



Faithful Guardian Aviation Safety Procedures & Practices

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LIST OF EFFECTIVE PAGES

Sections	Page No.	Rev. Date

RECORD OF REVISIONS

Revision Number	Date of Revision	Inserted By

Faithful Guardian Aviation is committed to maintaining the highest standards of safety in all aspects of flight training. Procedures cannot be developed for every situation a pilot might encounter, so good judgment and decision-making is essential to safety of flight. All Faithful Guardian students and staff will adhere to the Safety Practices and Procedures described in this manual.

1. PRE-FLIGHT DOCUMENT

A. WEIGHT AND BALANCE

1. Flights will not be dispatched unless the student has completed a weight and balance calculation for that flight on the flight release form.
2. The assigned aircraft's weight must be verified to match the most updated entry for the aircraft's empty weight.
3. Flights will not be conducted in an Faithful Guardian aircraft if the weight and/or the center of gravity exceed the limits published in the FAA-approved Aircraft Flight Manual/POH.
4. All weight and balance calculations will be received by a Faithful Guardian instructor prior to being Dispatch.

B. DISPATCH PROCEDURES.

1. The following items will be presented and checked during Ramp Out:
 - A. Reviewed Flight Release Form
 - B. Flight Risk Assessment
 - C. Pilot Certificate
 - D. Medical
 - E. Government Photo ID
2. Due back time for Ramp In will be verified at Ramp Out
3. In the event that additional time on flight block is required, contact dispatch via telephone (770 526 6300), on the Unicom frequency 122.975 or contact FSS to notify dispatch of your new ETA.
4. Display the location of training in the practice area on the practice area assignment board.

Note: Non-routine operations such as cancellations and late returns require proper authorization.

2. PRE-FLIGHT BRIEFING

1. Every flight lesson will be preceded by a pre-flight briefing, during which the instructor will explain the subjects to be covered during that lesson. Areas requiring additional review from a previous lesson will be briefed and evaluated through oral questioning.
2. Pre-flight briefings must include a thorough standard weather brief, lesson objectives, description, and completion standards.
3. Sufficient time should be reserved to allow the student to ask questions.
4. Designated briefing areas will be used to conduct pre-flight briefings.

3. FUELING

Local flights: The minimum quantity of fuel on board before beginning any local flight will be 17 gallons per tank (tabs) in the PA-28-151. The quantity will be inspected on the gauges and visually in the tanks. The minimum fuel reserve upon landing is 45 minutes.

Cross-country: The minimum quantity of fuel on board for any cross- country flight will be full tanks if weight and balance permits. The minimum fuel reserve on landing is 60 minutes.

1. The PIC is responsible for making sure the aircraft is fueled properly before beginning a flight. Faithful Guardian pilots must take an adequate fuel sample from each sump or fuel strainer prior to flight to ensure proper fuel type (by color) and lack of contamination.
2. Strained fuel will not be poured back into the tank without a GATS jar. The fuel must be disposed of properly in accordance with airport policies.
3. Before fueling, aircraft must be secured by parking brake, tie downs or chocks.
4. During aircraft fueling, no one is allowed to be inside the aircraft.
5. During aircraft fueling, the battery master and aircraft electrical system must be off.
6. Some airports will have self-serve fueling. Faithful Guardian pilots may use self-serve pumps provided the policies listed above are complied with. In addition, the pilot must make sure the electrical ground wire is properly attached to the aircraft.
7. Do not refuel if there is thunderstorm activity within 10nm of the airport.

For Helicopters add at least 10 minutes to the FAR 91.151 minimum fuel reserve of 20 minutes. I.e., plan to arrive at your destination with at least 30 minutes of reserve fuel. If the low fuel light comes on and you are not within an airport traffic pattern, land at the nearest suitable clearing, such as a soccer field.

4. STARTING PROCEDURES

1. Each aircraft will be given a thorough preflight inspection in accordance with the FAA-Approved Airplane Flight Manual before starting.
2. The PIC will ensure that each passenger is briefed on proper use of the seatbelt.
3. No one is allowed to start the airplane without an Faithful Guardian instructor or examiner aboard, except for solo students.
4. Make sure the area around the aircraft and the propeller is clear before starting the engine(s).
5. Aircraft beacon or anti-collision lights should be turned on before starting to alert persons on the ramp.
6. Under no circumstances will students or Flight Instructors hand-prop the PA-28-151
7. Faithful Guardian Students and Flight Instructors will start all Aircraft using the the approved Checklist provided by Faithful Guardian Aviation .

4.B HELICOPTER STARTING PROCEDURES

1. Each pilot shall check the squawk list before every flight.
2. Conduct a careful preflight in accordance with the manufacturer's checklist. On a restart, at a minimum, check the fuel level, oil level, rotor head, and tail rotor. Open cowl doors to check for fluid leaks or sprays and to check for frayed drive belts.
3. After the checklist preflight, walk around the aircraft at a 10' distance to look for open cowl doors, wheels, tiedowns, and anything else that you might have missed during the close-up inspection.
4. A flight instructor will be in the aircraft for all pre-solo starts.
5. Position the helicopter so that rotorwash does not endanger buildings, autos, or other aircraft.
6. Remember that if it is windy, the doors can be blown into the bubble: "Hand on door or door closed and latched".
7. Remind any person (including your instructor) adjacent to a removed door to empty all pockets and place contents underneath the seat.

5. FIRE PRECAUTIONS AND PROCEDURES

1. Extreme care should be taken to avoid over-priming an engine in cold weather. A flooded engine can backfire and start a fire.
2. In the event of a back fire, write a description of the event on the aircraft's squawk sheet and call maintenance only if the engine does not start.
3. Should a fire start, execute the emergency procedure outlined in the checklist per the AFM and evacuate the airplane and call for help.
4. In the event of a fire and you are away from your home base airport, contact Dispatch for further instructions. **DO NOT ATTEMPT TO FLY THE AIRPLANE!**

5.B HELICOPTER FIRE PRECAUTIONS AND PROCEDURES

- a. Never land in tall dry grass. The exhaust is low to the ground and very hot; a grass fire may be ignited.
- b. Do not use the engine priming system unless the outside air temperature is below 50 degrees Fahrenheit for the R44, 40 degrees for the R22. Use it sparingly in any case, no more than two squirts.
- c. Familiarize yourself with the engine and electrical fire procedures in the P.O.H.
- d. In the event of a fire and you are away from your home base airport, contact Dispatch for further instructions. **DO NOT ATTEMPT TO FLY THE**

6. OPERATIONS AROUND PEOPLE OR OTHER AIRCRAFT

1. Be aware of people and aircraft around your aircraft during all ground operations.
2. Consider prop wash when applying power on the ground.
3. No one will board or exit an Faithful Guardian aircraft with the engine(s) running.

4. In congested areas of the ramp, a spotter should be used to assist in maneuvering the aircraft.
5. The sterile cockpit rule will be in effect during all ground movement. The pilots are expected to focus all attention on activity outside around the aircraft during movement.
6. If any question exists as to the ability to safely maneuver the aircraft past an object, the aircraft must be shut down and moved by hand. Contact ATC when appropriate.

6.B HELICOPTER OPERATIONS AROUND PEOPLE OR OTHER AIRCRAFT

1. Check fuel levels, engine gauges, rotor RPM, and warning lights before every lift into the hover.
2. Avoid taxiing over any surface with debris or litter.
3. Talk to Tower or Ground control prior to leaving any ramp.
4. Hover taxi around other aircraft extremely slowly and at a safe distance.
5. Do not try to maneuver through a tight area without an outside observer watching for a safe clearance.

7. TAXI PROCEDURES

1. A test of the aircraft's brakes will be made prior to departing the parking area.
2. Safe and prudent taxi speeds will be used at all times. While on the ramp and around other aircraft, taxi speed should be less than a walking pace (no more than 5 kts on ramp).
3. Do not ride the brakes while taxiing—Power should be idle before applying brakes. Use appropriate power settings to control taxi speed (No more than a swift walk on taxiways).
4. Position the aircraft's flight controls correctly relative to the wind during taxi.
5. At non-towered airports, proper self-announcing during taxiing will be made on the appropriate CTAF/UNICOM frequency.
6. During daylight hours after start, anti-collision lights will remain lit at all times until aircraft shutdown.
7. During hours of darkness after start, anti-collision lights will remain operative when on the ramp and taxiway. When the Aircraft is stationary in a run-up area, the anti-collision lights will remain operative unless the PIC determines it would constitute a hazard to other aircraft. If there are no other aircraft in the immediate vicinity; the Warrior anti-collision lights should remain operative to increase awareness of your presence and aid in collision avoidance. While taxiing the landing will be on at night, however when stopped as a courtesy to other pilots the landing light may be turned off.

8. PARKING

1. Aircraft will be parked in their designated parking spaces at the home base airport. When off base, aircraft will be parked in designated parking areas.

2. The PIC will remove all trash, unused oil, and belongings after each flight. A post-flight walk-around inspection will be conducted after each flight.
3. Refer to the "Securing Aircraft" section for more information on how to secure the aircraft.

9. SECURING AIRCRAFT

1. The PIC is responsible for ensuring the aircraft is properly secured after every flight.
2. The control lock will be secured after every flight. For Piper aircraft, wrap the lap belt (not the shoulder harness) around the yoke, buckle it into the latch and tighten the slack in the seat belt.
3. Flaps must be in retracted position.
4. Verify magnetos, battery master and all electrical switches are turned off.
5. Tie down the wings first, then tie down the tail. All aircraft will be properly tied down or chocked when not attended, regardless of wind conditions.
6. The parking brake will be set when the aircraft is in danger of rolling, otherwise it is to be left off while parked and tied down and/or chocked on the ramp.
The PIC will remove all trash, unused oil, and belongings after each flight. A post-flight walk-around inspection will be conducted after each flight.
8. Lock aircraft doors- main and baggage doors.
9. Note all discrepancies from walk around in aircraft log sheet.
10. Notify dispatch of any discrepancies you may have found during the post flight inspection.

9.B SECURING HELICOPTER

- a. Shut down following the checklist procedures.
- b. Make note of the Hobbs meter reading.
- c. Close and latch doors. Remember that if it is windy, the doors can be blown into the bubble: "Hand on door or door closed and latched".
- d. Align rotor at the 11 or 1 o'clock position to make it easier for vehicles to drive around the helicopter. In any but the calmest winds, avoid the 12 o'clock position as a wind gust can push the rotor into the tail.
- e. If the winds are blowing or gusting more than 15 knots, use one blade tied down to secure the front blade to the helicopter nose; remember to push up on the rear blade rather than pulling down on the front.
- f. If the winds are blowing or gusting more than 23 knots, tie down the rear blade to the tail cone in addition to tying down the front blade.

10. POST-FLIGHT BRIEFING

1. After every flight the instructor will give the student a post-flight briefing. The instructor will evaluate the student's performance in all maneuvers and procedures performed during the lesson. The student will be introduced to the next mission and receive study or preparation assignments.

2. During briefings, sufficient time should be reserved to allow the student to ask questions.
3. Designated briefing areas will be used to conduct post-flight briefings.

11. STANDARDIZATION

Each flight instructor employed at Faithful Guardian Aviation must be standardized for each individual course taught. At the end of each Standardization course, the instructor must take a written test, and a flight test. The minimum score on a written test is 75%. In the case of failure on the written test, one retest will be administered. If failure occurs after the retest, the instructor will be subjected to remedial training or possible termination.

Each instructor will take a recurrent training course at least every 12 months. The instructor will not fly Faithful Guardian aircraft until it is completed. All Faithful Guardian instructors must maintain instrument currency while providing instrument instruction.

12. GENERAL FLIGHT RESTRICTIONS

1. Minimum runway length is 1000' beyond the normal takeoff distance of the aircraft.
2. Local flights are restricted to the practice areas. At any time that an aircraft is dispatched to the practice area, it is expected that practice area guidelines will be used.
3. Careless or reckless operation of aircraft is prohibited, including any operation outside of the published limitations in the Pilot's Operating Handbook or Flight Manual.
4. All training flights will be conducted in accordance with the syllabus for that lesson, except when authorized by the Chief Instructor.
5. In the event that a pilot has to land at an airport other than the home base due to an emergency or maintenance issue, the pilot must contact dispatch for further instructions before taking off again.
6. Aerobatic maneuvers or flight maneuvers not stated in the syllabus and not directly related to the clear objective of the lesson/mission are prohibited.
7. Aborted takeoff after rotation for any reason other than an actual emergency is prohibited.
8. All minimum safe altitudes will be enforced per Federal Aviation Regulations.
9. All pilots must perform clearing turns prior to each flight maneuver.
10. Simulated forced landings will terminate prior to 500 feet AGL unless in the traffic pattern of a paved airport.
11. Student pilot solo emergency landing practice is prohibited.
12. No Faithful Guardian aircraft will be flown lower than 500 feet AGL except for takeoff, landing or in an emergency.
13. During simulated engine failure no Faithful Guardian Aircraft's airspeed is allowed to decrease below final approach speed.
14. When practicing simulated engine failures, carburetor heat must be turned on prior to throttle reduction and the engine will be cleared with the throttle every 20 to 30 seconds.
15. Except in an actual emergency, all landings must be conducted on hard surfaced public airports which are published in the current Airport Facility Directory (AFD).

16. Aircraft checklists must be complied with.
17. Flight into known icing conditions, forecast icing conditions, or visible moisture with temperatures between +5°C and -20°C is prohibited in Faithful Guardian aircraft.
18. Instrument approaches will not be initiated unless the current conditions will allow the runway environment to be seen at or prior to the Missed Approach Point or Decision Altitude.
19. A proficiency flight is required if a student or instructor has not made at least 3 takeoffs and landings within the past 90 days in the same make and model of aircraft.
20. No flight will be dispatched if a planned segment of the flight is above 12,500 MSL without supplemental oxygen equipment on board.
21. Pilots flying aircraft experiencing a full or partial power loss will declare an emergency and land in accordance with POH/AFM.
22. Flights over water must be conducted in compliance with all applicable Federal Aviation Regulations.
23. No extended flights over water at night.
24. Student pilots are not permitted to do touch-and-go's solo.
25. The Solo Preflight Risk Assessment will be completed prior to every solo flight.
26. Fuel selector in single engine aircraft will be switched every 30 minutes.
27. Helicopters Fly at least 500' AGL at all times unless they are intimately familiar with an area.
28. Helicopters do not follow rivers at low altitudes because wires tend to be strung across rivers.
29. Helicopters Fly over the tops of towers, rather than in between, to ensure safe clearance from wires.

12.B AUTOROTATION

An instructor with less than 500 hours of helicopter time cannot teach autorotations in the R22 if the outside air temperature is higher than 30 degrees C. At high temperatures, you won't have enough engine power to arrest a high descent rate in the event that the flare is not executed properly.

A power recovery shall be initiated at 100' AGL unless all of the following conditions are met:

- rate of descent less than 1600' FPM (most important!)
- airspeed between 60 and 70 knots
- all turns complete
- rotor RPM in the green
- Robinson Safety Notice SN-38 states "To maintain instructor focus and minimize student fatigue, limit practice to no more than 3 or 4 consecutive autorotations."
Instructors will not teach more than 4 autorotations in a row.

Helicopter Maneuvers (including simulated emergency landings)

The following maneuvers will not be practiced unless a flight instructor is on board:

- Autorotative descents

- Hovering autorotations
- Simulated emergency landing procedures
- Settling with power
- Running landings
- Recovery from low rotor RPM

13. PRACTICE AREAS

1. Charts depicting practice areas are posted in the dispatch area.
2. All Faithful Guardian aircraft should announce their position and altitude on the appropriate practice area frequency upon arrival, when departing and approximately every 10 minutes while in the practice area.
3. It is each pilot's responsibility to see and avoid other aircraft. Extreme caution should be used to ensure that the area is clear prior to starting any maneuver and while maneuvering.
4. Minimum Authorized Altitudes in these practice areas are 800 ft (AGL) for ground reference maneuvers and 2500 ft (AGL) for performance maneuvers.

Description:

Practice Area A is within the boundary of 33.41°N/85.87°W to 34.71°N/85.90°W to 33.79°N/85.48°W to 33.39°N/85.35°W. As a point of visual reference it begins north of highway Interstate 20 and extends up to the city of Cedartown. The eastern edge is identified by Highway 27. The western points are the city of Heflin and Piedmont. It's sparsely populated with open fields, trees, small lakes/ponds and country roads.

Practice Area B is within the boundary of 33.34°N/85.17°W to 33.10°N/84.54°W to 33.09°N/85.22°W and 33.20°N/85.20°W. As a point of visual reference, Practice Area B begins south of the city of Carrollton and extends south bound to the city of Hogansville. The western edges are identified by the city of Poanoke and lake Wedowee. It's sparsely populated with open fields, trees, small lakes/ponds, country roads and one private airport.

See Appendix for a diagram of the practice areas.

14. REDISPATCH PROCEDURES

Unplanned landings, for whatever reason, will be reported to the school dispatcher, assistant chief instructor or chief instructor.

1. If the landing was for weather, fueling, etc. it will be the responsibility of the flight instructor to redispach the flight. If the landing was for mechanical reasons, the flight instructor will contact the school Maintenance Supervisor for instructions. The chief flight instructor/assistant chief instructor should be notified prior to redispach.

2. Unplanned landings on airports by solo flights, for whatever reason, will be reported to the school dispatcher. If the landing was for mechanical reasons, the Maintenance Supervisor will be contacted for instructions. The flight will not be redispached until approved by the Chief Flight Instructor and assigned flight instructor.

3. Unplanned landings off airports, by dual or solo flights, will be reported to the school dispatcher. Redispatch of the flight will be the responsibility of the Chief Flight Instructor only after consultation with and approval of the school Maintenance Supervisor.

15. SPIN RESTRICTIONS

Spin training is only permitted when accompanied by an approved spin instructor and when specified in the training syllabus.

1. At no time may Faithful Guardian pilots practice spins solo.
2. Spins must be only practiced in aircraft approved for spins.
3. Spins will not be permitted on federal airways as per applicable FARs.
4. Spins must be recovered prior to 4000' AGL.

16. CROSS COUNTRY PROCEDURES

Cross-country flight applies to flights greater than 50 NM straight-line distance from the departure airport.

1. All cross-country flights over 60 NM will file and activate a flight plan with Flight Service and obtain flight following from ATC when available.
2. Cross-country authorization: Students will not be dispatched on cross-country flights without authorization from the primary instructor in the form of a signature on the "flight release" and "solo cross-country release" forms.
3. Instructors will be responsible for authorizing their own students for solo cross-country flights. Another instructor may review the weather and preflight planning to authorize a student for cross-country flight only with prior coordination with the primary instructor.
4. Authorization for solo cross-country flight will be given immediately prior to the flight and only after the student has completed flight planning and a solo risk assessment with an instructor.
5. Overnight stays: prior permission from the Chief Flight Instructor is required. Only pilots with instrument ratings who are IFR current will be authorized for overnight stays. The pilot may be responsible for additional costs incurred.
6. Students will maintain a navigation log for all cross-country flights. The navigation log will be reviewed by the student's instructor and may be reviewed by Faithful Guardian dispatch.
7. Instructors will provide taxi and parking instruction at airports which students are expected to land on solo cross-country flights.

17. WEATHER

1. All Faithful Guardian pilots will check appropriate weather sources prior to every flight. Information obtained will include all aspects of a normal preflight weather briefing listed in AIM 7-1-4.
2. Flight into areas of known or forecasted icing conditions, or visible moisture with temperatures between +5°C and -20°C is prohibited.

3. IFR and special VFR operations are not authorized for any solo flights.
4. Flights operations will not be conducted within 20 NM of thunderstorms. At the discretion of the Chief Pilot, all flight operations may be suspended due to thunderstorm activity at the base airport.
5. Instructors must document a maximum wind limitation for their solo students in the student's logbook. These instructors have final discretion as to the appropriate weather limitations for their students, and may impose more restrictive weather limitations on individual students than those published in this section.
6. All listed maximum wind speeds are to be considered sustained winds, not to include gusts.
7. No flight should be dispatched if reported weather conditions are outside the charted performance minimums in the approved Pilot's Operating Handbook or Flight Manual.

18. WEATHER MINIMUMS

Dual VFR Weather Limitations:

1. Local: Minimum 1500ft ceiling and 5 SM visibility.
2. Cross-Country: Minimum 3500ft ceiling and 8 SM visibility.
3. Surface Winds:
 - A. Maximum 30 kt sustained and 35 kt gusting wind.
 - B. Maximum 17 kt crosswind component.
 - C. Maximum 10 kt known tailwind component.
 - D. Maximum 6 kt tailwind component for runways 5000ft or less.

Solo VFR Weather Limitations:

1. Local: 5 SM and 2000ft for the planned route of flight.
2. Cross-Country: 10 SM and 3000ft for the planned route of flight.
3. Surface Winds:
 - A. Student Pilots: Maximum 15 kt total wind (including gust), 10 kt crosswind component, 6 kt tailwind component.
 - B. Private and Commercial Pilots: Maximum 20 kt total wind (including gust) and 12 kt crosswind component, 6 kt tailwind component.

18. WEATHER MINIMUMS

Dual VFR Weather Limitations:

1. hover work only: visibility 1 mile
2. pattern work: visibility 2 miles and ceiling 700'
3. leaving the airport: visibility 3 miles and ceiling 1000'
4. wind limitation for all types of dual training: 35 knots, including gusts

Solo VFR Weather Limitations:

1. ceiling 1000 feet
2. visibility 3 miles

3. wind limitations: 15 knots maximum, including gusts (R22 Private student); 18 knots maximum, including gusts (R44 Private student); 20 knots maximum, including gusts (R22 student beyond Private); 25 knots maximum, including gusts (R44 student beyond Private)

19. IFR WEATHER LIMITATIONS:

1. Takeoff Minimums: Departure visibility must meet or exceed 1 SM, or the published non-standard takeoff minimums for that airport, whichever is greater.
2. Landing Minimums: Arrival visibility must meet or exceed the required visibility for the specific instrument approach before initiating the approach.
3. Alternate Minimums: Alternate ceiling and visibility must be at least 600ft and 2 SM for precision approaches, 800ft and 2 SM for non-precision approaches, or the published non standard minimums.

20. HEAT LIMITATIONS:

These limitations should be observed when high temperature and high relative humidity prevail to prevent heat-related illnesses. Limitations are based on the Heat Index risk assessment document found on the company risk assessment form.

- a. Extreme Danger – No flight operations are permitted during these periods.
- b. Danger – No local solo flights permitted. Solo cross- country and Dual flights must have adequate water supply.

21. EXCHANGE OF CONTROLS

Prior to transfer of flight controls to another crew member, there needs to be an exchange of confirming words of this exchange of controls, such as, “You have flight controls”, followed by “I have flight controls”, followed by “You have flight controls.” This exchange of words should be followed by the person giving up the controls and by visually seeing that the other pilot has minimized heading and altitude deviations, and ensure the pilot that is receiving the controls has taken responsibility for the flying aircraft.

22. REPORTING AIRCRAFT DISCREPANCIES

1. At KCTJ & KFTY & KFTY: If an aircraft discrepancy is found, the proper documentation must be made in the aircraft discrepancy sheet and dispatch must be immediately advised. If necessary, dispatch will contact maintenance.
2. Away From KCTJ & KFTY: If an aircraft discrepancy is found while away from Faithful Guardian, the proper documentation must be made in the aircraft Discrepancy log. Dispatch must be advised upon return. Enter only one discrepancy in each block of the discrepancy sheet.
3. In Flight: Pilots should notify dispatch 15 minutes prior to return if a discrepancy was found on the aircraft during flight so maintenance can be made aware of the problem.

4. The PIC is responsible for determining the aircraft is in an airworthy condition before flight. Any open discrepancies should be given back to dispatch and the aircraft not flown until the problem is resolved.

23. COLLISION AVOIDANCE

1. Faithful Guardian students and instructors will maintain surveillance of other aircraft both in the air and on the ground to avoid unsafe situations.
2. No formation flying may be conducted in Faithful Guardian aircraft, unless authorized by the Chief Instructor.
3. Faithful Guardian students and instructors will comply with regulations regarding right-of-way rules.
4. Students observing flights from the backseat are primarily responsible for collision avoidance and bringing all potential traffic conflicts to the attention of the instructor.

24. REPORTING ACCIDENTS, INCIDENTS, INVESTIGATIONS

Any student, instructor, and/or pilot associated with Faithful Guardian must immediately report any involvement in any accidents, incidents, or investigations including but not limited to damage to property, damage to aircraft, injury to person(s), or otherwise to Faithful Guardian management.

In the event of an aircraft accident or incident, the involved parties are prohibited from open discussion and/or inquiries with anyone other than an FAA representative, NTSB Representative, ATC representative, or by expressed permission of the following individuals: Owner, Chief Flight Instructor. In some cases to preserve the accuracy of statements, such discussions may be audio recorded.

