

Henley Aviation, LLC

Safety  
Policies and Procedures

Although this document is published to address training operations, RENTERS are advised that applicable procedures and practices contained in this document are **HIGHLY RECOMMENDED FOR ALL PILOTS FLYING HENLEY AVIATION, LLC AIRCRAFT.**

Rules apply to ALL students operating Henley Aviation, LLC aircraft.

When items contained in any other Henley Aviation, LLC or Regulatory publication conflict with items in this document, the more restrictive apply.

Unless otherwise stipulated, items contained in this document apply to ALL COURSES.

## **GENERAL**

- The assigned instructor is responsible for complying with (and instructing the student on) all applicable Safety Procedures and Practices during dual instruction.
- A copy of this document will be issued to every student regardless of course.
- Policy violations on solo flights will result in a failing grade for the lesson.
- Flying with inoperative equipment is prohibited without authorization.
- Pilot cards must be updated to show currency at least every 90 days.
- ALL pilots that have not flown within the previous 90 days **MUST** be evaluated by a Henley Aviation, LLC Flight Instructor.

## **Weather Minimums for the PRIVATE PILOT CERTIFICATION (PPC) COURSE**

In the event of unforecast weather below allowable minimums, the student will either return to KISO or land as soon as possible. If solo, divert rules apply. CFIs may authorize more stringent restrictions.

### **CEILING**

- Local Area (25SM) VFR: 1,500' ceiling
- Cross Country (XC) (or outside the local area) VFR: 3,000' ceiling

### **VISIBILITY**

- Local area VFR 3 miles
- Cross Country VFR 5 miles

### **WIND**

- Maximum wind: 15 knots sustained and 8 knots crosswind
- Maximum gust factor: 8 knots (regardless of crosswind)

NOTE: If winds are reported as “gusting” the maximum wind velocity will be used in calculating limits.

## **Weather Minimums for OTHER COURSES**

- Minimums will be specified on the Henley Aviation, LLC Renter’s Agreement.
- Maximum wind: 25 knots sustained. Crosswind limits in accordance with the aircraft Pilot Operating Handbook (POH).
- Gust Factor: 10 knots (the NOTE in the PPC COURSE Weather Minimums Wind Section also applies.)

## **IFR**

- 1,000' ceiling and 1 mile visibility at KISO (see Henley Aviation, LLC Rental Agreement).

### **THUNDERSTORM Restrictions: LOCAL OPERATIONS**

- No thunderstorms within 25 miles during the time of flight.

### **XC Weather Restrictions: General**

- No forecasted thunderstorms over the entire route of flight.
- The minimum ceiling is 3,000' and the minimum visibility is 5 miles.

NOTE: The minimums noted above apply for the entire time of the flight. If at any time during the flight, the minimums are forecast to be less than needed, the flight is not authorized.

### **Collision Avoidance**

- Pilots, instructors, and all passengers will maintain surveillance for other traffic on the ground and in flight.
- Never will a maneuver be initiated until the area is cleared. Two clearing turns will be performed prior to initiating all nose high maneuvers. A clearing turn must be at least 90° and in a shallow to medium bank. The two clearing turns may be made in the same or opposite direction.

### **Starting Procedures**

- Before the engine is started all occupants must be seated with their seat belt fastened.
- The entire area around the aircraft will be visually scanned and confirmed clear by the pilot and all occupants. After confirmed clear the pilot will announce clear and begin starting the engine.
- Students will brief the CFI/Examiner on emergency evacuation, fire extinguisher location, seat belt location/operation, operation of the door(s), and any other pertinent information prior to engine start.

### **Taxi Procedures**

- Taxi speeds will never exceed the pace of a fast walk.
- Extreme Caution will be used when taxiing near other aircraft.
- A break check will be performed after the aircraft begins to move.
- DO NOT ride the brakes while taxiing.
- When taxiing is required in tight situations there will be a wing walker on each wing.
- Flight controls will be positioned as required by the current winds.
- The mixture should be leaned in order to reduce engine roughness during the run-up.

### **Fire Safety**

- Avoid over priming engines, especially fuel injected engines.
- In the case of fire during engine start, follow the approved checklist procedures. Constantly be aware of the situation and know when to continue cranking and when to stop cranking and evacuate.
- Instructors and students will rehearse fire procedures on a regular basis and include a review of all emergency procedures as part of the preflight process.

### **Re-Dispatch Procedures**

Student Pilots (PPC Course Only):

- All solo operations in the PPC Course must be specifically authorized at each airport. Deviations are authorized in Emergency Situations Only.
- If a XC deviation occurs the student **MUST NOT DEPART** the airport until they have received a new logbook endorsement for the flight. In order to receive the endorsement the student may use telephone or fax to allow a Henley Aviation, LLC Flight Instructor to review their new flight planning. If the deviation was due to a maintenance issue the new flight must also be cleared through Henley Aviation, LLC Maintenance.
- As soon as they land at a divert airport a student must call Henley Aviation, LLC (252-208-1500) to report the deviation.
- XC students must always bring enough money to pay for lodging should an overnight stay be necessary.

All other Courses:

- Pilots who divert for maintenance reasons will not depart again until the aircraft is released by Henley Aviation, LLC Maintenance.
- Pilots will call Henley Aviation, LLC (252-208-1500) to report any divert to the Front Desk Personnel and to their Flight Instructor.
- If an overnight stay is required the pilot will ensure that the aircraft is tied down and the controls are secured.

### **Reporting Aircraft Discrepancies**

- Before any flight, all pilots must check the **Aircraft Discrepancy Log** and the **Aircraft Maintenance Status Log** to ensure that the aircraft is airworthy. Each of these sheets is located in the appropriate aircraft can.
- Flights with **OPEN DISCREPANCIES ARE NOT AUTHORIZED.**
- Student pilots (PPC Course only) must speak to a Henley Aviation, LLC CFI before they log any discrepancies.
- Pilots will discuss any discrepancies with maintenance personnel whenever possible in order to provide the best description for the discrepancy.
- Pilots will **IMMEDIATELY** notify the front desk personnel of any discrepancies upon return of the aircraft log can.

### **Fuel Reserves**

- The **MINIMUM** fuel reserve for all operations is **1 HOUR.**
- Pilots will not under any circumstances fly with the fuel gauges indicating below  $\frac{1}{4}$  quantity.

### **Solo XC (See also XC Weather Restrictions and Re-Dispatch Procedures)**

- Solo pilots (PPC COURSE Only) who land after diverting or after experiencing any reportable discrepancy, are prohibited from departing until they receive permission from the Chief CFI.
- The first solo XC flight (PPC Course only) will be to an airport that the student has previously flown to with a Henley Aviation, LLC Flight Instructor.
- ALL XC flight will begin with FULL fuel tanks.
- Only approved airports will be used. The Chief CFI will be immediately notified of any deviation if a XC flight cannot be completed as planned (See Re-Dispatch Procedures).
- Students **WILL** call Henley Aviation, LLC at **ALL** destination airports and check in.

### **Securing Aircraft**

- The aircraft will be secured with tie down ropes and the controls will be secured with the seat belts whenever parked and unattended. If there are sunshades supplied they will also be used.
- Every student will be required to learn to tie the specific knot used by Henley Aviation, LLC.

### **Practice Areas**

- Practice areas are depicted on a photo-copied section of the Charlotte Sectional, on the last page of this section.
- Each practice area will be specified as HIGH, LOW, or BOTH. Operations in HIGH areas will be at 3,000' and above. Operations in LOW areas will be from 500' where applicable to 3,000'. Operations in BOTH areas will be at altitudes from 500' where applicable and up as necessary. At no time will operations be conducted lower than what is approved by the appropriate regulations.
- Students will utilize the Henley Aviation, LLC Unicom frequency to announce their position and intentions while operating in the practice areas. Students should restrict maneuvers to one section of the practice area if multiple aircraft are in the vicinity.

### **Other Rules**

#### **PPC Course Only**

- Students must plan to land one hour before sunset on all XC flights. Under no circumstances will solo students be permitted to fly past official sunset.
- Student will be permitted to solo in only one make/model.
- All procedures recommended in the Aeronautical Information Manual will be considered mandatory unless more restrictive by Henley Aviation, LLC procedures apply.
- Students who are conducting solo flights should have no more than five days in between flights in order to maintain proficiency.
- Student pilots must fly once every 30 days in order to fly solo.
- No student may start solo flights until the flight is approved by a Henley Aviation, LLC Flight Instructor who is present at the airport.
- Students are not permitted to take the Stage II, Stage III, or FAA Checkride without a current 90 day endorsement.

#### **ALL Courses**

- Students will not take any Stage Exam or FAA Checkride without a current BFR and medical.
- Simulated forced landings will only be practiced on DUAL flights. The minimum altitude prescribed by FARs applies on all forced landing practice.
- SPINS ARE PROHIBITED.
- Stalls and Slow-Flight will not be done below 1,500'. Also they will not be conducted over populated/ congested areas or on federal airways.
- Before any flight a thorough Pre-Flight Inspection is required.
- Ice or Frost adhering to the aircraft surface will be completely removed before any flight. Clean Aircraft Concept.
- Use of Checklists is mandatory for all phases of flight.
- Approved Checklists and POH must be on board for every flight.
- Students must be competent in aircraft systems before solo flight.
- Prior to any XC flight, the student must acquire a complete weather briefing including: NOTAMs, SIGMETs, AIRMETS, TFRs and all other information pertinent to the planned flight. A flight plan must be filed and utilized for EACH leg of all XC flights.

- Students must know and comply with all traffic patterns, as prescribed in the AIM, for all airports where they will be conducting operations.
- Students will NOT participate in LAHSO operations.
- Solo night flight is not authorized unless specifically prescribed in the training syllabus.
- Students should try to fly two to three times per week as able. This will help in achieving proficiency.
- Students will be knowledgeable about Wake Turbulence in all aspects; causes, characteristics, and avoidance.
- All solo flights must be supervised. A CFI must review the preflight planning and debrief with the student upon their return. A CFI will sign the student's training folder stating the debrief took place.
- Training Folders are MANDATORY. Entries will be made after completion of each individual flight. Flight with an out of date Training Folder is PROHIBITED. Students must be completely aware of the training folder and grading requirements. The Training Folder (and logbook endorsements) is a JOINT RESPONSIBILITY.
- Strobes will NOT be used while on the ground in Henley Aviation, LLC aircraft.
- Students will be debriefed on all test (Pre-Solo Exam, Stage Exams, and FAA Knowledge Test) deficiencies. The CFI will sign either the logbook or the test answer sheet stating that the deficiencies have been reviewed.
- Students will conduct a Pre-Takeoff Briefing prior to calling ready for departure.

**Students Must Know the Following Telephone Number**

**252-208-1500**

**Henley Aviation, LLC will accept collect calls in EMERGENCY situations.**