Chapter 3  
General and Operational Policies

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General
This section of the Aviation Operations Manual (AOM) addresses general and operational policies regarding the conduct of all flight training operations at Bridgewater State University (BSU). Adherence to the policies and procedures outlined in this manual is MANDATORY. All flight crews, administrative support personnel, students, and individuals connected with BSU Aviation Flight Operations are bound by the policies and procedures contained in this chapter and in the AOM, as appropriate.

Safety Standards
BSU flight training policy is to establish an operational culture of safety within an enjoyable and professional learning environment. Employees shall conduct all operations under this policy and within the scope of applicable federal, state, and local regulations. BSU Aviation operations are governed primarily by (but not limited to) 14 CFR FAR Parts 1, 61, 67, 91, and 141.

Safety is the first priority in all operations, and will be achieved through the initial and recurrent training of personnel and customers, continuous attention to professionalism and customer service, the highest quality maintenance of all facilities and ground/flight equipment, and the development and exercise of sound judgment in all operations. AOM contents will provide more detailed procedures for attaining required safety and performance standards.

NOTE
ALL PERSONS INVOLVED WITH THE BSU AVIATION PROGRAM ARE RESPONSIBLE FOR ACTIVELY PROMOTING A SAFETY CULTURE.
Anyone observing an unsafe situation is empowered, within the limits of safety, to take corrective action.

Conduct and Violations
BSU Aviation personnel (employees and students) typically conduct themselves in an appropriate and professional manner. In rare instances there may be occurrences of certain behavior that is unacceptable and cannot be tolerated. In such a situation an individual (employee or student) may face immediate disciplinary action up to and including termination of association with the program. BSU Aviation Program conduct violations include, but are not limited to:

- Disregard for or consistent failure to adhere to applicable safe procedures and practices.
- Failure to report an incident/accident during a work/training period.
- Theft, dishonesty, or falsification of records.
- Providing access codes (e.g. computer, telephone, copier) to unauthorized persons.
- Providing confidential information without proper approval.
- Misuse, abuse, or unauthorized personal use of university resources.
- Violation of university Drug and Alcohol policy.
Disrespectful behavior directed at a customer, other employee(s), or insubordination (refusing to perform assigned duties, work assigned hours, or intentional failure to follow a supervisor's direction(s)).

Sexual or other illegal harassment, or fighting.

Possession of a weapon or other potentially harmful object not required for professional or instructional duties.

Required Identification/Pilot/Instructor/Medical Certificates

General

Personal Identification

All persons aboard BSU aircraft above age 16 shall carry a valid form of government issued photo identification (e.g. passport, driver license, military ID, state issued ID). Bridgewater State University employees may not substitute the government issued identification with the employee ID or BSU ID badge: both shall be carried to meet airport security requirements.

Certificates and Their Inspection

Per FAR 61.3(l), each person holding an airman certificate or a medical certificate shall present it for inspection upon request from the FAA Administrator, an authorized representative of the National Transportation Safety Board (NTSB) or Transportation Security Administration (TSA), or any Federal, State, or local law enforcement official.

The pilot's certificate shall be in the personal possession of the airman when he/she is operating an aircraft, and must be presented for inspection upon the reasonable request of any passenger, law enforcement official, or any official, manager, or person responsible for any airport or landing field where the airman lands the aircraft.

All BSU employed pilots must submit a copy of their most recent government issued photo identification, FAA medical certificate, and most recent pilot certificate (temporary or permanent), and most recent CFI certificate (temporary or permanent) to the Chief Flight/Ground Instructor.

Pilot/Instructor Certificates

No pilot may operate an aircraft operated by BSU unless he/she holds a valid FAA-issued Pilot Certificate and, if appropriate, a category and class rating or type rating for that aircraft. All pilots must have their pilot certificate in their possession when exercising certificate privileges.

Medical Certificates

Per FAR Part 67.113, 67.213, and 67.313, no pilot may not operate a BSU aircraft if he/she knows or has reason to know of any medical condition that would make him/her unable to safely perform the duties or exercise the privileges of the airman certificate applied for or held. Any medical condition that would prohibit him/her from conducting flight training must be brought to the attention of the Chief Instructor or his/her designee. Crewmembers that visit a medical professional for any condition that prohibits him/her from conducting flight training shall obtain and provide the Chief Instructor with documentation approving their return to flight status.
NOTE
Pilots returning from a medical leave with written flight clearance must then receive approval from the Chief Instructor prior to resuming flight operations.

- The medical certificate copy must be submitted to Flight Operations no later than the close of business (1630 hrs.) on the last day of the month in which the certificate was issued.

- Instructors who do not provide a copy of their medical certificate by the last day of the month will be listed as “Administratively Grounded” and may not conduct any flight operations on or after the 1st of the next month.

Corrective Eyewear
In accordance with his/her medical certificate requirements (14 CFR Part 67), each BSU pilot shall wear, or have in his/her possession, the required corrective lenses when conducting flight operations. Spare corrective lenses are recommended. Frames for eyeglasses or sunglasses should allow maximum peripheral vision: Wide/“fashion” temple eyewear is not acceptable.

NOTE
Pilot vision and color discrimination ability cannot be adversely affected by any type of eyewear.

Replacement of Lost or Destroyed Certificates
Any BSU CFI or student who has lost his/her pilot certificate, medicate certificate, or knowledge test report, must request a replacement immediately. Telephone the FAA Airman Certification Branch at (405) 954-3261 to obtain the required information for the replacement application or obtain information online at: http://registry.faa.gov/airmen.asp#content

Change of Address
Name/Address/Phone Number
Pilots must comply with FAR Part 61.60 regarding address changes. All personnel shall inform BSU Aviation of any and all changes of name, address, and/or phone numbers immediately.

Principal Business Office
BSU Aviation maintains its principal business office at 111 Harrington Hall, Bridgewater State University in Bridgewater, MA, and its flight operations base at the New Bedford Regional Airport, New Bedford, Massachusetts.

Required Personal Equipment
Each pilot shall possess and have readily accessible in the aircraft a current Flight Standards Manual (FSM) for the aircraft being flown. Each pilot is responsible for keeping his/her manuals current by inserting all published changes when they become available.

Pilots shall have the following equipment readily available or in their possession appropriate for the conduct of each flight or ground operation:
Instructor:
- Lesson plan and syllabus
- Appropriate FSM (*in possession*)
- Aviation Operations Manual (AOM) (*available*)
- Appropriate aircraft checklists (*in possession*)
- Current instrument approach charts (*in possession*)
- Current and appropriate aeronautical charts (VFR/IFR) (*in possession*)
- Current Airport/Facility Directory (*in possession*)
- View limiting device (*in possession*)
- Flight Headset (*in possession*)
- Operational flashlight (*in possession*)

Student:
- Lesson syllabus
- Appropriate FSM (*in possession*)
- Aviation Operations Manual (AOM) (*available*)
- Appropriate aircraft checklists (*in possession*)
- Current instrument approach charts (*in possession*)
- Current and appropriate aeronautical charts (VFR/IFR) (*in possession*)
- Current Airport/Facility Directory (*in possession*)
- View limiting device (*in possession*)
- Flight Headset (*in possession*)
- Operational flashlight (*in possession*)

Check Instructor:
- Lesson plan and syllabus
- Plan(s) of Action (*in possession*)
- FAA PTS appropriate to stage check (*in possession*)
- Appropriate FSM (*in possession*)
- Aviation Operations Manual (AOM) (*available*)
- Appropriate aircraft checklists (*in possession*)
- Current instrument approach charts (*in possession*)
- Current and appropriate aeronautical charts (VFR/IFR) (*in possession*)
- Current Airport/Facility Directory (*in possession*)
- View limiting device (*in possession*)
- Flight Headset (*in possession*)
- Operational flashlight (*in possession*)

Headsets
- Pilots are required to supply their own approved aviation headset equipped with a boom microphone. Repair damaged headsets as soon as possible.
Flights should not be cancelled for lack of a headset: Flight Operations may loan a student a headset if available. If necessary, flights in the C172R may be conducted without headsets via use of the aircraft’s installed microphone/speaker system.

Students may not repeatedly borrow a Flight Operations headset as a substitute for purchasing their own required equipment. *Failure to obtain a personal flight headset will result in the assessment of a no-show to the student for lack of preparedness.*

**NOTE**

*Flight Operations headsets shall be returned operable and undamaged immediately following the training event. Any damage determined to have occurred while the headset is in the user’s possession may be billed to the user.*

Cabin Stowage (Equipment)

All crewmembers shall ensure that all baggage and personal gear is stowed and properly secured to avoid its becoming a hazard by shifting during any expected flight conditions.

**CAUTION**

*All crewmembers shall at all times ensure that no loose equipment is on the cockpit floor near the pilot’s feet.*

### Required Items for Dispatch (Go/No-Go Checklist)

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<tr>
<th>Item</th>
<th>Go/No-Go</th>
<th>Substitute</th>
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<tr>
<td>Completed Flight Plan</td>
<td>No-Go</td>
<td>NA</td>
</tr>
<tr>
<td>Airplane Flight &amp; Equip. Manuals</td>
<td>No-Go</td>
<td>NA</td>
</tr>
<tr>
<td>Aviation Operations Manual</td>
<td>No-Go</td>
<td>NA</td>
</tr>
<tr>
<td>Flight Standards Manual</td>
<td>No-Go</td>
<td>NA</td>
</tr>
<tr>
<td>Aircraft Checklists</td>
<td>Go</td>
<td>FSM Chap. 3A</td>
</tr>
<tr>
<td>Completed Takeoff and Landing Data (TOLD) Card</td>
<td>No-Go</td>
<td>NA</td>
</tr>
<tr>
<td>Fire Extinguisher (Installed)</td>
<td>No-Go</td>
<td>NA</td>
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**Determination of Pilot-In-Command (PIC)**

Any time a BSU Flight Instructor is aboard a BSU training flight acting as the student's instructor, the student is the acting PIC, but the CFI remains the overall PIC for the operation. When more than one CFI is aboard a BSU aircraft, the most senior instructor (determined by recent and overall flight experience) is the PIC unless a written statement signed by both CFIs specifies the new PIC, and is filed with BSU Dispatch prior to the flight departure.

**NOTE**

*During any BSU flight operation, the senior CFI aboard is ultimately responsible for the aircraft and its occupants. Any BSU CFI who, through action or inaction, damages a BSU aircraft may be subject to disciplinary action up to and possibly including termination of employment.*
Logging Flight Time

Hobbs Time
Billing and logging of flight time is based on Hobbs time. For beginning Hobbs time, record the ending Hobbs time from the previous flight. During aircraft preflight, check the Hobbs meter reading to verify agreement with the ending/beginning Hobbs record. If a discrepancy is noted, enter the departing flight on the next line down and record the actual Hobbs reading.

BSU Dispatch must be notified immediately if a pilot finds Hobbs or tachometer reading discrepancies from what is shown on the Flight Data sheet. Occasional mistakes are made when Dispatch carries over the ending time from a previous flight, or a pilot mis-enters the time. BSU Dispatch will not adjust any number that cannot be shown to be an obvious carry-over mistake, unless notified prior to the flight.

Hobbs or tachometer time that is half-way (or more) rolled to the next number is to be counted as the next higher value.

Some aircraft may temporarily have inoperative or deferred Hobbs meters when the aircraft is dispatched. To standardize flight billing, Dispatch will calculate ending Hobbs time as follows:

- Flights scheduled for 2 hours of block time or less will be calculated as follows: Total tachometer time $\times 1.2 = \text{Hobbs time}$.
- Flights scheduled for more than 2 hours of block time will be calculated as follows: Total tachometer time $\times 1.3 = \text{Hobbs time}$.

Block Time
Equipment is provided for a specified block of time to accomplish dispatch of the equipment, the pre-flight briefing, aircraft pre-flight (if applicable), training event, the return of the equipment can, and the pilot post event debriefing. This can all be accomplished in the allotted time frame (typically a 2.0 hour block) but it demands preparation and efficiency from everyone involved.

Flight crews shall arrive for a lesson far enough in advance to be ready for departure at the scheduled time. Typically a student scheduled for a flight from 0800 to 1000 should arrive at Flight Operations no later than 0730 to have his/her lesson/flight planning completed before aircraft dispatch time (0800). **Pre-flight activities should be finished and flight crews ready for engine start by fifteen (15) minutes past the start of the block time.**

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<tr>
<td>If the flight crew is ready before their scheduled block time and an aircraft is available, the aircraft may be dispatched earlier than the scheduled block time.</td>
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Pilots shall plan the completion of the flight activity so as to return to KEWB and complete aircraft shutdown and securing at the ramp area by approximately 15 minutes before the block time is scheduled to end. **The aircraft can must be returned to Dispatch no later than the scheduled block ending time (e.g. 1000).** This will result in 1.2 - 1.5 hours Hobbs time, the typical objective of a 2.0 hour scheduled block.
Generally, well-prepared and organized flight crews can expect to log approximately .5 Hobbs less than the scheduled block time.

For cross-country flights, plan .5 hours (30 minutes) ground time for refueling.

**NOTE**

Flight crews desiring an extension of a block period shall request it in advance of their scheduled block end time. In-flight requests are permitted as necessary, but should be the exception, not the rule. Absence of clear block extension from BSU Dispatch does NOT constitute permission to return late.

**Flight Delays at Dispatch**

Occasionally Dispatch is unable to dispatch an aircraft on time. Instructors shall consult with the Dispatcher to determine if the block time may be extended.

*REGARDLESS OF WHEN THE FLIGHT DEPARTS, the flight crew shall adjust their flight planning to return the aircraft by the scheduled return time. Accepting an aircraft after a block time has begun does NOT permit a flight crew to assume an extended block ending time.*

**NOTE**

If a flight crew determines that the aircraft is going to be unavoidably late, contact BSU Dispatch immediately, by radio, telephone, or as necessary and advise of the new estimated return time.

**Flight Time/Rest Interval**

Flight time means the time from the moment the aircraft first moves under its own power for the purpose of flight until the moment it comes to rest at the next point of landing.

- All CFIs are responsible for maintaining instruction time legality (not more than 8 hours of flight instruction given in a 24 hour period) and logging flight time in an honest manner. When in doubt as to the length of flight time, make a conservative estimate and round down. Logging more than the actual flight time constitutes falsification of records.
- Instrument time shall be logged in accordance with 14 CFR Part 61.51.
Definitions

Scheduled Flight Time: Combined daily total of all scheduled flights or training events. This flight time is reflected in the published flight schedule. *Daily flight hour limits are based on actual (not schedule) flight time.*

Duty Time - The duty period begins when the crewmember reports to the airport to check weather, pre-flight, or accomplish any other specific task required by Bridgewater State University.

Rest Period - Any period of time when the flight crewmember is not performing duties required by Bridgewater State University or performing other commercial flying. A rest period begins 30 minutes after the final event accomplished in a scheduled day. The rest period ends when the crewmember reports to the airport to check weather, pre-flight, or accomplish any other specific task required by Bridgewater State University. Transportation that is local in nature, to and from the airport, is considered to be part of the rest period.

Flight Schedule - A schedule showing scheduled time out, block time, lesson number and description, equipment type, and flight crew assignment.

Flight Assignment - A flight or series of flights within a single duty time period.

24-Hour Training Limitation: A BSU CFI may not conduct more than 8 hours of flight training within any consecutive 24 hour period. If a pilot is away from Operations and expects to exceed this limitation, he/she must contact the Chief Instructor prior to departure.

Rest Requirements
BSU CFIs are expected to coordinate their rest requirements with scheduling. Transportation that is local to and from the airport is **not** considered part of the rest period.

**NOTE**
BSU CFIs are solely responsible for calculating daily hours flown and necessary rest periods. Exceptions to this rule may be made by the Chief Instructor or his/her designee.

- Any crewmember may cancel an activity, for safety reasons, due to fatigue.
- Flight Operations may notify a flight crewmember during a rest period of a future assignment, if necessary.
- BSU shall relieve each CFI from duty for at least 24 consecutive hours during any 7 consecutive days.

**NOTE**
BSU CFIs will not be penalized for circumstances wherein actual flight time exceeds scheduled flight time, with the exception of the 8 hr flight/flight instruction limitation.
Flight Time
.dot Daily and monthly flight time limits are determined by actual dual instruction aircraft flight hours, and must not exceed the following parameters: 8 hours daily (dual given, aircraft) and 150 hours (calendar month, total flight time, aircraft).

NOTE
CFIs shall inform BSU Dispatch of any pending or possible flight time conflicts. Exceptions to this rule may only be made by the Chief Instructor or his/her designee. BSU CFIs are NOT permitted to exceed their flight time limitations by conducting non-BSU flying.

Cellular Phones and Portable Electronic Devices

WARNING
Due to the high risk of distraction and injury or loss of life, all personnel entering the ramp area are strictly prohibited from using portable electronic devices while on the ramp.

Food and Drink Limitations
.dot Food consumption is prohibited aboard BSU aircraft during flight training operations.
.dot Water is the only beverage allowed in BSU aircraft.
.dot Consumption shall not interfere with required flight or instructional duties.

NOTE
BSU flight crews are expected at all times to demonstrate pride in their aircraft. The PIC (dual or solo flight) shall ensure that the aircraft is free of trash/personal equipment after each flight. Failure to do so shall result in disciplinary action.

Prohibition on Smoking and Tobacco Use
Smoking and the use of chewing tobacco or snuff is prohibited aboard BSU aircraft and on Flight Operations property. The use or remnants of use of chewing tobacco is prohibited in the presence of any customer, prospective customer or member of the public, and while in uniform.

Intoxicants and Illicit Drugs

WARNING
The unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on University property and/or as part of any University activity is strictly PROHIBITED.
The use at any time of an illegal or controlled substance by a certificated Bridgewater State University airman, on or off duty, shall be cause for disciplinary action up to and including termination.

Offenses Involving Alcohol or Drugs
See 14 CFR Part 61.15, 61.16, and Part 91.17 regarding offenses (including conviction) violation of any Federal or State statute relating to the growing, processing, manufacturing, sale, disposition, possession, transportation or importation of narcotic drugs, marijuana or depressant/stimulant drugs or substances.

Definitions
For BSU flight operations, the following definitions shall apply:

Report for Duty - A pilot is considered to have reported for duty when arriving at the airport or any BSU facility:
- Before lesson departure.
- As listed on the flight schedule.
- At the departure time as modified by BSU Dispatch for the purpose of preparing for a scheduled assignment.

Flight - Any flight in a BSU aircraft, regardless of flight mission.

Crewmember - Any individual serving an operational function in an aircraft during aircraft operation.

Reasonable Suspicion - A reasonable suspicion of alcohol or drug use test must be based on two employees’ (one of which must be at the administrative level) specific observations concerning the appearance, behavior, verbal or body language of the individual in question.

Impairment Suspicion on the Ground
Address the problem early and make every reasonable attempt to keep the person away from the aircraft and ramp area. If already on the ramp, try to keep the person off of and away from aircraft and other vehicles. Suggest the person in question call in sick and be evaluated prior to the flight.
- If the individual boards the aircraft, he/she will be subject to disciplinary action. At this point the best option is to attempt to take him/her away from the aircraft. Obtain assistance if necessary.
- After start – Return the aircraft immediately to parking for shutdown and securing. If any symptoms of drug or alcohol impairment exist, inform Dispatch and the Chief Instructor or his/her designee.

WARNING
If there is any doubt about a crewmember's possible impairment, DO NOT UNDER ANY CIRCUMSTANCES allow any flight operation to begin. Notify the Chief Instructor or any member of the Operations administrative staff.

Impairment Suspicion in Flight
Land the aircraft as soon as practicable, and contact the Chief Instructor’s office or Operations administrative staff through Dispatch. Obtain assistance as necessary to ensure the safe landing of the aircraft.

Alcohol Use
All BSU pilots must ensure that the use of alcohol does not impair their performance or judgment. Every certificated airman shall comply with the following rules and policies. A certificated airman will be subject to disciplinary action if he/she:

- Reports for duty with the presence of any alcohol in his/her system.
- Consumes any alcohol within 12 hours of scheduled flight departure.
- Consumes or is under the influence of alcohol while in uniform.
- Acts as a crewmember, or knowingly permits any other crewmember to operate an aircraft with alcohol in his/her system.

Any BSU pilot who violates any alcohol use policy may be subject to disciplinary action, up to and including termination. Use common sense while in uniform and be aware of how actions might be perceived by the public. Periodic alcohol-related incidents by commercial airline crewmembers and flight attendant staff place all aviation professionals (and particularly pilots) in a negative light, under tighter public scrutiny and increase the likelihood of presumed guilt in any questionable situation that involves (or is perceived to involve) alcohol.

Illicit Drug Use
BSU policy on the possession, use and/or distribution of illicit drugs is clear. There is zero tolerance for the use of unlawful substances by BSU personnel. Any pilot or staff member will be subject to termination if he/she:

- Reports for duty, operates or demonstrates intent to operate a BSU aircraft while knowingly under the influence or impaired by illicit drugs.
- Knowingly uses or possesses any illicit drug.
- Knowingly permits another certificated airman, crewmember, or staff member to perform his/her duties under the influence or in a drug impaired condition.

Medications
Certain drugs, both prescribed and over-the-counter, have an effect on crewmember performance along with varying degrees of impairment that can be detrimental to the crewmember’s judgment and ability to safely operate an aircraft. Flight crewmembers will consult an Aviation Medical Examiner regarding the possible effects of prescribed or over-the-counter medications.

Pilots are authorized and expected to ground themselves when the possibility of a drug side effect exists, or when physical or mental performance degradation may effect their ability to perform assigned duties. The pilot must contact an AME and obtain an informed estimate of
when he/she may be able to resume flying duties. The pilot must also provide the Chief Flight Instructor with said estimate, and keep him/her informed of any changes to that estimate.

**Student Policy on Alcohol & Illicit Drugs**  
Students shall comply with BSU policy regarding the prohibition against unlawful possession, use or distribution of illicit drugs and alcohol by students on University property or as a part of any University activity.

Failure to comply with the above policy will result in immediate termination of enrollment and training in the BSU Aviation program.

**Blood Donation or Blood Loss Resulting From Minor Injury**

- Pilot performance is particularly affected by reduced oxygen-carrying capacity following a blood donation or other substantial loss of blood.
- Flight crewmembers are not permitted to perform flight duties within 72 hours after a blood donation.
- Crewmembers giving blood donations or who have experienced a substantial loss of blood (under any circumstances) must report this fact to the Chief Instructor prior to conducting any flight operation.
- Providing a blood sample for medical tests is not considered a donation/substantial loss.

**Check Flights**

**In-Flight Observations**

In-flight observations of training may be conducted at any time. Generally, Flight Operations will conduct the observation, but Aviation Science faculty or administrative members may also observe. Any non-student flight observation (faculty, administrative staff) must first be approved by the Chief Instructor or his/her designee.

**Operational Inspections**

To ensure a safe operational training environment and maintain the highest possible level of training quality, the BSU Aviation program will conduct periodic operational inspections. These inspections will be performed by the Director of Operations and/or his/her designee and may be conducted without prior notice.

During an inspection the following should be reviewed:

- Student and CFI training records
- Aircraft Logbooks
- General aircraft condition
- General facility condition
- Pre and Post flight briefing conduct
- Flight lesson conduct
- Adherence to operational safety policy and procedures

A report of the results of each inspection shall be forwarded to the Chief Instructor and reviewed with the Director of Operations.
Standard University Flight Policies
The following list provides general policies regarding BSU flight training operations. ALL flight crewmembers shall adhere to these policies unless a deviation is necessary to meet the needs of an actual emergency, or avoid risk to operational safety:

- All ground and flight operations shall be conducted in accordance with applicable local, state, and federal regulations.

- When consistent with safety, comply with applicable noise abatement procedures during arrivals and departures.

- No turns will be made at altitudes less than 400’ AGL when departing any airport.

- No aircraft will be landed at the intended destination with less than one (1) flight hour of fuel reserve.

- During taxi while the aircraft is in motion, pilots will focus their attention on aircraft control and avoid distractions (e.g. programming avionics, copying clearances, conducting a checklist, etc.).

- The use of Portable Electronic Devices during flight operations shall comply with 14 CFR Part 91.21. Flight crews are cautioned about the use of any PED when the aircraft is in IMC. Portable GPS units (aviation type only) shall be considered an exception under 14 CFR Part 91.21(b)(5). Users shall be proficient with any PED in use.

- Per 14 CFR Part 91.187, flight crews shall make equipment malfunction reports while operating under IFR.

- Aerobatic maneuvers, unauthorized formation flying, or any careless or reckless style flying in BSU aircraft is PROHIBITED.

**WARNING**

The only exception to this policy is for spin training conducted only during dual instructional activities for Flight Instructor-Airplane certification.

- Hand-propping to start a BSU aircraft is PROHIBITED.

- In single-engine aircraft, a simulated engine failure may only be accomplished by closing of a throttle.

- When at altitudes below 3000’ AGL in a multi-engine aircraft, simulated engine failure may only be accomplished by closing of a throttle. Above 3000’, simulated engine failure may be accomplished by cutting the mixture.

**CAUTION**
Failure of any BSU CFI to adhere to the policies in this manual and in the appropriate aircraft Flight Standards manual may result in termination of his/her employment.

Flight Standards Manuals
BSU Aviation's Flight Standards Manuals (FSM) combine the aircraft manufacturer's guidance for aircraft operation and relevant FAA publications (e.g. FARs, Advisory Circulars) to provide a training-oriented, informative and user-friendly guide and to ensure the standardization and uniformity of training for BSU students. The FSM is not intended as a substitute for sound judgment and aeronautical decision-making.

NOTE
Neither BSU CFIs nor students shall disregard approved BSU FSMs due to either the inability or unwillingness to understand and adhere to a policy and/or procedure.

NOTE
Any discrepancy or need for clarification in any BSU FSM should be immediately brought to the attention of the Chief Instructor for clarification or correction, as appropriate.

Cockpit Familiarization or “Chairflying”
Years of experience prove the adage that the airplane is a lousy classroom. Proper and frequent practice with the actual cockpit procedures (aka “chairflying”) promotes familiarity, accuracy, proficiency and confidence, and decreases training costs by decreasing the amount of time spent “learning it in the airplane.”

While conducting cockpit familiarization, students and CFIs shall:

☑ Request an aircraft or AATD from Dispatch. The Dispatcher will assign an available aircraft or AATD and indicate when the equipment is next due for use.

☑ NOT physically move any of the following switches/controls at any time:

   a. Landing Gear Lever   b. Magneto(s)   c. Mixture Control(s)
   d. Starter Switch(es)   e. Throttle(s)   f. Battery Master Switch

When finished chairflying, the student/CFI shall verify that the equipment is fully secured. Report back to Dispatch that the chairflying session is completed.

Scheduling and Dispatch Policies
BSU Aviation is committed to ensuring that students complete both their academic and flight training requirements within reasonable periods of time and expense. In an effort to make the most of all available resources and minimize training delays, all Flight Operations staff shall comply with the following procedures:
If a flight lesson is affected due to weather, the event should be moved (“pushed back”) to a later time that day/night if possible to take advantage of possible improving weather conditions. Canceled events should be made up during the same week if at all possible.

If a flight lesson is affected due to an aircraft maintenance issue, attempt to push back the event to a later time that day/night, if possible.

Students must be scheduled for stage checks on their next available flight date, if possible, after completing the previous lesson. See Stage Check scheduling procedures in the Dispatch manual for more information.

If a student has been canceled due to aircraft availability and a push back has been accomplished to their next available date, the student will be given aircraft priority for the next scheduled event date. The student’s CFI shall make Dispatch aware that the student’s event was canceled and pushed back.

If a student has been canceled for two consecutive events for weather and after being pushed back the lesson is terminated, then the CFI must inform Dispatch so the student may receive scheduling priority.

All flight and AATD terminations must be initiated by the CFI, then verified by Dispatch. Students are not authorized to cancel their own events without CFI knowledge and approval. This includes stage checks. The intent is for the Dispatcher to be able to provide assistance and creativity in helping a student to complete his/her lesson safely and without delay.

Weather Cancellations
Aviation Operations shall follow the procedures listed below in order to minimize weather-related training delays.

For current weather at or below minimums and forecast to remain at or below below minimums during the scheduled flight lesson (per Safety Procedures and Practices), the flight lesson shall be moved to another available time period on the same or another day, if possible.

For current weather at or above minimums and forecast to remain at or above minimums during the duration of the scheduled flight lesson, the flight lesson shall be completed as scheduled.

The following factors shall be considered in making the go/no-go decision:

- Selection of a more appropriate local area or route.
- Rescheduling of the lesson activity for a more favorable time of the day, if possible.
- Filing an IFR flight plan to VFR On Top (dual flight lesson only), if appropriate. CFIs shall carefully weigh the benefit of departing under IFR for flights that require VFR maneuvers or procedures.
For dual flight lessons where the student's CFI is not able to reschedule later in the day due to other scheduled activities, the student and her/his CFI may elect to schedule the student with another CFI who is available at the rescheduled time.

**CAUTION**

*Dispatch assistance is not a substitute for CFI responsibility in making a sound go/no-go decision and meeting his/her Pilot-In-Command responsibilities.*

**Aircraft Inspection and AD Compliance Intervals**

The Pilot-In-Command shall verify that the aircraft to be flown is in compliance with Annual Inspection requirements (inspection completed within the preceding 12 calendar months). Use the information provided on the appropriate aircraft's inspection summary. Contact MX with any questions. Time remaining before the upcoming inspection can be determined by looking at the aircraft data sheet issued with the aircraft.

**NOTE**

Annual, 100 hour, or AD inspection/compliance intervals may NOT be intentionally exceeded without Chief Instructor authorization. Flight crews shall verify all applicable inspection/compliance intervals before every flight.

**Pre-Departure Philosophy and Duties**

**Launching a BSU aircraft is a complex team effort that involves risk.** It is therefore the responsibility of all involved personnel to ensure a safe and on-time departure.

**Maintenance**

Aircraft undergoing maintenance may not be ready for release at the flight crews' scheduled departure time. The PIC shall coordinate with Dispatch to establish and maintain contact with Maintenance concerning the aircraft's planned release time. Flight crews are expected to be ready for flight when the aircraft is released. A change in aircraft assignment may be an option. Flight crews may also need to assist Maintenance, as requested or necessary.

**Aircraft Deicing**

When the Cold Weather Program is in effect, the CFI shall coordinate with his/her student to perform de-icing or other procedures in enough time to permit an on-time departure. If a delay is expected, the CFI will contact Dispatch, who will then annotate the new departure time.

**CAUTION**

*All BSU CFIs shall supervise aircraft de-icing procedures with their students (dual and solo flights).*

See BSU Cold Weather Operations manual for more detailed de-icing/cold weather procedures.
Noise Abatement
Numerous airports provide noise abatement procedures and whenever possible and consistent with safety, such procedures shall be complied with by all BSU flight crews.

Philosophy on Automation and Technology

Definition
“Automation” as used in BSU flight operations manuals means a mechanical device, operated electronically, that functions automatically, without continuous input from an operator (Random House Unabridged Dictionary, 2006). “Technology” means a manner of accomplishing a task using processes, methods or knowledge (e.g. aerial navigation technology).

These definitions apply to all levels of automation and technology in all aircraft flown by BSU Aviation. The purpose of their use is to aid the pilot in performance of his/her flight duties. BSU aviation training operates under the philosophy that the pilot’s brain always has been, is and always will be the most complex, capable and flexible component of any flight operation, and as such is ultimately best suited for selecting and applying resources in an evolving flight situation. This is referred to as Aeronautical Decision Making.

NOTE
Flight crewmembers shall avoid using automation/technology during any phase of a flight operation when it detracts from the ability to maintain situational awareness and safety.

Policy
The first rule of flying is: FLY THE AIRPLANE. Automation/technology should be used as appropriate to enhance flight operations in the following priority order: safety, training, comfort, schedule, economy. Pilots shall be proficient in operating the aircraft at all levels of technical resource capability, as applicable. Flight crews shall be knowledgeable and use good judgment regarding the selection of the appropriate degree of automation/technology use. All BSU aviation training programs and their contents (equipment, publications) will be developed and maintained within this policy and philosophy.

Crew Resource Management
This section references FAA Advisory Circular 120-51e CRM Training, and provides guidance on how BSU flight crews should conduct flight operations. Crew Resource Management is most effective if all crewmembers work together and learn together, with the focus always on the safe outcome of any flight operation.

Pilot-In-Command – Responsible for fostering and encouraging a culture of “Authority with participation” where the PIC provides leadership in a working environment of mutual respect and trust. The PIC should set a friendly, relaxed, and supportive yet professionally-oriented
tone. The Pilot-In-Command always retains final authority; however he/she shall both solicit and welcome participation from others during flight operations.

**Pilot / Pilot Under Instruction** – Responsible for fostering and encouraging a culture of “Practicing assertiveness with respect” where the PUI plays an integral role in the safe conduct of the flight by interacting with the Pilot-In-Command in a positive, professional manner while still honoring the Pilot-In-Command’s position and authority.

**General**

Effective communication between flight crewmembers (the CFI and student) is essential to and helps maximize safety, enjoyment, and training effectiveness, and standardization among crewmembers and across aircraft types. All BSU training operations shall follow these procedures.

The PIC for any flight will verbally inform any passengers (when practical) of abnormal situations (e.g. aborted takeoff, unusual departure from or arrival to the airport, missed approach or diversion).

**Ground Movement**

Aircraft movement on the ground shall be conducted in accordance with procedures provided in the appropriate aircraft FSM.

**En Route**

The PIC should, if possible, alert any passenger(s) if severe weather or turbulence is expected. This announcement should be followed by a check to ensure that passenger seatbelts/harnesses are properly secured.

**Before Landing**

Workload permitting, the PIC should alert passenger(s) prior to or during descent that the aircraft will shortly be landing. This announcement should be followed by a check to ensure that passenger seatbelts/harnesses are properly secured.

**Flight Crewmember Stations**

Each required flight crewmember shall remain securely in a pilot seat during all phases of any BSU flight operation, unless the absence of one crewmember is necessary to address an emergency situation. Each flight crewmember shall keep his/her seat belt/shoulder harness fastened when at his/her station.

**Conduct During Flight Operations**

The PIC shall ensure that all BSU-approved checklists are used and adhered to by all crewmembers in the performance of their duties.

Flight crew use of any non-essential reading material (e.g. homework, magazines, etc.) detracts attention from critical flight duties and as such is prohibited in the cockpit during flight. Flight crewmembers are expected to exercise discretion and ensure that personal items, such as reading material, are kept from view and in the crewmember's flight bag.
Manipulation of Flight Controls
No person may manipulate the flight controls of a BSU aircraft during operation unless he/she is:

- A qualified certificated pilot employee of Bridgewater State University.
- A qualified Maintenance technician conducting a maintenance operation.
- A BSU pilot-applicant receiving training.
- An authorized Representative of the National Transportation Safety Board (NTSB) or the FAA with permission from the University, is qualified in the aircraft, and is checking flight operations or training. The Director of Operations and the Chief Instructor will provide authorization for such occupants.

Exchange of Aircraft Controls
A proper three-way exchange of aircraft controls is essential to safe ground and flight operations. One pilot must be tasked with taxiing or flying the aircraft at all times, and in a crewed operation, it is essential that both flight crewmembers clearly understand who that one person is, at all times. *There can be no misunderstanding of this point.*

During the exchange of flight controls, BSU flight crews shall adhere to the following procedure:

**Takeoff and Landing**
*The only circumstance that should warrant an exchange of controls during takeoff and landing below 1000’ AGL is any action or inaction by the flying pilot that endangers the safety of the flight.* In many cases during dual training flights, the CFI will recognize this situation before it occurs to the pilot flying (PF). It is then the CFI’s responsibility to call for an exchange in a timely manner by stating in the imperative “I have the flight controls” and immediately take control of the aircraft. The flying pilot will immediately release the aircraft controls and shall state “You have the flight controls,” and visually verify that the CFI is flying the aircraft.

Where the pilot flying believes that he/she is or will become unable to control the aircraft, proper phraseology stated in the imperative to the pilot not flying (PNF) is “You have the flight controls.” The PNF will immediately assume control of the aircraft stating “I have the flight controls” signifying that the request was understood and complied with. The pilot releasing the controls shall state, “You have the flight controls” to complete the three-way exchange.

**En Route**
Controls are routinely exchanged during the en route phase of flight. The PIC must ensure that one crewmember is assigned the responsibility of flying the aircraft at all times. To conduct an exchange of controls, the flying pilot will state, “You have the flight controls.” In addition, the flying pilot will state the current configuration and flight path of the aircraft. When taking control of the aircraft, the non-flying pilot will state “I have the flight controls,” indicating that he/she is now the flying pilot. The pilot releasing the controls shall state “You have the flight controls” to complete the three-way exchange, and visually verify that the other pilot is flying the aircraft.
WAR N I N G

CFI-A, CFII, MEI and standardization flights present an increased level of risk in that the instructor/student relationship can become confused. **In a BSU aircraft, the BSU CFI providing the training is always the PIC.**

**Monitoring of 121.5 Emergency Frequency**

BSU flight crews shall, after departing controlled or the vicinity of uncontrolled airspace, set and monitor 121.5 in the COMM 2 active frequency. BSU flight crews shall monitor the COMM 2 frequency at all times during flight operations, ceasing such monitoring of 121.5 only for reasons directly related to the efficient and safe conduct of the flight.

BSU CFIs are expected to train their students on the proper use and monitoring of 121.5, and on the proper use of the aircraft audio panel to prevent inadvertent transmission on the 121.5 frequency.

**Critical Phases of Flight / Sterile Cockpit**

**Critical Phases of Flight** - include all ground operations involving taxi, takeoff and landing, and all other flight operations conducted below 1,000 ft., except cruise flight. Taxi is defined as “movement of an aircraft under its own power on the surface of the airport.”

**CAUTION**

*Flight crewmembers shall NOT perform any duties during critical phases of flight except those appropriate to flight instruction and/or required for the safe operation of the aircraft.*

No flight crewmember shall engage in, nor shall any PIC permit, any activity during a critical phase of flight which might negatively affect the safety of the flight (e.g. non-essential conversation, joke telling, horseplay, etc.)

**CAUTION**

*Any extended communication (i.e. Maintenance, Dispatch, or extended period of instruction) during ground operation shall only be conducted with the aircraft clear of any ground or air traffic, and stopped/parking brake set.*

**Airport Security**

Unless instructed otherwise by airport personnel, BSU aircraft shall park and deplane on general aviation ramps.

BSU personnel may not enter the secure areas of an airport with a BSU ID badge.
IFR Departure Clearances
IFR departure clearances should be obtained before taxiing or, if at a non-controlled airport, after the run-up and prior to takeoff. If unable to obtain a clearance from ATC, contact FSS by radio or phone. Weather conditions permitting, flight crews may opt for obtaining an IFR clearance following a VFR departure.

Departure
When conducting departures, flight crews should plan accordingly, considering available departure procedures, weather, aircraft performance, pilot proficiency, etc. For airports that do not have a published departure procedure, the recommended departure is either straight out from the upwind, or to depart using a 45° turn beyond the departure end of the runway after reaching pattern altitude. Flight crews are expected to review and use published departure procedures whenever possible.

Departure Communications
Monitor and transmit on the CTAF from start of taxi until at least 10 miles from the airport (e.g.: broadcast intentions, position, and direction of departure) when able. Be alert for other aircraft entering or departing the area. If entering a designated practice area immediately after takeoff (e.g. from KTAN to C/D practice area), continue to broadcast on the CTAF and alternate transmissions for the practice area on COMM #2 until well clear of the airport traffic pattern.

Instrument Approaches
BSU CFIs are required to carry current instrument approach charts during all flight operations. Students are required to obtain current charts (including revisions) if required for their training event. Each crewmember shall ensure that all chart revisions are properly inserted and a revision page (if applicable) is dated.

**WARNING**
Use of non-current navigation or instrument approach charts is PROHIBITED.

Approaches to runways with precision approaches
BSU flight crews conducting IFR training and on a visual approach to a runway with an operative precision approach shall tune and identify the appropriate navaid frequency (or set GPS, as appropriate), maintain proper course alignment, and remain at or above the glide slope until a lower altitude is required for landing (per 14 CFR 91.129). Bracketing maneuvers are permitted to maintain course and glide path.

Approaches to runways with non-precision approaches
BSU flight crews conducting IFR training and on a visual approach to a runway with an operative non-precision approach shall tune and identify the navaid appropriate frequency (or set GPS, as appropriate), and maintain proper course alignment. If a visual approach slope indicator is operable and in use, flight crews shall remain at or above the glide path until a lower altitude is required for landing (per 14 CFR 91.129).
Contact Approaches

**WARNING**

Contact Approaches are PROHIBITED in BSU aircraft.

Circling Approaches
Circling approaches are not authorized with less than 1000' ceiling and 3 statute miles visibility. Circling approaches may be conducted to the published minimums during daytime operations.

**CAUTION**

Flight crews conducting circling approaches in VFR conditions must remain vigilant for other aircraft and adhere strictly to ATC instructions if operating at a controlled airport.

Instrument Approach Clearances
Flight crews will encounter a variety of clearances throughout their training in the Bridgewater State University aviation training program. CFIs and students should refer to AIM 4-4-7 and 5-5-4 for more detailed guidance. If conducting a straight-in IFR approach under VFR conditions, flight crews must be alert to both Instrument and VFR operational requirements and procedures.

Visual approaches are not authorized unless specifically cleared by ATC.

Standard VFR Pattern Entry
All Bridgewater State University flight crews shall adhere to standard VFR pattern entry procedure and profile as outlined in the AIM. Flight crews should plan for left traffic, unless otherwise specified, at 1000' above field elevation. Other aircraft may be anywhere from 600 feet to 1500’ above field elevation.

Enter at a 45° angle to the downwind leg heading toward a point abeam of the midpoint of the landing runway. A midfield crosswind entry is permissible as conditions warrant. In all cases stay clear of the traffic flow until established on the downwind entry leg.

**WARNING**

Flight crews shall establish the aircraft for traffic pattern entry at the published altitude and direction. Straight-in approaches at non-controlled airports are PROHIBITED.
Stabilized Approach Policy
All approaches conducted in BSU aircraft must be conducted in accordance with the stabilized approach concept. Aircraft must be in an approved landing configuration and established on the proper flight path before descending below minimum stabilized approach height. On an IAP, approximately 700 FPM is considered the maximum allowable for a stabilized approach inside the final approach fix. Consistent descent rates exceeding 800 FPM warrant consideration of a missed approach.

Significant configuration changes on any approach (VR or IR) increase pilot workload, the difficulty of properly evaluating an approach in progress, the likelihood of errors with a narrowing margin for correction, and cloud otherwise clear decision parameters at the point where both decision and action are required. NTSB incident/accident data consistently reflects the takeoff and landing phases of flight as containing the highest-risk. Therefore, pilots must take active measures to minimize risk during these critical phases of flight.

Each landing is the culmination of the preceding approach and there is nothing gained by pressing a poor approach to a predictably poor or even dangerous landing. Flight crews shall attempt to fly each approach as smoothly and accurately as possible. A stabilized approach means the aircraft is in its landing configuration, maintaining proper approach speed (+/-5 knots) and power setting, and established on the proper flight path and descent rate before descending below the minimum stabilized approach height, listed below.

- With reported ceiling at or greater than 1,000’ and visibility at or greater than 3 SM, the aircraft must be stabilized prior to 500’ AGL.
- With reported ceiling < 1,000’ or visibility < 3 miles (IFR), the aircraft must be stabilized prior to descending below DA or MDA on the IAP being conducted.

If the approach is not stabilized in accordance with the above listed criteria a missed approach shall be executed.

**WARNING**

Flight crews shall not allow any approach (VR or IR) to be flown consistently below the glidepath (i.e. “drag in” the approach).

Refueling Reimbursement (away from KEWB)
For planned extended flights that will require refueling at a location away from KEWB, BSU flight crews are provided with a University credit card that must be signed out at Dispatch prior to departure. The credit card is to be used exclusively for fuel unless prior approval for other use is obtained from the Chief Instructor or his/her designee. Receipt(s) and the credit card must be returned immediately upon return to the BSU Aviation Training Center at the conclusion of the flight lesson.
Aircraft Fueling Procedures and Limitations
This section of the manual references 14 CFR Part 139 and the National Fire Protection Agency (NFPA) 407 Standard. All members of the fueling crew (line service personnel and flight crews) shall exercise self-discipline and professionalism during the execution of fueling procedures.

BSU flight crews shall check the amount of fuel in the aircraft prior to requesting fuel, and verify that the proper grade fuel is dispensed into the aircraft.

Fueling for flights departing from airports other than KEWB must be supervised by the PIC.

**WARNING**
No BSU flight crewmember may self-fuel the aircraft unless he/she has been appropriately trained and certified.

**WARNING**
Students may NOT self-fuel the aircraft.

- Use caution when fueling in the proximity of a thunder/electrical storm. Operations shall normally be suspended when lightning is within 3 miles of the airport, or an alert is provided by a lightening prediction system (if installed), unless airport regulations are more restrictive.

- The aircraft and dispensing units shall be connected/grounded.

- Ground power or aircraft heating units shall not be connected or disconnected during fuel servicing. Ground power units may be in operation during refueling provided the unit is not connected, disconnected, stopped, or started during actual refueling.

- Aircraft ground power units shall be located as far away from the fueling point/vehicle as practicable. Power carts shall not be placed under the wing or just aft of the wing trailing edge, aircraft design permitting.

**WARNING**
Fueling operations are PROHIBITED when occupants are inside the aircraft.

**WARNING**
In accordance with CFR 14 Part 91 regulations, no smoking and no flames or fires shall be permitted within 50’ of an aircraft during refueling.
All aircraft electrical switches, lights, or controls not required for the fueling operation shall be OFF during fueling/de-fueling.

Fueling operations shall not be conducted within 100’ of any energized airborne radar or within 300’ of any energized ground radar installations.

No electrical tools shall be used on or near an aircraft during refueling/de-fueling.

Flashlights used near fueling points/vehicles shall be of a type approved for use in hazardous locations.

Aircraft batteries shall not be installed or removed during fuel servicing.

Caution shall be exercised during fuel servicing to prevent damage to wings and wing fixtures. Wing mats should be used whenever possible.

Aircraft shall not be refueled in a hangar.

An operable and certified fire extinguisher shall be available prior to fueling/de-fueling.

### Spillage / Contamination Procedures

#### Spillage
Careful operation of fuel servicing equipment prevents the majority of accidental spills. Where a spill occurs, first stop the flow of fuel, if possible. Fueling personnel and flight crews shall be familiar with the location and operation of the fueling point/vehicle emergency shutoff.

Never leave the fueling hose or nozzle unattended during over-wing fueling.

Never wedge or tie the nozzle trigger in the open position.

Keep a secure hold on the nozzle at all times when fuel is being dispensed.

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**WARNING**

Due to the extreme hazard of ignition, personnel are PROHIBITED from walking through any liquid area of a fuel spill.

Fuel spills measuring 10’ or more in any direction must be washed down or cleaned up immediately by qualified and certified personnel.

Clothing on which fuel has been spilled will be changed at once, due to the dangers of ignition and skin irritation.
No engine or machinery (including ground power units) within the spill area will be started before the spilled fuel is removed or made safe.

If it is possible to move the fuel servicing equipment, personnel shall ensure that any fueling hose, pipe, and/or grounding cables that were connected to the aircraft have been safely stowed.

If any fuel is spilled on the aircraft, the flight crew shall carefully inspect the affected surface for any accumulation of fuel or vapors, and clean any affected area(s). When possible, the aircraft should be moved to an uncontaminated area before loading.

**Engine Failure/Reporting Requirements**

In the extremely rare event of an in-flight engine failure or partial power loss, the flight crew shall focus their attention on proper aircraft control, then attempt to gain assistance with ATC as appropriate, and make every attempt to conduct a safe landing on or off-airport. As soon as practical, the PIC shall report the situation to BSU Dispatch.

**WARNING**

THE ONLY PRIORITY IS DEALING WITH A DISABLED AIRCRAFT IS THE SAFETY OF THE PERSONS ABOARD.

Every attempt is to be made to conduct a safe and survivable landing. In any such event, protection of the aircraft is not a consideration.

**Reporting of Abnormal Situations**

If an accident/incident or abnormal event occurs during working hours, notify Dispatch or BSU Police, who will then activate the BSU Emergency Response Plan (ERP), as appropriate. A copy of the BSU ERP is located at the BSU Dispatch desk. Such situations might include but not be limited to:

- Any accident or incident (involving any BSU aircraft)
- Personal injury (occurring during any BSU Aviation training event)
- Situation not part of normal operations (e.g. unauthorized personnel observed on the ramp)