# PRP Aviation

## Flight Operations Manual (FOM)

7 April 2025

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## 1. Overview

Welcome to PRP Aviation and the PRP Aviation Flight Operations Manual (FOM).

**PRP Mission** - At PRP Aviation, we are dedicated to building a strong aviation community by delivering safe, professional, and concierge-level services—all under one roof. Our mission is to provide Personal, Reliable, and Professional aviation solutions tailored to each client's needs. Founded by passionate aviators, including proud veterans of the U.S. Air Force, Navy, and Army, PRP Aviation offers a comprehensive range of services —from charter flights and premier flight instruction to avionics, maintenance, and more. Whatever your aviation goals, we have the expertise and resources to help you achieve them.

**References** - PRP Aviation provides high-quality flight training under 14 CFR Part 61, ensuring students meet all FAA requirements before their practical test. This FOM provides standardization and clarity for our clients and instructors in order to provide the highest level of consistency and safety as our clients strive to reach their aviation goals. The FOM serves as a key reference alongside other essential manuals and publications, including:

- Federal Aviation Regulations (14 CFR)
- Aeronautical Information Manual
- FAA Advisory Circulars
- FAA Airplane Flying Handbook
- Pilot's Handbook of Aeronautical Knowledge
- Aircraft Flight Manual (AFM)/Pilot's Operating Handbook (POH)
- Cirrus Interactive Flight Operations Manual & Training
- Computer-Based Training Aids
    - Private and Instrument Courses Link - https://cessnaflighttraining.kingschools.com/
    - Commercial Course Link - https://ilearn.kingschools.com

**Expectations** - All PRP Aviation students, pilots, instructors, owners, and renters are expected to uphold the policies outlined in this manual. Failure to comply may result in suspension or revocation of flight privileges. Flight operations must adhere strictly to FAA regulations, aircraft manuals, and PRP policies to ensure the highest standards of safety and professionalism. Ultimately, the Pilot in Command bears the final responsibility for flight safety.

**Deviations/Errors** - For policy clarifications, contact the Director of Operations (DO) or the Chief Pilot. The FOM is periodically updated to reflect regulatory and operational changes, always verify you're using the latest version. Suggestions for improvement are welcome and can be directed to the Chief Pilot. Deviations from these policies are automatically permitted when the Pilot in Command determines that safety is the overriding priority. All other deviations require approval from the Director of Operations or Chief Pilot.

**PRP Aviation LLC – Ocala International Airport (KOCF)**

| | | |
|---|---|---|
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## 2. PRP Aviation Safety Program

**Scope** - The PRP Aviation Safety Program applies to all instructors, pilots, students, employees, and officers of PRP Aviation. PRP Aviation is the application process for the FAA Part 141 training program, and the following safety practices are in compliance with the Part 141 PRP Safety Procedures located at the operations desk.

**Safety Philosophy -** Safety is our top priority. It is a proactive commitment at PRP Aviation, requiring participation from all personnel. Our program emphasizes accident prevention, hazard identification, and continuous education.

**Characteristics -** The PRP Aviation Safety Program is characterized by:

- Dedication to the preservation of life and property.
- A top-down approach where safety is implemented at all levels.
- Safety-oriented flight operations and maintenance.
- Standardized procedures to minimize operational risks.
- Inclusion of safety education in all levels of flight training.
- Open communication regarding safety concerns.
- A clear emergency response plan.

**Oversight -** The PRP Aviation Safety Council (PSC) is responsible for the oversight of our safety program. This council includes the Director of Operations, Chief Pilot, and designated instructors. The PSC promotes safety initiatives reviews reports and schedules safety meetings and updates.

**Safety Training and Meetings –** PRP hosts a monthly safety meeting for all clients and personnel on the second Wednesday of each month from 6:00 PM – 8:00 PM EST in the PRP Heritage Room. These meetings are publicly advertised on the FAA Safety Team (FAAST) website and qualify for WINGS program credit. Additionally, PRP instructors participate in a quarterly safety meeting, led by the Chief Pilot, to review student trends, discuss safety enhancements, and refine instructional techniques ensuring continuous improvement in training and flight safety.

**Safety Reporting -** PRP Aviation has a Safety Reporting System (SRS) where all pilots, instructors, and staff can submit voluntary safety reports. These reports are analyzed for trends, and necessary actions are taken to enhance safety measures. Reports can be submitted anonymously to the operations desk. We also encourage pilots to utilize NASA's Aviation Safety Reporting System (ASRS) for broader industry-wide reporting.

**Weather Minimums**

1) 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.
2) 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
3) Cross-country Flights – All VFR 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.
4) 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.

5) Instrument Flights - 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.

**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.

**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 (KOCF), the pilot is expected to call PRP operations or a 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.

**FIKI Equipped Aircraft** – When securing flight in known icing (FIKI) equipped aircraft, do not put the aircraft inside the hangar within 24 hours of the FIKI system being run. The TKS fluid leaks onto the hangar floor and causes slick areas in the hangar. Park the aircraft on the tie-downs outside the hangar until the TKS fluid has stopped seeping.

**Cirrus Seats** - In Cirrus Aircraft, care should be taken to not stand or kneel on the seat. The seats are equipped with a crushable aluminum core which can be damaged with direct pressure from kneeling or standing on the seat. The energy absorbent core is used in the event of a CAPS deployment and helps protect the occupant from injury upon touchdown underneath the canopy.

**Cirrus Doors** – As a best practice, always open and close Cirrus aircraft doors from the front of the wing. Attempting to close the doors while standing on the wing increases the risk of slipping or losing balance, which could result in injury. For safety, make it a best practice to step in front of the wing before closing the doors.

**CAPS Pin Removal** – As a best practice, always ensure passengers are seated with their seatbelts fastened before removing the CAPS pin. At the end of the flight, reinsert the CAPS pin before passengers begin to unbuckle to exit the aircraft. These practices help prevent an inadvertent CAPS deployment on the ground by an unwitting passenger.

## 3. Administrative Policies and Procedures

**Rental Contract** – All clients are required to sign and agree to the PRP Rental Contract (See Appendix 1). This contract contains pricing and insurance requirements necessary.

**Pilot Proficiencies** - Pilots wishing to rent PRP Cirrus aircraft must have satisfactorily completed the Cirrus Private Pilot or Transition Training Syllabus in the Cirrus Approach training portal and received the certificate of training completion. For recency of training, student and private pilots must have flown within a recency of the past 30 days. For instrument rated pilots, recency of flight must have occurred in the past 60 days. For commercially rated pilots, recency of flight must have occurred within the past 90 days. This will be tracked in the Flight Schedule Pro software.

**Foreign Certificated Pilots** - Foreign pilots may rent and receive instruction in PRP aircraft after converting their foreign pilot certificate to a U.S. certificate. This process begins by contacting the Orlando FSDO. Non-U.S. citizens seeking Private Pilot, Instrument, or Multi-Engine training must comply with the TSA's Flight Training Security Program (49 CFR Part 1552). Training cannot begin until TSA approval is granted. Applicants must complete the required application online at https://www.fts.tsa.dhs.gov/home and are encouraged to consult their instructor beforehand to help expedite the process. PRP Aviation does not provide training visas. Additional details are available on the TSA website.

**TSA Requirements** – All pilots will submit for the PRP training records a copy of their passport, or driver's license with birth certificate as proof of their US residency. In addition, a copy of the pilot's license and instructor certificate (as required) will be retained on file. All non-US citizens will provide copies of their passport of country origin and certificate of authorization to train from the TSA Ailen Flight Student Program (AFSP).

**Owner Aircraft –** PRP instructors are permitted to provide instruction in owner-owned aircraft. The owner is required to provide proof of aircraft airworthiness and insurance before any training can take place and PRP should be named as an additional insured on the aircraft's policy with a Waiver of Subrogation. No training will be conducted if the owner cannot prove adequate insurance coverage. Any questions or issues should be addressed to the Director of Operations.

## 4. General Aircraft Operations

**Pre-Step Procedures –** Before every flight, instructors must have students read the current METAR for KOCF and the TAF from either KGNV or KLEE. A preflight briefing will be conducted as needed in order to review the lesson plan, incorporate any missed elements from prior lessons, and ensure the student knows what is expected prior to step.

**Weight and Balance** – Students and instructors will ensure the aircraft will remain within weight and balance parameters for the entirety of the flight. Foreflight is authorized for the weight and balance calculation as long as the actual empty weight and center of gravity for the aircraft is incorporated in forelight. Instructors will

ensure students perform a manual weight and balance calculation on their first flight of each month in order to retain currency in the manual calculations.

**Aircraft Check-Out Process –** Aircraft will be checked out at the PRP front desk with the general rule of thumb that the aircraft logbook and aircraft keys remain together at all times. Clients will ensure the aircraft blue logbook show aircraft inspection currency and verify no maintenance items are outstanding that would preclude the safe conduct of the flight. Instructors will log into Flight Schedule Pro (FSP) and ensure the aircraft is "checked out" in the FSP system. When arriving at the aircraft, clients will ensure the times in the blue logbook match the aircraft Hobbs meter and Tachometer.

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

**Aircraft movement** – Only PRP personnel are authorized to move aircraft inside and outside the hangars. After aircraft movement, aircraft will be secured with chocks before removing it from the tug. Aircraft will be removed from the tug before any tiedowns are attached to the wing or tail.

**Tow Bars** - Each Cirrus aircraft will be moved using the Best Tug towing systems. For Cessna 172's, towbars can be used, but must be removed from the nosewheel immediately upon completion of movement. Once the aircraft has been steered into its spot, secure the tow bar in the baggage compartment of the aircraft.

**Preflight Inspection -** Each pre-flight inspection must be conducted in accordance with the Manufacturer's Approved Checklist, ensuring thorough attention to every item. PRP uses the Checkmate brand of condensed checklist which are manufacture approved for use. A fuel sump check must be performed before the first flight of the day and after every refueling. Only one set of chocks should be stored in the aircraft's baggage compartment for use after landing. To maintain visibility and aircraft integrity, clean the windshield using only designated GREEN towels.

**Before Engine Start –** Upon entering the aircraft, a passenger briefing shall be completed which will include Seatbelt use, location of Air vents, location of Fire extinguisher, Exits and Emergency Procedures, Exchange of Controls, Traffic, Talking, and any Questions. Additionally, a crew briefing should be completed which will include the following: review of airport diagram, ATIS/AWOS, runway in use, crosswind component, expected taxi clearance, and a declaration of who is PIC.

**Starting Procedures -** Engine start and run-up procedures shall be accomplished in accordance with the Manufacture Approved Checklist. Anytime an engine does not start, ask for assistance from flight management and/or an instructor.

**Taxi Procedures –** Taxiing shall be along the painted yellow lines only, whether on taxiway or ramp**.** 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**.** Use control deflection to compensate for crosswind conditions, if required. Keep a vigilant lookout and eyes outside, looking

for other traffic and pedestrians while taxing. Do not read Manufactures Approved Checklist while taxiing. No more than 15 knots taxi speed during the day, 10 knots at night. No more than 10 knots before turning 90 degrees. DO NOT RIDE THE BRAKES TO CONTROL GROUNDSPEED.

**Taxi Flow** – Aircraft should taxi out carefully to minimize the risk of blowing debris into the hangar or onto the adjacent ramp. Whenever possible, park with the tail facing away from the PRP ramp centerline. When returning to the PRP ramp for parking, follow the centerline while taxiing toward the open hangar. Select an available parking spot where the aircraft can be positioned away from the ramp centerline. Aircraft on the west side of the ramp are primarily for flying. Aircraft on the east side of the ramp that plan to fly should be pointed west. Aircraft parked on the east side that are not flying can be pointed to the east as to avoid taxiing on the neighbor's ramp.
If no open parking spots are visible, continue taxiing down the centerline and either:

1. Hold position and wait for PRP personnel to direct parking, or
2. Shut down safely, allowing PRP personnel to relocate the aircraft as needed.

**Engine Leaning on the Ground** – Pilots will lean the engine on the ground to help prevent lead buildup on spark plugs and spark plug fouling.

**Runup Area** – For normal operations, perform runups while holding in line for takeoff. Do NOT perform an engine runup on the PRP ramp.

**Post Flight Procedures** – Trim the aircraft to the takeoff trim position before shutting down the aircraft. Complete aircraft logbooks with Hobbs and Tach time. Note any oil added in the blue aircraft logbook. If fuel was added at an outstation, save the receipt and give to the PRP Customer Service Representative. Secure the aircraft with chocks, flight control lock, cowl plugs and pitot tube covers. Synch seatbelts down for the next client. Set the radios for the next client as follows: Primary Radio – Ground with Tower on standby. Secondary radio – Guard (121.5) with ATIS on standby.

**Aircraft Bed Down** – When aircraft are parked inside the hangar, ensure carpets are placed under the chocks to increase floor friction and chock functionality. Place oil drip trays under the front cowling. Ensure cowl plugs and pitot covers are installed. Pull the starter circuit breaker on all Cirrus SR series aircraft before they enter the hangar. Wipe down leading edges to reduce bug buildup.

**Aircraft Check-In Process** – After completion of the flight, clients and/or instructors will update the blue logbook with flight times and ensure the aircraft is "signed in" to FSP. In addition, the client will annotate whether or not any oil was added before flight. Lastly, clients will annotate in FSP whether or not there were any maintenance issues with the aircraft. With the keys and blue logbook together, the client and/or instructor will return both to the PRP front desk.

**Flight Training Paperwork** – Instructors will strive to sign off all necessary paperwork and logbook entries before departing PRP Aviation. Students should bring their logbooks to every lesson, and after the flight, prepare the logbook entry for instructor signature. Foreflight logbooks are preferred for new students, however paper logbooks suffice. For students enrolled in the Cessna/King training programs, instructors will log into the Cessna/King Course Tracking Application (CTA) and ensure all relevant items are filled in. For students enrolled in a Cirrus training course, instructors will ensure the Cirrus Approach training course is adequately filled out.

**Briefing Rooms** – Erase all briefing boards when finished briefing or debriefing. If necessary use the Expo cleaning solution and a wash cloth or paper towels to clean stubborn ink marks. Stack papers and books neatly on the shelves and ensure briefing tools are kept inside briefing rooms.

## 5. Flight Training Operations

**Before Takeoff Briefing** – Before taxiing onto the runway, complete the **Before Takeoff flow and checklist**. Conduct a pre-takeoff briefing, which must consider:

- Runway verification (cross-check heading with DG and magnetic compass).
- Runway length available vs. required for takeoff.
- Obstacle assessment along the departure path.
- Wake turbulence considerations, if applicable.
- Takeoff power check to ensure sufficient performance.
- Windsock position and proper crosswind control inputs.
- Takeoff type and procedures, including normal, short-field, and soft-field takeoffs as needed.
- Nonstandard noise abatement procedures, if applicable.
- IFR departure procedures, if relevant.

Emergency procedures must also be reviewed before each takeoff, including:

- Engine failure before rotation.
- Engine failure after rotation with runway remaining.
- Engine failure after rotation with no remaining runway (including altitude-based actions).

For Cirrus aircraft, the briefing must also cover:

- Actions before reaching CAPS activation altitude.
- Actions after reaching CAPS altitude but below 2,000 feet AGL.
- Actions above 2,000 feet AGL.

**Lighting Usage –** PRP instructors and clients should actively use landing lights to enhance "see and avoid" procedures. Pilots should turn on the landing light upon takeoff clearance and keep it on until completing the cruise checklist. When returning to the departure airport or approaching the destination, the landing light should be activated within 10 miles to improve visibility for tower personnel and other pattern traffic. Beacon lights (or strobes for Cirrus) must be on anytime the master switch is ON with the intent to start or run the engine. Strobe lights are required throughout the flight, and navigation lights must be on from sunset to sunrise.

**Sterile Cockpit Procedures –** Pilots are expected to adhere to sterile cockpit procedures, recognizing that all flight operations outside of routine cruise are inherently more hazardous and require the undivided attention of the crew. The Pilot in Command (PIC) is responsible for ensuring that non-essential conversations, activities, and distractions do not occur during critical phases of flight or at any time below 1,000 feet AGL. These critical phases include taxi, takeoff, climb, descent, landing, and operations in high-density traffic areas or during heavy ATC communication periods. Additionally, pilots must brief all passengers on sterile cockpit procedures to maintain safety and focus throughout these critical moments.

**Traffic Pattern Spacing** – Pilots should adjust their pattern as needed to maintain safe separation from other aircraft. Normal crosswind turns should be made 300 feet below traffic pattern altitude, but no earlier than 400 feet AGL when spacing adjustments are required. For Cirrus aircraft, a good rule of thumb is to turn crosswind no earlier than CAPS altitude. Normal pattern spacing should be between 3/4 to 1 NM from the runway. Assuming a 1,000 feet AGL pattern altitude, for a Cessna, this equates to placing the runway about 2/3 up the wing strut. In a Cirrus, the runway should be positioned between the wingtip and the wing cuff (shark tooth).

**Private and Commercial Maneuvers Setup** – Please see Appendix 2 for VFR training maneuvers setup and execution for both the Cirrus Aircraft and the Cessna 172.

**Instrument Procedures** – Please see Appendix 3 for an expanded discussion on IFR training procedures.

**Practice Area** - When in the Practice Area monitor Jacksonville Approach on 118.6. The western practice area begins 5 NM from Ocala Airport and extends approximately 15 NM northwest, west, and southwest from KOCF. 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.

**Practice Airports** – Due to the extensive general aviation operations at KOCF, PRP instructors will attempt to reduce Pattern practice at KOCF. Practice airport for pattern operations should be Williston (X60), Marion County (X35), Inverness (KINF), Gainesville (KGNV), and Crystal River (KCGC).

**After Landing –** Avoid changing aircraft configuration on the runway unless performing short field landing procedures. After taxiing clear of the landing runway, lean the engine for taxi back, raise the flaps, and turn the boost pump off (if installed), and trim the aircraft for takeoff. Pilots will avoid excessive braking to make the next taxiway and will not accept a clearance from tower to exit the taxiway if faster than 10 knots groundspeed.

## 6. Abnormal and Emergency Procedures

**Abnormal Procedures -** This section contains policies and guidelines for PRP pilots involved in various abnormal or emergency situations. At no time is this section intended to supersede the abnormal and emergency procedures as detailed in the approved Pilot's Operating Handbook, nor is it a complete list of all events that may be encountered by a pilot. Each pilot is responsible for accomplishing the abnormal or emergency checklist items as specified by the aircraft manufacturer in the approved and current POH.

**General Emergencies Philosophy**

- Maintain aircraft control.
- Analyze the situation and take appropriate action.
- Land as soon as practical.

The steps above primarily fall into the Aviate and Navigate portions of "Aviate, Navigate, Communicate". Pilots need to Aviate and Navigate safely before bringing in outside resources, but there should never be a hesitation to declare an Emergency with ATC if the pilot perceives that outside agency assistance may be required.

**Cirrus Engine Failure Decision Making** – See Appendix 4 for a white paper discussion on experiencing an engine failure in a Cirrus aircraft and the decision making process leading up to CAPS deployment.

**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

**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 KOCF), CALL (352) 875-7401 or (352) 517-7075 after unscheduled landing on/off airport.
5) Except in an emergency, landings will be made ONLY at approved airports
6) If it becomes necessary to land at other than an approved airport, the pilot shall immediately contact flight dispatch at (352) 875-7401 or (352) 517-7075 and explain all pertinent details. The chief/assistant chief instructor will assess the situation and will advise the pilot how to proceed.
7) No takeoffs shall be attempted after an unscheduled landing unless authorized by the school's chief instructor, assistant chief instructor or director of operations
8) All students will abide by the rules concerning all phases of flight operations, FAA and school Regulations

**Aircraft Damage -** The Pilot in Command is responsible for their aircraft from the time the aircraft binder is issued until the aircraft is returned. Any damage occurring to an aircraft must be reported immediately to the Director of Operations and any unreported damage discovered on any aircraft will become the responsibility of the last person to fly the aircraft. It is imperative that a thorough preflight and postflight inspection be made before and following each flight and that if any damage is discovered it be reported to the Director of Operations.

**Reporting an Accident or Incident** – The Pilot-in-Command or his delegated representative shall, by the most expeditious means available, immediately notify the applicable *PRP Aviation LLC* personnel in the event a Company aircraft is involved in a potential accident or incident. Upon receiving information of a reportable accident or incident as defined by NTSB 830.5, the Director of Operations or the Chief Pilot will immediately notify the NTSB and FAA CHDO.
The information in the report shall contain the following:

1. Type, nationality, and registration marks of the aircraft.
2. Name of owner and operator of the aircraft.
3. Name of the Pilot-in-Command.
4. Date and time of the accident.
5. Last point of departure and point of intended landing of the aircraft.
6. Position of the aircraft with reference to some easily defined geographical point.
7. Number of persons aboard, number killed, and number seriously injured.
8. Nature of the accident, the weather and the extent of damage to the aircraft, as far as is known.
9. A description of any explosives, radioactive materials, or some dangerous articles carried.
10. Advise that the flight was a 14 CFR 135 Air Taxi Flight if passengers or cargo were carried for hire.

## List of Appendices: