
-Central Washington University

Aviation



Standard Operating Procedures Including Safety Procedures and Practices IAW 14 CFR § 141.93(a)(3)

Student Copy

Signature of Understanding and Compliance

Signature

Date

STANDARD OPERATING PROCEDURES

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REVISION LOG

This log is used for the control of all revisions issued and installed in this manual. The new pages of a revision must be inserted in the manual upon receipt. The pages superseded by the revision are to be removed and destroyed. The Record of Revision Log is to be updated by the document holder to maintain a record of all changes to this document.

REVISION NUMBER	REVISION DATE	REFERENCE PAGE NUMBERS	EFFECTIVE DATE	INSERTED BY
0	8/30/2017	All – Document Created		
1	1/14/2018	Title page, pp1,1A,2, 19 Add pp20A,25,26,27,28,29,30		
2	8/28/2018	pp1,1A,2,9,24,28,32,34 Add pp9,10,11,12,13,14,15,16,36,37	9/17/2018	A. Davis
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Central Washington University Standard Operating Procedures

1. Safety Procedures and Practices per 14 CFR § 141.93 (a) (3)

(i) Weather minimums:

- a. Dual Instruction:
 - i. Ceiling at least 1500 ft
 - ii. Visibility at least 5 sm
 - iii. Winds 35 knots or less
 - iv. Winds – not to exceed maximum demonstrated crosswind component as specified in the appropriate POH
- b. Solo (local practice area):
 - i. Ceiling at least 3000 ft
 - ii. Visibility at least 5 sm
 - iii. Winds 25 knots or less
 - iv. Gust factor 6 knots or less
 - v. Maximum crosswind component 10 knots
- c. Solo (cross-country)
 - i. Same as solo above; requires review of flight plan and weather by authorized CWU flight instructor for route weather and forecasts.
- d. In case of any doubt as to suitability of weather for flight, students shall consult with a CWU instructor for guidance.

(ii) Starting and taxiing on the ramp:

- a. In addition to the guidelines for preflight action set forth in 14 CFR § 91.103, all pilots shall use the manufacturer's approved checklist for preflight inspection and shall operate the aircraft in accordance with the FAA Approved Pilot Operating Handbook.
- b. Taxi speed shall be limited to 12kts Ground speed and proper wind taxi control deflection shall be observed. If you are crossing a runway, taxiing should be accomplished at a reasonable and safe speed in order to not cause undue delays for other aircraft.

(iii) Fire precautions and procedures:

- a. No smoking allowed on the ramp, in the hangar, in an aircraft, or within 25 feet of any CWU facility.
- b. A fire extinguisher is installed in each training aircraft. Be sure to locate the position of the extinguisher during preflight. Refer to the appropriate POH for a fire occurring in flight, including position of aircraft cabin vents, before and after use of an extinguisher. To operate a fire extinguisher, pull metal pin, point at base of flames, squeeze trigger.

- c. Should a fire occur in an aircraft while on the ground, the safety of occupants is the primary consideration. Follow the manufacturer's recommendations in the POH for engine fire on the ground. Exit aircraft and contact 911 and CWU dispatch by any means possible.
- (iv) **Re-dispatch procedures:** The student must realize his/her original dispatch authorization is void, and guidance from CWU is essential.
- a. A flight must be re-dispatched for any of the following reasons:
- Takeoff or landing incident
 - Runway or taxiway excursion
 - Deviation from authorized flight plan
 - Unplanned landing
 - Interruption to the flight due to weather
 - Aircraft mechanical issues.
- b. The student shall secure and protect the aircraft and immediately contact CWU dispatch and his/her instructor for re-dispatch authorization prior to takeoff. The re-dispatch authorization may be received from a CWU flight instructor involving operational issues or from a CWU mechanic involving maintenance issues. Once it is determined the aircraft or situation is safe to proceed, re-dispatch will be granted to either continue as planned or return to Ellensburg. *Under no circumstances will a flight be allowed to continue without proper re-dispatch. Utilize matrix table provided in dispatch book (See Appendix A).*
- c. Any off-airport landing must be reported immediately to CWU dispatch. The decision to fly an airplane from an off-airport landing site must be made in coordination with a CWU mechanic, the CWU Chief Flight Instructor, local authorities, and the FAA. Should circumstances warrant that the aircraft cannot be flown from the off-airport site, CWU will make arrangements to have the aircraft transported by ground vehicles. Only a designated CWU flight instructor, with approval from all of the above entities, may take off from an off-airport site.
- (v) **Discrepancies and Return to Service:**
- a. Each aircraft dispatch book contains a list of required maintenance inspections and the date or tach time of the next required inspection for each listed item (see Appendix B). The dispatch book also contains a Maintenance Discrepancy form (see Appendix C). This form shows all reported discrepancies, the resolution of such discrepancies, and/or the conditions under which the aircraft may be flown with a discrepancy (such as day VFR).
- b. All students and CWU flight instructors must check the aircraft dispatch book to confirm that required inspections are current and that any maintenance discrepancies have either been repaired or are allowed under the conditions of flight (such as day VFR).

- c. If a discrepancy is found by a student during pre-flight, the student must inform a CWU flight instructor. If the flight instructor determines that an actual discrepancy exists, he/she must fill out a Maintenance Discrepancy form and submit it to the dispatch office. The flight instructor can determine if the discrepancy is allowable under certain flight conditions or if the aircraft must be grounded until a mechanic can inspect/repair the aircraft and return it to service.
 - d. If a discrepancy is found by a flight instructor during pre-flight, follow the procedure shown in (c).
 - e. If a discrepancy occurs in flight and away from home base, the student shall notify dispatch and his/her instructor after landing. Dispatch shall notify the Chief or Assistant Chief Flight Instructor who will determine a course of action (send a CWU mechanic to inspect, determine if discrepancy is allowable under flight conditions, etc.)
- (vi) Securing aircraft when not in use:**
- a. Flaps shall be retracted in the parking area any time the aircraft is unattended. All aircraft shall be parked with the nose into the wind with both main wheels double-chocked and the control locks (if equipped) installed on the aircraft whenever the aircraft is unattended. It is not recommended that the parking brake be utilized in the parking area. All aircraft shall be either hangered or tied down overnight.
 - b. Proper aircraft security, both away and at home, is the responsibility of the pilot in command and the dispatching CFI. While on cross-country flights, if it is necessary to leave the aircraft unattended it must be locked and properly secured with chocks and tie downs as needed. Upon returning to Ellensburg after hours each pilot in command is also responsible for proper securing of the aircraft on the CWU ramp area. Under no circumstance should an aircraft be left improperly secured.
- (vii) Fuel Reserves:**
- a. Flight planning and preflight preparations must allow at least a 1 hour fuel reserve for all flights. With the exception of spin training as required for CFI students, no aircraft will depart for any local flight with 2 hours or less fuel remaining. Spin training flights shall allow for at least 30 minutes of fuel reserve.
 - b. Each flight departing from the Ellensburg base, both dual and solo, will require a CFI to visually inspect the aircraft for proper fuel and oil quantity, and sign the appropriate release form stating completion of required inspection. All students shall be trained to accurately measure fuel and oil on board and security of fuel and oil caps before being allowed to conduct solo cross-country flights.
 - c. For high wing aircraft only, a ladder must be used to visually inspect fuel tanks before every flight. If away from the Ellensburg airport and a

suitable ladder is not available, climbing on aircraft foot-steps, if equipped, will be acceptable.

(viii) Avoidance of other aircraft:

- a. All pilots must be alert for other aircraft in the air and on the ground. “SEE AND BE SEEN!” Before such maneuvers as stalls and slow flight, clearing turns shall be made to assure safe separation of aircraft. Pilots must maintain a continuous outside scan for traffic. Remember, division of attention should be “90% outside, 10% inside”.
- b. At non-towered airports, remember that not all aircraft are radio equipped. Use CTAF to announce your aircraft ground movement intentions, especially when crossing any runways. Be extra cautious at Ellensburg when transient pilots are operating at the airport. They may not use standard procedures or land or takeoff on the runway that is currently in use. If there is any doubt of another aircraft’s intentions, ask them.
- c. To prevent ground incursions, all pilots should plan for the surface movement portion of the flight just as they plan for other phases of flight. Preflight planning should include reviewing NOTAMS, listening to ATIS or ASOS, and checking airport diagrams. At towered airports, when you receive a taxi clearance write it down. This is a good reference to use to confirm with ATC one last time that you understand the complex instructions that may be given. When taxiing (both at towered and non-towered airports) pilots should focus all their attention out the cockpit window and not inside doing checklists or other diversions. Use all resources available (such as heading indicator, airport diagrams, airport signs, markings and lighting, and ATC) to keep the aircraft on its assigned taxi route. During taxi, maintain a “sterile” cockpit so non-flight related matters do not distract you. Listening to ATC instructions issued to other aircraft at towered airports, and position reports from other aircraft at non-towered airports, enhances your situational awareness.
- d. Prior to entering or crossing any runway, pilots should scan the full length of the runway for traffic. If there is any confusion about a clearance at a towered airport, stop taxiing and ask for immediate clarification. Aircraft landing lights and (if so equipped) pulse or recog lights shall be turned on prior to any aircraft entering or crossing a runway. Read back all ATC clearances/instructions to enter a specific runway, hold short of a runway, or “Line Up and Wait” instructions. Be especially vigilant when instructed to “Line Up and Wait”, particularly at night or during periods of reduced visibility. At towered airports, any time you have concerns about a potential conflict immediately talk to ATC.
- e. Prior to departure, always check the downwind, base, and final legs, for both left and right hand patterns for traffic, and check for stop-and-go traffic that may be on the runway or aircraft making intersection departures on the same

runway. Always enter and depart the traffic pattern using the procedures as outlined in the Aeronautical Information Manual (for non-towered airports) and make the appropriate radio calls to alert other aircraft of your position and intentions. At towered airports, enter and depart the traffic pattern as instructed by the tower. "Line Up and Wait" procedures are not allowed on any runway at a non-towered airport, and only one aircraft is allowed on a runway surface at a time.

- f. No CWU flight student shall accept a Land and Hold Short (LAHSO) clearance.
- (ix) Minimum altitudes and simulated emergency landings:**
- a. Minimum altitude over Ellensburg and other populated areas is 1500ft. AGL; minimum altitude over sparsely populated areas is 500 ft. AGL. (14 CFR § 91.119)
 - b. Simulated forced landings shall be done only during dual instruction and shall be practiced in sparsely populated areas to an altitude no lower than 500 feet AGL, or over an airport.
 - c. Care shall be taken to prevent shock-cooling of engines by momentarily advancing the throttle, typically when "upwind" during a spiral to a practice emergency landing.
- (x) Practice areas:**
- a. Students must remain inside the designated practice training areas (see Appendix D) unless departure is approved by a CWU instructor. Be alert for aircraft conducting straight in approaches through a practice area, and for aircraft on Victor airways that penetrate practice areas. Whenever possible, avoid these areas.
 - b. Students shall monitor the appropriate CTAF frequency when within 10 nm of an airport. Students shall announce on CTAF when entering, exiting, or transitioning through a practice area.

2. Additional CWU Safety Procedures and Practices

- a. Students shall monitor appropriate ATC frequency appropriate for the airspace. Students shall request ATC VFR flight following when on cross country flights.
- b. Students will move an airplane only when accompanied by line personnel or a flight instructor. Only qualified CWU line technicians or CWU flight instructors are allowed to move aircraft in or out of the hangars.
- c. Students must obtain the training outlined in CWU's aircraft fueling instructions prior to being allowed to fuel aircraft at KELN or when away from KELN home base. (See appendix E)
- d. Stay alert when walking near other airplanes.
- e. Report all injuries to the dispatch immediately
- f. Do not throw wheel chocks. Chocks must be returned to the designated chock rack. Do not put lose chocks in the airplane. Tie downs and chocks for use

away from the Ellensburg base will be stored in a closed container in the baggage compartment.

- g. Never approach or “help” someone by pulling chocks from a running airplane. It is the responsibility of the PIC to shut the aircraft down and remove the chocks himself/herself.
- h. All keys will be removed from the ignition at the termination of the flight, and brought to the office and turned in to dispatch. For solo flights returning after hours return the key to the designated CWU flight instructor.
- i. Report any aircraft damage or equipment malfunction to the Dispatch office and the Chief Flight Instructor immediately.
- j. In accordance with TSA best practices, all students and flight instructors should be vigilant for suspicious activities on and around the flight line areas making appropriate reports to the office, and not leave an aircraft unattended unless the keys have been removed and the doors locked.

3. Appropriate Dress

- a. Students are required to wear shoes and shirts at all times. Open-toed shoes, “flip-flops” or sandals, shorts, tank tops, and shirts exposing bare midriffs are not allowed. Long pants are required and long-sleeved shirts are recommended (they offer some protection in the unlikely event of a flash fire.) Nylon clothing is discouraged (it melts when exposed to fire).
- b. The above dress code is enforced for ground sessions, simulator sessions, and flight sessions.
- c. Outerwear appropriate for the weather conditions is a must - you should wear what you plan to walk in should the need for a forced landing arise. Sun screen is highly recommended during sunny weather.

4. Hygiene and Health Issues

- a. Pilots are reminded that, because of the close quarters provided by the cockpits of small training aircraft, it is essential to perform acceptable personal hygiene duties. Have consideration for your fellow pilot and do not schedule a flight following a “work-out”. Do NOT wear perfume/cologne, scented body lotions and hair products, etc. Others may be susceptible to reactions from heavy scents.
- b. Do not fly if you are sick. Do not self-medicate and fly (many over-the-counter medications are unacceptable for flight operations). Pressure changes with altitude can cause serious sinus problems that could even lead to hospitalization. The cockpit is an environment very conducive to spreading of germs; wash hands before and after flight and use hand sanitizer.

5. Alcohol and Marijuana

- a. Federal Aviation regulations have strict drug and alcohol restrictions. CWU also has prescribed drug and alcohol policies (CWUP 2-40-030; website <http://www.cwu.edu/resources-reports/cwup-2-40-030-alcohol-and-other-drugs>). Keep in mind that while operating inside the fence line at the Bowers Field, Ellensburg airport, federal regulations apply and supersede state regulations. Therefore, although the state of Washington allows for limited cannabis (marijuana) possession and use, the Federal government does not. THC (the active constituent of cannabis) can be detected by urinalysis several weeks to several months after ingestion.
- b. CWU flight operations shall enforce the FAA regulations found in 14 CFR 61.15, 61.16, 91.17, and 91.19.

6. Electronic Media Use in Aircraft

- a. Absolutely NO use of personal electronic media for the purpose of texting, calling, or photography (cell phone, camera, Go-Pro, etc) is allowed during any phase of flight. The use of electronic E6-B, tablets, and phones for flight related information is allowed. During flight training, student primary focus is aircraft control and collision avoidance. Although it is tempting to use cameras to record the moment, it is an unsafe act. Camera use for CWU promotional or training is only allowed with specific approval from the Chief Flight Instructor. CWU flight instructors may use electronic media solely for operational communication.

7. Flight Lab Refund Policy

Students who choose to dis-enroll from flight status may receive a refund of the lab fee in accordance with CWU catalog:

- A continuing student will receive a 100 percent refund of tuition and fees if a complete withdrawal from the university occurs prior to the sixth day of the quarter.
- A student will receive a 50 percent refund of tuition and fees if a complete withdrawal from the university occurs on or after the sixth day of the quarter and within 30 calendar days of the beginning of the quarter.
- There is no refund of tuition and fees if withdrawal from the university occurs after the 30th calendar day of the quarter.
- There is no refund for individual class withdrawals after the change of schedule period.
- Tuition and fees may be refunded to students unable to complete coursework as a result of being called to active duty in the Armed Forces of the United States.
- Students who cannot continue flight training due to a medical reason that disqualifies them from exercising the privileges of their pilot certificate can request, in writing, 90% of any remaining lab fee. The request must be made to the

Aviation Dept. Chair, or, in his absence, the Director of Flight Operations. The student must submit a request for uncontested withdrawal (if before that deadline) or a hardship withdrawal (if past the uncontested withdrawal deadline) before requesting the refund. A doctor's statement must be provided.

- Students who are enrolling in a Part 61 continuation of training (such as CWU employees with prior flight time wishing to complete a certificate or rating) must meet with CWU's Chief Flight Instructor to determine the approximate cost to complete. Flight lab fees may be reduced so as not to charge more than can be reasonably required to finish the training.
- Students requiring additional flight and/or ground hours to complete a certificate or rating must request a letter from the Chief Flight Instructor with an estimate of funds required to finish the flight lab. The letter must state the number of hours in specific aircraft type, the number of hours of basic or advanced flight instruction, the number of hours of simulator time (if applicable), and the designated pilot examiner specific fee (if applicable). If the student is on financial aid, it is up to the student and the parents to coordinate with the Financial Aid office regarding qualification for an additional aid. Once the aid is received, or for those who are self-pay, the student can utilize CWU's "E-Market" to purchase each of the above "products" (airplane time, instructor time, etc.) The Aviation Department will provide handouts on E-Market products and the appropriate procedures for purchase.

8. Scheduling

- Students will be scheduled based on sections that students are enrolled in. Students will be scheduled three times every week. Scheduling for cross-country flights may differ from their section times due to longer flight time required.
- Students may request to fly on weekends if aircraft and instructors are available.

9. Attendance

The following grading and attendance policy will apply to all flight labs. These rules have been established and adopted to maximize all assets within CWU Aviation Department to allow each student equal and fair access to instructors and aircraft ensuring timely completion of each student's assigned program. The following applies:

- Students more than 15 minutes late for a scheduled lesson will be considered a no-show.
- Students who arrive unprepared for a flight lesson will not be allowed to fly and will be given ground training, as appropriate.
- Students will be given one (1) "WARNING" for not showing for the scheduled flight lesson. Student fails to show for the flight lesson for the second (2) time, he/she will be charged with a no-show fee. The fee is equal to ½ the rental rate of

the aircraft per hour and one hour or one half of the instructor's scheduled time, whichever is greater. The only exception to this rule will be in emergency situations or illness. Any students exceeding three (3) unexcused absences, within a stage of training, for Private, Instrument or Commercial, or within a course of training for ME or CFI shall be grounded and scheduled for a review board with the Chief Flight Instructor.

- Excused absences will be considered for documented illness, death/serious injury/illness, of a family member, or other conditions with the approval of the Chief Flight Instructor.
- If necessary, CWU Aviation Department will place those students who have not been assigned an instructor on a wait list. Students will then be assigned an instructor and commence training on a priority basis. It is our desire that no student be allowed to continue on the wait list for an extended time. Also, students who fail to meet the necessary progress assigned shall be included on the wait list. If they do not have the required funds when their turn comes to be assigned an instructor and continue training, they shall be rotated to the bottom of the wait list again.

The Syllabi for all CWU flight labs are the FAA approved Jeppesen Syllabi which all students are required to purchase. The Private, Instrument, and Commercial flight labs are all conducted under FAR 141. Currently the Multi-engine add on rating (AVP401) and the Certified Flight Instructor (AVP402, formerly AVP301) are being taught under FAR 61; however, the Jeppesen syllabi are still used as a guideline. Actual flight instructor is assigned to each student and may change throughout the quarter. FAA pilot medical requirements are enforced; any accommodations MUST be approved by the FAA. Student MUST successfully pass stage check for 101, 102, 201, 202, 304, and 305 to earn a passing grade of C or higher (see below). Student MUST successfully pass the FAA checkride for 103, 203, 306, 401, and 402 (formerly 301) to earn a grade of C or higher (see below). Note 1: For grading purposes, the oral and flight portion of a stage or EOC check are combined; failure of both is considered one failure. Likewise, the oral and flight portion of the FAA checkride are combined; failure of both is considered one failure. Failure of either the oral or the flight portion will result in a letter grade reduction as shown below. Note2 : In Progress (IP) grades roll to an F after one year from the end of the enrolled quarter.

Course #	Corresponding Jepp Stage Cks	Grading Policy [Note: grade of NS (no show) if student was registered but never started a particular lab.]
AVP101	Private Stage I stage Ck	Grade: A: stage Ck passed on first attempt; B: passed on second attempt; C: passed after more than 2 attempts; F: not finished and student drops from flight training
AVP 102	Private Stage II stage Ck	Grade: A: stage Ck passed on first attempt; B: passed on second attempt; C: passed after more than 2 attempts; F: not finished and student drops from flight training
AVP 103	Private Stage III stage Ck, EOC, & FAA Checkride	Grade: A: both EOC and FAA checkride passed on first attempt; B: EOC or FAA checkride passed on second attempt; C: successfully passed both EOC and FAA checkride with additional attempts; F: not finished & student drops from flight training

AVP 201	IFR stage I stage Ck	Grade: A: stage Ck passed on first attempt; B: passed on second attempt; C: passed after more than 2 attempts; F: not finished and student drops from flight training
AVP 202	IFR stage II stage Ck	Grade: A: stage Ck passed on first attempt; B: passed on second attempt; C: passed after more than 2 attempts; F: not finished and student drops from flight training
AVP 203	IFR stage III stage Ck, EOC, and FAA Checkride	Grade: A: both EOC and FAA checkride passed on first attempt; B: EOC or FAA checkride passed on second attempt; C: successfully passed both EOC and FAA checkride with additional attempts; F: not finished and student drops from flight training
AVP 304	Comm stage I stage Ck	Grade: A: stage Ck passed on first attempt; B: passed on second attempt; C: passed after more than 2 attempts; F: not finished and student drops from flight training
AVP 305	Comm stage II stage Ck	Grade: A: stage Ck passed on first attempt; B: passed on second attempt; C: passed after more than 2 attempts; F: not finished and student drops from flight training
AVP 306	Comm stage III stage Ck, EOC, and FAA Checkride	Grade: A: both EOC and FAA checkride passed on first attempt; B: EOC or FAA checkride passed on second attempt; C: successfully passed both EOC and FAA checkride with additional attempts; F: not finished and student drops from flight training
AVP 401	Multi Engine stages I, II, & 3 & FAA checkride	Grade: A: FAA checkride passed on first attempt (note: flight stage Ck are not officially performed under FAR61); B: FAA checkride passed on second attempt; C: passed on subsequent attempts; F: not finished and student drops from flight training
AVP 402 (formerly 301)	CFI stages I & II and FAA checkride	Grade: A: FAA checkride passed on first attempt (note: flight stage Ck are not officially performed under FAR61); B: FAA checkride passed on second attempt; C: passed on subsequent attempts; F: not finished and student drops from flight training

10. Stage Checks and Practical Tests

Stage check will be scheduled only after all prior flight lessons have been completed and graded satisfactory. Practical tests will be scheduled only after the student completes the course of training, meets the minimum flight experience requirements, and has received graduation certificate. Students should attempt to contact the Stage Check pilot at least twenty-four (24) hours in advance for a briefing.

11. Academic Performance (Class Room)

The FAA approved Training Course Outline and Syllabus require a minimum performance standard for knowledge in all Certificate and Rating FAA ground school courses of 80% on stage and EOC (final) exams. The CWU catalog and the Department of Aviation individual FAA ground school class syllabi also require a minimum 80% on cumulative course grade to receive an FAA graduation certificate. If a student does not meet FAA 141 ground school requirements (see course syllabus for detailed explanation) he/she will be removed from the corresponding flight lab and may be transitioned into another academic area of study. **Additionally, re-enrollment in FAA grounds schools under FAR141 will not be allowed.**

12. Flight Training Progress (Flight Labs)

Students are expected to maintain satisfactory progress to meet the requirements of table 1A and their applicable flight training syllabus. Completion and evaluation standards will

be based on those set forth in CWU's FAA approved flight training syllabus for the course enrolled.

Students must meet or exceed the following minimum standards of performance unless otherwise authorized by the Chief Flight Instructor:

- Students must not repeat a lesson more than three (3) times.
- Students must not have more than three (3) FAA approved course syllabus specified review lessons in a particular stage of training unless approved by Assist/Chief Flight Instructor.
- Under no circumstances will there be more than six (6) total course syllabus specified review lessons per stage of training unless authorized by a CWU Aviation review board.
- Students must not fail more than two (2) stage checks (oral or flight portion) per course of training. Any student who fails the same stage check twice or more than two stage checks per course of training will have flight training suspended until a CWU Aviation review board determines the course of action. The student will be notified and may attend the review board if desired. See Paragraph 6, Review Board.
- Each stage shall be completed by the date listed in Table 1A or Note A (as appropriate). Failure to complete the stage may result in discontinuance from the course of training.

13. Determination of Flight Status

- Satisfactory academic progress (SAP) as defined by Table 1 A or Note A (as appropriate) herein is essential for the success and safety of the student. SAP will be monitored at least semi-monthly by Assist/Chief Flight Instructor.
- If a student's flight progress is two or more flight lessons behind the flight lab mean (as determined during above monitoring) the student will be notified by the Assist/Chief Flight Instructor; the student must work with his/her flight instructor to create a written "plan of action" to catch up. The plan must be signed by both the student and the instructor and submitted to the Assist/Chief Flight Instructor for approval. If the student is not at or beyond the flight lab mean by the next semi-monthly check, the student will be discontinued from flight status. The Assist/Chief Flight Instructor may choose not to place the student on discontinued status if documented circumstances exist that are beyond the student's control. Such circumstances might include maintenance delays, weather delays, military commitments, or extended illness. Circumstances such as personal obligations, vacations, etc. will not be considered.
- If a student is not able to continue training for more than two weeks due to financial or medical issues, the student must submit a request to temporarily dis-enroll from the FAR141 course of training with the Assist/Chief Flight Instructor. Disenrollment from an FAR141 flight course should not be considered a "punishment". It is a "time-out" in training that stops the completion deadline (see Table 1A). Requests to dis-enroll must be in writing and addressed to the

Assist/Chief Flight Instructor and the CWU Flight Program Coordinator. Upon resolution of the issue, the student must apply for re-enrollment with the Assist/Chief Flight Instructor. Once the student is re-enrolled in the FAR141 flight course, the Assist/Chief Flight Instructor will assign a new course completion deadline.

14. Probation

A student who violates a flight school regulation or Federal Aviation Regulation (FAR) may be placed on probation for a minimum of thirty (30) days as determined by the Assist/Chief Flight Instructor, and a “Notice of Probation” will be given to the student. Copies of this notice will be sent to CWU Department of Aviation and placed in the student’s permanent flight training record and CWU Department of Aviation student record. The conditions of the probation will be determined by the Assist/Chief Flight Instructor. Depending on the severity of the violation, the Assist/Chief Flight Instructor may notify the Spokane FAA FSDO, or may allow the student to continue flight status.

15. Discontinuance Status

Any of the following will result in discontinuance from flight status:

- Failure to meet the conditions applied to a probationary period.
- Any flagrant violation of Federal Aviation Regulations.
- A flagrant violation of Flight School Safety Procedures and Practices.
- Student placed on probation 2 times or more during any course of training.
- Failure of one of the associated FAA ground school courses at CWU.
- Note: Both AVP354 and AVP352 must be satisfactorily passed to continue in both the Flight Officer specialization and the Commercial Pilot specialization
- Failure to meet the requirements set forth in a written plan of action
- Failure to maintain course progress deadlines as designated per Table:

Table 1A

(Flt Lab Course Progress Requirements for those training with instructors and aircraft)

Course	End of Fall qtr	End of Winter qtr	End of Spring qtr
Private	Stage 1 complete	Stage 2 complete	Stage 3 complete
Instrument	Stage 1 complete	Stage 2 complete	Stage 3 complete
Commercial		Stage 4 complete	Stage 5 complete
Commercial	Stage 6 complete		
AMEL & CFI		*AMEL	*CFI (FO Only)

*Student may select to do either AMEL or CFI first.

- This table is designed for those who do not intend to fly during summer. For those who choose to fly during summer, flight labs finish dates may differ.

- The student will be notified in writing (to the preferred address shown on MyCWU and via CWU email) of the Assist/Chief Flight Instructor's action of discontinuance. The letter will include the reason(s) for the discontinuance. A copy of this letter will be maintained in the student's training file at the CWU Department of Aviation.
- If an FAR violation is alleged, the FAA may be notified.
- Upon receipt of the notification of discontinuance the student will have one week from the date the email notification was sent to do one of the following:
- Withdraw from the program. The form is available at the Department of Aviation Black Hall office.
- Request a review board by contacting the CWU Chief Flight Instructor at 509-925-4009.
- Failure to do anything will result in termination from flight training status and notification that a major change is mandatory.
- If extenuating circumstances (i.e. prolonged periods of fog or snow, CWU delay in flight training start) prevent the majority of flight operations from reaching quarterly required progress, the Assist/Chief Flight Instructor will adjust the above benchmark(s).

16. Review Board

- If a review board is required, the student will be notified by telephone and by email as shown on MyCWU at least 24 hours in advance of the date and location of the review board, and he/she has the right to be present. The decision of the review board is final. A review board shall consist of (1) the Chair – Department of Aviation, (2) the Assist/Chief Flight Instructor, (3) the CWU Chief Ground Instructor, and (4) the student's instructor.
- The purpose of a review board is to allow the student to represent himself/herself. Any individual who accompanies the student is there in a non-speaking support role only. Family Education Rights and Privacy Act (FERPA) rules shall be enforced. The review board may exclude from the meeting any person who disrupts the proceeding.

17. Grievance Procedure

Any student with a grievance concerning flight training shall personally communicate the grievance by starting with the student's flight instructor. If the student wishes to elevate his/her concerns, he/she must personally communicate the grievance to the persons listed below in the following order:

- 1) The Assist/Chief Flight Instructor.
- 2) CWU Department of Aviation chair.
- 3) Dean, College of Education and Professional Studies.

Note: If a student and/or the parent chose to disregard the above reporting order, a Review Board shall be scheduled. Exceptions to the requirement to start with the student's flight instructor must be approved by the Assistant or Chief Flight Instructor.

18. FERPA Requirements

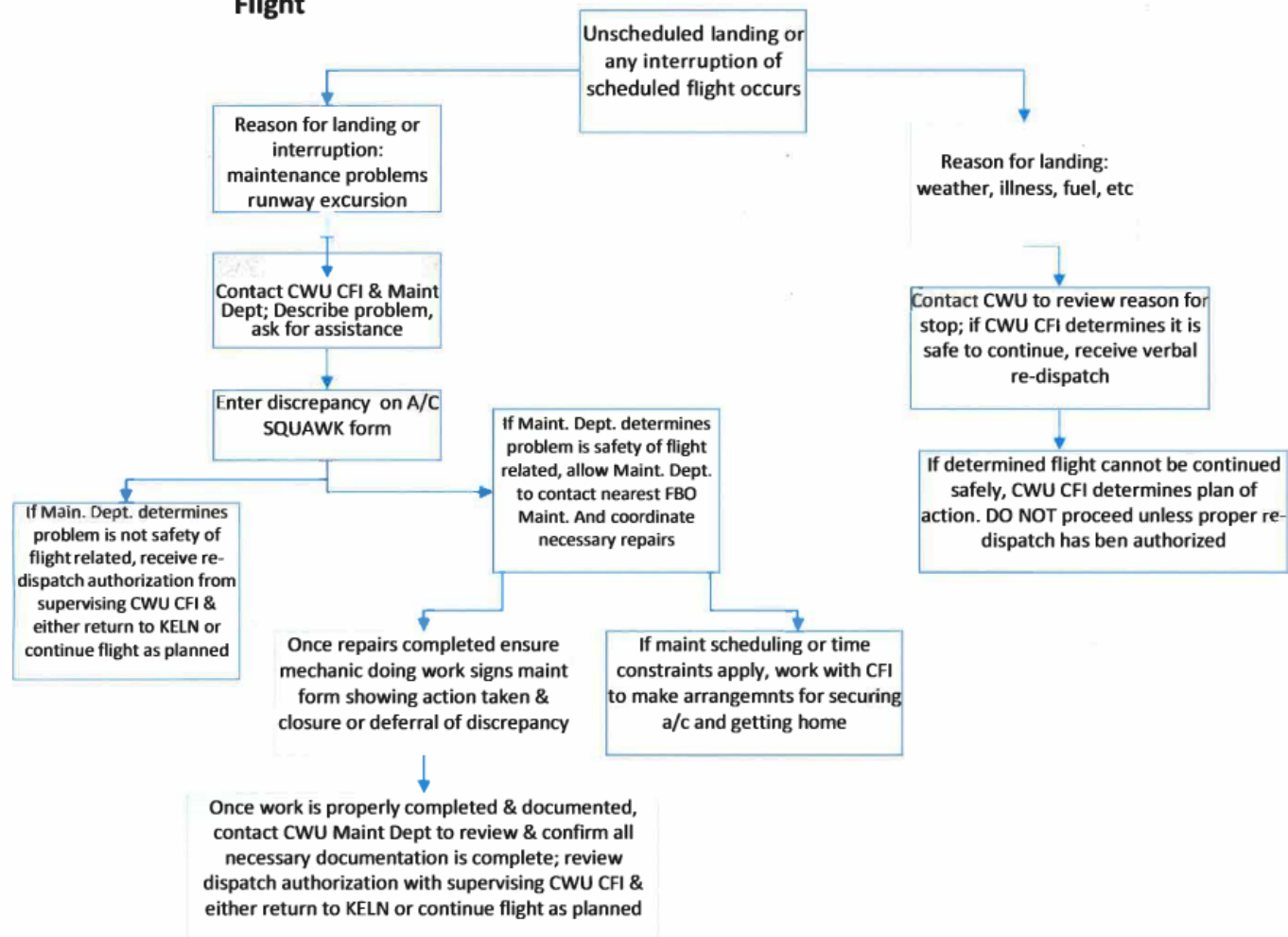
If a student wants a parent to communicate with CWU Aviation Department personnel, they must have FERPA release on file for that parent. CWU Aviation Department personnel are not allowed to communicate without such release.

Central Washington University

Safety Procedures and Practices

Appendix A; Redispatch Matrix

CWU Matrix for Re-Dispatch After Unscheduled Landing or Interrupted Flight



Central Washington University

Safety Procedures and Practices

Appendix B; Required Maintenance and Inspections

Aircraft Maintenance Status

N234SR Type: PA28_
 Description: N234SR
 Owner/Associate:

Aircraft Info Engine Last Run: 08/07/2018 Airframe Serial: 2842181
Base Service Data Service Hours Last Updated: 11/03/2017 Service Hours at Last Update: 5533.9
 Service Offset Value: 1.2000000000000000 Computed Total Service Hours: 5535.1
Base Billing Data Billing Hours Last Updated: 11/03/2017 Billing Hours at Last Update: 3416.9
 Billing Offset Value: 1.6 Computed Total Billing: 3418.5
Cycles Data Total Airframe Cycles: 29


Maintenance Items


Name	Comments	Last	Next	Remaining
<i>Airworthiness Directive</i>				
2013-02-13 Stabilator Control System		Service Hours: 5037.8	Service Hours: 7037.8	1503.9 hours
		Total Service Hours: 5039.0	Total Service Hours: 7039.0	
<i>Database</i>				
GPS System Expiration				
<i>Equipment</i>				
ELT Check		Date: 02/01/2018	Date: 02/01/2019	168 days
Pilot-Static Inspection		Date: 08/28/2017	Date: 08/28/2019	376 days
Transponder		Date: 08/28/2017	Date: 08/31/2019	379 days
<i>Inspection</i>				
100 Hour Inspection		Service Hours: 5533.9	Service Hours: 5633.9	100.0 hours
50 Hour Oil Change		Service Hours: 5533.9	Service Hours: 5583.9	50.0 hours
<i>Annual Inspection</i>				
<i>Overhaul/Life Limited/SM</i>				
50 Hr Maintenance	50 Hr Maintenance	Service Hours: 5533.9	Service Hours: 5583.9	50.0 hours
		Total Service Hours: 5535.1	Total Service Hours: 5585.1	
100 Hr Maintenance	100 Hr Maintenance	Service Hours: 5533.9	Service Hours: 5633.9	100.0 hours
		Total Service Hours: 5535.1	Total Service Hours: 5635.1	
ELT Check	ELT Check	Date: 02/01/2018	Date: 02/01/2019	168 days
Pilot Static Check	Pilot Static Check	Date: 08/28/2017	Date: 08/28/2019	376 days

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Safety Procedures and Practices

Appendix C; Maintenance Discrepancy Form & Instructions

Aircraft:		Date:		Tach:	
MAINTENANCE WRITE-UP (SQUAWK)				MAINTENANCE CLEARING ACTION	
Entered by:		Location:		Initialed by mechanic:	
Date:					
Write-up:				Corrective Action:	
Discovered during:					
<input type="checkbox"/> Preflight <input type="checkbox"/> In-Flight <input type="checkbox"/> Post Flight <input type="checkbox"/> Maint Ck					
DISPATCH STATUS				<input type="checkbox"/> CLOSED A&P #:	
<input type="checkbox"/> Grounded, Do Not Fly (RED)		<input type="checkbox"/> Airworthy under FAR91.213 (yellow)		Signature & Release:	
DISPATCH LIMITS				Tach:	
<input type="checkbox"/> vfr <input type="checkbox"/> day <input type="checkbox"/> other				Date:	
CFI Signature:				Base:	
				 DEPARTMENT OF AVIATION	

Aircraft:		Date:		Tach:	
MAINTENANCE WRITE-UP (SQUAWK)				MAINTENANCE CLEARING ACTION	
Entered by:		Location:		Initialed by mechanic:	
Date:					
Write-up:				Corrective Action:	
Discovered during:					
<input type="checkbox"/> Preflight <input type="checkbox"/> In-Flight <input type="checkbox"/> Post Flight <input type="checkbox"/> Maint Ck					
DISPATCH STATUS				<input type="checkbox"/> CLOSED A&P #:	
<input type="checkbox"/> Grounded, Do Not Fly (RED)		<input type="checkbox"/> Airworthy under FAR91.213 (yellow)		Signature & Release:	
DISPATCH LIMITS				Tach:	
<input type="checkbox"/> vfr <input type="checkbox"/> day <input type="checkbox"/> other				Date:	
CFI Signature:				Base:	
				 DEPARTMENT OF AVIATION	

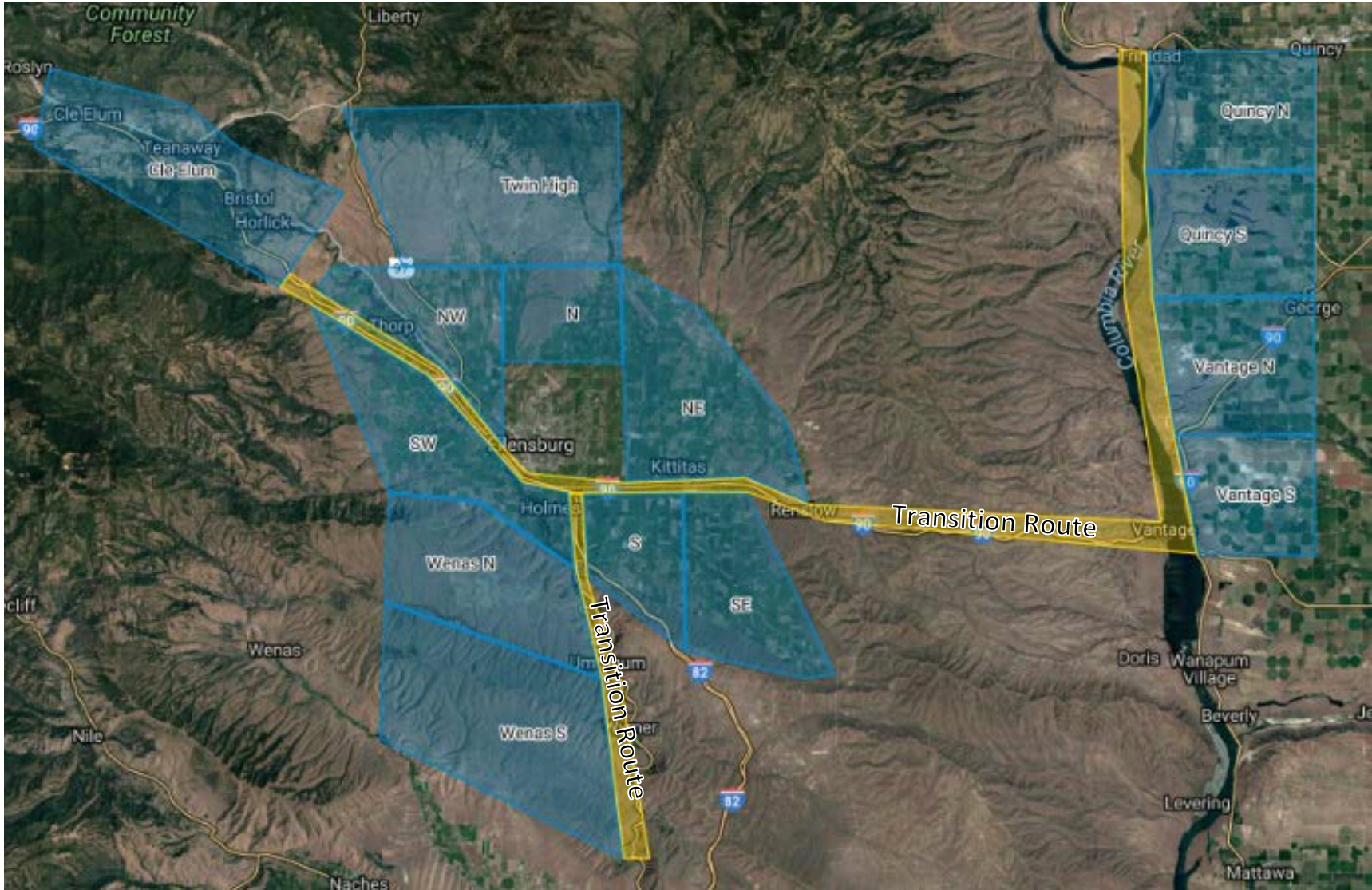
**CENTRAL WASHINGTON UNIVERSITY
AIRCRAFT DISCREPANCIES (SQUAWKS) PROCEDURES**

1. When a SQUAWK is noted, record it on the SQUAWK form found in this dispatch book. If the SQUAWK is noted by a student, the student shall fill out the “Maintenance Write-Up” section of the form and have a Central Washington University (CWU) flight instructor complete the dispatch status.
2. A determination of the dispatch status portion of the SQUAWK form is required prior to flight. A signature of a CWU flight instructor is required to confirm proper status.
3. The discrepancy must be reported to maintenance. The flight instructor (CFI) who determined the dispatch status should be the one, whenever possible, to report it to maintenance.
 - a. If the CFI determines that the aircraft is not airworthy it is in RED status. Notify dispatch and place the dispatch book and the key in the Red Maintenance Box in the dispatch office. When maintenance staff are available take the SQUAWK form to the maintenance office. If maintenance staff are not available leave the SQUAWK form with the dispatch book in the Red Maintenance Box in the dispatch office. The first dispatcher to arrive the next morning shall check the Red Maintenance Box and notify maintenance personnel when they arrive.
 - b. If the CFI determines that the discrepancy can be deferred under FAR91.213 the aircraft is in YELLOW status. When maintenance staff are available take the SQUAWK form to the maintenance office. If maintenance concurs with the deferral, return the dispatch book and key to dispatch after the flight and notify them of the aircraft status. If maintenance determines that the aircraft is unairworthy, return the dispatch book and key to the Red Maintenance Box in the dispatch office and notify dispatch.
4. It is the responsibility of the pilot doing the pre-flight of an aircraft to confirm that:
 - a. all SQUAWKS have been properly reported to maintenance.
 - b. the release covers the conditions of the planned flight (day/night; VFR/IFR; cross-country, etc.)
 - c. the initials of maintenance personnel are on the SQUAWK form releasing it for flight. If no initials are present, the SQUAWK must be reported to maintenance and the dispatch status determined prior to flight as outlined in 3 above.
5. After the squawked item has been repaired or replaced, the mechanic shall
 - a. record the corrective action, check the “closed” section, sign and include his/her A/P certificate number on the SQUAWK sheet.
 - b. The signed SQUAWK sheet is kept in the aircraft dispatch book.

Central Washington University

Safety Procedures and Practices

Appendix D; Practice Areas



Practice Altitudes

- **Private and Commercial Course in Warrior/Cadets:**
Up to 4,500 FT MSL
- **CFI and Commercial:**
Up to 5,000 FT MSL
- **Instrument in Archer:**
5,500 – 6,500 FT MSL
- **Multiengine Course in Seminole:**
7,000 – 8,500 FT MSL

Transition Route

- N bound: 6,500 ft MSL
- E bound: 3,000 ft MSL
- S bound: 5,500 ft MSL
- W bound: 4,000 ft MSL

NW Practice Area

- N Border: Hills
- E Border: Reecer Creek Road
- S Border: I-90
- W Border: Hills

N Practice Area

- N Border: Hills
- E Border: Naneum Road
- S Border: 2.5NM N of Ellensburg
- W Border: Reecer Creek Road

NE Practice Area

- N Border: Hills
- E Border: Hills
- S Border: I-90
- W Border: Naneum Road
- Caution: ELN VOR

SW Practice Area

- N Border: I-90
- E Border: I-82
- S Border: Hills
- W Border: Hills

S Practice Area

- N Border: I-90
- E Border: Clemens Road
- S Border: Hills
- W Border: I-82

SE Practice Area

- N Border: I-90
- E Border: Hills
- S Border: Hills
- W Border: Cleman Road
- Caution: R-6714

Cle Elum Practice Area

- N Border: Hills
- E Border: Windmills
- S Border: Hills
- W Border: Hills

Twin High Practice Area

- N Border: Hills
- E Border: Windmills
- S Border: N Practice Area
- W Border: Hills
- Altitude: 6,000 – 8,500 ft MSL

Wenas N Practice Area

- N Border: Manastash Ridge
- E Border: Yakima Canion (SR-821)
- S Border: Umptanum Ridge
- W Border: Hills

Wenas S Practice Area

- N Border: Umptanum Ridge
- E Border: Yakima Canion (SR-821)
- S Border: Wenas Ridge
- W Border: Hills

Wenas S Practice Area

- N Border: Umptanum Ridge
- E Border: Yakima Canion (SR-821)
- S Border: Wenas Ridge
- W Border: Hill

VFR Pattern Entry Procedures

1. Pattern entries shall be done in accordance with the Aeronautical Information Manual, section 4-3-3 as shown in figure 4-3-2 below.
2. To best minimize the chance of mid-air collisions the following procedures have been devised for KELN training environment to have upwind entry:
 - a. When entering the Ellensburg airport traffic pattern from any practice areas, maneuver so as to minimize flight through other practice areas to join either an upwind or downwind 45 for the favored runway. *Be advised that entering on 45 to the upwind is a local procedure only.
3. Entering check points for Runway 11/29
 - a. Gravel Pits: Along I-90 NW of west interchange
 - b. Four-corners: Due east from the airport
 - c. Downwind 29: Gravel Pits / Upwind 11: Four-corners
 - d. Downwind 11: Four-corners / Upwind 29: Gravel Pits
4. Care must be taken to watch for traffic doing mid-field cross-overs from the upwind side to downwind. This procedure is now mentioned on page 7-5 in the Airplane Flying Handbook.

Runway 29 in Use:



Runway 11 in Use:



Revision 2: August 28, 2018

Central Washington University

Safety Procedures and Practices
Appendix E; Fueling Procedures

PROCEDURES FOR FUELING OF AIRCRAFT

To prevent the possibility of static electricity causing a spark that can lead to a catastrophic fire, it is CRITICAL that the aircraft is properly grounded prior to fueling. The correct procedures are:

1. Under NO CIRCUMSTANCES are smoking or open flames allowed within 50 feet of fueling operations.
2. Under NO CIRCUMSTANCES shall you use a cell phone during fueling operations. Your cell phone must be turned OFF and left where it is inaccessible to you during fueling.
3. No one is allowed to occupy the airplane during fueling operations.
4. For Cessna 172, insure that the fuel selector switch is in a single tank position to prevent cross-feed.
5. Inspect the ground wire to insure that it is securely fastened to the clip.
6. Securely attach the ground wire clip to an unpainted metal surface of the aircraft – typically the exhaust stack. Make certain that the retaining wheel locks so that the cable does not come unattached or represent a trip hazard.
7. For high wing aircraft, locate the ladder so as to be able to reach the fuel cap on the first wing.
8. After insuring that the ground wire is securely attached and the ladder is in place, follow directions on fuel pump to start the pump. MAKE CERTAIN THAT YOU HAVE THE HOSE AND PUMP FOR 100 OCTANE FUEL. Pull out enough hose to be able to reach both wing tanks.
9. Securely hold the hose and nozzle while climbing the ladder to prevent tripping or damaging the aircraft.
10. Remove fuel cap and insert nozzle, making sure that nozzle is in contact with edge of fueling hole, and begin fueling.
11. When approaching full, slow the rate of flow so as not to overfill the tank. Some nozzles leak after releasing trigger – wait about 10 seconds before removing nozzle.
12. Immediately replace the fuel cap and insure that it is secure.
13. Securely hold the hose and nozzle while climbing down the ladder.
14. Return hose nozzle temporarily to pump housing before moving ladder to second wing.
15. Repeat steps 7 through 11 for second wing.
16. Return hose nozzle to pump housing, then stow the ladder (do not leave ladders open and unstowed as they can become projectiles in the wind).
17. Turn pump off and get fuel receipt.
18. ONLY AFTER ALL FUELING PROCESS IS COMPLETE – then remove the ground wire and stow it.

NOTE: Any spills must be reported to FBO for proper clean-up. Under NO CIRCUMSTANCES should you attempt to mop up gasoline spills with a rag. Doing so can create static electricity which can ignite the fuel.

Central Washington University

Safety Procedures and Practices

Appendix F; Authorized Solo Cross-Country Airports

**CENTRAL WASHINGTON UNIVERSITY
 AUTHORIZED SOLO CROSS COUNTRY AIRPORTS
 8/28/2017**

The following is a list of airports authorized for cross-country use to assist the instructor in cross-country flight planning for their students. The following airports meet the intent of the SOP and provide ample numbers of cross-country opportunities to complete the requirements of the program. **Only use the listed FBO's at each airport.** All these destinations have been screened to ensure there is full service fuel and maintenance available if needed. Any fueling other than at the below listed airports will cause the pilot to be responsible for any additional cost above Ellensburg's fuel rate. Each listing has a point of contact and hours of operation of the airport so the CFI can double-check their closing time. This will hopefully prevent a student solo pilot from ending up at a field he or she finds has no services or fuel after hours. **Central Washington University will not reimburse any call out fees.**

Airport	FBO	op. hrs	Phone #
1. La Grande, Or (LGD)	Union County Airport	8am-5 pm (7days)	541-963-1016
2. Baker City, Or. (BKE)*%	Baker Aircraft	7am-4pm Oct-Apr (7days) 8am-5 pm May-Sept (7 days)	541-523-5663
3. Boise, Id. (BOI)*%	Turbo Air	continuous (7days)	208-343-3300
4. Coeur D' Alene, Id. (COE)*%	Southfield Aviation	7am-5pm M -F	208-772-6404
5. Felts Field, Spokane Wa(SFF)*%	Western Aviation	6am-8pm (7days)	509-534-7371
6. Moses Lake, Wa. (MWH)	Columbia Pacific	continuous	509-762-1016
7. Klamath Falls, Or. (LMT)	Ocean Air	6:30am-8pm M-F	541-882-4681
8. Sandpoint, ID (SZT)*%	Silverwing Flight Services	7am-5pm summer 8am-5pm winter (7 days)	208-263-9102
9. Pasco, Wa. Tri-Cities (PSC)%	Bergstrom Aviation	8am-8pm (7 days)	800-746-6271
10. Pendleton, Or. (PDT)*	Pendleton Aviation	6am-8 pm (7days)	541-276-3313
11. Pullman Moscow (PUW)*%	Inter-state Aviation	8am-6pm (7days)	509-332-6596
12. Redmond, Or. (RDM)%	Leading Edge	5:30am-dusk (7days)	541-504-3848
13. Bend,OR (BDN)*%	Leading Edge	7:30am-6pm M -F, S/S (8am-5pm)	541-388-0019
15. The Dalles, Or. (DLS)*	TAC Aero	8am-6pm (7days)	509-767-0005
16. Lewiston, ID (LWS)*	Stout Flying Service	5:30-9pm (7 days)	208-743-8408

* self service fuel

% maintenance available

Central Washington University

Safety Procedures and Practices

Appendix G; Ladder Use

Central Washington University

Department of Aviation

Ladder Safety checklist:

Each user of a CWU Aviation ladder for the purposes of checking fuel levels SHALL:

Before and after use, determine:

- No visible damage to steps, platform, or sides
- Slip resistant material is attached to feet of ladder
- Ladder opens and closes without binding or excessive free play
- All labels are intact and readable
- No oil, grease, ice, or other slippery materials on ladder
 - If contaminants found, do not use ladder and report it to maintenance for cleaning

During use:

- NEVER walk under a wing when carrying a ladder
- NEVER position a ladder under a wing
- Open ladder while at least 3 feet from any surface of aircraft to prevent accidental striking of aircraft
- Position ladder 6 inches to 1 foot from fuselage and 6 inches to 1 foot from leading edge of wing
- Move ladder at least 3 feet away from any surface of aircraft before closing ladder
- During high wind operations, insure two hands on ladder when carrying to limit sway due to wind

Central Washington University

Safety Procedures and Practices

Appendix H; Aircraft Decontamination (Prior to Flight)

WINTERTIME OPERATIONS

FAR91.103 states that the “pilot in command shall, before beginning a flight, become familiar with all available information concerning that flight”. The Aeronautical Information Manual, section 7-5-14(b)(1) states: “Ensure that your aircraft’s lift-generating surfaces are COMPLETELY free of contamination before flight through a tactile (hands on) check of the critical surfaces when feasible. Even when otherwise permitted, operators should avoid smooth or polished frost on lift-generating surfaces as an acceptable preflight condition.” Numerous FAA Advisory Circulars also highlight the danger of attempting flight when an aircraft is contaminated with frost.

It is IMPERATIVE during this time of the year that the pilot (student and CFI) inspect the aircraft carefully to ascertain that the wings, tail, and control surfaces are free of frost. This may require de-icing fluid. On high wing aircraft you MUST use the ladder to inspect the wings. The only way to tell if the aircraft has frost is by running your un-gloved hand over the surface.

When temperatures are cold, there is a tendency to rush through the pre-flight in order to get inside where it is warm. This is NOT the time for a quick preflight. If you do not already have a warm winter coat GET ONE. You need to have a warm: coat, hat, gloves, and boots to wear during pre-flight. Remove gloves when testing for frost. In addition, the ramp area and parking lot can be slippery, so boots with good tread are necessary to prevent falls. Since clunky winter boots, heavy coats and gloves can be a hindrance while operating the flight controls you can carry shoes and a lighter coat to wear inside the plane.

In addition to checking for contaminants on the wings and tail surfaces, additional pre-flight items in cold weather include:

- Checking the oil breather tube is free from ice
- Checking that the air filter is free from ice
- Ensuring that the Carbon Monoxide detector is present and not dark brown

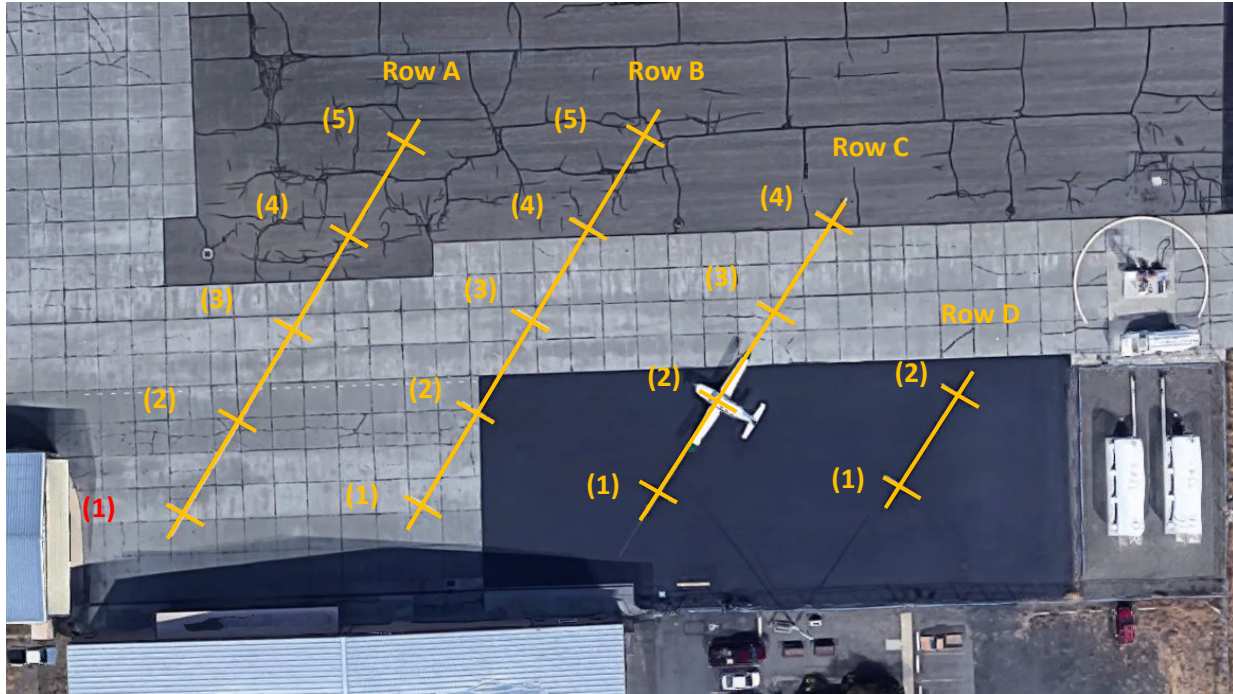
Since cabin heat will be on continuously, you MUST include the Carbon Monoxide detector in your scan. When first entering the aircraft to begin the pre-flight check that the indicator is not darker than the outside circle. Review the symptoms of Carbon Monoxide poisoning, and should you experience any of these symptoms immediately turn off the cabin heat, open the fresh air vents, and land at the closest suitable airport.

Central Washington University

Safety Procedures and Practices

Appendix I; Parking Procedures

Procedures of Parking Aircraft on the Ramp



- Students are expected to park aircraft in order of Row A—Spot (1) towards Row A—Spot (5), Row B—Spot (2) towards Row B—Spot (5), and Row C—Spot (1) towards Row C—Spot (4).
- Parking on Row D—Spot (1) and (2) are only allowed by line personnel with use of tug. Students may not park on Row B—Spot (1) unless the student receives a permission from CWU Maintenance personnel or Dispatchers.