



KCPT FLYERS FLIGHT SCHOOL

The Gold Standard in Flight Training

1650 Airport Dr. Hngr # 900

Cleburne, Texas 76033

(817)925-0047

KCPT FLYERS RULES AND OPERATING PROCEDURES

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INTRODUCTION

The Flight Standards and Operating Procedures Manual (herein known as the SOP) is a company publication containing regulations, policies, and procedures applicable to all KCPT Flyers (KCPT Flyers) flight operations. Material contained herein applies to all pilots operating KCPT Flyers airplanes to ensure the safety and efficiency of KCPT Flyers flight operations.

In addition to the policies and procedures contained herein, all flight training operations must be conducted in accordance with KCPT Flyers approved Training Courses, Title 14 and 49 of the Code of Federal Regulations (CFR), specific Pilot Operating Handbooks (POH), Airplane Flight Manuals (AFM), Information Manuals (IM), company issued checklists, and Flight Information Notices (FIN)*. Crewmember (pilot) practices that are not documented herein are permitted as long as they do not conflict with the documented regulations, policies, and procedures.

All pilots must review the SOP and supplemental documents as a matter of normal pre-flight activity. It is the responsibility of all KCPT Flyers pilots to keep these publications current and to incorporate changes as they are disseminated by FINs. Notification of revisions and current FIN items will be emailed and may be accessed on the KCPT Flyers website at www.kcptflyers.com.

Compliance with the rules and policies stated in this manual and the other policy documents stated above is mandatory.

It is the responsibility of all KCPT Flyers pilots to notify the Training Managers of errors or omissions found in this manual. Suggested changes or revisions may be submitted in writing to the Chief Flight Instructor.

***Flight Information Notices (FIN) will be issued periodically and incorporated into the SOP upon revision. All are encouraged to submit proposals to KCPT Flyers company partners.**

KCPT Flyers – Divisions

The following division titles are used throughout this document.

Company Partners

David Johnson

Doug Kahanek

Training Manager

David Johnson

Maintenance Managers

Doug Kahanek

Manuel Luna Amaro

Byron Hubbard

Flight Desk / Office Staff

David Johnson, Office manager

Doug Kahanek, Office manager

Contact Information

Company Partners

Name	Mobile	E-mail
David Johnson	(817)382-2452	admin@kcptflyers.com
Doug Kahanek	(817)913-0327	doug@djsaviationllc.com

Training Managers

David Johnson	(817)382-2452	admin@kcptflyers.com
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Maintenance Managers

Doug Kahanek	(817)913-0327	doug@djsaviationllc.com
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Manuel Luna Amaro (817)897-0217 manuelunaamaro31104@gmail.com

Flight Desk / Office Staff

Flight Desk	(817)382-2452	info@kcptflyers.com
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Instructor Pilots (IP)

Each student is assigned to a specific Instructor Pilot for the duration of their training. An Instructor Pilot may be substituted in the event the student's primary instructor is unavailable due to illness or emergency. KCPT Flyers upholds a training philosophy that minimizes the possibility of students being "shuffled around" to different instructors throughout their training program. If the student experiences this, the student must contact the Training Managers for immediate resolution.

The contact for students is his/her assigned Instructor Pilot. The instructors should be able to assist with most problems that the students encounter.

In the event more assistance is necessary, the student should not hesitate to contact their Training Managers. Instructor Pilots and Training Managers can be contacted directly via email, phone call, or text message.

Student Advocates

Part of the responsibilities of the Training Managers is to assist students who encounter problems with their Instructor Pilot. The student is encouraged to discuss their training and/or concerns with their training progress with their Training Manager. The Training Managers will address all issues as soon as practical with professionalism and courtesy.

Pilot Onboarding

Welcome to KCPT Flyers!

This section describes the pilot onboarding procedures for new student pilots and certificated pilots.

All Pilots

All pilots will be invited to KCPT Flyers scheduling and pilot management portal via e mail. The portal URL is:

https://kcptflyers.flychronos.com/clients/sign_in

After acceptance of the invitation, pilots must complete their pilot profile by providing the following information:

Personal Information

- First Name
- Last Name
- Country
- Address
- City
- State
- Zip/Postal Code
- Date of Birth
- Weight
- Mobile Phone Number and Emergency Contact Phone Number
- Email

Please enter your phone numbers in the following format: XXX-XXX-XXXX.
Please upload the following to your pilot profile:

Documents

- Driver License or Government Issued Photo ID
- Renter's Insurance with a minimum of \$30,000.00 aircraft damage coverage

If the pilot is operating under Basic-Med:

- Basic Med Medical Education Course Completion Certificate
- Basic Med Medical Exam (last page only) Certificates

- Pilot Certificate (Front and Back)
- Most recent Medical Certificate (even for Basic-Med)

Endorsements and Flight Reviews

- Complex Endorsement (if applicable)
- Most recent FAA Flight Review endorsement

For KCPT Flyers authorized flight instructors only, upload the following:

- Flight Instructor Certificate (Front and Back)
- Ground Instructor Certificate (Front and Back)

- TSA Recurrent Training Completion Certificate

Once all required documents have been uploaded, contact the office staff or company managers to review your pilot profile for accuracy. Once the review has been completed satisfactorily, the pilot will be able to utilize KCPT Flyers Aviators resources, limited to the pilot's experience and company check out requirements.

New Student Pilots – U.S. Citizens

This section applies to all student pilots seeking the following flight training:

- Sport Pilot
- Recreational Pilot
- Private Pilot
- Instrument Rating
- Multiengine Rating

All student pilots are required to provide to KCPT Flyers one of the following proofs of U.S. citizenship:

1. Valid, unexpired United States passport.
2. Original or government-issued certified birth certificate of the United States, American Samoa, or Swains Island, together with a government-issued picture identification of the individual.
3. Original United States naturalization certificate with raised seal, or a Certificate of Naturalization issued by the U.S. Citizenship and Immigration Services (USCIS) or the U.S. Immigration and Naturalization Service (INS) (Form N-550 or Form N-570), together with a government-issued picture identification of the individual.

4. Original certification of birth abroad with raised seal, U.S. Department of State Form FS-545, or U.S. Department of State Form DS-1350, together with a government-issued picture identification of the individual.
5. Original certificate of United States citizenship with raised seal, a Certificate of United States Citizenship issued by the USCIS or INS (Form N-560 or Form N561), or a Certificate of Repatriation issued by the USCIS or INS (Form N-581), together with a government-issued picture identification of the individual; or
6. In the case of flight training provided to a federal employee (including military personnel) pursuant to a contract between a federal agency and a flight school, the agency's written certification as to its employee's United States citizenship or nationality, together with the employee's government-issued credentials or other Federally-issued picture identification.

The student will be assigned to an authorized KCPT Flyers instructor. The instructor will visually check the proof of citizenship document as described above and issue the following endorsement to the student:

Endorsement of U.S. Citizenship

I certify that

NAME_AS_IT_APPEARS_ON_THE_DOCUMENT has presented to me a DOCUMENT_NAME

(CONTROL_NUMBER) establishing that s/he is a U.S.

citizen or national in accordance with 49 CFR 1552.3(h).

Date Issued: MM/DD/YYYY

INSTRUCTOR_NAME, CERTIFICATE_NUMBER, EXPIRATION_DATE

The above endorsement will be affixed to the student's logbook. The instructor will obtain a photocopy or photo of both the proof of citizenship document and the above endorsement for KCPT Flyer's records.

If the student already carries the above endorsement issued by another instructor, KCPT Flyers will not honor this endorsement. A new endorsement will be issued to the student.

The student will provide KCPT Flyers the following documents upon receipt:

1. Student Pilot Certificate
2. Medical Certificate

The student must provide KCPT Flyers the following document prior to first solo flight:

1. Renter's Insurance with a minimum of \$80000.00 aircraft damage coverage

The instructor must provide KCPT Flyers a copy of the following endorsements prior to first solo flight:

1. Pre-Solo Aeronautical Knowledge Endorsement
2. Pre-Solo Flight Training Endorsement
3. Solo Flight (First 90 Calendar-Day Period) Endorsement
4. Solo Takeoffs and Landings at Another Airport within 25 NM Endorsement

The instructor must provide KCPT Flyers a copy of each additional endorsement issued to the student prior to student's execution of the endorsement(s) issued.

New Student Pilots – Non-U.S. Citizens

For non-U.S. citizens, the following procedures must be carried out by the alien student:

1. Review the following web site: <https://www.flightschoolcandidates.gov/afsp2#guide>

2. Complete the application process:

https://www.flightschoolcandidates.gov/afsp2/registration_servlet/register.html

3. The Chief Pilot will inform the instructor to begin flight training once TSA approval is received. A copy of the TSA approval e-mail will be provided to the assigned instructor.

4. On the first day of flight training, verify the client's identify by visually check the client's government issued photo identification document. After verification, obtain copy of this document. Obtain a passport- style photo of the client. A photograph taken by any image capture device is sufficient.

5. Provide a copy of the client's government issued photo identification document and passport-style photo to the Flight Desk.

Unauthorized Instructors

Flight/Ground Instruction is only permitted by authorized KCPT Flyers Instructors and under employment by KCPT Flyers.

All pilots who possess a ground instructor certificate and/or flight instructor certificate are prohibited from providing any ground and/or flight instruction services to anyone using any KCPT Flyers airplanes, resources, intellectual properties, physical properties, aviation training devices, or classrooms. Failure to adhere to this policy is grounds for expulsion from KCPT Flyers.

Safety Culture

Safety is a primary concern at KCPT Flyers. Adherence to developed operational policy, procedures, and flight-training curriculum is an essential part of our safety philosophy. The effectiveness of our safety culture relies on the unrestricted flow of information between instructors, students, staff, maintenance personnel, and management. Participation in this safety culture is critical to the continued safety of our students and staff

KCPT Flyers encourages a proactive approach by emphasizing hazard identification, accident prevention, creation and dissemination of safety procedures, and safety education.

Everyone is encouraged to submit concerns via e-mail to Company Partners for evaluation and if required, procedures creation and/or modification.

Information voluntarily supplied (which does not involve negligence, deliberate violations or criminal acts) will not be used for punitive action or implication of guilt by anyone.

KCPT Flyers is committed to the concept that safety is an integral part of all flight training, flight operations, and maintenance operations.

Reporting of Accidents and Incidents

All accidental damage to KCPT Flyers airplane and equipment; injury to students, employees, and

flight observers resulting from airplane operation; or damage to non-KCPT Flyers property or injury to members of the general public resulting from KCPT Flyers flight training operations or maintenance operations shall be reported to a company partner as soon as possible.

Non-Retaliatory Policy

KCPT Flyers upholds a strict non-retaliatory policy.

The primary concern at KCPT Flyers is the identification of hazards and hazardous attitudes, actions, and/or behaviors so that they can be addressed appropriately to enhance safety for everyone.

Individuals who report safety related concerns or incidents or events that pose a safety hazard to any operations will be kept anonymous and free from retaliation or accusation.

Communication

All pilots are encouraged to use standard phraseology as recommended in the AIM.

Avoid unprofessional phrases such as:

- “with a flash”
- “fish finder”
- “punching out”
- “with you”
- “roger that”

Instructor Pilots are required to maintain professional communication standards on all flights.

Traffic and Flight Information

Pilots must be fully knowledgeable with the limitations of Traffic Information Service (TIS) and the two services provided by the ADS-B infrastructure: Flight Information Service Broadcast (FIS-B), and Traffic Information Service Broadcast (TIS-B).

Traffic Information Service (TIS) and Traffic Information Service Broadcast (TIS-B)

KCPT Flyers airplanes are not equipped with TIS-B. Do not refer to these systems as "TCAS", especially with ATC. Information observed on TIS or TIS-B is for enhancing situational awareness only. At no time may the pilot use the information exclusively to avoid traffic. Visual contact must be established with the offending target.

Flight Information Service Broadcast (FIS-B)

At this time, no KCPT Flyers airplanes are equipped with FIS-B.

Portable ADS-B In Receivers

The use of portable ADS-B receivers is permitted in KCPT Flyers airplanes. The pilot assumes all liability with the limitations and use of these devices, and the information provided by them. Pilots are strongly advised to fully understand how to use these devices prior to flight.

Online Scheduling

Scheduling is available on the www.kcptflyers.com website. Pilots with active account at https://kcptflyers.flychronos.com/clients/sign_in will have access to the reservation calendars for the airplane(s) they are approved to operate.

Pilots are required to maintain their pilot profile with the most current information. This includes documents, certificates, and endorsements.

KCPT Flyers reserves the right to deny access to the online scheduling application to any pilot.

Denial of access is generally the result of the pilot's account in arrears, incomplete pilot profile, and/or incident/accident.

Please, visit www.kcptflyers.com for Rules & Regulations for scheduling practices.

Scheduling Instructional Times

Instructor Pilots are responsible for managing their student's training schedule. Students must work with their IP in devising a training schedule. The IP or the student will then reserve the airplane on the scheduler.

Reservations requiring an IP

No pilot may reserve any resource with an IP without prior communication with the IP. Once communication with the IP is made, the IP or student will reserve the required resource(s).

Instructional Blocks will be normally for two (2) hours.

Pilot Conduct During Training

It is important that during training the Instructor Pilot and student pilot have each other's full attention. The following activities by an Instructor Pilot or student pilot are not authorized during any training activity (including solo):

- Use of cell phone for personal use
- Eating a meal
- Listening to an audio player
- Playing on any electronic device
- Any other activity that distracts from the mission of quality and safe instruction

Both Instructor Pilot and student pilot must evaluate their fitness for flight. Pilots should use the "PAVE" and "IMSAFE" checklist as a framework:

Pilot

Personal minimums will include pilot health and experience and can be evaluated in depth with the I'M SAFE checklist. How many hours of sleep do you usually need to function well? Are you healthy? Have you battled any illness or are you on any medications? How much flight experience do you have in the aircraft you're about to fly? How many hours have you flown in the past week/month/year? Are you rusty? Stressed? All of these factors can affect your flight.

Aircraft

Is the aircraft airworthy? Did it undergo any inspections recently? Do you have the fuel necessary? Are you comfortable with the weight and balance

and performance for the flight? Do you know the aircraft limitations? Do you have current charts? Is the GPS up-to-date?

Environment

What's the weather like? Are you comfortable and experienced enough to fly in the forecast weather conditions? Have you considered all your options and left yourself an "out"? Are you instrument-current? Are you comfortable with the type of approaches available to you? Did you check PIREPs and NOTAMs? Are you at comfortable flying in busy airspace or on edge about the air traffic control situation.

Does the aircraft have heat or air conditioning? Are you familiar with the terrain?

External Pressures

Are you stressed or anxious? Is this a flight that will cause you to be stressed or anxious? Is there pressure to get to your destination quickly? Do you have a plan B? Are you dealing with difficult passengers or an unhealthy safety culture? Are you being honest with yourself and others about your pilot abilities and limitations?

IMSAFE

- Illness
- Medication(s)
- Stress
- Alcohol
- Fatigue
- Emotions

Any pilot that does not satisfy the IMSAFE checklist should not begin the flight activity. Any deterioration to the pilot's ability to satisfy the IMSAFE checklist during flight should terminate the flight activity as soon as practicable.

Equipment

Pilots should have all appropriate equipment readily accessible and well organized to facilitate its use during flight. For all students, this includes at least the following:

- Pilot Certificate
- Medical Certificate (unexpired) ▪
- Logbook (with appropriate endorsements)
- Airport access badge
- Government issued photo ID
- Completed Airplane Data Card
- Headset(s)
- Unexpired aeronautical chart(s) appropriate to the planned flight. All planned cross-country routes that are within 30 NM of the edge of the chart requires the pilot to have the adjoining chart in his/her possession.
- A functioning, adequate, and reliable flashlight for any flight conducted from the end of evening civil twilight to the beginning of morning civil twilight. A mobile phone with a flashlight is not an acceptable substitute.

Preflight Inspection

It is the pilot's responsibility to verify that all the equipment required for the particular flight is functioning and has been properly inspected/checked prior to flight. Any discrepancy or airplane damage discovered during the preflight inspection must be reported immediately to the Maintenance Managers. To report discrepancies/damage, simply create a squawk in the Chronos App.

Sample message: "N21394: Taxi light out of service."

Document the discrepancies/damage in the airplane discrepancy log.

All airplane preflight inspections must be accomplished with checklist in-hand, and in accordance with its content. There are several options for pilots needing assistance during preflight. The office personnel may be contacted for operational problems. Nearby Instructor Pilots may also be able to help. Getting assistance is the mark of a careful and safety-conscious pilot.

Pilots should move the airplane during preflight inspection in order to check the underside tire condition.

Instructor Pilot must supervise all preflight inspection activities.

In addition, to avoid creating a hazardous situation on the ramp, ensure that the wheel chocks are placed (not stacked) on the base of the tie-down during preflight. This will help to prevent chocks from being struck by airplane landing gear and propellers during ramp operations.

If it becomes necessary to temporarily leave the airplane unattended, the airplane will be secured in the following manner:

- Two tie-downs or two chocks at the main wheels
- All windows closed
- All doors closed

Post-flight Inspection

It is the pilot's responsibility to complete the post-flight inspection checklist or "Secure" checklist. Any discrepancy or airplane damage discovered during the post-flight inspection must be reported immediately to KCPT Flyers/partners or office staff. To report discrepancies/damage, simply record a squawk in the Chronos App and take a photo of damage if applicable.

Sample message: "N21394: Taxi light out of service."

Document the discrepancies/damage in the airplane discrepancy log.

All airplane post-flight inspections must be accomplished with checklist in-hand, and in accordance with its content. There are several options for pilots needing assistance during post-flight. The office personnel may be contacted for operational problems. Nearby Instructor Pilots may also be able to help. Getting assistance is the mark of a careful and safety-conscious pilot.

Instructor Pilot must supervise all post-flight inspection activities.

During the winter season, the propeller must be positioned such that the propeller rests vertically.

Aircraft are stored in hangars and all have engine heaters. Insure they are plugged in when temps are expected below 45 degrees.

If it becomes necessary to temporarily leave the airplane unattended, the airplane will be secured in the following manner:

- Two tie-downs or two chocks at the main wheels
- All windows closed
- All doors closed

Responsibility for Damage to Airplane

The pilot-in-command is responsible for his/her airplane from the time the airplane is accepted by the pilot-in-command until the airplane is returned.

Any damage occurring to an airplane must be reported immediately to KCPT Flyers/partners or office staff. To report discrepancies/damage, simply record a squawk on the Chronos app and take a photo

of the damage for documentation.

Sample message: "N21394: Taxi light out of service."

Document the discrepancies/damage in the airplane discrepancy log.

Any unreported damage discovered on any airplane will become the responsibility of the last person to fly the airplane. Therefore, it is imperative that the pilot-in-command complete a thorough preflight and post flight inspection. If any damage is discovered, it must be reported immediately.

Preflight/Post-flight Instructor Briefing

Prior to each flight the instructor must brief the student on the maneuvers to be performed in flight along with the learning objectives and completion standards of the flight. After the activity, a similar briefing is required.

The student and instructor will make an entry in the student logbook with relevant remarks. The instructor will endorse the flight with their signature, instructor certificate number, and certificate expiration date.

It is extremely important that the debrief process follows immediately after each activity in order to give the student immediate feedback/critique for the activity. The instructor should ensure that all times in the student's logbook are accurate and correct.

For the purpose of solo activities, the student is responsible for ensuring that all recorded times are accurate their personal logbook. The instructor will endorse all solo activities with their signature, instructor certificate number, and certificate expiration date.

Oral time is to be billed as contact time. Contact time, is the time the instructor spends with the student during the course of each flight training activity. At the instructor's discretion, contact time may be adjusted to exclude undue interruptions. Students are not to be billed for time the instructor was not providing training services.

Fuel Requirements

Except for spin flights and upset training flights within the curriculum, all KCPT Flyers airplane departing for a local flight must have a minimum of one-half of the maximum fuel capacity on board. All dual and solo cross-country flights are required to depart fueled with at least one-hour reserve.

If the PIC determines that the fully-fueled airplane exceeds any weight or center of gravity limitations, as is sometimes the case when an observer is on board, the flight may depart with less than the maximum fuel capacity to ensure weight and center of gravity limitations are not exceeded.

All solo cross-country flights are required to depart fully fueled to the maximum capacity without exception.

Ramp Operations

This section contains policies and guidelines for KCPT Flyers pilots involved in various ramp operations. The ramp area is a potentially hazardous area and safety must be the prime consideration when conducting activities in this area.

Considerable activity may be present due to airplane taxiing, fuel, and maintenance truck operation, and pilot and mechanic movement around the airplane. Only personnel who have specific duties to perform should access the ramp, all others should remain clear.

People walking on the ramp must remain 25 feet from the parked airplane to avoid unexpected starting or moving of the airplane. Running, cell phone use, and the use of portable media players (e.g., iPods, CD players, etc.) on the ramp is strictly prohibited.

No one is permitted to approach, board, or exit the airplane with the engine(s) running except for authorized maintenance personnel. Instructor Pilots initiating a supervised solo flight will taxi the airplane to a point on the airport where the airplane can be shut-down before the instructor deplanes, and likewise before boarding again.

Windscreen Care

Scraping any surface on the airplane with abrasive materials is prohibited. Scraping windscreens with credit cards, ice-scrapers, or other abrasive materials will scratch the windscreen, decreasing the effectiveness of vision outside the airplane and creating a hazard with regard to collision avoidance.

Use of cleaning materials other than those provided may result in damage to the windscreen. Do not use dirty rags or chamois wipes. Use ONLY clean wipes designed for use on acrylic windscreens. Do not use any ammonia-based window cleaner products.

At no time will any markings or unapproved stickers be placed on the windscreen.

To prevent damage to the inside of the windscreen, nothing is to be placed on top of the instrument panel. Clipboards, headsets, and other equipment cause frequent unintentional damage and should be placed elsewhere.

Engine Starting

Before starting any engine on the ramp, all pilots must verbally and visually ensure that the propeller area is clear, per the engine start checklist specific to that airplane. Engine(s) may not be started if the airplane on either side is being fueled.

To prevent damage to the doorstop mechanism caused by propeller blast, pilots will ensure that during engine starting and taxiing, airplane doors are securely shut or are manually held off the doorstop mechanism. Airplane doors will not be locked in the full-open position during engine starting and/or taxiing.

The hand-propping of any KCPT Flyers airplane is prohibited except authorized KCPT Flyers personnel. If the pilot is unable to start the engine, he/she should notify the Flight Desk, who will then notify maintenance.

Engine starting in reported temperatures of less than 1.6°C (35°F) is prohibited unless it is preheated.

Pre-heating is required for all airplane exposed to temperatures of less than 1.6°C (35°F) prior to engine start.

Fueling – Line Service

Fuel quantity should be checked immediately upon reaching the airplane, prior to starting the pre-flight inspection. If fuel is needed, notify the Cleburne Airport on frequency 122.8 or (817)641-5456 immediately so that a fuel truck can be dispatched. Prior to engine shut down at the conclusion of the flight, the pilot-in-command shall request fuel service. Do not attempt to wave the fuel truck down.

Anytime the fuel truck is parked in front of your airplane for the purpose of servicing the airplane, all occupants must be out of the cockpit and clear of the airplane by at least 25 feet.

Ensure that all electrical switches and ignition switches are in the OFF position.

At least one tie-down shall remain attached to the airplane and two sets of chocks on the landing gear.

Fueling personnel are responsible for properly grounding the airplane. The pilot-in-command must notify the Chief Pilot or Assistant Chief Pilot if any line service safety procedures are not followed.

Aviation fuel SHALL NOT be dumped on any ramp. All KCPT Flyers airplanes are equipped with fuel drain-strain container (GATS jar). The pilot must sump the airplane using the airplane's fuel drain-strain container (which has a screen on top of the container) prior to removing any tie-downs so that contaminated fuel must be disposed, the airplane may be left unattended.

Uncontaminated fuel will be returned to the airplane by pouring it back through the screen-side of the fuel drain-strain container into the airplane's fuel tanks.

Pilots suspecting contaminated fuel will continue to drain fuel until the fuel is acceptable.

Fueling – Self-Service

Ensure that all electrical switches and ignition switches are in the OFF position.

At least one tie-down shall remain attached to the airplane and two sets of chocks on the landing gear.

Connect the grounding cable to a metal part of the airplane.

The fueler must touch a metal part of the airplane to discharge any static electricity. The fueler must be aware that some clothing materials are prone to and easily generates static electricity.

Use of cellular devices during fuel operations is strictly prohibited.

Aviation fuel SHALL NOT be dumped on any ramp. All KCPT Flyers airplanes are equipped with fuel drain-strain container (GATS jar). The pilot must sump the airplane using the airplane's fuel drain-strain container (which has a screen on top of the container) prior to removing any tie-downs so that contaminated fuel must be disposed, the airplane may be left unattended.

Uncontaminated fuel will be returned to the airplane by pouring it back through the screen-side of the fuel drain-strain container into the airplane's fuel tanks.

Pilots suspecting contaminated fuel will continue to drain fuel until the fuel is acceptable.

The pilot-in-command shall complete a 360° walk around of the airplane after the completion of the self-service fueling operation to assure that the airplane is free from tie-downs, chocks, or fuel service hoses and lines.

Taxiing

When taxiing in congested areas such as the ramp, the speed at which the airplane moves should be equivalent to a normal walking speed, with as little power as necessary. The airplane must be capable of an immediate stop if conditions require it. The following speeds are maximum ground speeds allowed during taxi operations:

Ramping	5 knots
Non-movement Areas	10 knots
Movement Areas	15 knots

In all taxi operations, the appropriate taxi speed is that which gives the pilot safe, positive control at all times. A sterile cockpit shall be maintained while taxiing on the ramp.

As the airplane moves out of the tie-down position with minimum power required to initiate movement, brakes on the pilot's side and passenger's side (on dual flights) will be tested to ensure proper operation. If complete brake failure is encountered, the engine(s) must be immediately shut down.

Extra care should be taken when taxiing in the proximity of fuel trucks or other vehicles on the ramp. No attempt should be made to taxi around any vehicles.

Airplane departing the ramp must give way to airplane entering the ramp. Airplane exiting hangar alleys must give way to airplane taxiing on taxi lanes. Airplane has the right of way over all land-based vehicles.

Taxiing into a tie-down spot is strictly prohibited. The flight crew must plan to utilize the airplane's tow bar to push the airplane into position.

Taxiing over tie down ropes or straps is strictly prohibited.

Parking

Upon returning from a flight, all single-engine airplanes will be put back in their respective hangars.

The airplane must be pushed by using the tow bar provided in the airplane.

A tow bar must be used when positioning the airplane for parking. Pushing on any part of the empennage, propeller spinner, or cowling is strictly prohibited.

Pilots must ensure that the airplane is parked and properly secured. Tie-downs should be tightened in such a manner as to firmly secure the airplane, but not so tight as to place the wings under tension.

When exiting the airplane, ensure that all switches are off and that all trash and personal items have been removed.

Ramp Security

Please make sure the aircraft is securely tied down and locked if left on the ramp for security purposes.

Local Operations

This section contains procedures for operations in the local area, including those airports located near the practice area that are approved for use by KCPT Flyers airplane. Filing flight plans for operations to approved airports within the practice area is not required. However, pilots must indicate their destination on the flight activity in Chronos under the aircraft booking. If the destination has changed, the IP must revise this information.

Any student training flight that intends to proceed outside of the practice area should file a flight plan with Flight Service Station (FSS) and leave a copy of that flight plan with Flight Desk before departing.

Weather Briefing/Weather Minimums

All pilots are required to obtain a standard VFR or IFR weather briefing prior to flight via:

- 1-800-WX-BRIEF (800-992-7433)
- www.1800wxbrief.com
- Electronic Flight Bag

Pilots may supplement their weather briefing via:

- 1-800-WX-BRIEF (800-992-7433)
- www.1800wxbrief.com
- Electronic Flight Bag
- www.aviationweather.gov
- Mobile app

WEATHER MINIMUMS FOR KCPT Flyers OPERATIONS;

- Ceilings (IFR OPS) ARRIVAL/DEPARTURE 800'
- Visibility (IFR OPS) ARRIVAL/DEPARTURE 2 SM
- Student pilot solo maximum wind 20 kts
- Student pilot maximum crosswind component 7 kts

For supervised solo operation limitations refer to page 39 (Supervised Solo Requirements).

WEATHER MINIMUMS FOR KCPT Flyers OPERATIONS CAN ONLY BE WAIVED BY A COMPANY PARTNER.

Weight and Balance/Performance

All pilots are required to complete a weight and balance and performance calculation prior to flight.

Pilots must use the aircraft's actual weight and balance; this information is located on each aircraft's weight and balance/equipment list (located in the aircraft).

KCPT Flyers retains the right to inspect the weight and balance and performance calculation upon request by the Managers or Flight Desk staff.

Supervised Solo Requirements

Instructors conducting supervised solo activities must ensure that their students are not allowed to conduct solo flights unless the existing weather conditions fall within the following established criteria:

- The airport where the solo event is being conducted must be in VFR conditions
- The student must have an 80,000-hull damage policy in place before solo flights
- A headwind component may not exceed 15 kts or more
- A crosswind component may not exceed 7 kts or more
- Visibility must be greater than six (6) statute miles
- Ceiling must be greater than three-thousand (3,000) feet
- Temperature and dew point spread must be greater than four (4) degrees
- No adverse weather conditions may be present (i.e., gusty conditions, shifting winds, wind shear, dust devils, virga, etc.)

Practice Areas

Radar Services

The use of radar services is highly recommended while operating in the practice areas. Obtaining radar services does not alleviate the pilot from adhering to 14 CFR requirements. When radar services are provided, pilots must maintain a continuous watch on the appropriate frequency and respond to ATC calls. If the pilot continues to miss ATC calls, cancel radar services and proceed to an area of the practice area with less traffic and monitor the ATC frequency.

In the event where ATC is unable to provide radar services, the pilot is advised to monitor the ATC frequency.

Flight Maneuvers

The pilot-in-command is responsible for adhering to 14 CFR requirements at all times. Pilots are required to conduct a Pre-maneuvering Checklist and clearing turns prior to any practice flight maneuver. During flight maneuvers, the pilot must assure the airspace required for the flight maneuver and its vicinity is cleared from traffic. If traffic is detected during the flight maneuver, the pilot must abort the maneuver and maintain visual separation from that traffic.

Instrument Approaches

Prior to practice instrument approach flights where a safety pilot is required, the two pilots must establish who is the pilot-in-command during the entire flight. The role of the safety pilot must be established. If the safety pilot declines to act as pilot-in-command while the pilot flying is under a view limiting device, the flight is not authorized to be conducted by KCPT Flyers.

The pilot acting as pilot-in-command is responsible for collision avoidance and separation when conducting instrument approaches in visual meteorological condition. Pilots must maintain a scan outside and exercise see and avoid at all times.

The use of current published instrument approach procedures is required for practice instrument approaches and IFR operations. When the instrument approach is conducted into non-towered airports, it is imperative that the procedures published in the current AIM are followed.

When conducting an instrument approach into an uncontrolled airport with the active runway directly opposed to the approach direction, break off the approach two (2) nautical miles from the approach end of the runway in use.

During the approach, make the radio calls as prescribed in the AIM to include the distance from the airport and altitude. Do not simply announce the approach procedure by name. Many VFR pilots have no knowledge of instrument approach procedures and therefore, will not understand your position relative to the airport environment. In the case of an airport using multiple runways, utilize the onboard GPS to determine when you are two (2) nautical miles from the approach end of the runway.

When conducting instrument approaches to a non-towered airport, provide continuous position reports on the CTAF, advising distance from the airport and altitude. Exercise good decision-making, breaking off the approach at a point where you can safely execute a missed approach while not interfering with any pattern traffic flow, not less than 2 nautical miles, unless maneuvering for a landing. Exercise good judgment and decision-making and maintain safety and situational awareness.

Minimum Altitude

Pilots are required to meet 14 CFR 91.119 requirements. At no time shall flight be conducted below 500

Fueling at Outstation Airports

Before authorizing the refueling of the airplane, ensure that there is a credit card available to pay for the fuel prior to departure.

KCPT Flyers will reimburse the fuel purchase with an original receipt up to the value of the receipt but not greater than the fuel rate with the company's fuel service provider. In the event the fuel purchased at the outstation airport is higher than the company's fuel provider's rate, the company's fuel provider rate will be used to calculate the reimbursement amount.

Equipment Care

Pilots are expected to keep the airplane and ramp areas clean and free of debris. At no time will food or beverages (except water) be consumed in KCPT Flyers airplanes. Anything brought into the airplane should be removed after the flight. Pilots must remove all trash from the airplane regardless of its origin.

Spin Restrictions

Spin training is only permitted in courses approved by KCPT Flyers for spin training, with the following restrictions:

1. Spins will only be conducted in airplane certified for spins.
2. Spins are permitted on dual flights only.
3. Spins are permitted only when required by the specific lesson and unit in the approved curriculum in courses leading to Flight Instructor certification, or in the Upset Training course.
4. Spins must be entered at an altitude of 6,000 feet AGL or higher.
5. Spins in either direction must be fully recovered no later than two full turns.

Instrument Training Operations

Partial Panel Instrument Maneuvers

All partial panel instrument maneuvers must be performed in visual meteorological conditions (VMC) with visibility 5 SM or greater. No partial panel instrument maneuver may be performed above a ceiling at night. In the judgment of the instructor, outside visual references and cockpit lighting must be adequate.

In Garmin G1000 (or equivalent) equipped airplane, the pulling of circuit breakers to simulate a partial panel condition is prohibited.

Any recovery from a partial panel instrument maneuver must be accomplished no lower than 1,500 feet AGL.

Unusual Attitude Maneuvers

The following restrictions apply to unusual attitude maneuvers:

1. In the judgment of the instructor, outside visual references and cockpit lighting must be adequate. The instructor must not be required to rely on airplane flight instruments to monitor or affect a recovery from any maneuver or situation.
2. At night, all unusual attitude maneuvers must be performed over a well-lit populated area.
3. Maneuvers must be performed one at a time. Upon completion of each maneuver the airplane must be recovered, stabilized in straight and level flight, and returned to the appropriate altitude prior to initiating the next maneuver.
4. Recovery from maneuvers must be accomplished and completed no lower than 1,500' AGL.

5. Unusual attitude situations in which the airplane exceeds 60 degrees of bank or 30 degrees of pitch (nose up or down attitude relative to the horizon) are prohibited in all courses other than the Upset Recovery Training course and the spin dual lesson.

Night Training Operations

External lighting will be illuminated during all night operations when appropriate.

KCPT Flyers airplane will taxi on open, approved, and well-lit taxiways and runways only (any deviation must be officially approved by the Chief Flight Instructor).

The full length of the runway must be used for all night takeoffs at all KCPT Flyers- approved airports.

All night landings must be to a full stop and taxi back for runway lengths of less than 3,000 feet. Stop and-go, touch-and-go landings may be conducted provided the runway length is at least 4,000 feet and runway remaining for takeoff is at least 200% of the calculated required takeoff distance.

No short or soft-field takeoff or landing practice is authorized at night, unless a short field take-off or landing technique is required to clear any obstacles at the departure end of runway for departing the airport or approach end of runway for arrival to a full stop.

Media And Communications

News Media Communication

No pilot of a KCPT Flyers airplane may make any statement to the members of the press on behalf of KCPT Flyers, its airplanes, its affiliates, or the details surrounding an accident or incident.

When in doubt, use the following statements: “No comment.”

“Please contact KCPT Flyers management.”

KCPT Flyers does not discuss on-going investigations.

Social Media

KCPT Flyers does not discourage the use of social media by its employees. However, we do encourage that discretion be used when utilizing social media.

Please, remember that potential employers will conduct research on your social media activities prior to hiring you. Government agencies also conduct similar searches on social media activities.

General Flight Restrictions

Weather minimums for KCPT Flyers operations:

- Ceilings (ALL IFR OPS) ARRIVAL/DEPARTURE 800' Ceiling
- Visibility (ALL IFR OPS) ARRIVAL/DEPARTURE 2 SM
- Student Pilot (initial)solo maximum wind 20 KTS
- Student Pilot (initial)maximum crosswind component 7 KTS
- Student Pilot solo must be conducted with visibility greater than six 6 SM and ceiling greater than three thousand (3000').
- No flight shall be conducted if the forecast along any part of the route of flight includes hazardous weather conditions such as icing.

Additional Restrictions:

- Formation flying is prohibited.
- Aerobatic Flight maneuvers are prohibited with the exception of the required maneuvers listed in the Airman Certification Standards (ACS) pertaining to the rating being sought.
- Grass strips are prohibited.
- Operations below 500' AGL are prohibited with the exception of take offs and landings.
- Hand propping of aircraft is prohibited.
- Any area within 10' of a propeller should be considered hazardous weather the engine is running or not. Always exercise extreme caution.
- Multi-engine aircraft are only permitted to operate in/out of 4000' RWYs.

- Single-engine complex aircraft are only permitted to operate in/out 3000' RWYs.
- Flight outside of the USA must be approved and coordinated with KCPT Flyers management thirty (30) days prior to departure.
- Cross-countries are restricted 150 n.m. from KCPT.

Only KCPT Flyers Managers can waive the above restrictions.