

OTTAWA FLYING CLUB POLICIES MANUAL
OPERATIONAL POLICIES
(The full Policies Manual is kept on file at the Ottawa Flying Club)

Important Note

Certain sections of this manual contain club policies, which are more restrictive than the CARs. Nothing in this manual should be construed by members as releasing them from their obligations under the CARs.

OTTAWA FLYING CLUB POLICIES MANUAL

OPERATIONAL POLICIES

(The full Policies Manual is kept on file at the Ottawa Flying Club)

TABLE OF CONTENTS

1	TRIPS AWAY FROM OTTAWA.....	3
2	LATE ARRIVALS & DEPARTURES.....	3
3	PRIORITY FOR AIRCRAFT AVAILABILITY (“BUMPING”).....	3
4	LATE RETURNS	4
5	RENTAL PILOT CURRENCY REQUIREMENTS	4
5.1	CANADIAN AVIATION REGULATIONS REQUIREMENTS.....	4
5.2	OTTAWA FLYING CLUB REQUIREMENTS.....	4
6	NIGHT CURRENCY.....	4
7	SOLO FLIGHTS FOR NIGHT ENDORSEMENT OR NIGHT CURRENCY	5
8	TOWING AIRCRAFT	5
9	STUDENT SOLO REQUIREMENTS.....	5
10	RENTAL PILOT REQUIREMENTS.....	6
11	TOUCH-AND-GO LANDINGS ON DUCHESS	6
12	OFC STUDENT SOLO WEATHER RESTRICTIONS	6
13	OVERALL OFC TEMPERATURE & WIND RESTRICTIONS.....	6
14	GRASS STRIPS	7
15	AIRCRAFT DEFECTS AND SNAG REPORTING	7
15.1	PROCEDURES TO BE FOLLOWED IF A PILOT NOTICES A DEFECT.....	7
15.2	COMPENSATION FOR AIRCRAFT DEFECTS.....	8
16	AIRCRAFT RENTAL: WEATHER DELAYS AND UNSERVICEABLE ITEMS.....	8
17	INCIDENT/ACCIDENT REPORTING	8
18	INSTRUCTION POLICY	9
18.1	INSTRUCTING BY OFC STAFF ON MEMBERS AIRCRAFT	9
19	UNSCHEDULED WRITTEN EXAMINATIONS	9
20	SOLO USE OF THE FLIGHT TRAINING DEVICE	9
21	MAINTENANCE.....	9
22	OVER WATER FLIGHT RESTRICTIONS.....	9

OTTAWA FLYING CLUB POLICIES MANUAL

OPERATIONAL POLICIES

(The full Policies Manual is kept on file at the Ottawa Flying Club)

1 Trips Away from Ottawa

A minimum of 3.0 flight hours per day is required on all aircraft rented by members on a day-by-day basis.

Any trips that involve an aircraft being away from Ottawa for a period of 4 consecutive days or more must be approved by the CFI or the Manager and the renter pilot must notify Dispatch of the intended trip.

The renter pilot should contact Dispatch at least 5 days prior to departure date to ensure the aircraft has all maintenance requirements met.

Rental of Multi engine aircraft for cross country flights will be restricted to a period of no more than 10 days away from base within any 30-day period unless approved by the manager or CFI. All rentals in our multi engine aircraft for trips away from base require a group 1 IFR rating. Only one Duchess allowed away at any given time and preference will be given to flight training in the event that one Duchess is in for maintenance for an extended period of time. All planned cross country flights must be approved by Management. Due to differences in aircraft checkouts are required for each of the Beech Duchess aircraft.

Multi Engine aircraft are not to be operated out of any grass strips unless an emergency occurs. Multi Engine aircraft not to be taxied on any grass or gravel surfaces.

If you have a trip planned and you decide to cancel, you must provide at least one days' notice for each day you have the aircraft booked or you will be charged a fee of \$150.00 per day as a Late Cancellation Fee.

If you will be returning early you must advise the Club or you will be charged for each day you had the aircraft booked and it is not used.

NOTE : All cross country trips are based on weather minima at the point of departure, enroute and at the destination for the cancellation policy. It is not our intention to charge a cancellation fee when the pilot in command feels that the weather will be a factor in making the trip or for returning from the trip. "Safety is our first priority"

2 Late Arrivals & Departures

Renters who are planning to depart before or after normal Club operating hours (Monday to Sunday 8:00 a.m. to 4:00 p.m.) must make prior arrangements to ensure proper sign-out by an instructor or Dispatch. They must also obtain the current front door combination from Dispatch in order to enter/exit airside (this changes often).

These procedures must be followed when arriving after 21:00 hrs:

- Prior to initial departure, check with the linecrew to determine where to park when you return - and tie-down accordingly.
- Replace engine plugs and other covers to prevent bird & insect damage.
- Place the aircraft key, clipboard, documents, etc. in a pre-disclosed location.

3 Priority for Aircraft Availability ("Bumping")

Whenever an aircraft becomes unserviceable and the number of existing bookings exceeds the number of available aircraft, the following priorities are used in determining who has priority for the available aircraft:

1. Dual flights
2. Student solo bookings
3. Rentals

In any other situation, the rule is `first come first served`. Members may be asked if they are willing to modify their booking to accommodate other requirements, however no one will be bumped without their authorization.

OTTAWA FLYING CLUB POLICIES MANUAL

OPERATIONAL POLICIES

(The full Policies Manual is kept on file at the Ottawa Flying Club)

4 Late Returns

When aircraft are returned late and intrude on another members booking, there will be a \$50.00 charge levied, which is put towards the infringing party and instructor if applicable.

5 Rental Pilot Currency Requirements

5.1 Canadian Aviation Regulations Requirements

CARS 401.05(02)(a) states that a pilot must have met any of the following conditions within the past two years: Recency Requirements

- Attended a Safety Seminar conducted by Transport Canada and have the pilot logbook certified as such.
- Participated in an approved recurrent training program.
- Completed a training program or PPC
- Completed the requirements for the issue of a permit, license, or rating.
- Completed the written exam for a permit, license or rating.
- Completed a Flight Review with a licensed instructor.
- Completed the self-paced study program issued annually by Transport Canada.

In addition to the CARS requirements, in order to fly Club aircraft, a member must maintain all OFC currency requirements (see section 0, below), and all currency requirements must be maintained on Club aircraft.

Ottawa Flying Club Requirements

In addition to the CARS requirements, the Ottawa Flying Club requires that renter pilots meet the following. All currency requirements must be maintained on Ottawa Flying Club aircraft. This is an insurance requirement and there is **no tolerance**.

Cessna 150	Pilots<100hrs must have flown aircraft in preceding 30 days. Student Pilots 14 days	Pilots>100hrs must have flown aircraft in preceding 60 days. Student Pilots 14 days	Currency on the C-172 is valid for the C-150 if they have flown C-150 in preceding 12 months.
Cessna C-172 (Valid for C-150)	Pilots<100hrs must have flown aircraft in preceding 30 days. Student Pilots 14 days	Pilots>100hrs must have flown aircraft in preceding 60 days. Student Pilots 14 days	Currency on the C-150 is not valid on the C-172 if you have exceeded the 30 day or 60 day rule.
Duchess (Valid w, C-172 and C-150) See Note 1 Below	Solo requirements: 25 hours multi 10 hrs on type Check out and approval by CFI only	Pilots with under 25 hrs on type must have flown in preceding 30 days	Pilots with over 25 hrs on type must have flown in preceding 60 days. Duchess currency valid for C-172 / C-150 provided having flown particular type within 12 months.

Note 1 : Rental of Multi engine aircraft for cross country flights will be restricted to a period of no more than 10 days away from base within any 30-day period unless approved by the manager or CFI. All rentals in our multi engine aircraft for trips away from base require a group 1 IFR rating. (see notes under Trips Away from Ottawa)

6 Night Currency

In addition to CARs 401.05(2)(b)(i) (which states that the pilot must have flown 5 take-offs and landings in the past 6 months in order to carry passengers), the OFC requires that the pilot must have flown at night in past 6 months to rent any Club aircraft for night flight.

OTTAWA FLYING CLUB POLICIES MANUAL

OPERATIONAL POLICIES

(The full Policies Manual is kept on file at the Ottawa Flying Club)

7 Solo Flights for Night Endorsement or Night Currency

Students or Renters wishing to rent an aircraft to do their solo night flights are required to arrange for a sign out with an instructor. This sign-out cannot be given more than one hour in advance of the flight.

8 Towing Aircraft

The Club tractor and associated towing equipment are to be used by OFC line or maintenance staff only.

The Director of Maintenance is responsible to ensure that line staff have been trained adequately and that their training records are certified as such before they are allowed to operate towing equipment.

9 Student Solo Requirements

A Student Pilot Permit (SPP) is required to go solo. Applicants are required to have a valid Medical and pass the PSTAR exam, the Ottawa Flying Club Pre Solo Exam and the radio exam prior to the issue of the SPP.

Students can make an appointment with their regular instructor to write the PSTAR and Pre Solo exams.

Students must make an appointment with authorized personnel for the issue of the Radio License and SPP (ask dispatch for names of authorized personnel).

Students must provide to the OFC their Medical Certificate and one of the following:

- Original birth certificate
- Valid Passport
- Baptismal certificate
- Canadian citizenship or landed immigrant record

A Club instructor must provide a sign-out for solo flight. Dispatchers are not qualified to sign out solo Private or Recreational students. Under no circumstances are students allowed to fly solo if their 14 day currency is exceeded.

OTTAWA FLYING CLUB POLICIES MANUAL

OPERATIONAL POLICIES

(The full Policies Manual is kept on file at the Ottawa Flying Club)

10 Rental Pilot Requirements

In addition to the CARs requirements, the Ottawa Flying Club requires that any Renter pilot have in their possession (and be prepared to show):

- Current Club membership
- License(s)
- Pilot Log book
- Account in good standing (refer to Club Credit Policy)
- Sign out by Club instructor or qualified dispatcher

Note:

Recreational Permit holders are not to fly beyond a 75 nautical miles radius from the Ottawa International Airport without CFI authorization.

11 Touch-and-Go Landings on Duchess

- ***There are to be no touch and go landings on the Twin Duchess regardless of runway length.***
- ***Stop and go are permitted only if time permits to carry out the pre take-off checklist.***

12 OFC Student Solo Weather Restrictions

Minimum requirements for flight:

	Ceiling	Visibility	Temperature	Minimum Fuel	Maximum wind
Circuits	1500' AGL	5 miles	- 15 C	1/2 tanks	15 knots or MDCWC
Practice area	3000' AGL	8 miles	- 15 C	½ Tanks (max 1 hr) ¾ tanks (1hr +)	15 knots or MDCWC
Cross-country	3000' AGL	10 miles	- 15 C	Full Tanks	15 knots or MDCWC
Student solo not permitted if precipitation present. Student solo circuits permitted if TAF indicates a clearing trend and there is no precipitation within 80 km on the Franktown Radar					
MDCWC= Maximum Demonstrated Cross Wind Component					

13 Overall OFC Temperature, Wind Restrictions & Winter Kits

- OFC aircraft are not to be operated at temperatures below -25 C.
- If the surface temperature is above -26 C and the pilot finds the temperature at altitude to be -26 C or lower, then the pilot shall descend to an altitude where the temperature is above -26 C or return immediately to land.
- If the surface temperature is -26 C or lower and there is warm air aloft, OFC aircraft are still not to be operated.
- The minimum temperature is -15 C for solo students working towards a private license or a night rating
- All flying of O.F.C. aircraft shall cease when surface winds exceed 30 knots.
- No OFC C-150 Aircraft are to be flown with a Winter Kit installed if the temperature exceeds +10 Deg C. No C-150 aircraft are to be flown without a Winter Kit if the temperature is -10 deg C or colder. No C-172 aircraft are to be flown with a Winter Kit if the temperature is above 0 deg C. No C-172 aircraft are to be flown without a Winter Kit if the temperatures are -10 deg C or below.

OTTAWA FLYING CLUB POLICIES MANUAL

OPERATIONAL POLICIES

(The full Policies Manual is kept on file at the Ottawa Flying Club)

14 Grass Strips

All aircraft operated by the OFC and rented by our members are prohibited from landing at grass strips or gravel runways unless an emergency exists.

No aircraft rented by our members are authorized for landing at any runways that are less than 3000ft in length and 50ft in width.

This policy is not applicable to dual flights.

JFE not to be operated out of any grass strips unless an emergency occurs. JFE not to be taxied on any grass or gravel surfaces.

15 Aircraft Defects and Snag Reporting

- No Pilot shall operate an aircraft if any defect has been noted that would affect the safety of the flight.
- **No pilot shall operate an aircraft if there is any defect noted that affects any of *Minimum Aircraft Equipment Requirements* as published by the aircraft manufacturer or by CARs for the proposed flight.**

15.1 Procedure to be followed if a Pilot Notices Any Defects

- i. The pilot who notices the defect shall enter the defect in the journey logbook on the right side of the page under the defect column, printing clearly, and will print and sign his or her name. As much detail as possible should be entered into the journey log and the pilot will advise dispatch.
- ii. The pilot or dispatch must report the defect to the PRM – Person Responsible for Maintenance or the assigned delegate. The PRM will decide if the aircraft can be deferred and the appropriate comments and sign off will be entered into the Journey log and deferred defect list.
- iii. Once the PRM is satisfied that the proper paperwork and signoffs have been done then the aircraft is eligible for dispatch.
- iv. Any subsequent flights may be conducted at the discretion of each pilot without further entries.
- v. If any doubt exists about whether a pilot should fly an aircraft with a deferred defect then the pilot shall not fly the aircraft.

Remember: The Pilot in Command is ultimately responsible for the safety of the flight.

OTTAWA FLYING CLUB POLICIES MANUAL

OPERATIONAL POLICIES

(The full Policies Manual is kept on file at the Ottawa Flying Club)

15.2 Compensation for Aircraft Defects

- If an OFC aircraft becomes unserviceable during a cross-country flight, the renter pilot will be required to stay with the aircraft for a minimum period of 24 hours after the situation has been reported to the General Manager or CFI of the Ottawa Flying Club. The Club will not assume any financial responsibility for return fares for the pilot or passengers if the pilot abandons the aircraft. A hotel and meal allowance will be given by the OFC while repairs are attempted. After a period of 24 hours, if the pilot has to abandon the aircraft, the OFC will assume financial responsibility for the cost of retrieving the aircraft and return fare for the pilot and passengers.
- Members who are "stranded" away from base as a result of aircraft defects and who stay with the aircraft will be entitled to one free hour of flight on the same aircraft type for every 24 hrs delay.
- There will be no compensation for flights having to be aborted from the OFC or terminated early at the OFC due to aircraft defects.

16 Aircraft Rental: Weather Delays and Unserviceable Items

If a renter pilot will not be back from a flight by the time his booking is up, for whatever reason, then he or she must advise the GM or CFI of what the problem is and give a revised ETA to the Ottawa Flying Club.

When renting an OFC aircraft for a cross-country flight, it is the renter pilot's responsibility to ensure that the aircraft is returned to the Flying Club at the end of the booking period. If the flight is delayed due to weather, it is the pilot's responsibility to stay with the aircraft until the weather is suitable to fly home. If the pilot cannot wait for the weather to improve, and he/she abandons the aircraft, then the renter pilot will be held responsible for the entire cost of retrieving the aircraft.

The renter pilot cannot volunteer to retrieve the aircraft at his/her own convenience due to the loss of revenue to the Club and possible inconvenience to other OFC clients.

17 Incident/Accident Reporting

Regulatory requirements apply to Accidents/Incidents.

Any occurrence resulting in damage to one of the Club's aircraft requires the person responsible for the aircraft at the time of the occurrence to provide a written report to the CFI or GM

OTTAWA FLYING CLUB POLICIES MANUAL

OPERATIONAL POLICIES

(The full Policies Manual is kept on file at the Ottawa Flying Club)

18 Instruction Policy

Only OFC employees certified as an instructor by Transport Canada are authorized to instruct on OFC aircraft.

18.1 Instructing by OFC Staff on Members' Aircraft

OFC Instructors can instruct members on their own (i.e., non-Club) aircraft, provided that the following conditions are met:

- Proof of insurance is produced by the member
- Only the member(s) who own the aircraft may receive instruction.

19 Unscheduled Written Examinations

Any student wishing to write the Private or Commercial ground school examination other than during the scheduled class times should make arrangements with a qualified instructor.

The student should plan to write the examinations in the evening, while a regular ground school is in progress, to allow the exam to be invigilated.

There is a \$50.00 fee to write unscheduled examinations.

20 Solo Use of the Flight Training Device

Members wishing to use the PFC-1 simulator on a solo basis may do so if they have accumulated 1.0 hours dual time on the FTD with a qualified instructor.

See the Dispatcher on duty if there is difficulty in booting up the FTD and for the charges applicable.

Solo use of the FTD cannot be logged in the personal logbook.

21 Maintenance

Maintenance work on OFC premises is to be carried out only by OFC staff unless specifically authorized by the OFC Director of Maintenance.

22 OVER WATER FLIGHTS

As per the CARs regulations 406.54, which states: No flight training unit shall permit a person to operate a land aircraft over water, except when conducting a takeoff or landing, beyond a point where the land aircraft could reach shore in the event of an engine failure.

23 TIE DOWN REQUIREMENTS AFTER FLIGHTS & MOVING AIRCRAFT

The following procedures must be followed.

- Aircraft should be parked at a suitable location on OFC property and tied down properly
- Cowl plugs to be installed with flags pointing up.
- During Winter months cowl covers to be installed
- Wing covers installed if last flight of the day
- Visually check aircraft for any defects and report to dispatch
- Aircraft should be fuelled if required prior to all of the above
- When moving aircraft please carefully watch for any other aircraft, buildings and especially clearance at the tail when moving aircraft into the hangar.
- When moving aircraft on the ramp in Winter be especially careful of ice on the ramp. Enlist help from Instructors, linestaff or other students if moving aircraft.