Subject: RAFA CFI Flight Operations and Pilot Training Special Emphasis Topics 091819

To: RAFA Flight Instructors

From: Chief Pilot Group (Chief, Assistant Chiefs)

Over the last several months while performing Flight Instructor Checkride, Flight Reviews and Student Stage Checks, the Chief Pilot Group has observed maneuver performance, understanding of knowledge and procedures that indicate a lack of awareness of the RAFA SOP and Ar-215 requirements for flight operations and pilot training. This message summarizes some guidance to inform RAFA Instructors of the areas that need more emphasis. A new Folder has been added to the RAFA website Document Folder entitled "Flight instructor Resources." Information and forms will be posted there. An excerpt of **Section 4 Flight Operations** and **Section 5 Flight Standardization** will be also be posted. The following topics are areas of emphasis.

1. **Record form for CFI Annual Checkride**. This form has been created to address the requirements for a CFI annual checkride and document the results. The form will be posted to the Flight Instructor Resource Folder and available on the office printer and in a file folder in the pilot area at the club. A copy signed by the check pilot and the flight instructor will be completed after the CFI Annual and be attached to the standard club checkout form and submitted to the office.

2. **Requirements record/sign-offs for stage checks**. Stage checks will be mandatory as required by the Gleim, Jeppesen, or other Part 141 Compliant Syllabus. Flight instructors and students must plan for and include in their scheduling the stage check requirements.

3. **Establish syllabus/Student record if not a commercial provider**. In the event the Gleim Syllabus is not used, the instructor shall provide a syllabus that provides equivalent compliance with the regulatory requirements of (AC 141) for the rating. The Chief Pilot Group will make available any such syllabus we have knowledge and post it in the Flight Instructor Resource Folder.

4. **Standardized interpretation and training of maneuvers**: This topic is a work in progress. Included in the Flight Instructor Folder will be sketches of "Typical TOL traffic pattern" for the C-152 andC-172 provided by Assistant Chief Richard Brown. The patterns provide downwind/base final power and flap progression with some variation in target airspeed, consistent with the general guidance of the Airplane Flying Handbook. Also, unless required by tower, patterns should be within ¾-1 mile of the runway per AFM. This spacing provides the opportunity to reach the runway in the event of power loss in the pattern. Recommendations for other maneuvers, procedures and Stage check/checkride guides and aircraft will be developed over time.

5. **Clearance Authority Requirements**
  - Clearance Authority is a responsibility of flight instructors only. There are no longer any member clearing authorities as referred to in the SOP. Flight Instructors do not need to provide, nor is it recommended, their User ID to pilots or students. There have been instances of pilots using a flight instructors ID without their knowledge.
  - For student pilots, only the student's primary instructor may clear a flight unless an alternate has been named and noted. However, any of the Chief Pilots can clear a flight based on confirmation of satisfactory preflight planning and currency.
  - For post-solo students' flights are limited to the traffic pattern until the stage I check has been completed.

- Rated Pilots should only request or expect clearances from the instructor that gave them their annual flight review, or an agreed on alternate. Again, Chief pilots can clear a flight.
- Prior to requesting a clearance, the pilot should confirm for the clearing instructor, currency, forecast weather, Local and other NOTAMs as appropriate for the flight. Telephonic or text clearance is acceptable. Texting is preferred to provide a record to document the clearance request.