

# **Student and Pilot Handbook**

**Including Course Outlines**



*PACIFIC PROFESSIONAL FLIGHT CENTRE LTD.*



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## **MISSION STATEMENT**

It is our aim to provide our students with the highest level of training, in a variety of disciplines, at an affordable cost, to form the backbone of a successful flying career.

## **STUDENT AND PILOT HANDBOOK**

The student and pilot handbook is a modified version of Professional Flight Centre's Policy Manual.

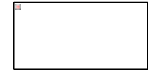


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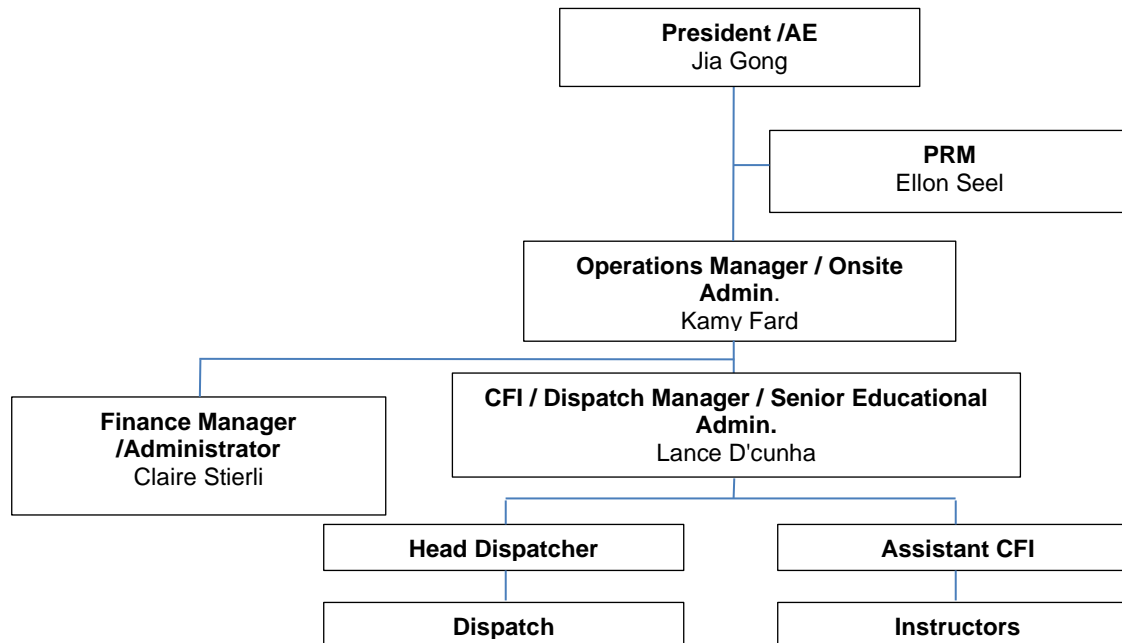


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## SECTION 1: COMPANY ORGANIZATION

### COMPANY ORGANIZATION CHART





## SECTION 2: FLIGHT TRAINING AND COURSE REQUIREMENTS

### OVERVIEW OF TRAINING

#### Ground Instruction

1. Ground school provided in a classroom setting.
2. Preparatory ground instruction to confirm and teach necessary background knowledge prior to conducting in-flight instruction.
3. Pre-flight briefings conducted on the ground, prior to flight. They include safety considerations and are guided in a “how to do it” theme.
4. Post flight briefings to review the training flight and answer questions after the flight.

#### In-Flight Instruction

In-flight instruction follows the Transport Canada guidelines and provides the necessary hands-on element. While safety is paramount, an element of pleasure and satisfaction is definitely a goal of every session. In-flight instruction includes both dual and solo training.

#### Self Study

Self-study is a very important component of successful flight training. Self-study can noticeably reduce overall training costs when done with dedication and regularity. It is our goal to plant the seed of interest so that you become a “student of the game” and willingly put this necessary time in.

### AVIATION MEDICAL

To hold any type of Permit, License, or Rating, a medical assessment must have been processed. In all cases, other than the Recreational Pilot Permit, the medical examination is accomplished by a Civil Aviation Medical Examiner certified by Transport Canada. In the case of the Recreational Permit, the family doctor can sign the appropriate medical declaration. It is suggested that the visit to the Doctor be done early in the training, or preferably before training takes place.

### STUDENT PILOT PERMIT REQUIREMENTS

To fly solo for the first time, the student must have a Student Pilot Permit. This document is obtained after:

1. Writing an Air Regulations Exam (PSTAR)
2. Completing the Medical Assessment
3. Obtaining a Restricted Radio Operators License

#### Notes:

With this permit, and the appropriate level of skill, the student can fly solo under Instructor's supervision.

All students of Professional Flight Centre are required to successfully complete the Language Proficiency Test prior to any solo flights.

## RECREATIONAL PILOT PERMIT PROGRAM OUTLINE

### **Prerequisites:**

- Be at least 16 years of age at the completion of the course;
- Be the holder of a Category 4 Medical Certificate. This certificate is a self-declared medical co-signed by a physician licensed to practice medicine in Canada. A civil aviation medical examination via a Category 1 or 3 Medical Certificate will also validate the permit.

### **Theoretical Knowledge:**

We recommend attending Private Pilot ground school instruction on the following subjects, although this is not a Transport Canada requirement.

1. AIR LAW
  - Canadian Aviation Regulations
  - Licencing Requirements
2. NAVIGATION
  - Navigation
  - Radio and Electronic Theory
3. METEOROLOGY
  - Meteorology
4. AERONAUTICS AND GENERAL KNOWLEDGE
  - Airframes, Engines, and Systems
  - Aerodynamics and Theory of Flight
  - Flight Instruments
  - Flight Operations
  - Human Factors and Pilot Decision-Making

Obtain a minimum of 60% in each of the 4 subject areas and 60% overall on the Transport Canada Recreational Aeroplane (RPPAER) or Private Pilot Written Examination (PPAER).

### **Practical Experience:**

To hold the Recreational Pilot Permit, a minimum of 25 hours of flight training must be accomplished in an aeroplane operating with a Certificate of Airworthiness. Within the 25 hours the following minimums apply:

- 15 hours minimum of dual instruction flight time, including at least 2 hours of cross-country.
- 5 hours minimum solo time.

### **Recreational Pilot Permit Flight Test:**

Once the level of skill is achieved, the candidate will complete a flight test to the standards outlined in the Flight Test Standards Recreational Pilot Permit Aeroplane (TP1245E).

### **Language Proficiency:**

All applicants are required to demonstrate language proficiency by successfully completing the Language Proficiency Exam with a Designated Language Examiner.

### **Credits:**

The applicant who already holds a valid Pilot Permit Ultralight Aeroplane may credit all dual and any solo flight time acquired in ultralight aeroplanes towards the practical experience requirements for the Recreational Pilot Permit.

## PRIVATE PILOT LICENCE PROGRAM OUTLINE

### **Prerequisites:**

- Be at least 17 years of age at the completion of the course;
- Be the holder of a Category 1 or 3 Medical Certificate after a medical examination by a Canadian Aviation Medical Examiner.

### **Theoretical Knowledge:**

Have undertaken a minimum of 40 hours of Private Pilot Aeroplane Ground School instruction on the following subjects: (Ref: CARS 421.26)

1. AIR LAW
  - Canadian Aviation Regulations
  - Licencing Requirements
2. NAVIGATION
  - Navigation
  - Radio and Electronic Theory
3. METEOROLOGY
  - Meteorology
4. AERONAUTICS AND GENERAL KNOWLEDGE
  - Airframes, Engines, and Systems
  - Aerodynamics and Theory of Flight
  - Flight Instruments
  - Flight Operations
  - Human Factors and Pilot Decision-Making

Obtain a minimum of 60% in each of the 4 subject areas and 60% overall on the Transport Canada Private Pilot Written Examination (PPAER). This exam is of 100 questions, multiple choice, and can be written in either English or French. Students are required to pass the PPAER prior to PPL flight test.

### **Practical Experience:**

To hold the Private Pilot License, a minimum of 45 hours of flight training must be accomplished in aeroplanes. A maximum of 5 hours of these 45 hours may be conducted in an approved aeroplane flight simulator.

- At least 17 of these hours must be dual. Included within these dual hours must be a minimum 3 hour cross-country flight and five hours of instrument time, of which a maximum of 3 hours may be accomplished in a simulator.
- The candidate must also have a minimum of 12 hours solo experience including a minimum of 5 hours cross-country.

### **Private Pilot Flight Test:**

- Upon reaching the required skill level, the candidate will complete a Private Pilot Flight Test to the standards outlined in the Flight Test Standards Guide (TP2655E)
- The flight test is conducted by a Transport Canada Designated Flight Test Examiner.

**Language Proficiency:**

All applicants are required to demonstrate language proficiency by successfully completing the Language Proficiency Exam with a Designated Language Examiner prior to first solo, if the exam cannot be arranged prior to first solo the requirement for the exam can be waived by the CFI

**Credits:**

Applicants with previous experience may qualify for credits. Ask your instructor.

## COMMERCIAL PILOT LICENCE PROGRAM OUTLINE

### Prerequisites:

- ❑ Be at least 18 years of age at the completion of the course.
- ❑ Be the holder of a Category 1 Medical Certificate after a medical examination by a Canadian Aviation Medical Examiner at the time of application for the licence.
- ❑ Must possess a Canadian Private Pilot Licence Aeroplane or any contracting state.

### Theoretical Knowledge:

The candidate must have received a minimum of 80 hours of Commercial Pilot Aeroplane ground school instruction on the following subjects: (Ref: CARS 421.30)

1. AIR LAW
  - Canadian Aviation Regulations
  - Licencing Requirements
2. NAVIGATION
  - Navigation
  - Radio and Electronic Theory
3. METEOROLOGY
  - Meteorology
4. AERONAUTICS AND GENERAL KNOWLEDGE
  - Airframes, Engines, and Systems
  - Aerodynamics and Theory of Flight
  - Flight Instruments
  - Flight Operations
  - Human Factors and Pilot Decision-Making

Upon completion of the above ground school, obtain a minimum of 60% pass mark in each of the four mandatory subjects areas and 60% overall on a written Transport Canada Examination (CPAER). This exam consists of 100 questions, multiple choice and can be written in either English or French.

### Practical Experience:

- ❑ To hold a Commercial Pilot Licence, the candidate must have acquired a minimum of 200 hours flight time in aeroplanes, of which a minimum of 100 hours must be Pilot In Command (PIC) including 20 hours PIC cross country flight time.
- ❑ A minimum of 65 hours of Commercial Pilot Flight Training in aeroplanes consisting of a minimum of: (Ref: CARS 421.30)
  - (A) **35 hours dual instruction including:**
    - 5 hours night, of which 2 hours must be cross country
    - 5 hours cross country, which can include the above night cross country
    - 20 hours of instrument flight training of which a maximum of 10 hours can be accomplished in an approved flight training simulator
  - (B) **30 hours solo flight time including**
    - minimum 300 NM cross country
    - 5 hours solo night flight time

**Commercial Pilot Flight Test:**

Upon reaching the required skill level, the candidate will complete a Commercial Pilot Flight Test with a Transport Canada Designated Flight Test Examiner to the standards outlined in the Flight Test Guide (TP 2655E)

**Credits:**

Applicants with previous experience (DND or Foreign) may qualify for credits. Ask your instructor.

**NIGHT RATING TRAINING PROGRAM OUTLINE**

**Prerequisites:**

A pilot with a Private Pilot Licence, day VFR only, may wish to be endorsed for night VFR flight.

**Training Required:**

The training required for a Night Rating in Canada must consist of 20 hours of flight time with a minimum of:

- 10 Hours of night flight time (non-instrument time) which will include;
  - 5 Hours of dual including a minimum of 2 Hours Cross-country
  - 5 Hours of solo including 10 take-offs, circuits and landings
- 10 Hours of dual instrument time, 5 of which may be accomplished in a simulator

**Notes:**

A licenced Private Pilot would already have 5 hours of dual instrument time. A minimum of 5 more hours would meet the requirements of 10 hours total.

Providing the required level of skill has been achieved, no flight test or written examination is required.

**VFR OVER THE TOP PROGRAM OUTLINE**

**Prerequisites:**

Private Pilot Licence.

**Training Required:**

There is no minimum training for a VFR OTT rating but the applicant must have:

- Minimum of 15 hours dual instrument time, 5 of which may be accomplished in a simulator
- Candidate must reach the specified skill in the Flight Instructor Standard – VFR OTT, including proficiency in using Radio Navigation Aids for navigation purposes

**Notes:**

A licenced Private Pilot with 5 hours instrument time will need to complete a minimum of 10 hours dual instrument time to achieve the minimum of 15 hours required

Providing the required level of skill has been achieved, no flight test or written examination is required.

## **FLIGHT INSTRUCTOR RATING PROGRAM OUTLINE**

### **Prerequisites:**

To hold an Instructor Rating, the candidate must first hold a Commercial or Airline Transport Pilot Licence – Aeroplane.

### **Theoretical Knowledge:**

- ❑ An applicant will complete a minimum of 25 hours of Instructor Rating ground school instruction conducted by a Class One Instructor. Contents of the ground school instruction is outlined in CARS 421.69
- ❑ A minimum of 70% must be obtained in the Transport Canada written examination, Flight Instructor Rating – Aeroplane Class 4 (AIRAF).

### **Practical Experience:**

- ❑ A minimum of 30 hours of dual in-flight training is required. The flight instruction will focus on overall proficiency and the presentation of all exercises set forth in the Flight Instructor Guide.
- ❑ A minimum of 5 hours will consist of training in the teaching of instrument flight skills.
- ❑ A maximum of 5 of the 30 hours may be conducted in a simulator.

### **Instructor Rating Flight Test:**

- ❑ When a required skill level is achieved, and upon recommendation from a Class One Instructor, the applicant shall complete an instructor flight test to the standard outlined in the Flight Test Standards – Flight Instructor Rating – Aeroplanes (TP 5537)
- ❑ This flight test takes place after all the above requirements are met.

### **Credits:**

Some applicants with previous experience may qualify for credits as outlined in CARS 421.69.

## **MULTI-ENGINE RATING PROGRAM OUTLINE**

### **Prerequisites:**

- ❑ Candidate must possess a minimum of Private Pilot Licence

### **Multi-Engine Rating Flight Test:**

- ❑ Upon reaching the required skill, the candidate will complete a Multi-engine Flight Test with a Transport Canada Designated Flight Examiner to the standards outlined in the Flight Test Guide (TP 219E).

### **Credits:**

Some applicants with previous experience (DND or Foreign) may qualify for credits. Ask your instructor.

## **INSTRUMENT RATING PROGRAM OUTLINE**

### **Prerequisites:**

- ❑ Must possess a minimum of Canadian Private Pilot Licence

### **Theoretical Knowledge:**

- ❑ Must obtain a minimum of 70% pass mark on a Transport Canada Instrument Written Exam (INRAT)

### **Practical Experience:**

- ❑ The candidate must have acquired 40 hours of Instrument time, 20 of which may be conducted in a simulator
- ❑ 50 hours PIC cross country
- ❑ 100 NM dual IFR cross country

### **Instrument Rating Flight Test:**

- ❑ Upon reaching the required skill level, the candidate will complete a Instrument Flight Test with a Transport Canada Designated Flight Test Examiner to the standards outlined in the Flight Test Guide (TP 9939E)

### **Credits:**

- ❑ Some applicants with previous experience (DND or Foreign) may qualify for credits. Ask your instructor.

## **RECORD OF TRAINING**

All students training towards the recreational permit, private licence or commercial licence shall have a Pilot Training Record (PTR). It is the instructor's responsibility to maintain their students PTRs keep them up to date and complete. This includes the student's record of solo training flights and ground school. Students training towards their multi engine rating or IFR rating do not require a PTR. However; the student's instructors shall maintain a record of their progress in a steno pad that is provided by the school.

All PTRs shall have a copy of the applicable school syllabus stapled into the back cover. Each session in the syllabus shall be signed off by the instructor when it has been completed to a satisfactory standard.

A checkout form shall be attached to the front of the Commercial student's PTR. This form is intended to be a summary of the check-outs completed by the student. Detailed information regarding each checkout shall be noted in the comments section of the PTR.

### **PTR Released to the Student**

The student's PTR shall be kept at the school at all times. The student has access to their PTR under direct supervision with their instructor. Upon completion of training or transfer to another school the PTR shall be provided to the student when requested. Prior to the PTR being released to the student, the student's primary instructor shall ensure the following has been completed then pass the PTR over to the student coordinator.

- All entries are completed and accurate
- All pages are correctly totalled
- All pages are certified

- The copy of the school syllabus in the PTR is completed.

The student coordinator shall ensure the following has been completed then the PTR shall be released to the student.

- The school form titled "PTR Release" shall be completed, signed and placed in the student's file.
- The copy of the school syllabus that is stapled into the PTR shall be removed from the PTR and placed in the student's file.
- A photo copy of the PTR (hours and comments) shall be placed in the student's file.

When the student coordinator is not available, the CFI or Operations Manager may complete the above and release the PTR to the student.

When the student has completed their training the PTR shall be forwarded to Transport Canada. The authorized person will usually take care of this during the licensing process.

### **WRITTEN EXAM AND LETTER OF RECOMMEND**

A letter of recommend is required for admission for Transport Canada's Private Pilot, Commercial Pilot and Instructor Rating written exams. The following requirements must be met prior to being issued a letter of recommend.

- Successful completion of Professional Flight Centre's in-house written exam within the past 20 days.
- The required ground school has been completed. This includes the minimum number of ground school hours and completion of each ground school subject.
- The required flight hours. (Be sure to check CARs 421.13 for latest requirements.)
- The required medical category within the appropriate medical validity date for the licence or rating for which you are writing the exam. (Be sure to check CARs 421.13 for latest requirements.)
  - PPL – 5 years (2 years when 40 old and over)
  - CPL – 1 year (6 months when 40 years old and over)
  - Instructor rating – 1 year (6 months when 40 years old and over)

### **In-House Exams**

Professional Flight Centre's in-house exams have been designed to evaluate the knowledge level of the candidates prior to writing the Transport Canada private pilot, commercial pilot and instructor rating exams.

#### **Requirements for In-House Exams**

- A student must obtain a minimum pass mark of 70% in all sections of the exam. The student shall review the exam with their primary instructor and have it corrected to 100%.
- Should the student score less than 70% overall or in any section of the exam, the student shall continue attending ground school until attempting the in-house exam a second time.
- Should the student fail the exam a second time, they must meet with their primary instructor and supervising instructor to review and adjust their training plan.

## DESCRIPTION AND USE OF ASSIGNED PRACTICE AREAS

No flights south of the Canada – US border, unless the pilot has at least a Private Pilot Licence.

### **Solo PPL Training (Students With A Student Pilot Permit):**

The following are the designated practice areas (as per the VTA Charts) for students with a Student Pilot Permit: **CYA 185 and CYA 188**

- Air exercises are conducted above 1000' AGL. Upper airwork exercises require a height of at least 2000' AGL. When practicing simulated forced approaches or simulated precautionary landings the student can descend below 1000' AGL, aiming for baulked approach at 500' AGL.
- All solo flights are limited to the following airports.
  - Boundary Bay (CZBB)
  - Pitt Meadows (CYPK)
  - Abbotsford (CYXX)
  - Chilliwack (CYCW)
  - Langley (CYNJ)
  - Powell River (CYPW) - 150NM cross-country only.
  - Sechelt (CAP3) - 150NM cross-country only. (*Prior permission from CFI required*)
- Solo practice of pre-cautionary approaches may take place at the following airports provided the student does not land the aircraft.
  - Fort Langley (CBQ2)
  - King George Airpark (CSK8)

### **Solo Training For Licensed Pilots:**

As above, **CYA 185, CYA 186, CYA 187 and CYA 188** are valid and approved for training.

- At the instructor's discretion, in the event that the above areas are too congested or below weather limits, the Birch Bay and the area between Orcas Island and Point Roberts may also be used for all aspects of training. It must be remembered that this is US Airspace and specific Transponder Codes, ATC Communication and filing a flight plan are required. Pilots are reminded to be aware of the appropriate rules and regulations as detailed in the FAA Manual – FAR AIM.
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### **Dual Training:**

The above practice areas are valid for all dual training.

- The Birch Bay area may also be used for all aspects of training when weather precludes operation in the above Canadian Practice Areas.
- It must be remembered that this is US Airspace and specific Transponder Codes, ATC Communication and filing a flight plan are required. Pilots are reminded to be aware of the appropriate rules and regulations as detailed in the FAA Manual – FAR AIM.

### **Dual Training For Multi And IFR Ratings:**

The following are the designated practice areas (as per the VTA Charts): **CYA 176, CYA 177, CYA 178, CYA 179, CYA 180 and CYA 181, and CYA 182.**

- Air exercises are conducted above 1000' AGL. Upper air work exercises require a height of at least 2000' AGL.
- The Birch Bay area and the area between Orcas Island and Point Roberts may also be used for all aspects of training. It must be remembered that this is US Airspace and specific Transponder Codes and ATC Communication requirements may apply. Pilots are reminded to be aware of the appropriate rules and regulations as detailed in the FAA Manual – **FAR AIM.**
- All flights shall be conducted to the airports listed in the PRO IFR Aircraft Syllabus, any deviations from the listed airports to be approved by the CFI or delegate.

### **SOLO SUPERVISION AND SOLO SIGN OUTS**

- All solo students shall be signed out by their primary or secondary instructor only. (see below for requirements for night solo flights)
- Pre-flight and post flight briefings must be completed and worthwhile (0.1 minimum)
  - must check student's licence and medical
  - must check the student's PTR
  - must review the exercises to be practiced
  - must review at least one emergency procedure
  - review procedures and airspace as required
- When unforeseen circumstances occur solo students may be signed out by the on duty supervising instructor. Arrangements shall be made ahead of time (with as much notice as possible) by the primary or secondary instructor which includes verbal communication between the primary or secondary instructor and the supervising instructor.
- Renters may be signed out by any instructor. Instructors shall
  - check renter's licence and medical
  - confirm the appropriate checkout has been completed.
  - ensure the renter is qualified to do the flight (example: school currency requirements and CARs)
  - the course must indicate "RENT" on the daily flight record
  - check the notes on renter's profile for any restrictions applicable to pilot.
- Night solo flights can be signed out by the night duty instructor provided comments in the PTR state clearly 'approved for solo night flying' including any details and limitations for that solo flight. The PTR must be up to date and the night syllabus must also be followed. In the event the PTR is not up to date the night duty instructor will not authorize the solo flight. The first solo night flight must not be a cold solo and therefore will only be approved by the instructor who has flown dual with the student.
  - As per all flight training the "Pre-Flight Planning Worksheet" must be completed and signed. The worksheet also includes a spot to acknowledge by both the instructor and student that the pre-flight briefing has been completed.

## SOLO CROSS-COUNTRY FLIGHTS

### Private Pilot Training:

The 150 NM minimum cross-country flight departing from and returning to Boundary Bay will include a minimum of two full stops.

#### **Route One:**

Boundary Bay ⇒ Chilliwack ⇒ Hope (overfly aerodrome) ⇒ Chilliwack ⇒ Pitt Meadows ⇒ Abbotsford ⇒ Boundary Bay.

The two full stops will be at two of the following three airports: Chilliwack, Pitt Meadows, or Abbotsford.

#### **Route Two:**

Boundary Bay ⇒ Pitt Meadows ⇒ Sechelt ⇒ Powell River ⇒ Sechelt ⇒ Vancouver Harbour ⇒ Boundary Bay.

The two full stops will be at Pitt Meadows and Powell River. Sechelt is also an option at the discretion of the CFI.

### Commercial Pilot Training:

- Many cross-countries can be completed in half a day; some may take a whole day while others may require an overnight stay. To minimize the risks of an incident due to fatigue, time restrictions will be in place for commercial cross-country flights.
  - Maximum flight time per day is restricted to 6 hours of flight time.
  - When 2 pilots share the flight time this restriction may be increased to 9 hours of flight time per day. *(9 hours shared between the 2 pilots)*
- A supervising instructor will be available for cross-country sign-outs from 8:00 to 9:00 every morning. Students may schedule ground time later in the day with their instructor if they choose not to meet with the supervising instructor in the morning.

## PRIVATE AND COMMERCIAL FLIGHT TEST PREPARATION

When the focus of the student's training shifts into flight test mode, it is the responsibility of the student's primary instructor to insure the student is being properly prepared for the test. To assist the instructor with this task, a successful Pre-flight test must be completed by a Supervising Instructor. The student shall only be sent for a Flight Test after this has taken place.

The pre-flight test is to be conducted with Supervising Instructors who have been designated by the CFI. These instructors will have received a ground briefing outlining the objectives and standards to be met. The Supervising Instructor will grade the Pre-flight Test to assess the student is at flight test standards.

If the student comes to the pre-flight test and he/she is obviously not ready or prepared for the pre-flight test then the student's instructor will receive re-current training at the discretion of the CFI.

### **Pre-Flight Tests**

Pre-flight tests shall be conducted by a delegate of the school, usually a class 1 or 2 instructor. The pre-flight test form shall be completed and kept as a record. Admission requirements for the pre-flight test are as per the appropriate Transport Canada Flight Test Guide.

#### **Pre-Flight Test Requirements**

- The marking scale 1 to 4 indicated in the appropriate flight test guide shall be followed.
- Pass marks are as follows;
  - PPL – 86 (70%)
  - CPL – 103 (78%)
  - Multi – 81 (78%)
  - IFR – 45 (70%)
  - No exercise assessed 1 or 2

#### **Failure of a Pre-Flight Test**

Failure to obtain the minimum pass mark, failure of any test item or any exercise assessed basic standard constitutes failure of the pre-flight test.

A partial pre-flight test is allowed provided that the applicable pass mark has been achieved and there is no more than one failed air exercise and no more the 4 exercises assessed basic standard (2).

The failure of any one ground item requires a complete re-test of the ground portion of the pre-flight test. In the interest of training efficiency, the air portion of the pre-flight test is allowed to continue at the supervising instructor's discretion provided it is in the best interest of the student's flight training.

A partial pre-flight test must be completed within 20 days of the original complete pre-flight test. The student's primary instructor may conduct the partial pre-flight test at the supervising instructor's discretion. No more than two partial pre-flight tests will be allowed for each complete pre-flight test.

Flight test recommendations must be taken seriously and given only when the student has demonstrated the ability to complete all exercises to the required standard on the first attempt over the course of one flight and handle the stress that normally comes with a flight test. When the instructor signs the recommend letter they are stating "the candidate is considered to have reached a sufficient level of competency to complete the flight test". This means the instructor needs to confirm the student can safely and efficiently handle the most common issues that may pop up during the flight test.

### **FLIGHT TESTS**

Flight tests will be flown only by Professional Flight Centre approved Pilot Examiners and Transport Canada Inspectors.

### MULTI-ENGINE PIC TIME

Solo rental of the multi-engine aircraft is not permitted. When students require PIC time in a multi-engine aircraft for their international licensing requirements, an instructor will always accompany the student on the flight. The student shall be responsible for all aspects of the flight. If the instructor has to take control or intervene in any way the flight shall be terminated as soon as practical and the flight shall be logged as dual.

- Students must have a valid multi engine rating.
- When the flight takes place at night, students shall have a valid night rating.
- Students must prove they meet all currency requirements for the flight as per CARs 401.05. Please note that the currency requirements are category and class specific. If currency cannot be proved, it must be obtained prior to the student acting as PIC.
- When a dual flight takes place immediately prior to the PIC flight, there shall be a full stop landing to signify the end of the dual flight, then the PIC flight may begin. Please note there shall be two entries on the Daily Flight Record and also in the Journey Log book.

#### CAR 401.05

(1) Notwithstanding any other provision of this Subpart, no holder of a flight crew permit, licence or rating, other than the holder of a flight engineer licence, shall exercise the privileges of the permit, licence or rating unless

(a) the holder has acted as pilot-in-command or co-pilot of an aircraft within the five years preceding the flight;

(2) Notwithstanding any other provision of this Subpart, no holder of a flight crew permit or licence, other than the holder of a flight engineer licence, shall exercise the privileges of the permit or licence in an aircraft unless the holder

(a) has successfully completed a recurrent training program in accordance with the personnel licensing standards within the 24 months preceding the flight; and

(b) where a passenger other than a flight test examiner designated by the Minister is carried on board the aircraft, has completed, within the six months preceding the flight,

(i) in the case of an aircraft other than a glider or a balloon, in the same category and class of aircraft as the aircraft, or in a Level B, C or D simulator of the same category and class as the aircraft, at least

**(A) five night or day take-offs and five night or day landings, if the flight is conducted wholly by day, or**

**(B) five night take-offs and five night landings, if the flight is conducted wholly or partly by night,**

### FINAL LICENSING AND CERTIFICATION OF DOCUMENTS

#### Processing of Licenses and Ratings

All students shall complete the appropriate checklist prior to handing in their application for a license or rating. Incomplete applications will take longer to process than the time stated in the appropriate checklist. Be sure to include all items listed in the checklist and the processing fee for Transport Canada.

**Certification of Documents**

Many international students require documents and letters pertaining to their training to be certified by the CFI or Operations Manager. To ensure all these documents are certified prior to departure it is recommended all documents be handed in one week prior to departure.

If documents are received less than one week before departure, students may be required to arrange shipping of these documents. Current cost for shipping to international addresses will be charged at the current rate plus tax.

## **SECTION 3: FLIGHT OPERATIONS AND OPERATIONAL CONTROL SYSTEM**

### **GENERAL REQUIREMENTS**

- All flights shall be conducted in accordance with the Canadian Aviation Regulations (CARs) issued by Transport Canada and within the FAA and CARs when operating in US airspace.
- All flights shall be conducted in accordance with Professional Flight Centre's Policies. (This handbook)
- The aircraft shall be operated within the limitations specified in the Pilot Operating Handbook.
- Aircraft may be rented only to pilots have met Professional Flight Centre's proficiency requirements.
- No aerobatics may be carried out in Professional Flight Centre's aircraft.
- No low flying or any other unauthorized manoeuvres may be carried out.
- No spins or spiral dives are to be practiced solo.
- The PIC is responsible for the safe operation of the aircraft and for the safety of all persons on board during the flight. He/she shall have final authority for the disposition of the aircraft while in command.
- Safety harness or seat belts must be properly fitted and secure at all times while the aircraft is in motion.
- The aircraft and its engine must be operated with care and respect.
- No aircraft shall be started unless a competent person is at the controls
- All aircraft engines must be stopped before passenger's board or exit the aircraft. The one exception is when an instructor sends a student solo
- All flights shall be conducted in weather conditions equal to or better than the minima stated in this section.
- Only competent persons authorized by the CFI or Operations Manager may attempt to swing the aircraft propeller.
- Flight into specific aerodromes may, or may not be authorized. (ie. Hope). Please consult with the CFI or Operations Manager.

### **Taxiing**

- All taxiing must be done slowly with the nose wheel or tail wheel in-line with the taxiway centerline.
- Aircraft must always be stopped at a safe distance from hangars, buildings, and other structures. If in doubt as to clearance, the aircraft must be shut down and moved by hand.
- Taxiing in or out of a hangar is prohibited.
- Pilots should learn the marshalling hand signals in the AIM.
- Professional Flight Centre classifies taxiing accidents as negligence and the PIC will be levied the insurance deductible as stated in Section 6 of this manual.

## **BOOKINGS AND SCHEDULING**

Bookings may be made in person, on-line or by telephone with Dispatch. Every booking must be authenticated by staff. New bookings made will not displace bookings already made unless an operational reason exists. However, flight tests take precedence over all other bookings.

It is expected that students and renters arrive for their booking with sufficient time to complete all flight planning prior to the start of the booking time. Times may range from 20 minutes for a local flight to more than 1.5 hours for cross-country flights. All bookings will not be held more than 15 minutes past their scheduled time. If the student does not attend a booking they will be subject to the late cancellation fee listed in Section 6.

If the student or renter continually makes bookings and does not attend their bookings regularly, their booking privileges will be suspended.

### **Requirements For Extended Flights**

Bookings over 10 hours require 5 or more flying hours per day, if the student or renter does not fly those five hours per day they will be charged the difference to make up the five hours. When the pilot is unable to fly 5 or more hours due to weather or maintenance issues the minimum charge will be waived.

- All flights requiring the aircraft for one day or more need written authorization from the CFI or his delegate.
- A trip request form will be submitted to the CFI or delegate no later than one week prior to the flight.

### **IFR and Multi Training Schedule**

For all IFR and multi training please follow these guidelines for all training bookings.

- All bookings
- Book only the aircraft, simulator or ground school. Your instructor will be scheduled for you.
- Special requests for training sessions other than those listed below needs to be booked and approved by your instructor.

#### **Simulator Bookings**

- Each simulator session is 1.5 hours long
- Use the following start times for each simulator session.
  - 08:00, 09:30, 11:00, 12:30, 14:00, 15:30, 17:00, 18:30 & 20:00

#### **Ground School Bookings**

- Each ground school session is 1.5 hours long.
- Specify which ground school in the comments.
- Use the following start times for each ground school session.
  - 08:00, 09:30, 11:00, 12:30, 14:00, 15:30, 17:00, 18:30 & 20:00

#### **Flight Bookings**

- Each training flight should be 2.5 hours long. This includes booking for the 100NM cross-country.
- Use the following start times for each flight training session.
  - 08:00, 10:30, 13:00, 15:30, 18:00 & 20:30.

## **FLIGHT PREPARATION**

The PIC shall ensure the intended flight meets all school requirements and the Canadian Aviation Regulations.

The PIC shall ensure the following has been completed prior to flight;

- a thorough pre-flight inspection has been completed and the fuel checked for proper grade and fuel tanks dipped for fuel quantity.
- the latest weather reports, forecasts and NOTAMs have been obtained and comply with school weather minimums.
- all traces of ice, frost or snow are removed before flight
- all baggage is secure
- required safety and survival equipment is on-board and secure

### **Charts and Publications**

The PIC shall:

- be familiar with Transport Canada's publications.
- have current charts
- study planned route and destination aerodromes
- study enroute alternates aerodromes in the event of an emergency

### **Weight and Balance**

The pilot must ensure the weight and balance of the loaded aircraft is within manufacturer's limits.

The gross take-off weight shall be entered into the Journey Logbook.

### **Licences and Documents**

The pilot in command is required to have their pilot's licence, valid medical certificate and radio operator's certificate on board the aircraft.

Aircraft Journey Logbook shall be examined by the PIC to confirm the aircraft is airworthy and has adequate time remaining with regards to inspection times to complete the flight.

The Pilot in Command shall ensure the aircraft is airworthy and all required documents are carried onboard the aircraft. Refer to Section 7.

## **FLIGHT PLANS**

A flight plan shall be filed for all flights longer than 25 NM, all flights into US airspace, night flights outside the circuit, night flights within the circuit after Boundary Bay tower is closed and all flights into IMC conditions.

When a flight plan has been filed with Flight Service, a copy of the flight plan must be left with Dispatch.

The pilot is responsible for ensuring the flight plan is opened prior to the flight and closed upon completion of the flight.

One flight plan shall be filed for each leg of a cross-country trip and shall include all turning points and intermediate aerodromes used for touch and go practice.

### **USE OF THE DAILY FLIGHT RECORD**

Prior to being dispatched, all flights shall be signed out on the Daily Flight Record. The entry is the equivalent of a flight itinerary and is used for flight following. All pilots must ensure they fill out the Daily Flight Record completely, correctly and legibly before the flight is conducted.

The instructor who authorizes the flight is also responsible to ensure the entry is correct and legible before authorizing the flight.

All entries on the Daily Flight Record shall have included the following information prior to departure:

- aircraft registration;
- PIC;
- trainee and/or passengers on board;
  - all passengers onboard shall be listed by name.
- exercise or lesson plan to be conducted;
- routing of flight or the practice area where the training will be conducted;
  - the routing of the flight must be clearly defined not just the departure and destination.
- flight instructor's authorization;
- trainee's acknowledgement;

Upon return, the pilot must sign-in on the Daily Flight Record:

- take-off time;
- landing time;
- air time (take-off time to landing time);
- flight time (hobbs time);
- ground briefing

### **FLIGHT AUTHORIZATION**

All flights must be authorized. All training flights must be authorized by an Instructor. Dispatch is required to check and/or complete the following prior to handing over the keys and dispatching an aircraft.

- The Daily Flight Record is completed correctly.
- The "Pre-flight planning worksheet" is completed and handed in to dispatch prior to all flights. When a flight plan is required according to school policies, a copy of the flight plan shall be handed in and stapled to the worksheet.
- The PIC shall be current on the type of aircraft. Pilot proficiency shall meet school requirements stated in Section 6.
- The PIC shall show dispatch their valid pilot's licence/rating and valid medical.

It must be clearly understood that Staff has the authority and responsibility to hold or cancel any flight at any time if safety is not assured. Nonetheless, the Instructor is not obliged to authorize a flight if not satisfied all is well. In which case, the Instructor may refer authorization to the Supervising Instructor or the CFI who will ensure Transport Canada and Professional Flight Centre's requirements are met.

**CHECKLIST, EMERGENCY CHECKLIST & DOCUMENTS:**

- The checklist, emergency checklist and the POH must be on board the aircraft.
- The PIC shall ensure all checklist procedures are complied with.

**SECURING OF AIRCRAFT WHEN NOT IN USE:**

After each flight and/or when the aircraft is not in use, the pilot shall ensure the aircraft is properly parked and secure.

- Ropes shall be tied in such a manner they will remain tied with no slack.
- Ropes shall be in good condition. If not the pilot is responsible for informing dispatch when the aircraft is parked at Boundary Bay.
- When securing the aircraft at another airport the pilot shall ensure he/she has the means to secure the aircraft prior to departing Boundary Bay.
- The control lock must be in place;
- The key must be out of the ignition;
- The master switch must be in the off position;
- The doors must be locked whenever possible.

**FLIGHT FOLLOWING**

The “Daily Flight Record” is the school’s method for flight following for all rental and training flights. Students, renters and instructors will be responsible for the accuracy and legibility for their own entries. Inaccurate entries will effect flight following, search and rescue operations and ultimately the safe operation of the school and all students. Proper care and attention should be taken when making an entry.

**Prior To Departure**

Before the flight the pilot-in-command must ensure they have properly signed out on the Daily Flight Record and have handed in to Dispatch the completed “Pre-flight planning worksheet”. When a flight plan is filled with Flight Service, a copy of the flight plan must also be left with Dispatch. When the routing of a flight is complex and written description may not provide sufficient information for flight following, it is recommended to highlight the routing of flight on a photocopy of the appropriate navigation chart.

- Pilot in Command must or shall maintain direct contact by phone (not facebook, email or tweeter etc.) with the Dispatch at all times. Contact information must be left with Dispatch for flight following.

**During The Flight**

Dispatch will monitor the flight’s process until arrival back at Boundary Bay by doing the following:

- being available for answering phone calls;
- checking both Daily Flight Records to ensure all aircraft are back safely before the indicated ETAs;
- notify the supervising instructor on duty regarding any flight following issues; and
- in the event of an overdue aircraft initiate search and rescue operations in accordance the Company Safety Manual.

**Upon Arrival (Boundary Bay)**

The pilot-in-command must ensure they have properly signed in on the appropriate Daily Flight Record after the flight.

Signing in shall include the following information:

- time up;
- time down;
- air time;
- flight time; and
- ground briefing.

**Day Cross-Country Flights**

In the event the original ETA or routing is to be changed, the PIC will call dispatch when they get to their destination prior to returning home. This call will include but is not limited to information regarding revised ETA and any changes to their flight plan.

Any changes will be recorded on the applicable Daily Flight Record.

**Overnight Cross-Country Flights**

The student will call dispatch after landing at their destination aerodrome to inform the school that they are on the ground and will not be flying for the rest of the day and/or night.

- Dispatch will record the time up and time down at destination on the applicable Daily Flight Record. This will indicate that flight following for that aircraft is no longer required for that day.

Prior to departing the next day the student will call dispatch to inform them of their plan and routing for the day including an ETA for the destination aerodrome.

- Dispatch will make an entry on the applicable Daily Flight Record. This will indicate that aircraft is currently flying and flight following has commenced. This entry will include all information as indicated above.

**FUEL AND OIL REQUIREMENTS**

	<b>Day</b>	<b>Night</b>	<b>Mountain Flights</b>
<b>Dual VFR</b>	45 minutes	1 hour	1 hour & 30 minutes
<b>Solo VFR</b>	1 hour	1 hour & 30 minutes	1 hour & 30 minutes
<b>IFR</b>	Fuel reserves shall be in accordance with CAR 602.88 (4)		
<b><i>Prior to any flight, fuel quantity must be checked visually by dipping the tanks.</i></b>			

**BAGGAGE, CARGO AND OTHER EQUIPMENT**

All loose items shall be secure prior to take-off and landing.

Dangerous goods are not to be carried on board Professional Flight Centre's aircraft. This includes AVGAS or MOGAS.

**AERODROMES**

Unless specifically authorized by the Manager, CFI, or necessary as a result of an emergency situation, no pilot shall land or take off from an aerodrome that is not Transport Canada Certified.

## NIGHT TIME OPERATIONS

During all night time operations a flight instructor will be on duty at Professional Flight Centre to conduct flight following and flight supervision. The instructor on duty will be available / reachable within the premises at Professional Flight Centre, from the time that dispatch closes until night operations terminates. A supervising instructor (Class II or above) will be on call, reachable by phone during these times. The names of both the instructor on duty and the supervising instructor will be indicated on the instructor status board located at dispatch.

- Minimum of one working flashlight is required to be onboard for all night flights.
- All flights into mountainous terrain must be terminated at least two hours prior to official night time. This means arrival at Boundary Bay (CZBB) or a full stop landing at an appropriate airport along the route.
- All day time, non-mountainous flights conducted outside the circuit must be terminated at least one hour prior to official night time unless all requirements for night operations are met.
- All day time flights within the circuit must be terminated at least 15 minutes prior to official night time unless all requirements for night operations are met.
- All night flights require a flight plan if leaving the Boundary Bay control zone or during hours where the control tower is not in operation.
- All night cross-country training flights will be conducted within the area bounded by Victoria (CYYJ), along the east side of Vancouver Island to Campbell River (CYBL), to Powell River (CYPW) along the coast to Sechelt, Vancouver International, to Pitt Meadows (CYPK) to Chilliwack (CYCW) to Abbotsford (CYXX) on the lower mainland.
- No night flights are permitted on the west coast of Vancouver Island or in mountainous terrain.
- While training for the night rating, all solo night flights are restricted to the lower mainland and to the following airports:
  - Boundary Bay (CZBB);
  - Pitt Meadows (CYPK);
  - Abbotsford (CYXX); and
  - Chilliwack (CYCW).
- With a current night rating, all solo night flights are restricted to the following airports:
  - Boundary Bay (CZBB);
  - Pitt Meadows (CYPK);
  - Abbotsford (CYXX);
  - Chilliwack (CYCW);
  - Victoria (CYYJ);
  - Nanaimo (CYCD);
  - Campbell River (CYBL);
  - Qualicum Beach (CAT4);
  - Comox (CYQQ); and
  - Vancouver International (CYVR).
- All dual night flights are restricted to the airports listed above plus Langley (CYNJ) and Powell River (CYPW).

## FLIGHTS INTO MOUNTAINOUS TERRAIN

All licensed pilots who are only familiar with non-mountainous terrain need to participate in a training session for mountain flying. The pilot will have to be signed off for mountain flying by the instructor prior to any solo flights into mountainous terrain.

All Pacific Professional Flight Centre flight instructors will follow the “Instructor Guidelines for a Mountain Flight” when conducting dual instruction in the mountains.

- Mountainous regions are defined as the outlined area beyond Victoria (CYYJ) along the east coast of Vancouver Island to Campbell River (CYBL) to Powell River (CYPW) along the coast and along the mountains to Hope (CYHE).
- Pilots under supervision, training for a Recreational Permit or a Private Pilot Licence are not allowed to overfly mountains; they must remain within gliding distance to the lower mainland or gliding distance to shore when flying along the coast.
- Licensed pilots flying in mountainous terrain must have proof of experience, or get a “mountain check” with a Professional Flight Centre Instructor approved by the CFI.
- Planned enroute altitudes to be at least 2000’ above terrain.
- As list above in “VFR Night Time Operations”; all flights into mountainous terrain must be terminated at least 2 hours prior to official night time. This means arrival at Boundary Bay (CZBB) or a full stop landing at an appropriate airport along the route.
- Solo practice of forced approaches in mountainous terrain is not approved.

#### **USA FLIGHT REQUIREMENTS**

- All flights going south of the Canada / USA border require a flight plan and a valid passport for each person on board. Appropriate visas may be required for non-Canadian residents. Refer to current customs regulations prior to all flights. US Checkout is required. Night flights to the USA require authorization by the CFI or delegate. Any expense incurred during the flight to the US due to unforeseen circumstances ie: weather or aircraft mechanical issues will be the responsibility of the Pilot in Command. The Centre will be responsible for the maintenance of the aircraft due to mechanical issues. Pilot in Command must or shall maintain direct contact by phone (not facebook, email or tweeter etc.) with the Dispatch at all times. Contact information must be left with Dispatch for flight following.

#### **FLIGHT ATTIRE**

It remains the pilot’s responsibility to be equipped with the appropriate clothing necessary and to ensure there passengers are also informed of these requirements. Appropriate clothing may also include more than the minimum listed here.

The following clothing is to be worn while in any Professional Flight Centre aircraft. These requirements are to increase safety when operating an aircraft and in the event of emergencies.

- Closed toed shoes to be worn at all times while acting as a crew member
- No skirts or high heels shall be worn while acting as a crew member
- The following shall be carried on board or worn for all persons on board during all mountain flights.
  - Jacket
  - Long legged pants

## **GO PRO POLICY & FLIGHT FILMING**

All student pilots are encouraged to use and review their filmed flying footage. It is Professional Flight Centres duty to know when training material is being used on the internet, social media and for other training purposes. All intended use of Professional Flight Centres aircrafts and instructors on the internet need strict approval by the CFI and Accountable Executive.

- The filming should at no time cause a distraction to the PIC.
- The equipment should be turned ON/OFF on the ground, stationary and in the ramp area only. Never operate equipment in a taxiway, runway, while in motion or airborne.
- Filming equipment should be mounted behind the PIC and never on the front windshield of the aircraft where it can obstruct views or create a distraction if it comes loose.
- If the equipment falls from its mount in flight it is to be left where it lays and should not be collected or remounted during the flight.
- The equipment should be inside the aircraft at all times during aircraft movement

If filming around the exterior of the aircraft on the ramp then the photographer needs a safety spotter to watch for exterior safety hazards

**VFR WEATHER MINIMA – PRIVATE TRAINING**

DUAL	DAY		NIGHT	
	CEILING	VISIBILITY	CEILING	VISIBILITY
Circuits	600'	2 SM	Prior Permission Required	
Practice Areas – within the lower mainland	1000'	3 SM	3000'	6 SM Airwork not permitted
Cross-country – within the lower mainland	2500'	6 SM	Prior Permission Required	
Cross-country – outside the lower mainland	4000'	6 SM	Prior Permission Required	
Cross-country – mountainous terrain	Prior Permission Required		<b>NOT PERMITTED</b>	
Wind Limits	<input type="checkbox"/> Maximum wind for normal operation – 30 knots surface winds <input type="checkbox"/> As per POH for cross-wind component.		<input type="checkbox"/> Maximum surface wind – 30 knots <input type="checkbox"/> Cross-wind not to exceed the maximum demonstrated cross-wind component as per P.O.H. (Cessna 152 – 12 knots / Cessna 172 – 15 knots / Citabria – 10 knots)	

SOLO	DAY		NIGHT	
	CEILING	VISIBILITY	CEILING	VISIBILITY
Circuits	1300'	5 SM	<b>NOT PERMITTED</b>	
	No Cloud 800' or Below			
Practice Areas – within the lower mainland	2000'	12 SM		
	2500'	10 SM		
	3000'	6 SM		
	No Cloud 1500' or Below			
Cross-country – within the lower mainland	3000'	10 SM		
	No Cloud 2000' or Below			
Cross-country – Hope or Powell River	5000'	10 SM		
	No Cloud 3000' or Below			
Cross-country – mountainous terrain	<b>NOT PERMITTED</b>			
Wind Limits	<input type="checkbox"/> Maximum wind for normal operation – 20 knots surface winds <input type="checkbox"/> Cross-wind not to exceed the maximum demonstrated cross-wind component as per P.O.H. (Cessna 152 – 12 knots / Cessna 172 – 15 knots / Citabria – 10 knots)			

**VFR WEATHER MINIMA – COMMERCIAL AND INSTRUCTOR TRAINING**

DUAL	DAY		NIGHT	
	CEILING	VISIBILITY	CEILING	VISIBILITY
Circuits	600'	2 SM	1000'	3 SM
Practice Areas – within the lower mainland	1000'	3 SM	3000'	6 SM
Cross-country – within the lower mainland	1500'	3 SM	3000'	6 SM
Cross-country – outside the lower mainland	4000'	6 SM	5000'	6 SM
Cross-country – mountainous terrain	5000'	10 SM	<b>NOT PERMITTED</b>	
	No Cloud 3000' or Below			
Wind Limits	<input type="checkbox"/> Maximum wind for normal operation – 30 knots surface winds <input type="checkbox"/> As per POH for cross-wind component. <input type="checkbox"/> Mountain flights – 20 knots upper winds and surface winds		<input type="checkbox"/> Maximum surface wind – 30 knots <input type="checkbox"/> Cross-wind not to exceed the maximum demonstrated cross-wind component as per P.O.H. (Cessna 152 – 12 knots / Cessna 172 – 15 knots / Citabria – 10 knots)	

SOLO	DAY		NIGHT	
	CEILING	VISIBILITY	NO CLOUD BELOW	VISIBILITY
Circuits	1000'	3 SM	1500'	6 SM
Practice Areas – within the lower mainland	2000'	6 SM	<b>NO SOLO AIRWORK AT NIGHT</b>	
	No Scatter Cloud 1000' or Below			
Cross-country – within the lower mainland	2500'	6 SM	3000'	10 SM
	No Scatter Cloud 1500' or Below			
Cross-country – outside the lower mainland	5000'	6 SM	6500'	10 SM
	No Scatter Cloud 3000' or Below			
Cross-country – mountainous terrain	5000'	10 SM	<b>NOT PERMITTED</b>	
	No Cloud 3000' or Below			
Cross-country – west side of Vancouver Island	8000'	10 SM	<b>NOT PERMITTED</b>	
	No Cloud 5000' or Below			
Wind Limits	<input type="checkbox"/> Maximum wind for normal operation – 20 knots surface winds <input type="checkbox"/> As per POH for cross-wind component. <input type="checkbox"/> Mountain flights – 20 knots upper winds and surface winds.		<input type="checkbox"/> Maximum surface wind – 20 knots <input type="checkbox"/> Cross-wind not to exceed the maximum demonstrated cross-wind component as per P.O.H. (Cessna 152 – 12 knots / Cessna 172 – 15 knots / Citabria – 10 knots)	

**VFR WEATHER MINIMA – MULTI ENGINE TRAINING**

DUAL	DAY		NIGHT	
	CEILING	VISIBILITY	CEILING	VISIBILITY
Circuits	1000'	3 SM	1300'	3 SM
Practice Areas	1000'	3 SM	<b>NOT PERMITTED</b>	
Cross Country – within the lower mainland	1500'	3 SM		
Cross Country – outside the lower mainland	4000'	6 SM		
Cross Country – mountainous terrain	5000'	10 SM		
Wind Limits	<input type="checkbox"/> Maximum wind for normal operation – 30 knots surface winds <input type="checkbox"/> As per POH for cross-wind component – 20 knots			

STUDENT PIC	DAY		NIGHT	
	CEILING	VISIBILITY	NO CLOUD BELOW	VISIBILITY
Circuits	1300'	3 SM	1500'	6 SM
Practice Areas – Orcas Island	2000'	6 SM	<b>NOT PERMITTED</b>	
	No Scatter Cloud 1000' or Below			
Practice Areas – Lower Mainland	2000'	6 SM		
	No Scatter Cloud 1000' or Below			
Cross Country – within the lower mainland	2500'	6 SM		
	No Scatter Cloud 1500' or Below			
Cross Country – outside the lower mainland	5000'	6 SM		
	No Scatter Cloud 3000' or Below			
Cross Country – mountainous terrain	5000'	10 SM		
	No Scatter Cloud 3000' or Below			
Cross Country – west side of Vancouver Island	8000'	10 SM		
	No FEW or SCT Cloud 5000' or Below			
Wind Limits	<input type="checkbox"/> Maximum wind for normal operation – 20 knots surface winds <input type="checkbox"/> Maximum cross-wind 15 knots			

**IFR WEATHER MINIMA**

- Weather minimums shall be those set forth in the C.A.P.
- Maximum crosswind for conducting a take-off or landing shall be 20 knots
- Single engine IFR training flights to Vancouver Island require a minimum ceiling of 3500' and a minimum visibility of 3SM.

## **OTHER WEATHER REQUIREMENTS**

### **Solo Flights**

- All solo flights must be approved and supervised by an instructor.
- Approval of all solo flights will depend on the skill level of the student for the current and forecasted conditions.

### **All Flights**

- Professional Flight Centre's Dispatcher will – with the agreement of the student's instructor or Chief Flight Instructor refuse to dispatch an aircraft in conditions that are deemed to be unsafe (or potentially unsafe).  
These conditions may be well above the school's weather minima.
- All VFR enroute altitudes being dictated by having gliding distance to landmass and a minimum vertical separation from cloud of 500' by day and 1000' by night.
- Flight planning is to be based on the minima stated above. However if conditions below these minima are encountered during flight, the pilot will decide the best possible course of action to take to exit the lowering conditions and terminate the flight. If it is necessary to change the planned routing, the P.I.C. will contact Dispatch upon landing at the next appropriate airport and inform them of the change. Approval from an instructor will be required prior to continuation of the flight.
- No flight shall be undertaken into known icing conditions.

### **Minimum Temperatures For Flight Training Operations**

- Minimum temperature for all single engine flight operations are -20° C. Multi engine aircraft will have a minimum temperature of -10°C. Check procedures (winterizing kit, hangarage on cross-country, preheat of aircraft etc.) with CFI and Professional Flight Centre maintenance.
- When on cross-country to destinations where low temperatures will be encountered, the flight must be approved by the CFI.
- Any time the temperature is below freezing, consult the CFI, instructor, dispatch or maintenance for possible use of preheat and de-icing procedures if required.
- When temperatures are below -10° C, preheat of engine will be applied.
- No aircraft is allowed to takeoff unless complete de-icing of wings and airframe is accomplished.

## **DE-ICING**

All of Professional Flight Centre's aircraft will be free of all surface contamination prior to all flights. After the aircraft surface has been properly de-iced, it is the PIC's responsibility to inspect the aircraft and ensure it is free of contamination regardless of who applied the de-icing fluid or when the fluid was applied.

Students may not use de-ice or anti-ice equipment without training and approval from the CFI.

The company's de-icing procedures depends upon various environmental conditions that are present or expected to occur that day. These can include factors such as the outside air temperature (OAT), OAT at altitude, moisture content and/or frost or snow already present on the aircraft's surface.

The company has set up 2 levels of de-icing which are based on the 2 different de-icing methods we use.

1. Warm water – temperatures above freezing and not expected to drop
2. De-icing fluid – maintenance will apply the fluid using the de-icing cart

The procedures for de-icing are clearly laid out on the de-icing sign posted on the apron-door at dispatch. The de-icing sign will indicate which level is currently in use. The Operation Manager or the Supervising Instructor on duty will determine the level of de-icing to be used that day. The level will be amended if and when the conditions change.

If there is any doubt or questions in regards to which level is in use, ask dispatch for clarification. It is the responsibility of all pilots to communicate with the supervising instructor if they feel the level of de-icing in use is not adequate for the conditions that day.

## **SECTION 4: ADMINISTRATION AND PILOT REQUIREMENTS**

### **ADMISSION REQUIREMENTS**

The prerequisites for the issuance of a Commercial Licence and Instructor Rating are described in the Canadian Aviation Regulations (CARs) and in Section 4: Flight Training and Course Requirements. Admittance in Professional Flight Centre Programs are summarized as follows:

#### **Commercial Professional Pilot Program**

To be admitted into the Professional Pilot Program, a student must:

- Possess a valid Category 1 Medical Certificate
- Hold a valid Private Pilot Licence
- Approval of the Student Co-ordinator and/or the CFI and a valid Student Visa if the applicant is an International Student

#### **Instructor Rating**

To be admitted into the Instructor Rating Program, a student must:

- Possess a Category 1 Medical Certificate
- Have a valid Commercial Pilot Licence or have competed the CPL flight test and written exam for admittance of the Instructor Rating ground school.
- Approval of the Student Co-ordinator and/or the CFI and a valid Student Visa if the applicant is an International Student
- Space for the Instructor Rating Program is limited and will be offered first to graduates of Professional Flight Centre's Professional Pilot Program. Other students will be placed on a standby list if space in the program is not available.

Placement of students in the commercial and instructor Rating Programs is dependent on fulfilling the above-mentioned requirements per Transport Canada regulations and upon flight instructor availability.

### **REGISTRATION**

All new students and renters shall take part in a registration session prior to flight training. Students may attend ground school and/or participate in the familiarization flight prior to completing the registration process. Within the registration process all students will be given a copy of the Student Handbook which is a modified version of the Company Policy Manual.

### **HEALTHCARE POLICY – INTERNATIONAL STUDENTS**

BC's provincial health insurance plan is known as the Medical Services Plan (MSP). Anyone living in BC for six months or longer (including international students) is required by law to enrol in MSP and pay the premiums for the plan. New residents, or persons re-establishing residence in BC, are eligible for coverage after completing a wait period that consists of the balance of the month in which residence is established plus two months.

International Students upon arrival at Professional Flight Centre must provide proof of initial 3-month Private Health Insurance coverage in BC.

If applicable, students should apply immediately after arriving in BC. Application for MSP is free, but monthly premiums may be charged once coverage begins.

Further information on MSP is available from the government website:  
<https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp>

Students who are not eligible for the MSP program, or for healthcare coverage during the MSP wait period, are strongly encouraged to purchase a private healthcare plan.

### **STUDENT SUPPORT**

Professional Flight Centre has a designated Student Administrator that can provide assistance with admissions and documentation requirements. This individual, in collaboration with other team members be able to provide students with information on:

- Student enrolment contracts
- Program outlines
- Housing and transportation inquiry
- Medical insurance inquiry
- International student guide
- Available academic support such as tutoring support
- Employment resources including resources in relation to PGWP

### **PPL GROUND SCHOOL CURRENCY:**

- If you have gone 12 months without attending the PPL Ground School there will be a charge of \$150.00 in order to start attending ground school again.
- If you have gone 24 months without attending PPL Ground School you will be considered an inactive student and will have to reregister and pay for full price for the PPL Ground School.

### **SEMINAR CURRENCY:**

- Once you have paid for a seminar as long as you are a current student at our school you may re attend the same seminar at no charge twice in the next 12 months. Any further re sits will be charged half price.
- After 12 months you must pay full price to attend again.

### **Student or Renter's File:**

- The student/renter's file is dynamic and will continue to grow as training continues and experience grows. The following outlines the information required at the beginning of your time with Professional Flight Centre.
- Registration form completed. The registration form includes personal information including an emergency contact phone number.
- Photo identification
- Photocopy of licence, medical and radio licence
- Copies of flight test reports, written exams results and other results pertinent to licensing requirements will be added as training progresses.

### **PRIVACY POLICY**

Under the Personal Information Protection Act student are entitled to access their file. The personal information collected will only be used for the purpose for which it was originally collected or for a use consistent with that purpose.

Information kept on file by Professional Flight Centre regarding any students or customers is confidential and may not be disclosed except to authorized persons or agencies.

### STUDENT STATEMENT OF RIGHTS

Pacific Professional Flight Centre is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training (ID-00735) .

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

### RESPECTFUL AND FAIR TREATMENT POLICY

This policy applies to all Pacific Professional Flight Centre students Pacific Professional Flight Centre is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students. Pacific Professional Flight Centre considers harassment, bullying and discrimination to be serious violations of an individual's fundamental rights. While on Pacific Professional Flight Centre premises or in the course of activities or events hosted by Pacific Professional Flight Centre the following activities are prohibited:

- Harassment- Harassment includes sexual harassment, and unwelcome comments or actions which may concern a person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, family status, gender, physical or mental disability, age or sexual orientation.
- Bullying - Bullying includes intentional intimidation in order to force compliance or assert dominance.

• Discrimination - Discrimination includes decisions/actions based on factors irrelevant to the matter at hand. These factors may include a person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, family status, gender, physical or mental disability, age or sexual orientation.

If a prohibited activity occurs, follow these steps.

1. If you feel that you have been subjected to harassment, bullying or discrimination, bring the matter to the attention of the person responsible for the conduct.
2. If you do not feel comfortable approaching the person responsible, or doing so did not solve the problem, discuss the matter with the CFI or Operations Manager, who will take immediate action (Please see Pacific Professional Flight Centre's Dispute Resolution and Dismissal policies.) to prevent further problems.

### **DISMISSAL POLICY**

Any student facing disciplinary action that may warrant dismissal may dispute any allegations by bringing them to the attention of the Chief Flight Instructor, Student Administrator or the Manager. If still unresolved, the matter will be referred to the Board of Directors of Professional Flight Centre.

Any moneys deposited on account in the student's name with Professional Flight Centre that has not been applied to flight training will be returned to the student or person who holds financial responsibilities for the student account.

Any of the following items will constitute grounds for dismissal from the flight training program:

- 1) Failure to practice safe airmanship while in control of any of Professional Flight Centre's aircraft.
- 2) Failure to abide by Transport Canadian Aviation Regulations.
- 3) Failure to abide by Professional Flight Centre's regulations and policies.
- 4) Failure to treat fellow students or Professional Flight Centre staff with dignity and respect.
- 5) Failure to maintain the required medical standards to obtain a Canadian Aviation License/Permit or higher type.
- 6) Failure to maintain student obligations as outlined in the Student Letter of Acceptance (if they are an International Student).
- 7) Failure to demonstrate sufficient level of the English language to which is required to obtain a Canadian Pilot Licence.
- 8) Failure to follow school's recommendations regarding ground school and flight training when students effort and/or progress shows little improvement and/or little chance of reaching the required level for issuance of a Canadian Pilot Licence/Permit.

### **RATE STRUCTURES**

Rates for Professional Flight Centre are posted on our website "proifr.com".

Ground Briefing or Ground Instruction rates outside of the ground school Instruction are as follows;

1 student	= 100% of the ground briefing time
2 students	= 70% of the ground briefing time
3 students	= 60% of the ground briefing time
4 students	= 50% of the ground briefing time
5 students	= 40% of the ground briefing time

\*Anything greater than 5 students will be 40% of the ground briefing time

These rates are in effect for all students and customers and may only be altered by the Finance Manager. The following penalties for misuse of bookings and extended stay will be charged:

**CASH PAYMENT POLICY**

Pacific Professional Flight Centre will not receive cash payments in excess of \$9500.00. If a student wishes to pay in excess of this amount; credit card, debit card or personal cheque will be accepted.

**REFUND POLICY**

1. If Pacific Professional Flight Centre Ltd. receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to all programs in which the student is enrolled if:
  1. the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  2. the student, or the student’s parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student’s parent or legal guardian, signed the student enrolment contract and the contract start date; or
  3. the student does not attend a work experience component and the institution does not provide all the hours of instruction of the work experience component within 30 days of the contract end date.
2. Pacific Professional Flight Centre Ltd. will refund the tuition for all programs and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, Pacific Professional Flight Centre Ltd. may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. If Pacific Professional Flight Centre Ltd. receives a notice of withdrawal from a student:
  1. Prior to contract start date
    - prepaid tuition fee will be refunded less \$215 admin fee for processing the refund.
  2. after the contract start date
    - any remaining tuition fee on account will be refunded less \$215 admin fee to process the refund
    - Ground school fee

	Amount Refunded
Prior to eLearning Account Creation or First In-Person Class Attendance	100%
Within 4 weeks of eLearning Account Activation or First In-Person Class Attendance	50%
Within 8 weeks of eLearning Account Activation or First In-Person Class Attendance	25%
More than 8 weeks after eLearning Account Activation or First In-Person Class Attendance	No Refund

5. Pacific Professional Flight Centre Ltd. will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
6. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:

1. of the date Pacific Professional Flight Centre Ltd. receives a student's notice of withdrawal,
  2. of the date Pacific Professional Flight Centre Ltd. provides a notice of dismissal to the student,
  3. of the date that the registrar provides notice to Pacific Professional Flight Centre Ltd. that the institution is not complying with section 1(c) or 2 of this policy, or
  4. after the first 30% of the hours of instruction if section 3 of this policy applies.
7. If an international student delivers a copy of a refusal of a study permit to Pacific Professional Flight Centre Ltd., sections 1(a), 1(b), 4, 5, 6 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit.
  8. There will be no refund issued for Ground School Kit.
  9. There will be no refund issued for the costs of books or supplies.
  10. Requests for refunds more than 7 years after dismissal, withdrawal, or completion of any program will be rejected.
  11. Registration fee is non-refundable.
  12. Admission fee is non-refundable four weeks after flight training starts.

### ATTENDANCE POLICY

Successful completion of a course requires that the student attend the required classes. Professional Flight Centre expects all students to arrive promptly and prepared for their scheduled bookings. Attendance at all ground training sessions will be recorded.

Poor attendance threatens the attainment of learning objectives and calls into question the work habits of the student. Good work habits will be needed in commercial air service operations and these habits can underpin safe operations. A record of poor attendance will be dealt with by the Director of Flight Operations or CFI and can lead to expulsion from the course. Missing classes is allowed in acceptable circumstances such as illness, bereavement, or other circumstances beyond the individual's control.

In order to maximize utilization of equipment and facilities, the following attendance policy has been established:

1. The minimum attendance requirements for students are as follows:
  - **Domestic students:**
    - Attend Flight or Ground Reservations made on PPFC's online scheduling service in a timely manner.
    - Cancellations can be made up to 24 hrs in advance. Cancellations within 24 hrs can be approved based on:
      - Personal / medical issues with a written explanation or note from a doctor, respectively
      - Weather related issues that would inhibit the successful completion of training flight, as approved by the instructor, or dispatcher via the CFI.
  - **International Students** (Student Visa and received an LOA from PPFC):
    - Same as above, with an additional minimum of 4 Reservations per week and either attendance or legitimate reasons for cancellation is expected.
      - Reservations counting towards the 4 include:
        - i. Flight Reservations, Dual or Solo
        - ii. Ground Briefings with an Instructor
        - iii. Ground School Attendance
2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
  - **Domestic Student:**
    - Any unapproved cancellations may be charged a 'No Show' Fee at the prompting of instructors or dispatchers and at the final discretion of PPFC management.
      - No Show Fees are found in the Student Handbook
    - Students may be removed from the program and the school at the discretion of the CFI.
  - **International Students** (Student Visa and received an LOA from PPFC)

- Same as above for Domestic students
  - Possible report to Immigration Canada detailing a lack of full-time attendance
3. The process by which students must report an absence is as follows:
- 2- way Communication with their Instructor
  - A Phone call to dispatch

### **No Show & Cancellation Fees**

The following fees apply to all cancellations with less than 24 hours' notice or no-shows.

- Cessna 152                    \$188.00
- Simulator Redbird        \$110.00
- Ground Briefing           \$85.00
- Cessna 172                 \$199.00
- Piper Warrior             \$188.00
- Twin Engines             \$349.00
- Simulator ALSIM         \$200.00

### **Pilot's Financial Responsibilities**

In the event the pilot returns to Boundary Bay by other means leaving the aircraft at another airport, the pilot is financially responsible for returning the aircraft back to the Boundary Bay Airport.

The Pilot in Command shall be financially responsible for any damage incurred due to his/her own negligence. What constitutes negligence will be determined by the Operations Manager or CFI.

In the event of aircraft damage, the Pilot is responsible for the deductible or the aircraft damages. The pilot is also responsible for the return of the aircraft to Boundary Bay Airport or Professional Flight Centre's designated place of repair.

### **Cost Incurred Away from Home Base (Boundary Bay)**

Pilots renting Professional Flight Centre's aircraft are responsible for all extra costs such as landing fees, tie downs, parking, security fees and customs fees for the aircraft that may occur away from home base. This includes de-icing and pre-heat when required. The pilot is at all times responsible for the safety of the aircraft.

The pilot is responsible for any re-fuelling payment when landing at any airport other than Boundary Bay. The pilot will be credited for the fuel and oil provided they keep the receipt and hand it into the accounting department.

### **Payment**

Payment is the responsibility of the individual student or customer, who are to pay their accounts on completion of each flight either by cash, cheque, or credit card. Debit accounts will not be carried but credit accounts may be carried. If, after a night flight and no staff are available to receive payment, accounts will be debited with the credit card number on file. Overnight trips will require a 50% deposit payment.

### **DISPUTE AND RESOLUTION**

1. This policy governs complaints from students respecting ***Pacific Professional Flight Centre*** and any aspect of its operations. Students will not be subject to any form of retaliation as a result of filing a complaint.
2. All student complaints must be made in writing.

3. The student must provide the written complaint to the **Chief Flight Instructor (CFI)** who is responsible for making determinations in respect of complaints. If the **Chief Flight Instructor (CFI)** is absent or is named in a complaint, the student must provide the complaint to the **Accountable Executive (AE)**.
4. The process by which the student complaint will be handled is as follows:
  - A. Process:
    1. Student will provide a written summary of the complaint to the CFI / ACFI
    2. The CFI / ACFI will discuss the details of the complaint with the management team
    3. A written response to the complaint will include any determination.
  - B. Written reasons for the determination will be provided to the student within 45 days after the date on which the complaint was made.
5. The student making the complaint may be represented by an agent or a lawyer.
6. If the student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Training Institutions Branch ([www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)).

#### **SEXUAL MISCONDUCT POLICY**

1. Pacific Professional Flight Centre Ltd is committed to the prevention of and appropriate response to sexual misconduct.
2. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behaviour including the following:
  - sexual assault;
  - sexual exploitation;
  - sexual harassment;
  - stalking;
  - indecent exposure;
  - voyeurism;
  - the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video;
  - the attempt to commit an act of sexual misconduct; and
  - the threat to commit an act of sexual misconduct.
3. A **Complaint** of sexual misconduct is different than a **Report** of sexual misconduct. A person may choose to disclose or complain of sexual misconduct without making a formal report. A **Report** is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action.
4. A student making a **Complaint** will be provided with resolution options and, if appropriate, accommodation, and will not be required or pressured to make a **Report**.
5. The process for making a **Complaint** about sexual misconduct involving a student is as follows:
  - If you feel that you have been the recipient of sexually misconduct, report it immediately to the Chief Flight Instructor in writing or in his absence the Assistance Chief Flight Instructor. If your supervisor is the source of the harassing conduct, report directly to Chief Flight Instructor.

6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
  - Complaints of Sexual misconduct will be received within 5 working days and investigated within 10 working days. A response will be delivered promptly thereafter. If disciplinary action is warranted the complainant will be notified within 15 working days.
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
  - A student reporting an incident of sexual misconduct shall, after reporting the incident to the Chief Flight Instructor; submit a written statement and make a request for action. In the absence of Chief Flight Instructor a report can be filed with the Assistance Chief Flight Instructor.
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
  - Once a course of action is decided, an investigation shall proceed, and a determination will be presented in writing within 15 working days.
  - The reporting complainant will be advised if and when disciplinary action is to be taken, whatever that is determined to be.
9. It is contrary to this policy for an institution to retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.
10. Any processes undertaken pursuant to this policy will be based on the principles of administrative fairness. All parties involved will be treated with dignity and respect.
11. All information related to a Complaint or Report is **confidential** and will not be shared without the written consent of the parties, subject to the following exceptions:
  - If an individual is at imminent risk of severe or life-threatening self-harm.
  - If an individual is at imminent risk of harming another.
  - There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided.
  - Where reporting is required by law.
  - Where it is necessary to ensure procedural fairness in an investigation or other response to a Complaint or Report.

#### **CURRENCY AND PROFICIENCY REQUIREMENTS**

The CFI has the authority to check the flying ability and knowledge of any pilot wishing to rent a Professional Flight Centre aircraft this is applicable to students and renters.

##### **15 Day Student Currency**

All students that have not flown in the previous **fifteen (15) days**, dual or solo, must fly dual with an Instructor prior to being released on solo flights.

In addition, students must have flown dual with an instructor within the previous **sixty (60) days** prior to being released on solo flights, even if they have maintained their 15 day currency through solo flights.

Note: the CFI may in special cases, waive this restriction.

##### **30 Day Renter Currency**

All renters shall maintain a **thirty (30) day** currency on the type and category and night currency (in company aircraft).

If a customer has not flown for 30 days he or she must complete a 30 day check. This check consists of a minimum of three (3) safe approaches and landings.

Note: the CFI may in special cases, waive this restriction.

### **Annual Proficiency Check**

All licenced pilots, every twelve months shall undergo a pilot proficiency check. This check includes the performance of air exercises, circuits and emergency procedures.

### **ICAO ENGLISH EXAM LEVEL 4**

All students shall have passed the ICAO English Exam Level 4 prior to Solo.

### **CHECKOUT POLICY**

To maintain pilot proficiency and in the interest of flying safely, pilots wishing to fly as pilot in command of a Professional Flight Centre aircraft must complete a checkout with a Professional Flight Centre instructor. All licensed pilots require a check-out prior to renting any aircraft from Professional Flight Centre. Checkouts from other schools, clubs, Transport Canada, military, etc have no validity at Professional Flight Centre. The completed checkout form shall be kept in the student's/renter's file. In some rare instances the checkout can be waived or reduced by the CFI.

Dual rates apply for checkouts and proficiency checks.

#### **To Rent**

- Pilot must meet currency requirements stated in this section
  - Where the pilot has not acted as pilot in command during the previous 5 years, a more in-depth checkout will be required. See CARs 421.05(1) for details.
- Have all required documents on board
- Pilot must comply with Professional Flight Centre's rental policy

#### **Minimum Flight Check**

For local pilots familiar with the area and are current on the C172, C152 or Piper Warrior. A checkout in the circuit if approved by the CFI might be acceptable as a flight check.

This includes circuits in different landing configurations, emergencies, engine failure in the circuit and baulked approach from a full flap configuration.

#### **Level of Proficiency**

Some pilots will require more than one flight to achieve proficiency on type. The instructor may add items to the check as per the flight test guide.

When the student is not familiar with type of aircraft or similar aircraft type then the checkout will consist of not less than 2 flights. One of those flights will concentrate on air work and the other flight concentrating on circuits.

#### **Standard to Achieve**

- Adequate skills and safety

- Knowledge of standard and emergency procedures
  - Including NORDO procedures for arrival into CZBB
- Knowledge of local area

### **Load Check**

If the renter hasn't flown the C172 or the Piper Warrior with passengers in the back seat, a "load check" close to full gross take-off weight will be required. This will be a circuit flight including take-offs, landings with various flaps settings and various power settings and a go-around from a full flap approach.

### **Open Book Exam**

- Pilots must write and pass the aircraft type exam and corrected to 100% prior to renting or training as pilot in command. The type exam shall be completed for each aircraft flown and shall be kept in the pilot's file.

### **Ground Check**

The extent of the ground briefing will depend on the student's knowledge of the aircraft type, local airspace and local procedures.

- Confirm knowledge of aircraft documents including proper entries in the Journey log.
- Become familiar with, booking sheet, sign-out and sign-in procedures.
- Familiarize with tie down areas, parking procedures and refueling policies.
- A current VTA and CFS are required.
- Confirm knowledge of local procedures.
  - If new to the area then a ground briefing on airspace and local procedures will be required.
- Confirm knowledge of aircraft type.

### **Pre-Flight Inspection**

- Check for dip stick and fuel strainer
- Confirm aircraft checklist and emergency checklist
- Complete the pre-flight inspection according to the aircraft checklist

### **In-Flight Checkout**

- Leaning procedures
- Use of carburetor heat
- Slow flight
- Stalls – including full flap stalls
- Incipient spin
- Steep turns
- Spiral dive recovery
- Forced approach
- Navigation
- Baulked approach from a full flap configuration
- Radio procedures
- Circuits with various scenarios on the take-off and landings

- Emergency procedures
- Fuel management

## **SECTION 5: AIRCRAFT REQUIREMENTS AND AIRWORTHINESS**

### **MAINTENANCE CONTROL MANUAL**

The Maintenance Control Manual (MCM) is the Company's document that outlines the policies and procedures for the regular and unscheduled maintenance of the Company's aircraft.

- All employees shall comply with the Company's MCM.
- All flight instructors shall educate their students on the MCM.
- All students and renters shall comply with the Company's MCM. In the event the student or renter is not familiar with the requirements laid out in the MCM then they are responsible for seeking out assistance from one of the flight instructors.

### **AIRCRAFT DOCUMENTS**

The PIC shall ensure the following documents are carried onboard during all flights:

- Certificate of Airworthiness
- Certificate of Registration
- Proof of Insurance
- Weight and Balance
- Pilot Operating Handbook (POH)
- Journey Logbook

Dispatchers are responsible for ensuring all Aircraft Document Bags are equipped with all the above documents before releasing keys for the aircraft to the renter.

### **AIRCRAFT AIRWORTHINESS**

The PIC shall consult the journey logbook to ensure airworthiness.

### **DEFECT REPORTING SYSTEM**

In addition to adhering to the procedure in the Company Maintenance Control Manual the following steps shall be taken.

- Students and pilots shall report any defects or perceived defects to the CFI, dispatch or instructor who will inform the Maintenance Department as soon as possible.
- If a defect occurred in flight, an Incident Report shall be filled out and handed into the CFI or Safety Manager.
  - Hard landings are required to be snagged and must be reported to dispatch ASAP. Dispatch will then arrange an inspection to determine airworthiness of the aircraft.
- Any defect must be entered in the Aircraft Journey Log, signed by the person who discovered the defect and highlighted in yellow.
- The "Quick Reference Deferred Defects List" found in the aircraft documents shall be used to determine if the defect can be deferred.

If the defect cannot be deferred the aircraft documents and aircraft key shall be removed from Dispatch and placed in the Defective Aircraft Cabinet.

## SECTION 6: EMERGENCY PROCEDURES

- In the event of an emergency the Pilot in Command shall take action as required in the interest of safety. If such action necessitates a violation of local procedures and/or violation of the CARs, the pilot shall notify the CFI, Supervising Instructor or Operations Manager as soon as it is safe to do so.
- Most emergency procedures are described in the appropriate Pilot Operating Handbook. The pilot-in command must be familiar with these procedures.
- Some situations however, may require a type of action not established in the POH. When necessary, it must be in the interest of safety to passengers, pilot, aircraft, and property.
- When such action involves a violation of CARS when flying in Canada or FAA when flying in the USA, the pilot-in-command shall notify the appropriate authority without delay.
- When involving a Professional Flight Centre registered aircraft, the PIC must ensure that the CFI or the Operations Manager is informed of any deviation or infraction resulting from the action.

### ACCIDENT OR INCIDENT

- Whenever an incident or accident is associated with a Professional Flight Centre aircraft, a written report must be submitted to the CFI or Operations Manager and Safety Program Manager. Whenever a written report has been sent to Transport Canada or the FAA, copies of such reports must be submitted to the CFI or Operations Manager and Safety Program Manager.
- Please refer to the Company Safety Policy in the Appendix and the Company Safety Manual for more information.

### ON-BOARD EMERGENCY EQUIPMENT

#### Emergency Locator Transmitter

- All Professional Flight Centre aircraft are equipped with an approved ELT and it is the pilot's responsibility to ensure that the unit is functioning properly.
- The ELT must be on board the aircraft for all flights beyond 25 NM.

#### First Aid Kit

- All Professional Flight Centre aircraft carry a first aid kit. The pilot must verify its location and accessibility.

#### Fire Extinguisher

- All Professional Flight Centre aircraft shall have an operational fire extinguisher securely installed for all flights.
- The fire extinguisher shall be accessible to the pilot in-flight. When the fire extinguisher is installed in the cargo area

### **Life Jackets**

- One life jacket per person should be carried on board the aircraft during over-water flights.
- Pilots and passengers must be familiar with donning procedures prior to boarding the aircraft. Professional Flight Centre will provide the life jackets.

### **Survival Kits**

- Survival kits are available from Professional Flight Centre. They should be carried on board when flying beyond the lower mainland if required by the CARS. (See CARS 602.61; 602.62; 602.63)

### **PROCEDURES TO FOLLOW IN THE EVENT OF UNSCHEDULED FORCED LANDING:**

- ❑ When forced to land due to an engine failure, follow the procedures as outlined in the Pilot Operating Handbook.
- ❑ When an unscheduled landing is accomplished due to deteriorating weather, land at the nearest airport. If not possible to reach the airport, execute a precautionary landing as outlined in the Pilot Operating Handbook.
- ❑ Contact dispatch as soon as safety allows. (604) 952-4635 or 1-800-CYVR-IFR

In all cases, notify the CFI immediately by phone, or contact FSS on 126.7 MHz on the aircraft radio and have them call the CFI or the Operations Manager.
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- ❑ In any event, you will only be authorized to takeoff and continue the flight when approved by the CFI.
- ❑ If the reason for landing was due to a possible mechanical malfunction or defect, or in the event where possible damage might have occurred or is suspected, no takeoff is permitted. Should the aircraft be left overnight following a precautionary landing, secure the aircraft in accordance with the POH.

NOTE: It is the pilot's responsibility to be properly dressed for the flight. One must anticipate the conditions which may exist along the intended route and dress accordingly. This may include more than the minimum listed in Section 5.

### **If Landing Results In An Accident**

- ❑ Determine if there is a danger of fire; keep away from spilled fuel. As soon as safety is achieved, check injuries and apply first aid as required.
- ❑ If help is required, turn Emergency Locator Transmitter (ELT) to the ON position, and do not turn it off. Use any other means to summon help.
- ❑ Do not move the aircraft or the wreckage unless it is necessary in order to save lives or attend to the injured.
- ❑ Search and Rescue (SAR) 1-800-567-5111 or 250-363-2992

**Other Authorities To Contact**

- ❑ The Transportation Safety Board must be contacted at 1-604-666-5826.
- ❑ Air Traffic Services (ATS)
- ❑ Nearest RCMP Detachment
- ❑ Nearest Forest Ranger
- ❑ On VHF aircraft radio contact Vancouver Centre on 125.95; 133.7; or 121.5

All statements to the press will be made by a Professional Flight Centre representative.

If approached, please refer them to the CFI or the Operations Manager.