

OTTAWA FLYING CLUB COMPANY OPERATIONS MANUAL



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.

AMENDMENT LIST

DATE AMENDED	POLICY/SECTION	ENTERED BY	NATURE OF CHANGE
16-Sept-2023	Origin	OFC OPERATIONS	CREATION OF DOCUMENT
25-Oct-2023	1.8 – Tax Info 3.1.3 – Security 4.4.3.2 – Cold Weather Ops 4.12 – General Training Limits	OFC OPERATIONS	ADD SUB-SECTION(S) POLICIES AND PROCEDURES
03-Nov-2023	4.7.1 – Approved XC Routes	OFC OPERATIONS	ALIGNED OFCCOM WITH PTR
04-Jan-2024	1.6.4 – No-Show Policy 1.6.5 - Minimum Use 4.2.3 – Renter Requirements	OFC OPERATIONS	ADDED SUB-SECTION/RENUMBERING; ADDED SECTION; ADDED CHECKOUT REQ
10-Jan-2024	4.9.1 – Formation Flying 4.12.2 – Flying Under 500ft	OFC OPERATIONS	IMPROVED POLICY LANGUAGE
23-Jan-2024	4.13 – Approved Solo Exercises	OFC OPERATIONS	ADDED POLICY
14-Feb-2024	1.2.9 – Intro Flights 3.3 – Emergency Response 4.12.4 – Arresting Wires	OFC OPERATIONS	ADDED POLICIES & ALIGNING WITH OTHER OFC POLICY
29-Mar-2024	Various Policies	OFC OPERATIONS	IMPROVED POLICY LANGUAGE
10-Apr-2024	2.1.1 – Safety Reporting	OFC OPERATIONS	UPDATED POLICY
17-May-2024	2.4.7 – Fuel Usage 4.12.5 – Aircraft Max Occupancy	OFC OPERATIONS	ADDED POLICIES
28-Jun-2024	1.6 No-Show Policy 3.1.5 – Stall Warning Tests 4.1.1 – General Currency	OFC OPERATIONS	UPDATED POLICY ADDED SUB-SECTION UPDATED POLICY
27-Jul-2024	1.6 Aircraft and Instructor Bookings and No-Show Policy 2.4.8 – Moving Aircraft	OFC OPERATIONS	UPDATED POLICY CREATED POLICY
1-Aug-2024	4.1.1 – General Currency 4.2.1.1 – Solo Night Flying	OFC OPERATIONS	AMMENDED POLICY UPDATED POLICY
10-Dec-2024	1.9 – Flight Sheets 5.0 – Ramp Operational Control	OFC OPERATIONS	UPDATED POLICY CREATED SECTION/SUB-SECTIONS
4-Feb-2025	4.7 Cross-Country Flights 4.7.4 – Survival Kits 4.7.6 – Trips away from Base	OFC OPERATIONS	CREATED SUB-SECTION POLICY UPDATED POLICY UPDATED POLICY
28-Mar-2025	1.8 – Tax Information 1.9 – Flight Sheets	OFC OPERATIONS	UPDATED POLICY UPDATED POLICY
25-Aug-2025	5.0 - Ramp Control 4.7.7 – SPOT Trackers	OFC OPERATIONS	CREATED SUB-SECTION POLICY UPDATED POLICY
13-Jan-2026	1.10 – Insurance 3.4 – Aircraft Lighting 4.7.2 – XC Briefings 4.7.7 – SPOT Trackers 4.7.11 – Expenses 5.3.3 – General Provisions	OFC OPERATIONS	CREATED POLICY CREATED POLICY UPDATED POLICY UPDATED POLICY UPDATED POLICY UPDATED POLICY

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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

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1. ADMINISTRATION & POLICY

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.

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.

1.1 Club Culture

1.1.1 Mission Statement

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.

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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 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

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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)

- | | |
|--|---|
| <input type="checkbox"/> Original PSTAR exam | <input type="checkbox"/> Record of PPL ground school |
| <input type="checkbox"/> Radio test and copy of application form | <input type="checkbox"/> PPL written exam results |
| <input type="checkbox"/> Yellow copy of student pilot permit | <input type="checkbox"/> PPL flight test results |
| <input type="checkbox"/> OFC pre-solo exam | <input type="checkbox"/> Language proficiency test |
| <input type="checkbox"/> OFC winter operations test | <input type="checkbox"/> 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

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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.

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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

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(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

1.6.1.1 Administration Fees

Administration fees are charged for signing off on any license or rating application. These fees are charged by the hour and cover services such as SPP, PPL, CPL, Multi, Night, Float, and any other rating or testing. Details of these fees can be obtained at Dispatch.

1.6.1.2 Membership Options

There are three membership options available:

- **Student Membership:** This is for prospective members who do not yet have a Private Pilot License (PPL) or a Recreational Pilot Permit (RPP). It is valid for 365 days or until the acquisition of a PPL or RPP, whichever comes first. Upon obtaining a license or permit, the member is required to purchase a Flying Membership.
- **Flying Membership:** This membership is valid for the calendar year and is prorated. It is required once a member acquires a PPL or RPP.
- **Algonquin College Students:** Students enrolled in the Aviation Management program at Algonquin College are exempt from membership charges for the duration of their enrollment.

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1.6.1.3 Membership Renewal and Expiry

Annual membership fees for Flying Memberships must be renewed at the start of each calendar year.

- Flying memberships lapse at the end of the calendar year they are purchased.
- Student memberships lapse after 365 days from the date of purchase or upon obtaining an RPP or PPL, whichever is earlier.

1.6.2 Payment Form Retention

All students and members must supply a credit card and/or maintain a positive balance for flight training fees. Students cannot carry an amount owing to the club. If a student owes any amount, their account will be suspended until the debt is paid in full. They will also be responsible for making up lost bookings. To cancel a booking, the student must contact their instructor directly by phone or in person. If the instructor is unavailable, they may call Dispatch and leave a message for the instructor. Students must ensure both the plane and instructor are canceled. Bookings cannot be canceled by emailing or texting the schedulers or dispatch. Failure to cancel within the designated period or no-shows will result in a fee based on the booked hours.

1.6.3 Standby Booking Fees

If a standby booking becomes confirmed outside of 48 hours, it is binding and subject to the late cancellation policy. Confirmations within 48 hours are not subject to this policy. No-show fees do not apply to bookings confirmed within 48 hours, but members should use or cancel the aircraft at the earliest opportunity if not needed.

1.6.4 No Show / Late Cancellation Fees

Missed bookings will incur a no-show or late cancellation charge if not canceled more than 48 hours before the scheduled time. If ill within the 48-hour window, contact your instructor (for dual flights) or dispatch (for solo flights). Repeated cancellations due to illness within 48 hours may require a doctor's note at the CFI/GM's discretion.

1.6.4.1 Booking Cancellations

Cancellations must be made directly with dispatch with positive contact (phone call and/or email with a confirmed response). Simply leaving a voicemail or sending an email without a response does not cancel the booking. Notes requesting the cancellation of future bookings are not accepted. Subsequent bookings will not be canceled, and no-show fees will apply. Members are encouraged to regularly check Flight Sheets for the most up-to-date booking information.

1.6.4.2 No-Show Considerations

A no-show charge may be applied if the student:

- Arrives late (more than 15 minutes).
- Is unprepared for the lesson (e.g., incomplete readings or flight planning).
- Does not adhere to the dress code.
- Causes unreasonable delays beyond 15 minutes. Only management can authorize the reversal of a no-show fee.

1.6.4.3 (Dual) First Occurrence

Charge: 1/2 the booked time with the instructor.

1.6.4.4 (Dual) Second Occurrence

Charge: 1/2 the booked time with the instructor and 1/2 the hourly aircraft rate. A trend of cancellations just outside the 48-hour window may result in a meeting to determine future booking actions.

1.6.4.5 (Solo) First Occurrence

Charge: \$50 per 2-hour aircraft booking.

1.6.4.6 (Solo) Second Occurrence

Charge: 1 hour of the aircraft rate per 2-hour booking. A trend of cancellations just outside the 48-hour window may result in a meeting to determine future booking actions.

1.6.5 Minimum Use (Daily Rental)

The Flying Club operates on a minimum use policy of 4 hours per day. For example, a three-day trip requires a minimum of 4 hours of flight daily. If you fly 18 hours over three days, you will be billed for 18 hours. If you fly under 4 hours daily, you will be billed up to 4 hours (e.g., 10 hours over three days will incur an additional 2-hour charge, totaling 12 hours). This policy is not subject to a fuel surcharge.

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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.

1.8.1 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

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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.

1.8.2 Tax Exemption

As a vocational institution, OFC can automatically exempt certain training events from federal tax (HST). The OFC cannot guarantee that all HST exemptions are applied beyond the federally required minimum exemptions, and all students should request an HST refund on any amounts beyond that minimum through the Canada Revenue Agency.

https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/20-4/vocational-schools-courses.html#_Toc6388270

1.9 Flight Sheets

1.9.1 Flight Sheets without Dispatchers Present

If Flight Sheets is down for more than 10 minutes, Dispatchers shall send an email to the General Manager, Chief Flight Instructor and Mark Beamish to alert them of the outage. Dispatch shall then begin using the paper dispatch log as a backup until Flight Sheets is operational again, then import the flights for tracking.

Once Dispatch leaves at end of day, or flights are scheduled to depart and return with no Dispatchers present, an email shall be sent to the GM and CFI – or supervisory instructor – with the following information:

- PIC Name,
- PIC Contact number,
- Student name (or number of passengers if cross-country),
- Route, and
- Proposed time of return.

1.9.2 Flight Sheets Sign-Out – Personal Aircraft

Flight sheets is a tool designed for OFC owned and operated aircraft only, or revenue services provided by OFC instructors. A flight that is operated solely by the owner of a private aircraft shall not be entered into Flight Sheets however, if an OFC instructor is on board and conducting revenue instruction on behalf of the OFC, then that flight shall be recorded on Flight Sheets.

1.10 Insurance Requirements

1.10.1 Private Aircraft

For approved training aircraft, the Ottawa Flying Club must be specifically named as “additional insured” in the aircraft’s insurance policy, with a Waiver of Subrogation clause to protect the Ottawa Flying Club and its employees. All training is to be conducted under the direction of the Chief Flight Instructor (CFI).

Proof of coverage must be provided to the CFI/GM for approval prior to the first flight.

The Ottawa Flying Clubs agreement for landing fee coverage do not apply to private aircraft. As such, these fees will be the responsibility of the aircraft owner/operator.

1.11 RESERVED

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2. HEALTH AND SAFETY

2.1 Safety Policies and Procedures

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.

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 submit 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 an 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.

2.3.2 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.

2.4.7 Fuel Usage

Fuel supplied and sold by the Ottawa Flying Club is for aircraft use only.

2.4.8 Moving Aircraft

Moving aircraft by hand is a delicate procedure that requires the upmost attention and care. Incidents can occur quickly, to both personnel and property/other aircraft, and mitigating these risks is the purpose of this policy.

All aircraft movements by hand within hangars or near other aircraft shall be accomplished by a minimum compliment of two (2) persons. The most experienced person shall steer the aircraft with the towbar at the nose and will act as the “Lead”. There is to be NO movement of the aircraft until all three personnel give a verbal “Ready to move” with a thumbs up to the Lead. The Lead will then reply with “Ready to Move - MOVING” prior to any movement.

2.5 RESERVED

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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.

3.1.5 Stall Horn Testing

The stall horn system shall only be tested using the Club approved stall warning system testing tool. This tool is located in the office of the CFI and can be used at anytime. Conducting the test via inhaling through the system can lead to system damage and is unsanitary for the pilot(s) conducting the test.

3.2 Airside Visitors and Guests

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 Plan

3.3.1 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.

3.3.2 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.

3.3.3 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 line sheet has turned red stating the steps taken and resolution.

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 Aircraft Lighting Requirements

Due to aircraft congestion within the Greater Ottawa region, the Ottawa Flying Club emphasizes the importance of **SEE and BE SEEN**.

When Airbourne, the pilot shall ensure the landing light, NAV lights, and strobe lights are to always remain on. While taxiing at night, the landing light shall remain on whenever the aircraft is moving. It is acceptable to turn the landing light off while stopped at the hold short line.

3.5 RESERVED

4. OPERATIONAL CONTROL

4.1 Pilot Currency Requirements

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. All hour requirements, "...within...days..." are to be conducted in OFC aircraft.

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	<u>Licensed:</u> Must have flown a minimum of 0.7hrs within preceding 30 days. <u>SPP:</u> Must have flown within preceding 14 days.	<u>Licensed:</u> Must have flown a minimum of 0.7hrs within preceding 60 days. <u>SPP:</u> Must have flown within preceding 14 days.	Experience 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 or delegate.
C172	<u>Licensed:</u> Must have flown a minimum of 0.7hrs within preceding 30 days. <u>SPP:</u> Must have flown within preceding 14 days.	<u>Licensed:</u> Must have flown a minimum of 0.7hrs within preceding 60 days. <u>SPP:</u> Must have flown within preceding 14 days.	Experience 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 or delegate.
Multi-Engine	RESERVED	RESERVED	RESERVED

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There are no exceptions to the above rules for any pilot who has not flown within the preceding 60 days.

OFC reserves the right to require a student, licensed pilot, or private member renting our aircraft to conduct a dual flight with a Flight Instructor if the pilot is barely maintaining currency as detailed above.

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.

NOTE: If you are current on the C150 by day only but have flown a C172 at night within the timeframe in Table 4.1.1, then you are considered current in the C150 for night operations.

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 Solo Night Flying

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!

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4.2.3 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.

4.2.4 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).

4.2.5 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 Ottawa Flying Club 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: 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.

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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 Visual Flight Rules (VFR)

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

4.4.2 Instrument Flying Rules (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 20° 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

Cessna C150

Cold engine, cold temp (below 0 degrees):

- 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):

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

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.

4.4.4 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.

4.4.5 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.

4.4.6 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.

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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

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requirements. These airports are exempt from the LOS list, as these are approved routes from Transport Canada.

- CYOW to CYGK to CYRP (or CNP3) to CYOW;
- CYOW to CYSH to CNP3 to CYOW;

4.7.2 Solo Cross Country Guidance and Briefings

All on-course student solo cross countries must be approved and briefed by an instructor. This list includes but is not limited to the Private 150nm trip, and Commercial 300nm Cross Country, provided below.

The Flightsheets sign-out must be performed by the Flight Instructor responsible for the briefing. 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:
 - Track lines,
 - Set heading points,
 - 10-degree drift lines,
 - Ground speed checkpoints,
 - Restricted airspace along route of flight,
 - Enroute altitudes, MOCA,
 - Radio procedures (i.e., Towers, ACCs, FSS, MF/UNICOM),
 - Headings, fuel calculations, flight times and altitudes,
 - Destination airport information,
 - Uncontrolled airport procedures,
 - Flight Plan page,
 - Fuel requirements and refueling procedures away from base,
 - Aircraft documents inspection,
 - 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

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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 PIC's 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. Each kit weighs 14 pounds.

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).

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4.7.6 Trips Away from Base

All flights away from CYOW, by more than 25nm and not immediately returning to Ottawa, are Cross-Country flights, excluding Carp, Arnprior, Rockcliffe, and Gatineau.

These flights require the Cross-Country Flight Plan form to be completed and submitted electronically to operations@ofc.ca prior to departure.

4.7.7 SPOT GPS Trackers

The Ottawa Flying Club has purchased SPOT GPS trackers that shall be carried on board all flights where possible. All Cessna 172 aircraft each equipped with an assigned tracker. Cessna 150 aircraft are required to pick up a portable tracker available at dispatch. The PIC is responsible for ensuring the tracker is onboard, and functional.

If using one of these devices, it must be included in the Cross-Country Flight Plan form, as well as the NavCanada Flight Plan, under “Remarks”. The device itself is mountable on the left side of the dashboard using the Velcro.

These devices are used for flight safety purposes only and cannot record the flight itself or conversations in the aircraft. As such, their use conforms to our Non-Punitive Reporting Policy.

4.7.7.1 SPOT GPS Tracker Priority

In the event that not all aircraft have a working tracker, SPOT devices will be distributed in the following order:

- 1) 300 NM flights,
- 2) First Solo Cross-Country,
- 3) Solo Night Cross-Country,
- 4) Solo Day Cross-Country,
- 5) Dual Night Cross-Country, and then
- 6) Dual Day Cross-Country.

4.7.7.2 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.).

4.7.7.3 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.

4.7.8 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.

4.7.9 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.

4.7.10 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.

4.7.11 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 customer account once received from the airport. **A 10% administrative fee will be added to these fees.**

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

Exception: All SPP Landing Fees shall be covered by the Ottawa Flying Club provided the student is on-course. Repeated lessons shall be billed as per the policy above.

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4.8 Night Flying

4.8.1 Night Flying Guidelines

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.

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4.12 General Training Limitations

4.12.1 Constance Lake Altitude Restriction

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 Low Level Training Restrictions

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.

4.12.5 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.

4.12.6 Maximum Aircraft Occupancy

The maximum number of persons permitted in an aircraft at any time is limited to the number of functional seatbelts/harnesses installed and serviceable in the aircraft. The number of students, who are enrolled in the Algonquin Aviation Management Program, may not exceed three (3) at any given time in an aircraft simultaneously.

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

5. RAMP OPERATIONS

5.1 Ramp Policies and Procedures

5.1.1 Overview

This section of the OFCCOM is a general guide for Ramp Operations at the Flying Club that is forward facing, this section covers general procedures. This section supplements information found in the Dispatch Guide.

5.2 Cold Weather Operational Control

5.2.1 Instructors

Instructors are to follow the following guidelines:

Aircraft Preparation: Ensure all aircraft on the apron are appropriately prepared for cold weather operations. Any de-icing requests should be through Line Staff. Instructors who are trained to de-ice using the IPA Sprayer are permitted to de-ice their own aircraft. If de-icing, PPE shall be worn by all directly involved in the de-icing procedure.

Post-Landing: Promptly install the cowl cover to retain engine heat after landing and shutdown.

Plugging In:

- If you park at the pumps and Line staff is not present, plug in the aircraft yourself.
- If you are second in line (#2) and even if Line staff is present, plug in the aircraft.

Availability: All exterior plugs are functional, and extension cords should be readily available. Should any plug(s) or extension cord(s) be found to be unserviceable, an SRS should be filed and the GM notified.

Aircraft Handling: Cold weather operations require careful handling of our aircraft especially during takeoff. During takeoff we have seen issues in the past with engines stuttering during initial power application. This is common for the O-200 engine and is easily rectified by proper use of our cold weather technique. The standard and expected practice will be the use of carb heat and smooth power application for takeoff. This helps to allow the engine to generate full power smoothly without hesitation. The proper technique is to pull carb heat hot crossing the hold short line. Once ready for takeoff, smoothly and slowly apply full power. Once the throttle is fully in, smoothly push the carb heat knob to cold. This will aid in avoiding engine hesitation on takeoff. This procedure is recommended by Continental for cold weather operations. This procedure shall be followed for the 150 and 172. Ensure students are aware of and following this procedure.



Our fleet is very prone to weathercocking during taxi on ice. As such please ensure you are taxiing slowly and with due consideration to the taxiway conditions.

Avoid prolonged power idle descents. Rather, planned prolonged power idle descents should be made with 20° Flaps at 1,500 RPM. This is to avoid shock cooling of the engines. Additionally, the normal engine warming every 500ft during practice forced landings shall be accomplished.

5.2.2 Line Staff and Dispatchers

Active Apron Management: Actively manage the apron to minimize lineups at the fuel pumps. Aircraft must be plugged in while waiting to prevent cold soaking, which can occur in as little as 20 minutes and lead to cancelled flights.

Aircraft Plug-In: Ensure that Tanis heaters (in the Cessna 172s) and portable heaters (in the Cessna 150s) are used overnight when temperatures fall below 5°C. Aircraft should be plugged in between flights at temperatures between 0°C and -5°C if the delay is more than an hour, and all aircraft must be plugged in when temperatures drop below -5°C. Do not leave heaters on the ramp. **AIRCRAFT ARE NOT TO BE FUELED WHILE PLUGGED IN.**

Post-Fueling: Plug in aircraft immediately after fueling and positioning is complete. Never plug in an aircraft while fueling is in progress; do not move an aircraft while it is plugged in.

Parking Protocol: No aircraft should be parked beside the white hangar, between it and the fuel pumps. Use designated parking areas with available extension cords.

Generator Use: When parking aircraft across the taxiway, use the generator. Ensure the fuel switch on the generator cap is turned to "ON" to avoid inadvertent shutdowns.

5.2.3 General Provisions

Engine Preheating: If an engine is found cold, preheating must be completed before flight. Use the Tanis Heater and store the aircraft in the blue hangar heater for the fastest results.

Cessna 150 Oil Doors: Keep oil doors unlatched when a heater is plugged in to prevent damage.

Oil Breather Tube: The oil breather tubes in the 150 & 172 are susceptible to freezing in the cold temperatures. The aim of the oil breather tube is to relieve crank case pressure; when there is a blockage it can cause the crankcase to pressurize. In the event of a blockage, the forward propeller seal may fail due to the increased pressure; this will lead to a major oil leak. The best way to avoid this situation is a thorough walkaround and inspection of the oil breather tube. The oil breather tube shall be confirmed free of obstruction prior to every flight. In the event a breather tube is found frozen, a heat gun or short stay in the heated blue hangar will melt the ice. No maintenance action or snag is required. Dispatch or instructors are permitted to thaw this line.

The 150 has two breather lines, one is from the battery box (obsolete) and one from the crank case. The crankcase oil breather tube is the aluminum tube. This is located along the firewall on the instructor side.

The 172 has the oil breather tube on the L/H or Student side of the aircraft.

Cowl Covers: Cowl covers should be installed whenever the temperature is below 5°C. The installation of these cowl covers is the responsibility of the PIC. Instructors are to instruct their students how to install these cowl covers. Instructors may delegate the installation of the covers to the students; however, they must ensure the covers are installed appropriately. Ensure the cowl covers are velcroed shut to retain as much heat as possible. Doing so will help to keep our fleet and your students flying through the winter. The "foamies" shall not be used in conjunction with the cowl cover. Ensure that you and your students are performing the 5 second walkaround and remove the cowl cover prior to engine start.

NOTE: SEVERE ENGINE/ AIRCRAFT DAMAGE MAY RESULT IF THE ENGINE IS STARTED WITH THE COWL COVER INSTALLED.

5.3 Aircraft Chocking

5.3.1 Pilots

1. Chocking After Landing

- Install the cowl cover.
- Chock the aircraft using available chocks to prevent movement.

Exception: If the aircraft is being directly handed over to line staff, the PIC is not required to chock it.

2. Tie-Downs

- If parking the aircraft outside the fuel horseshoe (Bay 2 or infield spaces), the PIC must tie down the aircraft after their flight.

3. Chock Storage

- Chocks are not to be stored in the aircraft unless departing on a cross-country flight.

5.3.2 Line Staff

1. Chocking

- Aircraft must be chocked at all times when not being actively moved. This includes:
 - Aircraft parked by the taxiway,
 - Aircraft in line at the fuel pumps, and
 - Aircraft being fueled.

- Once fueling is complete, line staff must chock the aircraft again if it is pulled to a parking space.

2. Tie-Downs During High Winds

- During moderate wind conditions exceeding steady 15 knots, or gusting over 20 knots, aircraft must be tied down after fueling.
- Line staff must move the aircraft to a parking space with tie-downs and ensure all tie-down points are clear of ice and debris for use.
- During strong wind conditions exceeding steady 25 knots, or gusting over 30 knots, the following additional provisions must be taken.
 - Aircraft shall be moved within the white or blue hangar (space permitting). For aircraft that do not fit, the aircraft must be tied down at all times.
 - All loose items on the ramp shall be stowed to minimize the risk of FOD events. (i.e. fuel buckets, cleaning materials, etc).
 - Ensure the hangar door is locked and secured. Inspect the pulleys and cables on the hangar door prior to next use. Do not use the door until it has been verified that all wires remained in the pulley system.
 - Following the wind event, inspect all aircraft for impact damage (snow, ice, object, etc.)

5.3.3 General Provisions

Wind Safety: Tie-downs take precedence during high winds to safeguard aircraft stability. Gust and tie-downs locks shall remain in place until the occupants are loading for the flight. They may be temporarily removed for walk around purposes, but must be replaced prior to going back inside the clubhouse.

FOD Risk: Remain vigilant for FOD. Return chocks to the storage locations prior to starting up the aircraft. Chocks are not to be left on the ramp.

USE OF CARB HEAT: Carb heat shall be used for all take-offs when the temperature is +5 degrees or below. The carb heat will be pulled hot while crossing the hold short line and can be pushed cold with the application of power, and only when the engine is producing full power.

5.4 RESERVED

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