shall have available paper copies of:
      i) Enroute charts,
      ii) Approaches and STARS at the destination airport, and
      iii) Approaches and STARS at the planned alternate, if an alternate is required.

2) General Limitations
   a) Smoking in aircraft or within 100 feet of aircraft is prohibited.
   b) If the PIC has less than 100 hours time in type, the operations shall be subject to the following restrictions:
      i) Minimum planned fuel reserve shall be YYY, after planned flight time and flight to alternate, if required.
      ii) IAP minimums shall be published minimums plus one-half mile visibility and 200 feet in the case of precision approaches, or published minimums plus one mile visibility and 400 feet in the case of non precision approaches.
      iii) Circling approaches are prohibited unless conditions are at least 5 miles visibility and 1500' ceilings.
      iv) Landings must be performed at a weight which allows a full stop in 60 percent of the available runway to be used.

3) Airport Guidelines
   a) Runway Field Length
      i) The PIC must compute takeoff/landing data before every takeoff and landing. Performance shall be computed from the AOM, using AOM procedures, with the following restrictions:
         (1) No performance benefit for headwinds shall be taken, unless winds are reported over ten knots, in which case half of steady state winds shall be used for computations. Gusts shall not be included for headwind performance computations.
         (2) Any tailwind penalty shall be computed using twice the reported tailwind component, including reported gusts.
         (3) If runway conditions are other than dry, the following safety factor shall be used:

Surface Condition	Factor
Wet	1.4
Compacted Snow	1.7
Standing Water	2.3
Slush	2.3
Ice	4.0

         (4) For landing the computed required field length must be:
            (a) Less than or equal to 80 percent of available landing distance if an electronic or visual descent path indicator is available at the landing runway, or
            (b) Less than or equal to 60 percent of available landing distance if no electronic or visual descent path indicator is available at the landing runway.

4) Pilot Duty and Physiological Considerations
   a) Pilots giving blood will not serve as a required crewmember within 72 hours after blood donation.
   b) Pilots and passengers who engage in SCUBA dives can not conduct or be carried on flights:
      i) Within 12 hours after a dive that did not require a controlled ascent.
      ii) Within 24 hours after a dive that did involve a controlled ascent

5) Flight Planning
   a) A flight plan must be filed and activated for any flight more than 50NM from the aircraft home base. VFR flight following must be used for any non-IFR flight more than 25NM from aircraft home base.
   b) If any flight outside the traffic pattern cannot be planned to:
      i) Maintain legal VFR cloud clearance requirements, and
      ii) Maintain at least 2000' above the tallest obstacle within 5 miles of either side of the planned route,
      iii) Then the flight must be conducted under IFR.
   c) All pilots and passengers must wear a fastened life jacket for flights:
      i) Of more than 3 NM offshore, or
      ii) For any offshore flight conducted at or below 3000 feet MSL, or
      iii) For any flight conducted beyond gliding distance to land.

6) Fuel
   a) The PIC shall make a *visual* inspection of fuel levels prior to every flight.
   b) Regardless of weather conditions, all flights shall designate a suitable alternate airport, and carry enough fuel to:
      i) Proceed from the airport of intended landing to the alternate airport at normal cruise,
      ii) Perform a visual or instrument approach, as appropriate for forecast weather conditions at time of arrival, and
      iii) Land with 45 minute reserves.
   c) No passengers are to remain inside an aircraft during refueling, unless the main cabin door remains open with stairs extended, and at least one crewmember is onboard the aircraft.
   d) The PIC will declare Minimum Fuel when the fuel state becomes less than fuel to destination plus 30 minutes. (NOTE: Minimum fuel does not constitute an emergency and does not give the pilot special ATC handling. It does mean the flight cannot accept any more delays enroute to destination. Pilots do NOT have to divert upon declaring minimum fuel.)
   e) Pilots will declare Emergency Fuel when the fuel state becomes less than that required to continue flight at current fuel burn for 45 minutes. The PIC will divert to and land at the nearest suitable airport.

7) Taxi
   a) During taxi, all pilots shall have all attention focused on taxiing. Checklist, briefings, etc, should be done with the airplane stopped. Additionally, the pilots shall refrain from non-operationally necessary conversation.
   b) During taxi, the PIC will have out and available a taxiway diagram. If an electronic taxiway chart is available, it shall be displayed.
   c) When operating at airports that do not have, at the time of said operation, an active control tower, the PIC shall make a standard, AIM compliant, position report prior to:
      i) Any surface movement,
      ii) Before crossing or taxiing on any runway, active or otherwise, and
      iii) Before departure.
   d) When crossing or taxiing on any runway, active or not, pilots are required to make a visual determination that no conflicting traffic exists. If there is any doubt, the PIC must hold short and query ATC. If any doubt exists pertaining to an ATC clearance to cross,

taxi upon, or hold short of a runway, or to a traffic conflict, the PIC must query ATC for clarification.

8) Takeoff and Landing
   a) No pilot may taxi, take off or land when surface winds or gusts are reported at over YYY knots at the airport of intended operation.
   b) No pilot shall takeoff when the surface visibility or ceiling is less than the published takeoff minimums appropriate for the runway to be used.
   c) No pilot shall depart an airport where the surface visibility is less than the required visibility for the IAP that would be used to return to land, unless a suitable takeoff alternate is identified.
      i) The current and forecast conditions for the takeoff alternate must meet or exceed FAA destination alternate requirements, or the minimums for the IAP that would be used, whichever is higher.
      ii) Additionally, the takeoff alternate must be no more than YYY NM from the departure airport.
   d) No pilot may takeoff or land on any runway with braking action reported as nil.
   e) When operating at airports that do not have, at the time of said operation, an active control tower, the PIC shall make a standard, AIM compliant, position report on every pattern leg.
   f) No pilot may land on any runway with a reported crosswind component, including gusts, exceeding YYY knots.
   g) If braking action is reported as less than good, the following crosswind component restrictions shall be observed:

Braking Action	MU Reading	X-Wind Component
GOOD	>.4	Max
FAIR-GOOD	.35-.40	Max-5
FAIR	.30-.35	Max-10
FAIR-POOR	.25-.30	Max-15
POOR	.20-.25	Max-20
POOR-NIL	.15-.20	0
NIL	<.15	Not Authorized

9) Enroute
   a) The landing lights are to be illuminated for all flights below 10,000 feet AGL, or wherever there exists congestion of air traffic or other hazards such as skydivers.
   b) For all non-cruise operations below 10,000' MSL, and for holding at any altitude, the pilots shall refrain from non-operationally necessary conversation.

10) Oxygen
   a) For any operation above FL250 with only one current and rated pilot seated and secured in a pilot seat:
      i) The pilot shall wear, secured, their oxygen mask, with oxygen turned on.
   b) For any flight:
      i) With a cabin altitude over 12,000', the PIC shall use supplemental oxygen
      ii) With a cabin altitude over 10,000', the PIC shall use supplemental oxygen for the period exceeding 30 minutes
   c) While oxygen is being used in an unpressurized airplane, the PIC shall check their oxygen saturation every 15 minutes with a pulse oximeter.

11) Arrival
   a) Stabilized Approach:

i) At 1000' AFL in IMC, or 500' AFL in VMC, a go around must be initiated if the approach does not meet the final criteria:
   (1) Landing gear down, speed brakes retracted, and flaps set as appropriate for approach flown,
   (2) Airspeed V_{REF} or V_{APP} (as appropriate for flap configuration) -5/+10 knots,
   (3) Decent rate no greater than 1000 FPM,
   (4) N_1 stabilized at setting appropriate for descent rate, and
   (5) Horizontal and vertical guidance indicators less than half scale deflection.

ii) In IMC the target altitude for a stabilized approach shall be 1500' AFL; a go around need not be initiated if not stabilized, but immediate corrections must be applied. If not stabilized by 1000' AFL, a go around must be initiated.

b) A visual approach shall not be conducted to an airport without an operational control tower unless the conditions are:
   i) At or above a 2000' ceiling, and
   ii) At or above 3 miles visibility day or 5 miles visibility night, and
   iii) The airport itself is in sight.

c) The PIC shall not commence an IAP, if prior to reaching the FAF, or published glideslope intercept altitude while on the glideslope, the most recent weather reports indicate that the surface visibility is less than that required for the approach to be flown.

d) When the reported visibility at an airport of intended landing is less than one statue mile, the PIC shall conduct the instrument approach procedure with the autopilot engaged in the appropriate approach mode.

e) On an approach with the autopilot engaged, the PIC shall keep their hand on the yoke at all times when the aircraft is less than 1,000' AGL.

f) No circle to land maneuvers shall be conducted at night, or when the reported visibility is less than 3 statue miles.

12) Post Flight
   a) The PIC shall perform a post-flight inspection, and note any discrepancies discovered.

13) Training and Currency
   a) In order to act as PIC a pilot must:
      i) Have logged in an aircraft of the same make and model, within the preceding YYY days, at least:
         (1) YYY hour of flight time, and
         (2) YYY takeoffs and landings.
      ii) Have completed simulator-based recurrent training within the preceding eight calendar months.