

Chapter 1

Introduction

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Generation and Questions</td>
<td>2</td>
</tr>
<tr>
<td>Terms and Definitions</td>
<td>3</td>
</tr>
<tr>
<td>Notes, Cautions, and Warnings</td>
<td>3</td>
</tr>
<tr>
<td>Temporary Revision Process</td>
<td>4</td>
</tr>
<tr>
<td>Comments and Recommendations</td>
<td>5</td>
</tr>
</tbody>
</table>
Introduction
The Bridgewater State University (BSU) Aviation Operations Manual (AOM) describes and explains the policies and procedures that govern personnel conduct and flight training operations, and is designed to augment the policies and procedures that govern the University within the Commonwealth of Massachusetts. The information in this manual pertains to aviation-related BSU personnel, including Ground and Flight Instructors, students, ground service, maintenance, and administrative staff. Currently there are three (3) BSU standards manuals:

- Aviation Operations Manual
- Dispatcher Manual
- (3) Standards Manuals: Cessna 172R Skyhawk, Piper PA-28R-200 Arrow & PA-34 Seneca

Each manual or an appropriate section of same shall be available to personnel in all areas of responsibility within the BSU Aviation Program. The Associate Dean overseeing the Aviation Program and his/her designee(s) is responsible for ensuring that all personnel under their supervision possess a working knowledge of all relevant sections of the manual(s) pertinent to their areas of responsibility.

Revisions to this manual will be issued as necessary to address regulatory or operational changes. All manual holders are responsible for keeping their manual(s) current at all times and for the information contained herein.

Generation and Questions
The AOM is published by Flight Operations, Bridgewater State University. Refer all questions pertaining to a member of the Flight Operations staff and they will be forwarded to the Chief Instructor. A comment and suggestion form is included in this section for copying and submitting change requests or content suggestions.

CAUTION
Adherence to the policies and procedures set forth in this manual is MANDATORY. During flight operations the Pilot-in-Command may deviate from these policies and procedures as necessary to meet the exigencies of any emergency.

NOTE
Where a discrepancy occurs between the contents of any BSU Standards Manual and the current FAA AIM, POH, FAA Approved AFM, or FARs, the listed publications shall be controlling. Where BSU policy is more restrictive, it will take precedence.
Terms and Definitions
The following terms or abbreviations, when used in this manual, shall have the meaning(s) indicated below:

- **AOM** means Aviation Operations Manual.
- **BSU** means Bridgewater State University or Bridgewater State University Aviation Program.
- **CFI** means an FAA certificated flight instructor employed by BSU.
- **Chief Instructor** means Chief Flight/Ground Instructor.
- **Flight crew** means the person(s) conducting ground and/or flight operations in the aircraft.
- **IFR** means instrument flight rules per current 14 CFR FAR Part 91 limitations.
- **IMC** means instrument meteorological conditions.
- **Incident, Accident, or Injury** in reference to any operation involving an aircraft means the same as these terms when used in NTSB 830.
- **Injury** per any non-flight event means any physical injury sustained on BSU property or on property for which BSU maintains exclusive use per 14 CFR Part 141 regulations.
- **Manual** refers to this manual. Other manuals will be specified by name or abbreviation.
- **Shall** means the action, policy, or procedure is mandatory.
- **Will** means the action, policy, or procedure may occur in the future.
- **Should** means the action, policy, or procedure is recommended.
- Singular nouns have the same meaning as the plural, and vice versa.
- **Ops or Flight Ops** means the flight operations element of BSU Aviation Science.
- **NTSB** means National Transportation Safety Board.
- **RTS** in reference to equipment (aircraft or AATD) means Return to Service.
- **VFR** means visual flight rules per current 14 CFR FAR Part 91 limitations.

NOTES, CAUTIONS, AND WARNINGS
The manual contains numerous notes, cautions and warnings labeled specifically to gain the attention of the manual holder and focus his/her attention on an important informational item. They are indicated as follows:

**NOTE**
Expands on or emphasizes essential information and is likely safety related.

**CAUTION**
Information must be considered or instructions followed to avoid possible damage to aircraft or other equipment.
WARNING

Instructions shall be strictly followed to avoid personal injury or loss of life. For Warnings, procedural and/or policy information contained in a solid black box shall be recalled and executed from memory, then checked to ensure compliance.

Temporary Revisions
Periodically the contents of this, or any, manual require revision to maintain currency or correct discrepancies. A temporary revision serves to make the required information immediately available, until a permanent revision is distributed in the next printing cycle. Temporary revision information will supplement and/or replace existing manual information. All temporary revisions will be uploaded to the online version with a notice that a revision has occurred.

Revision System
AOM revisions will be issued in consecutive numbers; and each page of the new revision will contain the revision number and the date the revision was issued.

NOTE
It is the responsibility of all BSU Aviation personnel to periodically review the AOM to remain knowledgeable of its contents, and to ensure that all current procedures are being followed.

Revision Control
Visit the BSU Aviation website for manual updates at

http://www.bridgew.edu/aviation/Flight%20Manuals.cfm
Comments and Recommendations
All AOM users are encouraged to make a copy of this page, or obtain this form from BSU Dispatch, to forward constructive comments and recommendations for this manual. Attach a photocopy of the relevant pages of the manual and mark the applicable areas.

MANUAL CHANGE RECOMMENDATION
COMPLETE AND FORWARD TO BSU FLIGHT OPERATIONS

DATE:    ____/____/____

NAME: _______________________________

EMPLOYEE or STUDENT EMAIL: ______________________________

MANUAL TITLE: ____________________________________________

MANUAL REVISION NUMBER: ______

MANUAL CHAPTER NUMBER: ______

MANUAL PAGE NUMBER: ______

SUBJECT AREA (general): ____________________________________

CHANGE RECOMMENDATION:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Continue change recommendation on back if necessary.

SIGNATURE: ________________________________

BSU FLIGHT OPERATIONS  USE ONLY

FROM: __________________________________________

TO: ____________________________________________

Your Change Recommendation dated _______________ has been received and acknowledged. It will be held for action. Please contact BSU Flight Operations with any additional questions.