CW Flight
PERSONAL AVIATION

NEW CLIENT REQUIRED DOCUMENTS AND FORMS

Name:

Date:

- **Driver's License (expiration)_____**
- **Birth Certificate or Passport (expiration)_____**
- **Customer Information Form**
- **Accident waiver, assumption, and release of liability form**
- **Equipment Use Agreement**
- **Insurance**
    - **Renter/Non-Owner – minimum $5,000 policy**
    - **Add CW FLIGHT as Additional Insured if providing training in Client's aircraft**
- **SOP – Confirmation page**
- **FAA Medical (expiration)_____**
- **Pilot's license: ☐ Student ☐ Private ☐ Commercial ☐ ATP ☐ CFI ☐ CFII**
- **Copies of logbook (last 2 pages)**
- **Added to scheduling software**
- **Added to billing software**
- **Create Learning Portal Account**
- **Complete Proper Transition or Differences Course**

Notes:

CW Flight

CUSTOMER INFORMATION / INSURANCE SCREENING / PILOT HISTORY / CREDIT CARD AUTHORIZATION

Customer Name:

Address:

Phone: E-mail:

Date of Birth:

PILOT NAME (if different from Customer Name):_____

PILOT CERTIFICATE #: DATE & CLASS OF LAST MEDICAL:

DATE OF LAST BFR OR CFI RENEWAL: CFI INSTRUCTION GIVEN:

CHECK ALL RATINGS EARNED: □ PRIVATE PILOT □ INSTRUMENT □ COMMERCIAL □ ATP □ CFI □ CFII

TOTAL LOGGED HOURS

INSTRUMENT HOURS – ACTUAL: _____SIMULATED: _____

SR20 HOURS: _____ SR22 HOURS: _____SR22T HOURS: _____

DESCRIBE ANY AVIATION ACCIDENTS OR INCIDENTS YOU WERE INVOLVED WITH:

HAVE YOU EVER BEEN PENALIZED OR FINED FOR VIOLATION OF FEDERAL AVIATION REGULATIONS? □ YES □ NO

HAVE YOU EVER BEEN CONVICTED OF OR PLEADED GUILTY TO A FELONY? □ YES □ NO

IF YES, PLEASE EXPLAIN:

HAVE YOU EVER BEEN CONVICTED OF OR PLEADED GUILTY TO DUI / DRIVING WHILE INTOXICATED? □ YES □ NO

IF YES, PLEASE EXPLAIN:

HAVE YOU EVER BEEN CONVICTED OF OR PLEADED GUILTY TO A DRUG CHARGE? □ YES □ NO

IF YES, PLEASE EXPLAIN:

THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE, NO INFORMATION HAS BEEN WITHHELD OR SUPPRESSED, & I AUTHORIZE CW FLIGHT, ITS INSURERS, AND AFFILIATES TO INVESTIGATE ANY OF THE ABOVE INFORMATION

CUSTOMER/PILOT NAME: DATE:

CUSTOMER SIGNATURE: PILOT SIGNATURE:

CW Flight INVOICES ON THE 1ST AND 16TH OF THE MONTH, AND PAYMENT IS DUE BY THE 5TH AND 20TH RESPECTIVELY. ACCEPTABLE PAYMENT METHODS ARE LISTED ON YOUR INVOICE. YOU AUTHORIZE US TO KEEP YOUR CREDIT CARD INFORMATION ON FILE AND TO USE IT TO SETTLE ANY BALANCES THAT HAVE NOT BEEN PAID AFTER FIVE DAYS PAST THE DUE DATE. IF USING A CREDIT CARD, A 3% PROCESSING FEE IS ADDED TO YOUR INVOICE TOTAL. YOUR SIGNATURE BELOW AUTHORIZES CW FLIGHT TO CHARGE YOUR CREDIT CARD. IF THE CHARGE IS DECLINED, PLEASE NOTE THAT ALL ACCOUNT PAYMENTS MUST BE MADE BY CASH WIRE TRANSFER EXCEPT AS OTHERWISE APPROVED BY CW FLIGHT.

CARD TYPE & #: _____ _____ EXPIRATION DATE: _____

SECURITY CODE: _____ BILLING ZIP CODE: _____

SIGNATURE:

CW Flight

Accident Waiver, Assumption, & Release of Liability

You must carefully read this form and fill it out completely to participate.

First and Middle name: _____ Last Name: _____ Date of Birth: _____

The above-named participant (the "Participant"), has voluntarily chosen to participate in flight, flight education, piloting, transportation, and any and all related activities (collectively "Flight Activities") in or around or related to aircraft (the "Aircraft") owned, operated, rented, and/or piloted by CW Flight LLC, CW Flight's Flight Instructors, Mechanics, and Agents (collectively, "CW Flight"). In consideration of CW Flight allowing Participant to participate in Flight Activities, Participant, on behalf of himself/herself and all his/her heirs, assigns spouse, kin, children, dependents, or other related parties, whether claiming by or through him/her or on their own behalf, hereby releases, indemnifies, and holds harmless CW Flight and all of its professionals, affiliates, successors, flight instructors, pilots, agents, and related parties from any and all liability or damages of every kind or nature whatsoever, or any other form of liability whether based in tort, contract, statute, common law or otherwise (the "Release").

By signing this form, participant agrees to completely release CW Flight of all liability whatsoever caused or allegedly caused by CW Flight and its authorized flight instructors, mechanics, and pilots.

Participant's Acknowledgment of the above: _____

Assumption of Certain Costs. The Participant agrees to assume responsibility for all damages to the Aircraft, persons, or property of third parties caused by Participant's participation in Flight Activities, including, without limitation, operation of the Aircraft, to the extent not covered by insurance maintained by CW Flight, including payment of any deductible and any other amounts not covered by such insurance.

Voluntary Agreement. Participant is under no duress to participate in Flight Activities or to accept this agreement and understands and acknowledges that participation in Flight Activities is optional and voluntary. Participant further understands that Flight Activities are risky and carry with them the potential for serious injury or death, whether caused by natural conditions, human errors, acts of God, or otherwise. Participant acknowledges that it is releasing any and all liability including liability that could be negligently, carelessly, or recklessly caused by CW Flight, Participant, or others. Participant hereby assumes all such risks without limitation.

Other Provisions. This Release will remain in effect and survive the termination of any relationship between CW Flight and Participant. This Release will remain in force during, before, and after each and every time Participant chooses to participate in Flight Activities without the need for additional signatures, renewals, or re-acknowledgment, unless revoked in writing by CW Flight or Participant.

CW Flight and Participant agree that this agreement shall be governed and interpreted in accordance with the laws of the State of Utah without regard for conflict of law principles.

CW Flight and Participant agree that this writing is the entire integrated agreement between CW Flight and Participant, amending and replacing all previous agreements, and that this agreement may not be modified except in a subsequent writing signed by both CW Flight and Participant.

Participant hereby consents to receive such medical treatment as may be deemed advisable in the event of injury, accident and/or illness during, before, and after Flight Activities if such medical treatment is, in the sole discretion of CW Flight, necessary because of exigent circumstances, and that CW Flight will not be liable therefor.

This agreement and the Release shall be construed broadly to provide a release of CW Flight and a waiver of all causes of action against CW Flight to the maximum extent permissible under applicable law.

Participant further agrees to abide by all the applicable rules and regulations of the Flight Activities and to obey all instructions of CW Flight as given to Participant.

I hereby certify that I have read this document in its entirety, and I understand and agree to its contents and to be bound hereby.

Participant's Signature: _____ Date: _____

Print Name: _____

Received and accepted by: _____ on behalf of CW Flight.

Signature: _____ Date: _____

CW Flight

EQUIPMENT USE AGREEMENT

This Equipment Use Agreement (this "Agreement") is made and entered into this ____ day of _____, 20___ by and between CW Flight LLC, a Utah limited liability company having its principal offices in Salt Lake City, Utah ("CW Flight"), and _____, an individual residing in _____, _____ (sometimes referred to as "I," the "customer," the "user" or the "renter").

Please initial each section after reading indicating that you have read, understand, and agree to each section.

_____* I, the customer and user of the equipment rented affirm that the statements and information of the pilot history stated on the Client Information Form are true to the best of my knowledge and belief, and no information has been withheld or suppressed which would adversely affect my approval to rent, use and operate any equipment (including, without limitation, aircraft) provided by CW Flight, whether or not such equipment is owned by CW Flight. I agree to provide CW Flight with updated information, upon request or if the information that I provided to CW Flight changes, and hereby authorize CW Flight to verify the information contained herein and in such other information provided to CW Flight, along with records of financial responsibility.

_____* I attest that I, the undersigned operator pilot, has received, reviewed, understand and will abide by the insurance requirements and restrictions and all standard operating procedures, including without limitation the pilot's operating handbook, for any aircraft rented hereunder. I further agree that, except in the event of an emergency, I will only land the aircraft on hard-surfaced runways at recognized airports.

_____* I acknowledge personal liability for the equipment I use and agree to make payment upon demand for all charges related to the use of equipment provided by CW Flight under this Agreement, and I will return any such equipment to CW Flight at my expense at the end of the term of this Agreement. I understand I am responsible for the insurance deductible of $2,500 in any accident for insurance provided by CW Flight through its fleet insurance policy and for any deductible on any other insurance policy that I carry. I will pay this amount within ten (10) days of receipt of the insurance proceeds from the insurance company. I will also obtain non-owner hull insurance naming any third party owner of any rented aircraft as loss payee and will provide CW Flight evidence of such insurance prior to my use of such equipment. There will also be a $50 fee for taking aircraft keys home.

_____* I agree that equipment provided by CW Flight shall not be used for illegal purposes, or for racing, or for compensation or hire, or for instructing or receiving instruction, or for any use for which I am not approved, qualified, licensed, rated or certified. I further agree to hold CW Flight and any third party aircraft owner and their respective officers, directors, shareholders, members, servants, agents and employees (collectively, the "Indemnified Parties") harmless from and against, and to indemnify the Indemnified Parties for, any and all costs, expenses, claims, proceedings, fines, penalties, fees (including attorney's fees), damages and liabilities arising from use of the equipment rented hereunder. I agree that all Indemnified Parties are hereby specifically made third-party beneficiaries of all indemnities and remedies contained in this Agreement.

_____* I agree that I will pay for all fuel and oil used by me while renting the equipment away from base, will hangar the rented equipment when not in use away from base, and will immediately notify CW Flight, at the contact information on the signature page hereof, of any damage to, incidents involving or maintenance or repairs required for the equipment while I am renting it.

_____* I agree that in case of non-payment of any charges or default in performance of any rule, restriction, requirement, or covenant relative to this Agreement, or associated with the operation of any equipment or maintenance services provided, CW Flight and any third-party aircraft owner may take any available action in law and equity to enforce the terms hereof and/or collect any balance due, including turning the account over to an attorney and/or collection agency for collection. In such case, I agree to pay attorney's fees and costs, and all collection agency fees, commissions and or charges, of CW Flight and any such third-party owner. In addition, interest shall accrue on all overdue amounts at the lesser of the rate of eighteen percent (18%) per annum or the highest rate permitted by law, and interest shall accrue on all post-judgment amounts until paid in full at the then-current Utah statutory rate of interest

_____* I acknowledge that I am responsible for the invoiced amount received on the 1st and 16th of every month. If payment is not received by CW Flight on or before the 5th and 20th of every month, I hereby authorize CW Flight to charge my credit card on file with CW Flight for any such invoiced amounts.

_____* If a headset rental is provided to me and such headset is lost, stolen or damaged, I will replace it with an identical or better headset or reimburse CW Flight for the cost of replacing the headset.

_____* I acknowledge that CW Flight is not responsible for reimbursement of costs that I may incur for any mechanical, weather or other delays beyond CW Flight's reasonable control. If there is a problem with the airplane, the weather or anything else resulting in overnight stays, extra transportation or any other extra fees incurred during such delay, I will not be reimbursed. The safe return of myself, the aircraft and any passengers will be my financial responsibility.

_____* I agree that I am renting the equipment for the term as indicated on the scheduling system in use by CW Flight.

***I, THE CUSTOMER, AGREE THAT THE PRESENCE OF THE INITIALS ABOVE AND THE SIGNATURE BELOW STATE THAT THE ABOVE SECTIONS HAVE BEEN READ, UNDERSTOOD, AND AGREED UPON BY ME.**

SIGNATURE OF RENTER

:_____**DATE**:_____

FULL NAME (PLEASE PRINT):

EMAIL ADDRESS: _____

CELL PHONE NUMBER: _____

EMERGENCY CONTACT INFORMATION FOR NOTICES TO CW FLIGHT LLC:

NAME: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

CW Flight

PERSONAL AVIATION

CIRRUS PARTNER

Operations Manual

Procedures in this publication are derived from procedures in the Federal Aviation Administration (FAA) Approved Airplane Flight Manual (AFM) Revision A7, and content used with permission of Cirrus Design Corporation, Duluth, Minnesota. CW Flight, LLC. has attempted to ensure that the data contained agrees with the data in the AFM. If there is any disagreement, ***the Airplane Flight Manual is the final authority***.

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Introduction

General

Procedures in this publication are derived from procedures in the Federal Aviation Administration (FAA) Approved Airplane Flight Manual (AFM). CW Flight (CWF) has attempted to ensure that the data contained agrees with the data in the AFM / POH. If there is any disagreement, ***the Airplane Flight Manual / Pilot's Operating Handbook is the final authority***.

Single Pilot Resource Management

Single Pilot Resource Management (SRM) is the art and science of managing all the resources available to a single-pilot to ensure that the successful outcome of the flight is never in doubt. The majority of Cirrus aircraft operations are conducted single-pilot. The workload associated with flying the aircraft, configuring and monitoring avionics, communicating with air traffic control (ATC), and decision making can be overwhelming at times. The following SRM procedures have been adapted from cockpit procedures common to dual pilot transport category aircraft. General aviation pilots have a great deal of latitude on how to manage and operate aircraft. To ensure the highest levels of safety it is strongly recommended that these single pilot operating procedures be incorporated into the operation of the aircraft.

Priority of Tasks

The following is a list of priorities that apply to any situation encountered in flight. Pilots must adhere to these priorities during every flight.

1. Maintain Aircraft Control

The number one priority of the pilot is to maintain aircraft control. Pilots should maintain a high level of vigilance during periods of high and low workload to ensure aircraft control is always maintained.

2. Navigation

Once aircraft control is assured, pilots should set and verify the avionics are correctly configured for navigation. This task includes programming Global Positioning System (GPS) units and the Primary Flight Display (PFD) and Multi-Function Display (MFD) and/or analog flight instruments. Use of an autopilot may assist the pilot with accomplishing these tasks. Pilots should closely monitor flight parameters while programming various avionics equipment.

3. Communication

Communication is an important task in the aircraft but follows aircraft control and navigation as a priority. Communicate intentions and relay instructions clearly to ATC and the Common Traffic Advisory Frequency (CTAF) while maintaining aircraft control.

• Note •

Using Standard Operating Procedures will aid the pilot in timely completion of required tasks and allow the pilot to maintain high levels of situational awareness.

Checklist Philosophy

When used properly:

- Checklists enhance safety of flight by confirming the aircraft is appropriately configured for the flight condition.
- Checklists expedite the completion of procedures that are necessary to transition to subsequent phases of flight.

The electronic checklist in the Multi Function Display (MFD) should be used anytime the MFD is running.

- Use of electronic checklists will help keep the cockpit organized and functional.

- Use a paper checklist whenever MFD electronic checklists are not available or if the aircraft does not have a MFD.

Reference Materials

The following references supplement the content of this publication:

- Federal Aviation Regulations (FARs) or governing regulations, as applicable,
- Aeronautical Information Manual (AIM),
- FAA Approved Airplane Flight Manual and Pilot Operating Handbook (POH),
- Advisory Circulars,
- Cirrus Design Training Guide,
- Cirrus Design Envelope of Safety,
- Avionics Pilot Guides and Manuals.

Normal: Procedures used during normal flight operations. Normal checklists can be found in the Normal Procedures section of the POH.

Abnormal: Procedures used in response to system failures and malfunctions that, while not immediately threatening, may affect safety of flight if not addressed. Abnormal checklists can be found in the Abnormal Procedures section in the AFM/POH.

Emergency: Procedures used in response to system failures and malfunctions that are an immediate threat to the safety of flight. Emergencies require immediate action by the flight crew to ensure a safe outcome. Emergency checklists can be found in the Emergency Procedures section of the AFM/POH.

Terms and Abbreviations

The following terms and abbreviations will be referenced in this manual.

AFM Airplane Flight Manual

AGL Above Ground Level

AIM Aeronautical Information Manual

AOE Airport of Entry

ATC Air Traffic Control

AWC Aviation Weather Center

CAPS Cirrus Airframe Parachute System

CDM Critical Decision Making

COPA Cirrus Owners and Pilots Association

CPPP Cirrus Pilot Proficiency Program

CSIP Cirrus Standardized Instructor Pilot

CTC Cirrus Training Center

CTAF Common Traffic Advisory Frequency

CWF CW Flight

DUATS Direct User Access Terminal Service

ETA Estimated Time of Arrival

FAA Federal Aviation Administration

FAF Final Approach Fix

FAR Federal Aviation Regulation

FSS Flight Service Station

FOM Flight Operations Manual

GPS Global Positioning System

IFR Instrument Flight Rules

ILS Instrument Landing System

IMC Instrument Meteorological Conditions

IPC Instrument Proficiency Check

MEA Minimum Enroute Altitude

MFD Multi Function Display

MSL Mean Sea Level

NOTAM Notice to Airmen

NTSB National Transportation Safety Board

PFD Primary Flight Display

PIC Pilot-in-Command

POH Pilot Operating Handbook

PQ Pilot Qualification

SRM Single Pilot Resource Management

STC Supplemental Type Certificate

TCI Training Center Instructor (at CTC)

TFR Temporary Flight Restriction

VFR Visual Flight Rules

Student Pilot - Anyone receiving dual flight time

Proficient Pilot - One who has flown with CU in the past 60 days and meets all Federal Aviation Regulation recent flight experience requirements.

Non-proficient Pilot - One who has not flown with CU in the past 60 days or does not meet all Federal Aviation Regulation recent flight experience requirements.

Do-list checklist - Read the item on the checklist and then DO the required action.

Flow type checklist – Have the checklist memorized before hand, do the required actions then look back at each item on the checklist and make sure it was accomplished.

Contact Information

CWF Office KSLC…….....……801-845-9955

Chief Pilot, Drew Bowles…….……..801-201-5417

Air Safety Hotline.....866-835-5352

Salt Lake City FSDO…….....801-257-5020

Maintenance (Cirrus Fleet)…….…….....801-755-5398

Cirrus Maintenance Hotline.....800-279-4322

Emergency…….....911

NTSB…….....….253-874-2880

Limitations

The Limitations Section of the Pilot Operating Handbook (POH) is the official document approved by the Federal Aviation Administration. It provides operating limitations, instrument markings, basic placards required by regulation, and standard systems and equipment required for safe operation. For amended operating limitations for airplanes equipped with optional equipment, refer to Section 9 - Supplements of the Pilot Operating Handbook. Compliance with the operating limitations in Pilot Operating Handbook is required by Federal Aviation Regulations.

Pilot Requirements

1. Prior to Pilot in Command operations, approved pilots must have a minimum of endorsement by a CWF CFI for student pilot operations, or a Private Pilot License ASEL certificate, and the Cirrus Transition Course completed. Additionally, a High Performance Endorsement is required to operate the Cirrus SR22 or, if available, the G6 SR20. Anything outside these parameters must have prior approval by the Chief Pilot.

2. Pilots must provide CWF current and accurate copies of the following items on their start date, prior to any aircraft rental or flight lesson, and immediately upon any changes to the data contained therein:

- Medical Certificates (prior to solo flight or aircraft rental)
- Pilot Certificates (prior to aircraft rental)
- Passport or Birth Certificate and Government Issued, Photo I.D. Must be provided before any flight training. Changes to I.D. or Passport must be provided to CWF immediately.
- Flight Review Endorsements (prior to aircraft rental)
- Instrument Proficiency Check Endorsements (prior to aircraft rental)

3. Pilots exercising Pilot in Command privileges in CWF aircraft must:

a. Have completed CWF approved transition training, be approved by CWF Chief Pilot, or complete a FAA check-ride in a CWF aircraft of same model.

b. Meet all applicable CWF, FAA, and TSA currency and re-currency training requirements, as amended from time to time.

c. Pilots renting CWF aircraft must have proof of renter's insurance on file.

4. Pilots are required to carry all pilot certificates and government issued identification when operating any CWF aircraft.

5. Pilots must operate the aircraft in compliance with any and all regulatory requirements of the jurisdiction in which the aircraft is being operated.

6. CWF aircraft may only be operated by CWF approved pilots.

7. Pilots must complete VFR Recurrent and/or IFR Recurrent training per the Cirrus guidelines **every 6 months.**

8. Pilots who have not logged PIC time in a CWF aircraft within the **preceding 60 days**, must complete the Landing Standardization course prior to operating CWF aircraft.

9. Pilots operating aircraft as PIC shall:

a. Prior to every flight, confirm that aircraft is airworthy and verify that all required documentation is on board aircraft.

b. Prior to operation of aircraft, review maintenance discrepancies and immediately, and by the most expeditious means available, report any damage or discrepancy, or finding of aircraft in non-airworthy condition to CWF Chief Pilot, Drew Bowles at 801-201-5417.

c. Prior to operation of aircraft over water outside of power-off gliding distance from land, obtain, stow and review operating instructions of all safety equipment and proper ditching procedures.

d. Properly park and secure aircraft, and install alll covers and sunscreens before leaving aircraft at any location.

e. The renter/student pilot is responsible for purchasing the required fuel at the most competitive price available and will be reimbursed for the current per gallon price that CWF is paying at its home base, upon presentation of appropriate receipts.

f. Other fees associated with the use of aircraft at non-base locations, such as ramp fees, hangar fees, deicing and landing fees are the responsibility of the renter/student.

g. Accurately and legibly record the starting and ending Hobbs and Tach readings for each operation in CWF aircraft.

h. Record in detail on CWF Aircraft Squawk Sheet any maintenance issues or discrepancies found during operations. Airworthiness squawks must be reported to CWF Chief Pilot Drew Bowles at 801-201-5417.

i. In the event of any incident or accident, do not move aircraft until authorized by NTSB/FAA, except to prevent personal injury or further damage to aircraft, or to facilitate rescue operations.

Standard Operating Procedures

General

The Standard Operating Procedures section describes the recommended procedures when operating an aircraft during visual and instrument conditions. This information should serve as a framework for aircraft and avionics management. These standard operating procedures were developed and are used by pilots at CWF. The procedures outlined are considered the best operating practices while flying Cirrus aircraft; however, these procedures may not be inclusive to all variables encountered in the national airspace system. **Pilots are encouraged to follow the procedures outlined in this manual and use their best judgment when handling non-standard situations.**

Utilizing these standard operating procedures will enhance the situational awareness of the pilot in both single pilot and crew situations and allow for timely completion of tasks in the aircraft. Adhering to these procedures will help the pilot take full advantage of the aircraft's capabilities while maintaining a high level of safety.

• Note •

Procedures in this publication are derived from procedures in the FAA Approved Airplane Flight Manual (AFM) or Pilot Operating Handbook (POH). CWF has attempted to ensure that the data contained agrees with the data in the AFM. If there is any disagreement, ***the AFM/POH is the final authority***.

Checklist Completion for Normal Procedures

Normal procedure checklists can be completed as a **flow pattern** or a **do-list**. The appropriate method for checklist completion for each normal procedure is indicated in the procedures section for each phase of flight.

Do-List:

A do-list checklist is executed by:

- reading the checklist item and
- selecting the appropriate condition of the item.

Do-lists are used when

- procedure sequence and/or item condition is critical to completion of the procedure and
- when ample time exists for completion of the checklist.

Flow Pattern: The term “flow pattern” refers to a logical path through the cockpit that the pilot will move along during the execution of the checklist. Flow patterns use a “do and verify” approach to checklist completion.

The flow pattern is executed by

- memorizing and executing the checklist without immediate reference to the written checklists and then
- the checklist is referenced as soon as time and workload permit to ensure procedure completion.

When used properly, flow patterns allow timely configuration of the aircraft for the appropriate flight condition. Flow patterns are used when:

- procedure sequence and aircraft condition is not critical and
- there is an operational advantage to executing the checklist items in a timely manner.

General Weather Information

A **critical factor** in a successful flight is the pilot's evaluation of weather conditions. Many weather-related accidents could have been prevented during preflight if the pilot had thoroughly evaluated the weather conditions. The following weather resources will be useful for evaluating the weather:

Flight Service Station: 800-WX-BRIEF

Aviation Weather Center .....http://www.aviationweather.gov

Direct User Access Terminal Service (DUATS) …….http://www.duats.com

National Weather Service..... http://www.nws.noaa.gov

The go/no-go decision and the route to the intended destination greatly depend on the weather at the departure airport, along the route, and destination. The pilot's ability to interpret and understand aviation weather is critical to the safety of flight. Follow the steps below when assessing the weather for every flight.

Overview

The first step to understanding the weather conditions along the intended route is to assess the big picture. **You will** become familiar with pressure systems, frontal systems, precipitation, areas of marginal VFR and IFR conditions, and areas of icing and turbulence.

Weather products available include:

- Surface analysis chart
- Weather radar
- Satellite Imagery
- AWC or DUATS

Hazards to Flight

The second step is to identify any potential hazards for the intended flight. **You will** become familiar with areas of marginal VFR and IFR conditions, convective activity, and areas of icing and turbulence.

Weather products available include:

- Weather depiction chart,
- AIRMETs, SIGMETs and Convective SIGMETs,
- Weather radar,
- Pilot reports,
- Area forecast,
- Current and forecasted icing potential tools,

- http://www.aviationweather.gov.
- AWC or DUATS

Current Observations

The third step is to become familiar with the current observations along the intended flight. **You will analyze** the current weather observations within 50 miles of the departure, intended route and destination airport.

Weather products available include:

- METARs,
- Pilot reports.

• Note •

Go to http://adds.aviationweather.gov/java/ for an interactive weather tool.

Forecasted Weather

The fourth step is to understand what the weather is expected to do during your flight. **You will** evaluate the weather +/- 2 hours from your estimated time of arrival at the destination or planned alternate. Weather products available include:

- TAFs,
- Area forecast,
- Prognostic charts,
- Winds and temperature aloft,
- AIRMETs, SIGMETs and Convective SIGMETs.

NOTAMS

The fifth step is to become aware of any Notices to Airmen (NOTAMs) that may affect the flight. Pay close attention to any TFRs that may interfere with your routing.

Thunderstorm Flying

You will never regard a thunderstorm lightly - even when radar observers report the echoes are of light intensity. Avoiding thunderstorms is the best policy. The following are some Do's and Don'ts of thunderstorm avoidance:

• **Don't land or takeoff in the face of an approaching thunderstorm.** A sudden gust front or low level turbulence could cause loss of control.

• **Don't attempt to fly under a thunderstorm even if you can see through to the other side.** Turbulence and wind shear under the storm could be disastrous.

• **Don't trust the visual appearance to be a reliable indicator of the turbulence inside a thunderstorm.**

• **Avoid by at least 20 miles, any thunderstorm identified as severe or giving an intense radar echo.** This is especially true under the anvil of a large cumulonimbus.

• Circumnavigate the entire area if the area has 6/10 thunderstorm coverage.

• Remember that vivid and frequent lightning indicates the existence of a strong thunderstorm.

• Regard as extremely hazardous any thunderstorm with tops **35,000 feet or higher**, whether the top is visually sighted or determined by radar.

Temperature Minimums

Flight training operations should not be undertaken when the outside air temperature falls below --20 Fahrenheit. Cirrus aircraft should be preheated if exposed to ground temperatures below 20 Fahrenheit for more than two hours. Do not operate the engine at speeds above 1700 RPM unless:

- oil temperature is **75 Fahrenheit or higher** and;
- oil pressure is within specified limits of **30-60 PSI**.

When oil temperature has reached 100 Fahrenheit and oil pressure does not exceed 60 PSI at 2500 RPM, the engine has been warmed sufficiently to accept full rated power.

Operations in Icing Conditions

• WARNING •
Flight into known icing is prohibited unless equipped with proper FIKI system.

Flight Into Known Icing Conditions shall only be performed in an aircraft that is appropriately certified by the FAA. Pilot shall have completed required training prescribed by the factory and shall follow the exact aircraft operating procedures per the manufacturer. Pilot must be approved by CWF Chief Pilot before Flight Into Known Icing is performed.

You will not take off in an aircraft that has frost, snow, or ice adhering to any external surface.

A pilot can expect icing when flying in visible moisture, such as rain, snow or clouds, and the temperature of the aircraft is below freezing. If icing is detected a pilot should turn on all available anti-icing equipment and do one of two things to exit the icing conditions:

- get out of the area of visible moisture or;
- go to an altitude where the temperature is above freezing. The warmer altitude may not always be a lower altitude.

Proper preflight action includes obtaining information on the freezing level. **You will** report icing to ATC, and if operating IFR, request new routing or altitude if icing is encountered.

Weather minimums

Weather Assessment

Pilots should determine if the weather conditions exceed their qualifications and capabilities. A decision should be made to postpone the flight if the weather is not acceptable. Flight planning should continue if the weather is acceptable.

Student/Renter Pilot Weather Minimums

The following weather minimums apply to all flight training operations conducted at CWF.

The Chief Pilot may authorize deviations from the Ceilings, Visibility's, and Wind Velocities (except for maximum demonstrated crosswind) when deemed appropriate.

Solo Student Pilot limitations

- Each individual student will have a landing wind limitation that is endorsed by their instructor, CWF limitation for all student pilots (as defined by the FAA) is 15 knot headwind with an 8 knot crosswind including gust factor.
- Solo in traffic pattern at KSLC - 3000' ceiling and visibility 5sm or greater.
- Solo away from KSLC (leaving the airspace boundary) must have ceilings 2500 feet above the highest cruise altitude on the intended route of flight, visibility is greater than 6 Nautical miles
- Cross-country - Ceiling 2000 ft. above flight planned altitude and greater than 6 sm visibility
- The CFI must fill out and endorse the "The SOLO FORM" prior to each flight to assure all limitations are met.
- Student flying in CWF aircraft must have appropriate "non-owner's renters insurance" and a copy must be in their student file prior to solo.

Solo Private rated students/renter

- Cloud clearances will be in accordance with FAR 91.155
- Maximum winds approved for the student shall not exceed 20 kts total wind & 15 kts crosswind including gust factor.

Solo Instrument rated students/renter

- An alternate must be filed if the weather is less than 2000' ceilings with 3 miles visibility +/-1hr eta.
- Flight into known icing is not permitted

Dual limitations

- Traffic Pattern - 1000 ft. ceiling, 3 sm visibility
- Local Practice Area - 2000 ft. ceiling, 5 sm visibility
- Local IFR Training - Weather equal to or greater than circling minimums at KSLC.
- Dual flights away from the local airport (leaving the airspace boundary) including cross countries must be able to abide by the cloud clearances set out in part 91.155
- IFR Cross Country - An alternate must be filed if the weather is projected to be below 2000' ceilings and 3 miles visibility +/- 1 hour of ETA.
- All dual flights will be conducted in weather conditions not exceeding 25 kts total wind and 20 kts crosswind component including gust factor. This limit may be increased with written authorization by CWF Chief Pilot.

• Note •
Special VFR operations are NOT permitted

• Note •
VFR on top limited to Instrument rated pilots only

Weather Status

Pilots should monitor the weather along the route and destination airport for deteriorating conditions using onboard weather resources and ground based weather resources. Enroute Flight Advisory Service, Flight Watch, is generally available on 122.0 anywhere in the contiguous United States. A diversion may be necessary if the weather deteriorates beyond the pilot's qualifications and/or capabilities

Hazardous Weather Policy

If the weather should deteriorate during the activity, the PIC shall determine the course of action based on if the aircraft is on the ground or in the air:

If on the Ground:

- Cancel and reschedule activity.
- Delay departure. Tie down & secure aircraft on the ramp. Leave the ramp for shelter indoors.

If Airborne:

- Divert to a non-threatened airport.
- Hold in area clear of thunderstorms, fuel permitting.

If a significant change in weather happens or KSLC closes due to an emergency, five alternate airports may be used; KBTF, KOGD, U42, KTVY and KPVU. The above weather must be met. If the student must stay the night at the alternate airport a re-dispatch can be accomplished over the phone with the Chief Pilot.

Preflight

The preflight inspection will be completed as a flow pattern when the pilot is familiar with the aircraft preflight inspection checklist. You will always refer to the aircraft checklist after the flow to verify all items have been completed.

Documentation

The following documents must be in the aircraft for the flight:

- Certificate of Airworthiness,
- Registration,
- FAA Approved Airplane Flight Manual and Pilot Operating Handbook, including weight and balance,
- Radio station license for international operations,
- Appropriate avionics publications.

Equipment

The following equipment should be carried in the aircraft when appropriate:

- Survival kit (appropriate to the climate and conditions),
- Approved flotation gear and at least one pyrotechnic signaling device for flights outside glide distance to land,
- Supplemental oxygen system for high altitude operations,
- Flashlight
- Chocks, tie downs, extra oil, and tow bar.
- TKS fluid full (aircraft with TKS systems only)

Procedures for starting and taxing

Passenger Flight Briefing

You will provide a safety briefing, to all passengers prior to each flight. The briefing shall provide instructions in the event of a pilot incapacitation including the use of the CAPS, seat belts, exits, and any other safety equipment on the aircraft. The pilot should also discuss sterile cabin procedures and other information as necessary.

At a minimum, passengers should be briefed on the following items:

- CAPS, (Cirrus aircraft Only)
- Smoking
- Seatbelts
- Doors
- Emergency Exits/Egress Hammer (Cirrus Only)
- Use of Oxygen if installed
- Looking for other aircraft
- Sick bag
- Engine fire briefing

Engine Start

- **You will** use the do-list procedure for the Engine Start checklist.
- **You will** select the proper engine start procedure based on outside air temperature and internal engine temperature. If engine has been exposed to temperatures at or below 20ºF (7ºC) for a period of two hours or more, the use of an external pre-heater and external power is recommended.

• WARNING •

Failure to properly pre-heat a cold soaked engine may result in congealing within the engine, oil hoses, and oil cooler with subsequent loss of oil flow, possibly internal damage to the engine, and subsequent engine failure.

- If the engine does not start during the first few attempts, or if the engine firing diminishes in strength, the spark plugs have probably frosted over. Preheat must be used before another start is attempted.

Before Taxi

- **You will** complete the Before Taxi checklist as a flow and reference the aircraft checklist to verify all items are complete.
- **You will** set up the required navigation equipment and communication frequencies for the intended flight at this time.
- Primary navigation should be set into GPS 1 and secondary or auxiliary navigation set into GPS 2 if needed. Set primary airborne frequencies into COM 1 and necessary ground frequencies into COM 2.

Taxi-Out

- In congested areas such as the ramp, you will use the appropriate taxi speed that approximates a normal walking speed with as little power as necessary in order to promptly stop if the need arises.
- In less congested areas, **you will** use the appropriate taxi speed that gives the pilot safe, positive control at all times.
- **You will** have a sterile cockpit while taxiing on the ramp.
- As the aircraft moves out of the parking position, you will test the brakes on the pilot's side and passenger's side

(on dual flights) to ensure proper operation.

- You will have the nose wheel track along the marked centerline and the aircraft maneuvered in the direction indicated when taxiing on ramp areas. **It should be noted however that tracking the centerline does not guarantee clearance from all obstructions such as other aircraft, hangers, signs, etc.**

• WARNING •

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

- **You will** maintain high levels of situational awareness during all movement on the airport surface to avoid a runway incursion accident. Minimize tasks such as reading checklists or folding maps while taxiing.
- Utilize the Cmax airport diagram to aid in situational awareness. If the aircraft does not have Cmax then a paper airport diagram should be studied and kept onboard of unfamiliar airports.

A cause of brake failure is the creation of excessive heat through improper braking practices. Riding the brakes while taxiing causes a continuous build up of energy which may lead to excessive heat. Excessive heat causes warped brake rotors, damaged or glazed linings, damaged o-rings, and vaporized brake fluid. To avoid brake failure, **you will** observe the following operating and maintenance practices:

- Directional control should be maintained with rudder deflection supplemented with brake pressure as required
- Use only as much power (throttle) as is necessary to achieve forward movement. 1000 RPM is enough to maintain forward movement under normal conditions
- Avoid unnecessary high speed taxiing. High speed taxiing will result in excessive demands on the brakes, increased brake wear and the possibility of brake failure
- Use the minimum necessary brake application to achieve directional control
- **You will NOT** ride the brakes. Pilots should consciously remove pressure from the brakes while taxiing. Failure to do so results in excessive heat, premature brake wear, and increased possibility of brake failure
- Refer to the Handling, Service and Maintenance section of the POH or the Maintenance manual for recommended maintenance and inspection intervals for brakes.

• WARNING •

Maximum continuous engine speed for taxiing is 1000 RPM on flat, smooth, hard surfaces. Power settings slightly above 1000 RPM are permissible to start motion, for turf, soft surfaces, and on inclines. Use minimum power to maintain taxi speed.

After Taxi procedures

Before Takeoff

You will complete the Before Takeoff checklist as a do-list. **You will** complete the checklist prior to taking the active runway or in an appropriate run up area prior to departure. The Before Takeoff checklist will ensure the aircraft is properly configured for takeoff. Run-up items are included in this checklist. Verify engine oil temperature reaches a minimum of 100º F prior to applying run up power settings. Verify all engine and electrical indications are normal prior to departure. During cold weather operations, the engine should be properly warmed before takeoff. In most cases this is accomplished when the oil temperature has reached at least 100ºF or the appropriate oil temperature green arc. In warm or hot weather, precautions should be taken to avoid overheating during prolonged ground engine operation. Additionally, long periods of idling may cause fouled spark plugs.

Sample Takeoff Briefing

This will be a _____ (normal, short, soft) takeoff from RWY _____ with a takeoff distance of _____ feet and _____ feet of runway available. Rotation speed is _____ KIAS. Initial heading after takeoff is _____ degrees to an

altitude of _____ feet. Abort the takeoff for any engine failures/abnormalities prior to rotation. If the engine fails after rotation I will _____.

Take-Off

You will reference the Takeoff checklist prior to departure. Complete a takeoff briefing to review the critical items prior to takeoff. A takeoff briefing allows the pilot to review the takeoff procedure and determine the actions necessary in the event of abnormal/emergency conditions during the takeoff roll and initial climb. At a minimum, a takeoff briefing should include the following items:

- Type of procedure used (normal, short, or soft),
- Takeoff distance required / runway distance available,
- V_R and initial climb speed,
- **Abnormality / engine failure before V_R**
- **CAPS review and use: including appropriate altitudes**

Sterile Cabin

During sterile cabin operations all distractions such as XM radio, non-flight related materials and unnecessary communication with passengers should be minimized. A sterile cabin should be observed during:

- departure
- arrival
- abnormal/emergency operations.

En Route Climb

You will complete the Climb checklist as a flow when time and workload permit. Once clear of obstacles and terrain, normal climbs are performed, flaps UP (0%) and full power at speeds 5 to 10 knots higher than best rate-of-climb speeds. These higher speeds give the best combination of performance, visibility and engine cooling. When desired and clear of obstacles, **you will** transition to cruise climb speed for increased engine cooling, visibility and passenger comfort. For maximum rate of climb, **you will** use the best rate-of-climb speeds shown in the rate-of-climb chart in Section 5 of the POH. If an obstruction dictates the use of a steep climb angle, the best angle of climb speed should be used. Climbs at speeds lower than the best of rate climb speed should be of short duration to avoid engine cooling problems.

• Caution •

Use caution when engaging the autopilot at low altitude due to the increased workload of programming the autopilot and potential for human errors. **You will** hand fly the aircraft to a safe altitude and engage the autopilot if desired when time and workload permit. Consider setting the autopilot bugs prior to departure to reduce the amount of workload associated with setting up and engaging the autopilot.

Cruise

You will complete the Cruise checklist as a flow when time and workload permit. Allow the aircraft to accelerate to cruise speeds before setting the desired cruise power setting. **You will** ensure adequate fuel reserves remain for the intended destination. Normal cruise power settings are between 65% - 85% power with mixture setting for best power or best economy.

For engine break-in, **you will** cruise at a minimum of 75% power until the engine has been operated for at least 25 hours or until oil consumption stabilizes. Operation at higher power will ensure proper seating of the rings, is applicable to:

- new engines, and
- engines in service following cylinder replacement or top overhaul of one or more cylinders.

Descent

Descents should be planned during cruise considering:

- the amount of altitude to lose,
- distance and time to destination,
- ATC restrictions,
- obstacle/terrain clearance,
- desired rate of descent, and
- engine care.

Use the vertical navigation function of the GPS to assist descent planning. To manage workload, you will complete the descent checklist at the top of descent or at least 20 minutes from the destination. **You will** complete the Descent checklist as a flow when time and workload permit upon initial descent to land. **You will** reference the checklist to verify all items are complete once the flow has been completed. Set appropriate frequencies and review weather to determine the active runway. Verify GPS units are programmed as desired for the arrival and approach into the airport.

Power should be used during descent to manage airspeed and maintain engine temperatures as desired. **You will** maintain airspeed within the green arc if turbulence is expected or encountered during the descent. Use caution and avoid excessive maneuvering when airspeed is within the yellow arc during the descent.

Before Landing / Traffic Pattern

You will complete the Before Landing checklist as a flow prior to entering the traffic pattern when time and workload permit. **You will** slow the aircraft early enough to allow for an easy transition into the traffic flow and enough time to ensure the aircraft is configured for landing. The following profile describes a normal traffic pattern. Pilots should use this profile as a guide when entering the traffic pattern on the downwind leg and modify as appropriate for base entry or straight-in approaches.

Approach

To reduce workload during the descent and instrument approach procedure follow these recommendations.

- **You will** obtain destination weather information as soon as possible to determine active runways and applicable approaches,
- **You will** set up applicable COM and NAV frequencies prior to descent,
- **You will** reduce unnecessary communications and distractions during the approach,
- **You will** use the autopilot while briefing for the approach,
- **You will** use the Descent and Before Landing flows outlined in this manual to complete checklist and avionics set up procedures, always reference the checklist after the flow is complete,
- **You will** brief the approach using the guidelines listed in this section.

Stabilized Approach Criteria

A stabilized approach is critical to a safe and successful landing. A stabilized approach is characterized by a constant angle, constant rate of descent approach profile ending near the touchdown point. Stabilized approach criteria apply to all approaches including practice power-off approaches.

VFR Stabilized Approach Definition

You will complete all briefings and appropriate checklists by 500' above ground level (AGL) in visual conditions. A Visual Flight Rules (VFR) approach is considered stabilized when all of the following criteria are achieved by 500' AGL:

- Proper airspeed,
- Correct flight path,
- Correct aircraft configuration for phase of flight,
- Appropriate power setting for aircraft configuration,
- Normal angle and rate of descent,
- Only minor corrections are required to correct deviations.

A go around must be executed if the above conditions are not met and the aircraft is not stabilized by 500' AGL.

IFR Stabilized Approach Definition

You will complete all briefings and appropriate checklists by 1000' AGL for instrument conditions. An Instrument Flight Rules (IFR) Approach is considered stabilized when all of the following criteria are met from 1000' AGL and continues to touchdown:

- Proper airspeed,
- Correct flight path,
- Correct aircraft configuration for phase of flight,
- Appropriate power setting for aircraft configuration,
- Normal angle and rate of descent,
- Only minor corrections with pitch and power are required to correct airspeed and glide path deviations,
- Normal bracketing (+/- 5º) is used to correct for lateral navigation deviations.

You will NOT change flap configuration after crossing the final approach fix (FAF) until the runway is in sight and landing is assured.

A missed approach must be executed if the above conditions are not maintained during an instrument approach.

Go-Around/Missed Approach IFR

A go-around should be executed anytime an approach does not meet the stabilized approach criteria outlined in this manual for instrument or visual conditions. A go-around should be completed from memory since it is a time critical maneuver. In addition to the stabilized approach criteria, execute a go around/ missed approach for these conditions:

- Excessive ballooning during round out or flare,
- Excessive bouncing or porpoising,
- Landing beyond 1st third of the runway, or landing distance required to come to complete stop
- Any condition when a safe landing is in question.
- If in IFR conditions and runway not in sight as outlined by FAR 91.175 at minimums execute missed approached

The first priority of executing a go around is to stop the aircraft’s descent. Smoothly and promptly apply full power while simultaneously leveling the wings and pitching the aircraft to stop the descent. Maintain coordination while adding power by applying rudder pressure. Retract the flaps to 50% in the Cirrus. Do not fully retract the flaps at this point in the go around because it may lead to excessive altitude loss. Begin pitching for a climb attitude once the aircraft's descent rate has been stopped. Pitch for VX if obstacle clearance is an issue. Pitch for VY for all other situations. Retract flaps to 0% once the aircraft is climbing in the Cirrus and retract flaps in increments so that a positive rate of climb is not lost, clear of obstacles, and at 80kts (SR22), 85kts (SR20).

Landing

Normal Landing

Normal landings should be made with 100% flaps in the Cirrus. Final approach speeds should be adjusted to account for gusts exceeding 10 KTS by adding half of the gust factor. Reduce power smoothly and begin slowing from the final approach speed at a time that allows an easy transition from final descent to round-out and flare with minimum floating or ballooning. Touch downs should be made on the main wheels first at speeds slightly above stall. You will gently lower the nose wheel after the mains are on the ground.

After Landing

You will complete the After Landing checklist as a flow after clearing the active runway. Ensure the pitot heat is turned off. The mixture can be leaned if desired. Set the mixture by leaning for max RPM rise.

Arrival/Engine Shutdown

Complete the shutdown checklist as a flow pattern. Verify with the checklist to ensure all items have been accomplished when completed with the flow. The avionics switch may be left on during engine shutdown. Notify CWF Chief Pilot immediately and do not move the propeller if a hot magneto is found during the shutdown process. The aircraft should be parked on a ramp or in a hangar. If the aircraft is parked outside, it should be chocked and tied down if possible.

Fire Precautions and Procedures

Fire Precautions and Procedures

- You will **NOT** smoke on the ramp, in any aircraft or within 50 feet of any fueling facility.
- During extremely cold or hot engine starts, you will follow the airplanes AFM for cold or hot engine start procedures.
- Fire extinguishers are located in each CWF aircraft. In addition, fire extinguishers can be found inside the Flight Operations facility by hangar door or in hangar. Please familiarize yourself with the locations of these fire extinguishers.
- You will follow the procedures for fires in the aircraft as specified in the Emergency section in the AFM published by the aircraft manufacturer.

Re-dispatch procedures

If a significant change in weather happens or KSLC closes due to an emergency, five alternate airports may be used, KBTF, KOGD, U42, KTVY and KPVU. Weather minimums from departing airport must be met according to “Weather Minimums” Page 12-14 of the FOM. If the student must stay the night at the alternate airport a re-dispatch can be accomplished over the phone with the Chief Pilot.

If the activity is canceled due to weather, aircraft downed for maintenance, student request or any other reason the Chief Pilot may reschedule the activity for another time.

Aircraft discrepancies

Grounding of Aircraft

The Pilot in Command or a certified mechanic has the authority to ground an aircraft anytime it is determined to be not airworthy.

Aircraft Discrepancy and Deferral Procedures

You will use the contact information on page 7 on this manual to determine if the aircraft is airworthy to continue flight or must be taken into maintenance. If the aircraft is not airworthy then, you will then fill out the "Squawk" form in the aircraft checkout book. Any open discrepancy on an aircraft is a grounding item until a properly qualified person determines the aircraft airworthiness**.**

Once the discrepancy has been addressed by a certified mechanic the aircraft will be able to return to service.

Aircraft Maintenance

CWF owners and operators are to maintain their aircraft in accordance with the Instructions for Continued Airworthiness found in the Airplane Maintenance Manual. Aircraft maintenance should be completed at a Cirrus Authorized Service Center. There is a worldwide network of Cirrus authorized professionals that are trained to maintain Cirrus. Cirrus Authorized Service Centers are available for regularly scheduled aircraft maintenance or needed repairs. A complete listing of service centers is available at http://www.cirrusdesign.com. If a Cirrus is damaged or encounters mechanical difficulty that is hazardous to flight or ground operations away from home base, the pilot should land as soon as practical and not attempt to take off. The pilot shall secure the aircraft and contact CWF Chief Pilot, Drew Bowles **801-201-5417**. If advice is needed on the severity of a maintenance situation and nobody at CWF can be reached, then please call the Cirrus Authorized Service Center or call the Cirrus Hotline **800-279-4322**. The purpose of this call is to assist the pilot in analyzing the problem and determining the best solution.

Owners and/or pilots operating aircraft shall:

- Prior to receiving CWF approval, not conduct or authorize any maintenance or servicing of aircraft, except for fueling and lubricants.
- Accept full responsibility, regardless of cause, for any damage claimed against aircraft in subsequent pre-flight inspection that was not recorded or reported to CWF prior to their operation of aircraft.

If it is determined that an aircraft requires maintenance while away from the aircraft's base, the Pilot shall secure the aircraft and contact CWF Chief Pilot, Drew Bowles **801-201-5417** to discuss options.

Securing the aircraft

Local Ramp Procedures

All CWF aircraft will park on the Atlantic ramp. All planes will be returned to its assigned parking spot.

- You will **ALWAYS** keep the parking brake in the OFF position when on any transient line in case of aircraft repositioning. **You will** use chains and chocks to secure the aircraft.
- **If the aircraft is parked adjacent to any fence or hangar the plane shall be pulled out and turned 90º so that no damage will be done to anything behind it on start of the aircraft.**

Securing procedures

- After shutdown, the flight controls shall be secured, and you will ensure that the aircraft is properly parked and secured.
- Tie-downs should be tightened in such a manner as to firmly secure the aircraft but not to over stress it. Tie-downs must be attached after each flight, **or at any time the aircraft is left unattended.**
- When exiting the aircraft, ensure that all switches are off, the parking brake is off, and all personal items are

removed from the aircraft.

- Tow bar shall be used at all times when moving the aircraft into or from a parking spot.
- You will **NOT** reposition the aircraft by pressing down, pushing, or pulling on any part of the tail section.
- You will **NOT** use full brake on one wheel in order to pivot the aircraft more than 90 degrees for parking.
- The aircraft doors shall be locked after every flight.

Fuel Requirements

You will **NOT** operate an aircraft in IFR conditions unless there is enough fuel (considering weather reports, forecasts, and weather conditions) to:

- Complete the flight to the first airport of intended landing,
- Fly from that airport to the alternate airport,
- Fly after that for one hour at normal cruising speed.

You will **NOT** begin a flight in an aircraft under VFR conditions unless (considering wind and forecast weather conditions) there is enough fuel to fly:

- to the first point of intended landing assuming normal cruise speed, and
- at least an additional 45 minutes beyond that point in either day or night conditions.

For operations in the practice areas or a local flight, you will return the aircraft to base with a **minimum** of 45 minutes fuel remaining.

Collision Avoidance

Use of Landing Lights

The "LIGHTS ON FOR SAFETY PROGRAM" has been instituted as the use of landing or recognition lights greatly increases the distance from which an aircraft can be seen.

Therefore:

1. Prior to taking the runway for departures, if desired, turn the landing or recognition lights ON.
2. When leaving the traffic pattern, you will turn the landing or recognition lights OFF.
3. When preparing to land, you will turn the landing or recognition lights ON.
4. After landing, you will turn the landing or recognition lights OFF in accordance with the After Landing Checklist (Landing/recognition lights should be used appropriately during night taxi operations).
5. As a part of the Pre-Maneuvering Checklist, you will turn the landing and/or recognition lights ON during all maneuvers.

Use of Anti-Collision Lights

You will use aircraft anti-collision lights anytime the engine(s) are running, except when their operation presents a hazard or distraction to you or others on the ground or in flight.

•WARNING •

During night operations, use of anti-collision lights is not recommended for engine start due to the lights' effect on the night vision of other pilots.

Adhere to the Right-Of-Way Rules

As a reminder, always use right-of-way rules as stated in 14 CFR part 91.113

On the ground

Taxiing on centerline does not assure collision avoidance, the pilot must be aware of surrounding objects to avoid striking part of the aircraft.

During Crew Resource Management exercises, the pilot not flying/taxiing may conduct checklist items when not task saturated (ie copying ATC instructions, crossing runways/taxiways, etc..)

•WARNING •

During Single-Pilot Resource Management exercises, checklists are not to be performed unless the aircraft is stopped.

Day and Night Flying

When flying during the day, you will systematically scan using increments across the sky for other aircraft. While at night, you will **NOT** focus directly on an object but view it off center.

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

You will NOT scrape or use abrasive material on any aircraft window surface.

Minimum altitude operations and simulated emergency landings

Operating Altitudes

Except when necessary for takeoff or landing, you will **NOT** operate an aircraft below the following altitudes:

- **Anywhere:** An altitude allowing, if a power unit fails, an emergency landing without undue hazard to persons or property on the surface.
- **Over congested areas:** Over any congested area of a city, town or settlement, or over any open-air assembly of persons, an altitude of 1,000 ft above the highest obstacle within a horizontal radius of 2,000 ft of the aircraft.
- **Over other than congested areas:** An altitude of 500 ft above the surface.
- All stalls and slow flight must be entered and completed no lower the 1500’ AGL.

The following altitude restrictions shall be observed:
- No student pilots can conduct flights over 10,000 msl without prior permission from the Operations Manager.
- All flights above 12,500’ MSL shall follow F.A.R. Oxygen requirements.

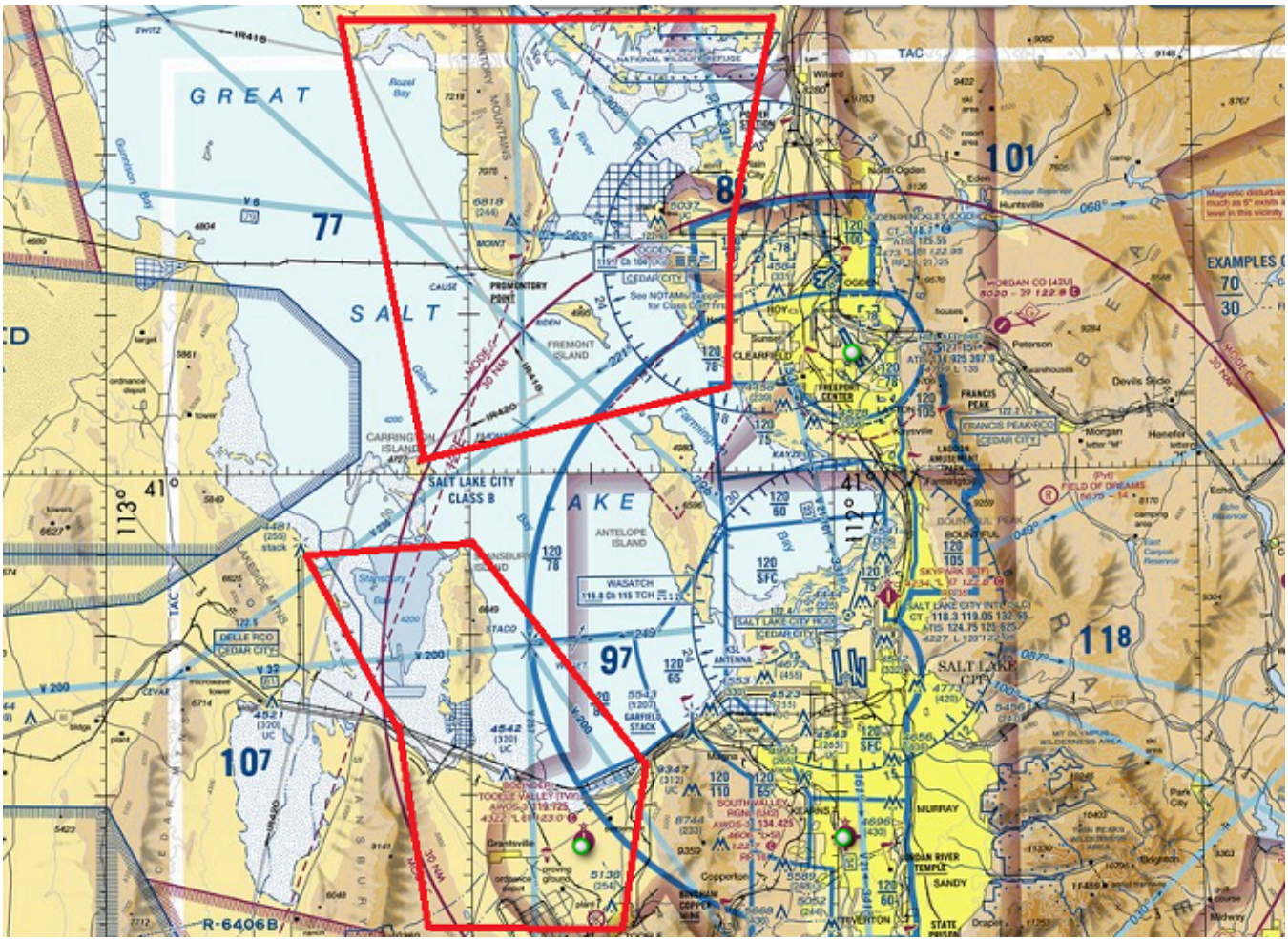
Instrument Flight Rules (IFR):

You will **NOT** takeoff an aircraft under IMC/IFR when the weather is below circling approach minimums (for category aircraft you are flying) at the airport. If there is no approach the weather must be VMC.

<u>Simulated Emergency Landing Practice</u>
Simulated emergency approaches and landings must terminate no lower than 500 ft AGL, unless making a landing at an authorized airport. **Simulated emergency approaches and landings are not authorized on solo flights.** No operations of

aircraft into unimproved, grass or gravel runways are allowed. The minimum runway requirements are 2500 feet in length and 40 feet in width, except for use during an emergency or precautionary landing.

Practice Areas



Practice areas are in RED. All flights shall use Flight-Following whenever available on 120.90 or 121.10.

1. The **"Ogden Practice Area"** is located North of the Causeway, West of the Ogden VOR so as to stay out of Ogden airspace, and ends North by KBMC. No aircraft may enter the Bravo Airspace for training unless pre coordinated with ATC. You will maintain proper collision avoidance at all times. Proper communication with Salt Lake Approach on 121.10 and visual clearance to other aircraft shall be maintained at all times. This practice area may have heavy traffic from multiple flight schools, 135 operations and local military activity.
2. The **"Tooele Practice Area"** is South of I-80 and West of the Garfield Stack over the Tooele valley. It also includes the area surrounding Stansbury Island. This Practice Area will consist of local flight schools, East/West traffic over I-80 and skydiving activities over KTVY. Proper communication on 123.00 and visual clearance to other aircraft shall be maintained at all times when released by Salt Lake Approach on 120.90.

Reporting Procedures

Always report entering and leaving a Practice Area or significant change in position on the appropriate frequency as listed above.

e.g.: 123.00 "Tooele Traffic, N502DT over the Truck Stop at 5,500 feet, westbound to maneuver over Grantsville 8,500 feet". 121.10 "Salt Lake Approach, N12345 is over Freemont at 7,500 feet returning to Skypark descending 5,500 feet."

Operational and Training Information

General

This section should be used as a supplement for the planning and execution of all flights in Cirrus aircraft. Although an excellent resource, this information will not guarantee a safe flight. Minimizing flight risk requires sound judgment and sensible operating practices. Safety of flight ultimately depends upon the decisions made by you, the pilot. Safe flights should be conducted in accordance with regulations, ATC clearances, personal capabilities, and the aircraft operating limitations described in the FAA Approved Airplane Flight Manual and Pilot Operating Handbook (POH). Procedures in this publication are derived from procedures in the FAA Approved Airplane Flight Manual (AFM). CWF has attempted to ensure that the data contained agrees with the data in the AFM. If there is any disagreement, ***the Airplane Flight Manual is the final authority***. For operations outside the United States, refer to the appropriate regulations for that country. This publication should be in the pilot's possession during all flight operations.

Pilot Qualification and Training

The pilot in command of any Cirrus aircraft is responsible for its safe operation. It is recommended that all pilots operate in accordance with the policies and procedures prescribed within this publication. In no case does this document relieve the pilot in command from the responsibility of making safe decisions regarding the operation of the aircraft.

Training

Initial Training

Cirrus pilots **must** satisfactorily complete the Cirrus Transition Training Course or the Training Center Instructor (TCI) course prior to acting as pilot in command of a Cirrus aircraft. If the Pilot is a Student Pilot then the training of the Cirrus will be completed during training.

• Note •

Instrument rated pilots should complete an instrument proficiency check prior to flying in Instrument Meteorological Conditions (IMC) if they are outside of IFR currency requirements per FARs.

Recurrent Training

Cirrus pilots should complete recurrent training under the guidance of the Cirrus Pilot Learning Plan. Recurrent training emphasizes aeronautical decision making, risk management, and airmanship, which leads to increased proficiency. The recurrent training program provides an opportunity to meet the requirements of a Flight Review or instrument proficiency check.

• Note •

Instrument rated pilots should complete an instrument proficiency check every 6 months.

Mountain Training

CWF pilots should receive adequate mountain flight training from a CWF Standardized Instructor prior to any flight over mountainous terrain. All flights over mountainous terrain are to be approved by the Chief Pilot. Pilot must present a thorough weather review.

- A minimum of 200 total time is required before solo flight over mountainous terrain
- Maneuvering speed must be noted prior to flight in the event of turbulence
- Minimum of 60 HP per occupant
- Take-off weight will be kept to 90% of max weight
- 3 NM before crossing any ridgeline, the pilot must be at an altitude of no lower than 1,000 feet AGL of the highest point.
- Pilot must be 3 NM past the ridgeline before descending.
- Ceilings must be 2,000 feet over the ridgeline and visibility must be 15 NM
- Winds must be less than 25 Knots at ridgeline altitude
- Night flight over mountainous terrain is to be under an IFR flight plan only

• Note •
Survival gear is suggested

Medical Certificates

In order to exercise the privileges of a private pilot certificate the pilot must hold a third class medical certificate, which is valid for 36 months from the date of issue (60 months if the person is under 40 at time of examination). In order to exercise the privileges of a commercial pilot certificate a pilot must hold and maintain a second-class medical certificate valid for 12 calendar months from the date of issue.

Currency Requirements

VFR

Cirrus pilots shall maintain VFR currency by completing each of the following items in a Cirrus aircraft:

- The Cirrus Transition Training course, or Private Pilot checkride.
- 3 takeoffs and 3 landings to a full stop within the previous 60 days,
- 1 hour as the Pilot-in-Command (PIC) within the previous 60 days,
- The training events outlined in the Cirrus Pilot Learning Plan.

Cirrus pilots shall fly with a CTC instructor to meet the flight currency requirement if currency lapses. Completion of training events outlined in the Cirrus Pilot Learning Plan will also restore flight currency.

IFR

Cirrus pilots shall maintain IFR currency by completing each of the following items in a Cirrus aircraft:

- VFR currency requirements,
- An Instrument Proficiency Check (IPC) with CTC instructor within the previous 6 months,
- 3 instrument approaches in actual or simulated instrument conditions within the previous 60 days.
- For Category I currency, demonstrate the ability to execute an instrument approach to Category I minimums within the previous 60 days.

• Note •
Initial Category I currency should be obtained with a CTC instructor

Solo pilots are prohibited from:

1) Stalls power-on and Power-off
2) Power off emergency landings
3) Student pilots may not fly with passengers
4) Formation flights are prohibited
5) No solo touch and goes
6) No solo flight in Class B airspace unless student has been properly endorsed by CFI
7) No solo night flying

*****The appropriate, and approved, checklist shall be used for each phase of operation as applies to the aircraft: preflight, starting, engine run-up, taxi, takeoff, cruise, landing, shutdown, tie down, and post flight.

***Failure to abide by these procedures may result in immediate termination of all flight privileges. The student will be held financially responsible for any damage or loss of life that may occur as a result of failure to comply.**

Pilot Considerations

Duty Time and Rest

Pilots shall avoid a duty period greater than 14 hours including a maximum of 8 hours of flying. A pilot should have a 10 consecutive-hour rest period prior to resuming flight activities. Pilots should consider non-flight related working periods as duty time.

Physiological

Intoxicants

Alcohol: Pilots should not consume alcohol or other intoxicants within 8 hours prior to flying and should always consider the lasting effects of alcohol the following day.

Drugs: Pilots should consult with their AME prior to using any prescription or over-the-counter drug.

Drug testing: Will be done immediately following any accident or incident. There will be consequences if found under the influence.

Alcohol and Drug Awareness Assistance

Should a pilot find him or herself in need of assistance with drug or alcohol abuse, please visit http://dsamh.utah.gov/ or call 801-538-3939.

Blood Donations

A pilot should not operate an aircraft within 72 hours after a blood donation or transfusion due to temporary lowering of oxygen carrying capacity of blood following a blood donation or transfusion.

Scuba Diving

A pilot or passenger who intends to fly after scuba diving should allow the body sufficient time to rid itself of excess nitrogen absorbed during the dive. The recommended wait times are as follows:

- Wait 12 hours - if flight will be below 8,000 feet pressure altitude and dive did not require a controlled ascent.
- Wait 24 hours - if flight will be above 8,000 feet pressure altitude or dive required a controlled ascent.

In-Flight Considerations

Turns after Takeoff

The recommended turn altitude after takeoff is 400’ AGL, unless obstacle departure procedures or ATC instructions dictate otherwise. When cleared to “Fly Runway Heading”, pilots should maintain the heading that corresponds with the extended centerline of the departure runway until otherwise directed by ATC. Drift correction should not be applied; i.e., if the pilot is departing runway 04, with an actual magnetic heading of the runway centerline being 044 degrees, s/he should fly a heading of 044 degrees.

Weather Status

Pilots should monitor the weather along the route and destination airport for deteriorating conditions using onboard weather resources and ground based weather resources. Enroute Flight Advisory Service, Flight Watch, is generally available on 122.0 anywhere in the contiguous United States. A diversion may be necessary if the weather deteriorates beyond the pilot's qualifications and/or capabilities.

Aircraft Systems Status

Pilots should monitor the flight, engine and system parameters throughout the flight. Verify adequate fuel remains to reach the intended destination and switch fuel tanks as required to maintain an equal balance.

Pilot Status

Pilots should monitor fatigue and stress levels during the flight. A diversion may be necessary if the pilot has any reason to believe the flight cannot be safely completed.

Situational Awareness

Pilots should maintain situational awareness throughout the entire flight using all available equipment and resources.

Supplemental Oxygen

According to Title 14 CFR Part 91.211 no person may operate an aircraft-

1. At cabin pressure altitudes above 12,500 feet mean sea level (MSL) up to and including 14,000 feet (MSL) unless the required minimum flight crew is provided with and uses supplemental oxygen for that part of the flight at those altitudes that is of more than 30 minutes total duration for the entire flight;

2. At cabin pressure altitudes above 14,000 feet (MSL) unless the required minimum flight crew is provided with and uses supplemental oxygen during the entire flight time at those altitudes; and

3. At cabin pressure altitudes above 15,000 feet (MSL) unless each occupant of the aircraft is provided with supplemental oxygen.

• Note •

For optimal protection pilots are encouraged to use supplemental oxygen above 10,000 feet during the day and above 5,000 feet during the night.

Flight Safety

In addition to the operating limitations specific to each aircraft type, the following actions are not recommended:

- Flight below 500' AGL except for takeoff and landing,
- Flight over water that is beyond the safe gliding distance to land, without proper flotation devices.

• Note •

The pilot should ensure that adequate survival gear is readily accessible if flight over water that is beyond the safe gliding distance to land is required.

Flight Planning

Pilots must file VFR or IFR flight plans for all cross-country flights. You will always plan an alternate, whether operating VFR or IFR.

You will complete the following flight planning responsibilities:

- Determine the best route and altitude considering; winds aloft, freezing levels, cloud bases and tops, turbulence, terrain, airspace and Temporary Flight Restrictions (TFRs).
- Determine alternate airport.
- Calculate fuel requirements.
- Verify aircraft is within weight and balance limitations.
- Calculate takeoff and landing distances. Verify runway lengths for intended airports.
- File flight plan.

Weather Assessment

Pilots should determine if the weather conditions exceed their qualifications and capabilities. A decision should be made to postpone the flight if the weather is not acceptable. Flight planning should continue if the weather is acceptable.

• Note •

To facilitate flight planning, the U.S. Government provides a free Direct User Access Terminal Service (DUATS) for all licensed pilots at http://www.duats.com along with www.aviationweather.gov.

Minimum Runway Length

CWF pilots are encouraged to operate off a minimum runway length of 2,500 feet or one and a half times the expected takeoff and /or landing distance, whichever is higher. Pilots are encouraged to complete a Landing Standardization Course prior to performing operations at a short field.

Noise Abatement

When operating out of noise sensitive airports pilots are encouraged to follow local noise abatement procedures and consider a power reduction during the climb if necessary and safe.

IFR Alternate Airport Weather Requirements

If from:

- 1 hour before to 1 hour after the estimated time of arrival at the destination airport,
- the weather is forecast to be at least 2,000 foot ceilings and
- 3 mile visibility's, no alternate is required, though it is important to be familiar with the area if a diversion is required. If forecasted weather conditions are less than 2,000 feet and 3 miles, an alternate must be filed.

You will include an alternate airport in an IFR flight plan when appropriate weather reports or forecasts, or a combination of them, indicate that, at the estimated time of arrival at the alternate airport, the ceiling and visibility at that airport will be at or above the following weather minima:

- For a precision approach procedure - ceiling of 600 feet and visibility 2 statute miles or prescribed minimums.

- For a Non-precision approach procedure - ceiling of 800 feet and visibility 2 statute miles or prescribed minimums.

If no instrument approach procedure has been published, the ceiling and visibility minima are those allowing descent from the minimum enroute altitude (MEA), approach and landing under basic VFR.

International Border Operations

Preflight

Appropriate charts and flight supplements

Personal Documentation

- Pilot certificate,
- Medical certificate,
- Notarized letter authorizing children to fly (only if accompanied by one parent),
- Proof of citizenship,
- Passport,
- Birth certificate (original or certified true copy),
- Photo ID (required with birth certificate),
- Resident alien ID card,
- Other Visa documentation as required,
- Restricted Radiotelephone Operator Permit.
- eAPIS account information

Aircraft Documentation

- Airworthiness certificate,
- Registration certificate (not temporary registration certificate),
- Operating limitations, (POH or AFM)
- Weight and balance information,
- Experimental Aircraft - Standardized Validation (for operations in Canada) or Special Flight Authorization (for operations in U.S.),
- Proof of liability insurance for the specific country,
- FAA Form 337 (U.S. aircraft only) or Supplemental Type Certificate (STC) documentation if fuel tanks have been added compartments,
- Aircraft Radio Station License,
- Customs Form 339A: Annual User Fee Decal Request - Aircraft.

International Operations

All flights to international destinations must be cleared with the Chief Pilot. A Mandatory flight check with Chief Pilot is required. All airports in a pilot's flight plan must be approved prior to departure by the Chief Pilot.

List of topics to be covered on check out:

1. Documents and insurance requirements to get the plane ready to cross the border.
2. Flight/Ground training required for a pilot to have an official check out for international operations.
3. Pre border crossing procedures and documents for pilot to carry.
4. Landing in other countries. Picking the right airports, assuring fuel, security, paperwork process, costs, what to bring and not to bring.
5. International flight rules.
6. How to gather information on another country.
7. Clearing Immigration prior to returning to the US.

Cancellation Policy

Customers may cancel any appointment(s) with at least 24 hours advance notice. If 24 hour advanced notice is not given, Customer agrees to pay cancellation charges according to the CW Flight Customer Agreement.

Misc. Operational Rules

Notwithstanding inclement weather or ATC routing, if the renter/student returns the aircraft to its home base after the scheduled return time without prior notification to CWF Chief Pilot, Drew Bowles at **801-201-5417**, the renter is responsible for all costs incurred by CWF to satisfy flight reservations affected by the overdue aircraft.

The renter/student is responsible for communicating changes to scheduled flights to CWF in a timely manner. To accommodate other flights, CWF may release scheduled flight reservations: 30 minutes after its scheduled departure if the renter/student is not at the aircraft and has not communicated their revised departure time to CWF.

The renter/student is responsible for costs incurred to obtain or handle safety equipment or materials, such as oxygen equipment.

No food or drinks that pose a risk of damage to aircraft avionics or aircraft interior are allowed to be open inside aircraft. The renter/student will be held financially responsible for clean up, repair, or replacement charges incurred by accidental spillage of said items.

No animals will be allowed to fly in CWF aircraft without prior authorization from Chief Pilot.

Incident and Accident Procedures

You will immediately notify the nearest National Transportation Safety Board (NTSB) field office if an aircraft incident or accident occurs as defined in NTSB Part 830. The proper law enforcement agency and/or search and rescue shall be notified if necessary. You will complete the Aircraft Accident and Incident Report, found in this section, after any accident or incident. **The pilot should not discuss the circumstances with anyone not involved with the investigation.**

Emergency Landing

If a CWF aircraft makes an emergency landing at a site not designated as an airport, the pilot should not attempt to take off, but should immediately contact the proper authorities.

You MUST call the Chief Pilot, Drew Bowles at 801-201-5417 first.

Aircraft Incident and Accident Notification

An Aircraft Incident and Accident Report should be completed by the pilot any time a CWF aircraft sustains any damage or is involved in an accident or incident. The information may be useful in a future investigation. The report form is found in this manual.

NTSB Field Office

Southeast - Atlanta..... 404-562-1666

Southeast - Miami..... 305-597-4610

North Central 630-377-8177

Northeast - Parsippany..... 973-334-6420

Northeast - Ashburn 571-223-3930

Central Mountain 303-373-3500

South Central..... 817-652-7800

Northwest 206-870-2200

Southwest..... 310-380-5660

Alaska..... 907-271-5001

Aircraft Incident and Accident Report

Date of accident: _____ Time: _____
Pilot's Name: _____ Phone No:_____
Owner and/or Operator: _____
Aircraft Type: _____ N-No: _____
Type of Event (circle one): Accident Incident Damage
Last point of departure: _____
Point of intended landing: _____
Position of aircraft in reference to an easily defined geographical point:

_____
_____

Number of persons aboard: _____ Fatalities:_____ Injured:_____
Description of injuries: (if applicable):

_____
_____

Names of passengers:

_____
_____

Weather conditions (attach weather print-off if available):
Wind Direction: _____ Wind Velocity: _____
Visibility: _____ Sky Condition:_____
Temp/Dewpoint:_____ Altimeter Setting:_____

Other _____
Eye Witnesses:_____
Name and Phone Number
1. _____
2. _____
3. _____
Damage to Aircraft/Property (If yes,
explain):_____

_____
_____
_____

Description of any dangerous cargo:

_____
_____

Detailed explanation of incident, accident, or damage:

_____
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Appendix A

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I _____, have read the CWF Flight Operations Manual and will comply with all sections from the latest revision of 03/08/2025. I acknowledge and will comply with all the terms and conditions set forth above.

Signature_____

Date_____