Atlanta Air Academy

Policy & Procedures Guide

ABOUT THIS MANUAL AND HOW TO USE IT

This manual serves as a comprehensive guide to Atlanta Air Academy's policies and procedures for each employee. Compliance with the rules set forth in this manual is not optional—they are vital to our ability to provide a safe and consistently excellent product to our customers. While every effort has been made to ensure the accuracy of this material, you may discover errors or areas of potential improvement. Concerns and suggestions should be forwarded in writing to the general manager.

This manual contains many procedures in a step-by-step fashion. The purpose is to ensure that even the inexperienced employee is equipped with the knowledge they need to do their job. As you follow a particular procedure, be sure to check the following page; the steps required to complete a task often cannot all be fit onto the same page.

This manual belongs to each employee and it is only as good as the feedback we receive that helps us to improve it. Your suggestions are always welcome.

This policies and procedures manual are the intellectual property of Atlanta Air Academy. Unauthorized copying or sharing is prohibited. Printed copies of this manual must be returned to Atlanta Air Academy when your term of employment ends.

ABOUT REVISING THIS MANUAL

This manual is a living document. As such, it will be revised periodically by the General Manager or his/her designee. Digital revisions may simply be downloaded from the Atlanta Air Academy network.

☐ For print copies of this manual, each employee is obligated to maintain their manual in a current status. Print revisions will be issued to each employee via their company mailbox. Included in the revision package will be the following information:

☐ Which pages will be replaced with the pages provided, or;

☐ Which pages will be destroyed, or;

☐ Which pages will be added, and;

☐ A brief narrative summary of the changes included in the latest revision

Following revising their personal printed manual copy, each employee will record the revision number and date on the revision status sheet provided.

Record of Revisions

Revision Number	Revision Date	Revised By
Original	01/21/2015	JMC
1	03/01/2020	SMS

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Master Table of Contents

Section 1: About Atlanta Air Academy

1.1 Welcome...

Welcome to Atlanta Air Academy and the opportunity to make a difference in the lives of people seeking aviation training and experience! The growth of our organization is only achieved through the growth of our employees. Our employees are a part of a team that values the individual strengths, knowledge, skill and commitment to providing outstanding customer service. We are pleased that you have decided to join our team and we look forward to working together with you to fulfill our mission.

1.2 Our Mission...

The mission of Atlanta Air Academy is to provide our customers with the highest quality aviation training, enabling them to pursue their aviation interests or careers. With this goal, we will work to develop the careers of our employees and help to ensure years of success and enjoyment in all of their aviation endeavors.

1.3 Our Vision...

To be the leader in pilot training by providing the highest quality instruction using proven standardized training programs, highly motivated and proficient instructors, and a fleet of modern aircraft equipped with the latest in avionics technology. This will prepare our safety focused graduates for successful professional, business or recreational flying careers. We are dedicated to safety and excellence in everything we do.

1.4 Our Core Values...

Integrity: Being genuine and credible is paramount in building trust among employees and customers alike.

Excellence: Maintaining the highest standards in training and constantly improving our knowledge of aviation and instructional methods.

Respect: Respect for human dignity and the value of each and every individual.

1.5 Safety Statement...

Myth: Accidents are unforeseen events that result in unavoidable losses.

Fact: Accidents are the result of a chain of often common operational errors which result in costly losses.

Fact: Being the result of a chain of errors, accidents can be prevented.

Atlanta Air Academy has four primary objectives;

1. Provide the highest level of training at a reasonable cost to our students

2. Provide employment opportunities to our graduates

3. Provide a high degree of safety, regulatory compliance and care in our daily operation

4. Allow qualified pilots to rent and operate our aircraft

Of these, safety and regulatory compliance are of paramount importance. The safety of our operation is enhanced through:

(1) Using a data-driven process to identify threats to the safety of our operation.

(2) Adjusting policies and procedures to mitigate threats, thereby decreasing the rate at which errors occur.

(3) Effectively measuring changes to policies and procedures so that risk is continuously assessed.

(4) Maintaining open and regular communications with employees and customers of Atlanta Air Academy. Everyone's first job is to make safety and risk management their highest priority. Management maintains an open-door policy to discuss any safety concern at any time. Every employee is required to participate in the Atlanta Air Academy Safety Management System (SMS) by reporting hazards.

For safety to be maintained at the highest levels, there are several important concepts to be familiar with:

1. This document contains many significant rules you must adhere to.

2. Atlanta Air Academy produces other memos, procedure guides, checklists, and policies that must also be followed.

3. You are responsible to know all Atlanta Air Academy's policy's procedures, rules and FAR's.

4. As pilot in command, (PIC) you are the final authority of the safe operation of our aircraft and are always accountable, responsible and liable for any and all operational occurrences.

5. Atlanta Air Academy assumes no responsibility for your decisions, lack of judgment or omission on your behalf.

6. You are responsible for any damage to an aircraft or components thereof (IE. Batteries, tires, brakes, engine, propeller) which was damaged due to PIC operating the aircraft outside of profiles/limits set within its POH/AFM.

1.6 *Risk*

1.6.1 Insurance Coverage and Liability

Company aircraft are insured for the full value of the aircraft. Liability provides coverage for the company. The PIC will be responsible for any and all damage due to PIC negligence and/or proficiency. Included in negligence are errors in judgment and decision making. Additionally, the PIC is responsible for harm caused to others. The PIC should research personal risk and determine if additional insurance is necessary (IE. AOPA, etc.)

1.6.2 Risk and Reward

The decision to operate a flight involves many complex factors. If these factors are evaluated and properly assessed, a proper Go/No Go decision can be made. This is known as the Risk to Reward ratio. Risk, if managed and mitigated properly, will lead to an enjoyable flight. Improperly managed and mitigated risk, regardless of experience or hours, will lead to a collapse of safety margins that can ultimately lead to aircraft and property damage and bodily injury, including possible loss of life.

Atlanta Air Academy requires all PIC's to evaluate risk. In the evaluation of risk, the following is considered:

1. The purpose of the flight

2. All available options

3. Time of day

4. Weather

5. Your currency/recency of experience

6. Single-pilot, flying solo, with or without passengers, with or without a safety pilot

7. Length of flight

Acceptable rewards for a flight:

1. Enjoyable flight experience

2. Dual flight instruction with a purpose

3. Completing lessons in a syllabus/working towards stage check, end of course evaluation (EOC) or checkride

Unacceptable rewards for flying include:

1. Vacation deadlines

2. Business deadlines

3. Passenger pressure to fly

4. Personal ego

1.7 Atlanta Air Academy Leadership Duties & Responsibilities

1.7.1 President

The president of the company uses effective leadership to ensure the success of Atlanta Air Academy and its other associated business holdings. He/she is ultimately responsible for the health and safety of the workplace and ensures that systems are in place to analyze and mitigate risks in accordance with Atlanta Air Academy's Safety Management System. The company president communicates and implements Atlanta Air Academy's mission, vision, and core values in a manner that inspires employee participation in the company's long-term goals. The company president is primarily responsible for determining Atlanta Air Academy's strategic goals, creating systems to achieve those goals, and measuring the overall effectiveness of the organization. He/she forms, guides and leads the executive team, ensuring that each part of the company is well equipped to achieve Atlanta Air Academy's mission.

1.7.2 Director of Operations

Reports to: Company President

The Director of Operations plans, directs, controls and coordinates all portions of Atlanta Air Academy. He/she is responsible for the daily operation of Atlanta Air Academy and maintains its systems, procedures, and overall efficiency of the business in a manner that achieves the organization's strategic mission and vision. The Director of Operations provides leadership in accordance with Atlanta Air Academy's core values by recruiting, training and inspiring staff members to achieve optimum performance. The Director of Operations maintains a strategic vision as he/she controls and measures the various elements of the businesses to enhance safety, ensure quality, improve financial performance, realize efficiencies, and encourage staff development. The Director of Operations also participates in the Atlanta Air Academy Safety Management System as a senior management member.

The Core Responsibilities of the Director of Operations include:

(1) Contributing to a safe work environment by reporting workplace hazards through the Atlanta Air Academy's Safety Management System.

(2) Developing and maintaining the highest safety and quality standards across the entire operation.

(3) Determining staffing requirements and ensuring that each employee is trained and well supported.

(4) Directly managing, supervising, and developing the staff members that directly report to him/her through a regular performance review and feedback process.

(5) Along with the president, setting the strategic planning goals for company to grow the business in a manner that is consistent with Atlanta Air's mission, vision and core values.

(6) Ensuring that tasks are delegated so that each staff member has an opportunity for professional development.

(7) Continually looking for ways to build efficiencies across and within each business entity.

(8) Driving the budget process and monitoring the company's financials monthly for variances in order to continually improve the planning process.

(9) Other responsibilities assigned by the president on a temporary or permanent basis.

1.7.3 Director of Maintenance

Reports to: Director of Operations

The director of maintenance is responsible for the scheduling, documentation, and inspection of all of the maintenance work completed on Atlanta Air Academy & Charter aircraft within Atlanta Air Academy's/Charter's repair facility. He/she ensures that the repair station is adequately staffed and that the personnel are qualified and equipped to perform their assigned duties. The director of maintenance ensures that adequate parts and materials are retained in inventory in order to complete scheduled work in a timely manner. He/she is primarily responsible for coordinating with the FAA certification matters and maintains the manuals in a manner acceptable to the Administrator. The director of maintenance is ultimately responsible for the safety of the repair station and models procedural excellence and risk mitigation, especially in those areas pertaining to HAZMAT and OSHA rules and regulations. He/she is responsible for maintaining the fiscal viability of the repair station, and remains alert for new business opportunities and methods of realizing efficiencies to maximize revenues. The director of maintenance also participates in the Atlanta Air Academy Safety Management System as a senior management member.

The core responsibilities of the Director of Maintenance include:

(1) Contributing to a safe work environment by reporting workplace hazards through the Atlanta Air Academy's Safety Management System.

(2) Ensuring compliance with all 14 CFR regulations.

(3) Initiating job quotes for equipment installations and repairs.

(4) Overseeing maintenance scheduling and parts/equipment inventory.

(5) Coordinating work schedules closely with the avionics and engine shops.

(6) Completing aircraft paperwork (337, log book entries, warranties, weight and balance, etc.) and performing inspections, as required.

(7) Ensuring work is completed on time and closing out work orders.

(8) Ensuring that customer invoices are timely and accurate.

(9) Creating and maintaining a safe work environment and encouraging a strong safety culture.

(10) Solving customer problems.

(11) Verifying and documenting manpower and material requirements based on the work scheduled to be performed.

(12) Maintaining a watch on the maintenance marketplace and remaining alert for new business opportunities.

(13) Effectively managing the maintenance budget and looking for revenue enhancing efficiencies.

(14) Working with others on the senior management team on business development strategies.

(15) Recruiting, equipping, training and retaining quality maintenance employees.

(16) Evaluating maintenance supervisors every six months. All new supervisors require an evaluation.

(17) Scheduling preventative maintenance of machinery and equipment, and developing and maintaining systems to track such maintenance.

(18) Scheduling, monitoring and ensuring the completion of warranty work.

(19) Preparing reports for the FAA and the leadership team.

1.7.4   Chief Flight Instructor

(Reference FAR Part 141.35, 141.79 and 141.85)

Reports to: Director of Operations

Scope of the Position

The chief flight instructor retains the ultimate authority for the conduct of all flight training conducted under FAR parts 141 and 61 at Atlanta Air Academy. This includes the content and revision of the Training Course Outlines (TCO), student and instructor record keeping, instructor hiring and standardization, and the establishment of flight school policies. The chief flight instructor is jointly responsible for safety procedures

with other management representatives. Additionally, the chief flight instructor is responsible for ensuring all flight school aircraft are maintained in accordance with the applicable FARs, and that appropriate maintenance records are maintained. The chief flight instructor is the primary FAA point of contact with regards to all maintenance and flight instruction issues. He/she participates in the safety committee and may be responsible for other duties, as assigned by the general manager. The chief flight instructor is responsible for ensuring his/her own compliance with FAR Parts 141.35 and 141.85.

1.7.4.1 Chief Flight Instructor Qualifications

FAR Part 141 stipulates specific qualifications for chief flight instructors taking responsibility for the TCO and school operations conducted in accordance with that regulation. While the general manager is responsible for ensuring that chief flight instructor candidates meet the basic requirements of this part, the chief flight instructor retains the responsibility for ensuring his/her compliance the recurrent training required by the regulation. The required qualifications and specialized training required include:

(1) Hold a commercial pilot certificate or an airline transport pilot certificate and a current flight instructor certificate. The certificates must contain the appropriate aircraft category and class of aircraft used in the course and an instrument rating.

(2) Meet the pilot-in-command recent flight experience requirements of FAR 61.57.

(3) Pass a knowledge test on teaching methods, applicable provisions of the Aeronautical Information Manual, applicable provisions of Parts 61, 91 and 141, and the objectives and approved course completion standards of the courses for which the person seeks to obtain designation.

(4) Pass a proficiency test on instructional skills and ability to train students on the flight procedures and maneuvers appropriate to the course.

(5) Must have at least one year of experience as a ground school instructor at a certified pilot school.

(6) Meet the applicable requirements as follows:

1. Private pilot certificate or rating course(s):

(i) At least 1,000 hours as pilot in command

(ii) Experience in primary flight instruction acquired as either a certificated flight instructor, or an instructor in a military pilot primary flight training program, or a combination of both consisting of at least:

1. Two years and a total of 500 flight instruction hours

2. 1,000 flight hours

2. Instrument Rating Course(s) of a course of training leading to instrument privileges:

(i) At least 100 hours of flight time under actual or simulated instrument conditions

(ii) At least 1,000 hours as pilot in command

(iii) Instrument flight instructor experience, acquired as either a certified flight instructor-instrument or an instructor in a military flight training program, or a combination thereof consisting of at least:

1. Two years and a total of 250 flight hours or

2. 400 flight hours

3. For all courses of training other than those that lead to the issuance of a recreational or pilot certificate or rating, or an instrument rating or a rating with instrument privileges, a chief flight instructor must have:

(i) At least 2,000 hours as pilot in command

(ii) Flight training experience, acquired as either a certified flight instructor or an instructor in a military pilot flight training program, or a combination thereof, consisting of at least:

1. Three years and a total of 1,000 flight hours; or

2. 1,500 Flight Hours

For the purposes of being a chief fight instructor at Atlanta Air Academy, it is required that the chief flight instructor have at least 2,000 hours as pilot in command that not less than three years total experience as a flight instructor and 1,000 hours of dual instruction given.

Once designated, FAR part 141.79 requires that also the chief flight instructor complete a recurrent training course at least once every 12 calendar months using an approved syllabus of training consisting of ground or flight training, or both, or an approved flight

instructor refresher course. This training must be conducted in a manner approved by the FAA Administrator.

1.7.4.2 Leadership and Business Development

The chief flight instructor endeavors to remain alert to business opportunities and realizes efficiencies across the scope of his/her responsibility. He/she ensures that regular instructor meetings are held to solicit ideas, enhance safety, and foster communication. Business development duties will include exploring new way of employing school resources to increase the efficacy of training and to drive revenue growth.

1.7.4.3 Inclement weather closing procedure

When inclement weather is forecasted that may affect the operational hours of the school, the chief flight instructor will contact the assistant chief flight instructor(s) to make a decision as to whether the school will operate based upon conditions of the roads. The chief flight instructor will maintain the ultimate authority for the decision, and will broadcast any closure decision for staff and customer awareness.

1.7.4.4 Workplace Safety and OSHA Compliance

The chief flight instructor retains the ultimate authority for the workplace safety of those under his/her supervision. Any chemicals routinely used must be listed and sent to the safety manager, so that the SDS/MSDS sheets may be kept on file.

1.7.4.5 Training Course Outline (TCO) and FAR Part 141 Certificate Management

The chief flight instructor must maintain the TCO to include the training items, techniques, procedures, and standards for the school in a manner that is acceptable to the FAA Administrator. Using a data driven process, the TCO will be revised as necessary to ensure safety and instructional effectiveness. Deficiencies in the TCO will be remedied through adjustment to policies, training and procedures. The chief flight instructor is the first point of contact for the FAA with regards to FAR Part 141 air agency certificate issues.

1.7.4.6 Ensuring Adequate Aircraft Resources and Maintenance

As the individual who is ultimately responsible for the maintenance of the FAR Part 141 air agency certificate, it is the responsibility of the chief flight instructor to ensure that there are adequate aircraft resources available to accomplish the TCO and training schedule. Additionally, the chief flight instructor must ensure that the aircraft are maintained in an airworthy condition and that appropriate aircraft maintenance records are kept in accordance with the applicable FARs. Along with the general manager, the chief flight instructor is authorized to return an aircraft to service following scheduled maintenance once he/she carefully reviews the logbook documentation.

1.7.4.7 Responsibility for Student Records and Progress

The chief flight instructor must certify each student's training record, graduation certificate, stage check and end-of-course test reports, and recommendation for course completion. These tasks may be delegated by to an assistant chief flight instructor or the recommending instructor. Additionally, the chief flight instructor must ensure that systems are in place to track each student's progress through the TCO.

1.7.4.8 Assistant Chief Instructor Selection and Training

The chief flight instructor selects and trains assistant chief flight instructors in compliance with FAR Part 141.36. See *Assistant Chief Flight Instructor Qualifications* for details.

1.7.4.9 Responsibility for CFI Training Standards and Qualifications

The chief flight instructor ensures that each certificated flight instructor and certificated ground instructor passes an initial FAR Part 141 checkout prior to that instructor being assigned instructing duties in the school's approved training course. Furthermore, the chief flight instructor ensures that each CFI completes a recurrent training flight no later than 60 days, 90 days, and 12 calendar months following initial qualification. Following the first year of employment, recurrent training flights occur no later than every 12 calendar months. These flights are conducted by the chief flight instructor, assistant chief flight instructor or manager of standards. Tracking each CFI's

compliance with this requirement is the responsibility of the chief flight instructor for compliance and record keeping.

1.7.4.10 Availability of the Chief Flight Instructor During Training Activities

The chief flight instructor must provide direct supervision or be contactable whenever ground and/or flight training is being conducted. This availability can be in person, by radio or telephonically, and can be delegated to a qualified assistant chief flight instructor. The chief flight instructor will maintain a schedule and/or a phone tree to ensure compliance with this requirement.

1.7.4.11 Conduct of End of Course Checks and Stage Checks

The chief flight instructor will conduct final stage checks and end of course tests, or delegate this responsibility to a qualified assistant chief flight instructor or a stage check authorized CFI (within the scope of the certificates they hold).

1.7.4.12 Assignment of Instructor Duties

The chief flight instructor is responsible for ensuring that adequate instructor assets are in place to ensure each student's timely progress through the TCO. He/she may delegate the task of assigning instructors to the assistant flight chief flight instructor. Close coordination and communication with the dispatch operations is required to ensure timely scheduling of student training activities.

1.7.5   Assistant Chief Flight Instructor

(Reference FAR 141.36)

Reports to: Chief Flight Instructor

Scope of the Position

The assistant chief flight instructor is the primary supervisor for his/her team of instructors. Each assistant chief flight instructor monitors the Training Course Outline (TCO) compliance and ensures that students are progressing in a timely manner through the program by maintaining effective tracking tools. The assistant chief flight instructor conducts FAR part 141 stage checks and end of course tests, coordinates

ground school schedules and audits student records prior to all stage checks, end of course tests, and DPE checkrides. He/she is responsible for helping to select students from each international airline within their area of responsibility. The assistant chief flight instructor is the primary mentor for flight instructors and will enable the professional development for each member of their team. The assistant chief flight instructor acts as a secondary point of contact for the FAA relative to FAR Part 141 air agency certificate issues, and may be assigned additional duties by the chief flight instructor.

1.7.5.1 Assistant Chief Flight Instructor Qualifications

FAR Part 141 stipulates specific qualifications for assistant chief flight instructors. The chief flight instructor is responsible for ensuring that assistant chief flight instructor candidates meet the basic requirements of this part. The required qualifications and specialized training required include:

(1) Hold a commercial pilot certificate or an airline transport pilot certificate and a current flight instructor certificate. The certificates must contain the appropriate aircraft category and class of aircraft used in the course and an instrument rating.

(2) Meet the pilot-in-command recent flight experience requirements of FAR 61.57.

(3) Pass a knowledge test on teaching methods, applicable provisions of the Aeronautical Information Manual, the applicable provisions of Parts 61, 91 and 141, and the objectives and approved course completion standards of the courses for which the person seeks to obtain designation.

(4) Pass a proficiency test on instructional skills and ability to train students on the flight procedures and maneuvers appropriate to the course.

(5) Must have at least six months of experience as a ground school instructor at a certified pilot school.

(6) Meet the applicable requirements as follows:

1. Private pilot certificate or rating course(s):

(i) At least 500 hours as pilot in command

(ii) Flight training experience, acquired as either a certificated flight instructor or an Instructor in a military pilot flight training program, or a combination thereof, consisting of at least:

1. One year and a total of 250 flight instruction hours

2. 500 flight hours

2. For a course of training leading to the issuance of an instrument rating or a rating with instrument privileges, an assistant chief flight instructor must have:

(i) At least 50 hours of flight time under actual or simulated instrument conditions

(ii) At least 500 hours as pilot in command

(iii) Instrument flight instructor experience, acquired as either a certified flight instructor-instrument or an instructor in a military flight training program, or a combination thereof consisting of at least:

1. One year and a total of 125 flight hours or

2. 400 flight hours

3. For all courses of training other than those that lead to the issuance of a recreational or private pilot certificate or rating, or an instrument rating or a rating with instrument privileges, an assistant chief flight instructor must have:

(i) At least 1,000 hours as pilot in command

(ii) Flight training experience, acquired as either a certified flight instructor or an instructor in a military pilot flight training program, or a combination thereof, consisting of at least:

1. 1 ½ years and a total of 500 flight hours; or

2. 750 flight hours

Once designated, FAR part 141.79 requires that also the assistant chief flight instructor complete a recurrent training course at least once every 12 calendar months using an approved syllabus of training consisting of ground or flight training, or both, or an approved flight instructor refresher course. This training must be conducted in a manner approved by the FAA Administrator.

1.7.5.2 Training Course Outline (TCO) and FAR Part 141 Certificate Management

The assistant chief flight instructor continuously monitors the training items, techniques, procedures, and standards of the school so that training is conducted in a manner that is acceptable to the FAA Administrator. The assistant chief flight instructor uses effective data monitoring tools that will drive changes to the TCO. Perceived deficiencies in the TCO or school procedures will be referred to the chief flight instructor for action. The assistant chief flight instructor acts as a secondary point of contact for the FAA with regards to FAR Part 141 air agency certificate issues.

1.7.5.3 Responsibility for Ensuring Instructor Training Standards and Qualifications are Met

When this task is delegated to the assistant chief flight instructor by the chief flight instructor, he/she will ensure that each certificated flight instructor on their team passes an initial FAR Part 141 checkout prior to that instructor being assigned instructing duties in the school's approved training courses. Following initial qualification, each CFI must complete a recurrent training flight no later than 60 days, then 90 days, then 12 calendar months following the initial check out. Following the first year of employment, recurring training flights will occur no later than every 12 calendar months.

1.7.6 Front Desk/Dispatcher

Reports to: Chief Flight Instructor/Director of Operations

Front Desk/dispatch personnel are critical components to effective and safe flight operations at Atlanta Air Academy. The dispatch staff dispatches aircraft, monitors the location of flights aloft, remains vigilant for overdue aircraft and potentially hazardous weather changes, acts as the conduit of communication between maintenance and pilots, ensures adequate aircraft resources are available for daily flight operations, and plays an important role in emergency procedures. Other than the CFIs themselves, the dispatchers of Atlanta Air Academy are the staff members that are most in contact with the customer. This being the case, dispatchers play a uniquely important role in

ensuring that each customer receives the outstanding service that Atlanta Air Academy strives to provide.

1.7.6.1 Front Desk/Dispatcher Responsibilities

Front Desk/Dispatchers employed at Atlanta Air Academy are responsible for the dispatching, monitoring the progress of, and checking in all aircraft flights and simulator activities. The dispatcher plays an important role in the safety of the operation; they keep a watch for hazardous weather and flight conditions and ensure that each pilot who is dispatched meets the company requirements to fly the aircraft. The dispatchers are the face of the company to our customers; they act as a first point of contact for payments and information. They are expected to act as ambassadors of Atlanta Air Academy and should be knowledgeable about the company's products and services and should be able to answer basic FAQ's and signup/enroll a new student.

Section 2: Human Resource Policies

2.1 Equal Employment Opportunity (EEO) Policy

Atlanta Air Academy is committed to providing a non-discriminatory employment environment for its employees. Our policy is to fully comply with the applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age, or military and veteran status is prohibited. Violations of this policy will be subject to discipline, up to and including termination.

Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation and company sponsored training. All employees are expected to comply with this Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting Atlanta Air Academy's equal employment opportunity objectives.

Any employee who believes he or she has been discriminated against must immediately report the incident to the company's general manager or president. The company will not tolerate retaliation against any employee who reports acts of discrimination or provides information in connection with any such complaint.

2.2 Harassment Policy

Atlanta Air Academy prohibits any form of unlawful employee harassment based on race, color, religion, creed, sex, age, national origin, marital status, sexual orientation, disability, veteran or military status, in accordance with applicable federal, state, and local laws, rules and regulations.

With respect to sexual harassment, Atlanta Air Academy strives to foster a work environment free of unlawful sex discrimination, sexual harassment, or retaliation. It is unlawful to harass any person (an applicant, employee or customer) because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual

advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

However, harassment does not have to be of a sexual nature and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both the victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). Any employee who believes he/she has been harassed should immediately notify the general manager or president. All complaints and related information will be investigated and kept confidential to the extent possible without compromising an investigation.

2.3 Covenant to Not Compete

By virtue of accepting employment with Atlanta Air Academy, each employee agrees to not compete with the company while employed with Atlanta Air Academy. Examples of competing include: working for a competitor, starting a similar business, or gaining a competitive advantage in another venture by abusing confidential information about the company's trade secrets or sensitive information such as customer/client lists, business practices, upcoming products and marketing plans. CFIs require general manger approval before providing instructional services outside of the company.

2.4 Performance Reviews

All Atlanta Air Academy employees will be evaluated at periodic intervals based on his/her job description. These performance appraisals will be conducted for all employees at 90 and 180 days post initial employment. A performance appraisal is intended to document and maintain satisfactory performance on the part of an individual employee by providing a means of measuring an employee's effectiveness on the job, or identifying areas where an employee is in need of improvement. As a result of a performance review, an employee may be required to undergo training or counseling

to ensure a consistently high level of job performance. These reviews are opportunities for personal growth; the intent is to equip each employee with constructive and acceptable feedback. Instructor employees are responsible for working with the chief and assistant chief flight instructor on an ongoing basis to develop and maintain skills that contribute to effective instruction and overall flight safety.

The performance review process will include both a self-appraisal and performance appraisal that is completed by a direct supervisor.

2.5 Employee Files

A human resources file is maintained by the Director of Operations. Employees may request to view their file during normal business hours. CFIs needing to have Pilot Record Improvement Act (PRIA) information sent to perspective employers should direct those requests to the Director of Operations

2.6 Company Communication

The primary means of company communication is through email. Each employee is required to check their email once per day. Each employee must have a current and working phone number on file. CFI's, maintenance and dispatch personnel are required to regularly check all company communication to ensure they are up to date on all company related matters.

2.7 Inclement Weather Closing Procedure

When inclement weather is forecasted that may affect operational hours of the academy, the chief flight instructor will contact the assistant chief flight instructor and general manager to make a decision as to whether the academy will operate based upon the conditions of the roads. The chief flight instructor will maintain the ultimate authority for the decision and will broadcast any closure decision through email for staff and customer awareness.

2.8 Pay Periods

The employee pay schedule is based on the previous two weeks of billed flight instruction or hourly time as determined by your employee category. You will be paid two weeks in arrears. Direct deposit is mandatory; forms can be obtained from payroll

2.9 Compensation

Pay rates vary by position and job assignment. See the Director of Operations for current pay information for your position. Pay increases are dependent upon the company budget, employee performance, general market conditions and time served within the company.

2.10 Smoking

No smoking is allowed inside any company building or on or within 50 feet of the apron. Smoking is allowed behind the building away from aircraft and flammable materials. Remnants should be disposed of in designated bins and not on the ground. Smoking is prohibited in all company aircraft.

2.11 Company ID Badges and Visitor Access

Each Atlanta Air Academy employee will be provided with an official picture identification badge. This badge must be worn on the outer most garment above waist level at all times while on company property. Employees must remain alert for individuals attempting to gain unauthorized access to company property, aircraft or equipment. Unauthorized persons are never to be left unescorted around the ramp area, maintenance areas or any aircraft. ID badges are the property of Atlanta Air Academy and must be returned upon termination of employment.

Each visitor to Atlanta Air Academy must stop at the Front Desk to sign in. There will be a sign in log that requires the visitor's name, the time they arrived, and the reason for their visit. In addition to signing in, a visitor name badge will be issued to the visitor by front desk staff. The visitor's name and the date will be handwritten on the badge. This badge must be worn on the outer most garment and above waist level at all times while on company property.

2.12 Use of Company Telephones

The use of company telephones is restricted to business related use only. The personal use of company phones, including both long distance and local calls, is prohibited without the permission of a supervisor.

2.13 Computer and Internet Use Policies

2.13.1 Policy Statement

The use of Atlanta Air Academy (Company) electronic systems, including computers, copier/fax machines, and all forms of internet/intranet access, is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, and does not result in expense or harm to the Company or otherwise violate this policy. Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the Company's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Company computers, networks, and internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

☐ Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes;

☐ Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);

☐ Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;

☐ Making unauthorized copies of Company files or other Company data;

☐ Destroying, deleting, erasing, or concealing Company files or other Company data, or otherwise making such files or data unavailable or inaccessible to the Company or to other authorized users of Company systems;

☐ Misrepresenting oneself or the Company;

☐ Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;

☐ Engaging in unlawful or malicious activities;

☐ Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;

☐ Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;

☐ Sending, receiving, or accessing pornographic materials;

☐ Becoming involved in partisan politics;

☐ Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems;

☐ Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;

☐ Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;

☐ Using recreational games; and/or

☐ Defeating or attempting to defeat security restrictions on company systems and applications.

Important exception: consistent with federal law, you may use the Company's electronic systems in order to discuss with other employees the terms and conditions of your and your coworkers' employment. However, any such discussions should take place during non-duty times and should not interfere with your or your coworkers' assigned duties. You must comply with a coworker's stated request to be left out of such discussions.

Using Company electronic systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the Company anti-harassment policies and subjects the responsible employee to disciplinary action. The Company's electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The Company will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the Company's electronic systems is expressly forbidden. If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

2.13.2 Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy

The Company owns the rights to all data and files in any computer, network, or other information system used in the Company and to all data and files sent or received using any company system or using the Company's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. The Company also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using Company equipment or Company-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by Company officials at all times. The Company has the right to inspect any and all files stored in private areas of the network or on individual

computers or storage media in order to assure compliance with Company policies and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate Company official.

The Company uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. There is no expectation of privacy in any information or activity conducted, sent, performed, or viewed on or with Company equipment or Internet access. Accordingly, employees should assume that whatever they do, type, enter, send, receive, and view on Company electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and Company use at any time. Further, employees who use Company systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than Company systems or the company-provided Internet access.

The Company has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

2.13.3 Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Company rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in

the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of Company policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

2.13.4 Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

2.13.5 Policy Statement for Internet/Intranet Browser(s)

The Internet is to be used to further the Company's mission, to provide effective service of the highest quality to the Company's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are Company resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software. Employees are individually liable for any and all damages incurred as a result of violating company security policy, copyright, and licensing agreements. All Company policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data security.

2.13.6 Personal Electronic Equipment

The Company prohibits the use in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of recording device to record the image or other personal information of another person, if such use would constitute a violation of a civil or criminal statute that protects the person's right to be free from harassment or from invasion of the person's right to privacy. Employees may take pictures and make recordings during non-working time in a way that does not violate such civil or criminal statutes. The Company reserves the right to report any illegal use of such devices to appropriate law enforcement authorities. Due to the significant risk of harm to the company's electronic resources, or loss of data, from any unauthorized access that causes data loss or disruption, employees should not bring personal computers or data storage devices (such as floppy disks, CDs/DVDs, external hard drives, USB / flash drives, "smart" phones, iPods/iPads/iTouch or similar devices, laptops or other mobile computing devices, or other data storage media) to the workplace and connect them to Company electronic systems unless expressly permitted to do so by the Company. To minimize the risk of unauthorized copying of confidential company business records and proprietary information that is not available to the general public, any employee connecting a personal computing device, data storage device, or image-recording device to Company networks or information systems thereby gives permission to the Company to inspect the personal computer, data storage device, or image-recording device at any time with personnel and/or electronic resources of the Company's choosing and to analyze any files, other data, or data storage devices or media that may be within or connectable to the data-storage device in question in order to ensure that confidential company business records and proprietary information have not been taken without authorization. Employees who do not wish such inspections to be done on their personal computers, data storage devices, or imaging devices should not connect them to Company computers or networks. Violation of this policy, or failure to permit an inspection of any device under the circumstances covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment, depending upon the severity and repeat nature of the offense. In addition,

the employee may face both civil and criminal liability from the Company, from law enforcement officials, or from individuals whose rights are harmed by the violation.

2.14 Company Flight Training

Any non-revenue flight training must be approved by the Director of Operations or Chief Flight Instructor. Approval is indicated on the aircraft dispatch form.

2.15 Employee Balances

Employees must keep their accounts paid in full. If you have a balance owing it will automatically be payroll deducted unless prior arrangements have been made with the Director of Operations.

2.16 Employee Aircraft Rates

All company owned aircraft are available for employee rental at an employee rate. Employee rates are based on leaseback rates and are provided on a case by case basis.

2.17 Out Processing

Our goal is to help all of our personnel to advance their aviation careers. Prior to your departure, you will need to:

(1) Return any company material that you have not purchased.

(2) Return your company ID badge.

(3) Return all company keys.

(4) Provide us with a letter of resignation for your file.

(5) Pay any balance that exists on your account, or have that amount deducted from your final paycheck.

Section 3: Standards of Conduct

3.1 Personal Characteristics and Attributes

One of our primary goals is to identify and hire people who will represent the company, its goals and values to our employees, the customers and the community. Personal integrity and honesty are the most important qualities that an employee brings to the business. Concern for the company, other employees and our customers must be of greater value than personal self-interest. These values will provide a positive image of our company to the public and will enable our employees to work in an environment that rewards personal growth.

3.2 Company Image

We view service to our clients and their families as our most important responsibility. You are expected to help us carry out this policy by courteously assisting our clients, their families and your co-workers.

3.3 Dress Code

All employees are expected to present a professional look while on duty and on company property. Instructors will wear a company-issued Polo shirt with company logo. Dispatchers will wear either a company-issued Polo or T-shirt or business casual attire. Closed-toe shoes are required for all employees who work in aircraft, on the apron or in the hanger environment. Flip-flop type shoes are never acceptable for wear on company property.

Each employee will receive one Polo shirt at no charge. Additional shirts can be purchased through the company.

3.4 Social Media Policy

This policy provides guidance for employee use of social media, which includes blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information online. The following principles apply to professional use of social media on

behalf of Atlanta Air Academy, as well as personal use of social media while you are employed by the company.

(1) Employees must adhere to Atlanta Air Academy's Standards of Conduct and Code of Ethics when referring to the company on social media.

(2) Employees must be aware of the effect their actions or words may have on the company's image. The internet is imperishable; information that employees post or publish can remain online permanently. Employees should use their best judgment and post only material that is neither inappropriate nor harmful to Atlanta Air Academy, its employees, or customers.

(3) Atlanta Air Academy may observe content made publicly available by its employees through social media.

Although not an exhaustive list, some specific examples of prohibited social media conduct include the following:

(1) Posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

(2) Employees are not to publish, post, or release any company information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with their supervisor.

(3) Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the general manager.

(4) If employees encounter criticism of the company on social media, they should not engage in conversation unless authorized. A supervisor should be advised.

(5) Employees should get the permission of an executive level manager before referring to or posting images of current or former employees, equipment, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted materials, trademarks, service marks or other intellectual property in company communications.

(6) Social media use shouldn't interfere with an employee's responsibilities. When using company computers, the use of social media for business purposes is allowed, but personal use of social media networks is prohibited.

(7) Subject to applicable federal, state and local laws, after-hours online activity that violates Atlanta Air Academy's Standards of Conduct, Code of Ethics, or other company policy may subject an employee to disciplinary action.

3.5 Press Statements or Public Speaking Engagements
Atlanta Air Academy employees are prohibited from making statements to the press regarding the company. All press requests for information must be referred to the Director of Operations. If an employee wishes to speak publicly as an employee of Atlanta Air Academy (such as schools, civic groups, or governmental organizations), prior permission must be received from the president or Director of Operations.

3.6 Marketing and Sales
All employees are encouraged to participate in sales and marketing when customers inquire in person or on the phone. If further assistance is needed, refer the customer to the Sales/Marketing Manager.

3.7 Infractions
The following infractions and the included disciplinary actions outline Atlanta Air Academy philosophy of progressive discipline. It is impossible to anticipate all possible infractions or violations of policy; Atlanta Air Academy reserves the right to impose discipline for offenses not enumerated below and to alter the penalty at the supervisor's discretion.

3.7.1 Immediate Discharge Violations
Violations in this category are subject to immediate discharge:
(1) Negligence resulting in damage to an aircraft.

(2) Knowingly violating airspace restrictions.

(3) Refusal to perform assigned work.

(4) Falsification of employment, application forms or other organization records.

(5) Falsifying of flight records.

(6) Assault and/or battery (includes unprivileged touching).

(7) Disorderly or immoral conduct (including sexual harassment) while on the Atlanta Air Academy premises, while on company business or at any time in a way that is detrimental to the company's operations or image in the community. This includes inappropriate use of social media.

(8) Reporting for work under the influence of an intoxicant, narcotics, or other drugs that may affect performance.

(9) The consumption, distribution, possession or use of intoxicants, narcotics, or other drugs that may affect performance on Atlanta Air Academy premises.

(10) Absent for scheduled working days without notification or failure to return from an authorized leave of absence within three (3) days. Failure to return to work within three (3) days after the date you are due is considered job abandonment.

3.8 Alcohol and Drug Policy

The use of illegal drugs or alcohol is prohibited while on Atlanta Air Academy property. Additionally, mechanics, dispatchers and CFIs are prohibited from working under the influence of any substance (including a "hangover"), including prescription medications that may affect cognition or dexterity. After employment is offered, all candidates will be required to submit to a drug test. A positive test result that is confirmed by a different analysis technique (split sample), may result in a candidate being disqualified for employment. Atlanta Air Academy reserves the right to test any employ or employment candidate for drugs and alcohol at any time. Refusal to submit to a drug or alcohol test will be considered as a voluntary withdrawal from employment or employment consideration. Any employee or employment candidate who tests positive for drugs or alcohol will be provided with information about addiction treatment by the general manager. However, Atlanta Air Academy does not assume the cost of such treatment, nor does it make any guarantees about the success of such treatment. Former employment candidates may reapply upon producing evidence satisfactory to Atlanta

Air Academy testifying to the successful completion of a bona fide rehabilitation program. Atlanta Air Academy does not hire or retain in employment anyone who tests positive, after appropriate confirmation and retesting (split sample), for any of the following:

(1) An illegal substance

(2) A prescription drug which is not validly prescribed for the applicant taking the drug where such drug could alter the individual's behavior, emotions, perceptions, physical capacities, or intellectual capacities. CFI and mechanic employees should be aware that some prescribed medications may medically disqualify them from performing their duties.

(3) Inappropriate levels of a prescription or over-the-counter drug where such drug could alter an individual's behavior, emotions, perceptions, physical capacities, or intellectual capacities.

(4) Alcohol – Any information or extenuating circumstances which the employment candidate/employee may wish to provide at the time will be considered. Depending on the information and the results of the test, another test may be conducted at the sole discretion of Atlanta Air Academy.

3.8.1 Testing Procedures

All tests conducted pursuant to this policy will be conducted in a manner that protects the privacy of the individual and the security of the sample. The evidence of proper "chain-of-possession" of urine specimens will be maintained in such a manner so that it may be proven that the sample has been protected from foreign contaminants, tampering or misidentification.

3.8.2 Definitions

Controlled Substances: As used in this policy the term "controlled substances" describes those substances whose use and possession are controlled by federal law. This term includes prescription drugs.

Illegal Substances: As used in this policy the term "illegal substances" describes those controlled substances for which there is no recognized medicinal purpose and whose use and possession is usually prohibited by law.

Over-The-Counter Drugs: As used in this policy, the term "over-the-counter drugs" means any substance commercially available that can be ingested, inhaled, injected or topically applied.

3.8.3 Cutoff and Threshold Values

Any test result that is equal to or greater than the cutoff is considered positive. Any test result that is less than the cutoff is negative.

Drug/Synonym	Cutoff	Drug/Synonym	Cutoff
Cannabinoids—THC—Marijuana	50ng/ml	Phencyclidine or PCP	25 ng/ml
Cocaine or Benzoylecgonine	300 ng/ml	Benzodiazepine (Valium, Librium)	300 ng/ml
Amphetamines	1000ng/ml	Barbiturates	300 ng/ml
Opiates or Methadone	300 ng/ml	Alcohol or Ethanol	0.04%

Section 4: Flight Instructor Policies & Procedures

4.1 CFI Professionalism Policy

Atlanta Air Academy is a customer service business and employees must act accordingly. All interactions with students and customers should be conducted in a manner that represents the company's core values. CFIs are expected to acknowledge and engage visitors, customers, and students and offer assistance as required.

Flight instructors are expected to conduct themselves in a professional manner any time they are representing Atlanta Air Academy or at any Atlanta Air Academy facility or event. Instructors are encouraged to develop marketing and sales skills in order to convey Atlanta Air Academy's products to the public.

Amorous or sexual relationships with any enrolled student are strictly prohibited and may result in termination.

4.2 Fostering an Effective Safety Culture

Each employee will strive to maintain a safe work environment and will participate in Atlanta Air Academy's Safety Management System. It is the responsibility of each employee and student to report safety concerns through the safety reporting system. Every Atlanta Air Academy employee also has the responsibility to notify a supervisor immediately of any apparent safety issues or violations of Atlanta Air Academy policies or federal aviation regulations.

4.3 Maintaining Security

Maintaining a secure environment is the responsibility of each employee; this includes being alert for unauthorized people on or around company property. When encountering unescorted or unfamiliar persons on the Atlanta Air Academy premises, politely introduce yourself and ask the purpose of their visit. If you discover or suspect they are not authorized to be in their present location, gently escort them to the lobby area where you can answer questions or put them in contact with the proper Atlanta Air Academy personnel. Unauthorized persons are never to be left unescorted around the ramp area, maintenance areas, or any aircraft. If necessary, call for the aid of other

employees to remove unauthorized persons. Immediately report the incident to a supervisor. For more information on Atlanta Air Academy visitor requirements, refer to *Section 2.11—Company ID Badges and Visitor Access.*

4.4 Authorized Instruction

Only part-time or full-time instructors employed by Atlanta Air Academy are permitted to provide instruction services. Additionally, CFIs will only provide the instruction that they are authorized to conduct by the chief flight instructor or assistant chief flight instructor. Only students or renters who are documented customers of the company may receive instruction at Atlanta Air Academy unless approved by the chief flight instructor, general manager or president.

4.5 Electronic Device Policy

CFIs are prohibited from using cellphones or other electronic devices in classrooms and on the apron area, except as required to complete an instructional task. Cellphone or electronic device usage in aircraft is also prohibited, except as required to contact the company or to enhance safety or situational awareness. If a cellphone or electronic device must be used in the aircraft during ground operations, the aircraft must be stopped with the parking brake set.

The use of navigation applications on personal devices is approved as a means to enhance situational awareness, provided that primary navigation is predicated on FAA approved methods, equipment, and facilities. The sole use of personal devices for VFR or IFR navigation is prohibited.

Use of cellphones for conversations, texting and social media is prohibited within view of the customers, with the exception of those tasks that are related to the CFIs required duties.

4.6 Certified Flight Instructors (CFI) Duties and Responsibilities
Reports to: Assistant Chief Flight Instructor/Chief Flight Instructor
Scope of the Position

Flight instructors (CFI) are responsible for safely teaching and mentoring students through flight and ground training in accordance with FAR Parts 61, 91 and 141, the Atlanta Air Academy Training Course Outlines (TCO), and the policies and procedures set forth in company manuals. They are responsible for maintaining student records in the student's folder. They are the primary face of Atlanta Air Academy to the students; as such, they are expected to maintain a professional and courteous demeanor at all times. CFIs will provide ground, flight and simulator instruction to students as assigned. They will also be responsible for scheduling students and will monitor solo student activities.

4.6.1 CFI Qualifications and Training

Each CFI will maintain an FAA commercial pilot certificate of the appropriate category and class, and a current FAA certified flight instructor certificate appropriate to the instruction being provided. Each CFI will normally be required to maintain a first-class or second-class FAA medical certificate, but third-class medical certificates may be approved for some operations on a case-by-case basis. Copies of each certificate that the instructor holds will be maintained in the instructor's file.

Initial qualification for CFIs will consist of both classroom and flight training conducted by the chief flight instructor or assistant chief flight instructor. Following initial qualification, each CFI must complete a recurrent evaluation after no later than 60 days, then 90 days, then 12 calendar months. Following the first year of employment, recurrent training flights will occur no later than every 12 calendar months. These flights will be conducted by the chief flight instructor or assistant chief flight instructor. Job performance appraisals will be conducted in conjunction with CFI recurrent training. Additional company training will be provided on a case by case basis, with the approval of the chief flight instructor or assistant chief flight instructor. Atlanta Air Academy encourages every CFI to obtain advanced ratings.

4.7 CFI Documents and Folders

It is the CFI's responsibility to keep their folder updated with the most current copies of certificates, medicals and other required documents. This includes but is not limited to:

pilot certificates, medical certificate, contact information, driver's license, and a copy of the first page of the CFI's passport. A CFI may be grounded unless these documents are provided.

4.8 CFI Attendance Policy

All CFIs are expected to arrive prepared and be ready for duty at least 15 minutes prior to their scheduled activity time. Tardiness indicates a lack of concern for the customer and the company. Unexplained or repeated tardiness or absence will result in disciplinary action up to and including termination.

If a CFI is going to be late, becomes ill or otherwise cannot arrive for a scheduled lesson, the CFI must inform the student and the dispatcher as soon as possible. This will allow a substitute CFI to be assigned or the flight to be rescheduled or cancelled. If a CFI becomes ill after hours, they must leave a message on the supervisor's voicemail and email. If there is an early morning lesson scheduled, the sick CFI should make an attempt to locate another CFI to complete the lesson or contact the student directly and reschedule.

4.9 Instructor Pilot Meetings

The chief instructor/assistant chief instructor(s) will call for instructor meetings on a regular basis each month, ideally every other week. These are mandatory meetings that involve information regarding policies, procedures, and safety concerns. Missing more than two meetings without prior clearance can result in employee termination.

4.10 Uniform Policy

Each CFI will report for each work assignment wearing a complete and well-maintained uniform. See section *3.3 – Dress Code* for more information.

4.11 CFI Contact Information

All CFIs must keep current phone and email addresses on file with the company. After hours communication is sometimes necessary to allow for scheduling flexibility.

4.12 Instructor and Student Duty Day Restrictions

CFIs are restricted to conducting no more than eight (8) hours of flight instruction in a twenty-four (24) period. CFIs are responsible for ensuring they remain in these limits and must ensure that adequate rest is received prior to beginning each scheduled work assignment.

4.13 CFI Scheduled Time Off

CFI's are responsible for accurately updating their availability and time off. If a CFI is not scheduled off and a flight is booked, the CFI is responsible for reporting for that flight. Extended vacations of 7 or more days require Director of Operations or chief flight instructor approval.

4.14 After Hours Scheduling

All flights beyond our regular business hours must be approved prior to dispatch. Overnight or multi-Leg Cross Countries require a presentation of weather, performance, and navigation log to the flight duty supervisor before dispatch. Any flight planned after these hours must meet company night time procedures and rules.

Normal hours of operation for the company are:

WEEKDAYS

Summer: Monday-Friday: 0800 – 2000

Winter: Monday-Friday: 0900 – 1700

WEEKENDS

Saturday: 0900 – 1700

Sunday: 0900 – 1700

4.15 Late Arriving Aircraft

The effective scheduling of students demands that CFIs strive to operate on-time. If a flight is late in departing or is delayed in flight, the CFI must contact dispatch as soon as possible to provide a revised estimated time of arrival.

Leaving late is not an excuse for returning late—this may affect flights scheduled later in the day. If a flight is dispatched late or if the CFI anticipates that the flight will leave

late, dispatch must be notified prior to departure. The CFI and dispatch will coordinate to determine if the flight lesson should be shortened or if the lesson should be rescheduled.

Aircraft that are overdue may cause search and rescue procedures to be initiated. It is imperative that CFIs not cause an aircraft to be late in arriving without prior communication with and approval from dispatch. Repeated instances of returning late from a flight may result in disciplinary action.

If an aircraft is returned late without prior notice causing company personal to begin the search procedures, an administrative fee will be applied to the customer account of $50 for the first hour, followed by $100 for each hour thereafter.

Student Briefings and Facilities Usage *(reference: FAR 141.43, FAA Order 8080.6G)*

All flight and simulator activities will begin and end with CFI led briefings to enhance the students' understanding. Briefing cubicles and classrooms are the ONLY spaces approved to be used by students and CFIs conducting any instructional activity. This includes individual training, pre and post flight briefings, and all other work including paperwork and logbook signing. FAR 141.43 requires that all pilot briefings be conducted in the briefing cubicles or unused classrooms, regardless of the length. Briefings will not be held in common areas or administrative offices. Pre and post flight briefing sessions on the ramp or in the aircraft are prohibited. CFIs and students are permitted behind the dispatch desk only to retrieve student folders or to make copies. Students should ask permission before using the copier.

Briefing cubicles and classrooms must always be left in a clean and orderly state. Leaving garbage or scrap pieces of paper in a briefing cubicle or classroom is prohibited.

4.16 Use of Aircraft

All employees are expected to exercise the highest degree of care when handling aircraft. Any mechanical or cosmetic damage must be immediately reported. Atlanta Air Academy is a professional business and we take pride in the appearance and performance of our aircraft. Aircraft must always be in a condition suitable for customer rental. CFIs are responsible for teaching their students how to ensure that the aircraft is

left in an acceptable condition after each flight. Charges for leaving an aircraft in an unacceptable condition may be assessed to the last student or CFI who flew that aircraft. Canopies should be cleaned prior to the first flight of every day by the CFI or by the student under the supervision of a CFI. Aircraft must be secured with ties (including tail), and wheels chocked. Aircraft with two-bladed props should have the props placed in the horizontal position prior to it being pushed back into its tie down spot. Never leave an aircraft unattended that is not chocked and tied down, even only for a few minutes. It is ultimately the instructor's responsibility to confirm that the aircraft was secured properly and that gusts locks, stall warning plugs, and pitot covers are properly installed as necessary after every flight.

Each CFI must ensure that the Hobbs and tach times match the dispatch form prior to flight. If a difference exists, record the starting Hobbs and/or tach on the dispatch sheet and cross out the printed value.

4.17 Use of Flight Simulators

The flight simulators are devices used to develop student skills and knowledge relating to both private pilot and instrument operations, specifically as that knowledge relates to navigation aids, orientation, and basic instrument scan skills.

While company CFI's may use these devices to enhance proficiency, "solo" use of flight simulators by students or renters is prohibited. These devices are only to be operated as approved. No other software may be loaded or used. When an employee uses the simulators, they must be placed on the schedule and the simulator must be dispatched and checked in as normal.

The flight simulator room must be kept orderly and clean. **Absolutely NO food or beverages are allowed in the simulator room.**

4.18 General Instructions for Student Records

CFIs are responsible for continually maintaining the flight training records for each of their students. Student information and profiles must be kept up to date with current information including address, telephone number, passport, and driver's license information. Each one of these documents must be provided to the front desk

administrator for scanning. If a student receives new certificate/rating or a Notice of Disapproval, these must also be provided to the front desk for inputting into the student's file. Students' whose information is incomplete may be blocked from scheduling.

Student binders are to be kept under lock and key on company property whenever they are not in use (including during flight) and should never be taken from the building. Instructors are responsible for removing and returning binders to the proper storage location. Students are not allowed to access records. The assigned lesson should be reviewed beforehand to confirm the correct items are covered.

Both the paper and online records must be completed in a timely and accurate manner at the completion of each lesson. When entering comments on paper documents and logbooks, be sure to use legible printing. Block style lettering is preferred. Do not use cursive writing except for signatures. It is important to make neat, legible entries to avoid any confusion. All entries must be made in ink. Discrepancies must be corrected as soon as possible; the times on both the paper records and online must match, including times and completion status.

Cancellation of a stage check or end of course will occur if the records are incomplete or inaccurate. The first cancellation of a stage check or end of course will require the instructor to go through retraining. A second cancelation will result in the student being reassigned to another instructor. Binders must be fully completed before a scheduled end of course check ride and turned into either the Chief Flight Instructor or assistant chief flight instructor for review.

4.19 Introductory, Discovery and Sightseeing Flights

Introductory flights, discovery flights and sightseeing flights are an excellent way to bring in new customers and students. Take extra time to explain the operation of the aircraft to those who may be flying for the first time or to those who appear to be nervous about flying. Ask what they expect from the flight and try not to disappoint. If the client has unrealistic expectations, explain why those expectations cannot be met. For example, if a client wants to experience a loop or roll, politely explain that those maneuvers are not authorized in this type of aircraft.

Some clients may wish to fly over their home or place of business to take photo. When doing so, comply with FAR minimum altitude regulations. Steep turns and abrupt maneuvers must always be avoided.

This is an excellent opportunity for the CFI to practice and hone marketing skills. Always introduce the client to the academy and what it has to offer. Make sure to thank the customer after the flight and invite them to return. We want the client to return home and tell all their friends what a great experience they had on their flight!

These types of flights can be placed on a CFI's schedule according to availability. It is imperative that when one of these flights is scheduled for the instructor to arrive 15 minutes prior to scheduled time and to show prospective students that Atlanta Air Academy is the superior choice in flight training. Once the flight is completed, the customer must to check-in with dispatch for payment settlement.

4.20 Stage Checks and End of Course Checks

Stage checks are required parts of the FAR Part 141 TCO and are meant to measure student progress. They can be conducted by the chief flight instructor, assistant chief flight instructor, or a stage check authorized CFI. CFIs must coordinate directly with the chief flight instructor or assistant chief flight instructor, or a stage check authorized CFI to schedule stage checks and end of course check.

Section 5: Dispatch & Scheduling Procedures

5.1 Introduction

Dispatchers are critical components to effective and safe flight operations at Atlanta Air Academy. The dispatch staff, under the leadership of the chief flight instructor and general manager, monitors the location of flights aloft, remains vigilant for overdue aircraft and potentially hazardous weather changes, acts as the conduit of communication between maintenance and pilots, ensures adequate aircraft resources are available for daily flight operations, and plays an important role in emergency procedures. Other than the CFIs themselves, the dispatchers are the Atlanta Air Academy staff members that are most in contact with the customer. This being the case, dispatchers and play a uniquely important role in ensuring that each customer receives the outstanding service that Atlanta Air Academy strives to provide.

5.2 Dispatch Emergency Procedures and Regulatory Compliance

Each member of the dispatch staff must be familiar with flight safety policies and procedures. Additionally, dispatchers play an important role in the event that there is an aircraft incident or accident or if there is an injury on Atlanta Air property.

5.3 Telephone Procedures

The dispatcher will be required to both answer and place telephone calls extensively. All uses of company phones will be restricted to company business; personal calls are not authorized. When answering the phone, say "Atlanta Air Academy, this is (name)." Professional demeanor will be maintained at all times while using the telephone.

5.4 Aircraft Logbooks and Discrepancy Logs

Each aircraft has an FAA compliant logbook that contains the comprehensive maintenance history of the aircraft. Maintenance logbooks are kept in a secure location at Atlanta Air Academy and are available for checkout for student or instructor

examinations. Logbooks are NOT permitted to be removed from the Atlanta Air Academy premises unless required for a DPE check ride at a remote location. To check out a logbook, see the front desk dispatcher, Chief pilot, Assistant Chief or General Manager during normal business hours.

Each aircraft folder is equipped with a discrepancy log that is used by pilots to record mechanical discrepancies. Each pilot and CFI must review the discrepancy log prior to each flight. Every discrepancy recorded must be signed off by a qualified mechanic prior to flight**. Flying with an "open" write-up is not permitted and is grounds for termination.**

5.5 Maintenance Discrepancies

CAUTION

Whenever a mechanical discrepancy is discovered, a red maintenance placard will be placed on the left seat. It may not be removed until the aircraft has been returned to service by dispatch. Flying before an aircraft is returned to service is PROHIBITED.

All maintenance discrepancies require the PIC to speak with the dispatcher either by phone or face to face and explain the issue. The dispatcher will advise maintenance, Chief/Assistant Chief, and/or General Manager. The mechanic and the PIC will discuss by phone or in person the nature of the mechanical issue and the wording that will be placed in the aircraft discrepancy log, if necessary.

The CFI or the mechanic can write up the discrepancy in the discrepancy log, or the student may do so with mechanic or CFI guidance. The discrepancy log must be filled out legibly with as much detailed information as possible describing the issue and initialed by the PIC. All of the blocks in the pilot section must be completed. There must only be one discrepancy per page. Multiple discrepancies must be addressed on separate aircraft discrepancy log pages.

Once the aircraft discrepancy log entry is completed by the pilot or mechanic, the mechanic will inform the dispatcher to place the aircraft "down for maintenance." Maintenance will then take control of the aircraft folder.

If an aircraft maintenance issue arises away from Atlanta Air Academy premises (KRYY), do not allow a mechanic to check the aircraft or make repairs unless specifically authorized by Atlanta Air Maintenance or General Manager. Arrangements will be made to have the aircraft serviced, to have Atlanta maintenance personnel brought to the location, or for ground/air transportation back to base. The discrepancy sheets must be given to dispatch upon arrival at base, along with the aircraft folder.

NOTE:

This section above applies to <u>unscheduled</u> maintenance only. Aircraft that undergo regularly scheduled maintenance (100 hour/annual/AD inspections) must be returned to service by a mechanic, Chief/Assistant Chief or General Manager.

5.6 Returning an Aircraft to Service

The director of maintenance will ensure that all aircraft returning to service have gone through a quality assurance inspection, records review, procedures review, and flight testing, if required. Prior to the aircraft being placed back in service by dispatch, the Chief/Assistant Chief will inspect the discrepancy log and logbook to ensure that the aircraft is airworthy.

5.7 Unplanned Landings and any Off – Airport Landing

The PIC MUST contact the Chief/Assistant Chief or General Manager prior to any movement of any aircraft after an unplanned landing. After an unplanned landing at an airport, the PIC must notify the company of the reason and occurrence and obtain approval for continued operations.

The President, General Manager, or Chief Flight Instructor must authorize any return to service, maintenance, inspections or other approval necessary after an off – airport landing.

5.8. Cancelling flights

In general, cancellation of flight lessons should be **AVOIDED!** If a cancellation is due to a mechanical issue, refer to section 5.5 – maintenance discrepancies. The flight should then be rescheduled for any other available aircraft if the original aircraft is deemed unairworthy by a certified mechanic. If the cancellation is due to weather, the CFI and student should attempt to wait out the passing weather and resume after, if able. In either event, If at all possible, attempt to reschedule the lesson for later in the day or on the following day or switch the flight lesson to a ground lesson. If a cancellation is necessary, the CFI must get approval from the chief instructor or general manager before a cancellation can occur. A Cancellation Fee will be charged to a customer account for canceling less than 12 hours in advance or if the customer is 20 minutes or more late.

Section 6: Flight Safety Policies & Procedures

6.1 Introduction

When working with customers and other employees, Atlanta Aviation Academy makes safety awareness, safety and risk management are our primary concern.

Participation in aviation affords an incredible level of freedom in this country. Along with this freedom comes an equal level of responsibility. Specifically, our company offers some of the finest aircraft available to those who are qualified and responsible in their use. The freedom to enjoy our aircraft, if managed responsibly, will bring years of rewards and satisfaction.

This section provides specific safety guidelines based on sound risk management principles and best practices to assist the pilot in command and company personnel in the safe operation of our aircraft. These are only some of the policies, rules, procedures and guidance necessary to maintain a high level of safety. Not included in this manual, but required for safe operations are:

☐ 14 CFR Parts 61 and 91

☐ FAA Aeronautical Information Manual

☐ NOTAMS

☐ AFM/POH

☐ Approved Checklists

☐ Current Charts

☐ Supplemental equipment manuals

☐ Personal requirements

☐ IM SAFE checklist

For a more in-depth review of our safety policy, refer to section 1.5 – Safety Statement

6.2 Pilot in Command Applicable Federal Aviation Regulations

6.2.1 FAR 91.3 Responsibility and Authority of the Pilot in Command

(1) The pilot in command of an aircraft is directly responsible for, and is the final authority as to, the operation of that aircraft.

(2) In an in-flight emergency requiring immediate action, the pilot in command may deviate from any rule of this part to the extent required to meet that emergency.

6.2.2 FAR 91.7 Civil Aircraft Airworthiness

(1) No person may operate a civil aircraft unless it is in an airworthy condition.

(2) The pilot in command of a civil aircraft is responsible for determining whether that aircraft is in condition for safe flight. The pilot in command shall discontinue the flight when unairworthy mechanical, electrical, or structural conditions occur.

6.2.3 FAR 91.103 Preflight Action

Each pilot in command shall, before beginning a flight, become familiar with all available information concerning that flight. This information must include:

(1) For a flight under IFR or a flight not in the vicinity of an airport, weather reports and forecasts, fuel requirements, alternatives available if the planned flight cannot be completed, and any known traffic delays of which the pilot in command has been advised by ATC;

(2) For any flight, runway lengths at airports of intended use, and the following takeoff and landing distance information:

1. For civil aircraft for which an approved Airplane or Rotorcraft Flight Manual containing takeoff and landing distance data is required, the takeoff and landing distance data contained therein; and

2. For civil aircraft other than those specified in paragraph (2)(1) of this section, other reliable information appropriate to the aircraft, relating to aircraft performance under expected values of airport elevation and runway slope, aircraft gross weight, and wind and temperature.

6.3 Safety Education

At a minimum, any pilot in command of a company aircraft must complete annually (unless other requirements are stipulated by an Atlanta Aviation Academy manual):

(1) A Part 61 flight review by a company IP. Exceptions are for locally based airline pilots who can present documentations showing completion of the air carrier recurrent training.

(2) All Atlanta Air pilots must complete the FAA/ASF Runway Safety Course

(3) A safety program which may include:

1. FAA wings program

2. ASF on line course

3. AOPA safety course

4. Any other course recognized in industry as a safety course

5. A certificate of completion must be provided for each pilot in command file with the company.

6.4 FAR Part 141 Students and Part 61 Flights

A part 141 flight must be operated under the direction and supervision of the instructor. A part 61 flight, other than those operated by a student possessing a student pilot certificate, must operate in accordance with company rental procedures. See *Section 6.6 — Rental of Aircraft* for more information.

6.5 Insurance Coverage and Liability

Company aircraft are insured for the full value of the aircraft. Liability provides coverage for the company. The pilot in command may be responsible for any and all damage due to pilot in command negligence and or lack of proficiency. The definition of negligence includes errors in judgment and decision making. Additionally, the pilot in command is responsible for harm caused to others. The pilot in command should research personal risk and determined if additional insurance is necessary.

All non-Atlanta Air Academy employees that rent aircraft must carry renter's insurance.

6.6 Rental of Aircraft

The following general rental procedures and policies apply to any PIC:

(1) Maintain 60-day currency on a company aircraft unless otherwise approved by management.

(2) Maintain a current medical and flight review.

(3) Comply with weather minimums for PIC level. (See *Page 59 — Weather Minimums*)

(4) Use a company checklist and keep a current copy of the POH.

(5) File a flight plan for all flights of more than 50nm.

(6) Complete a thorough preflight inspection (including airworthiness documentation). Verify that the weight and balance and performance data has been completed for each flight.

(7) The pilot in command must possess all required documents.

(8) The renter file must be complete, verified, and authorized by management.

(9) Rental insurance must be carried by each student and rental customer. Copies of the policy will be scanned into the customer's profile.

(10) Any rental flight must be approved by the chief Instructor or general manager.

(11) Passenger carriage requires approval from the chief flight instructor or general manager.

(12) Night or overnight rentals require management approval prior to dispatch.

(13) Training maneuvers are prohibited on rental flights. Only point-to-point flights are permitted.

(14) Rental flights for commercial operations and/or for compensation or hire are STRICTLY PROHIBITED.

PIC's must be verified to operate Atlanta Air Academy aircraft in accordance with the procedures in the figure below

Procedures to become Pilot in Command of company aircraft:

PIC Candidate: Yes

1. Does pilot have at least a US FAA Private Pilot Certificate?

       If Yes   If No: Stop
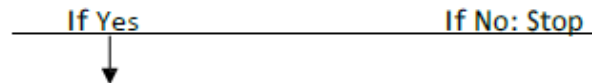
   Establish a Renter folder

2. Copy Pilot Certificate, Medical, Driver's License, Passport or Birth Certificate and log er last flight review

3. Review pilot log book

4. U.S. Citizen?

       Yes   No: Stop Requirements
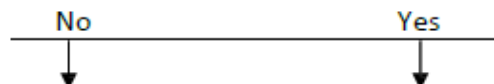
       Continue   Refer to manager to Complete TSA

5. Purchase documents - POH; Checklists; Procedures Manual; Charts
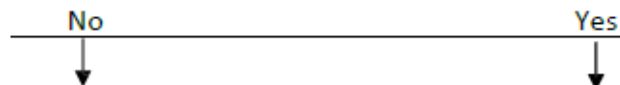
6. Will annual Flight Review be required?

       No   Yes

   2 Hours Ground Training   Add 2 Hours Ground per 1 year from last review
   5 Hours flight Training   Add 1 hour Flight Training per 1 year since last review

7. Does pilot have a local address?

       No   Yes

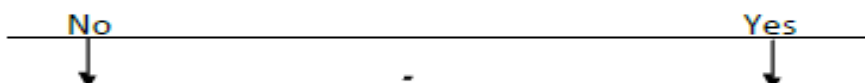   Stop: Management approval required   Establish QuickBooks Entry
                                              (Continued)

Review home Study

Conduct briefings and flights

Normal progress

    No   Yes

Stop   Finish Documentation

Management Review
Assignment of Permissions

6.7 Carriage of Passengers

No passengers will be carried on any Atlanta Air Academy flight unless approved by the chief or assistant chief flight instructor. Passengers approved for flight will fill out a Passenger Hold Harmless Agreement (see form below). Factors that will be considered prior to authorizing a non-student passenger or a family member will include:

(1) Type of flight

(2) Currency of the PIC

(3) Proper documentation of PIC

Passenger Hold Harmless Agreement

Date:

I, _____, of my own free will, would like to fly as an observer/passenger on a training/rental flight in an airplane operated by Atlanta Air Academy.

I, furthermore, for my heirs, administrators, executors and assignees, herby covenant and agree that I will never institute, prosecute, or in any way aid in the institution or prosecution of, any demand, claim, or suit against Atlanta Air Academy and/or its officers, agents or employees, acting officially or otherwise, for any loss, damage, or injury to my person (including death) or my property which may occur from my cause whatsoever as a result of any flight training.

If I or any heirs, administrators, executor, and assignees should demand, claim, sue or aid in any way in such a demand, claim, or suit, I agree to indemnify Atlanta Air Academy and/or its officers, agents, or employees, acting officially or otherwise for all damages, expenses, and costs it may incur as a result thereof.

I understand and agree I am assuming the risk of death, and personal injury or property damage to me that may result during flight training, including such injuries or damage that may be caused by the negligence of Atlanta Air Academy.

I also understand and agree that I may be held liable for any damage or loss to Atlanta Air Academy which is caused by my gross negligence, willful misconduct or fraud.

Printed Name:_____ Signature:_____

Date:_____/____/_____

Witness:

Printed Name:_____ Signature: _____

Date:_____/____/_____

Approving Manager:

Printed Name: _____ Signature: _____

Date:_____/____/_____

Emergency Contact Name/Relationship:

_____/_____

Emergency Contact Number: _____

Weather Minimums

WEATHER MINIMUMS FOR DISPATCH	METAR AND FORCAST
TYPE OF ACTIVITY	**MINIMUM CEILING / VISIBILITY**
FLIGHT INSTRUCTION	1000 / 3
STUDENT PILOT (solo) a) TRAFFIC PATTERN b) PRACTICE AREA c) CROSS COUNTRY	STUDENT PILOT (solo) a) 2000/5 b) 4000/6+ c) 4000/6+
COMMERCIAL STUDENT (solo) a) TRAFFIC PATTERN b) PRACTICE AREA c) CROSS COUNTRY	COMMERCIAL STUDENT (solo) a) 2000/5 b) 4000/6+ c) 3000/6+
RENTAL PILOT a) TRAFFIC PATTERN b) PRACTICE AREA c) CROSS COUNTRY d) INSTRUMENT	RENTAL PILOT a) 2000/3 b) 3000/5 c) 4000/6+ d) 2000/3

MAXIMUM WIND:
COMPANY IP :   15 KT or MAXIMUM CROSSWIND COMPONENT
ALL OTHER :   15 KNOTS

Current reports and forecast must indicate that weather will remain at or above required minimums for the entire flight period of time. Weather must be forecasted to remain at or above minimums for at least one hour prior to and one hour after the ETA for each destination. Night or overnight rentals require management approval prior to dispatch.

WEATHER OUTSIDE ABOVE PARAMETERS REQUIRE MANAGEMENT APPROVAL PRIOR TO DISPATCH.

6.8 Icing Conditions

Operations in known or forecast icing conditions are prohibited in all Atlanta Air Academy aircraft. Departing with any contamination on the airframe or wing, including frost, is strictly prohibited. If aircraft have frost on the wings or fuselage, it may only be removed with approved de-icing fluid (when available). Otherwise, the aircraft should be positioned in the sun to allow the frost to sublimate or melt off of the aircraft.

6.9 General Operational Procedures

6.9.1 Traffic Patterns

Traffic pattern should be conducted so that in the event the engine fails (in a single engine aircraft) the aircraft will be in a position to make a normal landing on the runway. During extended traffic patterns the power should remain at a reduced cruise setting and altitude maintained until the aircraft is established on its normal final glide path. Non-towered traffic patterns must conform to FAA Advisory Circular AC-66A.

6.9.2 Practice Areas

The company will use areas away from populations, airports with local traffic, airways, obstructions, Class B, C and D areas and special use airspace. The practice areas are published for Atlanta Air Academy at the operations area. Practice areas are designed to allow students to become familiar with suitable emergency landing areas that are away from densely populated areas. These areas are established in areas typically clear of separation large volumes of IFR traffic, but the responsibility to see-and-avoid remains with the PIC.

6.9.3 Flight Plans

FAA flight plans will be filed and opened by phone for all cross country and night flights, except as provided in *Section 6.9.5—Night Flights*. The flight plan form will be placed inside the lid of the aircraft folder. This serves as a reminder to the pilots and the dispatcher that the flight plan must be closed. Students are to open and close flight plans, but the CFI remains responsible for ensuring that it is done.

6.9.4 Student Solo Flights

No student will fly solo unless the instructor has made all logbook and training record endorsements. The CFI must specifically authorize each solo flight and that instructor must review the lesson assigned just prior to that flight. The CFI must be at the flight school and remain on location while a student is in solo flight, unless another CFI is specifically designated to do so.

Additional Solo Restrictions:

(1) No student will make a solo flight into the airports within 10nm of the Atlanta Hartsfield Airport.

(2) Solo student cross country flights are required to have full fuel tanks on departure.

(3) Student Pilot solo flights require the use of "student pilot" when talking to an ATC facility on initial contact.

(4) All solo activity requires a preflight briefing of the following:

      1. Weather

      2. NOTAMS/TFR's

      3. Planned Activities (Syllabus)

      4. Review of all solo endorsements and the FRAT matrix

      5. Alternatives available

6.9.5 Night Flights

No night flying is permitted in any company aircraft except:

(1) Dual night instruction by an authorized company instructor/company authorized safety pilot for the purpose of syllabus lesson requirements. All flights must depart no earlier than one hour after the end of evening civil twilight, as found in the Air Almanac.

(2) Chief flight instructor AND general manager approval is required for all night rental operations.

(3) If a night flight is planned, the CFI will file and open by phone an FAA flight plan. There are two exceptions to this rule:

1. IFR flights that receive an ATC clearance prior to departure.

2. VFR solo flights when an IP will remain on property until arrival of the flight.

All night flights which require a flight plan will attach the flight plan form to the aircraft folder to aid remembering to close the plan upon arrival.

(4) Any solo local night flight that requires an FAA Flight Plan must be opened by phone and closed by phone after landing. The yellow flight plan form must be completed and attached to the aircraft folder. Use both the airport identifier and the spelling of the airport name on both the flight plan and dispatch forms.

6.9.6 Aircraft Inspection

Prior to flight, the aircraft must be inspected in accordance with the approved preflight checklist by the pilot in command. This process must include as a minimum:

(1) A review of the discrepancy log

(2) A review of the inspection log

(3) A review of the equipment list

(4) Completion of an internal and external preflight inspection

(5) A determination of aircraft weight and CG

(6) Completion of a dispatch log

(7) Assurance that all performance criteria is met

(8) The aircraft must conform to its type certificate

The pilot in command is responsible for ensuring that the aircraft is in condition for safe flight. Return to service flights may only be conducted in accordance with company policies; the PIC retains the go/no-go authority.

6.9.7 Use of Checklists

Aircraft will be operated using the checklist approved for that aircraft type. Each approved checklist contains a revision date. The current revision is posted in the manual's revision log located in the dispatch area. The checklist located in the aircraft is not to be removed.

NOTE: *For any checklist item containing flaps or gear extension/retraction the pilot in command must identify and verify the appropriate switch or handle before executing checklist item (and only at the proper phase of flight for that checklist).*

6.9.8 Procedures for Starting

No engine will be started without reference to the checklist. The person performing the start must ensure the area is clear and announce, "clear" outside prior to start. The starter may not be re-engaged while prop is turning. No engine will be hand propped. External power starts are allowed but require a briefing between persons involved prior to start. Any external start must be conducted by qualified maintenance personnel or a CFI.

CAUTION:

Once an engine is running, do not enter or exit the aircraft unless the engine is first shut down. Do not attempt to remove chocks while an engine is running.

CAUTION:

Taxi slowly in congested ramp areas. Stop if in doubt. No aircraft will be taxied closer than an additional wing length to another aircraft. If in doubt as to wing clearance, stop the aircraft.

6.9.9 Propeller Safety

Be aware of movement on the ramp and keep a safe distance from spinning props. No person is permitted to enter or exit an aircraft while the engine is running. When approaching an aircraft be sure to have eye contact with the pilot to ensure that the engine is not inadvertently started with people nearby. Remember the distance to a spinning prop is difficult to judge. Walk even with the wing tip when approaching any aircraft.

6.9.10 Procedures for Taxiing on Ramp Areas

The taxi checklist must be completed prior to taxi. Before aircraft movement, the pilot in command will look and announce "clear left/right/front." A brake check will be performed upon initiation of taxi. Taxi speed must be no faster than a moderate jog and

the controls will be positioned correctly for relative wind direction. Use as little brake as possible. Taxi with heads up only. The taxi diagram will be used all airports.

6.9.11 Engine Fire During Start

The procedure for an engine fire during start is listed on the Emergency checklist. This procedure must be committed to memory.

6.9.12 Collision Avoidance

Ensuring that focus is outside the aircraft and developing an effective traffic scan is critical to maintaining safe separation from other traffic. In addition to the below guidelines, refer to FAA Advisory Circular AC-90-48D.

Ground Operations:

(1) Make taxi radio announcements.

(2) Verbally clear all intersections and communicate with the other pilot using "clear left/right."

(3) Position aircraft to see the base and final approach areas just prior to positioning on the runway.

(4) Use strobe lights, if installed.

(5) Make radio departure announcement just prior to passing the runway hold short line.

(6) Use landing lights for departure.

Enroute and Maneuvering:

(1) Scan carefully in the direction of any turn and announce "clear left/right."

(2) Make shallow turns during climbs and descents to look for traffic under the nose.

(3) Make shallow turns during any nose high/low maneuver to look for traffic.

(4) Avoid areas along the extended approach paths used by jet or instrument traffic.

(5) Only use the radio to make a required call. Non-safety related radio use or the use of CTAF frequencies for other than operational reasons is prohibited.

(6) Comply with standard traffic pattern procedures for departure or entry to downwind as described in the AIM.

Midair collisions can occur when they are least expected. The accident record shows that collisions and near-midair collisions occur most often when:

(1) It is daytime and the weather is clear VMC. We tend to lower our guard when we think we can see well.

(2) It is a weekend, when there is a higher volume of recreational VFR traffic.

(3) It is after 5pm; as dusk approaches, the lower angle of the sun makes spotting traffic more challenging.

(4) Within 5 miles of the airport; pilot workload in the pattern and the higher volume of traffic increases the risk of a collision.

6.9.13 Simulated Forced Landings (Dual only)

After the power is reduced to idle to simulate an engine failure, the CFI must ensure adequate engine performance is available by temporarily setting 1700 rpm every 30 seconds. Carburetor heat must be used (if equipped).

The instructor must be thoroughly familiar with the local area to ensure adequate clearance from obstructions. The instructor will practice an actual landing from a simulated forced landing only at an approved airport and if it has been planned and briefed prior to traffic pattern entry. Practice the maneuver during low traffic periods so that the maneuver will not interfere with local traffic. Do not use the word "simulated engine failure" on the CTAF. Instead, make normal leg calls.

Note: *Simulated engine failure drills may be practiced in an area where an actual airfield may not exist for the practice of procedures related to proper field selection and troubleshooting. The aircraft will not descend below 1,000 AGL unless it is over an approved field. No forced landing drill should proceed below 500 AGL if the student is not in a continuous position to land on the first third of the runway.*

NOTE:

Ground reference maneuvering is never permitted during rental flights

6.9.14 Fuel Requirements

All flights require a one hour planned fuel reserve prior to departure. The recommended grade of fuel must be used for each aircraft at all times. The quantity of fuel in each tank must be verified by the pilot in command prior to any flight. Clean fuel (without the water) will be poured back into the tank.

Fuel may not be drained from aircraft except as necessary to identify the proper grade and clarity.

Fuel may not be drained in order to meet weight and balance requirements.

6.9.15 Low Altitude Maneuvering

Aircraft have become a focal point in the general public's awareness of security. In order to maintain the public's level of confidence and their sense of security we have established the following basic policy on how we conduct pilot training during both dual and solo flights:

(1) Never conduct any ground reference maneuver around any populated area or around any houses or farms.

(2) Limit ground reference maneuvers to 2-3 turns then leave the area.

(3) In all cases avoid low-level flight other than for takeoff and landing.

6.9.16 Minimum Altitudes

(1) Dual Ground Reference: 800 AGL

(2) Dual In-Flight Maneuvers: 3000 AGL (multi-engine); 2000 AGL (single engine)

(3) Solo In-Flight Maneuvers: 3000 AGL

(4) EnRoute Altitudes: Charted Maximum Elevation Figure, plus 500 ft.

(5) In all cases, aircraft will be operated in compliance with *FAR 91.119—Minimum Safe Altitudes*.

6.9.17 Training Maneuvers

Rental flying is intended for sightseeing and cross-countries only. No training maneuvers are to be performed in company aircraft except for students enrolled in approved flight programs.

No pilot in command will allow passengers to be carried while practicing flight maneuvers. Passengers can be carried for local area and normal cross-country flying, provided that the carriage of passengers has been approved by the chief flight instructor and/or general manager and the passenger has completed a Hold Harmless Agreement.

CAUTION:

Pilots will not request or accept touch and go, stop and go, or option approaches AFTER a full stop landing clearance has been received. Stopping on the runway to request another clearance is prohibited.

6.9.18 Approved Airports

Atlanta Air Academy will only use those airports listed below for cross-country and local operations. The use of other airports, with the exception of during a distress or emergency situation, is prohibited without the prior approval of the chief flight instructor or general manager. Those airports approved for training are:

- Albany, GA (ABY)
- Americus, GA (ACJ)
- Anniston, AL (ANB)
- Athens, GA (AHN)
- Auburn, AL (AUO)
- Augusta, GA (AGS)
- Cartersville, GA (VPC)
- Chattanooga, TN (CHA)
- Clayton County, GA – (Dual only) (4A7)
- Columbus, GA (CSG)
- Covington, GA (9A1)

- Fulton County Brown, GA (FTY)
- Gadsden, AL (GAD)
- Griffin, GA (6A2)
- Huntsville, AL (HSV)
- LaGrange, GA (LGC)
- Macon, GA (MCN)
- Madison, GA (52A)
- Milledgeville, GA (MLJ)
- Monroe, GA (D7)
- Montgomery, AL (MGM)
- Panama City, FL (ECP)

- Destin, FL (DTS)
- Perry, GA (PXE)
- Rome, GA (RMG)
- Roosevelt Memorial (5A9)
- Swainsboro, GA (SBO)

- Peachtree Dekalb, GA (PDK)
- Thomaston, GA (OPN)
- Valdosta, GA (VLD)
- West Georgia Regional, GA (CTJ)
- Winder, GA (WDR)

PracticeAreas

Area A: North-Northwest of RYY
Altitudes: 2500-7500ft.
Located North of Lake Allatoona with the Northwest corner at Hwy 75 just North of KVPC. The Southwest corner located at Hwy 75 and Allatoona. The Northeast corner located just West of the town of Waleska. And, the Southeast corner located at the Southeastern corner of Allatoona.

Area B: Northeast ATL
Altitudes: 2500-7500 ft.
The Northwest corner of this practice area is located where the Etowah River intersects Old Federal Highway and Nicholson Road. The Northwest corner is located 5.5 nm West of Lake Sidney Lanier above Highway 19/GA 400. The Southeast corner is located 3.5 nm Northeast of downtown Alpharetta above the intersection of Highway 19/GA 400 and McFarland Road just north of Atlanta's Class B outer limit. The Southwest corner of practice area B is located 1.5 nm North of Air Acres private airfield.

Notes:
Caution, various obstacles and extensive flight training in the Atlanta vicinity.
Practice Area Chart for reference only – not for navigation.

6.9.19 VFR Operations at Towered Airports

Advise the tower on initial contact that you will be conducting touch and go, stop and go, or option approaches. Obtain permission from the tower prior to the issuance of a landing clearance for all touch and go, stop and go, and option approaches. Otherwise, you are expected to land and clear the runway.

If you wish to make multiply approaches and remain in the pattern for closed traffic, inform ATC on initial contract with the control tower. Do not rely on radar approach controllers to relay this information to the tower.

6.9.20 IFR Operations at Towered Airports

Upon initial contact with approach control, inform the controller of the type and number of approaches that are desired. Additionally, be sure to inform the controller if the approaches will result in go-arounds to the published missed approach, go-arounds with vectors, full-stop landings, or touch-and-go landings. Be aware that prevailing weather conditions may prevent the controllers from providing practice approach services. Contact approaches are prohibited.

6.9.21 IFR Operations at Non-Towered Airports

IFR operations at uncontrolled airports can present an increased traffic hazard, especially when practice approaches are being conducted. Where available, ATC services will be used and an IFR clearance obtained in order to utilize ATC traffic separation services. The PIC's intentions will be announced on the proper CTAF frequency at the earliest opportunity. Practice approaches opposite the direction of traffic are prohibited. Contact approaches are prohibited.

6.9.22 Runway Incursion Prevention

A runway incursion is the unintentional and/or unauthorized presence of an aircraft, person, or vehicle on the runway surface. Runway incursion prevention is an important part of aviation safety; it is the responsibility of each Atlanta Air Academy pilot to be aware of the dangers associated with taxi operations in the vicinity of runways and the steps required to mitigate this threat.

The risk of a runway incursion is raised when:

(1) The PIC fails to hear or comply with ATC instructions.

(2) There is a lack of familiarity with the airport.

(3) Procedures are performed or the PIC is "heads down" while the aircraft is in motion.

(4) Operating at airports with complex runway or taxiway configurations.

(5) The thresholds of different runways are spaced closely together.

(6) When a runway is in use as a taxiway surface.

(7) Operating in low visibility conditions.

In order to prevent runway incursions, each Atlanta Air Academy pilot will adhere to the following operating practices:

(1) Always read back each "hold short" clearance at towered airports.

(2) Before performing any checklist, stop the aircraft and set the parking brake.

(3) Always display and use an airport diagram, regardless of your familiarity with the airport.

(4) Preplan each taxi route.

(5) Prior to takeoff, check the runway alignment using the heading indicator.

(6) Do not line-up-and-wait at uncontrolled airports.

(7) At congested airports, especially those with centerline lighting, consider lining up offset from the runway centerline to avoid the aircraft's lights being confused with runway lighting.

(8) Make use of all available aircraft lights when landing, taking off, or crossing a runway surface.

(9) At controlled airports, never line-up-and-wait for longer than 90 seconds without querying ATC.

(10) Ensure that a clearance to cross is received for each runway to be crossed at controlled airports.

(11) Verbally "clear left and right" prior to crossing or taxiing onto any runway surface.

For more information, refer to *FAA AC 91-73B* or the *Aeronautical Information Manual.*

CAUTION:

Continue to scan outside of the aircraft during leaning procedures both in flight and on the ground. Maintaining vigilance for traffic and obstacles is imperative.

CAUTION:

The airspace in which unusual attitudes and spins will be conducted must be carefully cleared visually, including areas above and below the aircraft. A 360-degree clearing turn will performed prior to conducting spins or unusual attitudes.

6.9.23 Leaning procedures

Leaning the aircraft properly during ground and flight operations can increase engine life, reduce spark plug fouling, and reduce fuel flow. As a flight school, we must teach proper leaning procedures since improper leaning can result in engine reliability issues. An overly rich mixture can result in fouled spark plugs or reduced engine power, while over- leaning can result in burned valves and cylinder, piston, or piston ring damage. To increase efficiency and protect the engine, follow the leaning procedure specified in the manufacturer's AFM. Some general operational guidelines are:

(1) For taxi, lean the mixture very slowly until the engine runs roughly, and then richen the mixture by pushing the mixture control halfway back to full rich.

(2) Lean the fuel mixture for any sustained cruise by pulling the mixture control back very slowly until the rpm starts to decrease, then move the mixture control forward ½"

to richen the mixture so that the engine is running smoothly. Any change in throttle setting requires readjusting the mixture.

(3) If an EGT gauge is available, lean the mixture slowly until the gauge peaks and starts to decrease. This indicates a mixture on the lean side of peak EGT. Move the lever forward to richen the mixture until the gauge is 25-50° back on the other side (the cool) of the peak EGT. EGT gauges react very slowly so this process takes some time for the readings to stabilize between adjustments.

6.9.24 Unusual Attitudes and Spins

No aircraft will perform an unusual attitude of more than 30 degrees nose up or 60 degrees of bank. Spins for the purpose of training with an authorized company instructor are not authorized. No current aircraft operated by Atlanta Air Academy are authorized to conduct spin recovery training.

6.9.25 Deteriorating Weather

Pilots operating VFR must remain in compliance with the visibility and cloud clearance rules at all times (see *FAR 91.155*). If IMC conditions are inadvertently encountered make a level 180-degree turn OR use ATC services to divert to an area offering VMC weather. Upon landing, call the dispatcher to advise them of your location and intentions. Do not descend below the charted maximum elevation figure plus 500 feet in order to stay out of the clouds. "Scud running" is strictly prohibited.

6.9.26 Lost Procedures

If at any point the position of the aircraft becomes uncertain, consider the following actions:

(1) Climb: Weather permitting, climb to a higher VFR cruise altitude. This will allow improved radio reception for both navigation and communication. Note that in summertime, haze can reduce visibilities to less than 7 miles. In these conditions, climbing may not improve your ability to see ground objects—a lower altitude may be beneficial. Never descend less than the maximum elevation figures plus 500 feet.

(2) Conserve: Lean the mixture appropriately for maximum endurance. Higher altitudes will typically result in lower fuel flow.

(3) Communicate: Contact ATC on the 121.5 emergency frequency.

(4) Comply: Follow ATC instructions.

(5) Confess: It is ATC's job to assist. It is free, and you WILL NOT BE PENALIZED.

(6) File: File a safety report when you return. Help other pilots learn from your experience.

6.9.27 Landings

Landings must be made in the touchdown zone portion of the runway. If it appears that any landing will be made outside of the touchdown zone, a go around must be initiated. The landing should be made on the main gear, holding the nose off of the runway until the nose falls gently to the pavement. In crosswinds, the landing should be made on the upwind main wheel with the nose aligned with the direction of the track.
"Touch and go" landings and "stop and go" landings are approved for dual flights only. Solo flights will use the full length of the available runway.
Any let down from the traffic pattern altitude in a single engine airplane must allow for a landing on the runway if an engine fails.

6.9.28 Grass Field Operations

Instructors who wish to demonstrate grass field operations must obtain approval from the chief flight instructor. Landings at other unimproved airports or off airport landings are not approved. Solo and rental pilots are not permitted to use grass field airports.

6.9.29 Securing an Aircraft Engine – Shut Down on the Ground

Secure the engine prior to completion of the shutdown checklist. No person may exit the aircraft until the shutdown checklist is complete.

6.9.30 Aircraft Parking and Securing – Tie Down Process

Parking the aircraft

Do not push on propellers or spinners. Aircraft must be left clean and ready for the next customer. A cleaning charge will be assessed if company personnel discover that the aircraft has been left in an unacceptable condition.

Tie down

All aircraft must be secured after any flight unless the pilot will remain within the shadow of the aircraft. The aircraft will be tied to the ground at each wing and at the tail. A control lock will be installed if required and all doors and windows will be closed. Use a knot (a taut line knot of half hitch) that locks the rope tightly and use two of these knots per rope. One main wheel must be chocked in front of and behind the tire.

SECTION 7: EMERGENCY PROCEDURES & SAFETY REPORTING

7.1 Dispatcher and Management Emergency Procedures

In the event of an aircraft incident or accident, perform the following tasks IN ORDER:

7.1.1 Dispatcher Actions

(1) CALL 911 for fire, an accident on the field, or an injury and advise them of the situation. Give the following information:

1. Location of aircraft or the injury on field

2. Type of aircraft: single engine, multi-engine (if applicable)

3. If fire or smoke is observed

4. Number of passengers and injuries (as applicable)

5. Type and quantity of fuel on board, if known (if applicable)

6. Fire truck/rescue equipment access point on airport

(2) Advise the chief flight instructor.

(3) Advise the general manager.

(4) Return to dispatching duties.

(5) File an Atlanta Air Academy safety report.

7.1.2 Safety Manager Actions

(1) Determine if the event fits the notification criteria of NTSB 830

(2) Notify FAA Operations Center at (404) 474-5100. The notification required shall contain the following information, if available:

1. Type, nationality and registration marks of the aircraft;

2. Name of owner and operator of the aircraft;

3. Name of the pilot-in-command;

4. Date and time of the accident;

5. Last point of departure and point of intended landing of the aircraft;

6. Position of the aircraft with reference to some easily defined geographical point;

7. Number of persons aboard, number killed, and number seriously injured;

8. Nature of the accident, the weather and the extent of damage to the aircraft, so far as is known; and

9. A description of any explosives, radioactive materials, or other dangerous articles carried.

(3) Notify the NTSB (404) 347-7385. The same information required by the FAA will be needed. The NTSB will direct whether or not an NTSB form 6120.1 needs to be completed.

(4) Record the following information, as available:

1. Record ASOS weather information

(i) Time

(ii) Ceiling and Visibility

(iii) Temperature and Dew Point

(iv) Wind Direction and Velocity

(v) Altimeter and weather phenomena

2. Record NAVAID Status in FBO

(i) Localizer: green, amber, red warning lights

(ii) DME: green, amber, red warning lights

(iii) NDB: green, amber, red warning lights

(iv) Runway Approach Lighting: On or Off

(v) Airport Beacon: On or Off

3. Record names of any witnesses or other aircraft operating in the area at the time of operation.

7.1.3 Chief Flight Instructor Duties

Notify the Flight Standards District Office at (404) 474-5100. Consider a suspension of operations in conjunction with other senior management personnel. Ensure a member of management is placed in charge of monitoring the condition of the effected employees/customers and that the required family contacts are made.

7.2 Definitions (NTSB 830)

(1) "Aircraft accident" means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

(2) "Incident" means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

(3) "Operator" means any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or bailee of an aircraft.

(4) "Serious injury" means any injury which (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes sever hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

(5) "Substantial damage" means damage or failure which adversely affects the structural strength, performance, of flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades and damage to landing gear, wheels, tires, flaps, engine accessories, brakes or wingtips are not considered "substantial damage" for the purpose of this part.

7.3 Mandatory NTSB Reports (NTSB 830)

The following events require the NTSB to be notified. The Manger of Safety will be responsible for making this notification and completing the required forms, including NTSB Form 6120.1—Pilot/Operator Aircraft Accident/Incident Report). The form is available for download at https://www.ntsb.gov/Documents/6120_1web_Reader.pdf. **All of the below event REQUIRE that a safety report be filed by each CFI/student/employee involved.**

(1) Flight control system malfunction or failure.

(2) Inability of any required flight crewmember to perform normal flight duties as a result of injury or illness.

(3) Failure of any internal turbine engine component that results in the escape of debris other than out of the exhaust path.

(4) In-flight fire.

(5) Aircraft collision in flight.

(6) Damage to property, other than the aircraft, estimated to exceed $25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.

(7) Release of all or a portion of a propeller blade from an aircraft, excluding release caused solely by ground contact.

(8) A complete loss of information, excluding flickering, from more than 50 percent of an aircraft's cockpit displays known as:

1. Electronic Flight Instrument System (EFIS) displays

2. Engine Indication and Crew Alerting System (EICAS) displays

3. Electronic Centralized Aircraft Monitor (ECAM) displays

4. Other displays of this type, which generally include a primary flight display (PFD), primary navigation display (PND), and other integrated displays

(9) Airborne Collision and Avoidance System (ACAS) resolution advisories issued when an aircraft is

(10) Being operated on an instrument flight rules flight plan and compliance with the advisory is necessary to avert a substantial risk of collision between two or more aircraft.

(11) Any event in which an operator, when operating an airplane as an air carrier at a public-use airport on land:

1. Lands or departs on a taxiway, incorrect runway, or other area not designed as a runway

2. Experiences a runway incursion that requires the operator or the crew of another aircraft or vehicle to take immediate corrective action to avoid a collision.

3. An aircraft is overdue and is believed to have been involved in an accident.

7.4 Overdue Aircraft Procedures

It is the responsibility of the PIC to keep the company apprised of any delay which will cause the aircraft to arrive on the company ramp more than 30 minutes past the planned return time. The PIC should notify the company by phone or by UNICOM as necessary.

If the dispatcher on duty notes that an aircraft has not returned later than 30 minutes past the scheduled time, he/she will immediately notify the Flight Duty Supervisor. The flight duty supervisor will attempt a UNICOM call, and/or call area airports to attempt to locate the aircraft. The aircraft dispatch log will be referenced for the planned itinerary. If the flight duty supervisor is unable to locate the aircraft, a call to FSS and/or the local approach control facility will be placed no later than 45 minutes past the aircraft's scheduled arrival time.

7.5 Pilot Emergency Procedures

(1) Step One: Preparation: As a CFI or pilot-in-command, it is mandatory that you know by memory the contents of the emergency procedures section of the POH for each aircraft you fly. It is just as important that you know the applicable policies and procedures of Atlanta Air Academy.

(2) Step Two: Protection Of people: Your job in any situation is to first and foremost minimize the hazard to people. Never place anyone (including yourself) in jeopardy to save property. If anyone has been injured, getting prompt care for that person is your first concern.

(3) Step Three: Protection Of Property: When it is reasonable to believe that everything has been done to attend to people, your attention should be focused on the preservation of equipment. In the case of damage to mobile equipment, it should be taken to a secure area if it can be safely moved. There is no advantage to you or the organization if damaged equipment is "placed on display."

(4) Step Four: Notification: Call the appropriate number(s) to notify Atlanta Air Academy. A member of management will determine the need for any other notifications.

(5) Step Five: Reporting and Public Relations: When—and only when—you have handled steps two, three, and four, you may be asked to furnish information to the

appropriate authorities. The NTSB, FAA, sworn law enforcement officers, and firemen will gather information. You have the right to have representation present (such as an attorney) prior to discussing the event. Keep detailed notes regarding the event and the names of the individuals you speak with. **You are REQUIRED to submit an Atlanta Air Academy safety report.**

DO NOT discuss any incident with by-standers or the press. All inquiries should be referred to the Atlanta Air Academy management.

7.6 Atlanta Air Academy Safety Reporting System
All Atlanta Air Academy employees are responsible for participating in our safety management system by reporting hazards and errors. It is important to note that not all workplace hazards are aircraft related; any hazard that affects the safety and efficiency of your job should be reported.

7.6.1 Human Factors Definitions
(1) At-risk behavior: A behavioral choice that increases risk where this risk either is not recognized or is mistakenly believed to be justified.

(2) Human error: An inadvertent action or unintentionally doing something other than what should have been done; a slip, lapse or mistake

(3) Reckless behavior: An employee's behavioral choice to consciously disregard a substantial and unjustifiable risk.

7.6.2 Non-Reprisal Statement
The management of Atlanta Air Academy is committed to enhancing our safety culture by supporting the reporting of hazards and errors through our safety reporting system. We want to reassure our employees that safety reports will be used as non-punitive system focused investigative tools that will aid us in mitigating the overall risk in our operation. With the exception of acts that represent reckless behavior, Atlanta Air Academy will neither discipline nor seek reprisal against an employee who divulges a

mistake or a perceived safety hazard. While retraining may sometimes be necessary for a reporting employee, this should be look at as an opportunity for growth and learning. **ANONYMOUS REPORTS ARE ACCEPTED.**

7.6.3 NASA Aviation Safety Reporting System

In addition to filing safety reports, each pilot is **STRONGLY** encouraged to file a NASA Aviation Safety Reporting System (ASRS) report as well. NASA collects de-identified reports that are used to drive systemic changes to aviation policies and procedures nationwide—each pilot has a responsibility to contribute to the overall safety of the national airspace system. ASRS reports are de-identified; an identifying slip is returned to the airman via U.S. Mail once the report is submitted.

The FAA provides significant enforcement related incentives for pilots to use the ASRS. Pilots who make an unintentional error can use the slip from their accepted ASRS report to protect them from FAA enforcement action or monetary sanctions. To enjoy the immunity provisions of the ASRS, reports must be filed **within ten days of the event.**

For more information about NASA ASRS, visit: https://asrs.arc.nasa.gov/.

To file an ASRS report, visit: https://asrs.arc.nasa.gov/report/electronic.html.

7.6.4 Mandatory Reporting Events

The following are events that REQUIRE a safety report to be filed within 24 hours of the event. This is not an all-inclusive list; any situation, condition, policy or procedure that causes concern must result in a report being filed.

(1) Flight control system malfunction or failure.

(2) Inability of any required flight crewmember to perform normal flight duties as a result of injury or illness.

(3) Engine Failure or loss of power.

(4) Aircraft accident.

(5) Any Fire.

(6) Aircraft collision in flight.

(7) Near Midair Collision (NMAC).

(8) Any damage to Atlanta Air aircraft or property.

(9) In flight loss of navigation or communication equipment.

(10) Landing on or taking off from the wrong runway.

(11) Runway/taxiway incursion.

(12) Any FAR violation.

(13) When advised by ATC of a "pilot deviation."

(14) Any deviation from an ATC clearance (altitude/heading/course).

(15) Unplanned diversion, unauthorized airport or off airport landing.

(16) Wildlife strike.

(17) Emergency declared.

(18) Minimum Fuel.

(19) Flat/blown aircraft tire.

(20) Aircraft unsafe terrain clearance.

(21) On the job injury.

(22) HAZMAT incident.

(23) Use of fire extinguishing equipment

(24) Ramp safety violations.

(25) Observed unsafe aircraft or vehicle operation.

(26) Maintenance procedural or documentation errors.

(27) Any workplace hazard or procedure that increases the chance of injury or damage to property.

(28) Conflicts with other aircraft

(29) NASA reportable events

(30) ATC Problems

(31) Flight Cancellation due to aircraft problems (non-airworthy issues)

(32) Enroute issues leading to an unplanned stop

(33) Passenger problems (illness, etc.)

(34) FBO issues

(35) Personnel Problems