



# **CLIPPER AVIATION STANDARD OPERATING PROCEDURES (SOPs)**

LAST EDITED: FEBRUARY 2, 2022



## TABLE OF CONTENTS

### **Section 1 - Overview**

- 1.01 Introduction
- 1.02 Deviations
- 1.03 Errors
- 1.04 Company Information

### **Section 2 - Clipper Aviation Safety Program**

- 2.01 Scope
- 2.02 Philosophy
- 2.03 Characteristics
- 2.04 Oversight
- 2.05 Implementation
- 2.06 Aviation Safety Training and Meetings
- 2.07 Self and Flight Evaluation
- 2.08 Accident/Incident Investigation
- 2.09 Safety Reporting

### **Section 3 - Administrative Policies and Procedures**

- 3.01 Pilot Records
- 3.02 Pilot Certificates
- 3.03 Medical Certificates
- 3.04 Flight Review
- 3.05 Pilot Information Changes
- 3.06 Pilot Proficiencies
- 3.07 Currency Requirements
- 3.08 Internet Scheduler
- 3.09 Activity Lengths
- 3.10 Daily Rental Minimums
- 3.11 Charges, Cancellations, No-shows, Damages
- 3.12 Insurance and Deductibles
- 3.13 Membership

### **Section 4 - General Aircraft Operations Policies and Procedures**

- 4.01 General Aircraft Operations
- 4.02 Aircraft Servicing
- 4.03 Aircraft Checklists
- 4.04 Manipulation of Controls
- 4.05 Reckless Operation
- 4.06 Cold Weather Operations
- 4.07 Night Operations
- 4.08 Preflight Duties and Responsibilities
- 4.09 Ramp and Taxi Operations
- 4.10 Post-Flight Duties and Responsibilities

### **Section 5 - Flight Training Operations**

- 5.01 Definitions and Terms
- 5.02 Flight Operations Team
- 5.03 Company Facility
- 5.04 Clipper Aircraft
- 5.05 Owner Aircraft
- 5.06 Compliance with Operating Procedures
- 5.07 Operating of Clipper Aircraft for Hire
- 5.08 Recommended Airports and Local Practice Areas
- 5.09 Student Pilots
- 5.10 Dispatch Authority
- 5.11 Simulated Engine Failures
- 5.12 Courses



## **Section 6 - Abnormal and Emergency Operations**

- 6.01 Overview
- 6.02 General Emergencies
- 6.03 Deteriorating Weather
- 6.04 Medical Emergencies
- 6.05 airsickness
- 6.06 Lost Communications
- 6.07 Forced Landing
- 6.08 Fires
- 6.09 Accidents and Incidents

## **Section 7- Aircraft Care and Maintenance**

- 7.01 Overview
- 7.02 Windshields
- 7.03 Entering and Exiting Aircraft
- 7.04 High-Heeled Shoes
- 7.05 Seatbelts
- 7.06 Cirrus Seats
- 7.07 Items Placed on Aircraft Surfaces
- 7.08 Gel Pens
- 7.09 Trash

## **Section 8 - Restrictions and Limitations**

- 8.01 General
- 8.02 Operations Outside Contiguous US
- 8.03 Operations for Hire
- 8.04 Formation/Aerobatic Flight & Spins
- 8.05 Careless & Reckless Operation
- 8.06 Grass & Unimproved Airports
- 8.07 Smoking, Alcohol and Drugs
- 8.09 Carrying of Intoxicated Passengers
- 8.10 Firearms and Hazardous Material
- 8.11 Carriages of Animals
- 8.12 Food and Beverages
- 8.13 Fuel
- 8.14 Manipulation of Controls
- 8.15 Use of Checklists
- 8.16 Malfunctions
- 8.17 Touch and Gos
- 8.18 Simulated Engine Failures
- 8.19 180 Degree Returns for Landing
- 8.20 Aborted Takeoff
- 8.21 Minimum Altitudes
- 8.22 Maneuvers
- 8.23 Student Pilot Solo Flights
- 8.24 Wind Limitations
- 8.25 Frost/Ice/Snow
- 8.26 Icing
- 8.27 Thunderstorms
- 8.28 Special VFR
- 8.29 Night Restrictions
- 8.30 Instrument Conditions
- 8.31 Clouds and Visibility Minimums
- 8.32 Flight Instructor Duty Limitations
- 8.33 Temperature Limitations



## SECTION 1 - OVERVIEW

### 1.01 Introduction

Welcome to Clipper Aviation and the Clipper Aviation Operations Manual. This manual will be referenced as the Clipper Aviation Operations Manual. It is the mission of Clipper Aviation to train safe and conscientious pilots, offer a well-maintained aircraft fleet and provide exceptional customer service to pilots, students and potential customers.

This manual shall be used in conjunction with other manuals and publications, including: a. Federal Aviation Regulations (14 CFR) b. Aeronautical Information Manual (AIM) c. FAA Advisory Circulars d. Aircraft Flight Manual (AFM)/Pilot's Operating Handbook (POH) e. Cirrus Interactive Flight Operations Manual (Cirrus iFOM) f. Computer Based Training Aids g. Cirrus Transition Syllabus h. Supplemental equipment or aircraft manufacturer documents.

This manual provides the policies and procedures set forth to assure the safety of all company operations, applies to all Clipper Aviation pilots, and compliance is mandatory. Instructors, pilots, students and renters are required to abide by all policies and procedures contained within this manual, and failure to abide by these policies and procedures can result in the loss of flight privileges. In addition to the policies and procedures contained herein, all flight operations must be conducted in strict accordance with all applicable Federal Aviation Regulations, the approved applicable Aircraft Information Manual or Pilot's Operating Handbook (AFM/POH), the Cirrus Interactive Flight Operations Manual (iFOM), the approved Clipper Aviation Pilot Course Outline, the Cirrus Transition Syllabus, and any other Clipper Aviation broadcast NOTAM.

This manual, however, carefully outlined and precisely adhered to, cannot replace the exercise of good judgment in case of emergency or when conditions dictate. If a question arises regarding a certain company policy or procedure, the matter should immediately be brought to the attention of the Chief Pilot or Assistant Chief Pilot. Do not hesitate to contact the Chief or Assistant Chief at any time for clarification of any issue.

Any subsequent changes to this manual will be issued as an amendment with a description explaining the change in the form of a Clipper Aviation Operations Manual with instructions as to placement within this manual. Quarterly changes will also be made by the last day of each month following the quarter. Please feel free to offer comments or suggestions.

### 1.02 Deviations

Requests to deviate from the policies and procedures contained within this manual must be made to the Chief Pilot or Assistant Chief Pilot and will be reviewed on an individual basis. Only the Chief or Assistant Chief are authorized to grant one-time exemptions to the policies and procedures contained within this manual.

### 1.03 Errors

It is the responsibility of each manual holder to notify Clipper Aviation of any errors or omissions found in this publication. Errors should be reported as soon as possible to Clipper Aviation instructors for immediate correction.

### 1.04 Company Information

Address: 7900 Balboa Blvd Suite 108, Van Nuys, CA 91406

Phone: 855-GO-FLY99

Email: [info@clipperaviation.com](mailto:info@clipperaviation.com)

Website: [www.clipperaviation.com](http://www.clipperaviation.com)

Hours: Daily 8am- 5pm



## SECTION 2 – CLIPPER AVIATION SAFETY PROGRAM

### 2.01 Scope

The scope of the Clipper Aviation Safety Program applies to all instructors, pilots, students and employees of Clipper Aviation.

### 2.02 Philosophy

Safety is of the utmost concern to Clipper Aviation. Safety is not coincidental and is a proactive choice made by all instructors, pilots, students, and employees of Clipper Aviation. Safety is everyone's responsibility at Clipper Aviation and no one is exempt from actively engaging in the Aviation Safety Program. The purpose and emphasis of this program is accident prevention and hazard identification, which utilizes an active education program with the overall goal being the preservation and protection of life and property. Clipper Aviation is committed to the concept of safety being an integral part of all flight training and rental operations. Adherence to carefully developed operational policy, procedures, and flight training curriculum is an essential part of the program.

### 2.03 Characteristics

The Clipper Aviation Safety Program is characterized by the following elements: • Preservation and protection of life and property. • The Clipper Aviation Safety program is supported at all levels and is implemented from the top down, from Chief Pilot and Assistant Chief Pilot to all students. • All Clipper Aviation approved instructors, pilots and employees are responsible for the implementation and utilization of procedures that minimize operational risk. • Safety education is included in each level of flight training to promote the awareness of issues impacting the safety of flight. • The unrestricted flow of any information and reporting to and from the management of Clipper Aviation that might affect the safety record of the organization. • An effective emergency response plan that outlines protocols for communication during accidents and accident investigation.

### 2.04 Oversight

Oversight of the Aviation Safety Program is the responsibility of the Clipper Aviation Chief Pilot or Assistant Chief Pilot. The Chief or Assistant Chief have the final approval authority for all Clipper Aviation safety initiatives and directives and responsibility to ensure all appropriate directives are issued.

### 2.05 Implementation

Implementation of the Clipper Aviation Safety Program is the responsibility of all instructors, pilots, students, and employees of Clipper Aviation. Clipper Aviation Instructors are a direct extension of safety oversight. Further, all Clipper Aviation instructors, pilots, students and employees are responsible for the reporting of hazard identification and for accident/incident prevention.

### 2.06 Aviation Safety Training & Meetings

All Clipper Aviation Instructors will attend regularly scheduled monthly meetings and a safety emphasis time will be set aside to discuss issues affecting safety at Clipper Aviation and to promote ideas in the interest of safety education, awareness and compliance. Clipper Aviation Pilot Safety Meetings will be scheduled on a regular basis to promote safety within Clipper Aviation and to discuss safety related incidents and alerts. In addition, presentations will be given on various safety-related topics.

### 2.07 Self and Flight Evaluation

It is estimated that over two-thirds of all aviation accidents and incidents have their roots in human performance issues and errors. It is of paramount importance, therefore, that all Clipper Aviation instructors and pilots evaluate themselves prior to each and every flight to determine if the flight can be achieved without compromising the safety of that flight. This evaluation should be done by incorporating the FAA P.A.V.E. checklist into each preflight. • Pilot – Prior to conducting any operation, each pilot should assess his or her own personal physical and mental readiness utilizing the FAA's IMSAFE checklist. • Aircraft – Assessing and ascertaining whether or not the aircraft is able to complete any given flight safely is the responsibility of each and every Clipper Aviation pilot. • Environment – The environment contains the assessment of weather, terrain, the airport, airspace, and nighttime for the flight. All Clipper Aviation Instructors and Pilots must establish and operate within personal minimums particularly pertaining to weather. All Cirrus Pilots should utilize the Envelope of Safety with respect to personal minimums for wind, ceiling and visibility, and determine wherein the envelope the pilot should operate. • External Pressures – External pressures are influences external to the flight that create a sense of pressure to complete a flight often at the expense of safety. Many pressures can influence a flight and all Clipper Aviation Instructors and Pilots should manage the pressures and assess whether or not these pressures are creating an unacceptable risk for the flight.

### 2.08 Accident/Incident Investigation

All accidental damage to Clipper Aviation aircraft and equipment; injury to pilots, passengers, or Clipper Aviation staff resulting from aircraft operation, or damage to non-Clipper Aviation property or injuries to members of the general public resulting from Clipper Aviation operations shall be reported immediately to the Clipper Aviation Chief Pilot or Assistant Chief Pilot. Clipper Aviation will ensure that the FAA and NTSB are notified and will participate in the NTSB investigation. The Clipper Aviation Chief or Assistant Chief will be responsible for coordinating post-accident assistance to Clipper Aviation personnel, family members and others.

### 2.09 Safety Reporting

All students, renters, and instructors are encouraged to utilize NASA's Aviation Safety Reporting System (ASRS) in the event of an accident, incident or potential safety hazard. These reporting events are not limited to those involving the individual but include incidents witnessed as well. All pilots and students are encouraged to discuss and/or report safety violations to a Clipper Instructor. Furthermore, all aircraft, equipment, or facility damages must be promptly reported to a Clipper employee. ASRS link - <https://asrs.arc.nasa.gov/report/electronic.html>



## SECTION 3 – ADMINISTRATIVE POLICIES AND PROCEDURES

### 3.01 Pilot Records

It is the responsibility of all pilots to maintain required documents regarding their airman and medical certification on file with Clipper Aviation. Failure to supply Clipper Aviation with current records can result in loss of flight privileges.

### 3.02 Pilot Certificates

Certificated pilots are responsible for ensuring their airman certificates and documents are up to date with Clipper Aviation. Each pilot shall provide Clipper Aviation with updated records any time a certificate is issued, re-issued, renewed or a new category or class rating is added.

### 3.03 Medical Certificates

Each pilot is responsible for maintaining a current medical certificate. Each pilot shall provide Clipper Aviation with an updated medical certificate upon completion of his or her medical exam.

### 3.04 Flight Review

Following the completion of a required flight review, the pilot shall submit to Clipper Aviation a copy of the logbook endorsement (or satisfactory legal equivalent) evidencing satisfactory completion of the review.

Email all documents to [info@clipperaviation.com](mailto:info@clipperaviation.com)

### 3.05 Pilot Information Changes

Each pilot should provide Clipper Aviation with any updated contact information including changes of address, phone number and email address.

### 3.06 Pilot Proficiencies

Pilots wishing to utilize Clipper Aviation Cirrus SR2X aircraft must have completed the Cirrus Transition Training Syllabus as outlined in the Current Cirrus Flight Operations Manual. The hourly requirement to complete this transition varies based upon pilot experience and aptitude but does contain minimum flight time requirements. All Clipper Aviation Approved Cirrus Instructors will utilize this syllabus and teach according to the general practices as outlined in the Cirrus iFOM. The Cirrus iFOM outlines several Basic, Advanced, and Differences training courses and each pilot must have completed the appropriate course for the Cirrus configuration to be flown. Pilots with previous Cirrus experience who wish to utilize Clipper Aviation Cirrus aircraft must provide documentation showing satisfactory Cirrus Transition Training and provide a Cirrus Transition Training Completion Certificate. All pilots completing Cirrus Transition Training will receive a Transition Training Completion Certificate from Clipper Aviation.

### 3.07 Currency Requirements

The following currency requirements must be met by all participating Clipper Aviation renters and pilots. In addition to maintaining recent flight experience as required by FAR §61.57 and accomplishing a flight review as prescribed in FAR §61.56, the following recurrent guidelines must be met.

Cirrus qualified pilots at Clipper Aviation are required to undergo recurrent training annually. The pilot has twelve calendar months from the initial checkout date or last re-current event to complete this flight. This flight is conducted with a Clipper Aviation instructor following the Cirrus Training Syllabus Re-Current Guide and includes ground and flight time. For private pilots without an instrument rating, this flight is conducted at the discretion of the flight instructor to include a flight review and meet the Re-current Guide requirements. For instrument rated-pilots, the yearly re-current event will rotate between a flight review and then the following year, an Instrument Proficiency Check, 90-Day Recency Cirrus qualified pilots who have not flown a Cirrus aircraft within the previous 90 days are required to undergo a proficiency flight with a Clipper Aviation instructor. This flight is conducted at the discretion of the instructor and has no minimum required time. This flight is designed to aid Cirrus pilots in maintaining Cirrus proficiency.

All Clipper Aviation instructors must undergo a six-month VFR or IFR re-current training.

### 3.08 Internet Scheduler

The internet scheduler or "Flight Schedule Pro" can be logged into at [www.FlightSchedulePro.com](http://www.FlightSchedulePro.com). Each user will be required to have a username and password. The scheduler allows for the online scheduling of aircraft and instructors, the maintaining of pilot proficiencies, and the tracking of aircraft maintenance status. If scheduling an instructor within 24 hours of the desired time, please contact Clipper Aviation or the instructor directly to confirm that instructor's availability. Same day scheduling does not guarantee the instructor's availability.

Note that Clipper Aviation reserves the right to change a renter's reservation to a similar make and model type airplane than the one originally scheduled in order to accommodate multiple renters in the allowable time frames. This will only apply to aircraft of the same make, model and equipment.

### 3.09 Activity Lengths

Flights – In general, pilots are requested to only reserve the aircraft on the schedule for the desired flight time for any given flight. Pilots should allow time for preflight planning and are asked to not block the aircraft on the schedule if extensive pre-flight planning is anticipated. In such situations, please contact Clipper Aviation for assistance.



Instruction – For all instructional operations, 2-to-3-hour blocks should be scheduled with the instructor based upon the lesson requirements. For cross country instructional lessons, students should consult with the instructor for the appropriate amount of time to reserve the aircraft.

### **3.10 Daily Rental Minimums**

Rental minimums for overnight stay in Clipper Aviation aircraft are as follows: Three-hour rental for each day away from home base. Pilots not meeting rental minimum will be billed the appropriate aircraft rate to make up the total required for the scheduled reservation.

### **3.11 Charges, Cancellations, No-shows, Damages**

#### **Rental Charges**

Each person renting an aircraft at Clipper Aviation will be charged rental fees based upon the hourly Hobbs meter in the aircraft. Rental fees include the billable hourly rate, fuel charges (when applicable), and applicable taxes. It is up to the pilot to determine if the Hobbs meter from the previous flight has been recorded accurately and if a discrepancy is found, please note the discrepancy and alert Clipper Aviation immediately so the proper time can be billed. Payment is due upon completion of the flight. If the flight is being charged to the credit card kept on file with Clipper Aviation, it will be charged by the end of the next business day following the flight and a receipt will be e-mailed to the e-mail address on file.

#### **Instructor Charges**

All time spent with an instructor will be charged at that instructor's billable rate. All instructor incidentals (lodging, meals, transportation) are also invoiced.

#### **Cancellations and No-Shows**

Clipper Aviation requires at least 24 hours' notice of cancellation for any flight. Mitigating circumstances include weather, illness, emergencies, and medical problems. It is requested that renters notify Clipper Aviation as soon as possible regarding cancellations. In the event that a renter is a no-show for an instructional flight and does not notify Clipper Aviation regarding the cancellation, that person will be billed for 2 hour of instructor time at that instructor's billable rate.

#### **Fuel Charges**

Fuel charges are based on fuel consumption during the flight in aircraft with dry rental rates. Fuel charges are billed based upon the hourly Hobbs meter installed in the aircraft. For pilots who purchase fuel away from a Clipper Aviation facility, a fuel credit will be applied to their bill. Fuel is reimbursed at a rate not to exceed the rate paid by Clipper Aviation at the aircrafts home base. If you have a fuel receipt, please leave in the aircraft binder or email a copy to [info@clipperaviation.com](mailto:info@clipperaviation.com) upon completion of your flight.

#### **Block Time Purchases**

Clipper Aviation offers discounts for block time purchases. The amount of discount can be obtained from a current rate sheet or on the Clipper Aviation website.

#### **Aircraft Care Charges**

Clipper Aviation pilots, students and renters are requested to return the interior of the rented aircraft in a clean condition. Failure to do so will warrant a \$70 "Aircraft Cleaning Charge" applied to the invoice. This charge will appear for cleaning trash, debris, supplies, and episodes of airsickness or leaving the airplane in a generally unkempt condition including the failure to replace aircraft covers and sunshades. Despite frequent inspection by Clipper Aviation staff, should you notice any preexisting trash or damages please promptly notify staff before flight to avoid any possible charges.

#### **Battery Switch**

Leaving a master battery switch on in an airplane will drain the battery entirely. The process for re-charging a drained battery takes several hours and leads to potential flight cancellations. A pilot who leaves a battery switch on after their flight resulting in a drained battery will be charged a maintenance fee of \$100 to recharge the battery.

#### **Careless Operation**

Any pilot who carelessly operates and causes damage to Clipper Aviation equipment or to other property through use of Clipper Aviation aircraft will be charged the cost of repair to that equipment or property, as well as for any loss of revenue suffered by Clipper Aviation due to resultant aircraft maintenance downtime.

#### **Flat Spotted Tires**

Landing an aircraft while holding brake pressure can damage and potentially destroy a tire and is evidenced by flat areas on the tire where the tire tread has been flattened. This damage requires replacement of the tire. Any solo renter who has flat-spotted a tire will be billed and charged for the price of a new aircraft tire.

### **3.12 Insurance and Deductibles**

Clipper Aviation has insurance for coverage in the event of an incident or accident, but this policy has limitations. If a pilot operates an aircraft unsafely or in an otherwise negligent manner, they carry extensive liability in the form of the insurance deductible and damages that exceed policy limits. Specifically, damage to the aircraft due to negligence or unsafe operation, weeks or months of repairs and thus lost revenue for Clipper Aviation and the aircraft owner. Pilots agree to reimburse Clipper Aviation for lost revenue due to unsafe and/or negligent operation of the aircraft. Therefore, renters are required to purchase non-owned airplane renter's insurance to cover the deductible and loss of rental income. Renters are required to hold a policy with at least \$1,000,000 per occurrence and \$100,000 per passenger sub-limit along with a minimum \$20,000 limit of liability for damage to non-owned aircraft. Clipper Aviation can direct renters to a number of reputable providers of this insurance.

### **3.13 Membership**

Memberships will be billed on a monthly basis at a rate of \$249. Membership benefits unlock membership rates, including two hours of free simulator time (sans instructor) and free access to ground seminars/scheduled group ground events.



## SECTION 4 – GENERAL AIRCRAFT OPERATIONS POLICIES AND PROCEDURES

### 4.01 General Aircraft Operations

Pilots shall comply with all applicable Federal Aviation Regulations, all regulations and ordinances of any airport to or from which the pilot operates, and all other Federal, State and Local laws affecting operation of the aircraft. A pilot shall immediately notify the Clipper Aviation of any violation or citation received in connection with the operation of a Company aircraft.

#### Noise Abatement

At all airports with established noise-abatement procedures, pilots shall comply with those procedures as required, unless compliance poses risks to the safety of flight.

#### Sterile Cockpit Procedures

Pilots are requested to abide by sterile cockpit procedures. The sterile cockpit concept recognizes that flight operations other than routine cruise flight are intrinsically more hazardous and require the undivided and vigilant attention of all crewmembers. The Pilot in Command (PIC) is responsible to ensure that non-essential conversations, activities, and otherwise distracting actions do not occur during critical portions of flight. Critical portions of flight are taxi, takeoff, climb, descent, landing, and operations in high-density traffic areas or heavy ATC periods. It is the responsibility of the pilot to brief passengers on sterile cockpit procedures.

#### Wake Turbulence

Pilots shall adhere to proper wake turbulence avoidance procedures as prescribed in the Aeronautical Information Manual. In a situation where the proper course of action cannot be ascertained, pilots shall elect to wait a period of time to ensure wake avoidance can be maintained.

#### Collision Avoidance

Pilots are requested to “see and avoid” and practice proper collision avoidance and visual scanning techniques when operating an aircraft. Good practice includes proper scanning techniques, radio attentiveness and briefing passengers on collision avoidance.

#### Intersection Departures

Intersection departures are not recommended as they leave valuable runway unused. Any pilot utilizing an intersection takeoff (excluding intersections at displaced thresholds) in Clipper Aviation aircraft must know and have briefed the distance available for takeoff from that intersection. This information can be found in the Airport Facility Directory or from a tower controller. All performance calculations involving the departure shall be completed. Student pilots are not permitted to utilize an intersection takeoff and must always use the full available runway length for takeoff.

#### Lights

Aircraft lights are required to be on, appropriate to the operation. Strobe lights are required during flight at all times. Pilots may consider not using strobe lights and only using navigation lights and the landing light during ground operations at night to avoid distracting others. Landing lights are required to be on when operating within 10 miles of an airport below 10000 feet MSL and navigation lights are required to be on from the period of sunset to sunrise as per FAR §91.209.

#### Airport Requirements

Operations are not authorized to airports with less than 2000 ft of paved runway surface available for takeoff and landing. In addition, if touch and go landings are to be practiced in a multi-engine aircraft, a minimum runway length of 5000' ft is required. Private airports that meet this requirement must provide permission for a pilot to operate Clipper Aviation aircraft at that location. Pilots shall become familiar with all available information concerning their intended airport of use. Except in the event of an emergency, operations on grass/unimproved surface airports are not authorized unless permission is received from the Clipper Aviation instructors. A one-time high density altitude airport checkout is required for flights to airports above 5,000 ft in elevation in addition to flights to Catalina Island Airport (KAVX).

### 4.02 Aircraft Servicing

When operating away from a Clipper Aviation base, pilots shall follow appropriate fueling policy and procedures and have facility line service fuel the aircraft or use self-service fueling stations. If self-fueling is required, pilots should familiarize themselves with proper and safe self-fueling procedures. Any aircraft, whether being fueled by a full-service facility or by the pilot, should be grounded with a proper grounding cable. Fuel receipts must be turned in to Clipper Aviation following the completion of the flight in order to receive credit for purchased fuel. Pilots are required to know the type and amount of oil required for the airplane that they are operating. All Clipper Aviation aircraft use Phillips SAE 20W-50. Additional oil can be obtained from the Clipper Aviation reception desk.

### 4.03 Aircraft Checklists

Pilots are required to use Clipper Aviation approved aircraft checklists or manufacturer checklists at all times. Clipper Aviation provides physical checklists for preflight, before start, engine starting and after start, and these are to remain in aircraft at all times. Electronic checklists for all additional operations should be utilized as soon as able.

### 4.04 Manipulation of Controls

Only the pilot authorized to fly Clipper Aviation aircraft may manipulate the controls while operating an aircraft. Pilots are required to fly the aircraft only from the left seat and may not allow passengers to pilot the aircraft.

### 4.05 Reckless Operation

Reckless operation of Clipper Aviation aircraft will not be tolerated. This includes but is not limited to reckless abrupt control inputs and aerobatic flight. Any pilot who operates recklessly will immediately lose all flight privileges.





#### **4.06 Cold Weather Operations**

Operating in cold weather (less than 42 degrees F) presents its own unique challenges for pilots. Pilots are requested to adhere to the following procedures when operating in cold weather.

##### **De-icing**

Accumulations of ice, snow and frost on flying surfaces have a dramatic effect on lifting ability. In accordance with FAA rules, Clipper Aviation requires all aircraft to have a completely clean and uncontaminated wing prior to operation. De-icing fluid is available from Clipper Aviation personnel who can assist with wing contamination removal. Pilots shall not remove wing contamination with any kind of scraping device as this will damage the paint.

##### **Starting Aircraft**

Starting in cold weather should be conducted quickly and efficiently. Starting should commence immediately after the priming procedure to prevent fuel from condensing inside the cylinder. Starters should be operated as per manufacturer recommendations found in the POH.

#### **4.07 Night Operations**

Renters will coordinate with a Clipper Aviation team member to receive specific instructions on renting on a case-by-case basis. Depending on time and occasion, instructions and details may vary. Details will include emergency contact, departure and arrival times, as well as preflight and postflight operations and binder placement. Renters and students are prohibited from towing or relocating aircraft at night. Students will adhere to all FAA regulations regarding flying at night and will ensure safety of flight. Ensure proper aeronautical decision making is used throughout planning and flight.

#### **4.08 Preflight Duties and Responsibilities**

Prior to each flight, including local flights, the Pilot-In-Command is responsible for the completion of the following requirements, and will determine before departure that the flight can be conducted safely and in accordance with all applicable regulations and Clipper Aviation policies and procedures.

##### **Flight Schedule Pro Check out**

Prior to obtaining the aircraft binder, the aircraft will be checked out on Flight Schedule Pro. This process is required to ensure:

1- Pilot Proficiency – Flight Schedule Pro tracks pilot proficiencies as outlined by Clipper Aviation currency requirements and aircraft dispatch will not be allowed by the scheduler if required proficiencies are not met.

2- Required Scheduled Aircraft Maintenance Items – Flight Schedule Pro tracks required aircraft maintenance intervals and will not allow the dispatch of an aircraft if any required maintenance interval has been exceeded.

3- Aircraft Discrepancies – Flight Schedule Pro allows the pilot to see any resolved and unresolved maintenance discrepancies and will not allow the dispatch of an aircraft if any discrepancies have been reported that render the aircraft not flyable. The aircraft binder will not be issued to a pilot without a successful dispatch on Flight Schedule Pro.

##### **Cross-Country Flights**

All flights departing on cross-country flights shall double FAA fuel requirements to land with a 1-hour fuel reserve, within allowable weight and balance and performance considerations.

##### **IFR Flights**

All flights departing under IFR must conform to the FAA minimums as outlined in Federal Aviation Regulations paragraph §91.167.

##### **Student Solo Flights**

All Student Pilots departing on Solo Flights and departing the airport area are required to have the maximum allowable fuel on board subject to Clipper Aviation solo flight requirements and limitations.

##### **Minimum Fuel Requirements**

Notwithstanding VFR Fuel Requirements listed in FAR §91.151 and IFR Fuel Requirements listed in FAR §91.167, Pilots shall determine that the aircraft has sufficient fuel to complete the flight and fly after that for 45 minutes at normal cruising speeds.

##### **Weight and Balance**

Prior to every flight, the pilot must determine that the aircraft is properly loaded and that no weight and balance limitations are exceeded.

##### **Weather**

The pilot is required to obtain weather reports and forecasts from an authorized source of weather information to determine that the flight may be completed safely, and to plan the flight so as to avoid potentially hazardous weather conditions. Pilots are encouraged to get a full weather briefing from the Flight Service Station at 1-800-WX-BRIEF or online at aviationweather.gov or in-app from Garmin Pilot or Foreflight.

##### **Notices to Air Missions (NOTAMS)**

The pilot shall become familiar with all Notices to Air Missions (NOTAMS) that may affect the flight.

##### **Temporary Flight Restrictions (TFRs)**

The pilot shall make special note to check the issuance of TFRs before flight. According to the FAA, the most current way to check for active or upcoming TFRs is to contact flight service at 1-800-WX-BRIEF. TFR's can also be seen by logging in to an online approved briefing source such as by checking the FAA's TFR map. However, when using online sources, it is important to note that only Local Flight Service Stations have the most up to date TFR information.

##### **Maintenance and Maintenance Discrepancies**

a) Aircraft Inspections and Scheduled Maintenance – Pilots are required to determine if the required aircraft inspections have been accomplished and must ascertain that a flight can be completed without overflying any required maintenance inspection interval. For questions concerning required maintenance, please consult with Clipper Aviation personnel.

b) Unresolved Maintenance Discrepancies – The Deferred Maintenance Items (DMI) or "Squawks" are noted on the online scheduling site and contain a list of maintenance discrepancies previously reported to the Company concerning the aircraft, but not yet corrected. Prior to each flight, the pilot



shall carefully review the maintenance discrepancies to determine if the flight can be completed safely and in compliance with Federal Aviation Regulations. The decision to accept and operate a Company aircraft rests solely with the Pilot-in-Command. In accordance with 14CFR §91.213(d), any inoperative instrument or equipment:

- a. Must not be part of the VFR-day type certification instruments or equipment required by the aircraft's certification.
- b. Must not be indicated as required on the aircraft equipment list (see AFM).
- c) Must not be required by FAR §91.205 for the specific kind of flight operation being conducted.
- d) Must not be required to be operational by any airworthiness directive applicable to that aircraft. Any inoperative item must be deactivated and placarded "Inoperative" in accordance with the provisions of 14CFR43. Finally, a determination must be made by the Pilot-In-Command of the aircraft that the inoperative instrument or piece of equipment is not required and that its deactivation does not constitute a hazard to the aircraft for the remainder of the flight.

#### **Aircraft Documents**

It is the responsibility of the pilot in command to determine that the required aircraft documents are on-board and accessible to aircraft crew and passengers.

Current Charts – Each pilot shall have in their possession current charts and publications for the area in which they will be flying.

Aircraft Preflight Inspection – It is the responsibility of each pilot to ensure that the aircraft flown is in an airworthy condition prior to any operation. Pilots must thoroughly preflight the aircraft prior to each operation utilizing the checklist as outlined in the Pilots Operating Handbook or an approved checklist authorized by Clipper Aviation. If something is discovered during the preflight inspection that creates doubt as to the airworthiness of the aircraft, a Clipper Aviation staff member should be notified immediately and the aircraft not be operated until the issue is resolved.

#### **Aircraft Damage**

The Pilot in Command is responsible for their aircraft from the time the aircraft binder is issued until the aircraft is returned. Any damage occurring to an aircraft must be reported immediately and any unreported damage discovered on any aircraft will become the responsibility of the last person to fly the aircraft. It is imperative that a thorough preflight and post flight inspection be made before and following each flight and that if any damage is discovered it be reported to Clipper Aviation staff immediately.

#### **Cirrus Brake Overtemp Stickers**

Some Clipper Aviation Cirrus Aircraft are equipped with brake overtemp stickers and these should be inspected both before and after each flight. If the overtemp sticker is black, the aircraft should not be operated under any circumstance and Clipper Aviation staff should be notified immediately so that proper maintenance action can be taken.

#### **Tire Pressure**

Tire pressure shall be checked prior to each flight to ensure proper inflation on each tire per POH specifications. A log containing tire pressure checks can be accessed in the aircraft flight binder. Pilots are encouraged to routinely report both normal and low tire pressure readings. Notify a Clipper Aviation instructor to either access the electric air pump or for assistance inflating tires.

### **4.09 Ramp and Taxi Operations**

The ramp is a potentially hazardous area that warrants extreme caution. A wide array of traffic including aircraft, vehicles, pilots, passengers, and personnel can be present, and care must be taken whenever operating within this area. When approaching an airplane, always remain clear of propellers and assume that they are going to turn unexpectedly at any moment.

#### **Hand Signals**

All pilots will familiarize themselves with the hand signals used by ramp personnel. These can be found in the Airman's Information Manual Ref 4-3-25.

#### **Strobe Lights**

The strobes or rotating beacon, as appropriate, must be turned on prior to starting the engine in order to alert anyone nearby that an engine is about to start. For night starts, or starts in low visibility, the navigation lights should also be illuminated prior to start. Cirrus aircraft pilots must use the strobe lights except for at night if it is determined that the strobe lights might be a distraction for nearby personnel. Only the navigation lights need be used if this is the case and pilots are encouraged to use the landing light as well if deemed appropriate to alert nearby persons.

#### **Ventilation**

During warm weather operations or when additional ventilation is desired inside the aircraft, a common practice is to open the aircraft door(s) to provide for better cooling and ventilation of the cabin. To prevent damage to the doorstop mechanism caused by propeller blast or wind, pilots shall ensure that during engine starting and taxiing the aircraft doors are either securely shut or are manually held off the doorstop mechanism.

#### **Hand-Propping**

The hand propping of Clipper Aviation Aircraft is strictly prohibited.

#### **Special Note for Starting Operations**

If a hangar door is open behind the aircraft, the pilot is requested to pull the aircraft forward and direct the tail away from the hangar so as to avoid prop wash from being directed at the open hangar.

#### **Movement and Non-Movement Areas**

All pilots will become familiar with the terms movement and non-movement areas outlined in the AIM and understand both areas for any airport at which they are operating.

#### **Clearances**

Approval must be obtained prior to moving an aircraft onto the movement area during the hours a control tower is in operation. When ATC clears an aircraft to "taxi to" an assigned takeoff runway, the absence of holding instructions does not authorize the aircraft to cross any runway which the taxi route intersects. A clearance to cross each runway as it is encountered must be received from ATC. To prevent runway incursions, pilots should query ATC whenever in doubt about any taxi instruction. Pilots are required to read back all runway and taxiway hold short instructions.



### **Taxiing**

As the aircraft moves out of the parking position, brakes on the pilot's side and the instructor's side (on dual flights) should be tested to ensure proper operation. The speed limit of a safe taxi operation always depends on the situation. In general, the taxi speed should be such that the pilot has safe, positive control at all times. Taxi speed on the ramps and in the vicinity of other aircraft should be no faster than a brisk walk. Particular care must be exercised when taxiing in close quarters to ensure adequate clearance between aircraft. All Clipper Aviation aircraft will be taxied with the nose-wheel centered on the yellow taxiway centerline at all times unless necessary to avoid obstacles on or near the taxiway. Pilots should be aware that adherence to the centerline does not always guarantee obstacle/wingtip clearance. Constant vigilance, combined with slow forward speed, should be maintained when near other aircraft or obstacles. Pilots are strongly advised to minimize brake usage while taxiing. Proper taxi speed and planning not only improves safety, but also helps to extend the service life of brake components and tires. "Riding the brakes" in wheel pant equipped aircraft can cause the wheel pants to catch fire. Throttle control should be used to control speed, then braking action as required. Refer to the aircraft's POH for correct RPM settings during ground operations.

### **Leaning for Taxi**

All aircraft should be properly learned for taxi operations according to the manufacturer's recommendations and as outlined within the aircraft checklist.

### **4.10 Post-Flight Duties and Responsibilities**

Post-flight duties are the responsibility of the pilot in command. The PIC must ensure the aircraft return in the same condition or better than when received. Pilots must complete a proper and thorough post-flight check and inspection. Each aircraft must be chocked and/or tied down appropriately. Control locks, intake blockers, and pitot covers must be utilized when available. Trash must be removed from the interior and seat belts fastened. Both tach and Hobbs time must be logged in the binder. Failure to properly log times may result in an inaccurate bill for flight and/or instructor time.



## SECTION 5 – FLIGHT TRAINING OPERATIONS

### 5.01 Definitions and Terms

Throughout this chapter, the use of the term “Student Pilot” shall refer to student pilots who hold a current Student Pilot certificate. All other references to “clients” apply to pilots enrolled in any course of training or renters. The term “Authorized Instructor” refers to a certified flight instructor who works for Clipper Aviation as a flight instructor. An updated list of instructors can be found on Flight Schedule Pro.

### 5.02 Flight Operations Team

All Clipper training is overseen by the Chief Pilot and Assistant Chief Pilot. If a student’s assigned instructor is unable to provide a satisfactory answer or solution to a problem, the student should immediately call the situation to the attention of the Chief or Assistant Chief. The Chief and Assistant Chief are responsible for all facets of the training program and are available to assist students when needed.

### 5.03 Company Facility

Clipper Aviation’s facility is located at the Van Nuys airport, 7900 Balboa Blvd Suite 108, The Park, CA 91406.

### 5.04 Clipper Aircraft

Clipper Aviation instructors are authorized to provide training in Clipper Aviation aircraft to students and Student Pilots. Student Pilots are permitted to solo Clipper Aviation aircraft provided solo requirements are met. Only Clipper Aviation authorized instructors may conduct flight training in Clipper Aviation aircraft.

### 5.05 Owner Aircraft

Clipper Aviation instructors are permitted to provide instruction in owner owned aircraft. The owner is required to provide proof of aircraft airworthiness before any training can take place and Clipper Aviation should be listed as an additional insured on the aircraft’s policy. No training will be conducted if the owner cannot prove adequate insurance coverage. The owner will be billed at the hourly instructional rate for owner aircraft.

### 5.06 Compliance with Operating Procedures

All Clipper Aviation aircraft will be operated in adherence to the procedures outlined in the aircraft operating handbook. For all flight and training operations, pilots, students, Student Pilots, and instructors shall adhere to the limitations and procedures set forth in the aircraft POH and the Clipper Aviation Flight Operations Manual.

### 5.07 Operating of Clipper Aircraft for Hire

Except for flight training operations, Clipper Aviation aircraft are not to be flown for hire under any circumstances. Any pilot, renter, student or Student Pilot who violates this rule will lose all flight privileges.

### 5.08 Recommended Airports and Local Practice Areas

Clipper Aviation aircraft conducting training flights shall utilize local practice areas at the discretion of the instructor. These areas should be away from inbound and outbound airport traffic, not over sparsely populated areas, have suitable off-airport landing areas in case of emergencies and be offset from local airport runway extended centerlines.

### 5.09 Student Pilots

In addition to the FAA requirements for Student Pilot solo flight, Clipper Aviation has outlined its own limitations for Student Pilot solo flight. Where a conflict exists between FAA and Clipper Aviation limitations, the limitation will defer to the stricter of the two.

### 5.10 Dispatch Authority

The final authority as to the dispatch of a solo or dual training flight rests with the student’s flight instructor but shall always be in compliance with published Company guidelines and Federal Aviation Regulations.

### 5.11 Simulated Engine Failures

Engine failures in Clipper Aviation aircraft will only be simulated by smoothly retarding the throttle. Practice aborted takeoffs to a touchdown are prohibited. Simulated engine failures are prohibited on Student Pilot solo flights. Simulated forced landings will recover at least 500 feet AGL unless the aircraft is in a position to land at an approved airport without interference to other traffic at the airport, or a minimum safe altitude can be maintained.

### 5.12 Student pilot ATC identification

Student Pilots, while operating an aircraft solo, are required by Company policy to identify themselves as Student Pilots on initial contact to an FAA facility. Example: “Van Nuys Tower, Cirrus seven-nine-kilo-whiskey, ten miles northwest with Charlie, full stop, Student Pilot.” This requirement only applies to the initial call-up. Subsequent transmissions to the same facility need not include the student identification.



## SECTION 6 – ABNORMAL AND EMERGENCY OPERATIONS

### 6.01 Overview

This section contains policies and guidelines for Clipper Aviation pilots involved in various abnormal or emergency situations. At no time is this section intended to supersede the abnormal and emergency procedures as detailed in the approved Pilot's Operating Handbook. Each pilot is responsible for accomplishing the abnormal or emergency checklist items as specified by the aircraft manufacturer in the approved and current POH.

### 6.02 General Emergencies

Some emergencies are more immediate than others. Emergency procedures may require steps to be performed from memory. Pilots will demonstrate proficiency in the use of memory items as well as checklist usage prior to qualification to operate an aircraft solo. When an emergency occurs, the primary duty of a pilot is to fly the aircraft.

The three basic rules to remember that will aid immeasurably for a safe emergency situation resolution:

1. MAINTAIN AIRCRAFT CONTROL
2. ANALYZE THE SITUATION AND TAKE CORRECTIVE ACTION
3. LAND AS SOON AS PRACTICAL

Above all, the Pilot in Command is the final authority as to how the emergency situation will be handled. However, if time permits, the assistance offered by ATC, Flight Service, or nearby aircraft often provide helpful ideas that may have otherwise been overlooked.

### 6.03 Deteriorating Weather

To the VFR pilot, a reduction in visibility and/or ceiling can be an emergency situation. Marginal VFR and IFR conditions can occur with marine layers, and suddenly with rapidly moving fronts and thunderstorms during certain times of the year. To best avoid an inadvertent encounter with IFR conditions, pilots must remain alert to changing conditions and be ready to take timely action to avoid being caught in rapidly deteriorating weather. All pilots should have an alternative course of action in mind and should be ready to execute that course of action when conditions start to deteriorate. At no time should a flight continue into questionable weather conditions when options providing greater safety margins are available. If avoidance is not possible, the flight should be terminated as soon as practical, the aircraft secured, and the safety of all occupants assured. Further flight should not be attempted until conditions improve and notification should be made as soon as possible to Clipper Aviation staff.

### 6.04 Medical Emergencies

In flight medical emergencies require safe, informed decisions regarding diverting and emergency procedures. An in-flight medical emergency that affects a pilot will differ in response to emergencies that affect passengers. The pilot should make a decision that is timely and in the interest of safety for all those aboard. Remembering the phrase "Aviate, navigate and communicate" in that order will help in dealing with medical emergencies while in flight. When flying Cirrus aircraft, it is the responsibility of the pilot to brief all passengers on the deployment procedures of the Cirrus Airframe Parachute System (CAPS).

### 6.05 airsickness

Airsickness, while certainly uncomfortable, does not inherently necessitate an in-flight emergency. Pilots should be aware of weather conditions that can induce airsickness and be cognizant of passengers' experience and comfort level. Pilots should be prepared with air sickness bags for passengers.

### 6.06 Lost Communications

It is virtually impossible to provide procedures applicable to all possible situations associated with two-way radio communications failure. During two-way radio communications failure, when confronted by a situation not covered in the regulation, pilots are expected to exercise good judgment in whatever action they decide to take. Be advised that a great many "radio failures" are caused by operator failure. Complete knowledge of your equipment and how to use it is essential. Always double-check your setup and volume controls before assuming radio failure. General guidelines for radio failures are as follows:

VFR - land as soon as practical at the nearest non-towered airport. Be cognizant of other aircraft operating in the traffic pattern and give way to all aircraft. Comply with light gun signals in FAR §91.125.

IFR - follow the steps as outlined in the Federal Aviation Regulations, §91.185.

### 6.07 Forced Landing

In the event that a forced landing becomes necessary, the pilot must follow the emergency procedures relevant to the plane they are flying. It is possible that the landing will take place in a relatively remote area. Unless the exact position of the aircraft is known along with the direction and distance to the nearest aid and assistance, it is best to stay with the aircraft. Staying with the aircraft will afford shelter and a larger target for search and rescue personnel to observe from the air. Pilots should ensure that the ELT is turned on and transmitting after conducting a forced landing.

### 6.08 Fires

The majority of fires that do occur on a ramp stem from improper priming procedures, which results in an induction fire. Utilize the proper priming procedures set forth in the aircraft POH to determine the safest and most effective method to use when starting the engine. In the event of an induction fire while starting, follow the recommended procedure listed in the Pilot's Operating Handbook and the aircraft checklist. Most fires can be "sucked" into the engine if the pilot remains calm, continues to crank the engine and shuts off the fire's source of fuel. If the fire does not go out, evacuate the aircraft and report the fire. If a fire extinguisher is available and the fire is still small, accessible and manageable, try to extinguish the fire with the fire extinguisher, but avoid any possibility of personal injury.



### **In-Flight**

An engine fire when airborne, due to the intense heat, could cause structural failure, among other things. If an engine fire should occur while airborne, secure the engine, utilize the appropriate fire checklist for the aircraft and make an emergency descent to land as soon as possible. Do not attempt to restart an engine that has been shut down due to fire. Shut the master switch off and follow the appropriate checklist to isolate the defective device and then land as soon as practical.

### **6.09 Accidents and Incidents**

In the event of an accident, incident, or precautionary landing, Clipper Aviation staff should be notified immediately and the following information relayed:

- Date and time of the incident
- Location of the incident
- Number and type of injuries
- General description of the mishap and damage.

Contact information for relevant Clipper Aviation staff and emergency numbers is listed on a card contained in the aircraft binder. A pilot should not admit fault or blame to anyone other than Clipper Aviation staff and absolutely no statement or comments should be made to members of the press.

Persons involved in any aircraft accident or incident should:

- Immediately Contact Emergency personnel if there are injuries.
- Contact Clipper Aviation staff and relay the information above.
- Fill out an NTSB Form 6120.1 (See below guidance as outlined by the NTSB)

Federal regulations require operators to notify the NTSB immediately of aviation accidents and certain incidents. An accident is defined as an occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. An incident is an occurrence other than an accident that affects or could affect the safety of operations.

Contact to the NTSB regional office will be accomplished by the staff of Clipper Aviation. Should you be directed to complete the Form 6120.1 - "Pilot/Operator Aircraft Accident/Incident Report", obtain the form from the requesting NTSB office or download the PDF version, sign the form and submit by FAX, mail, or email.



## SECTION 7 – AIRCRAFT CARE AND MAINTENANCE

### 7.01 Overview

Clipper Aviation offers modern, clean and well-maintained aircraft to its pilots for use. It is imperative that students, pilots, and passengers utilizing Clipper Aviation aircraft follow proper aircraft care procedures. This helps maintain aircraft in safe working condition and ensures that subsequent users have unrestricted access. If a user has any questions about proper aircraft care, it is requested that they immediately consult with a Clipper Aviation instructor.

### 7.02 Windshields

No items are to be placed on the glare shield or dashboard of any aircraft. This includes headsets, kneeboards, clipboards, electronic devices or anything with a hard surface that can potentially scratch the windshield. Care should be taken when cleaning an aircraft windshield that proper materials are utilized for cleaning. Never use paper towels or dirty rags as they can scratch the windshield. Clipper Aviation staff will provide pilots with aircraft cleaning materials. When operating aircraft away from a Clipper Aviation base, do not allow materials to be used to clean the windshield that will scratch or damage the surface. When wiping window surfaces, utilize straight-line up and down or side to side motions, never circular.

### 7.03 Entering and Exiting Aircraft

It is imperative to follow proper aircraft entry and exiting procedures. Cirrus Aircraft have skid tape that follows a path to the cabin, extra care should be taken to step only in this area. All passengers must be briefed on proper entry and exiting of aircraft. When entering and exiting the aircraft, pilots should ensure that the seat is in the full aft position to allow the ease of entrance and egress from the aircraft. This also helps prevent shoes from scuffing interior panels as pilots and passengers enter and exit the aircraft.

### 7.04 High-Heeled Shoes

High heeled shoes are not permitted in any of Clipper Aviation's aircraft as the heels will dent the skin of the aircraft. Please ask passengers to remove high-heeled shoes during the entry and exit to the aircraft to prevent this damage.

### 7.05 Seatbelts

Care should be taken when closing aircraft doors so that seatbelts are completely inside the aircraft prior to shutting the door as the buckle can damage the interior and exterior of the aircraft if inadvertently left in the path of the door. To prevent damage, pilots should ensure that seatbelts of all occupants are clear of door jams prior to closing the doors and when exiting.

### 7.06 Cirrus Seats

In Cirrus Aircraft, care should be taken so as to not stand or kneel on the seat. The seats are equipped with a crushable aluminum core which can be damaged with direct pressure from kneeling or standing on the seat. Any single point pressure should be avoided on the seats. The energy absorbent core is used in the event of a CAPS deployment and helps protect the occupant from injury upon touchdown underneath the canopy.

### 7.07 Items Placed on Aircraft Surfaces

Items may not be placed on the surface of any Clipper Aviation aircraft. This includes headsets, flight bags, backpacks, purses or luggage. Placing items on an aircraft surface can potentially damage the aircraft.

### 7.08 Gel Pens

The use of gel pens in Clipper Aviation aircraft is prohibited. These pens will leak when subjected to altitude changes. Retractable roller ball pens are the preferred pen and should be used for writing down clearances and making notes.

### 7.09 Trash

All trash and waste shall be removed from any Clipper Aviation aircraft upon completion of the flight by the pilot. Clipper Aviation reserves the right to charge a \$70 aircraft cleaning fee if the aircraft is not cleaned upon its return.



## SECTION 8 – RESTRICTIONS AND LIMITATIONS

### 8.01 General

Clipper Aviation pilots are expected to not only abide by the FAA's rules and regulations, but also the policies set forth by Clipper Aviation in this and in previous sections of the Clipper Aviation operating manual (OM). The underlying purpose for all policies, restrictions, and limitations is safety. Any Clipper Aviation pilot who flagrantly violates these policies and procedures will lose all flying privileges with Clipper Aviation. The following list, though not all inclusive, is presented as areas of special emphasis that all renters, students and pilots should take special note of.

### 8.02 Operations Outside Contiguous U.S.

Operation of an aircraft outside of the 48 contiguous United States, is prohibited under all circumstances.

### 8.03 Operations for Hire

Other than flight instruction activity, the carrying of persons or property for compensation or hire is prohibited in all Clipper Aviation aircraft.

### 8.04 Formation/Aerobatic Flight & Spins

Clipper Aviation aircraft may not be operated in formation with any other aircraft unless written authorization is given by the Clipper Aviation Chief Pilot or Assistant Chief Pilot. No aerobatic flight is permitted and aircraft may not be used for conducting spins. Operation of Clipper Aviation aircraft in this manner is grounds for immediate revocation of flight privileges.

### 8.05 Careless & Reckless Operation

No pilot is allowed to operate Clipper Aviation aircraft in a careless or reckless manner.

### 8.06 Grass & Unimproved Airports

Except in the event of an emergency, operations on grass/unimproved surface airports are not authorized unless written permission is received from the Clipper Aviation Chief Pilot or Assistant Chief Pilot.

### 8.07 Smoking, Alcohol and Drugs

Smoking is strictly prohibited on any ramp and near or in all Clipper Aviation aircraft. This includes but is not limited to e-cigarettes and vaping devices. No pilot may act as PIC of a Clipper Aviation aircraft within 8 hours after the consumption of any alcoholic beverage, while still under the influence of alcohol, while using any drug that affects the person's faculties in any way contrary to safety, or in any diminished capacity whatsoever. This includes prescription medication and Over-the-Counter medications that may affect safety.

### 8.09 Carrying of Intoxicated Passengers

Carrying of passengers who appear to be under the influence of alcohol or drugs is strictly prohibited.

### 8.10 Firearms & Hazardous Material

Carrying firearms and/or hazardous material aboard any Clipper Aviation aircraft is strictly prohibited.

### 8.11 Carriages of Animals

Unless authorized by Clipper Aviation administration, carriage of any animal or pet is strictly prohibited.

### 8.12 Food and Beverages

Consuming food and beverage, other than water, in Clipper Aviation aircraft is prohibited. As previously stated, any food, crumbs, trash, or spills will result in a \$70 cleaning fee.

### 8.13 Fuel

Takeoff with less than one hour of reserve fuel upon landing at destination with normal cruise power settings is prohibited.

### 8.14 Manipulation of Controls

Pilots flying Clipper Aviation aircraft may only fly from the left seat and may not permit passengers to manipulate aircraft controls unless the pilot flying is an authorized Clipper Aviation pilot or instructor. Clipper Aviation operating manual 4.04.

### 8.15 Use of Checklists

All pilots will utilize Clipper Aviation approved checklists during all phases of flight including preflight and post-flight inspections. Head down activities while taxiing is prohibited, such as Completing checklist items. Clipper Aviation operating manual 4.03.

### 8.16 Malfunctions

In the event of a malfunction of any part of the aircraft or its accessories, pilots may not molest, or attempt to repair any part of the aircraft or its accessories and will telephone Clipper Aviation for instructions as to what actions to take.





### **8.17 Touch and Gos**

Touch-and-Go operations are not preferable in a multi-engine aircraft, however they are not prohibited. If conducting a Touch-and-Go in a multiengine airplane, ensure there is a minimum of 5,000 ft of usable runway and all performance calculations for the airport and runways have been accomplished before the flight has commenced.

### **8.18 Simulated Engine Failures**

Engine failures in Clipper Aviation aircraft will only be simulated by smoothly retarding the throttle. Practice aborted takeoffs to a touchdown are prohibited. Simulated engine failures are prohibited on Student Pilot solo flights. Engine failures in single-engine aircraft will not be simulated below 500 feet AGL. Simulated forced landings will recover at least 500 feet AGL unless the aircraft is in a position to land at an approved airport without interference to other traffic at the airport.

### **8.19 180 Degree Returns for Landing**

Except in an emergency, no Clipper Aviation pilot may practice a 180 degree return for landing at any time.

### **8.20 Aborted Takeoff**

Except in an emergency, aborted takeoffs to touchdown are prohibited after aircraft rotation.

### **8.21 Minimum Altitudes**

All Clipper Aviation pilots must comply with the Altitudes as prescribed by FAR §91.119. All maneuvers should be planned so as to be completed at an altitude no lower than 1500' AGL.

### **8.22 Maneuvers**

Maneuvers other than those prescribed in the Airmen Certification Standards (ACS) for the certificate or rating held (or with an authorized instructor practicing such maneuvers) are prohibited in Clipper Aviation aircraft.

### **8.23 Student Pilot Solo Flights**

All student pilot solo flights must be under the direct coordination of an approved Clipper Aviation instructor.

### **8.24 Wind Limitations**

Rental aircraft will not be dispatched if current conditions show wind speeds above 30 knots with a 15-knot crosswind component and/or a gust factor of 15 knots. For dual operations, this limitation can be raised to 40 knots with a 17-knot crosswind component. In certain situations, this limitation can be waived by the Chief or Assistant Chief.

### **8.25 Frost/Ice/Snow**

Clipper Aviation aircraft are not allowed to taxi for the purpose of flight with frost, ice, or snow adhering to any lifting surface of the aircraft. The aircraft must be completely uncontaminated.

### **8.26 Icing**

Flight into known icing conditions (FIKI) is prohibited unless utilizing a Clipper Aviation aircraft that has been approved for flight into known icing conditions and certification is received. For these aircraft, the manufacturer required recurrent training must be conducted in accordance with the manufacturer.

### **8.27 Thunderstorms**

Flights may not be conducted, nor takeoffs or landings attempted, in the presence of a thunderstorm. Any aircraft encountering an area of thunderstorms should avoid that area by a minimum of 20 miles and if this is not possible, turn around and land as soon as practical.

### **8.28 Special VFR**

Special VFR operations are not allowed in Clipper Aviation aircraft by non-instrument rated pilots.

### **8.29 Night Restrictions**

Student pilot night solo flights are expressly prohibited. Special VFR at night is also prohibited regardless of instrument rating or training. Pilots shall complete preflight examinations with red flashlights and ensure all FAA regulations are followed. In the event of an emergency or in need of immediate help, contact the on-duty Chief or Assistant Chief pilot.

### **8.30 Instrument Conditions**

No pilot may operate a Clipper Aviation aircraft in instrument conditions unless that pilot is IFR rated and current as outlined in FAR §61.57. No pilot may conduct an instrument approach to a runway if the weather is below the prescribed minimums for that approach procedure. No simulated emergencies of any kind are permitted when operating in Instrument Meteorological Conditions.



### **8.31 Clouds and Visibility Minimums**

Takeoffs are not permitted in Clipper Aviation aircraft unless the ceiling and visibility are at least 1500' and 3 statute miles, respectively, unless that aircraft has filed an FAA IFR flight plan and received a clearance from ATC. Unless maneuvering for takeoff and landing, practice maneuvers are not allowed during night hours or if the flight visibility is not at least 5 statute miles.

### **8.32 Flight Instructor Duty Limitations**

All approved Clipper Aviation instructors will comply with FAR §61.185 with a maximum On-duty time of 14 hours. All Clipper Aviation instructors can only have a maximum of 6 consecutive working days and a minimum off-duty time in a 7-day week of 24 consecutive hours.

### **8.33 Temperature and limitations**

No airplane should be dispatched below -20 degrees celsius, and above 40 degrees celsius.