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Safety Procedures

Version: 1.0

Original

Part 141 Safety Procedures

List of Effective Pages

<u>Page</u>	<u>Description</u>	<u>Date</u>	<u>Revision No.</u>
1	Cover Page	03/05/2024	Original
2	List of Effective Pages	03/05/2024	Original
3	Revisions	03/05/2024	Original
4-8	Safety Procedures and Practices	03/05/2024	Original
9-10	Approved Airports	03/05/2024	Original
Appendix A		03/05/2024	Original

Part 141 Program Safety Procedures

Revisions

The Chief Flight Instructor will provide revisions as necessary. Each revised page will have a revision date in upper/lower right-hand side. Each person, to whom the safety procedures has been furnished, shall keep it up to date with changes and additions furnished to him. This revision record sheet shall be used to record each safety procedures manual change. The Chief Flight Instructor will check each safety procedures manual periodically to assure that required changes have been made. This safety procedures manual is intended to provide the most practical, efficient and effective operation procedure in use today.

It does not provide a substitute for sound judgment. If the procedure contained herein present any operational problems, or if anyone involved has any suggestion for improving the manual, please submit the suggestion in writing to the Chief Flight Instructor.

Changes to Staff, Added Location, Aircraft & Simulator changes					
Pg.	Rev #	Date	Location	Description of Change	Changed By

Original

Part 141 Program Safety Procedures

Safety Procedures and Practices §141.93 (a) (3)

Weather Minimums

- a. Traffic Pattern: No flight will be conducted in the traffic pattern unless the ceiling is reported to be at least 1500' AGL and the visibility is at least 3 statute miles
- b. When in the Practice Area monitor Jaxonville Approach on 118.6. The western practice area begins 5 NM from Ocala Airport and extends approximately 15 NM northwest, west, and southwest from OCF. Remain clear of the RW 18/36 extended centerline to remain clear of instrument traffic. The Eastern practice area extends approximately 15 NM southeast, and northeast while remaining clear of Ocala municipal congested areas.
- c. Cross-country Flights: All cross-country flights will be conducted with the following minimums, a reported ceiling of 3,000 Feet AGL, or better, and a reported visibility of at least 6 statute miles through the proposed route of flight.
- d. Maximum Wind Conditions: For the aircraft to be flown local or cross-country flying shall be as follows: For dual flights the maximum crosswind component shall not exceed 15kts and surface winds not to exceed 20kts. The maximum conditions allowable for Student solo are 10kts crosswind component and surface winds not to exceed 15kts.
- e. All Instrument Operations (Dual & Solo): In the event if IFR conditions are developed during flight, the flight will be conducted in accordance with 14 CFR PART 91.
- f. Note: At no time shall student pilot flight operations be conducted in weather conditions contrary to the Basic VFR Weather Minimums specified under FAR 91.155.

Procedures for Starting and Taxiing and Aircraft

- a. Preflight Inspection:
 - 1) Each pre-flight inspection shall be done, using the Manufactures Approved Checklist, with careful attention to the Manufactures Approved Checklist.
 - 2) Note ALL irregularities and/or discrepancies, if any, that were previously written up on A/C dispatch (Squawks) sheet. Assure yourself these discrepancies have been corrected and the aircraft has been returned to service by authorized personnel.
- b. Starting Procedures:
 - 1) Engine start and run-up procedures shall be accomplished in accordance with Manufactures Approved Checklist.
 - 2) No flight shall be conducted without the Manufactures Approved Checklist.
 - 3) Anytime an engine does not start, ask for assistance from flight management and/or instructor

Part 141 Program Safety Procedures

Safety Procedures and Practices §141.93 (a) (3)

- 4) A flight instructor will be present during all pre-solo engine starts.
- c. Taxi Procedures
 - 1) Taxiing shall be along the painted yellow lines only, whether on taxiway or ramp
 - 2) Power setting should produce a slow taxi speed requiring little, if any, use of the brakes. This is particularly important when taxiing on the ramp in close proximity to hangars, parked aircraft and/or pedestrian traffic
 - 3) Use full control deflection to compensate for crosswind conditions, if required.
 - 4) Keep your head on the swivel and eyes outside, looking for other traffic and pedestrians while taxiing. Do not read Manufactures Approved Checklist while taxiing.
- d. Inflight Procedures
 - 1) When inflight, keep your head on the swivel and eyes outside, looking for other traffic
 - 2) Accomplish Manufactures Approved Checklist tasks when outside of busy terminal area and after verifying there is no conflict of other traffic nearby.
- e. Simulated Forced/Emergency Landing Procedures
 - 1) Simulated emergency landing procedures must always be practiced in a safe area, where a safe landing can be assured in the event an actual forced landing becomes inevitable.
 - 2) Will Not fly below 1000 feet AGL unless required by specific regulation, airspace restriction, when accomplishing requirements of an approved maneuver, or during takeoff or landing operations.
 - 3) Not descend below 500 feet AGL unless established on a stabilized approach to a runway.
 - 4) Not descend below 500 feet AGL during practice simulated forced landings, except to approved runways, and only while under instruction.
 - 5) Ensure proper engine operation at least every 500' when performing simulated engine failures in single engine aircraft.
 - 6) Time allowing, the Manufactures Approved Checklist should always be consulted during the Simulated and Actual Emergency landing.
 - a) Aviate- Establish best rate of glide - if in a Cirrus, deploy CAPS when necessary
 - b) Navigate- Select a field that has a firm surface, into the wind, approach is clear of obstacles
 - c) Investigate- Check master switch, primer, circuit breaker, mixture, carburetor heat if applicable and switch fuel tank an attempt a restart
 - d) If restart is successful fly to nearest airfield and contact FSS, PRP Aviation (352) 517-7075

Part 141 Program Safety Procedures

Safety Procedures and Practices §141.93 (a) (3)

e) If unsuccessful communicate a mayday call over the current frequency as well as 121.5, enter the emergency transponder code 7700

f) Brief on safety equipment i.e., ELT and wedge the door open with a shoe

g) Fly a descending circle pattern around the threshold

h) Turn Final and shut off the mixture and fuel valve

i) Establish communication with FSS and the Flight School (352) 875-7401

f. Fire Precautions and Procedures

1) All Pilots to familiarize themselves with location and operation of the fire extinguishers located inside the airplanes, for those aircraft that are equipped with one.

2) Procedures for handling engine fires during starting and ground operations shall be in accordance with the manufacturer's recommendations contained in the pilot's information manual, or AFM. A demonstrated knowledge of these procedures is mandatory prior to student solo flight.

3) Extreme caution should be taken to avoid over-priming in cold weather.

4) IN CASE OF INFLIGHT FIRE, REPORT IT TO ATC and comply with 49 CFR Part 830 requirements. For FIRE ON THE GROUND, CALL THE CONTROLLING AIR AGENCY FOR FIRE RESCUE OR 911, (if at OCF), CALL (352) 875-7401 after unscheduled landing on/off airport.

1) Except in an emergency, landings will be made ONLY at approved airports

2) If it becomes necessary to land at other than an approved airport, the pilot shall immediately contact flight dispatch at (352) 875-7401 and explain all pertinent details. The chief/assistant chief instructor will assess the situation and will advise the pilot how to proceed.

3) No takeoffs shall be attempted after an unscheduled landing unless authorized by the school's chief instructor, assistant chief instructor or director of operations

4) All students will abide by the rules concerning all phases of flight operations, FAA and school regulations

g. Aircraft Discrepancies and Approval to Return to service

1) No flight will be made without first checking previously noted discrepancies to ensure they have been corrected, if applicable, and the aircraft is in airworthy condition. Please refer to the pilot's information manual or AFM, and the FARs to verify if the item found inoperative is required for the kind of operation to be conducted and if it is required due to the Manufacturer's certification.

2) Note any discrepancies during flight and record them in the discrepancy log

Part 141 Program Safety Procedures

Safety Procedures and Practices §141.93 (a) (3)

3) All discrepancies written up on the Aircraft Dispatch sheet will be forwarded to maintenance for appropriate action.

i. Securing Aircraft.

1) At the end of each flight the pilot shall be responsible for securing the airplane. If for unforeseen circumstances the flight terminates away from (OCF), the pilot is expected to call the school's dispatch or flight instructor for further instructions.

2) The Manufactures Approved Checklist will be used for every shutdown, thus assuring that the procedure is correct, and nothing is overlooked.

3) No attempt will be made to taxi the airplane onto the tie-down "T" unless the area is free of parked airplanes or obstacles. Normally the airplanes will be taxied into proximity to the "T" slot and moved into position with the use of the tow bar. Moving the airplane by pushing on the tail will not be permitted.

4) No rope knots or procedures other than those specified by the instructor will be used in securing the tie-down ropes to the airplane

5) Ascertain that all doors to the aircraft are locked and the control lock and pitot tube cover is in place before leaving the airplane.

6) Pilots are responsible for removing all personal belongings and trash from the airplane after each flight. PRP Aviation, LLC., assumes no liability for lost property and will not be held accountable for losses.

j. Fuel reserves for local and cross-country flight

1) Dual cross-country flights will have minimum of one (1) hour fuel reserve upon landing at destination airport. Serious consideration must be made during flight planning for headwinds. Note: The fuel quantity indicators shall not substitute visual checking

2) All local solo flights shall have enough fuel for the intended flight PLUS one-hour fuel reserve

3) Note: For all IFR operation at PRP Aviation, LLC., requires the PIC to comply fully with FAR 91.167 fuel requirements for flight in IFR conditions. In addition, to complete the flight to the first airport of intended landing and fly that to the most distant alternate and fly after that 60 minute at normal cruising speed.

4) To prevent fuel starvation and not reaching your destination as a result thereof, practice effective Fuel Management Techniques. Perform Safety Risk Assessment Analysis prior to each flight by completing during preflight, including final check for weather, winds, NOTAMs, TFRs, and anything that could cause the flight to extend beyond the planned flight time. Check fuel consumption at every check point and have the plan ready to compare for fuel used and available to complete the flight to your target destination. If unable, always have an alternate destination

Part 141 Program Safety Procedures

Safety Procedures and Practices §141.93 (a) (3)

k. Approved Solo Cross-Country Routes

1) All solo cross-country routes must use the following routes unless approved by the chief instructor:

50 nautical mile cross country

OCF	CTY	OCF	OCF	DAB	OCF
OCF	LCQ	OCF	OCF	X50	OCF
OCF	LAL	OCF	OCF	TIX	OCF
OCF	ZPH	OCF	OCF	MLB	OCF
OCF	GIF	OCF			
OCF	VQQ	OCF			
OCF	VAD	OCF			
OCF	SSI	OCF			
OCF	FHB	OCF			
OCF	SGJ	OCF			

3 Airports with initial airport 50 with total minimum of 150 nautical mile

OCF	LCQ	CTY	OCF
OCF	VQQ	CTY	OCF
OCF	VAD	LCQ	OCF
OCF	TLH	CTY	OCF
OCF	LAL	LEE	OCF

Airplane Single Engine Land aircraft will use airports with the following requirements.

Minimum 3000 Feet Long, Paved Runway.

Has a windsock or wind indicator.

Airplane Multi Engine Land aircraft will use airports with the following requirements.

Minimum 3500 Feet Long, Paved Runway.

Has a windsock or wind indicator.

Alternate Airport List- Must be approved by Chief

24J	Suwannee County
28J	Palatka - Larkin
40J	Perry-Foley
F45	North Palm Beach County
KAPF	Naples
KAVO	Avon Park
KBCT	Boca Raton
KBKV	Brooksville/ Tampa Bay RGNL
KBOW	Bartow
KCOI	Merritt Island
KCRG	Jacksonville Exec at Craig
KDAB	Daytona Beach Intl
KDED	Deland - Taylor
KEVB	New Smyrna Beach
KFHB	Fernandina Beach
KFIN	Flagler Exec
KFLL	Ft. Lauderdale/ Hollywood Intl.
KFMY	Page Field
KFPR	Treasure Coast Intl
KFXE	Ft. Lauderdale Exec
KGIF	Winter Haven
KGNV	Gainesville RGNL
KHOW	North Perry
KIMM	Immokalee
KINF	Inverness
KJAX	Jacksonville Intl
KLAL	Lakeland Linder
KLC	Lake City Gateway
KLEE	Leesburg Intl
KMKY	Marco Island Exec
KMLB	Melbourne Intl
KOBE	Okeechobee County
KOCF	Ocala Intl – Taylor
KOMN	Ormand Beach
KOPF	Miami – Opa Locka Exec
KPBI	Palm Beach Intl
KPCM	Plant City
KPGD	Punta Gorda
KPHK	Palm Beach County
KPIE	St. Pete/ Clearwater
KPMP	Pompano Beach
KRSW	Southwest Florida Intl
KSE	Sebring RGNL

Original

KSGJ	Northeast Florida RGNL
KSPG	Whitted
KSUA	Witham
KTIX	Space Coast RGNL
KTLH	Tallahassee Intl
KTMB	Miami Exec
KTNT	Dade-Collier (fee)
KTPA	Tampa International
KTPF	Knight
KVDF	Tampa Exec
KVQQ	Cecil
KVRB	Vero Beach RGNL
KZPH	Zephyrhills
X05	Pilot Country
X06	Arcadia
X07	Lake Wales
X14	LaBelle
X26	Sebastian
X39	Tampa North
X50	Massey
X51	Homestead General

Part 141 Program Safety Procedures

Safety Procedures and Practices §141.93 (a) (3)

KOCF Ocala International Airport

Practice Area

Monitor 118.6 JAX Approach

The western practice area begins 5 NM from Ocala Airport and extends approximately 15 NM northwest, west, and southwest from OCF. Remain clear of the RW 18/36 extended centerline to remain clear of instrument traffic. The Eastern practice area extends approximately 15 NM southeast, and northeast while remaining clear of Ocala municipal congested areas. Area begins 5 NM from KOCF and extends an Average of 15 NM from KOCF.