

OTTAWA FLYING CLUB COMPANY OPERATIONS MANUAL

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Issued on the Authority of the General Manager and Chief Flight Instructor
The Ottawa Flight College is an operating name of the Ottawa Flying Club

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OTTAWA FLYING CLUB COMPANY OPERATIONS MANUAL

INTENT

The Ottawa Flying Club Company Operations Manual (OFCCOM) has been compiled for the use and guidance of students, members and operational personnel conducting flight training at the Ottawa Flying Club. This manual, or applicable part(s) thereof, will be distributed to all students, members and personnel concerned with flight training programs at the Ottawa Flying Club (OFC). All holders of this manual will be responsible for its safe custody and amendments as required. This manual is to be read by all members. Once the manual is read in full, members must sign the OFCCOM form, which is acknowledgement and agreement of all policies, rules, regulations, and conditions of this manual. In the case of employees, this form is part of the Initial Hire Package, and a quiz will be required prior to commencement of employment. For Students, reading and agreeing to this Manual are part of their student contracts, as is a quiz which will be required prior to beginning training. The term “student” and “member” are synonymous in most of this handbook. Unless otherwise specified separately, any reference to “student” can be assumed to include any flying member undergoing training, certification, or re-certification, while private flying operations are assumed to include students with their own aircraft or private members flying their own aircraft or Club aircraft dispatched the Club.

This manual, while governing, is a living document – meaning, it will be periodically updated as required. All updates will be noted in the Amendment List including who made the change, to better facilitate transparency as well as direct question to the appropriate personnel. Any changes to policy will see the subsection heading **highlighted in green** in the document until the next revision is published, or 60 days (whichever occurs first).

As this document contains operational control information, its safeguarding is paramount. While posted on our company website, this document is to be treated as confidential; the only people who know to look for it are the membership. For that reason, sensitive information pertaining to security, codes, and some specific procedures have been omitted.

The success and safety of the Ottawa Flying Club starts with YOU.

-OFC MANAGEMENT

SECTION 1: ADMINISTRATION

NOTE: Under the Aeronautics Act Section 6.5 (2) requires that “the holder of a Canadian Aviation document that imposes a standard medical...” disclose that they hold such a document to a physician or optometrist.

The OFCCOM does not represent the most up-to-date information on the CARs, Aeronautics Act, or any other such Federal policy, law or Act. Students, Staff, and Flying Members are wholly responsible for ensuring they are in compliance with such policies, regulations and laws.

1.1 Club Culture

1.1.1 Culture

We love to fly and to teach others to fly.

We are committed to helping our students succeed and will provide the best training and advice that we can. We will never turn a student away who is motivated and engaged in their training– if they want to learn, we will do our best to teach them.

We are committed to supporting a vibrant club through activities and tasks that focus on aviation, foster continuous learning and that provide opportunities for social engagement.

We are a safety conscious organization. Recognizing the inherent risks in aviation, we value safety and consider safety and continuous improvement to be a fundamental component of our business.

We will provide and foster an environment:

- Where employees can enjoy contributing to the success of the company, our customers and each other in return for fair compensation;
- In which employees’ contributions, individuality, differences, and ideas are valued;
- Where trust and respect are mutual;
- Where organizational, personal/professional growth & learning is expected; and
- Where the organization is well managed, profitable, and sustainable.

1.2 GENERAL OPERATIONAL POLICIES

1.2.1 Calendar/Phase Targets

Outlined below is a generic schedule of training events. The actual progress of a student’s training will depend highly on student’s ability, student’s dedication, aircraft availability and favorable weather conditions.

•	Orientation
•	Radio Exam
•	PSTAR

•	Pre-Solo Exam
•	Student Pilot Permit
•	Dual/Solo
•	Advanced Dual
•	Solo Practice Area, Instrument, Dual Cross Country
•	OFC Private Pilot Ground School Exam (70%)
•	Transport Canada PPL Exam
•	Solo Cross Country
•	Pre-Flight test and Flight test
•	Night Rating
•	Commercial Build up time
•	Instrument Time
•	OFC Commercial Ground School Exam (70%)
•	Transport Canada Commercial Exam
•	Advanced Dual and Commercial Pre-Flight
•	Commercial Flight Test

1.2.2 Dress Code

All members are required to adhere to the following OFC dress code while on the premises for Ground School briefings, Simulator sessions, or flying activities. The dress code includes:

- Short or long sleeve shirt – no offensive language / images
- Pants/shorts
- Appropriate footwear (no sandals, flip-flops, or high heels)

Flights will not be authorized if pilot and passengers are not suitably dressed for the current/forecast weather conditions. Appropriate seasonal clothing (i.e., Jackets, Gloves, and hats/toques) must be worn when weather conditions warrant their wear. A no-show fee will be charged for non-adherence.

1.2.3 Hours of Operation

Normal hours of operation at OFC include the following:

- Dispatch and administration services from 07:00 to 20:00, 7 days a week.
- Flight operations from 07:00 to 24:00 (Subject to weather and bookings); early closures may occur from time to time as weather conditions change.

1.2.4 OFC Closures

The OFC is open seven days a week except for major holidays; please refer to the OFC website calendar www.ofc.ca for specific dates.

1.2.5 Pilot Supplies

OFC carries several charts, books and other pilot supplies, items not in stock can be ordered through the dispatch desk.

1.2.6 Club House Rules

The Ottawa Flying Club is a public place of business, please treat it as such. The lounge is meant for staff, students, members, and the public. Garbage is to be disposed of using the containers provided. Beverages and food are allowed in the briefing rooms, please pick up after yourselves. With the opening of the new restaurant, more public will be attending our premises and we should use this as an opportunity to be brand ambassadors.

1.2.7 Student/Staff Relationship

The CFI will assign students to an instructor who will oversee the student's progress throughout the training period and will be responsible for the student's success. It is *not* mandatory that a student fly with only with the assigned Instructor. Rather, we encourage flying with someone else if the primary Instructor is not available but try to limit the number of instructors being flown with at any one time to two. OFC makes every effort to maintain a high degree of professionalism within its staff. Students are encouraged to emulate that quality. In the event of a conflict between the student and instructor; the student is encouraged to reach out to the CFI.

1.2.8 Cell Phones

Students are asked to refrain from cell phone use during training sessions. Cellular phones and other communication devices must be in silent mode or switched off to avoid disturbing others. Such devices are not permitted in the room while completing any exams (PSTAR, pre-solo exam, mock TC written, radio license). Phones, cameras, and activity cameras (i.e., GoPro) are not to be used at any time during flight while solo or operating any OFC aircraft. Private members operating their own aircraft may attach camera(s), film, or record their flight in accordance with Transport Canada regulations and considering good airmanship. The only exception to this policy regarding cell phone use while flying is for conducting flight operations or in event of an in-flight emergency (i.e., taking note of take-off times, updating ETA with Dispatch, etc.). Cameras or activity cameras are shall not be attached to any part of the aircraft, both inside and/or attached directly to OFC aircraft regardless of solo or dual flight.

1.2.9 Intro Flights

Intro flights are a great way to connect with our community and raise interest in aviation. The OFC offers Intro Flight Gift Certificates that can be purchased by the person intending to use them, or by a third-party as a gift. The Terms and Conditions of these certificates are:

- 1) Intro Flight Gift Certificates are valid for a period of one (1) year from the date of purchase;
- 2) If unused after one (1) year, the Gift Certificate reverts to Cash Value;

- 3) Gift Certificates are limited to one purchase per customer (i.e., one person may fly per Gift Certificate and any additional passengers, the flight shall be considered a Tour);
- 4) Gift Certificates are not refundable;
- 5) Intro Flights and/or Sight Seeing Tours are not to be conducted during night.

1.3 STUDENT RECORDS

1.3.1 Student Records

Upon registration the following documents must be maintained in all student files:

- Student contract
- Copy of proof of citizenship
- Copy of photo ID (Driver's License, Passport, Permanent Resident card)
- Copy of student visa (international students only)
- PCC contract for vocational training if applicable (commercial or instructor training)
- Copy of Canadian Aviation Medical (when completed)

****Ottawa Flying Club will not retain or withhold a student's passport or visa documentation.***

The following items will be added to the student's file as the requirements are completed.

Documents for Private Pilot Training (to be added as training progresses)

- Original PSTAR exam
- Record of PPL ground school
- Radio test and copy of application form
- PPL written exam results
- Yellow copy of student pilot permit
- PPL flight test results
- OFC pre-solo exam
- Language proficiency test
- OFC winter operations test
- Copy of PPL application form

Documents for Commercial Pilot Training / Multi Rating / IFR Rating

- Copy of Private Pilot Licence
- Cessna 172 test
- Written exam results
- Flight test results
- Copy of letter of recommend (*CPL flight test only*)
- Copy application form (*CPL only*)

Documents for Instructor Rating

- Copy of Commercial Pilot Licence
- CPL written exam results
- CPL flight test results
- Letter of recommend for instructor rating flight test

1.4 Drugs and Alcohol Policy

1.4.1 Drugs and Alcohol Policy

The OFC has adopted a zero-tolerance policy for alcohol or non-medical drugs. Individuals violating this regulation will be suspended from flying privileges and cancellation of flight training will result. OFC will also report the occurrence to proper Transport Canada authorities. The minimum time between consuming alcoholic beverages shall be no sooner than 12 hours post-consumption (12 hours “bottle to throttle”). Medication other than over the counter (OTC) shall be with consultation of a medical professional and is the members responsibility to seek out medical advice. Illicit drug (i.e., non-prescription drugs) use is strictly prohibited. Any staff or members found to be using such substances shall immediately have their Membership or employment cancelled and Transport Canada will be notified. While legal in Canada, marijuana use is prohibited within 28 days of operating an aircraft.

1.5 Discipline Policy

1.5.1 Discipline Policy

It should come as no surprise that flying is a very serious business. The aviation industry expects graduates from flight schools to realize this very important reality. Therefore, with the goal of graduating the best pilots from our training programs, the Ottawa Flying Club expects all students to take their training seriously and always follow OFC rules and procedures. Students who do not follow rules and procedures and do not take their training seriously will be subject to OFC disciplinary action.

Disciplinary Action will begin when a student displays unsatisfactory progress due to lack of effort on the student's part, excessive absenteeism, or shows questionable behaviour (Unsatisfactory Performance). The student's Instructor, and the CFI, will initiate this disciplinary action.

One or more of the following scenarios determines Unsatisfactory Performance.

Unsatisfactory progress in a training program is evident when:

1. Student fails to maintain a 60 percent on Transport Canada Exams
2. Student has a partial or full fail of any Transport Canada written exam or flight test.
3. Student fails to demonstrate the necessary performance levels throughout their training.

Questionable Behaviour is evident when the student:

1. Is consistently uncooperative with OFC staff.
2. Disobeys an instruction of an OFC staff member.
3. Is caught cheating.
4. Demonstrates unsafe or reckless flight operations.
5. Breaks a rule or fails to follow the established OFC procedures.
6. Establishes a trend of cancelling bookings for no apparent acceptable reason.
7. Shows up for a flight unprepared or fatigued, or otherwise impaired.

8. Shows a consistent trend of being disruptive during their training sessions.

OFC reserves the right to cease training of any student or revoke flying privileges at the sole discretion of the CFI/GM. Such revocation may be for reasons not listed on the disciplinary list above. Club membership can be revoked upon review by the Board of Directors.

1.5.2 Flight Training Suspension

A review committee meeting will be called by the CFI to discuss the suspension of a student's training. The review committee will be made up of the CFI, GM, Safety Officer, and the student's Instructor. A review committee meeting will be called for any of the following reasons:

- Gross negligence;
- Academic dishonesty;
- Unsafe/Reckless flight operation;
- Intentional violation of any CAR's or OFC rules or SOP's/OFCCOM;
- Under influence or usage of alcohol or drugs on school/OFC property;
- Failure to maintain required flight training syllabus, consistently requiring additional flights;
- Unsatisfactory progress, repeated failure of flight and written exams;
- Excessive absenteeism;
- Repeated air sickness;
- Inability to maintain a 60% average in ground school classes;
- Consistently late or 'no-shows' for flights; and
- Not achieving an ICAO Level 4 English language capability.

The student will receive written notification of a review committee meeting at least seven days in advance. Failure to attend the review committee meeting will result in immediate dismissal for the student. A student called to appear before a review committee meeting may be accompanied by an advisor, an advocate, a representative of the sponsoring agency, or his or her parent(s). After all concerns have been considered, the committee will decide regarding continuation of training. Additional or supplemental training as the result of an incident or observation shall not be considered as "disciplinary action" as per this and the non-punitive policy.

1.5.3 Disciplinary Action

1.5.3.1 First Offence

The OFC staff member shall give the student a verbal warning regarding; unsatisfactory progress due to lack of effort in the student's part, excessive absenteeism, and/or questionable behavior (unsatisfactory performance). This verbal warning shall be documented in the student's PTR. A Disciplinary Action Form will be drafted and signed by the student. The form will be given to the CFI and placed into their student file.

1.5.3.2 Second Offence

A second Disciplinary Action Form filed in their student file and a meeting with the CFI.

1.5.3.3 Third Offence

A review committee meeting will be called by the CFI. Possible recommendations include but are not limited to: Termination from OFC training, additional training, demonstrating competence through testing, suspension from flying, receiving a final warning and any other recommendation the review committee deems fit.

1.5.3.4 Appealing Disciplinary Action

As per OFC By-Laws, any student or private member who is subject to disciplinary action may appeal the disciplinary action with the Board of Directors.

1.6 Aircraft and Instructor Bookings and No-Show Policy

1.6.1 Policy Structure

Administration Fees will be applied to the following paperwork related services: SPP, PPL, CPL, Multi, Night, Float, any rating, testing etc. and can be found at Dispatch. Membership Fees are included with your paid PPL ground school. Annual membership fees will be required at the start of your commercial pilot training. Flying memberships will lapse at the end of the calendar year they are purchased in. Student memberships will lapse after 365 days from purchase OR the acquisition of a RPP or PPL license; whichever is earlier. Algonquin College while enrolled are not required to purchase a membership for the duration of their enrollment.

1.6.2 Payment Form Retention

All students and members must supply a credit card and or carry a positive balance on which we can charge their flight training fees. No students are allowed to carry an amount owing to the club. If at any time a student has an amount owing his account will automatically be suspended until the fee owing is paid in full. Also, they will also be responsible for making up lost bookings. If a student must cancel a booking; the cancellation must be made with the instructor they are booked with, either by phone or in person. If the instructor is not available, they may call Dispatch to cancel but also leave a message for the instructor. Students are responsible for making sure both the plane and the instructor are cancelled. Under no circumstances are bookings to be cancelled by e-mailing/texting the schedulers or dispatch. If a student does not cancel within the designated cancellation period or No-Shows, they will be charged a fee depending on the number of hours booked.

1.6.3 Standby Booking Fees

If a standby booking is made and the aircraft becomes available, the booking will become confirmed. Standby bookings that become confirmed outside of 48h are binding and subject to

late cancellation policy. Standby bookings that become confirmed within 48h are not subject to the late cancellation policy. While bookings become “live” within 48h are not subject to a no-show fee, members shall endeavour to make use of the aircraft or cancel it as the earliest opportunity should they no longer require the resource.

1.6.4 No Show / Late Cancellation Fees

Any missed booking will be subject to a No-Show or Late Cancellation Charge if not cancelled more than 48 Hours before the start of the booking time slot. If you are ill prior to the flight, but within the 48-hour cancellation window, your instructor (for a dual flight) must be contacted. If a solo flight, dispatch must be contacted. If repeated cancellations due to illness take place within the 48-hour cancellation window, a doctor’s note may be required, at the discretion of the CFI/GM.

1.6.4.1 Booking Cancellations

All booking cancellations must be made directly with dispatch with positive contact. Positive contact means a phone call and/or an email where the student/member speaks to a dispatcher and/or a voicemail or email has been replied to. Simply leaving a voicemail or sending the email does not cancel the booking: a reply is mandatory. Adding a note to a cancelled booking (i.e., “cancel all future bookings”) is not an accepted form of booking cancellations. As such, subsequent bookings will not be cancelled, and a no-show fee will apply to any flights not cancelled.

1.6.4.1 No-Show Considerations

A no-show charge may be applied to a student’s account if the student:

- a. Reports for a flight late (greater than 15min);
- b. Reports for a flight not prepared for the lesson (i.e., has not accomplished the preparatory readings assigned by the instructor, has not completed any flight planning items that are not required immediately prior to the flight, etc.);
- c. Reports for a flight not adhering to the dress code; or
- d. Any other reason why the flight was unreasonably delayed beyond 15 minutes that would have otherwise departed on-time.

Only management can authorise the reversal of a no-show fee.

1.6.4.2 (Dual) First Occurrence

2h instructor time, \$50 charge for aircraft.

1.6.4.3 (Dual) Second Occurrence

2h instructor time, 1h of aircraft cost/2h slot. Should a trend of canceling just outside the 48h window become apparent, OFC may elect to meet with the student to determine the appropriate course of action for bookings in future.

1.6.4.4 (Solo) First Occurrence

\$50 charge per 2h aircraft booked.

1.6.4.5 (Solo) Second Occurrence

1h full aircraft rate/ 2h aircraft book time. Should a trend of canceling just outside the 48h window become apparent, OFC may elect to meet with the student to determine the appropriate course of action for bookings in future.

1.6.5 Minimum Use

The Flying Club operates on a minimum use policy, to a minimum of 4 hours per day.

For example: a plane is booked for a three-day trip, a minimum of 4 hours should be flown daily otherwise additional time will be added automatically. A bill break-down will appear as follows: any flight time over 4 hours will be billed as actual flight time above 4 hours (if you fly 18 hrs over the three-day trip, you will be billed 18hrs). If you fly UNDER 4 hours daily, you will be billed UP TO 4 hours (i.e., you fly 10 hours over three days, there will be an additional 2 hours charge on your bill, totalling 12 hours – or 4hrs per day).

This policy is not subject to a fuel surcharge.

1.7 Non-Punitive Reporting Policy

1.7.1 Non-Punitive Reporting Policy

The non-punitive reporting system at The Ottawa Flying Club is based on the concept that errors do and will occur within the complex and dynamic flight training environment. The Ottawa Flying Club will endeavour to ensure that all students and staff are provided with the required training and direction to complete any tasks assigned to them by senior staff and instructors. The Ottawa Flying Club will conduct all investigations with a view to finding the root cause of problems. Only in the rarest of circumstances will disciplinary action be taken and then only after the Disciplinary Decision Process is fully completed and documented.

In the case of verified situations involving any of the following violation actions, disciplinary measures will be taken.

These conditions include, but are not limited to;

- Gross negligence on the part of the individuals involved,
- Criminal intent on the part of the individuals involved,
- Use of illicit substances on the part of the individuals involved,
- Knowingly violating company or legal regulations, policies, or company standards, and
- Intentional damage to OFC aircraft or property.

Disciplinary measures may include financial ramifications to the student/member (i.e., cost of damage levied to the customer), suspension of flying privileges, and/or potential revocation of Flying Club Membership. Remedial training after an incident does not constitute disciplinary action.

1.8 Tax Information for Vocational Training

Reference: CRA Income Tax Folio S1-F2-C2, 2.38

Enrolment in flying training school or club

2.38 Subject to the comments in 2.7, fees paid by or on behalf of students enrolled at flying training schools or clubs certified by the Minister of ESD (see 2.3 and 2.6) are eligible tuition fees under paragraph 118.5(1)(a), only if the student is taking flying lessons to become a commercial pilot or a professional instructor. Fees are eligible only to the extent that they may be regarded as having been paid for tuition. Therefore, a student must be under instruction and direct supervision before the cost of flying time is eligible for the tuition tax credit. As a result, the cost of solo flying does not, generally, qualify as tuition. However, the Transport Canada flight training requirements for certain licences or ratings include, in part, a specified number of hours of flying time under instruction, including both dual and solo flights. There is also a total flight experience requirement of a certain number of hours. The CRA accepts that the student is under instruction and direct supervision while completing the required minimum hours of dual and solo flight training time. However, as the additional flying time required to meet the total hour requirement need not be under instruction and direct supervision, these costs would not qualify as eligible tuition. Accordingly, the cost of dual and solo flying hours required to obtain certain licences or ratings, to become a commercial pilot or a professional instructor, to the minimum flight training requirements of Transport Canada, is part of the student's tuition.

1.9 RESERVED

SECTION 2: HEALTH AND SAFETY

2.1 SAFETY POLICY

2.1.1 Safety Policy

The Ottawa Flying Club strives to take a professional and proactive approach to safety in all its operations, to provide all employees with a safe and healthy working environment.

It is the company's intention to reduce or eliminate all injury to personnel and accidental damage to equipment and property.

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The Ottawa Flying Club has implemented an Operational and Safety Reporting System to aid students, members, and staff in reporting any unsafe practices, conditions, or abnormal events that take place during flight, or on the ground or in the office.

Responsibility for the management of the company's Operational and Safety Reporting System is assigned to the Safety Officer. The Safety Officer shall report directly to the Chief Flight Instructor and has direct access to the Accountable Executive, if required.

Responsibility for the implementation of the Operational and Safety Reporting System rests with the Accountable Executive and General Manager. This responsibility includes the authority and funding to establish support for the program.

In the Ottawa Flying Club's ongoing effort to identify all hazards, the company has implemented concepts of a just culture. This will ensure protection to anyone reporting any safety hazards or events. For more detailed information on this process and the protections it affords refer to the company's Non-Punitive Reporting Policy. When dealing with safety issues, all company management will strictly adhere to this protocol.

All employees, members, and students are required to actively report safety issues through a submission to the company's Operational Safety Reporting System or through communicating directly with the Safety Officer or Chief Flight Instructor. This system can be found via QR codes posted around the Club, or via the Booking System. Additionally, each flight will be required to select "Yes" or "No" to submitting a Safety Report while closing a flight on FlightSheets. A PowerPoint presentation on how this system works can be found in the "Policies and Procedures" tab on our website.

2.1.2 Commitment to Safety

The Ottawa Flying Club will strive to:

- a) Develop and embed a safety culture in all our aviation activities that recognizes the importance and value of effective aviation safety management and always acknowledges that safety is paramount;
- b) Clearly define for all staff their accountabilities and responsibilities for the development and delivery of aviation safety strategy and performance;
- c) Minimize the risks associated with aircraft operations to a point that is as low as reasonably practicable/achievable;
- d) Ensure that externally supplied systems and services that impact upon the safety of our operations meet appropriate safety standards;
- e) Actively develop and improve our safety processes to conform to industry standards;
- f) Comply with and, wherever possible, exceed legislative and regulatory requirements and standards;
- g) Ensure that all staff are provided with adequate and appropriate aviation safety information and training, are competent in safety matters and are only allocated tasks commensurate with their skills;
- h) Ensure that sufficient skilled and trained resources are available to implement safety strategy and policy;

- i) Establish and measure our safety performance against realistic objectives and/or targets;
- j) Achieve the highest levels of safety standards and performance in all our aviation activities;
- k) Continually improve our safety performance;
- l) Conduct safety and management reviews and ensure that relevant action is taken; and
- m) Ensure that the application of effective aviation safety reporting system is integral to all our aviation activities, with the objective of achieving the highest levels of safety standards and performance.

2.2 Workplace Violence Prevention Plan

2.2.1 Violence Prevention Plan

The Ottawa Flying Club is committed to providing for its employees, students, members, and guests a safe working and learning environment. Violence towards staff, students or members will not be tolerated. The General Manager reserves the right to refuse service to any person who is a perceived or actual threat to violence in the workplace. Serious incidents may be referred to the appropriate legal authorities for follow-up.

Our commitment to defending the safety of the members, students, staff, or guests includes:

- A) Any violence - verbal or physical - towards OFC staff will be met with refusal of service;
- B) Violence that is physical in nature will see the individual(s) asked to leave the premises immediately. The OFC reserves the right to bar patrons from returning to Club premises indefinitely or for a set period, as determined by the General Manager, and in their absence the Chief Flight Instructor. The Police may be called in depending on the severity of the incident and the wishes of the victim of the violence;
- C) Threat of violence will be treated as a physical encounter and will be met with the same results as Part B, above;
- D) Verbal or perceived violence will be treated as a physical encounter and will be met with the same results as Part B, above;
- E) Staff violence towards members or students will not be tolerated. The staff member will be removed immediately from that booking and a meeting with the GM/CFI will take place within a reasonable time frame to discuss the incident. Written statements, taken separately, will be provided to the GM.
- F) Student or Member violence towards staff will not be tolerated. The student or member will be immediately removed from the booking and a meeting with the GM/CFI will take place within a reasonable time frame to discuss the incident. Written statements, taken separately, will be provided to the GM.

If flying with Instructor: The Student or Member will be relieved of command of the aircraft and will Return to Base as soon as practical. The instructor may request priority depending on the severity of the incident. **If on the ground prior to flight:** The flight authorization shall be rescinded, and the aircraft keys will not be handed out. The Student/Member will have flying

privileges revoked until such time that a detailed investigation is completed by the Safety Officer and GM / CFI as appropriate.

- G) Any threat perceived or actual, that falls into the following categories will be met with immediate suspension of staff or member until a formal investigation is completed by the GM, CFI and if required the Ottawa Police and/or other government agencies.
- H) Any student or flying member may demand a meeting with the Board of Directors, in accordance with the OFC By-Laws.

2.2.2 Violence Prevention Plan References

- i) Criminal Code of Canada: Assault - Section(s) 265, 266, 267, 268, 271, 272, 273
- ii) Criminal Code of Canada: Verbal Threats - Section(s) 264.1
- iii) Criminal Code of Canada: Mischief - Section(s) 430 iv) Criminal Code of Canada: Hijacking - Sections(s) 76

2.3 Harassment Policy

2.3.1 Harassment Policy

The Ottawa Flying Club is committed to ensuring our students, staff, and members are free to conduct their training in a harassment free environment. Harassment of any kind is not tolerated on the premises or in our aircraft. Anyone who feels harassed may raise their concerns with their immediate supervisor, instructor, or any management they feel comfortable doing so to. Any reports of harassment are kept strictly confidential.

2.3.1.2 Harassment Definitions

Harassment can be defined as being sexual in nature, emotional, physical, or any form of unwanted contact both real and/or perceived while being able to provide consent. If a person is unable to give consent, it is automatically assumed to be harassment.

2.4 Ramp Safety

2.4.1 General Guidelines

The OFC airside ramp has several inherent dangers. **STOP LOOK and LISTEN**. Whenever possible, walk behind the aircraft and avoid looking into propeller blast. However, when this is not possible, always establish eye contact with the Pilot-In-Command and get a “thumbs-up” to ensure that you can safely walk in front of the aircraft.

Prior to moving any aircraft on the Ramp or grass, a 5-second walk-around shall be completed to ensure there is no hazard to the aircraft, property, or personnel prior to movement.

2.4.2 Ramp Safety – Staff

All Ramp Staff, or other employee assisting in the movement of aircraft on the ramp, shall always wear a high-visibility vest while engaged in that activity. Moving from the Clubhouse to the Hangar/Sim building does not require the use of a high-visibility vest. Instructors and/or students may elect to use a high-visibility vest while moving to/from their aircraft if parked on the grass, opposite our main ramp.

2.4.3 Ramp Safety – Students/Members

All students and members must adhere to these safety guidelines while moving about on the Ramp at all times. While not required, high-visibility vests are available for those who request one for their pre-flight duties. These vests should be returned prior to flight, however if Dispatch determines there are enough available for all aircraft bookings, dispatchers and line staff on-duty, and spares, the vests may be returned at the completion of their flight.

2.4.4 Engine Starting Areas

Prior to each engine start, pilots are required to visually inspect around the aircraft to ensure there is no hazard to person or other aircraft in the immediate vicinity. Looking for FOD should be accomplished prior to getting into the aircraft. See “ANNEX: STARTING BAYS” for more.

No aircraft are to be started in Bay 1.

2.4.5 Refueling & General Servicing

Every effort should be made to have all aircraft refuelled by OFC Line Staff. In the event the appropriate personnel are unavailable, instructors may refuel their aircraft. It is critical that the aircraft is grounded prior to commencing fueling. **There is to be no fuel dumped on the ramp or grass.**

Adding oil to the aircraft may be done by the Instructor, Line Staff or Student who has been trained to do so. The appropriate entry to the journey log must be made prior to flight; a note to the next crew to asking Dispatch/Line Staff (delegating) this task is not acceptable.

2.4.6 Tow Bar Usage

Tow bars are to be used to move an aircraft whenever available. Pulling an aircraft by the propeller shall be used only as a last resort and shall be avoided in wet and slippery conditions. Should one not be available, pulling by propeller root is required. Pushing down on the tail is only approved with an instructor present. Tow bars shall not be left attached to the aircraft when not actively being used to move an aircraft. Once complete, tow bars shall be returned to the hangar for storage.

2.5 RESERVED

SECTION 3: SAFETY PROCEDURES

3.1 Safety and Security

3.1.1 Emergency Response Plan Intent

The Ottawa Flying Club maintains an Emergency Response Plan that was created to guide staff and members in action to take during an emergency. The ERP follows guidelines and works in concert with the ERP for the Ottawa International Airport. All staff, students, members, and visitors should be familiar with the program. Due to the nature of the ERP, no soft copy may be posted online. To review the ERP, the individual must be an active Club member and must present themselves to Dispatch. All Club members have the right to review this document at any time.

In the event of policy discrepancy between this manual and the ERP, the ERP is procedure/policies shall take priority.

3.1.2 Security

OFC will adhere to all security policies of the Ottawa International Airport regarding access to the airport secure area. All staff, students and members are to familiarize themselves with these policies. Only holders of a RAIC (Red Pass), an approved yellow visitor card (Yellow Pass), a valid pilot license/student pilot permit or students who are under direct supervision of an instructor will be allowed on the ramp. Yellow Pass holders must be escorted while moving airside by a holder of a RAIC. At no time shall a Yellow Pass holder be left alone or should be allowed to leave the premises while in possession of the visitors pass. Pilots without a Red Pass are only allowed in the secure area to move to and from their aircraft.

All OFC staff members (including Instructors, Dispatchers, Line Staff, Maintenance personnel, etc.) must hold a RAIC. They shall always wear their RAIC while at the Club and while airside, and it must be always visible. Any changes to an individual's RAIC or their security clearance status shall be reported to the GM and Operations Coordinator immediately. Upon ending employment, the RAIC may be returned directly to the Ottawa Airport Authority (and provide the GM/Ops Coord a copy of the return receipt) or may provide the GM/Ops Coord their RAIC to return on their behalf.

3.1.3 Unaccompanied Objects on Ramp

At no time are articles to be left out on the ramp unattended (i.e., backpacks, flight bags, suitcases, etc.). These objects must be always in the immediate vicinity/line of sight of their owner. See something, say something. Any suspicious items are to be reported to Dispatch immediately.

3.1.4 Algonquin College Students

Students are not required, nor will they be issued a RAIC. Students and Members should be always in possession of their student pilot permit or pilot's license to gain access to the airside aircraft. While wearing the Algonquin pilot uniform is no longer required, Algonquin students should always wear their student identification on a lanyard or clip while at the Club and while going Airside. Identification must be always in plain sight (i.e., not tucked into a sweater). This is not a Transport Canada regulation, nor official policy at the Club, however an additional layer of security.

3.2 Visitors

3.2.1 Visitors

Visitors must be escorted by the holder of a RAIC. Pilots who do not have a RAIC are only permitted to escort passengers to and from their aircraft. Non-pilot visitors shall be briefed on ramp safety before being escorted into the secure area. The safety briefing shall cover the following points:

- Be aware of moving aircraft and spinning propellers;
- Give moving aircraft the right of way;
- Only approach aircraft when told to do so by the escort;
- Avoid touching the aircraft unless told to do so by the escort. The aircraft are fragile if not handled correctly;
- Watch where you are going and be aware of trailing edges and propeller tips when moving around aircraft; and
- NEVER approach an aircraft while the engine is running.

Under no circumstances are non-pilot visitors to be allowed to approach aircraft whose engines are running.

Dispatch shall "buzz" people through the secure door only after verifying that the person has appropriate clearance. Dispatch will also verify if escorted visitors have received a safety briefing.

3.3 EMERGENCY RESPONSE

3.1 General Emergency Response Guideline

The Ottawa Flying Club operates out of a major international airport in the Nation's Capital. As such, as outlined in this Section, security and emergency preparedness is paramount. The OFCCOM is a publicly forward-facing document, and thus shall not contain any information that any bad actors could potentially act upon to bring security threats to the Club or to the Ottawa International Airport. Everyone is required to know the location of the ERP. It is good practice to

know the contents of the ERP, however, is not required as all staff are trained in its location and use.

3.2 Emergency Response

The Ottawa Flying Club shall maintain an Emergency Response Plan that is kept up to date, and available to all staff, students, and flying members – as required. The EPR is designed as a checklist of sorts to follow in the event of certain emergencies that we can plan a response for. Of course, not all emergencies fit a generalised description and discretion should be taken by any member carrying out the ERP.

3.3 Missing or Overdue Aircraft Plan

The Daily Flight Record uses colour coded systems to identify when an aircraft is late or overdue and automatically displays these colours. A flight will turn yellow immediately after the expected return time has lapsed and will turn red 30 minutes after the expected return time. Once a flight turns red, our system automatically alerts the CFI, GM and will send a notification to the PIC.

In the event an aircraft is reported missing, the PIC does not update their estimated return time (yellow), or is more than 30 minutes overdue (red), the following steps shall be taken immediately:

- Dispatch and Line Staff on duty shall conduct a visual inspection of the ramp to determine if the aircraft is on the ground (i.e., taxiing, parked, parked at the fuel pump, etc),
- Ensure no notes have been left that reveal a different estimated return time,
- Search for the aircraft using flightradar24.com or FlightAware.com,
- Maintain a listening watch on the OFC frequency and attempt to contact the aircraft, and
- Query other instructors who might be aware of a change in plan that was not recorded.

If, after 30 minutes, the aircraft has still not been located and no communication has been established, the Dispatcher shall begin an active search. The following steps are crucial and must be followed:

- Alert the GM, CFI and Safety Officer that an aircraft is missing/overdue by 30 minutes, and provide as much detail as possible,
- Attempt to contact PIC via phone and radio,
- Continue active scans of FlightRadar24.com and FlightAware.com, and
- Contact Ottawa Control Tower and/or Quebec FSS.

If, after one hour since becoming overdue, the aircraft is still not located, the GM, CFI and Safety Officer shall alert Emergency Services to begin possible Search and Rescue.

In the event of a shift change during the search, there must be an effective handoff of responsibilities and a briefing to include, but not limited to, steps taken, who has been notified

and last known position.

Regardless of the above steps, Dispatch must provide a written report the CFI and General Manager for all flights for which the sheet has turned red.

Under no circumstances shall Dispatch, Line Staff, or another instructor or student edit the estimated return time for another flight without written request from the PIC of that flight. It should be noted on the Flight Sheets Notes that the request was made by the PIC, the date/time it was requested, and who made the changes on Flight Sheets.

The Emergency Response Plan contains these steps and the call-out list.

3.4 RESERVED

SECTION 4: OPERATIONAL CONTROL

4.1 CURRENCY

4.1.1 General Currency Requirements

The Canadian Aviation Regulations govern currency for flying aircraft in Canada. The Ottawa Flying Club has developed separate currency timelines which either meet or exceed Transport Canada requirements. All students, members, flying staff and flight instructors must adhere to these requirements. Transport Canada Flight Examiners as well as Designated Flight Test Examiners, while acting in their official capacity, are exempt from these requirements.

For rental of any OFC aircraft for an extended period, including any multi-engine aircraft, approval from the General Manager and the CFI is required. An extended period is three or more consecutive days. For extended cross country trips away from base reference section Trips Away from Base, Section 4.4.6.

TYPE	Pilot < 100 Hours	Pilot > 100 Hours	Additional Notes
C150	<p><u>Licensed</u>: Must have flown within preceding 30 days.</p> <p><u>SPP</u>: Must have flown within preceding 14 days.</p>	<p><u>Licensed</u>: Must have flown within preceding 60 days.</p> <p><u>SPP</u>: Must have flown within preceding 14 days.</p>	<p>Currency on the C172 aircraft will automatically regain currency on the C150 aircraft, provided the pilot has flown a C150 in the preceding 12 months. Currency on-type from another flying school/club may be considered as meeting these requirements, at the discretion of the CFI.</p>

C172	<p><u>Licensed</u>: Must have flown within preceding 30 days.</p> <p><u>SPP</u>: Must have flown within preceding 14 days.</p>	<p><u>Licensed</u>: Must have flown within preceding 60 days.</p> <p><u>SPP</u>: Must have flown within preceding 14 days.</p>	<p>Currency on the C150 <u>does not</u> certify the pilot to operate the C172, regardless of time on type. Currency on-type from another flying school/club may be considered as meeting these requirements, at the discretion of the CFI.</p>
Multi-Engine	RESERVED	RESERVED	RESERVED

4.1.2 Night Currency Requirements

Currency at night will follow the same guidelines as Section 4.1.1. If a pilot is current at night, they are also considered current for daytime operations. Students working towards the acquisition of a Night Rating shall follow the SPP currency and weather minima until they hold a night rating.

4.2 Solo and Renter Requirements

4.2.1 Solo Requirements

For a student pilot, licensed pilot, or a renter pilot to fly an Ottawa Flying Club aircraft solo, they must meet the following standards:

- Be a member in good standing of the Ottawa Flying club;
- Present for inspection their Pilot License or Student Pilot Permit, valid medical and radio license to the authorizing person;
- Meet the OFC and TC Recency Requirements;
- Be signed-out by Dispatch for Renters; **Student Pilots require sign-out by Flight Instructor (CARS 405.31-405.33)**
- Hold no outstanding balance – if there is a balance, it must be paid in full prior to flight;
- Weather for CYOW and route of flight must be at or greater than OFC weather minima; and
- Adhere to all Canadian Aviation Regulations.

4.2.2 First Solo

The flight shall be authorized by the students’ instructor. Where the instructor is a Class 4 Under Supervision, the student must first complete a supervisory flight with a Class 1 or 2 instructor prior to their first solo flight. Students who are authorized for solo flight shall have their Pilot Training Record clearly and properly filled out. PTR Page 3 must have all “Exercises Required Prior to Solo” checked off and signatures of instructor and authorizing instructor (if required) must be entered in “Solo Flight Authorization” field.

4.2.3 Renter Requirements

All new members joining the OFC must satisfactorily complete an aircraft checkout to include both POH exam as well as air work. New non-Algonquin students will have this requirement met during the course of their PPL/CPL training. Rental pilots must adhere to the same requirements as Solo (Section 4.2.1).

4.2.4 Flight Risk Assessment Tool

The Flight Risk Assessment Tool, or FRAT, is a checklist styled on-line form to be filled out for all flights prior to being dispatched. This tool will indicate whether further briefings are required by instructors to students and/or renters prior to being authorised to take our aircraft.

As an example, items may include, but are not limited to:

- For dual flights, the class of instructor conducting the training,
- Weather (i.e., high winds, low cloud, rain, etc.),
- Recency of the pilot (i.e., did the pilot fly less than 10 hours in the last month? Etc.),
- Will the flight be conducted at night, etc.

The FRAT will display a numerical value once complete, in either green, orange, or red. Green numbers indicate a lower risk (not zero risk) flight and do not require additional briefings than the normal pre-flight briefing. Scores in Orange indicate moderate potential risk, and further safety briefings are required with an instructor. Scores in Orange require a senior instructor briefing of the risk while Red indicates a flight is potentially very high risk. No pilot's will be dispatched for a Red score, until consultation with the CFI has taken place. Briefings are in addition to the normal pre-flight briefings.

4.3 Student Pilot Requirements

4.3.1 Student Requirements

Student Pilots shall follow the weather minimum found in OFC Weather Minima. Student Pilots shall use the Designated Training Area for solo flights away from the CYOW circuit.

4.3.2 Algonquin Students Additional Requirements

Scheduling for Algonquin College students will be performed by the OFC Scheduler based on published class schedules and lesson plan objectives. As per the program guidelines, student within the Algonquin College program is expected to be available on a full-time basis when not attending classes on campus. Should a student require time off from flying, the request must be made with the scheduler. Note that time away from flying will likely result in the student is not able to complete flight training objectives in the time frame required by the college.

4.3.3 Issuance of a Student Pilot Permit

Applicants are required to have:

- A valid Medical for the type of license they are training for,
- Pass the PSTAR exam,
- The Ottawa Flying Club Pre-Solo Exam, and
- The radio license exam.

Students can make an appointment with their instructor to write the PSTAR and Pre-Solo exams. Students must make an appointment with an Authorized Person directly or through their instructor, for the issue of the Radio Licenses and the SPP.

Authorized Personnel:

Faiyaz Ishraq (Radio License exams)
Zack Johnson (Radio License exams)
Lee Keller (Radio License exams)
John Porter (License/SPP issuance)
Chris Ricci (License/SPP issuance)

For issuance of a SPP, applicants must provide to the OFC their Medical Certificate and one of the following:

- Original birth certificate;
- Valid passport;
- Baptismal certificate; or
- Canadian citizenship or landed immigrant record.

4.3.4 Student Pilot Permit Aircraft Configuration Restriction

Student pilots are not permitted to perform touch-and-go landings when using more than 20 degrees of flap extension. If using more than 20 degrees, make a full stop landing, advise ATC (as applicable), and request either a backtrack or taxi back to the active runway.

4.4 Club Weather Minimums

4.4.1 Minimums

A chart of Club Weather Minima can be found online at www.ofc.ca under “Club Policies and Procedures”.

4.4.2 IFR

The Ottawa Flying Club does not authorize any student or renter, licensed or otherwise, to conduct solo flying in IMC conditions by day or night, in any single or multi-engine aircraft, regardless of the pilots’ qualifications or aircraft capabilities.

Instructors may fly in actual IFR conditions upon receiving written approval from the CFI. At no time shall an aircraft be flown below minimum IFR weather as stated in this policy, or the CAP GEN, whichever is more restrictive.

All IFR training flights are to be conducted in VFR conditions until the student has demonstrated to a satisfactory level to their instructor, an ability to carry out a hold and an approach with minimal intervention from the instructor. Once this satisfactory level is met, IMC training is encouraged. No instructional flights shall be performed in IMC towards the PPL or CPL unless approved by the CFI.

4.4.3 Cold Weather Operations

If the overnight temperatures were 0C or colder: the aircraft must be plugged into the Tanis Heater system (or equivalent) with the cowl cover on for at least 4 hours. The plug must be disconnected, and the cowl cover must be removed before start. To properly secure the plug in the Tanis Heater, wrap the extension cord once around the wing strut before plugging it in. Cessna 150 oil doors are prone to damage if closed on an extension cord. Cessna 150 oil doors shall be left unlatched when a heater is plugged in.

During your walk-around check the oil breather tube located under the cowling to ensure no ice or frozen oil is blocking the oil breather tube. If ice is present, inform dispatch/line staff and they will arrange for removal of ice with a heat gun.

If an aircraft is not preheated and found with a cold engine. Preheating shall be completed prior to flight. OFC Aircraft SHALL not be started cold as it will cause premature engine wear. The fastest way to pre-heat an aircraft will be moving it into the blue hangar with a heater plugged in.

Prior to getting into the airplane to ensure the cowl cover is removed and the winter fronts are properly secured prior to engine start.

Application of power should be done smoothly to avoid rough operation and engine shut down. Operations below 0 degrees require careful application of power. Especially in the 150's. Below 0 degrees, carb heat shall be HOT upon entering the runway. Power shall be applied smoothly, then carb heat pushed to cold. This is IAW Continental instructions. For commonality; the same procedure will be done in a 172.

During temperatures of 0° C or below, the recommended type of landing approach configuration for all single engine aircraft is 20° flaps and 1300-1500 RPM until short final.

Carb Ice is a serious threat in and around the winter months, especially during the late fall and early spring. Before departing, compare the temperature and dew point from the METAR with the Carb Ice Identification chart to assess your level of risk. If conditions are in the “serious icing – cruise or climb power” or “moderate icing – cruise power”, extreme caution and extensive briefing should be conducted prior to flight. If one suspects the potential of carb ice then one may wish to 1) do longer carb heat checks in the run-up, 2) on the first take-off apply carb heat before take-off power is applied then back to cold once full throttle is achieved, and 3) use more frequent carb heat checks while airborne to detect any carb ice buildup.

When practicing simulated forced approaches in the practice area the configuration is 20o Flaps and 1300-1500 RPM. This will assist in keeping the engine warm and preventing shock cooling. Engine warmings every 500' are still required.

When doing engine warmings, **SMOOTHLY** apply full throttle, hold for a count of 3 seconds, and reduce power to idle. (Be sure to adjust pitch as necessary during power adjustments for airspeed control).

Information on Carbon Monoxide is found in the AIM section AIR 3.2.2. Symptoms of carbon monoxide poisoning are insidious. Initially there is an inability to concentrate, thinking becomes blurred, and subsequently dizziness and headache develop. Our aircraft are installed with a quantum eye CO detector. It will change colour when carbon monoxide is present. The lifetime of the detector is printed on the detector. The best practice upon detection of CO in the cockpit; keep the CO detector in your scan, turn off the heater, open the vents, descend to a lower altitude if safe to do so and land as soon as practicable.

4.4.3.1 Cold Weather Considerations

In addition to Cold Weather Operations, Section 4.4.3, the following restrictions are employed to ensure safety of aircraft and pilots while operating in winter months:

- OFC aircraft are not to be operated in ambient temperatures below -25C,
- C150 aircraft are not to be operated if the temperature at departure point is below -20C,
- OFC aircraft should not be operated in cruise at ambient temperatures below -25C; you should descend to a lower, warmer, altitude as soon as safely able,
- Student Pilots, or those working on night ratings, shall not be signed out if the temperature falls below -15C,
- No flights shall be undertaken if icing conditions are forecast or occurring, and
- The CFI, or delegate, can modify the weather minima or conditions.

4.4.3.2 Cold Weather Priming

4.4.3.2.1 Cessna C150

Cold engine, cold temp (below 0 degrees):

- o 1 prime for the first attempt, 2 prime for the second attempt, third attempt by a senior instructor.

Warm engine and/or warm temp (above 0 degrees):

- o 0 prime for the first attempt, 1 prime for the second attempt, third attempt by a senior instructor.

4.4.3.2.2 Cessna C172

Cold engine, cold temp (below 0 degrees):

- 2 prime for the first attempt, 1 prime for the second attempt, third attempt by a senior instructor.

Warm engine and/or warm temp (above 0 degrees):

- 1 prime for the first attempt, 1 prime for the second attempt, third attempt by a senior instructor.

4.4.3.2.3 Starter Limits

As per previous guidance, be mindful of the starter limits. The MAXIMUM time the starter should be engaged is 10 seconds, with a 20 second cool down period (minimum). If the aircraft does not start after two attempts, please talk to the CFI.

4.4.4 De-Icing

De-icing the aircraft shall be completed only by trained OFC Line Staff, Dispatchers, or Instructors. If in doubt, maintenance personnel may be asked to deice if available. De-icing shall be accomplished anytime the temperature is below 0 Degrees Celsius and there is moisture in the air. De-icing shall be done whenever there is contamination (i.e., ice, snow, slush, etc.) on a critical surface, regardless of temperature and weather conditions.

At no time shall any OFC aircraft be dispatched in active freezing precipitation including snow, freezing rain, or ice pellets – despite the use of de-icing fluids.

4.4.5 Winter Kit

All C150 and C172 aircraft will have their winter kit installed when the outside air temperature reaches -10C or below. The kit shall be removed once the temperature is above +5C. Maintenance, or SAI, shall install these kits.

4.5 Fuel Minima

4.5.1 Cessna C150 Requirements

4.5.1.1 Solo Fuel Requirements

Minimum fuel shall be full tanks at departure, with a reserve of 1.5 hours.

4.5.1.2 Dual/Rental Fuel Requirements

Minimum fuel shall be 17 gallons (approx. 1.6 hours of flight time) with a reserve of 1 hour.

4.5.1.3 Fuel Burn Rates

Average fuel burn for circuit and Practice Area flights is 6.5 gallons per hour.

For flights conducting the 150nm trip, flights shall refuel in CYGK, regardless of fuel in tanks, to ensure this minimum is maintained. The Ottawa Flying Club has its students add an extra 20% to all fuel calculations for safety. Once you have calculated total fuel requirements, add an additional 20% under Other Fuel Requirements.

4.5.2 Cessna C172 Requirements

4.5.2.1 Solo Fuel Requirements

Minimum fuel shall be full tanks at departure, with a reserve of 1.5 hours.

4.5.2.2 Dual/Rental Fuel Requirements

Minimum fuel shall be 22.5 gallons (approx. 1.6 hours of flight time) with a reserve of 1 hour.

4.5.2.3 Fuel Burn Rates

Average fuel burn for circuit and Practice Area flights is 8.5 gallons per hour.

For flights conducting the 150nm trip, flights shall refuel in CYGK, regardless of fuel in tanks, to ensure this minimum is maintained. The Ottawa Flying Club requires students to add an extra 20% to all fuel calculations for safety. Once you have calculated total fuel requirements, add an additional 20% under Other Fuel Requirements. Flights conducting the 150nm trip, flights shall refuel in CYGK, regardless of fuel in tanks, to ensure this minimum is maintained.

4.6 Student Weight Limits

4.6.1 C150 Limits

To fly the C150, the maximum student weight for new students (those enrolled in training post September 2023) shall be 160 pounds and no more than 360 pounds combined student and instructor.

For current students (those enrolled in training prior to September 2023), the weight restriction is 360 pounds combined student and instructor.

4.6.2 C172 Limits

The aircraft must remain within POH Weight and Balance limits.

4.7 Cross-Country Flying

4.7.1 Cross Country Approved Routes (for PPL)

The Ottawa Flying Club maintains a list of approved student cross country routes for the Private Pilot License. These routes have been identified by instructional staff as beneficial for training. Any changes to these pre-approved routes must have written authorization from the Chief Flight Instructor. Note that these routes are subject to change, and additions/deletions will be made from time to time. Note that not all of the airports listed below meet our normal Level of Service requirements. These airports are exempt from the LOS list, as these are approved routes from Transport Canada.

- 1) CYOW to CYGK to CYRP (or CNP3) to CYOW;
- 2) CYOW to CYCC to CYRP to CYOW;
- 3) CYOW to CYSH to CNP3 to CYOW;

4.7.2 Solo Cross Country Guidance and Briefings

All student solo cross countries must be approved and briefed by an instructor. The briefing for a cross country shall not be rushed, regardless of the experience level of the student or familiarity with the routing and/or operations. Briefings shall include – at a minimum – the following:

- Complete weather briefing to include METAR, TAF, GFA, FDs and NOTAMS;
- Crosswind calculations based on TAF at time of arrival;
- Inspection of map and CFS for validity (or validity of digital charts if an Electronic Flight Bag is being used);
- Survival kit requirements;
- Routing and logs to include:
 - o Track lines,
 - o Set heading points,
 - o 10-degree drift lines,
 - o Ground speed checkpoints,
 - o Restricted airspace along route of flight,
 - o Enroute altitudes, MOCA,
 - o Radio procedures (i.e., Towers, ACCs, FSS, MF/UNICOM),
 - o Headings, fuel calculations, flight times and altitudes,
 - o Destination airport information,
 - o Uncontrolled airport procedures,
 - o Flight Plan page,
 - o Fuel requirements and refueling procedures away from base,
 - o Aircraft documents inspection,
 - o Dressing appropriately for the weather conditions at departure and destination (survival basics),
- Inspection of Student Pilot Permit and association documentation; and
- What to do if the student becomes lost enroute or requires assistance.

For non-night rated or student pilots, local flights must return to CYOW no later than 30 minutes prior to sunset (1 hour prior to official night). Local flights are as defined as flights in the circuit and or practice area. Flights outside of that definition shall be defined as cross country flights; they must return to CYOW no later than 60 minutes prior to sunset (1.5 hours prior to official night). Flights to Kingston are approximately 4 hours, while Cornwall is approximately 3 hours in duration. Please plan accordingly!

4.7.3 Flight Watch

Prior to all cross country flights, regardless of if student or licensed, Dispatch is to be provided a copy of the Flight Plan for Flight Watch purposes. Dispatch should, whenever possible, notify the students' instructor that the flight has returned. Students and/or members engaged in cross-country flying shall notify Dispatch and the instructor who authorized the flight, if applicable, upon landing at each intermediate stop, and upon return to CYOW at the completion of their flight.

4.7.4 Survival Kits

Survival kits must be carried on board all OFC aircraft if flying on a cross-country more than 25nm from CYOW (except for Carp and Arnprior). It is the PICs responsibility to ensure the contents of these kits are complete. Any missing item shall be reported to dispatch immediately and swapped for another complete kit. These kits shall be picked up and returned to Dispatch.

4.7.5 Limitation of Cross-Country Training Flight

In the event of enroute weather delays or maintenance snags for PPL Cross-Country flights, the OFC will cover accommodations, of our choosing, for up to 24hrs. Any further delays will be at the discretion of Management.

For all other flights (post-PPL), any weather delays are the responsibility of PIC. There will be no compensation for weather delays (unless an exception is made by the GM). The PIC shall remain with the aircraft for a minimum of 24h or they shall be responsible for repositioning of another pilot to bring the aircraft home. Hotel and transportation will be covered by OFC for snags (negligence not included) for maximum of 2 people and on method of travel of OFC's choosing. Delays arising for reasons outside of mechanical issues with the aircraft may not be compensated for at the discretion of management. In no event shall The Ottawa Flying Club be responsible for compensation for any costs outside of hotel and return to Ottawa, or for any work missed by the student/member because of being delayed.

All trips further than the immediate Ottawa Airport area (i.e., practice area, Approved Routes found in Section 4.4.1 and additionally CYSH, CYRO, CYND, CYGK) must be flight planned to a destination that has an approved commercial maintenance facility that can service Cessna 100-series aircraft. This policy does not extend to the PPL cross-country syllabus, airports that have been specifically included in the PPL cross-country syllabus, but that do not have these services. If you elect to conduct your flight to an airport without commercial maintenance

operations, you release the OFC from all liability of financial responsibility to get the aircraft back to home base (that is to say, all associated costs will rest with the renter/student).

4.7.6 Trips Away from Base

All cross-country flights away from CYOW, by more than 25nm and not immediately returning to Ottawa, are subject to the following policies.

4.7.6.1 Flights Outside of Canada

Any trips to the USA must be approved by the CFI. Destination airports/aerodromes must adhere to the same level of service as destinations within Canada. Like Canada, there is to be no grass/gravel (other unprepared) strip(s) operation(s) unless dual (or emergency) and permission is obtained from the CFI prior to the flight; no flights over water outside of gliding range (CARs 406.54); and there are to be no trips outside of Canada and the Continental US (i.e., no Cuba, Mexico, Bahamas, etc.).

4.7.6.2 Extended Rental Flights

Any student or member wishing to use a Club aircraft for a cross-country flight lasting more than 12 hours and into additional days while away from CYOW, must get the written approval of the General Manager. These flights must be briefed by a senior flight instructor (a Class 1 or 2, or a Class 3 instructor as designated by the CFI). Extended trips shall only be flown to airports/aerodromes that have a level of service acceptable to extended stays in the event of maintenance issues arising.

4.7.7 Approved Airports List

The airports/aerodromes found on the table have been researched and have been deemed fit to use as cross-country destinations due to their level of service. It should be noted that this list is living and subject to change. This list does not relieve the student, renter, or instructor of due diligence to ensure their destination has sufficient level of service should the need arise.

Find the list on our website, under Pilot Resources.

4.7.8 Minimum Field Length

OFC aircraft are not permitted to operate to or from an airport or aerodrome with a field length less than 3,000 feet without prior approval from the CFI or delegate.

4.7.9 Operations on Unprepared Surfaces

OFC aircraft are not permitted to operate to or from an airport or aerodrome that has an unprepared surface, such as grass, gravel except with written permission from the GM / CFI. Pilot(s) operating from unprepared surfaces must have appropriate training on such surfaces. Operation on grass/ gravel surfaces shall be conducted DUAL ONLY, unless in the event of an

actual emergency. OFC Aircraft SHALL NOT be operated on snow or ice runways, except in the event of an actual emergency.

4.7.10 Expenses while on Cross Country Flights

The Ottawa Flying Club will not reimburse pilots for landing fees, other than at CYOW. These fees will be added to the flight upon return. An administrative fee will be added to these flights.

For fuel reimbursement, the Club will pay at the reimbursement rate available at dispatch. OFC does not reimburse for ramp fees or tie down fees for aircraft.

4.8 Night Flying

4.8.1 Night Flying

Any dual or solo flight, conducted at night outside the Ottawa circuit, must have a Transport Canada flight plan filed if the flight is expected to return after Dispatch is closed. As for the Emergency Number provided to FSS, the OFC will no longer be accepted if the flight is planned to return after the close of business hours. The PIC will have to provide another phone number. That number must be connected to a responsible person within the PIC's network or if available the PIC's primary flight instructor if the flight instructor agrees to be the emergency contact.

4.9 Formation Flying

4.9.1 Formation Flying using Club Aircraft

No Ottawa Flying Club aircraft shall be utilised for the purposes of formation flying, regardless of pilot experience. As well, no flight plan shall be filed as a “+1, +2”, etc.

4.10 Stowage of Loose Items

4.10.1 Loose Items

All items brought into the aircraft (i.e., backpacks, document pouches, etc.) and part of aircraft equipment (i.e., fire extinguishers) must be securely latched in place or stowed in the storage area or under the rear seats – in the case of C172 – prior to flight. Pilots are to ensure that such stowed objects are secure that should the flight encounter stronger than normal turbulence (i.e., more than light) such items will not be dislodged and pose a hazard to hitting an occupant or jamming a control surface.

4.11 Defect Reporting

4.11.1 Defect/Snag Reporting Procedures

Defect reporting shall be done in accordance with the OFC Maintenance Control Manual.

Under no circumstance shall a defect be reported via a note to the next pilot taking the aircraft. If there is uncertainty whether to snag the aircraft, the safest and most conservative option shall be taken. When in doubt, ask a senior instructor or direct inquiries to the Safety Officer, Chief Flight Instructor or General Manager. A hard landing is considered a snag and will be reported to maintenance prior to the next flight.

If this anyone observes this policy not being followed, they are to report the occurrence via the Flight Operations Reporting System.

4.12 General Training Limitations

4.12.1 General Altitude Practices

All OFC aircraft operating in the Practice Area shall maintain at least 2,000 feet ASL if operating between Constance Lake and Constance Bay, in the vicinity of Dunrobin Road.

4.12.2 Exceptions

At no time, other than for the purposes of take-off or landing, shall an OFC aircraft be operated below 500ft AGL, unless for the purposes of CARs 602.15 (2b) (iv), and with approval from the CFI.

4.12.3 Grooved Runway Operations

Intentional Maximum Braking on grooved runways is not permitted.

4.12.4 Short Field Landings

Intentional Maximum Braking is not permitted, except for the purposes of flight testing.

4.12.4 Operations on Runways with Arresting Wires

No OFC aircraft shall be operated to runways with Arresting Wires that are not confirmed down and secured. No OFC aircraft shall taxi over arresting wires. Best practice shall be to land PAST arresting wires.

This policy is in effect in both Canada and the USA.

4.13 Approved Solo Flight Air Exercises

4.13.1 Student Pilot Permit Holders

The holder of a Student Pilot Permit is approved to conduct only the air exercises they have been approved for by the holder of a Flight Instructor Rating, and as depicted in their PTR. Solo spin training is prohibited.

4.13.2 Private Pilot License Holders

Holders of PPLs may conduct any air exercise appropriate to their license while flying solo. While renting or time building for the purposes of a CPL, it is prohibited to conduct spins unless an OFC instructor is on board.

4.13.3 Commercial Pilot License Holders

Holders of CPLs may conduct any air exercise appropriate to their license while flying solo. While renting or time building, it is prohibited to conduct spins unless an OFC instructor is on board.

4.13.4 Airline Transport Pilot License Holders

Holders of the ATPL may conduct any air exercise while solo. Spins may be conducted solo, provided they have completed at least one spin with an OFC instructor during their initial OFC checkout.

4.13.5 Instructors and Instructor Candidates

Pilot's holding a valid Instructor Rating, or candidates in the instructor course may conduct any exercise for the purpose of training or practice. Solo spins are approved for practice purposes, but shall not be carried out with any passengers, except a student or another instructor for training purposes.

4.14 RESERVED

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