

RAFA Flight instructors. In addition to FAA certification and currency requirements RAFA instructors must familiarize themselves with all additional requirements define in the **Flying Activity SOP**.

The remainder of this document summarizes the Responsibilities of a RAFA instructor from the SOP that includes:

- **Section 4 Flight Operations and**
- **Section 5 Flight Standardization.**

RAFA CFI's are expected to be knowledgeable of these requirements in their student training and pilot currency duties. **CFI's should pay special attention to their duties as a clearance authority.** If you have any questions, contact the club manager, any assistant chief pilots or the Safety Officer.

SECTION 4.0 FLIGHT OPERATIONS:

4.1 GENERAL FLIGHT OPERATIONS: All aircraft, Certified Flight Instructors, pilots and mechanics must hold current FAA certification, as specified in Federal Aviation Regulations, parts 61 and 91.

a. Use of Aircraft is limited to bona fide recreational flights or official temporary duty (TDY) flights. Aircraft are not to be used for any of the following purposes:

1. Transporting passengers or cargo for a fee.
2. Skydiving or sport parachuting activities.
3. Towing Gliders without prior approval.
4. Loaned, leased, or rented to individuals, groups, or organizations that are not eligible patrons.

4.2 FLIGHT PLANNING: The Pilot in Command (PIC) will accomplish all actions and research within reason to ensure that the flight can be conducted in accordance with the FARs, AR 215-1 and this SOP. The PIC is responsible for correctly listing his/her destination on the flight plan with either the identifier of the airfield or the location with respect to a particular navigation aid (bearing and distance). The PIC is also responsible for having in their possession the proper charts, equipment, and information for the flight in accordance with the applicable FAR's, AR 215-1 and this SOP. No Redstone Flying Activity aircraft will depart any location without having filed a flight plan with the servicing Flight Service Station.

4.2.1 FLIGHT PLANNING FORMS: (See Appendix D, Fig 4) Normally, the automated (computer) flight planning system will be used for all flights in Flying Activity or privately-owned aircraft operating from the RAFA. The PIC, or solo student pilot, will telephonically or electronically file flight plans with the FSS, fax a copy of the flight plan to Redstone Army Airfield Operations and place the written flight plan in the "open flight plans" box at the RAFA. All data on the flight plan will be completed, to include attachment of all forms applicable for passengers aboard the aircraft. If the computer system is not operational, manual flight planning is required. Manual flight plans forms are in the flight planning area desk drawers and in the fly-away books.

4.2.2 FLIGHT PLANNING WEATHER MINIMUMS: All pilots will determine existing and forecast weather conditions prior to a flight and ensure that the conditions meet minimum standards for the

type of flight planned. The following VFR minimums are listed below based on rating and experience as follows:

	CEILING	VISIBILITY
STUDENT PILOT SOLO DAY	2000 Feet AGL	3 Miles
STUDENT PILOT WITH INSTRUCTOR DAY	1500 Feet AGL	3 Miles
PRIVATE PILOT UNDER 200 Hours DAY	1500 Feet AGL	3 Miles
STUDENT PILOT WITH INSTRUCTOR NIGHT	2500 Feet AGL	5 Miles
PRIVATE PILOT UNDER 200 HOURS NIGHT	2500 Feet AGL	5 Miles

- a. Private Pilots over 200 hours and Commercial Pilots may request standard FAA VFR Minimums.
- b. No Student Pilot is allowed to fly SOLO at night under any circumstances.
- c. Only private pilots with 200 hours or more, commercial and CFI pilots may request other VFR minimums (**Special VFR**).
- d. VFR-Over-The-Top flight is not recommended and will not be initiated by VFR-only pilots or pilots in VFR only aircraft.
- e. Non-instrument rated pilots will not request nor accept instrument clearances.
- f. Activity pilots will adhere to the limitations in the aircraft operator's manual for cross wind component limitations provided for each aircraft and the RAFA Cross Wind Component Chart (Appendix D, Fig 7). The stricter of those references will govern.

4.2.3 FLIGHT PLANNING REVIEW PRIOR TO CLEARANCE: The following review will be accomplished prior to receiving a Clearance for Flight for all flights:

- a. A flight plan is filed and the pilot's currency in the aircraft to be flown is validated before any flight.
- b. Preflight planning for flights should verify, as a minimum, the following:
 - 1. Adequacy of intended public use destination airports and alternates, including runway length. Minimum acceptable runway length is 2,000 feet or the aircraft takeoff or landing roll requirement, whichever is greater.
 - 2. Accuracy of weight and balance computations and limitations.
 - 3. Availability of navigation, communications, and en route flight service station facilities.
 - 4. Applicability of any passenger restrictions.
 - 5. Adequacy and completeness of charts.
 - 6. Adequacy of personal equipment.

7. Adequacy and completeness of flight logs, except for winds, times, and ground speeds. Minimum en route altitude must be no lower than 1,500 feet above ground level (AGL).

8. Flights departing the continental limits of the United States are planned, cleared, and conducted under provisions of the FAA International Flight Manual or the U.S. Air Force

Foreign Clearance Guide, as appropriate, and applicable RAFA operating instructions. No RAFA aircraft will operate in the state of Alaska.

4.2.4 FLIGHT PLANNING FUEL MINIMUMS: All flights will adhere to the FAR, AR 215-1, and this SOP concerning fuel minimums for VFR and IFR Flight which are as follows:

a. VFR flight: A minimum of 30 minutes (at cruise speed) of fuel remaining at the end of the flight during the day and 45 (at cruise speed) minutes of fuel remaining at the end of the flight during the night.

b. IFR flight: Be able to complete flight to the first airport of intended landing, fly from that airport to alternate airport and have a minimum of 45 (at cruise speed) minutes of fuel remaining at the end of that flight.

4.2.5 FLIGHT PLANNING FOR IFR: All instrument rated pilots will adhere to the FAR, AR 215-1, and this SOP concerning flights in IFR conditions to include the following:

a. Pilots must hold a current FAA instrument rating and be current with Federal Aviation Regulations and local flying area requirements.

b. Pilots will ensure that the aircraft is equipped with required instrumentation, and that instruments, communications, and navigation equipment are checked and calibrated according to FAA regulations. Appropriate entries are made in aircraft logs.

c. Pilots will have in their possession all current departure, terminal, and en route flight information publications.

4.2.6 FLIGHT CLEARANCE / FLIGHT CLEARANCE AUTHORITIES: Activity pilots operating RAFA aircraft will obtain flight clearance from one of the RAFA's flight clearance authorities. CFI's under contract to RAFA and those senior pilots delegated the authority to act as flight clearance authorities whose names are posted as such may clear flights.

STUDENT PILOTS can only obtain clearing authority for flights from their CFI of record or another designated CFI. (Chief/Assistant Chief pilots can exercise clearance authority if necessary)

The flight clearance authority (CFI) will review the PIC pre-flight planning and currency status in the type of aircraft scheduled and anticipated flight conditions. Current and forecasted weather conditions for the duration of the flight will be considered. Clearance authorities will indicate their approval by signing the flight planning form. Clearance may be granted telephonically (**or by text message**) provided that the clearance authority has up-to-date information on the weather conditions and currency status of the PIC. Telephonic clearance (**or text**) will be noted on the flight plan form. Approval of a flight by a clearance authority does not in any way relieve the pilot of the responsibility to perform all required pre-flight actions nor does that clearance imply or transfer responsibility for the outcome of that flight from the PIC to the clearance authority. Clearing authorities may not self-clear a flight in which they are

acting as PIC and not conducting a flying lesson with a student pilot. These flights must be cleared by another clearance authority.

4.2.7 FLYING RESTRICTIONS will be in accordance with the applicable FAR, AR 215-1, and this SOP. Also, RAFA pilots are prohibited from conducting formation flights or acrobatic maneuvers in RAFA owned or leased aircraft except for those maneuvers required by FAR and the appropriate Part 141 training syllabus for the purpose of obtaining a certificate or rating. (i.e., spin recovery training required for the CFI rating).

4.2.8 THE RAFA LOCAL FLYING AREA is defined at Appendix D, Fig 6, on the local flying area wall chart, and the charts maintained in each aircraft. The North East Practice Area (NEPA) and South East Practice Area (SEPA) are used to conduct flight training within prescribed boundaries so that maneuvering and basic aircraft control can be practiced in an area familiar to instructors, pilots, and controllers.

4.2.9 RESTRICTED AIRSPACE: Redstone Arsenal has 5 restricted areas that are active at various times, with the exception of **R2104B** which is always active to 2400 MSL. All restricted areas can be avoided by remaining east of Redstone Army Airfield and North of Martin Rd. Redstone Army Airfield control tower and Huntsville Approach Control can provide status of all restricted areas. The restricted areas are outlined as 2104A/D, 2104 B and 2104C/E

4.3 AIRPLANE CHECKOUT PROCEDURES:

4.3.1 PRIOR TO OPERATING any aircraft from the RAFA, and prior to each flight, the pilot will ensure that the aircraft is airworthy. The pilot will perform the following:

- a. ACCOMPLISH ALL FLIGHT PLANNING prior to the scheduled time for the aircraft.
- b. CHECK THE MAINTENANCE STATUS in the flyaway book, aircraft documents, Hobbs meter and engine tachometer reading, and determine that all inspections have been accomplished. **Any pilot who overflies a 100 hour or annual inspection, may be personally liable.**
- c. OBTAIN THE AIRCRAFT KEY and telephonically or electronically file the flight plan with the appropriate Flight Service Station (FSS). If the computer is not operational, manual flight plan forms are available in the flight planning desk and in the fly-away books.
- d. PRIVATE AIRCRAFT OWNERS that are members will use the computerized flight planning system for operations into and out of the RAFA. This requires all PICs to use the weight and balance feature, currency, and billing procedures for purchase of fuel, oil, maintenance labor, parts, supplies and any flight instruction performed by a RAFA CFI. **Patrons basing their aircraft at another airfield will leave their RAFA flight plan open while away from the RAFA.** Upon returning for any services or use of the facility, the patron will update the database with hours flown and any services received at the RAFA.

4.4 ALL AIRCRAFT PREFLIGHT ACTIONS will be in accordance with the applicable FARs, the Pilot Operating Handbook, preflight checklists, AR 215-1, and this SOP. Pilots are encouraged to pay particular attention to pre-flight inspections as the pilot is charged with ensuring that the aircraft is safe and

airworthy before flight. With the exception of latent or hidden defects, any incident or mishap which occurs after the aircraft is moved under its own power is the responsibility of the PIC. Damage occurring to an aircraft will be reported as soon as possible. Damage not noted by a pilot during preflight becomes his responsibility if he fails to notify the manager or owner of that damage prior to flight. Maintenance personnel, along with the Maintenance Officer will ascertain whether any damage to an aircraft is deemed to be more than fair wear and tear. If it is deemed that the damage is other than fair wear and tear, the pilot responsible may be held liable for said damage. Check around the airplane for any debris that may be pulled into the propeller or blown into nearby automobiles or buildings.

4.5 FUEL SAMPLES WILL NOT BE DUMPED ON THE GROUND. Patrons will use the fuel recovery sample tester and deposit samples in approved containers located on the ramp.

4.6 ENSURE REQUIRED EQUIPMENT IS ON THE AIRCRAFT and that any added oil or fuel is recorded on the Flight Plan Form (Appendix D, Fig 4) for later entry in the computer scheduling program

4.7 RAFA RAMP/TAXI and DEPARTURE PROCEDURES:

a. AIRCRAFT parked in any spot between the fuel pump and the maintenance hangar (western edge of the ramp) will not be started while the aircraft is still parked on the pad. Before starting the engine, move the aircraft into a position to prevent blowing debris hazards to persons and vehicles. Prior to engine start, turn on red and white anti-collision light and turn off after engine shut down.

b. Prior to taxiing from the ramp pilots will make initial contact with the tower. By giving call, type of aircraft, location on the field, departure destination, requested altitude and confirm ATIS information. If the control tower is not in operation, use the Common Traffic Advisory Frequency (CTAF) and announce your intentions. When the tower is closed it is the responsibility of the PIC to conduct a radio check (positive two-way communication) with, either FSS, Huntsville Approach, or another aircraft. No aircraft will depart the RAFA without an operational 2-way radio.

c. WHEN TAXIING ON THE RAMP the PIC will ensure that the aircraft nose gear remains on the yellow taxi line and remains clear of obstructions. After engine shutdown the aircraft will be ground handled, using the appropriate tow bar, to the fuel pump or into its assigned parking pad. At no time will an aircraft taxi off the yellow taxi line into a parking pad with the engine operating. It is always the PIC's responsibility to maintain adequate obstruction clearance.

d. ACTIVATE THE VFR FLIGHT PLAN just prior to, or immediately after becoming airborne (workload permitting) by contacting the appropriate FSS. **(Or via Latest EFB or 1800wxbrief)**

e. WHEN DEPARTING THE REDSTONE ARMY AIRFIELD TRAFFIC pilots will either be handed off to contact Huntsville Approach Control, or will announce their departure on CTAF and then contact Huntsville Approach. All aircraft will comply with the requirements of the Class C Airspace surrounding the Huntsville International Airport, including use of the transponder MODE C (Altitude Reporting Function).

4.8 ENROUTE PROCEDURES:

4.8.1 DETERIORATING OR UNFORECAST WEATHER ENROUTE: If unexpected and/or marginal weather is encountered enroute, and is deteriorating below the minimums for VFR flight, the pilot will alter course in order to maintain VFR flight conditions. If both aircraft and pilot are instrument capable, qualified, and current, the pilot may obtain the appropriate IFR or special VFR clearance to continue the

flight. Where the pilot and/or aircraft is not IFR rated/current, or elects not to continue the flight IFR, the pilot will land at the nearest suitable airport or return to the departure airfield. In either case the pilot will advise FSS and the RAFA of the schedule change and subsequent plans.

4.8.2 PLANNED OFF AIRPORT LANDINGS: Except for an emergency type situation that requires a precautionary landing, no patron may intentionally operate a RAFA owned or leased aircraft into any landing site that is not charted or previously approved by the manager, or chief flight instructor. Prior approval is required to determine the adequacy of the landing area, the capability of the pilot and the aircraft itself to safely land and depart from the landing site. A written record of this approval will be inserted in the pilot's file.

4.8.3 UNPLANNED LANDINGS OCCURRING ON or OFF AN AIRPORT

a. The pilot will notify the FSS of the situation then inspect the aircraft to assess damage and determine cause of malfunction that required landing. The pilot will then inform the manager of the condition of the aircraft and provide a suggestion as to whether it is airworthy and can be safely flown out of the landing area. If qualified maintenance is available the manager or owner may authorize inspection and repair as necessary. **(NOTE: Any maintenance or recovery operations not authorized by the manager may later be charged to the pilot authorizing such action).** If it is determined that the flight can continue, the pilot will notify the manager, safety officer, or chief flight instructor.

4.8.4 AIRCRAFT FUELING/REFUELING PROCEDURES:

a. When taxiing an aircraft (under power) to the RAFA refueling area, from either direction, the PIC will ensure that the aircraft nose gear gets no closer to the fuel pump than the yellow taxi line. (Under no circumstances will the aircraft engine be started with the nose gear any closer to the fuel pump than the taxi line.) After shut down is complete the PIC will remove the keys from the ignition and chock the wheels. This policy applies to all aircraft authorized access to RAFA and will be strictly enforced. Under no circumstances will any aircraft receive fuel without the ground wire being properly connected to one of the wing tie down eyebolts. NOTE: UNDER NO CIRCUMSTANCES will aircraft be refueled while using a cell phone, while smoking, during heavy rain, thunderstorms or when lightning is present. (Please note on the "Closed" flight plan that such conditions existed).

b. Fueling procedures for each type aircraft are as follows:

- 1 C-152 aircraft: Fueled as required prior to flight. Fuel quantity will be adjusted to keep the aircraft within gross weight limits and to meet the planned flying time and fuel reserve requirements.
- 2 C-172 aircraft: Will be filled to the lower filler neck tab.
- 3 Piper Arrows: N4884T and N29RM will be filled to the tabs upon return.
4. C-182R and C-182: Will be refueled to the lower filler neck in each tank upon return.

c. During refueling, the ground wire will only be connected to one of the wing tiedown points. Do not connect the grounding wire to any other place on the aircraft. The fuel nozzle will NEVER be placed completed into any tank. The nozzle will be supported while refueling each tank and never rested on the aircraft in any way. The fuel hose should not be permitted to touch the aircraft. It leaves scuff marks and can potentially damage the wing. Remember: Use "worst case" consumption, plan the flight, and keep track of your fuel and flying time.

4.9 **MAXIMUM FLIGHT TIME** for a single pilot will not exceed 8 daytime flight hours, 6 nighttime flight hours, or 7 hours of combined day and nighttime flight. Minimum crew rest between flight days is 10 hours.

4.10 **POSTFLIGHT ACTIONS** will be accomplished in accordance with the applicable FAR, POH, and this SOP. After a flight, the pilot will:

- a. Close the flight plan with the appropriate FSS. Flight plans will be closed by radio after clearing the active runway or by telephone immediately after shut down.
- b. The aircraft will be tied down, control lock installed on the yoke, and pitot tube and appropriate covers installed.
- c. The pilot will ensure a thorough post-flight inspection of the aircraft is accomplished, to include tire wear and flight controls. Hobbs and Tachometer time, amount of fuel (both cross country and local fuel) pumped and oil used recorded on the closed flight plan, the aircraft checklist is placed in the side pocket of the aircraft, the POH placed in the glove compartment or passenger seat holder on the rear of that seat, all personal property removed and the aircraft is locked.
- d. All recorded information from your flight plan should then be entered into the computer scheduling system to include Hobbs and tachometer time, dual hours and instructor information if this was a training flight, day or night time hours, number of landings, fuel pumped, etc. After the flight plan is closed with the FSS, write "CLOSED" across the front of the flight plan, notate on the flight plan on how FSS was contacted on the closure (phone, radio, smart phone app) and deposit the completed form with logged Hobbs, tachometer, fuel pumped and oil used, into the "closed flight plans" box.
- e. "Squawk" all deficiencies (not previously noted) and any missing items (pitot cover, control lock, cowl covers, POH etc.) in the computer. Telephone calls may be required to notify the RAFA manager or the aircraft owner of a maintenance problem. If an aircraft has a grounding deficiency, place the aircraft keys in the grounded aircraft key box located under the regular key box. Remember, all squawks found must be recorded. This ensures timely repair of items before they become larger issues.

4.11 **PILOTS OF TRANSIENT AIRCRAFT** must arrange their own clearances to land at RAAF. Transient pilots must receive a briefing on RAFA ramp operations. They will leave a copy of their flight plan with the RAFA prior to departure

SECTION 5.0 FLIGHT STANDARDIZATION PROGRAM

5.1 GENERAL: The Redstone Flying Activity is required to establish and maintain a **flight standardization program IAW AR 215-1**. The purpose of the program is to verify or revalidate the flying skills of all RAFA pilot patrons. In addition, this program ensures that flight checks and procedures utilized are uniformly applied, and standardized operating procedures are established for each aircraft. The RAFA Standardization Program consists of the following:

- a. Administrative records validation**
- b. Written examinations**
- c. Flight evaluations/checkouts**

d. Annual flight review

e. Instructor flight evaluations/checkouts

f. Pilot currency requirements

No pilot will act as PIC of a RAFA aircraft without the appropriate certificates/ratings, meeting all pilot currency requirements or with an expired medical certificate. It is the responsibility of the PIC to monitor and maintain flight currency, to schedule and complete written examinations and evaluation flights, and to ensure personal RAFA records are up to date.

5.2 ADMINISTRATIVE REQUIREMENTS: A new patron must complete administrative in-processing with the manager before the initiation of flight evaluations or instruction. The RAFA manager is responsible for ensuring that all administrative paperwork, including waiver, copies of the medical, TSA required info, birth certificate or passport and pilot certificate(s) are on file, and recorded in the RAFA automated database. The manager will coordinate with the Chief Flight Instructor for assignment of a CFI.

The CFI will check the automated database to ensure that the patron is established and that his certificates are current. For new members (non-licensed students) beginning flight training, the requirement for medical/student pilot certificate, pre-solo written exam, aircraft written exam and student solo endorsement is waived until just prior to the initial solo flight. The CFI will ensure that all applicable written tests are taken, evaluated, scored/corrected and filed (placed) in the file before the member is allowed to solo or act as the pilot in command of a RAFA aircraft.

5.3 WRITTEN EXAMINATIONS are required to be taken on an annual basis. The following exams are required based upon the pilot's status:

a. Pre-Solo flight: Student Pilots prior to SOLO (this test is taken only once)

b. Federal Aviation Regulations/Local Procedures: All Pilots

c. Type Aircraft: All Pilots (including students but is only taken once while they are still students) who desire to fly each type of fleet aircraft.

d. Instrument flying procedures: All instrument rated pilots

e. Flight Instructor: All flight instructors.

****NOTE: STUDENT PILOTS WILL COMPLETE THE FAR/LOCAL PROCEDURES WRITTEN TEST PRIOR TO COMPLETION OF THEIR PRIVATE PILOT CHECKRIDE**

All appropriate written examinations will be taken, **scored, and critiqued by a CFI.** A minimum passing score of 85% corrected to 100% is required. All completed exams will be retained in the Patron's personnel information file. The certified exams will remain valid for one year through the end of the month taken the following year. Private aircraft owners, not flying RAFA aircraft, are exempt from written examinations on fleet aircraft, unless they desire to fly these aircraft. RAFA's private aircraft owners will be required to take the Far/Local Procedures test. Each RAFA pilot will maintain a record of their flight experience (logbook, certificates and licenses) which indicates their qualification status. **Changes to a pilot's status will be updated by the patron's assigned flight instructor or RAFA manager after a review of the pilot's logbook or other documents.** All pilots are responsible for ensuring that

currency information in the computer system is correct and current. **CFI's are responsible for ensuring all information on their primary student pilots is valid until completion of their private pilot checkride.**

5.4 PILOT STANDARDIZATION EVALUATION FLIGHT CHECKS: Each RAFA pilot will undergo a standardization evaluation flight:

- a. Prior to solo or flight as PIC **in each specific model aircraft**
- b. Prior to an initial IFR flight as PIC
- c. Prior to an initial VFR night flight
- d. Every twelve months

All RAFA pilots are required to satisfactorily complete the appropriate evaluation flight, aircraft checkout, review, or endorsement for those operations intended to be conducted. New patrons will be screened and required to undergo training appropriate to their experience level. The manager, in coordination with the chief flight instructor, **will assign an instructor to provide training and assist each patron with training and currency.** Required evaluations, reviews, and endorsements are described below with actions and maneuvers to be performed indicated at Appendix E, Fig 1.

5.4.1 THE ANNUAL FLIGHT REVIEW (AFR) is considered to be the “baseline evaluation” in RAFA aircraft for new members or inter-activity members from other military flying activities. The AFR will be used to confirm all administrative information, patron eligibility, as well as flying proficiency.

5.4.1.1 THE ANNUAL PERIOD “BEGINS” on the date the AFR is completed and will expire one year later at the end of the same month in which the AFR was accomplished. All applicable written examinations must remain current throughout the annual period.

5.4.1.2 THE FLIGHT EVALUATION PORTION OF THE AFR will consist of one hour (minimum) of ground instruction and one hour (minimum) of dual flight instruction including ½ hour of instrument (simulated or actual) flying. The pilot will accomplish the AFR in the most complex aircraft in which qualified. The **CFI will evaluate and record the pilot's performance for each required maneuver, and at least three takeoffs and landings will be accomplished.** Successful completion of the AFR will validate that pilot's annual evaluation flight in the check aircraft and all less complex aircraft for which the pilot has:

- (1) already accomplished a “first time” Aircraft Type Check.
- (2) has current written exams on file.

Should the pilot fail to perform all flight maneuvers to the satisfaction of the CFI, the AFR will be converted to a training flight, **and the CFI will provide remedial instruction in the deficient area(s). The pilot will then be required to reschedule the flight portion of the AFR and successfully complete all maneuvers. During the period between failure and successful recheck, the CFI will appropriately restrict the pilot's flying (to include grounding if necessary), and notify the RAFA manager and chief flight instructor in writing.**

5.4.1.3 AFTER SUCCESSFUL COMPLETION OF THE AFR, the instructor endorses the pilot's logbook (which may include an endorsement for the FAA, FAR Part 61.56 Flight Review, if deemed appropriate), completes a “Flight Review/Checkout” sheet, completes the In-Processing Checklist as found in Appendix D, Fig. 2, and any test answer sheets. **The CFI will ensure that forms and test sheets are placed in the office for filing in the member's permanent files.** The patron must ensure that his/her

FAA Flight Review remains current; the completion of the RAFA AFR will not suffice for the FAA Flight Review unless appropriately endorsed as such in the pilot's logbook.

5.5 PROFICIENCY EVALUATIONS/FLIGHT CHECKOUTS

5.5.1 A DAY VFR PROFICIENCY CHECK is flown with a CFI to regain day currency. The pilot must demonstrate proficiency in the required maneuvers appropriate to the certificate held and perform at least three takeoffs and three landings. The amount of flight time will be as deemed necessary by the flight instructor.

5.5.2 A NIGHT VFR PROFICIENCY CHECK is required prior to any member flying as PIC at night. A dual flight will be used as an initial night checkout or to regain night currency. Requirements for the flight include a local area orientation, the appropriate maneuvers as determined by the CFI, and at least three landings at night to a full stop.

5.5.3 AN INSTRUMENT PROFICIENCY CHECK is required for members who are instrument rated but out of currency and desire authorization to fly RAFA aircraft under IFR. This evaluation consists of the instrument written examination and successful completion of a FAA (FAR Part 61.57) Instrument Proficiency Check administered by a RAFA CFII.

5.5.4 AN ADDITIONAL AIRCRAFT TYPE CHECKOUT is required when a patron desires to fly a different type aircraft. This evaluation consists of the RAFA written examination for the aircraft and (at a minimum) those maneuvers specified for a Day VFR Proficiency Check. The amount of flight time to demonstrate competency will be as deemed necessary by the flight instructor, in addition to meeting the requirements of 5.5.5 of the RAFA SOP as appropriate for the aircraft.

5.5.5 A HIGH PERFORMANCE/COMPLEX CHECKOUT is required as an initial aircraft check in any high performance/complex aircraft and will consist of completion of the aircraft written examination and those maneuvers specified for a Day VFR Proficiency Check. This checkout must also meet the requirement of FAR Part 61.31, including appropriate logbook endorsements. **The maneuvers and flight time required to demonstrate competency will be as deemed necessary by the flight instructor.** Pilot experience requirements are:

1. Less than 100 hours total time: Cannot be signed off.
2. Over 100 hours total and at least 25 hours in high performance/complex retractable gear aircraft: Must accomplish 10 takeoffs and landings with an instructor.
3. Over 100 hours, but less than 25 hours in high performance/complex retractable gear aircraft: Must accomplish 15 landings and 5 hours dual.
4. Commercial pilots or pilots with over 200 hours: Shall demonstrate competency in the required maneuvers.

5.5.6 THE INSTRUCTOR FLIGHT REVIEW is required annually for each RAFA contracted flight instructor. This consists of at least 1.0-hour dual instruction, 3 takeoffs and 3 landings, and ½ hour dual instrument training. For satisfactory completion, the candidate must be able to instruct all of the maneuvers listed in Appendix E, Fig 1. as conducted by the **Chief Flight Instructor or a designated Assistant Chief Flight Instructor. (Normally the instructor review is flown concurrently with the Annual Flight Review)**

5.6 ENDORSEMENTS: RAFA requires all pilot endorsements to be entered into the pilot logbook and so noted in the Personal Pilot Information File.

5.6.1 STUDENT SOLO ENDORSEMENT: In order to continue with solo flight privileges, the student is required to demonstrate proficiency to the instructor each 30 days during a dual flight. A 90-day endorsement is also required in the student's logbook by the FAR. CFI's must submit the checkout form (App E, Fig 1) and endorse the student's folder each 90 days.

5.6.2 FAA CHECKRIDE COMPLETION/RECORDS UPDATE: A review of the pilot's newly issued (temporary) certificate and RAFA records will be accomplished upon successful completion of a FAA check ride for a Private Pilot, Commercial, Multi-engine, Initial Flight Instructor (or recurrency), Instrument, or ATP. **A checkride with the FAA meets the requirement for an AFR providing the RAFA written tests are current. An endorsement on the Flight Evaluation Form (App E, Fig 1) by a RAFA CFI permits the RAFA manager to update the patron's computer files.**

5.6.3 CROSS-COUNTRY: Any pilot, including rated military pilots, **without solo cross-country experience in the past two years**, must meet the following refresher training requirements **per AR 215-1**. The checkout form (App E, Fig 1) has this endorsement printed for the CFI's signature.

- a. Satisfactorily complete dual navigation instruction with a CFI.
- b. Satisfactorily complete an oral test on flight planning.

5.7 PILOT CURRENCY REQUIREMENTS will be in accordance with the FAR and AR 215-1. A pilot may fly the minimum hours and maneuvers (takeoffs, approaches, etc.) under the flight conditions specified to remain current (both the RAFA records and the pilot's logbook must reflect the currency status). If a pilot loses "self maintained" currency in a specific type aircraft or under specific flight conditions, **a proficiency check flight (day, night, or instrument) will be required with a RAFA instructor**. Unless noted, there are no specific flying hour requirements and completion of a proficiency check (with logbook entries and RAFA forms completed) that will cause the pilot to become current. Pilots are "downward current", meaning that if they maintain currency in a more complex aircraft, they are current in aircraft of lesser complexity as well. It is always the responsibility of the PIC to track their own currency and ensure their RAFA records are up to date.

5.7.1 INSTRUMENT CURRENCY will be maintained in accordance with FAR Part 61.57.

5.7.2 DAY VFR CURRENCY will be maintained in accordance with the **FAR and AR 215-1** which requires:

- a. **Student pilots must demonstrate proficiency at least once every 30 days by performing a dual instructional flight and landing to the satisfaction of the flight instructor.** Solo flights are not attempted until satisfactory completion of progress checks and approval of the flight instructor. Students must maintain currency in only one type of aircraft.
- b. **Private Pilots under 200 hours:** Must accomplish at least one hour of pilot time and three landings every 60 calendar days in the most complex aircraft qualified.
- c. **Private Pilots over 200 hours, Commercial Pilots, and CFI's** must accomplish a minimum of one hour of flight time and three landings every 90 calendar days in the most complex aircraft in which qualified.

5.7.3 NIGHT VFR CURRENCY: At least one hour of night flight time, with three takeoffs and three landings to a full stop, must be accomplished within the time period prescribed for day currency. Night flights also fulfill day currency requirements. A pilot who does not meet night currency requirements but remains current in all other requirements is allowed a 30 day grace period in which to regain currency. Night flights during this period are flown either solo or with a flight instructor. Following the 30 day grace period, night currency must be regained through an initial night flight check with a CFI.

5.7.4 CURRENCY FOR OPERATION OF NON-RAFA AIRCRAFT: Pilots “receive credit” for properly logged flying time. Those who also fly other than RAFA aircraft are encouraged to periodically post their time to their RAFA records. Private aircraft owners who do not fly RAFA airplanes will maintain currency in accordance with Part 61 of the FAR. They must also have a current (annual) FAR/Local Procedures Test and are encouraged to employ RAFA CFI’s to conduct training, regain currency and to administer proficiency flight evaluations.

SECTION 6.0 FLIGHT TRAINING

6.1 GENERAL: The continued operation of a high quality flight training program constitutes a significant part of the RAFA flying activity operations and is the primary means of promoting interest in aviation, teaching of basic piloting skills to new patrons, and improving the skills of experienced pilots. All instruction will be conducted with adherence to the highest principles of professionalism and concern for the individual student. **All training (flight and ground) conducted on, by, or from the RAFA will be given by a CFI properly under contract to the RAFA Activity, and will be accomplished to the standards described in the RAFA approved curriculums.** Instructors will emphasize safety, good judgment, and adherence to rules and regulations, at all times. **Instructors will have a complete knowledge of flight and operational regulations, directives, and SOPs that govern the activities of the RAFA.**

6.2 FLIGHT TRAINING PROGRAMS are established and conducted in accordance with the FAR, AR 215-1, and this SOP. The primary basis of all RAFA training is the curriculum outlined in FAR Part 141. **Stage check-rides are required in accordance with the approved syllabus.** Assignment of a CFI’s for any new student or at the request of any member will be made by the Chief Flight Instructor or Assistant Flight Instructors as applicable. Requests by patrons to work with specific instructor(s) will be honored provided that the student/instructor ratio remains equitable for the instructor staff. **Except for introductory flights, instruction will not be given to non-patrons in RAFA aircraft.**

6.2.1 PRIOR PARTICIPATION IN OTHER FLIGHT TRAINING: Previous training time may be accepted **provided the student presents a record of training from a previous training facility.** A stage flight check will be conducted to determine the student’s position relative to the RAFA approved curriculum. Based on the stage flight check and interviews with the student, the Chief Flight Instructor will recommend areas of in-flight and academic review for the student to bring them current with the RAFA training syllabus.

6.3 FLIGHT EVALUATIONS CHECKOUTS AND CURRENCY: See Section 5.0.

6.4 TRAINING RECORDS: Training records will be established and maintained for all patrons who participate in any formalized flight instruction at RAFA. These records will be maintained in accordance with the FAR Part 61 and 141. Training records are established for the following levels of training:

- a. Private Pilot:

b. Instrument:

c. Commercial:

6.4.1 STUDENT PILOTS will have their flight and ground training recorded on the **FAR Part 141 format Student Training Folder**, according to the FAR Part 141 syllabus. FAA logbook and pilot certificate entries will be in accordance with the FAR Part 61. A 90-day CFI endorsement for continued primary student solo flight is required at RAFA. The 90-day FAA endorsement will be entered in the student's logbook and on a flight review sheet.

6.5 PRIMARY STUDENT PILOT OPERATIONS

6.5.1 WEATHER REQUIREMENTS: Primary student SOLO weather requirements are as follows:

- a. If Surface winds exceed 15 knots, gusts exceed 20 knots, students will NOT fly SOLO.
- b. Crosswind component is greater than 8 knots unless authorized by an instructor's entry in the logbook.
- c. Day minimums must be at least a 2,000 foot ceiling and 3 miles visibility.

6.5.2 FIRST SOLO and SUPERVISED SOLO FLIGHTS will be flown when the CFI is confident of the student's ability to safely perform the flight. A written pre-solo examination and aircraft written test will be completed, scored, and recorded, and a RAFA Student Solo Endorsement (Appendix E, Fig 1) will be completed. The CFI will also endorse the student's pilot certificate and logbook as required by the FARs. **Student pilots will fly their initial supervised solo at Redstone Army Airfield.** Instructors are encouraged to schedule all supervised solo flights during the operating hours of the RAAF Control Tower, and to observe these flights from the tower cab where radio communications and access to emergency support are immediately available. **A stage check is required before solo flight outside the Redstone Army Airfield traffic pattern.**

6.5.3 TOUCH-AND-GO / STOP-AND-GO LANDINGS: Primary students flying SOLO shall not utilize any runway under 3,000 feet long.

6.5.4 LOCAL FLYING AREA: The Local Flying Area for student pilots is defined as the area within a 25 NM radius of Redstone Army Air Field, **modified as required by individual CFI's** (See Appendix D, Fig 6). The limits of such areas must be specified to the student and entered in the training folder. Student pilots will not operate outside of the student local flying area unless on an approved cross country flight and are not to land at any airport other than Redstone unless their CFI has endorsed their logbook to do so.

6.5.5 STAGE CHECKS are mandatory as specified in the current teaching curriculum flight syllabus.

6.5.6 CROSS-COUNTRY ROUTES: Cross-country routes for student pilots are listed in Appendix A.

6.5.7 SOLO CROSS-COUNTRY FLIGHTS (DAY ONLY) will be permitted only after the CFI is satisfied with the student's competency. This will be evidenced by the CFI's endorsement in the student's logbook and on his student pilot certificate. CFI's may clear students for Solo Cross-Country Flights only for the particular day and the route specified by the logbook endorsement. It is strongly encouraged that students use the routes published in the RAFA SOP. Students will not depart on cross-country flights in RAFA aircraft without appropriate communication/navigation equipment and an operational (including MODE C) transponder.

6.5.8 SOLO NIGHT FLIGHTS: Primary Student pilots are not permitted to make any SOLO night flights.

6.5.9 STUDENT PILOTS WILL NOT MAKE PLANNED RON FLIGHTS.

6.5.10 FAA PRACTICAL TEST: Prior to the final stage check the student will complete the FAR/Local Procedures written exam and the appropriate written exam for the aircraft to be used on the practical test. After successful completion of the final stage check, **the CFI will review all training records, tests, and the application form then make the necessary “sign-off” entries on the training folder and in the log book to permit the student to take the FAA practical test.** Upon successful completion of the FAA Practical Test, the date of the test completion will be used to establish the “Annual” flight review date.

6.6 FLIGHT INSTRUCTOR TIME CHARGING POLICY: All flight and ground instruction conducted at, for, or from the RAFA will be billed through the RAFA at the established rates. Instructors do not collect fees directly from a pilot for ground or flight instruction performed. **No RAFA pilot or contract instructor will provide flight instruction in RAFA owned or leased aircraft to any person not a patron of the RAFA**. The only exception is a flight provided to an eligible individual as an introductory flight. See Appendix C for guidance on charging for instructor time.