Safety Procedures and Practices

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Revision 1
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List of Effective Pages

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Record of Revisions

Upon receipt of a revision, record the revision number, date inserted, and your initials on the Record of Revisions list.

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Original	2016-03-01	Leonard Holmgren Holm			
1	2016-06-07	Leonard Holmgren Holm			

Revision Details

Revision: 1

Added routing restrictions to the **Limitations** section.

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Weather Limitations

The following weather limitations apply regardless of aircraft location. Each pilot has a personal responsibility to comply with their own stated personal limits and/or these published conditions, whichever are more stringent. Limitations may be made more restrictive at the CFI's discretion. Weather conditions must be in effect at the time of departure, forecast throughout the flight time period, and extend one hour after the flight is expected to end.

Ceiling and Visibility

Type of flight	VFR or IFR	Day or Night	Visibility and ceiling minimums
Dual traffic pattern	VFR	Day	3 SM and traffic pattern altitude + 500 ft.
Dual traffic pattern	VFR	Night	4 SM and traffic pattern altitude + 500 ft.
Dual practice area	VFR	Day	3 SM and 1000 ft.
Dual practice area	VFR	Night	6 SM and 5000 ft.
Dual cross country	VFR	Day	3 SM and 1000 ft.
Dual cross country	VFR	Night	6 SM and 5000 ft.
Dual instrument flight	IFR	Day	FAR 91.175
Dual instrument flight	IFR	Night	FAR 91.175
Solo student pilot traffic pattern	VFR	Day	6 SM and traffic pattern altitude + 500 ft.
Solo student pilot traffic pattern	VFR	Night	6 SM and traffic pattern altitude + 1000 ft.
Solo student pilot practice area	VFR	Day	6 SM and 3000 ft.
Solo student pilot practice area	VFR	Night	6 SM and 8000 ft.
Solo student pilot cross country	VFR	Day	6 SM and 3000 ft.
Solo student pilot cross country	VFR	Night	Not applicable per limitations
Solo private pilot traffic pattern	VFR	Day	5 SM and traffic pattern altitude + 500 ft.
Solo private pilot traffic pattern	VFR	Night	6 SM and traffic pattern altitude + 1000 ft.
Solo private pilot practice area	VFR	Day	6 SM and 3000 ft.
Solo private pilot practice area	VFR	Night	6 SM and 8000 ft.
Solo private pilot cross country	VFR	Day	6 SM and 2000 ft.
Solo private pilot cross country	VFR	Night	6 SM and 8000 ft.

Wind limitations

	Dual	Solo student pilot	Solo private pilot
Maximum surface wind	25 knots	15 knots	25 knots
Maximum surface cross-wind	Maximum demonstrated	8 knots	Maximum demonstrated
Maximum **wet** surface cross-wind	50% of normal value	50% of normal value	50% of normal value

Additional Solo Pilot Limitations

- No student pilot solo flights shall be released unless the student has flown with a SAA Intl. flight instructor within the preceding **15 days.**
- All student pilot local solo flights shall be scheduled to be on the ground at least **15 minutes** before sunset unless the flight is specified as a night flight per the syllabus.
- All student pilot solo cross country flights will be scheduled to return at least **60 minutes** before sunset.
- All student pilot and **EASA** flights have to be approved prior to release by a SAA Intl. flight instructor who will help to determine if the flight can be conducted safely.

Restricted airports for all flight training

Any flights (dual as well as solo flights) to the following airports must be approved by the Chief or Assistant Chief Flight Instructor. Written documentation of this approval shall be received and carried throughout the entirety of the flight.

- Catalina airport (KAVX)
- Big Bear City airport (L35)
- Any airport with a runway length less than 2500 feet
- Any airport with an elevation greater than 5000 feet MSL
- Any airport outside the continental United States
- Any airport with a runway that does not have a hard surface

Routing restrictions for student pilots

The following airports are approved for student pilot solo cross countries. All other destinations must be approved by the Chief or Assistant Chief Flight Instructor. Written documentation of this approval shall be received and carried throughout the entirety of the flight.

- Gillespie Field Airport (KSEE)
- Montgomery Field Airport (KMYF)
- Brown Field Municipal Airport (KSDM)
- Mc Clellan-Palomar Airport (KCRQ)
- Ramona Airport (KRNM)
- Hemet-Ryan Airport (KHMT)
- Imperial County Airport (KIPL)
- Redlands Municipal Airport (KREI)
- San Bernardino International Airport (KSBD)
- Riverside Municipal Airport (KRAL)
- Jacqueline Cochran Regional Airport (KTRM)
- Bermuda Dunes Airport (KUDD)

Student pilot will **not** receive approval for any primary airport within class B or class C airspace.

Routing restrictions for private pilots

Private pilots will **not** receive approval for any primary airport within class B airspace.

Routing restrictions for dual flights

Destinations for dual cross-country flights should be as specified in the training syllabus used. If nothing is specified, the choice of route will be left to the discretion of the instructor with consideration and adherence to the above restrictions.

Parking and Securing Procedures

Parking outside – The aircraft should be chocked and securely tied down whenever it is to be left unattended. Windows should be closed.

Parking aircraft away from base – Aircraft parked away from home base shall be locked when the pilot is not present. Properly secure the aircraft using tie-downs and chocks as appropriate and upon availability. Do not leave the aircraft unsecured.

Parking in hangars – Aircraft parking in hangars must be accomplished by, or under the supervision of, a SAA staff member or, if at a location or time where a SAA staff member is unavailable, by properly trained line personnel familiar with aircraft towing/movement limitations.

Movement of Aircraft by Hand

Extreme care must be taken while moving an aircraft to ensure no harm comes to it or to other aircraft.

Use the tow bar and/or the wing struts to move the aircraft. Attention must be paid so as not to exceed the nose wheel limitations. Tow bars should only be attached to the airplane in the process of being towed/moved and should never be left on the airplane after towing operations are complete.
Never push or pull an aircraft on its spinner or engine cowling surfaces.

Aircraft Loading and Balance

The PIC has sole responsibility for the correct loading and balance of the aircraft. The aircraft shall not be loaded in excess of the maximum gross weight as given in the POH/Approved Flight Manual under any circumstances. The center of gravity shall be checked and confirmed to be within limits before take-off and landing for each flight.

Passenger Boarding

The PIC is responsible for the safety of all passengers while boarding, on board, or disembarking from the aircraft. Passengers should be thoroughly briefed (per FAR 91.107) on safety features of the aircraft, operation of the restraining harness, use of fire extinguishers and what to do in the event of an emergency. Upon boarding the aircraft, hard points should be pointed out to passengers to prevent them from putting weight on an unstressed area of the aircraft.

Pre-start Procedures

The PIC is responsible for checking for squawks in the flight log and to conduct a pre-flight inspection to assure that the aircraft is airworthy. The proper procedure for the pre-flight inspection is given in the POH for the aircraft in question. When there is a doubt about anything found on the pre-flight, ask an instructor, an Airframe & Powerplant and/or Inspector Authorization mechanic as required. If squawks are found, a squawk sign off must be obtained before any flight is commenced.

Fuel and Oil Procedures

All flights must land with a minimum of 60 minutes fuel reserve.

VFR- at the destination
IFR- at the alternate as applicable

Contaminated fuel – Whenever a fuel sample is contaminated, it **may not** be poured back in the fuel tanks, nor can it be poured on the ground. There is a red safety can for this purpose located in the maintenance hangar.
Consult any of the maintenance staff for assistance if needed.

Engine oil – No school flight should be commenced with less than **7 US quarts** of engine oil. Should it be found during the preflight that the engine requires additional oil, the pilot should:

1. Add the appropriate amount of oil, not to exceed the maximum per the respective POH, and type of oil as specified by SAA maintenance.
2. Record how much oil in US quarts that was added in the appropriate flight log.

Checklists

Each aircraft has a checklist associated with the specific aircraft. The pilot is responsible for ensuring that the checklist is present in the aircraft before commencing operations. The appropriate sections of the checklist must be followed during the preparation for the flight, during the flight itself and after the flight.

Engine Handling Recommendations

The pilot is responsible for ensuring that the propeller area is clear before any engine is started and that no persons, aircraft or buildings will be in danger from the prop-wash after the engine has been started.

Taxiing

All aircraft shall be taxied slowly and carefully, remaining on the taxi lines unless required to deviate for traffic. Consult the POH for proper flight control inputs during taxiing.

Aircraft Keys

All aircraft keys are kept secured in the lockbox located in the dispatch area. Students may receive the keys to their assigned aircraft from SAA personnel prior to their lesson and return the key to SAA personnel after the lesson has concluded.

For Solo flights departing before/after hours:
The keys will be placed in the aircraft binder and the flight bag will be placed in Classroom 4.
For solo flights arriving before/after hours:
The student will place the keys in the aircraft binder and place the flight bag in Classroom 4.

Fire, Fire elimination & Fire notification

Each aircraft is equipped with a fire extinguisher. All pilots are required to know the location of the specific aircraft fire extinguisher, and any other closely located fire or emergency shut off equipment. Each pilot shall receive instruction on the use of fire extinguishers

All pilots shall have, committed to memory, the emergency procedures as set forth by the Pilot's Operating Handbook or Approved Flight Manual for the procedures to follow in the event a fire is encountered for the airplane being operated. Each pilot is required to have a plan in the case of a fire during all aircraft (ground and flight) operations for external and internal fire hazards.

Emergency contact phone number:

911

Defects

If a defect (maintenance discrepancy, malfunction, inoperative equipment, and/or other condition that may render the aircraft un-airworthy) is detected the aircraft should be squawked (officially declare an aircraft un-airworthy) and an Aircraft & Powerplant and/or Inspection Authorization mechanic should be notified.

Procedures for Squawking an Aircraft

The following steps shall be followed in order to ground an aircraft:

1. A squawk entry must be made in the aircraft's flight log sheet stating that the aircraft is not airworthy, the reason for the remark, and the signature and license number of the pilot who is squawking the aircraft.
2. The key to the aircraft must be given to SAA personnel as according to the aircraft key procedure.
3. Should it be necessary to ground an aircraft away from base, the pilot should remove the keys. SAA should be informed as soon as possible via telephone at **(619) 631-0323.**

Release of Grounded Aircraft

An aircraft that has been squawked and grounded is considered un-airworthy until it has been signed off by an Aircraft & Powerplant and/or Inspection Authorization mechanic. This 'return to service' must be clearly indicated in the aircraft binder.

Un-programmed Landing On and Off Airport

In the event an SAA aircraft is involved in an un-programmed (unplanned) landing, the aircraft may only be moved to the extent necessary so as to not create any further hazard.

SAA dispatch must be notified immediately via telephone at **(619) 631-0323** of any un-programmed landing.
Refer to the Emergency Response Manual, available in each aircraft binder. This will also contain phone numbers to members of staff if no response is received from dispatch.

No person shall operate an SAA aircraft that has experienced an un-programmed landing until the reason for it has been considered, and it has further been determined that the airplane has met all criteria to return to service by members from maintenance and/or flight operations as appropriate.

Flight Outside of the Vicinity of Home Base

No cross country flight will be planned for an overnight stay without approval from a member of the Training Operations Team. This approval must be obtained in writing. In the event of an unplanned stop for mechanical reasons, the pilot is to contact SAA via telephone at **(619) 631-0323** for instructions regarding repair or alternatives.

Collision Avoidance

When operating in visual meteorological conditions, the pilot is responsible for implementing proper “see and avoid” precautions. The pilot shall maintain an adequate lookout and operate the aircraft only in such weather conditions that permit safe separation of the aircraft from any other aircraft, the ground and obstacles. Nothing, including an ATC clearance, takes this responsibility away from the pilot.
These rules are defined under FAR 91.111 and 91.113, as well as in AIM 8-1-6 and 8-1-8.

Low Altitude Flying

Low flying (below 500 feet AGL) is expressly prohibited by SAA, except in the area of an airport while in the process of taking off or landing following established lanes of approach and departure. Minimum cruise flight should be done at least 1000 feet AGL in level terrain and sparsely populated areas and at least 2000 feet AGL in mountainous or densely populated areas. FAA regulations stipulated in FAR 91.119 must be adhered to at all times.

Simulated Engine Failure Procedures

Simulated engine failures will be conducted to an altitude no lower than those prescribed by FAR 91.119 or at an altitude no lower than 500 feet AGL, whichever is higher. Simulated engine failures may only be conducted with an SAA instructor on board. No solo simulated engine failures may be practiced.
The instructor may only simulate an engine failure by retarding the throttle to the idle position in single-engine airplanes. Engine failures in multi-engine airplanes will be conducted in accordance with FAA-H-8083 (The Airplane Flying Handbook) and the FAA Flight Instructor Airplane Multi-Engine Practical Test Standards.

Local Practice Areas

For a visual representation of the practice areas and associated borders described below, please refer to page 17 in this document.

San Diego Coastal

The standard departure procedure for the coastal practice area is to depart Gillespie and climb toward Mount Soledad. Monitor altitude and request a westbound transition with Montgomery tower (119.20 MHz) if necessary.

- Review the chart carefully to avoid Bravo airspace.
- Watch out for traffic along V23 and incoming IFR traffic to Lindbergh, approaching southbound along the coast.

San Diego South and Southeast

When departing to the south

- For the southeast practice area, climb to at least 2500 feet MSL and stay to the east of San Miguel Mountain. The practice area includes the valley of San Miguel Mountain over the area of Jamul and eastwards. Hazards to watch out for here are the Mexican border and the overlying Bravo airspace.
- The south practice area is the area directly west of San Diego Southeast and includes Brown field and the south coastal sections. This practice area is seldom used for maneuvers as the Lindbergh Bravo airspace with its incoming commercial traffic interfere with effective maneuver training.

San Diego East

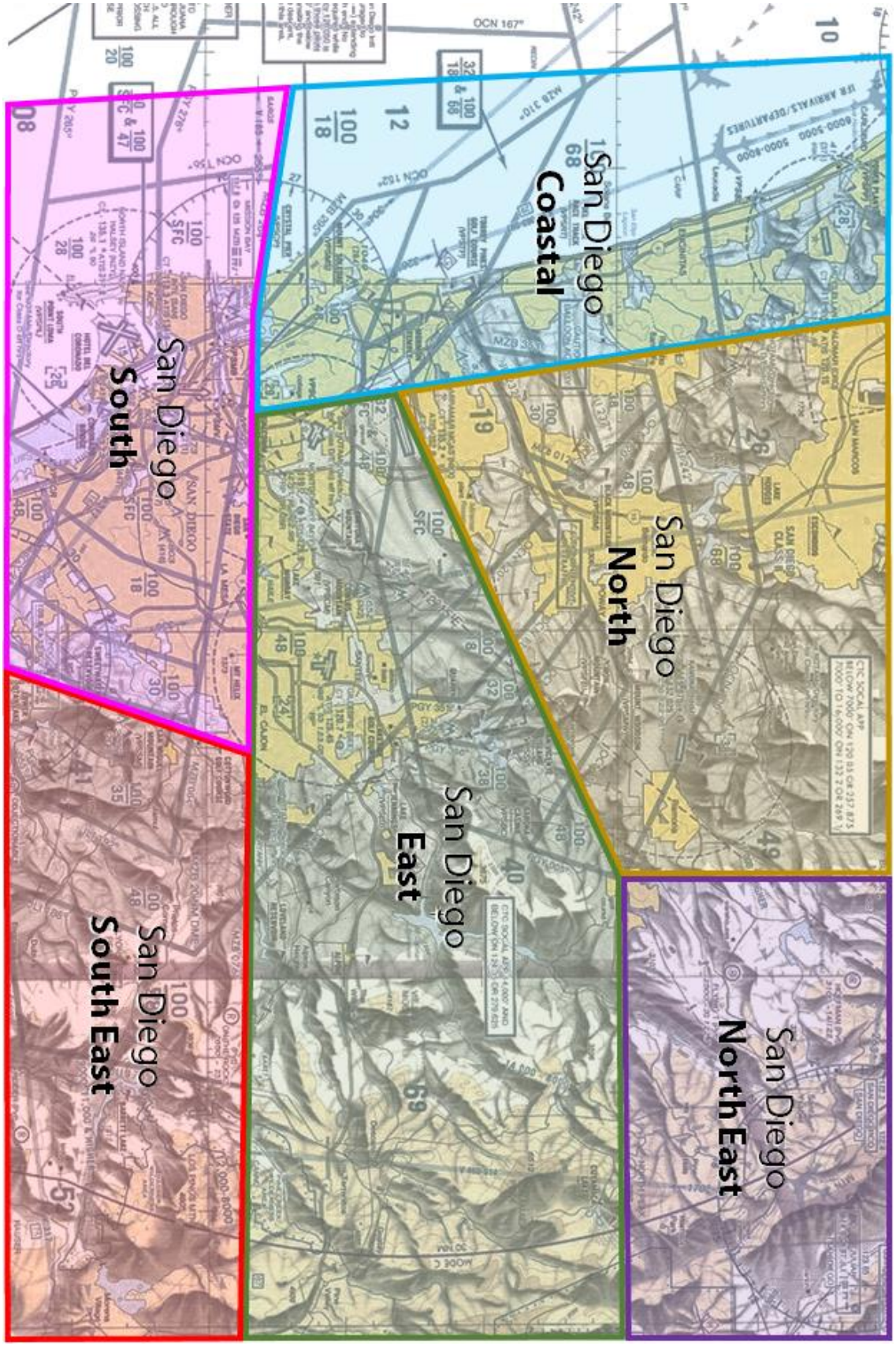
When departing to the east

- Climb to at least 3500 feet MSL and fly towards El Capitan reservoir. The practice area is over El Capitan reservoir, and stretches west to the border of the coastal practice area over Montgomery field, a bit north abeam Ramona, southbound over Veijas and Alpine, and east towards the eastern mountain ranges.
- Being one of the more popular practice areas, San Diego east can get very busy. Watch out closely for traffic and be active on the air-to-air frequency.
- Transitioning to and from this area from/to Gillespie field gets you close to Lake Jennings, a very common convergence point for in and outgoing traffic. By the time traffic reaches Lake Jennings, it is likely on Gillespie tower frequency. Use sound judgment here, listen on the appropriate frequency and watch out for traffic.

San Diego North and Northeast

When departing to the north

- For San Diego north, climb to 3500 feet MSL. Proceed towards Lake Jennings and overfly Barona Casino to finally transition northbound through Ramona's airspace.
- For San Diego Northeast, pilots should follow the same procedure as for San Diego North, or transition through San Diego East over El Capitan reservoir. The practice area has its center north of El Capitan reservoir, closer to Julian VOR and Lake Sutherland.



Drug and alcohol policy

SAA has established a policy that no person may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while working at or attending SAA. SAA maintains the right to act, at its sole discretion, in a manner determined necessary to enforce such policy.

Actions taken by SAA may include, but not be limited to, testing of students and employees for alcohol or drugs. Testing may occur with or without advance notification. Further, if SAA reasonably suspects a person of using drugs or alcohol in an inappropriate manner, a drug test may be required, with the cost of such test to be incurred by the student or employee. A positive drug or alcohol test result will be treated as a serious matter by SAA and appropriate disciplinary action shall be taken at the discretion of SAA. Such disciplinary action may include automatic suspension from the company for an extended period or possible termination of training or employment.

Acceptance and receipt of SAA Safety Procedures and Practices, and Drug and Alcohol policy

I hereby state I have read, understand and agree to comply with the SAA Safety Procedures and Practices. In addition I understand and will comply with the SAA drug and alcohol policy.

_____ _____
Student or employee name (print) Date

_____
Student or employee signature