

**MIDDLE GEORGIA
STATE UNIVERSITY**



**FLIGHT
STANDARD OPERATING
PROCEDURES**



JULY 2021

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Section 1: General Operating Procedures

1.1 Introduction

This manual contains rules, policies, and procedures applicable to all Middle Georgia State University (MGA) flight operations. The material contained in this manual applies to all persons operating Middle Georgia State University aircraft. All flight training operations must be conducted in accordance with this SOP manual, Middle Georgia State University training syllabus, aircraft standardization manuals, and information found in the aircraft Pilot Operating Handbooks.

It is mandatory that the rules and policies stated in this and other manuals are followed. Anyone that fails to comply with any policy or procedure set forth by the FAA, aircraft manufacturer, or Middle Georgia State University may be subject to disciplinary action. This action may include suspension or dismissal from the Flight Program. MGA pilots are responsible for making sure they have the most current information published by MGA / FAA. Notification of changes to manuals or new publications will be posted in dispatch. It is the pilot's responsibility to ensure that all information is updated to the most recent.

The importance of safety at Middle Georgia State University cannot be overstated. Therefore it is imperative that each instructor and student operating a MGA aircraft be thoroughly familiar with all MGA publications prior to each flight. It is the responsibility of each individual in MGA flight operations to ensure that all policies, practices and standards are met.

Anyone that becomes aware of needed changes, or has suggestions to offer should present them in writing to the Dean. Persons who wish to deviate from any procedure, policy or standard practice must submit a request in writing to the Chief Flight Instructor.

1.2 Safety

MGA flight department has had no major accidents to claim. This exceptional safety record is the result of both the flight instructors and students adhering to the guidelines. In order for a safe training environment to exist, safety awareness must be a constant effort. This awareness is only achieved when everyone works together and keeps safety the number one priority.

1.3 Flight training Staff

The MGA flight instruction staff has one goal to deliver the best education and flight training available without excessive cost. We strive to be the best flight institution in the nation. Each flight instructor at MGA has been tested and certified by the FAA. The flight operations staff consists of: Staff Flight Instructors, Flight Instructor Interns, Chief Flight Instructor, Assistant Chief Flight Instructor, Chief Helicopter Instructor, Stage Check Instructor, and Helicopter Flight Interns.

The Department Chair is the Senior University Administrator directly responsible for the operation of the flight department and its flight training facility. The Department Chair has the authority to change or implement new policies or operating procedures.

The Dean is responsible for the overall implementation and administration of the flight training program. The Chief Flight Instructor reports directly to the Dean.



The Chief Flight Instructor is responsible for the content of and compliance with the FAA approved training course outline, ensuring the standardization of flight instruction and examining personnel, and ensuring compliance with all applicable FAA regulations. The Chief Flight Instructor reports directly to the Dean.

The Chief Helicopter Flight Instructor is responsible for the content of and compliance with the FAA Part 61 approved helicopter training course and will ensure standardization of flight instruction and examining personnel by ensuring compliance with all applicable FAA regulations associated with helicopter flight training. The Chief Helicopter Flight Instructor reports directly to the Chief Flight Instructor.

The Assistant Chief Flight Instructor will assist the Chief Flight Instructor in the supervision of the daily operations. The Assistant Chief Flight Instructor will also assist in development and evaluation of the flight training techniques used to meet the specific standards set forth in the MGA training syllabus. The Assistant Chief Flight Instructor reports directly to the Chief Flight Instructor.

Staff Flight Instructors will assist the Chief and Assistant Chief Flight Instructor in monitoring the progress of flight students and the performance of the flight instructor interns. The Staff Flight Instructors are assigned to each student for flight training and individual ground instruction. Staff Flight Instructors report directly to Chief and Assistant Chief Flight Instructor.

Flight Instructor Interns are students who have recently graduated from MGA's flight program and will act as Staff Flight Instructors reporting directly to the Chief and Assistant Chief Flight Instructors.

The Lead Dispatcher is directly responsible for the operations of the administrative operations in dispatch. The Lead Dispatcher will report directly to the Chief Instructor.

Section 8 of this manual may be referenced for a complete list of department personnel that will assist students in their progress through the flight program.

1.4 Dispatch staff

Dispatch activities are critical for safety. Dispatchers assign aircraft to practice areas for separation, and they may be the first responder to an aircraft emergency.

Normal Dispatch Staff duties are not limited to:

- 1) Dispatch of aircraft (both airplane and helicopter).
- 2) Assignment of practice areas.
- 3) Issue of aircraft to Flight Instructors or designated students.
- 4) Maintenance of Planning Area (lobby).
- 5) Maintenance of flight/aircraft records.
- 6) Maintenance of flight hour records.
- 7) Assign aircraft to students
- 8) Monitor radio frequencies of dispatched aircraft
- 9) Maintain status of practice area board
- 10) Monitor Tachometer and Hobbs meter time for each aircraft
- 12) Manage all Line Service Personnel



1.4.1 Line Service Personnel (LSP).

Assisting Dispatch Staff in normal duties will be “Line Service Personnel.” LSP are work study students who have agreed to serve in this role. They will be trained by the Dispatchers and report to same. All regular work/attendance policies apply to Line Service Personnel.

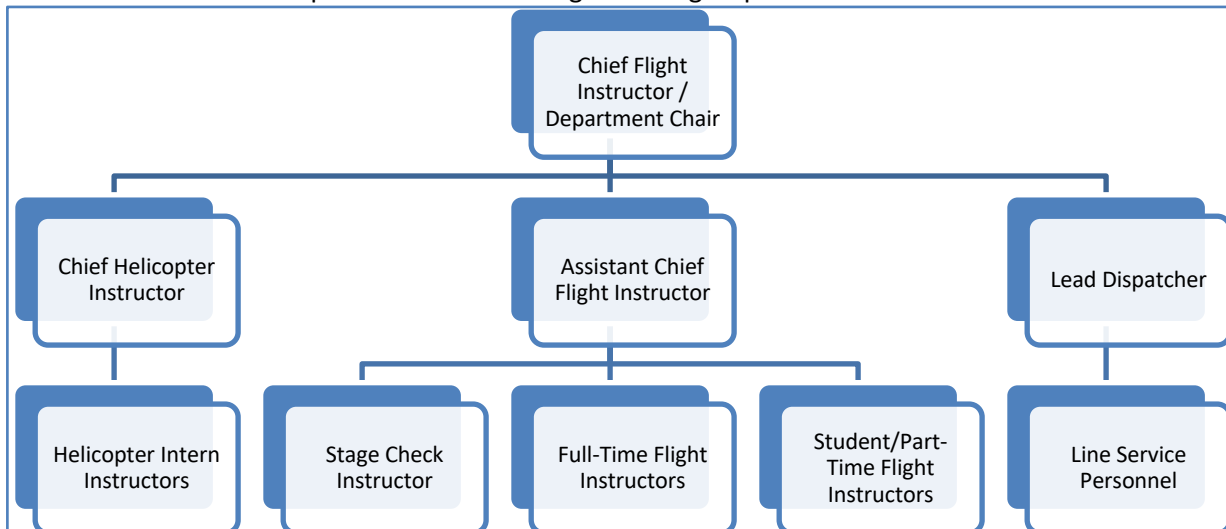
Their responsibilities will include but not be limited to:

- 1) Complete and sign Line Service Personnel checklist during each shift
- 2) Refueling of aircraft.
- 3) Covering aircraft.
- 4) Maintenance of Planning Area.
- 5) Other duties as assigned by Chief or Assistant Flight Instructor, Any Flight Instructor, or Lead Dispatcher.

All students who are employed by MGA as Line Service Personnel are expected to conduct themselves as responsible and productive employees. Employment of students in dispatch is a privilege and student workers are expected to be to their place of duty ON TIME and carry out any duties that are assigned. Each semester, work study will be assigned by Financial Aid and an application process will be administered. These students who have proven to be good workers will be asked to return dependent upon Financial Aid Status.

1.5 Chain of Command

An Organizational Chart has been established to ensure that a supervising staff member will be available during normal working hours. This Chart shall be utilized by all flight students in an attempt to handle issues at the lowest level possible. The following lists the groups and the order flow.





The supervisor will have direct authority over all flight operations personnel to conduct all activities in a safe and efficient manner. All MGA flight operations will be conducted in accordance with set procedures outlined in the manual as well as the appropriate FARs.

1.6 Flight Training Curriculum

MGA offers flight courses for private to commercial certificate for single and multi-engine aircraft and helicopters. The current university catalog and the FAA approved Training Course Outline, may be referenced for a description of the course offered.

All flight and ground training leading to certificates or ratings must be conducted in accordance with the MGA Training Course Outlines. These are designed to provide the student the maximum benefit possible from each flight and to assure that all requirements are met for the issuance of the certificate or rating sought. Each flight course is divided into stages, units, and lessons. Each stage and unit has training objectives and standards that the student must perform in order to move to the next unit or stage. Each lesson contains items that the student is required to perform to standards in order to complete lesson objectives.

Consistent training is extremely important in the effective and efficient completion of a flight course. Consistency not only means the order in which ground and flight lessons must be completed, but also to the regularity of scheduled activities. It is imperative that a flight course be conducted within a minimum of interruptions in the consistency of training between ground and flight lessons. To help ensure consistency in training, strict scheduling, no-show, cut, and grounding policies are enforced. Also, students must satisfactorily complete the current unit before progressing to the next unit.

1.7 Medical Certification

Aeronautical knowledge is only part of what is required to act as a pilot; the other is an appropriate FAA Medical Certificate. The ability to obtain the FAA Medical certificate can determine the type of career in aviation that a person will be able to pursue. Therefore, it is recommended that each student apply for a 1st Class Medical, to ensure there are no medical reasons why they cannot achieve his/her goals as a pilot, however, all student pilots must obtain at least a 2nd Class medical within two weeks of his/her first flight. If the student does not attain the medical by their first solo flight, they will be grounded.

It is an individual student's responsibility to ensure their medical does not lapse. Students are required to furnish the Dean a copy of their most recent medical certificate. This certificate will be delivered to the Chief Flight Instructor's office on or before the twenty-fourth (24th) of the expiration month. Any student with extenuating circumstances must request specific written approval for an extension of the time from the Chief Flight Instructor prior to the 24th. These extensions will not automatically be granted. They must be justified and not simply to run the expiration date of the medical to the last day of the month. Students must plan ahead to schedule your medical in a timely manner to meet this requirement. If an extension is granted, the individual must deliver the new medical to the Chief Flight Instructor's office immediately on the same business day the medical is issued. If this requirement is not met, the student will be grounded.

Note: Student pilots must obtain a Student Pilot Certificate from the FAA. If the student does not possess a Student Pilot Certificate prior to their first flight they must have their instructor assist them



with the application through the FAA's Integrated Airman Certification and Rating Application (IACRA) website.

1.8 Flight Registration

When a student registers for a flight course he/she is reserving an aircraft time slot and an available instructor. Pre-registration and Registration are the two methods for reserving a flight slot. Pre-registration is done for:

FALL:

1. April of the preceding Spring Semester
2. Summer orientation for incoming freshman and Transfer students.

SPRING: November of the preceding FALL semester.

Registration for flight courses takes place in one of two ways:

1. During the normal pre-registration process with the student's academic advisor.
2. Anytime during the semester through the Professional Advisor, any Faculty Member, or the Chief Flight Instructor.

In either case, the student must register for a ground school section and/or flight section that do not conflict with each other. Flight and ground school course sections must also be selected so as not to conflict with academic classes. The ground school and flight sections have been set up to help student's plan and arrange academic and flight schedules so that each student's availability for flight is such that continuity of training is maximized.

Students extending a flight course into the next academic semester must consider possible conflicts the current flight course section may cause when scheduling the next semester's academic courses. If no academic courses are planned for the next academic semester, students are expected to remain at the university until the flight course is completed. Students who leave the university without completing courses in which they are enrolled will be given an (I) Incomplete for the course. Most flight courses have specified prerequisite courses, certificates, skills and knowledge requirements. Students may pre-register for any flight course, but will not be allowed to start that course unless all prerequisites have been met.

1.9 Students Enrolling with a Pilot Certificate

Credit for previous training as specified in FAR 141.77, will be adhered to regarding pilots who wish to credit training that has been received prior to enrollment at MGA. Pilots must have the previous training credited prior to starting any flight training at MGA.

Under part 61 all flight prior helicopter flight time will transfer for the helicopter program.



Pilots who wish to receive credit must submit to an oral, written, and/or a practical test at the discretion of the university. For pilots transferring from another FAR 141 approved school, the credits may not exceed any credits already earned at the pilot's previous school.

A student who enrolls in a course of training may receive credit for up to 50 percent of the curriculum required for knowledge and experience gained in a certificated FAR 141 approved flight school. A student who enrolls in a course of training may receive credit for up to 25 percent of the curriculum required for knowledge and experience gained in a non-certificated flight school.

The amount of credit for previous training allowed, whether received from an FAA-approved school or other source, must be placed in the student's enrollment record at the time of enrollment. Transferred documentation must be made part of the university's permanent record.

After a student has enrolled in the MGA flight program, flight time, certificated, and/or ratings earned elsewhere, cannot be used to satisfy requirements for MGA courses, unless prior approval has been granted by the department chair.

Section 2: Flight Training Progress

2.1 Performance Evaluation

Student performance and progress are monitored continuously throughout the duration of a flight course. The stage checks, administered by authorized stage check pilots, are the primary means of determining satisfactory accomplishment of objectives and standards.

The student's assigned flight instructor continuously monitors progress as individual training activities are completed, and will allow a student to progress to the next unit when unit standards and objectives are met.

Students having difficulty making satisfactory progress in meeting unit objectives and standards may be subject to further review and evaluation. Extra training, counseling sessions, instructor changes, evaluation flights, and a written plan of action for further training are all an integral part of the flight training process. The objective is to ensure that all students receive the full benefit of the department resources and have every opportunity to succeed in their flight training goals.

2.2 Flight Training Progress Expectations

Flight Class

- A. Students may experience difficulty from time to time on flying lessons, as he/she moves into a new or more difficult phase of training. This is not unexpected, and should not be cause for undue alarm. On occasion, however, a student may encounter an area or phase of training that he/she cannot overcome. It is the faculty's responsibility to utilize appropriate teaching techniques and methods of instruction to help a student acquire the necessary skills and abilities to work through a difficult area, if possible.



B. The scheduling process that will be used for a student on a typical syllabus lesson (not a stage check) is:

Lesson Flown	Action	Result
1) Successful	Next lesson scheduled	Normal progress
Deficient	Lesson reschedules	Progress delayed
(2) Successful	Next lesson scheduled	Normal progress resumed
Deficient	Lesson reschedules with new instructor	Progress delayed
(3) Successful	Next lesson scheduled	Normal progress resumed
Deficient	Lesson reschedules with Asst. Chief Inst.	Progress delayed
(4) Successful	Next lesson scheduled	Normal progress resumed
Deficient	Student scheduled for two ungraded review flights (Review Items Deficient)	Progress delayed
(5) Ungraded review	Next review scheduled	Progress delayed
(6) Ungraded review	Lesson rescheduled with Chief flight Instructor	Progress delayed
(7) Successful	Next lesson scheduled	Normal progress resume
Deficient	Student grounded.	Progress halted pending evaluation of potential to complete training program

C. The scheduling process that will be used for a student on an intermediate stage check is:

Lesson Flown	Action	Result
(1) Successful	Next lesson scheduled	Normal progress
Deficient	Student scheduled for one ungraded review flight (Review Items Deficient)	Progress delayed
(2) Ungraded review	Lesson rescheduled	Progress delayed
(3) Successful	Next lesson scheduled	Normal progress resumed
Deficient	Student scheduled for two ungraded review flights (Review Items Deficient)	Progress delayed
(4) Ungraded review	Next review scheduled	Progress delayed
(5) Ungraded review	Lesson rescheduled (Review Items Deficient)	Progress delayed
(6) Successful	Next lesson scheduled	Normal progress resumed
Deficient	Student grounded pending evaluation of potential to complete training program	Progress halted pending results of evaluation



D. The scheduling process that will be used for a student on a final stage check is:

Lesson Flown	Action	Result
(1) Successful	Next lesson scheduled	Normal progress
Deficient	Student scheduled for one ungraded review flight (Review Items Deficient)	Progress delayed
(2) Ungraded review	Lesson rescheduled	Progress delayed
(3) Successful	Next lesson scheduled	Normal progress resumed
Deficient	Student scheduled for one ungraded review flight (Review Items Deficient)	Progress delayed
(4) Ungraded review	Lesson rescheduled	Progress delayed
(5) Successful	Next lesson scheduled	Normal progress resumed
Deficient	Student grounded pending evaluation for potential to complete	Progress halted pending results of evaluation

E. Evaluation will be conducted by Board of Review consisting of the Chief Flight Instructor, Assistant Chief Flight Instructor, and assigned Flight Instructor. The Board may either reinstate the student with additional training approved, drop the student from the flight course with a failing grade (WF) or disenroll the student from the Flight Program

Students are expected to progress normally, soloing at 10 flight hours, and completing FAA Certification Evaluations as appropriate for the particular certification and/or rating desired. These flight hour levels vary with the certification and/or rating.

Student Solo Expectation

- 1) Students are expected to solo at 10 flight hours. If the student does not solo at 15, the flight instructor will request a Progress Evaluation from the Chief Flight Instructor or Assistant Chief Flight Instructor.
- 2) The Chief Flight Instructor or Assistant Chief Flight Instructor will assess the student’s progress and recommend to the Flight Director one of two actions:
 - A. Five (5) additional flight training hours, or
 - B. Termination from flight training.
- 3) If the student does not solo with the additional flight training hours, the student will be withdrawn from the Flight Training Program. The student will be advised of his/her options by the Flight Director.

2.3 Flight Evaluations

Flight Evaluations will be conducted in a professional manner. The Flight Evaluator will ensure that a non-threatening and professional atmosphere is maintained during the evaluation.

An evaluation is a sampling of the students’ knowledge and flight skills as described in the “Aviation Instructor’s Handbook” and highlighted in the Practical Test Standards (PTS) or Airman Certification Standards (ACS) book provided by the U.S. Department of Transportation, Flight Standards Service.



The section in the PTS/ACS titled “Examiner’s Responsibility” clearly highlights how the examination will be conducted and what is required of the student.

The examiner conducting the practical test is responsible for determining that the applicant meets the acceptable standards of knowledge and skill of each task within the appropriate practical test standards. Since there is no formal division between the “oral” and “skill” portions of the practical test, this becomes an ongoing process throughout the test. Oral questioning, to determine the applicants knowledge of tasks and related safety factors, should be used judiciously at times, especially during the flight portion of the practical test. (FAA-S-8081-14A)

The PTS/ACS continually emphasizes that the “Objective” is to determine that the applicant exhibits knowledge of various areas, and never requires that the applicant know each and every topic in its totality. Example: Task: National Airspace System. . . Objective. To determine that the applicant exhibits knowledge of the elements related to the National Airspace System by explaining:

- 1) Basic VFR weather minimums – for all classes of airspace.
- 2) Airspace classes – their operating rules, pilot certification, and airplane equipment requirements for the following-
 - a. Class A
 - b. Class B
 - c. Class C
 - d. Class D
 - e. Class E
 - f. Class G

Since every task in the PTS/ACS may be covered on the check ride, the flight instructor must teach and evaluate all of the tasks before certifying the applicant to take the practical test. The instructor and the examiner should also keep in mind that the standards are set at a level that is already high. They are not minimum standards. In other words, the standards are the acceptable level that must be met and there are no requirements to exceed them.

2.4 Stage Evaluations

Stage Evaluations will be conducted in a non-threatening and professional atmosphere.

- 1) Students are expected to pass all scheduled Stage Evaluations.
- 2) If the student does not pass the scheduled Stage Evaluation, the Chief Flight Instructor or Assistant Chief Flight Instructor will recommend to the Flight Director one of two actions:
 - A. Five (5) additional flight training hours, or
 - B. Termination from flight training.
- 3) If the student does not pass the scheduled Stage Evaluation after the additional training has been completed, the student will be withdrawn from the Flight Training Program. The student will be advised of his/her options by the Chief Flight Instructor.



2.5 Academic Training

Students are expected to pass the appropriate FAA Written Examination at the completion of the appropriate semester. If the student does not pass the appropriate FAA Written Examination, the student will be placed on Flight Probation.

2.5.1 Flight Probation

Flight Probation is administered when a student fails to accomplish the appropriate FAA Written Examination at the completion of the appropriate semester. This means the student will not be allowed to conduct flight training the first two (2) weeks of the following semester. During this time period (two weeks) the student will be expected to attend associated academic classes, practice the appropriate FAA Written PRACTICE Examination, and pass the appropriate FAA Written Examination before flight training will be allowed to continue.

If the student fails to successfully pass the appropriate FAA Written Examination (academic requirements) after application of Flight Probation, the Flight Director will give the student the following options:

- 1)** Retake the associated academic course in totality.
- 2)** Begin the Flight Management degree program again.
- 3)** Obtain private tutor services to complete the associated academic course (FAA Written Examination). Transfer of this for credit will be required.
- 4)** Purchase a "Home Study Course" and successfully complete the associated academic material and FAA Written examination. Transfer of this for credit will be required.
- 5)** Withdraw from the Flight Management degree program.
- 6)** Change academic major to another aviation major.

2.6 Stage Written Examinations

A minimum score of eighty (80) percent is required on all Stage Written Examinations. Remedial training will be provided to students who do not meet this requirement by the faculty or assigned Flight Instructor. Students will then be retested.

2.7 FAA Written PRACTICE Examination

To be eligible to take the associated FAA Written Examination, students are required to achieve a ninety (90) percent or higher on the FAA Written PRACTICE Examination. Students that do not meet this requirement will not receive the required endorsement on their flight records to take the official FAA Written Examination. Additionally, this will result in the student not completing the FAA Written Examination, and therefore placed on Flight Probation.



2.8 Final Course Grade

The Chief Flight Instructor will compute the grade for each flight course by using a grade computation form. A copy of this form can be found in the student's folder. Items used to calculate the student's final grade are:

1. Flight training unit grades
2. FAA written exam
3. Stage check results

The following grading criteria will be applied to all flight training courses offered at MGA. Flight training courses are graded on the ten-point scale.

A = 90 to 100	Usually (50 percent of time) Exceeds FAA PTS/ACS standards.
B = 80 to 89	Meets FAA PTS/ACS standards.
C = 70 to 79	Usually (50 percent of time) Meets FAA PTS/ACS standards.
F = 69 & below	Safety of the flight is in question; Flight Instructor must take control of aircraft.

An "I" is given when the student has not completed any tasks on any lesson or stage check due to lack of time, poor weather conditions, or equipment malfunctions. Any student receiving an "I" on a stage check may reschedule the stage check for a different time. If a student receives an "I" as a grade for the course, the pilot should not register for the course the following semester. If the student does not meet the requirement for the incomplete, then the cancellations due to weather and maintenance will count toward the incomplete but not a grade. It is important to document all cancellations in your folder, signed by your instructor

2.9 Training Aircraft Types

Middle Georgia State University maintains a fleet of several training aircraft. In order to ensure maximum training consistency and equipment utilization, aircraft type assignment will be based upon lesson objectives listed below:

Piper Warrior (PA-28-161) – All flights for the purpose of aircraft familiarization leading up to a solo cross-country and initial instrument training and familiarization.

Piper Arrow (PA-28R-201) – Complex aircraft training, Local VFR training, Dual VFR cross-country training, and instrument training.

Piper Archer (PA-28-181) – Glass cockpit and advanced instruments and navigation systems training, Local VFR training, and Dual VFR cross-country training.

Piper Seminole (PA-44-181) – Multiengine training in accordance with appropriate Multiengine courses.



Citabria Aurora (7ECA) – Spin training and tail wheel training

Super Decathlon (KCAB) – Spin, aerobatic, and tail wheel training

Cabri (G2) and Robinson (R44) – All helicopter Private, Instrument, Commercial and Certified Flight Instructor training in accordance with FAA Part 61.

2.10 Student Progress Chart

PRIVATE PILOT			FAA written and Check-ride
10	20	26	
1 - 9 Stage I	11 - 19 Stage II	21 - 25 Stage III	
FALL SEMESTER			

- *Incomplete - Must complete 20 at the end of Stage II
- *Failure - Student has not completed 20 or has 5 unexcused cancellations
- *Student must complete FAA written by the end of ground school course
- *Student will be dropped from private flight if payment is not received by midterm

INSTRUMENT			FAA written and Check-ride
13	23	29	
1 - 12 Stage I	14 - 22 Stage II	24 - 28 Stage III	
SPRING SEMESTER			

- *To enroll: student must pass lesson 20 of Private Pilot flight and ground
- *Incomplete - Must complete 23 at the end of Stage II
- *Failure - Student has not completed 23 or has 5 unexcused cancellations
- *Student must complete FAA written by the end of ground school course



COMMERCIAL

	43	67	83	FAA written and Check-ride
30 - 42	44 - 66	68 - 82		
Stage IV	Stage V	Stage VI		
53 hours	29 hours	38 hours		
120 hours total				

- *To enroll: student must pass lesson 23 of Instrument flight and ground
- *Incomplete - Must complete 67 at the end of Stage II
- *Failure - Student has not completed 67 or has 5 unexcused cancellations
- *Student must complete FAA written by the end of ground school course

MULTI

CFI

	11	8	17	FAA written and Check-ride for CFI
1 - 10	1 - 7	9 - 16		
Stage VII	Stage I	Stage II		

CFII

	23	30	FAA written and Check-ride for CFII
18 - 22	24 - 29		
Stage III	Stage IV		

- *To enroll in either Multiengine or CFI student must have completed stage V of Commercial
- *Failure - Student not completing required course work within the semester or 5 unexcused absences.
- *Student must complete FAA written by the end of ground school course

The Helicopter flight training program operates under Part 61

Helicopter students will have a progress check performed by the Chief Flight Instructor every 10 hours of flight time. This will consist of both aeronautical knowledge and flight skills. The Chief Helicopter Flight Instructor will then debrief with both the student and the flight instructor to determine areas of weakness. On the next progress check the student will demonstrate and discuss the previous areas of weakness. Helicopter students will be held to PTS/ACS standards.



Knowledge test results must be in the students' folder. If a knowledge test is failed, the retake grade will be used to determine the course of the grade.

2.11 Airman Certification Process (Check Rides)

When a student has completed or schedules an End of Course check and is ready for a check ride, the instructor will complete the top portion of a **Check Ride Schedule Request Form** and submit it to the Assistant Chief Flight Instructor.

The Chief Flight Instructor or his designee will complete the **Notification of Scheduled Check Ride** portion of the form, keep the original and give copies to the instructor and an Assistant Chief Flight Instructor or Check Airman. The Assistant Chief Flight Instructor or Check Airman will use this form to schedule the aircraft for the check ride.

On the day of the check ride the student's Flight Instructor or another qualified instructor is required to meet the check ride examiner with their student. This will ensure that the flight instructor has met all requirements. Flight Instructors must ensure that their students are prepared for the check ride. This includes any tasks that are required prior to the flight. Such items include, but are not limited to; determining aircraft availability to fulfill the check ride requirements, fueling of the aircraft, moving the aircraft to an approved parking spot, or any other items that are deemed necessary by the check ride examiner to complete the flight. During the check ride, flight instructors must be able to be contacted in case of an emergency. Flight Instructors must also attend their student's debriefing with the examiner after the check ride.

Section 3: FLIGHT INSTRUCTOR ASSIGNMENT, SCHEDULING AND ATTENDANCE

3.1 General

The student's instructor will schedule all training activities (flights, flight training devices, orals, and ground training sessions).

At the beginning of each semester each student will be assigned a flight time, flight instructor and an aircraft type. This schedule will be the master schedule for the semester. This does not guarantee the student an aircraft for the flight slot. The student's instructor is required to request the aircraft on a day-to-day basis. On each Thursday of week the Flight Instructors can request a schedule for the following seven days. This is done online using the My Flight Train software.

It is the student's responsibility to check the posted schedule for the date and time of all activities. If the student's instructor submits a schedule change request the instructor must inform the student of the amended date and time of the activity.

3.2 Flight Instructor Assignments

- 1) All Flight Instructor and student assignments must be approved by the Chief or Assistant Chief Flight Instructor.**
- 2) Initial Flight Instructor/student assignments will be made by the Chief Flight Instructor and/or Assistant Chief Flight Instructor.**



3) Student assignments will be based upon the Flight Instructor FAA Certifications and the needs of Middle Georgia State University.

3.3 Flight Instructor/Student Change

Flight Instructor and student changes are not in the best interest of the student. This interferes with continuity of the training, and it affects other parties. Student and Flight Instructor changes will not be approved except in the most validated of situations.

When a student requests a Flight Instructor change the student will prepare a **Written Request** stating specific facts supporting and documenting the request. The **Written Request** will be submitted to the Chief or Assistant Chief Flight Instructor.

The Chief or Assistant Chief Flight Instructor will follow due process to assure the request is justified and reasonable.

3.4 Due Process will consist of the Chief or Assistant Chief Flight Instructor performing the following:

- 1) Interviewing each associated party.
- 2) Documenting interviews, and the collection of other information related to the request.
- 3) Preparation of a summary of the facts, and submitting same in writing, with his/her recommendation(s) to the Flight Director.
- 4) Upon review of the facts, the Flight Director will either approve or disapprove the request.
- 5) The Flight Director's decision is final.
- 6) If the request for a change of student or Flight Instructor is approved, the Chief Flight Instructor or Assistant Chief Flight Instructor will make the reassignment.
- 7) The process may include a hearing attended by the Chief Flight Instructor, Assistant Chief Flight Instructor, and presided over by the Flight Director.

Every effort will be made to accommodate justified student and/or Flight Instructor needs to ensure satisfactory quality of training and progress. However, a change of assignment could lead to a delay in training, due to the availability of Flight Instructors.

3.5 Flight and Ground Instruction

Instruction is the formal presentation of material in an orderly format to enhance the learning process in the classroom or the aircraft.

- 1) A Flight Instructor will perform flight training for all assigned students as scheduled in the academic program.
- 2) Flight Instructors are expected to arrive at or prior to their flight program schedule.
- 3) Students are expected to arrive at or prior to their scheduled academic class or flight training to participate in class/training activities.
- 4) Flights are expected to be airborne at their scheduled departure times.
- 5) Academic classes are expected to be conducted the full period of scheduled time to maximize student learning.
- 6) Training flights will return as scheduled regardless of the time of departure in order to keep the flight schedule on time for all instructors and students.



7) Each Flight Instructor will complete all student records before departing from the workplace each day.

8) Flight training or ground instruction will not be changed unless approved by the Chief Flight Instructor.

9) The Chief and Assistant Chief Flight Instructors are responsible for approving and managing student flight schedules for solo flight training. The assigned Flight Instructor will request an aircraft and inform the Chief and/or Assistant Chief Flight Instructor of all solo flight training. Example: during the Flight Instructor meeting the instructor would inform the Chief Flight Instructor he/she had one student to perform a solo cross country flight. The student would report to the Chief Flight Instructor for approval and any specific guidance.

3.6 Schedule Modifications

Only instructors may submit schedule changes (i.e. when changing a lesson from a dual to an oral lesson). Schedule changes should be turned in no earlier than two days before the scheduled flight and no later than two hours before the flight to avoid a NO SHOW fee.

Acceptable reasons for schedule changes are a session in a flight-training device, to fly a different airplane, to do ground school, or the student wants to take an unexcused absence. It is not acceptable to cancel a student because the instructor does not want to fly. If an instructor is going to be unable to fly with his/her student, a schedule change should be completed and approved by the Chief Flight Instructor or Assistant Chief Flight Instructor to let the Flight Dispatcher know which instructor will be flying with the student.

3.7 Scheduling

Scheduling will be done with the student and his/her instructor. The flight department uses a Web Based scheduling system provided by My Flight Train. Once the semester begins, the students are assigned to an instructor. Once the student has met with their flight instructor, a routine hard schedule should be in place. The instructor should inform the student of these flight times and the student should be able to keep these flight blocks throughout the week and expect few changes. The flight instructor then schedules the time on the software and the student should be able to log in and see their progress, accounts, and any changes the instructor notifies.

The student is expected to arrive at the flight school and in the flight department AT THE TIME the EVENT IS SCHEDULED. This could be for a flight or ground school. The flight instructor on occasions where necessary could expect the student earlier for certain preliminary training. The flight instructor will keep a written record in the event the student's absence causes any issues which affects progress. (See 3.10)

3.8 Flight Training Sequence of Activities

Students are required to arrive for training at the time they are scheduled. Once they are deemed late the aircraft could be dispatched to other students. Once the student shows they will have to begin and complete their flight training activity within their allotted flight block.

The flights will usually take place anytime from 7am -6pm daily.



3.9 NO SHOWS (Unexcused Absence)

Each flight student must be on time for his/her flight lesson. If a student is not present and prepared to fly the lesson (I.E. preflight; cross-country planned, weather checked, aircraft fueled as needed) within 15 minutes after the scheduled time slot, then the student will be charged a “NO SHOW” fee of 1 hour in the aircraft. Flight students must contact their instructor if unable to keep their next flight appointment. Cancellations must be made at least two hours in advance of a flight. In the case of a flight scheduled for 0700 hours, the student must be sure to contact the instructor at home. Failure to do so will result in a “NO SHOW” fee of 1 hour in the aircraft.

Flight Instructors must meet with their students within 15 minutes of the scheduled time slot. Instructors that fail to meet with their students at the scheduled time will receive an instructor no show. Instructors receiving a no-show for the first time will be reprimanded and a letter placed into their permanent file, the second no-show will result in disciplinary action.

Students must have sufficient funds in their flight account to meet expenses of that day’s activities. Students may not fly under any circumstances if their Flight account balance is below \$300.00.

Students with insufficient funds are not allowed to conduct ground or flight training until the matter is resolved.

After receiving a third NO SHOW or after receiving 4 canceled flights, a student will be removed from the flight schedule and will receive a grade of “F.” A NO SHOW is defined as: when a flight student fails to notify the flight instructor at least two hours prior to a scheduled lesson that he or she will not be there. Illness will not result in an unexcused absence provided documentation from a physician is submitted to the Chief Flight Instructor. Students attending both summer terms are considered enrolled for one semester. These students are restricted to the NO SHOW terms as listed above.

Students will not be charged a NO SHOW if a doctor’s excuse is provided by the student.

Due to the uniqueness of the flight operations program, students, by engaging in flight training at Middle Georgia State University Flight Operations Program, give the department permission, as stated in the Buckley Act, to discuss training progress, academics, and financial status to their parent/guardian as listed on their personal information sheet.

3.9.1 Grounding (Excused Absences)

Students may be restricted from participation in certain flight-related activities for administrative, operational, or medical reasons. This restricted status is commonly referred to as “grounding,” and release from grounding is referred to as “un-grounding.”

Administrative Grounding – A student may be grounded for administrative reasons, which may include almost any situation not specifically listed under one of the other types of grounding.

Operational Grounding – A student or instructor may be grounded for an apparent violation of a MGA or FAA regulation until the situation has been resolved. Any student or instructor involved in an incident/accident involving damage or injury to persons or property is automatically grounded. This



grounding does not fix blame on any particular party; it is merely a precaution until the cause of the incident/accident can be determined.

Medical grounding – Students not feeling fit to fly for medical reasons must contact the flight activities coordinator and see a physician prior to the scheduled flight. Conditions which warrant medical grounding include, but are not limited to:

1. **Upper respiratory infections – (i.e., colds, flu, sore throat, earache)** The risk of permanent hearing loss through eardrum scarring is possible.
2. **Fever-** A temperature of 99 on the ground can quickly rise to 102 under varying temps, altitude, and stress factors.
3. **Nausea, vomiting, diarrhea-**Altitude changes cause intestinal gas to expand.
4. **Local anesthesia-** (i.e., Novocain) FAA regulations prohibit flight for 12 hours after use.
5. **Blood donation-** Pilots are required to notify the Chief Flight Instructor if considering donating blood. The pilot will not fly earlier than 24 hours following the blood donation. Students should not donate blood while on active flying status.
6. **Plasmapheresis-**(plasma donation) – This practice is not recommended! Continued donation can lead to blood chemistry imbalances.
7. **Prescription and over the counter drugs-**All medicines have potential side effects. The reason for taking the drug would ordinarily preclude flight.
8. **Undue fatigue-**Students should make every effort to get adequate sleep prior to a flight.
9. **Scuba diving-**Flying is not permitted for a period of 24 hours after diving (AIM). Students must not plan diving activities that might conflict with scheduled flights.
10. **Pregnancy-**Any MGA student who becomes pregnant may continue to fly with written approval from her obstetrician or aero medical doctor.

When grounded by a physician, students should contact their flight instructor as soon as possible so that scheduling of flight activities can be stopped. This enables the instructor to effectively schedule other students and activities. When the student feels well enough to resume flying, they must return to the physician to be released from grounded status. The instructor should be advised as soon as possible after un-grounding so that scheduling can be resumed.

Grounding Limitations – Anyone who is grounded for any reason for more than 10 consecutive or 15 cumulative days during a flight course will be subject to withdrawal from the course.

a. Flight Accounts

Each student must open a flight account. Please see the Dispatcher in the Flight Department, or the Business Office. Students should make timely deposits in order to maintain a balance sufficient to cover flights required to complete the flight syllabus. Students may not fly without sufficient funds. Students must not depart on a flight with an account balance of less than \$300.00, or enough funds to cover the flight, whichever is higher.

b. FAA Inspections

The FAR's give the FAA the right to inspect any equipment or pilot at any time. We want to make such inspections a positive experience for Middle Georgia State University.



Understand what the inspector needs. Ask the inspector to explain his mission until it is thoroughly understood. If at all possible, escort him through the inspection; this is common courtesy. Make sure you understand the nature of his findings before he departs.

If an inspector wants to take anything (parts, paperwork, etc.) without MGA's approval, suggest that he contact the Chief Flight Instructor, the Dean, or the department chair. At the earliest opportunity, report this information to the Chief Flight Instructor. If you can't answer a question, or when safety is involved, contact the Chief Flight Instructor immediately.

c. Student Folders

All MGA flight students are issued a folder at the start of flight training. These student folders contain the following; the syllabus, calendars of training, individual lesson plans, student information sheets, pre-solo quiz, aircraft checkout test, copy of current medical, copy of current certificate, copy of written test results, and any other information that MGA deems necessary to be included in the folder. During regular business hours a student may look at the student's folder. All student folders are not permitted to leave the MGA flight operations building unless the student has the permission of the Chief Flight Instructor. Lessons may not be removed from the building at any time unless approved by the Chief Flight Instructor.

It is the instructor's responsibility to ensure that each student's folder is completed after each daily activity and that the folder is completed (and contains the required items) up to that date. Each student is responsible for the accuracy of the information contained within his/her folder. Before flight operations are closed for the day, instructors must ensure that all student folders are stored in the appropriate filing cabinet. Failure to do so may result in disciplinary action.

Section 4: Preflight/Post flight Operations

4.1 General

Preflight and post flight are two very important elements in the overall safety of any flight operation. MGA supports the pilot's efforts in these areas by carefully monitoring all preflight, en route, and post flight activities. This level of coordinated and conscientious preflight and post flight effort is the key to keeping Middle Georgia State University pilots safe while simultaneously providing the best possible learning environment.

4.2 Pilots

Flying requires a clear mind and sharp reflexes. Pilots therefore need to properly "preflight" themselves. The acronym "I'm Safe" may be used as a reminder that pilots should consider any illness, medication, stress, alcohol intake, fatigue, or emotional considerations that are present which may affect the flight about to be taken. Pilots should also be aware of current eating habits. Any time a pilot is malnourished the pilot should not fly.



Pilots who have fully evaluated and prepared themselves for the demands of flying have set the stage for safe and efficient flight activities. Fatigue, emotional distress, or distraction can have the opposite effect. Attempts to train in these less than optimum conditions also serve to lengthen the learning process. Therefore, MGA encourages pilots to report for all flight activities adequately rested, prepared, and fully anticipating a productive learning experience.

The following sections offer guidance on MGA pilot physiological, psychological, and clothing considerations.

4.3 Equipment

Pilots should have all appropriate flight equipment close at hand and well organized in order to facilitate its use during flight. For students this equipment includes the following as a minimum:

Pilot certificate, photo identification and medical certificate (and logbook for student pilots)

- 1) A current MGA Flight Operations manual.
- 2) Current charts appropriate to the planned flight.
- 3) A functioning, adequate, reliable flashlight for night flights.
- 4) Plotter.
- 5) Flight computer.
- 6) Airplane Flight Manual
- 7) Current FAR/AIM.

Flight instructors may take along any equipment deemed appropriate for the particular flight. This normally includes the student's current flight lesson plan, a current sectional, and (if weather is marginal) low altitude and instrument approach charts.

If an intercom is to be used during a flight, each pilot shall be able to transmit independently of the other pilot. If an intercom does not meet this requirement, then it may not be used during the flight.

4.4 Aircraft

All MGA aircraft are equipped for day and night VFR and with some with IFR capability. It is the pilot's responsibility, however, to verify that all the equipment required for the particular flight is functioning, and if appropriate, has been properly inspected/checked prior to flight. If any aircraft damage is noted, it must be reported immediately to the Assistant Chief Flight Instructor, Dispatch and the Maintenance Department. If a pilot is careless and does not notice defects, the consequences could be dire, and the pilot may be severely reprimanded.

4.5 Visual Flight Rules and Weather Policy

- 1) Middle Georgia State University minimums are higher, in many cases, than what is required by FAR 91.155. This is for additional safety.
- 2) Visual Flight Rules

A. Airplane: No traffic pattern training flights will be conducted when the ceiling is reported to be lower than 1,500 feet above ground level (AGL) and visibility is less than three (3) statute miles.



- B. Helicopter:** No traffic pattern training flights will be conducted when the ceiling is reported to be lower than 800 feet above ground level (AGL) and visibility is less than two (2) statute miles.
- 3)** No training flights (dual or solo) will be conducted in the MGA designated flight practice areas when the ceiling is reported to be lower than 2,000 feet AGL and visibility reported is less than three (3) statute miles.
- 4)** Cross Country (at least 50 nautical miles (NM) for airplanes and 25 NM for helicopters from EZM).
 - A.** Dual training flight minimums for VFR are ceilings at least 2,000 feet AGL and three statute miles visibility, one hour before until one hour after the scheduled flight.
 - B.** Solo cross-country training flight weather minimums are ceilings at least 3,000 feet AGL and five statute miles visibility, one hour before until one hour after the scheduled flight.
 - C.** The Chief Flight Instructor has the right to make MGA's weather minimum policy less restrictive in accordance to FAR 91.155 on a case-by-case basis.

4.6 Instrument Flight Rules and Weather Policy

- 1)** In addition to the minimums listed in the FAR's, the following rules apply for training flights conducted under Instrument Flight Rules (IFR) in instrument meteorological conditions (IMC).
- 2)** At least the published takeoff and approach minimums for the most precision procedure available exist.
 - A.** A legal alternate per FAR 91.167, 91.169 exists within 50 nautical miles of Heart of Georgia Regional Airport (EZM) or Macon Downtown Regional Airport (KMAC) with the exception of instrument cross-country flights. The alternate for instrument cross-country flights will be per FAR 91.167, 91.169.
 - B.** The above rule applies to multi-engine aircraft with the exception that a legal alternate must be within 100 nautical miles.
 - C.** An FAA flight plan with a legal alternate will be filed for every instrument training flight in IMC conditions.

4.7 Surface Winds

No flights are permitted when winds exceed the crosswind component for any aircraft. Individual type aircraft crosswind components are as follows; all MGA Piper aircraft is 17 knots.

Unless approved by the Flight Operations staff, flights are prohibited when the winds or gusts are reported within the scheduled time period of that activity, to exceed 25 knots.

4.8 Dispatch and Recovery

MGA's dispatch system is designed to monitor all training activities for on-time departures and arrivals. All MGA cross-country flights are tracked by the MGA flight following system as well as the FAA Flight Service Station (FSS) flight following system. Any arrival time changes requested by pilots must be coordinated with both MGA and the FSS.



4.9 Check-In

After the student completes a thorough weather check and meets any special pre-check-in requirements (i.e. cross-country planning), the student checks in with the Dispatcher at the front desk.

- A pilot must arrive no later than the scheduled block for the pilot's flight if it is local. If a pilot is late and there is a waiting list, the pilot will automatically go to the bottom of the waiting list.
- While making flight preparations, a pilot has 30 minutes from the time the plane is dispatched until the pilot leaves for local flights, the same for cross countries. Dispatch will, of course, work with a pilot on this if the resources and time allow. If there is a waiting list and a pilot has exceeded the allotted time, the pilot's plane will be reclaimed by dispatch. The pilot must then go to the bottom of the waiting list.
- An instructor cannot check a plane out for a pilot. It is the pilot's responsibility to check out his/her aircraft. If, however, a pilot's instructor has sent the pilot on an errand and is waiting in the pilot's place, this is allowed as long as dispatch has been notified.
- Dispatch will not attempt to locate a pilot if the pilot is on the waiting list and the pilot leaves the dispatch area. If an aircraft becomes available and the pilot is not in the area, the next person on the waiting list will be given the aircraft.
- Please remember that the people behind the counter are there to do a service. Please be courteous and respectful.
- If a pilot is scheduled to fly and the pilot has already flown that day, chances of getting an aircraft are contingent on aircraft availability.
- The only times a certain aircraft can be reserved is for a check ride, a stage check, or End of Course Check. Dispatch understands a pilot may prefer a certain aircraft but that's not always possible.
- Be considerate of the number of aircraft in operation and the number of reservations already on the schedule.
- Please DO NOT remove or dispose of any documents behind the dispatch counter.
- Dispatch personnel are there to ensure proper procedures are followed with the checking-in of aircraft. This responsibility does not fall to an instructor or a pilot.

4.10 Aircraft Key Books

Aircraft metal notebooks (can) contain the following items:

- 1) Aircraft VOR checks – All VOR tests if the aircraft is IFR rated. Pilots should consult this log to determine if the aircraft has had the proper check within the preceding 30 days.
- 2) Aircraft Flight Log – The actual log in which the Hobbs time and the tachometer time are calculated. This log also contains the time for the next aircraft inspection. Pilots who fly beyond this time are violating FAR's. **No flight past this time will be tolerated.** This log must include the pilots name and the instructors name if appropriate.



- 3) The Aircraft Keys – The actual keys needed for the aircraft, assigned to the student.
- 4) Electronic flight scheduling program (EFS) – Currently “My Flight Solutions”, a web-based computer program providing for the billing, scheduling and dispatching of flights, and the tracking of scheduled and unscheduled maintenance. Students and school personnel with the appropriate permissions, may access this web-based program at any time.

After being assigned an aircraft by the Dispatcher, each pilot should pick up the appropriate aircraft key book for review. The pilot should check each part of the aircraft key book to verify that the aircraft is acceptable for the planned flight. The pilot should check EFS for the next scheduled maintenance times/dates and any deferred squawks.

Any information pertaining to Airworthiness Directives (AD's) is maintained in the maintenance log. MGA maintenance personnel comply with all AD's and document them in the AD Compliance List. Periodically, MGA maintenance personnel review AD's for each aircraft and determine airworthiness. Pilots should check before each flight to determine AD compliance. If you have any questions pertaining to AD's on a MGA aircraft, contact any MGA maintenance personnel. Report any irregularities or inoperative equipment through EFS. Inform the flight activities coordinator for a replacement aircraft. Under no circumstances will an aircraft be assigned or allowed to depart with an open squawk.

If a pilot finds any equipment that is not in working order, the pilot should consult FAR 91.205, FAR 91.213 and FAR 91.215 to make sure that the item is not needed for that particular flight. Then the pilot should consult the POH in the aircraft to see if it is required by the manufacturer. If not required by the manufacturer, the pilot should then consult any airworthiness directives that may require that equipment to be operational on that particular flight. Then the pilot should contact the maintenance personnel to ensure that the equipment failure does not constitute a hazard to the aircraft. If necessary, the maintenance personnel will deactivate and placard the equipment in accordance with FAR part 43. This action will be recorded in the proper aircraft logbook. If a pilot finds any equipment to be placarded, the pilot will go through the preceding steps. The pilot will check the appropriate aircraft logbook to be sure that all of the items under 91.205, 91.213, and 91.215 have been followed and that the aircraft is still airworthy.

You must check the status of an aircraft in EFS for open or deferred squawks before you depart on a flight. When a pilot finds any equipment not to be in perfect working order, the pilot will enter a detailed squawk in. EFS will automatically down the aircraft when a squawk is entered and the aircraft may not be checked out until that squawk is removed. A squawk may only be removed or deferred by an appropriately rated mechanic. When describing a squawk, be as clear and accurate as possible. A squawk such as “Seat doesn't work” is unacceptable. Which seat doesn't work? What exactly is not working? On a dual flight, the instructor will enter the squawk and their name. On a solo flight, the student will enter the squawk and their name. In the event an aircraft squawk cannot be entered in EFS, a red sleeve is to be placed over the propeller blade indicating the aircraft is not safe for flight. The pilot should then inform dispatch or maintenance as soon as possible of the problem.

Maintenance personnel use EFS as the primary resource to schedule maintenance and respond to unscheduled maintenance. This helps to insure that no inspection or squawk is overlooked. ONLY an appropriately rated mechanic may return an aircraft to service by either repairing, closing, or deferring a squawk. A maintenance entry is made describing the work performed, maintenance Hobbs time, date,



name and A&P certificate number. A paper copy of the squawk is printed, signed by the mechanic, and maintained in the aircraft records for at least 1 year. A squawk and its current status will remain in EFS indefinitely or until purged.

Always inform the front desk and/or maintenance of any squawk that you enter.

Pilots must carry the appropriate aircraft key book on board the aircraft during every flight. Enter any squawks in EFS immediately upon completion of the flight. If necessary, a verbal explanation of the discrepancy may be required by maintenance. Pilots must return aircraft key books to the front desk at the completion of each flight. EFS is an integral part of MGA's aircraft maintenance program. Pilots are requested to carefully, fully, and legibly document any aircraft irregularity. MGA aspires to achieve the highest quality of aircraft maintenance possible. Pilots can be assured that all documented discrepancies are carefully evaluated and corrected.

4.11 Aircraft Preflight Inspection

To ensure a thorough preflight inspection, pay close attention to detail, and note any irregularities. Discuss in detail any uncertainty about the effect any noted irregularity may have on the intended flight with appropriate maintenance personnel before departure. Pilots who feel uncomfortable about taking an aircraft with a known irregularity are expected to voice their opinion and request another aircraft.

While the effects of snow or ice on the aircraft are well publicized, MGA feels it necessary to clearly state the following structural ice policy relative to aircraft preflight: No flight may be attempted with any accumulation of frost, snow or ice on the aircraft.

Pilots are asked to place any trash or foreign material found on the ramp or within the aircraft in a trash container. Uncollected trash can cause damage to aircraft and personnel. Pilots can easily avoid damage by taking an extra moment for cleanup after flight.

There are several options for pilots needing assistance during preflight. First, the pilot should contact a flight instructor. If one is not available, contact a staff flight instructor. If a staff flight instructor is not available, contact the Assistant Chief Flight Instructor, or if the pilot still needs assistance, the pilot may contact the maintenance personnel. Likewise, the pilot may contact the front desk for operational problems. Requesting assistance during a portion of the aircraft preflight is not considered a pilot inadequacy. Instead, it is the sign of a careful, safe and conscientious pilot.

Aircraft preflight must be accomplished in accordance with the approved checklist in the PIM/POH. MGA provides checklists that provide more items checked than the original checklist. These checklists cover all items on the standard POH checklists. MGA Checklists are intended as a supplement to the POH not a replacement.

4.12 Aircraft Post flight

It is important that the aircraft be properly secured after each flight. All trash should be removed from the cabin, all electrical switches verified off, and the parking brake released. All doors and windows should be closed, all gust locks, chocks, and tie downs properly installed, and any aircraft discrepancies



noted in the aircraft discrepancy log. A final walk-around inspection should ensure that all items are completed. Students and instructors who do not properly secure aircraft may be subject to disciplinary action.

Upon entering Flight Operations, check the aircraft key book for completeness, fill out a temporary charge form, and deliver both to the flight activities coordinator.

If at any time a MGA flight is involved in a flight related incident (bird strike, tail strike, etc.), the pilot is expected to complete a MGA Incident Report Form. Forms are available from the Chief Flight Instructor or an Assistant Chief Flight Instructor and should be submitted to the Assistant Chief Flight Instructor when completed. The Assistant Chief Flight Instructor may be questioned if there is some doubt about whether a report is required for a certain situation.

Section 5: Ramp Operations

5.1 General

This section contains policies and guidelines for MGA pilots involved in various ramp operations. It should be noted that it is the pilot's responsibility to comply with any ramp procedures peculiar to the airport being visited as well as those policies and guidelines listed here.

5.2 Ramp Safety

Ramp areas are potentially hazardous. Considerable activity results from aircraft movements, fuel trucks driving about, and pilots and mechanics performing preflight and repair operations. Therefore, safety must be a prime consideration when operating on and around ramp areas. Remember not to run on the ramp. While on the ramp, be aware that an aircraft can start or be moved at any time. Use extreme caution when walking in front of an aircraft. In the same regard, be aware of prop blasts when starting an aircraft.

5.2.1 Tobacco

Per campus-wide policy, MGA prohibits use of any tobacco products in any aircraft, on any ramp, or in the Flight Operations building.

5.2.2 Boarding and De-planing

Boarding and de-planing the airplanes while the engine(s) are running is prohibited. During helicopter operations, boarding and de-planing the helicopter while the engine is running is at the discretion of the pilot in command.

5.2.3 Starting

Before initiating any starting procedures the aircraft doors must be secure, and appropriate equipment must be stowed. The pilot should ensure that the starting area of the aircraft is clear by surveying the immediate area for persons or objects that could endanger starting procedures. The pilot should call "CLEAR" and listen for any response before engaging the starter. The pilot should immediately check



the oil pressure when the aircraft is operating at idle. The appropriate check list should be completed prior to taxiing.

5.2.4 Hand Propping

MGA prohibits the hand propping of any aircraft in MGA's fleet.

5.3 Fueling and Line Service

Pilots should be aware of the steps that Middle Georgia State University takes to ensure proper fuel quality. When the 100 low lead arrives at KEZM/KMAC, it is checked to be the proper fuel and checked for contaminants before it is pumped into holding tanks. When fuel is pumped from the underground tanks to the fuel truck the fuel is filtered before it reaches the fuel truck. These filters are specifically designed to coalesce and remove all of the entrained water, in an emulsified state, also to filter out solid contaminants such as dirt, rust, scale, and sand which enters the fueling installation from the piping system, storage, and supply tanks. The filter/separator unit embodies two types of cartridges each designed specifically to give the highest degree of separation and filtration. These cartridges are: Coalescer and Separator. The Coalescer cartridges perform two important functions: 1. Coalesces water. 2. Filters out solid contaminants down to one (1) micron in size. These cartridges are inside-to-outside flow and are designed and constructed essentially as one-piece units complete with seals. The separator cartridges are of the outside-to-inside flow characteristics. The media is treated to make it hydrophobic, which permits hydrocarbon to flow through but repels water. Therefore, the cartridges serve the important function of separating out any entrained particles of water. In addition, Middle Georgia State University uses the RLM 9000 electronic monitoring systems. Each morning this system prints out a report that contains (among other things) fuel quantity, fuel temperature, and water content. The fuel truck and the fuel pump for the truck are locked with keys that are only available to the line personnel.

Every morning the fuel in the fuel truck is checked by trained personnel. These personnel will:

- 1) Check engine oil**
- 2) Check truck's fuel tank**
- 3) Sump main tank for contaminants by unlocking and opening the sump locations over sump bucket. Then pouring the checked fuel in the hazardous waste tanks.**
- 4) Place a new aircraft fueling log on the clip board, and place the date on the aircraft fueling log. Indicate whether the sump check was satisfactory or unsatisfactory, and sign the aircraft fueling log. Turn the aircraft fueling log from the previous day in to the Flight Dispatcher for filing.**

5.3.1 Sump checking operation:

Pull red sump handle on left side of truck. Open sump valve and empty a small amount (approximately enough to fill the container ½ inch) of fuel into the container. Examine container contents for water, sediment, or other contaminants. If contaminants are observed, do not fuel aircraft and notify the Chief Flight Instructor or the Dean of Operations immediately.



These checks will be conducted before any aircraft is fueled for the day. When an aircraft is fueled, the fuel is once again filtered using a 500-micron filter. Quality control does not stop with MGA line service personnel; every pilot is expected to check the fuel of an aircraft before a flight or after refueling. To check the fuel the pilot will drain at least a cupful of fuel (using sampler cup) from all fuel drain points to check for water, sediment, and proper fuel grade. If water is observed, take further samples until clear and then, after informing maintenance of your intentions, gently rock wings and lower tail to the ground to move any additional contaminants to the sampling points. Take repeated samples from all fuel drain points until contamination has been removed.

Aircraft may not depart on a local flight with fuel tanks less than half full. Aircraft departing on cross-country flights must depart with full fuel tanks, and must have within one quart of maximum allowable oil.

MGA prohibits the fueling of any aircraft while any part of the aircraft is located inside the hangar, or when any part of the aircraft is located within the yellow caution area of the hangar. Fueling of aircraft must only be completed when the aircraft is located in a designated aircraft parking area on the west side of the MGA ramp. Fueling of aircraft is also prohibited when any part of the aircraft is located closer than fifty feet from any building or ground fueling facility.

It is prohibited for any pilot to remain on board an aircraft while refueling takes place. The pilot shall observe and adhere to any instructions received from the fuel truck operator. The pilot should be aware that overfilling of aircraft fuel cells can occur. The pilot should remain clear of the wing that is being fueled to lessen the chance of exposure to fuel overspills. The fuel truck operator is required to connect the static discharge ground wire from the fuel truck to the aircraft. The pilot must inform the front desk if any line service safety procedures are not followed. No person may climb on the fuel truck when the fuel truck is in operation. The fuel truck is prohibited from operating on the taxiway and runway, unless the truck is equipped with an appropriate anti-collision light system.

No fueling operations will be permitted within ten nautical miles of any storm when thunder or lightning is present.

When fueling an MGA aircraft away from home base the pilot will ensure that fuel truck is dispensing the proper grade of fuel. The pilot will then drain at least a cupful of fuel (using sampler cup) from all fuel drain points to check for water, sediment, and proper fuel grade. If water is observed, take further samples until clear and then, after informing maintenance of your intentions, gently rock wings and lower tail to the ground to move any additional contaminants to the sampling points. Take repeated samples from all fuel drain points until contamination has been removed.

5.4 Aircraft Care

All MGA flight personnel are required to keep the aircraft and ramp areas clean and free of debris. With the exception of water in a container capable of closure, food, beverage, and tobacco products are prohibited in or around MGA aircraft. Pilot must ensure that any items brought aboard the aircraft must be removed at the end of the flight.

5.4.1 Aircraft Key Books



When issued an aircraft log, the pilot will be informed of the remaining hours that are available before a required inspection is due. The pilot should note any discrepancies made in previous entries.

5.4.2 Inspections

MGA aircraft are maintained using an annual/100 hour inspection system, performed in 50 hour intervals due to A.D. compliance or as A.D's are applicable. All required inspections are carefully tracked and conducted in accordance with applicable regulations. Inspection due times are recorded in the aircraft key book, My Flight Train is updated every morning and reflects only the times at the end of the previous day. The aircraft key book must be consulted before each flight. Flights past the inspection tach time, by even a tenth of an hour are prohibited and are subject to FAA violation. If there is any question as to whether or not the aircraft has enough time remaining before the next inspection another aircraft should be requested or the flight cancelled.

5.5 Taxiing and Parking

Aircraft should never be taxied faster than a brisk walk. Pilots should always keep a hand on the throttle in case a need arises to bring the aircraft to a stop. All pilots shall control the speed of the taxi with the throttle; under no circumstances should a pilot use a high RPM and use the brakes to control the speed of the aircraft.

The nose wheel should track along the marked centerline and in the direction indicated when taxiing on ramp areas. It should be noted however that tracking the centerline does not guarantee clearance from obstructions. If clearance is ever questionable wingtip observers should be engaged. If none are available, pilots should shut down the aircraft and check for themselves. Extra care must be taken when taxiing in the proximity of fuel trucks or any other vehicles on the ramp. No attempt should be made to taxi around any vehicles.

Aircraft departing the ramp should give way to aircraft entering the ramp.

Unless directed by maintenance, students or instructors may not run an engine up to full power, nor may they perform a power-on magneto check while on the ramp. All run-ups shall be completed in the proper run-up area prior to taxiing onto the active runway.

When a pilot is taxiing an aircraft for parking certain regulations apply. When taxiing to a parking area the pilot must park the aircraft in the first available parking area. Pilots must shut down with the aircraft axis aligned as closely as possible with the centerline painted on the ramp. The pilot is also responsible for any damage that may be caused by the aircraft during taxi. This includes any damage from prop blasts that cause any damage to any other aircraft. Pilots should be aware of prop blasts that could inadvertently damage aircraft located in the MGA hangar. Pilots should shut down the aircraft engine when any doubts concerning prop blasts arise.

After shutdown pilots must ensure that control locks are installed, windows are closed, the aircraft is locked, the pitot cover is installed, and the tie-down ropes are attached. Tie downs should be tightened in such a manner as to firmly secure the aircraft but not to over stress it.



5.6 Ramp Security

No pilot is permitted to go beyond any MGA ramp area. Authorized persons may enter the runway area, specifically flight team members, when duties are assigned. Any person that directly disregards this section will be in violation of the Federal Aviation Regulations.

Section 6: Local Operation

6.1 Heart of Georgia Airport Traffic Pattern Operations

1) Traffic Pattern Direction

- A. The traffic pattern at Heart of Georgia Regional Airport will be conducted in accordance with the Aeronautical Information Manual (AIM) and the Chart Supplement.
- B. Helicopters will avoid the flow of airplane traffic and fly the opposite pattern.
- C. The traffic pattern altitude is 1,800 ft. MSL (1,500 AGL) for large or turbine-powered airplanes, 1,300 ft. MSL (1,000 AGL) for all other multi-engine and single engine airplanes, and 800 ft. MSL (500 AGL) for helicopters.
- D. A radio call using the aircraft full call sign should be made before entering and exiting the traffic pattern.
- E. Aircraft returning from the practice area should make a call on the published CTAF frequency for the Heart of Georgia Regional Airport 10 miles out from the airport.

2) Practice Holding Procedures

- A. Practice VFR/VMC holding procedures will only be done as published and are limited to two aircraft at a time with at least 1,000' separation over the Eastman NDB, Vienna VOR, Dublin VOR, Creke NDB. Whenever possible, radar flight following should be accomplished with either Atlanta Approach or Jacksonville Center.
- B. All IMC holding procedures will be accomplished in accordance with ATC instructions.

3) Minimum Altitude Limitations

No student or instructor piloting a MGA aircraft may descend below the altitudes described in FAR 91.119 unless in the vicinity of an airport.

- A. Use good judgment when practicing maneuvers and avoid unnecessary noise pollution to the population on the ground.
- B. All single engine aircraft stalls will be initiated at least 2,000 ft. AGL with recovery no lower than 1,500 ft. AGL.
- C. All multi-engine aircraft stalls will be initiated at least 4,000 ft. AGL with recovery no lower than 3,000 ft. AGL.
- D. Intentional spins, when authorized and in appropriate aircraft, will be initiated at least 4,000 ft. AGL with recovery no lower than 2,000 ft. AGL.

4) Practice Areas

A. MGA's practice areas are depicted on the map in 6.2 and on display at the Dispatch desk. The practice areas are covered by Atlanta Approach Control, and Jacksonville Center radar services.

1. There are potential hazards that exist to students/Flight Instructors in the practice areas:

- i. Lack of continuous radar service in areas D, E and F.



- ii. High-density heavy military traffic landing/departing from Warner Robins AFB in the Northwest.
 - iii. Moody 1 MOA intrudes into the South and Southwest of practice area G.
 - iv. MTR's are through all sectors.
2. There are easily recognizable roads, rivers, towns, interstates, railroads, powerlines, NDB radials, and DME from fixes or airports, define the boundaries of each practice area.
- B.** Each training flight not on a cross-country will conduct all dual practice in an area assigned by MGA Dispatch/UNICOM.
- 1. Student pilots on a solo flight will be limited to 25 NM from KEZM. The red band around EZM marks 25 NM. Student pilots must have an endorsement from their assigned flight instructor for flights more than 25NM.
 - 2. A call should be made on 123.3 MHz (MGA Dispatch) when exiting an assigned practice area, whether dual or solo.
- C.** Flight instructors will ensure their students fully understand this section.
- D.** Training aircraft will “squawk” a transponder code of (1200) while operating in the practice areas, unless otherwise directed to do so by ATC.

6.1.1 Macon Downtown Airport Traffic Pattern Operations

1) Traffic Pattern Direction

- A.** The traffic pattern at Macon Downtown airport will be conducted in accordance with the Aeronautical Information Manual (AIM) and the Chart Supplement.
- B.** Helicopters will avoid the flow of airplane traffic and fly the opposite pattern.
- C.** The traffic pattern altitude is 1,800 ft. MSL (1,500 AGL) for large or turbine-powered airplanes, 1,300 ft. MSL (1,000 AGL) for all other multi-engine and single engine airplanes, and 800 ft. MSL (500 AGL) for helicopters.
- D.** A radio call using the aircraft full call sign should be made before entering and exiting the traffic pattern.
- E.** Aircraft returning from the practice area should make a call on the published CTAF frequency for the Macon Downtown airport 10 miles out from the airport.

2) Practice Holding Procedures

- A.** Practice VFR/VMC holding procedures will only be done as published and are limited to two aircraft at a time with at least 1,000' separation over the CULVR or CREKE NDB, Vienna VOR, Dublin VOR,. Whenever possible, radar flight following should be accomplished with either Atlanta Approach or Jacksonville Center.
- B.** All IMC holding procedures will be accomplished in accordance with ATC instructions.

3) Minimum Altitude Limitations

No student or instructor piloting a MGA aircraft may descend below the altitudes described in FAR 91.119 unless in the vicinity of an airport.

- A.** Use good judgment when practicing maneuvers and avoid unnecessary noise pollution to the population on the ground.
- B.** All single engine aircraft stalls will be initiated at least 2,000 ft. AGL with recovery no lower than 1,500 ft. AGL.
- C.** All multi-engine aircraft stalls will be initiated at least 4,000 ft. AGL with recovery no lower than 3,000 ft. AGL.



D. Intentional spins, when authorized and in appropriate aircraft, will be initiated at least 4,000ft AGL with recovery no lower than 2,000 ft. AGL.

4) Practice Areas

A. MGA's (Macon) practice areas are depicted on the map in 6.2.1 and on display at the Dispatch desk. The practice areas are covered by Atlanta Approach Control, and Jacksonville Center radar services.

1. There are potential hazards that exist to students/Flight Instructors in the practice areas:

- i. High-density heavy military traffic landing/departing from Warner Robins AFB in all quadrants.
- ii. Bulldog MOA intrudes into the East of practice area B and C.
- iii. MTR's are through all sectors.

2. There are easily recognizable roads, rivers, towns, interstates, railroads, power lines, NDB radials, and DME from fixes or airports, define the boundaries of each practice area.

B. Each training flight not on a cross-country will conduct all dual practice in an area assigned by MGA Dispatch/UNICOM.

1. Student pilots on a solo flight will be limited to 25 NM from KMAC. Student pilots must have an endorsement from their assigned flight instructor for flights more than 25NM.

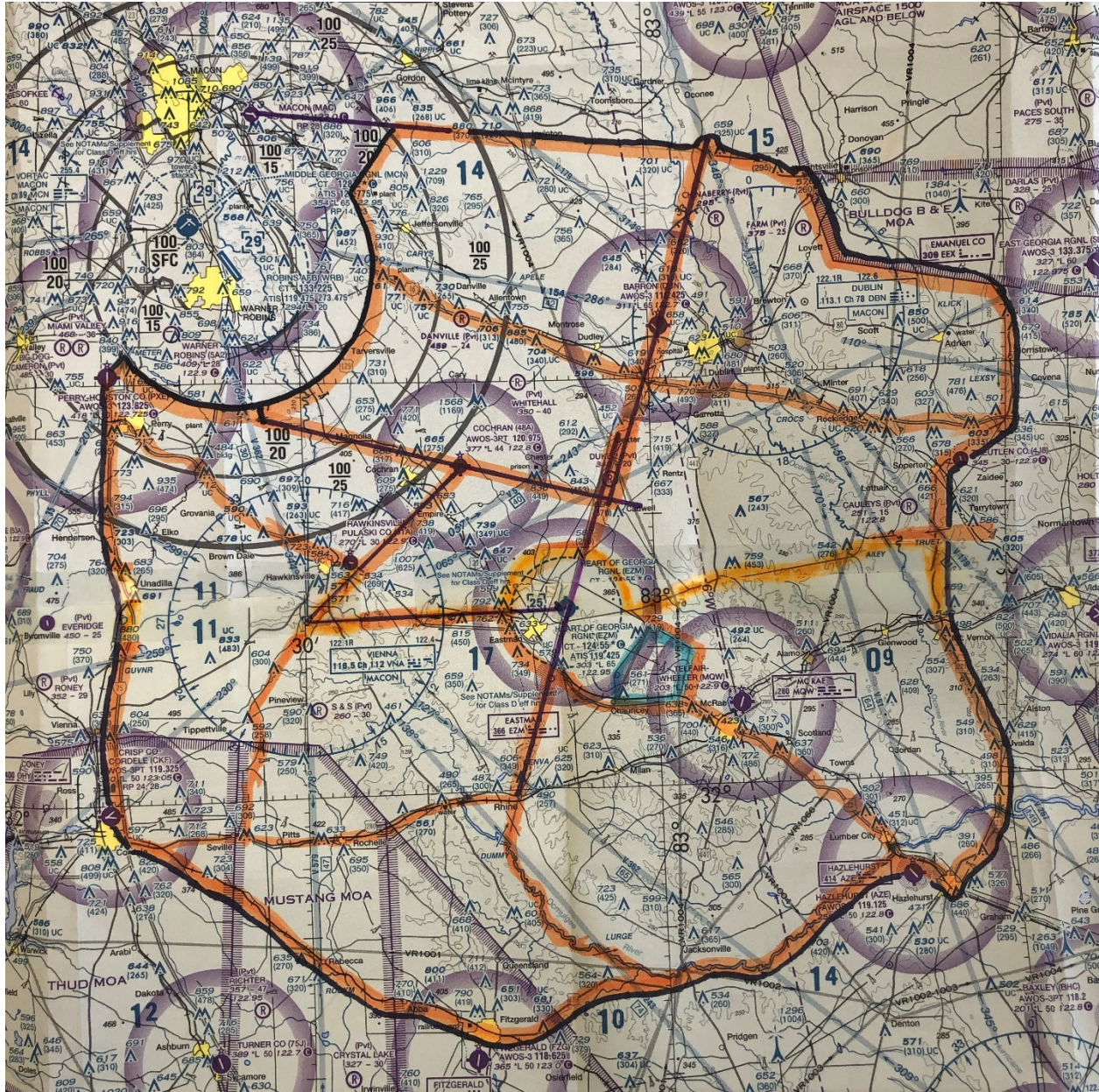
2. A call should be made on 123.3 MHz (MGA Dispatch) when exiting an assigned practice area, whether dual or solo.

C. Flight instructors will ensure their students fully understand this section.

D. Training aircraft will "squawk" a transponder code of (1200) while operating in the practice areas, unless otherwise directed to do so by ATC.



6.2 Practice Areas KEZM





Section 7: Cross Country Operations

7.1 Cross-Country Procedures

- 1) **ALL** pilots flying on a cross-country training flight, including dual, solo, day, night, VFR and IFR, must file and activate an FAA flight plan. FT Form #20 is to be filled out completely and turned into dispatch.
- 2) Fuel Credit Cards / Fuel Receipts
 - A. Students are to sign out an aircraft credit card from a flight instructor.
 - B. Students are to sign in the aircraft credit card to a flight instructor and hand in a receipt if fuel was purchased off the airport. Parking fees may be included, but no supplies will be charged to the State of Georgia. These are the student's responsibility for payment.
 - C. If the student leaves the school without a credit card they should call Dispatch at (478) 374-6411. The Dispatcher will have an instructor give the student the credit card number for that aircraft to pay for fuel purchased.
 - D. Students are not to pay for fuel with personal funds. Any student paying for fuel with funds other than MGA's aircraft credit card will be charged \$5.00 for reimbursement and any taxes will not be refunded.
- 3) There is a \$20.00 fee for lost credit cards.
- 4) All solo student pilot cross-country flights will be made to airports on the approved list.
- 5) Call-In Procedures
 - A. A call should be made to MGA Dispatch, KEZM (478)-374-6411 or KMAC at the first available opportunity if a cross-country flight is running behind schedule.
- 6) Aircraft Repairs
 - A. The pilot-in-command (PIC) of an MGA aircraft in need of maintenance away from the home base will call MGA and talk to the Chief Flight Instructor/Assistant Chief Flight Instructor or the Chief of Aircraft Maintenance and get approval for any repairs **before** they are performed. The PIC will be responsible for the payment of repairs if approval is not obtained.
- 7) Delayed Return: Expenses
 - A. All cross-country flights are expected to return to the departure campus airport on the same day.
 - B. If a pilot is unable to return due to any circumstance, then he/she is responsible for all personal expenses incurred.
- 8) Cross-Country Departures
 - A. All preflight planning should be accomplished prior to the scheduled aircraft departure time to allow the aircraft to leave when scheduled from the airport.

7.2 Night Flight Operations

- 1) The aircraft navigation lights, strobes, rotating beacon if installed, interior floodlights, landing lights, and panel lights should be operational before any night flight is taken.
- 2) There will be no student pilot solo flights at night.

7.3 Simulated Emergency Landings

- 1) Simulated emergency landings will not be practiced by solo student pilots.
- 2) Simulated emergency landings during dual flights may only be practiced over unpopulated areas



(those areas with less than 10 structures and/or one school of any type) and will terminate at 500 ft. AGL unless at a designated emergency landing area, or at an airport.

7.4 Re-dispatch Procedures After Un-programmed Landings

- 1) If on a dual flight, the flight instructor will call Dispatch and advise before any action is taken including the servicing of the aircraft.
- 2) If a solo student makes a landing at an unapproved or unauthorized airport, the student will remain on the ground and call the Chief Flight Instructor or Assistant Chief Flight Instructor for further guidance.
- 3) Solo students delayed for any reason will call Dispatch, advise of the delay and receive a new flight authorization before departure.
- 4) If a landing is made off-airport, take measures as necessary for injuries or to prevent further damage to the aircraft. Contact MGA immediately. Do not move or re-enter the aircraft without specific direction to do so.

7.5. Aircraft Discrepancies and Write-ups

- 1) All instructors, maintenance personnel, and students will receive training from their assigned flight instructor on the use of FT Forms #5, #10, #15, #20.

FT Form #5 - Aircraft Time Sheets

FT Form #10 - Aircraft Discrepancy Log

FT Form #15 – Aircraft Inspection Report

FT Form #20 – Aircraft/FTD Sign-Out Sheet

- A. In addition to FT Form #10 the Dispatcher will update the Dispatch Board after each flight to reflect any discrepancies.
 - B. Aircraft should not be flown if any new discrepancy that is not already recorded on FT Form #10 appears. Report it for evaluation to the Chief of Aircraft Maintenance.
- 2) The Assistant Chief Flight Instructor will ensure all FT Form 5s, 10s, 15s, and 20s are dealt with in the following manner:
 - A. FT #5 – Forwarded to Administrative Services Representative.
 - B. FT #15 – This form is to be updated after every oil change, 100hr and annual inspection and is to be placed on the aircraft clip board.
 - C. FT#20– Filed in Dispatch area. These forms are disposed of at the end of each quarter.

- 3) Chief of Aircraft Maintenance or his staff check the Dispatch Discrepancy Board once per day for new discrepancies and aircraft status for oil changes, 100 hr. and annuals. If an aircraft has a discrepancy write-up on the Dispatch Board then maintenance will check the aircraft clip board for FT Form #10.

7.6 Parking Aircraft and Security of Aircraft When NOT IN USE

- 1) At the completion of each training flight, each pilot will ensure that the aircraft is properly secured in its assigned parking spot.
- 2) Aircraft will be taxied at all times with the nose wheel on the taxiway centerline.
 - A. After parking, all aircraft should be secured with tie down ropes. If the flight is the last flight of the day the aircraft should be secured in an MGA hangar.



- B. After each flight all doors, windows and baggage compartments will be closed.
- C. All aircraft should be cleared of trash and personal belongings after every flight.
- D. Do not set the parking brake, this allows the aircraft to be easily moved if the need arises.

Section 8: Restrictions and Emergency Operations

8.1 General

This section will outline the general operating procedures for emergency operations. Pilots should refer to emergency operations section in the POH specified for the aircraft being flown. This section does not supersede any procedure listed in the FARs or the POH.

For the purpose of this section, the term “emergency” describes those situations that would cause departure from the normally planned activity or operation. In any emergency situation a notification should be made to flight operations as soon as possible. FAR 91.3 states that the pilot in command of an aircraft is directly responsible for and is the final authority as to the operation of that aircraft. However, if time permits, the assistance offered by MGA, ATC, or Flight Service often provides helpful ideas that may have otherwise been overlooked.

8.2 Aircraft Overdue/Missing

When an aircraft is determined to be overdue or missing by the supervising Chief Flight Instructor or Assistant Chief Flight Instructor, the following procedures will be initiated.

- 1) A ramp check will be conducted to determine that the aircraft is not parked on the ramp or in one of the hangars. A radio check will also be done on CTAF frequency and MGA frequency 123.30 to determine if the aircraft is in or near the MGA traffic pattern. If the aircraft cannot be located, then:
 - A. Telephone contact will be made with the FAA Flight Service Station (1-800-WX-BRIEF) to determine if they have any information on the aircraft location or its intentions. If the FAA Flight Service Station has no information on the aircraft, then:
 - B. The FAA will be asked to initiate aircraft search procedures
 - C. At the same time, the Emergency Threat Evaluation Team (ETET) of MGA will be alerted and will immediately assemble in the Conference Room to organize activities. If this alert occurs after normal duty hours, the ETET members will report to the Conference Room as soon as possible. Until the ETET members arrive, the supervising Chief or Assistant Chief Flight Instructor will function as MGA’s on-scene coordinator. No information on the situation will be provided by the on-scene coordinator to anyone other than ETET members, who will initiate the Media Response Protocol after arriving in the Conference Room. After getting this Protocol underway, the ETET will contact the Commissioner of the University System of Georgia to inform him/her of the situation.

8.3 Aircraft Mishap (On Airport)

When an aircraft is determined to have crashed on the airport by the supervising Chief or Assistant Chief Flight Instructor, the following procedures will be initiated:

- 1) Crash alert will be signaled, and designated first responders will respond to the crash site via the response vehicle.



- 2) Local emergency response agencies will be notified by calling 9-911.
- 3) At the same time, the Emergency Threat Evaluation Team (ETET) of MGA will immediately assemble in the Conference Room to organize activities. If this alert occurs after normal duty hours, the ETET will report to the Conference Room as soon as possible. Until the ETET members arrive, the supervising Chief or Assistant Chief Flight Instructor will function as the on-scene coordinator. No information on the situation will be provided by the on-scene coordinator to anyone other than ETET members.
- 4) All aircraft in the local traffic pattern will immediately be directed to divert to another nearby airport (Dublin, Cochran, and Macon are preferred). Aircraft outside the local traffic pattern will be directed to land at the nearest airport, on either the appropriate local Air Traffic Control frequency, or by the FAA on the appropriate Air Traffic Control Frequency and report to Middle Georgia State University by telephone (1-866-374-6980).
- 5) Once all other aircraft are accounted for, the Emergency Threat Evaluation Team (ETET) will contact the President of Middle Georgia State University to inform him/her of the situation. Families of individuals involved will be notified in accordance with the Injury/Illness/Death procedures. After all families have been notified, the ETET will initiate the Media Response protocol.

8.4 Aircraft Mishap (Off Airport)

When an aircraft is determined to have crashed off the airport by the supervising Chief Flight Instructor or Assistant Chief Flight Instructor, the following procedures will be initiated:

- 1) An immediate determination will be made of the aircraft tail number and individual(s) involved. Both ramp and radio checks will be performed as in the Aircraft Overdue/Missing checklist, and;
- 2) Telephone verification/confirmation will be made with the FAA Flight Service Station. Obtain the FAA contact person's name and record the time and location of the mishap and all available information.
- 3) At the same time, the ETET of MGA will immediately assemble in the Conference Room to organize activities. If this alert occurs after normal duty hours, the ETET will report to the Conference Room as soon as possible. Until the ETET members arrive, the supervising Chief Flight Instructor or Assistant Chief Flight Instructor will function as the on-scene coordinator. No information on the situation will be provided by the on-scene coordinator to anyone other than ETET members.
- 4) The ETET will dispatch MGA personnel to the scene as appropriate.
- 5) All flights will immediately be directed to land, either on CTAF frequency, Middle Georgia State University frequency 123.30, or by the FAA on the appropriate Air Traffic Control frequency, at the nearest airport and report to MGA by telephone (1-866-374-6980).
- 6) Once all other aircraft are accounted for, the ETET will contact the President of Middle Georgia State University to inform him/her of the situation. Families of individuals involved will be notified in accordance with the Injury/Illness/Death procedures. After all families have been notified, the ETET will initiate the Media Response protocol.

8.5 Emergency Threat Evaluation Team (ETET).

This team will consist of the following persons:

- 1) Chief Flight Instructor
- 2) Dean, Division of Aviation Management and Business
- 3) Assistant Chief Flight Instructor



- 4) Public Relations representative of Middle Georgia State University

8.6 ETET Responsibilities.

- 1) Notification of emergency assistance organizations/persons
- 2) Account for all persons, in training, after an accident or incident
- 3) Assemble all relevant information
- 4) Assemble all associated aircraft records
- 5) Security of the crash/incident area until the NTSB is notified and arrives
- 6) Notification of the news media
- 7) Other activities as identified

8.7 Weather Emergencies

Enroute weather advisories should be received from a FSS. If deteriorating weather is encountered, all available options should be consulted. At no time should a flight continue into questionable weather conditions when options providing greater safety margins are available.

No flight will continue in hazardous weather conditions. If avoidance is not possible, the flight should be terminated as soon as practical, the aircraft secured, and the safety of all occupants assured. Flight operations should be informed of any weather delays upon landing. Flight operations must also be informed of flight intentions.

8.8 VFR Flights

If unfavorable weather is encountered enroute remain calm and react thoughtfully. Acting in a “rushed” manner or not taking all options into consideration may lead to an unwise decision.

Anytime a VFR aircraft inadvertently enters instrument conditions, it is considered an emergency and should be declared as such. The pilot should remain calm and consider the following options; can the aircraft be turned 180 degrees to exit IMC? Can the pilot maintain straight and level flight until assistance can be obtained? The first option would allow a better course of action if available. If the pilot cannot turn out of the instrument conditions, the pilot should contact anyone whom he/she can reach. This includes Center, any ATC in the local area, or a FSS. The pilot should be aware of the aircraft and personal limitations. When contacting ATC be sure to include any navigation equipment that could be used to help the pilot. The pilot must also declare an emergency. Pilots should never descend unless requested by ATC. If a pilot cannot reach a controlling ATC, the pilot should climb for better reception. If the pilot is instrument rated and the aircraft is appropriately equipped, an emergency should be declared and an immediate IFR clearance requested.

Winds or wind shear can also present problems. If a strong wind presents a concern, pilots should inform the Eastman ATC Tower via 124.55 if in the vicinity of Eastman or 123.00 near Macon. If the pilot is away on a cross-country, plan to use the runway that the winds are favoring. If winds still pose a threat, divert to an alternate airport that will offer better conditions. Pilots should closely monitor remaining fuel so that fuel starvation will not be a concern.

If pilots are in the local practice area and are concerned with the weather, they should land as soon as practical. This is the best precaution against deteriorating weather.



8.9 IFR Flights

IFR flights that enter hazardous weather should inform ATC as soon as possible. ATC may advise actions necessary to exit hazardous weather or may let the pilot choose the course of action the pilot wishes to take.

8.10 Thunderstorms

All MGA aircraft are prohibited from operating in the vicinity of ANY thunderstorm, or operating in instrument meteorological conditions when embedded thunderstorms may be present. All thunderstorms present several dangerous situations. Any inadvertent encounters should be handled with extreme care. Safety of the flight must be maintained and is outlined in section 7.2.7. The POH should be consulted prior to any encounter and the outlined procedures should be memorized.

8.11 Medical Emergencies

Medical emergencies can be caused by a number of factors. Even a slight medical deficiency can impair the pilot's judgment. If the pilot is not feeling well, the pilot should not take off. If a medical emergency occurs in flight, the pilot must make the proper decisions to lead to a satisfactory outcome.

8.12 Air Sickness

At some point in flight training the pilot may experience motion sickness. It is nothing to be ashamed of and it may happen to anyone at one time or another. Some days the pilot's body may have trouble acclimating to aircraft movement in all three dimensions.

To preclude airsickness, don't go flying if feeling queasy and, if beginning to feel sick, notify the pilot-in-command immediately so a landing can be made if necessary. Don't wait too long.

Students are responsible for ensuring that an airsick bag is on board prior to flight. Please use it. In the event that a pilot fails to use this device, that person will be responsible for cleaning the aircraft upon return. If that person fails to clean the aircraft for whatever reason, the pilot will be charged a cleaning fee. Cleaning materials are available in operations at no charge.

8.13 Communications Failure

Communication Failure During Ground Operations – At controlled airports ATC's attention may be obtained by flashing the landing light. An attempt should be made to remain clear of movement areas while waiting for a light gun signal response. The flight is normally directed to return to the ramp area. Communications failure at uncontrolled airports requires that the flight be terminated at that airport and flight operations contacted for return and coordination with ATC.

Communication Failure in the Practice Area – A landing is required (at KEZM or KMAC) as soon as the pilot suspects a radio failure. Pilots should circle the traffic pattern at 2000 feet MSL to ensure proper spacing, and enter the traffic pattern when no traffic conflicts are present. After landing secure the aircraft, report the failure to flight operations, and record the discrepancy in the aircraft discrepancy log. Failure to report the problem will result in the next scheduled flight to depart late.



Communication Failure During VFR Cross-Countries – A landing should be made as soon as practical at an uncontrolled airport, and flight operations should be called for assistance. Pilots are reminded to update the affected flight plan with Flight Service. If already in contact with ATC and the failure occurs during arrival for landing, squawk 7600 on the transponder, and look for light signals.

Communication Failure During IFR Cross-Countries – The procedures set forth in FAR Part 91.185 and the AIM should be followed, and the appropriate transponder code set. After landing at airports other than the base airport, MGA Flight Operations and Flight Service must be notified.

8.14 Fire Precautions and Procedures

1) Smoking and/or open flame is prohibited on all MGA campuses. Smoking is prohibited in the Aircraft.

2) Aircraft fire on the ground:

A. Should an aircraft or engine fire occur during engine start or during any ground operation:

1. The aircraft will immediately be shut down in accordance with the emergency procedures checklist for that aircraft.
2. Pilots will immediately exit the aircraft.
3. Chief of Aircraft Maintenance will be notified immediately.

B. If possible, the pilot should attempt to extinguish the fire with one of the fire extinguishers provided.

3) Aircraft fire in flight:

A. Should an aircraft or engine fire occur in flight:

1. Action should be taken in accordance with the emergency procedures checklist.
2. The occupants will use the provided smoke masks. The PIC of the aircraft (the instructor if on a dual flight), should secure his/her mask first.
3. The aircraft will be landed as soon as practical.
4. Students may be asked to demonstrate their knowledge of emergency procedures for the Chief or Assistant Chief Flight Instructor upon request.

*****Critical action emergency procedures for each aircraft flown must be committed to memory*****

8.15 Electrical System Malfunctions

Pilots should follow the recommended procedures listed in the appropriate Pilot's Operating Handbook.

8.16 Imminent Engine Failure – Single Engine Aircraft

If an aircraft indicates that an engine failure is imminent, the pilot should find a suitable landing area and proceed to that area. The pilot should monitor all engine indications. If the oil pressure is below the proper operating level or the engine temperature is above the operating temperature, the pilot should be aware of possible engine seizure.



8.17 Imminent Engine Failure – Multi Engine Aircraft

If indications are that failure of an engine on a multi engine aircraft is imminent, the pilot should proceed immediately to the nearest airport and execute a landing. If oil pressure drops below the proper operating pressure or the engine temperature is above the maximum operating temperature, the pilot should feather the engine and secure the affected engine using the engine failure in flight check list.

8.18 Off Airport Landing

If the pilot has sufficient altitude, contact with the proper officials should be executed. This may be completed in several different ways; the pilot may try to contact MGA (if operating in local practice area), the pilot may try to contact ATC, the pilot may use the emergency frequency of 121.50, the pilot can also change the transponder frequency setting to 7700. If the pilot has executed an off-airport landing the pilot may stay with the aircraft, or if assistance is not far from the aircraft, the pilot may go for help. Good judgment plays an important role in off airport landings.

8.19 Landing Gear Malfunctions

Any landing gear malfunction should be treated as if the gear were not down and locked and the appropriate emergency procedures followed. Furthermore, the pilot should not recycle the landing gear if an irregular landing gear indication is experienced with the gear locked in the extended position.

Before landing, and unless, in the opinion of the PIC, it would adversely affect the safe outcome of the flight, it is required that MGA Flight Operations be contacted in order to exhaust all avenues for correcting the landing gear problem. Flight Operations may be able to offer additional suggestions not yet thought of. If a pilot is on a cross-country flight, the pilot must use all available resources that can confirm the gear is in the down and locked position. If at an uncontrolled field the pilot may request the assistance from ground personnel for a visual confirmation that the gear is down. The pilot must treat all gear failures as if the gear is not down or locked. If the pilot is at a tower/controlled field the pilot must request that fire and rescue be informed of the problem.

If a landing is made with an unsafe gear indication, the use of brakes and turns should be minimized, and the engine (s) shut down on the runway. Maintenance personnel will check the aircraft and lock the gear in place if necessary. The aircraft will then be moved as directed by maintenance personnel and ATC.

If the landing gear malfunction takes place during takeoff and the landing gear fails to retract when the gear handle is put in the “up” position, the pilot should return the gear handle to the down position, confirm that it is down and locked, notify MGA Flight Operations if practical, and return for landing. Make no further attempt to raise the gear – LEAVE IT DOWN!

8.20 Lost

If a pilot becomes distracted to the point of becoming lost, the pilot shall follow the MGA lost procedure. First, the pilot shall maintain control of the aircraft. The pilot may circle a ground object to keep a reference in view. The pilot can use triangulation with a plotter and a sectional chart. If a pilot cannot identify a navigational aid, the pilot may not use that navigational aid. The pilot must use a



different navigational aid or climb to get better reception. If a pilot cannot find the aircraft's exact location, the pilot must contact ATC or FSS. Personnel from these agencies will be prepared to offer the pilot assistance. If these agencies cannot be contacted, the pilot must request assistance on 121.50. Calculate fuel remaining on board and conserve remaining fuel. The pilot should land as soon as practical and contact MGA Flight Operations.

8.21 Emergency Notification

In the event of an accident, incident, forced landing, or precautionary landing, the Chief Flight Instructor, an Assistant Chief Flight Instructor, or the Dean should be notified by the quickest available means. Information regarding the situation should be provided stating the time and place, aircraft involved, any injuries, and general description of the situation.

Fault or Blame – MGA pilots must not admit fault or blame to anyone other than MGA officials. No statements or comments may be made to members of the press.

Paperwork – Persons involved in any aircraft incident or accident will:

- 1) Contact the Chief Flight Instructor IMMEDIATELY!
- 2) Any pilot involved in an incident or accident will fill out a MGA Incident Form.
- 3) Submit to a drug test as outlined in the Employee/Student Anti-Drug Testing Program.
- 4) Be examined by a nurse, physician, or medical personnel deemed appropriate by Middle Georgia State University.
- 5) Fill out an NTSB Operational Incident Report.

Section 9: Restrictions and Limitations

9.1 General

MGA regulations do not supersede the FAR's. The MGA regulations are to enhance safety and should be more restrictive than the FAR's. Any pilot flying an MGA aircraft who commits an infraction of these rules and regulations will be disciplined by the department.

9.2 Flight Restrictions

The following restrictions apply to all pilots of MGA aircraft.

1. No aerobatic or flight maneuvers not stated in an approved training syllabus (as determined by the Chief Flight Instructor).
2. No formation flying.
3. No operation of aircraft in a careless or reckless manner.
4. No operation of an aircraft so close to another as to create a collision hazard.
5. All flights must depart with at least half tanks of fuel. Pilots must also comply with CFR 91.151, which states that "No person may begin a flight in an airplane under VFR conditions unless there is enough fuel to fly to the first point of intended landing, and assuming normal cruising speed-during the day, to fly after that for at least 30 minutes, or at night, to fly after that for at least 45 minutes.
6. Cross-controlled stalls may be practiced to the first indication of a stall. (Dual Only)
7. No maneuvers will be practiced over a congested area or an established Federal Airway.



8. All students must take and pass with a minimum grade of 80% a test on the FOM. This test must be corrected to 100%. The test must remain on file in the student's folder.
9. No pilot may act as pilot in command of the MGA aircraft that does not meet the recent flight experience requirements of FAR 61.57.
10. Unless approved by the Dean, students must be currently admitted to the university and enrolled in a MGA Flight course in order to use a MGA aircraft for the purpose of flight training. Instructors must not have been released from employment with the university.
11. No person will be allowed to fly on the MGA aircraft unless that person has been approved by the Assistant Chief Flight Instructor, Chief Flight Instructor, Dean, or Department Chair, prior to the flight.
12. Pilots and passengers may only carry flight-training related items in aircraft, unless otherwise approved by the Assistant Chief Flight Instructor, Chief Flight Instructor, Dean, or the Department Chair, prior to the flight.

Forecasted conditions over the planned route of flight often require extra clothing. Overnight temperatures should also be considered. Precautionary or emergency off-airport landings may require the pilot to stay with an aircraft overnight.

The need for appropriate clothing is fairly obvious. But there is more to consider. In the close confines of the cockpit, briefing/debriefing rooms, or office, the importance of good personal hygiene cannot be over-emphasized. Further, in order to promote mutual respect, MGA expects flight students, faculty and staff to dress in a neat, well-groomed manner, reflecting an appropriate and professional appearance while on campus and during off campus attendance at official university functions.

An identification badge must be worn to assure the proper identity of individuals affiliated with the MGA flight program. This identification must be worn anytime an individual is located at the airport, or while flying MGA aircraft. The ID is issued by Middle Georgia State University and must be worn in a manner to readily identify the individual. The ID should be located in the front of the torso, not below waist level.

Section 10: Student/Staff Conduct

10.1 Fraternalization: A personal relationship between a student and faculty member that has crossed the boundary of an instructor/student working relationship. Fraternalization is inappropriate relationships in the workplace. It is essential that a healthy and professional workplace be maintained at all times.

The Fraternalization policy outlined in the Student and Faculty/Staff handbook will be the governing document to handle any issues in the flight department.

Fraternalization may be between: This was marked to be reviewed. Is this the definition or an ok?

- 1) Flight Instructor – Student
- 2) Senior Instructors – Student

Fraternalization is:

- 1) Gender-neutral



- 2) Detrimental to good order and discipline
- 3) Detrimental to professional training
- 4) A legal violation
- 5) Prohibited

Fraternization could result in:

- 1) The questioning of a Flight Instructor's objectivity
- 2) Actual or perceived preferential treatment
- 3) Undermining the authority of a Flight Instructor
- 4) Compromising integrity
- 5) Administrative or punitive action

Healthy Relationship Traits include:

- | | |
|------------|----------------------------|
| 1) Respect | 5) Non-Harassing |
| 2) Honesty | 6) Non-compromising |
| 3) Loyalty | 7) Positive Influence |
| 4) Trust | 8) Professional Commitment |

10.1.1 If Fraternalization is identified, accused, claimed to exist, or suspected, the Flight Director will conduct a thorough investigation of the issue(s). The following due process will be adhered to in the investigation:

- 1) Each associated party and witness will prepare a written statement identifying activities, actions, and any facts supporting the claim or defense.
- 2) Interview of each associated party.
- 3) Each interview will be documented in totality, and other information related to the request will be assembled.
- 4) A summary of the facts will be prepared, and submitted in writing, with his/her recommendation(s) to the Division Dean.
- 5) Due Process may include a hearing where each party may present their issues and/or defense. The Fraternalization Board will consist of the following members: Division Dean (Chair), Flight Director, two students, and one other disassociated person.
- 6) Upon hearing and review of the facts and issues, the board will find on the validity of the offense.
- 7) In cases where Fraternalization is clearly established to have occurred, the Fraternalization Board will forward findings to the appropriate authorities for action.
- 8) The board decision is final.

10.2 Flight Technology Uniforms

All flight students are required to wear uniforms.

- 1) The required uniform consists of slacks and polo shirts that will be for sale in the MGA bookstore.
- 2) No tennis shoes (sneakers), hunting boots or cowboy boots will be allowed.
- 3) All students will be required to be in uniform by the end of the third week of their first semester at MGA.



4) All flight students are required to be in uniform during all flights. If a student comes to school and is not in uniform, he/ she will not be allowed to fly until he/she is in uniform.

10.3 Alcohol and Drug Restrictions

The following paragraphs are excerpts from the Federal Aviation Regulations (FARs) regarding alcohol and drugs. These regulations reflect the views of Middle Georgia State University as well as those of the FAA. Due to safety implications any MGA student found in violation of these regulations should expect to be dealt with appropriately by the collegiate institutions. The Federal Aviation Administration (FAA) is also notified of any violation for further action on their part.

10.3.1 Alcohol or Drugs

- 1)** No person may act or attempt to act as a crewmember of a civil aircraft:
- A.** Within eight hours after the consumption of any alcoholic beverage;
 - B.** While under the influence of alcohol (hangover);
 - C.** While using any drug that affects the person's faculties in any way contrary to safety; or
 - D.** While having .04 % by weight or more alcohol in the blood.

10.3.2 Carriage of Narcotic Drugs, Marijuana, and Depressant or Stimulant Drugs or Substances

1) No person may operate a civil aircraft within the United States with knowledge that narcotic drugs, marijuana, and depressant or stimulant drugs or substances as defined in Federal or State statutes are carried in the aircraft.

10.3.3 Offenses Involving Alcohol or Drugs

1) A conviction for the violation of any Federal or state statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances is grounds for—

- A.** Denial of an application for any certificate or rating issued under this part for a period of up to 1 year after the date of final conviction; or suspension or revocation of any certificate or rating issued under this part.

2) The commission of an act prohibited by §91.19(a) of this chapter is grounds for—

- A.** Denial of an application for a certificate or rating issued under this part for a period of up to 1 year after the date of that act.

3) Suspension or revocation of any certificate or rating issued under this part. [Doc. No. 21956, 50 FR 15379, Apr. 17, 1985, as amended by Amdt. 65–34, 54 FR 34330, Aug. 18, 1989]



10.3.4 Refusal to Submit to a Drug or Alcohol Test

- 1) *General.* This section applies to an employee who performs a function listed in appendix I or appendix J to part 121 of this chapter directly or by contract for a part 121 certificate holder, a part 135 certificate holder, an operator as defined in §135.1(c) of this chapter, or an air traffic control facility not operated by the FAA or the U.S. military.
- 2) Refusal by the holder of a certificate issued under this part to take a drug test required under the provisions of appendix I to part 121 or an alcohol test required under the provisions of appendix J to part 121 is grounds for—
 - A. Denial of an application for any certificate or rating issued under this part for a period of up to 1 year after the date of such refusal
 - B. Suspension or revocation of any certificate or rating issued under this part.
[Amdt. 65–37, 59 FR 7389, Feb. 15, 1994]

10.3.5 Use of Prohibited Drugs

- 1) The following definitions apply for the purposes of this section:
 - A. **An employee** is a person who performs an air traffic control function for an employer. For the purpose of this section, a person who performs such a function pursuant to a contract with an employer is considered to be performing that function for the employer.
 - B. **An employer** means an air traffic control facility not operated by the FAA or by or under contract to the U.S. military that employs a person to perform an air traffic control function.
- 2) Each employer shall provide each employee performing a function listed in appendix I to part 121 of this chapter and his or her supervisor with the training specified in that appendix. No employer may use any contractor to perform an air traffic control function unless that contractor provides each of its employees performing that function for the employer and his or her supervisor with the training specified in that appendix.
- 3) No employer may knowingly use any person to perform, nor may any person perform for an employer, either directly or by contract, any air traffic control function while that person has a prohibited drug, as defined in appendix I to part 121 of this chapter, in his or her system.
- 4) No employer shall knowingly use any person to perform, nor may any person perform for an employer, either directly or by contract, any air traffic control function if the person has a verified positive drug test result on or has refused to submit to a drug test required by appendix I to part 121 of this chapter and the person has not met the requirements of appendix I to part 121 of this chapter for returning to the performance of safety-sensitive duties.
- 5) Each employer shall test each of its employees who performs any air traffic control function in accordance with appendix I to part 121 of this chapter. No employer may use any contractor to perform any air traffic control function unless that contractor tests each employee performing such a function for the employer in accordance with that appendix.



[Doc. No. 25148, 53 FR 47056, Nov. 21, 1988, as amended by Amdt. 65–38, 59 FR 42927, Aug. 19, 1994]

10.3.6 Misuse of alcohol.

1) This section applies to employees who perform air traffic control duties directly or by contract for an employer that is an air traffic control facility not operated by the FAA or the U.S. military (*covered employees*).

2) *Alcohol concentration* - No covered employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. No employer having actual knowledge that an employee has an alcohol concentration of 0.04 or greater shall permit the employee to perform or continue to perform safety-sensitive functions.

3) *On-duty use* - No covered employee shall use alcohol while performing safety-sensitive functions. No employer having actual knowledge that a covered employee is using alcohol while performing safety-sensitive functions shall permit the employee to perform or continue to perform safety-sensitive functions.

4) *Pre-duty use* - No covered employee shall perform air traffic control duties within 8 hours after using alcohol. No employer having actual knowledge that such an employee has used alcohol within 8 hours shall permit the employee to perform or continue to perform air traffic control duties.

5) *Use following an accident* - No covered employee who has actual knowledge of an accident involving an aircraft for which he or she performed a safety-sensitive function at or near the time of the accident shall use alcohol for 8 hours following the accident, unless he or she has been given a post-accident test under appendix J to part 121 of this chapter, or the employer has determined that the employee's performance could not have contributed to the accident.

6) *Refusal to submit to a required alcohol test* - No covered employee shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol test required under appendix J to part 121 of this chapter. No employer shall permit an employee who refuses to submit to such a test to perform or continue to perform safety-sensitive functions.

[Amdt. 65–37, 59 FR 7389, Feb. 15, 1994]

10.3.7 Testing for Alcohol

1) Each air traffic control facility not operated by the FAA or the U.S. military (hereinafter *employer*) must establish an alcohol misuse prevention program in accordance with the provisions of appendix J to part 121 of this chapter.

2) No employer shall use any person who meets the definition of *covered employee* in appendix J to part 121 to perform a safety-sensitive function listed in that appendix unless such person is subject to testing for alcohol misuse in accordance with the provisions of appendix J.

[Amdt. 65–37, 59 FR 7389, Feb. 15, 1994]



10.4 Substance/Drug Policy and Procedure

Middle Georgia State University maintains a learning and teaching environment that is drug and alcohol free in accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Anti-Drug Provisions of the Georgia Penal Code. It is also the intent of the aviation programs at MGA that all aviation students be free of any chemical impairment during participation in any activities related to flight training. Therefore, possession and/or use of any substance/drug which may impair cognitive or psychomotor function by an aviation student/instructor in the MGA aviation programs is strictly prohibited in the internship setting, on campus property or vehicle (aircraft). Within the scope of this policy, students/instructors are prohibited from using, possessing, distributing, manufacturing, selling or attempting to sell substance/drugs. Before being allowed to begin aviation training each aviation student must submit to an initial drug screening, then during any time in the student's course of study at MGA student will be subject to random testing and or reasonable suspicion. Testing may be performed as based on the following definitions.

10.4.1 Definitions Substance/Drug includes the following and each is defined as:

Alcohol is defined as ethyl alcohol.

Illegal Drug is defined as any substance, other than alcohol, having psychological and /or physiological effects on a human being that is not a prescription or non-prescription medication.

Controlled Substances is a broad category of illegal substance is defined in Official Code of Georgia Annotated (O.C.G.A.), Sections 16-13-25 to 16-13-29 in Drug Schedules 1 – V, which includes a long list of chemical compounds, opiates, hallucinogens, derivatives, isomers, and other materials. The State Board of Pharmacy may add new material to the list as required

Dangerous Drugs is an even broader category of illegal substance, and is defined in O.C.G.A. 16-13-71 describing hundreds of chemicals and other compounds. The Georgia General Assembly may add drugs to the list as required.

Prescription medication is defined as a drug that is authorized by federal or state law for general distribution and use with a doctor's prescription in the treatment of human diseases, ailments, or injuries.

Nonprescription medication is defined as a drug that is authorized by federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailment, or injuries.

Neutral Selection (Random) Testing is defined as a mechanism of student/instructor selection for drug testing at any given time throughout the student's course of study at MGA.

Reasonable Suspicion Testing is defined as reasonable suspicion substance/drug testing based on the belief that a student enrolled in a course of study in at MGA: Aviation Department has been in violation of the Substance/Drug Policy according to the following:

1) Observable phenomenon, such as direct observation of substance/drug use and /or the physical symptoms or manifestations of being under the influence;



- 2) Abnormal conduct** or erratic behavior such as absenteeism, tardiness, significant deterioration of performance, and /or verbal and physical aggression;
- 3) A report of substance/drug** used provided by reliable and credible sources and which have been independently corroborated;
- 4) Evidence** that an individual has tampered with a substance/drug test while in a course of study in the at MGA;
- 5) Information** that a student has caused or contributed to an accident in the Division of Aviation Management and Business or its intern agencies;
- 6) Evidence** that a student is involved in the use, possession, sale solicitation or transfer of substance/drugs while at MGA or its affiliated intern agencies.

Intern Agency is defined as any agency that has agreed to provide learning opportunities for MGA aviation students.

Refusal to Test is defined as a person's verbal statement or actions by not submitting to a screening test within the prescribe time requirements. Refusal to test will lead to automatic dismissal from the MGA Aviation Program.

Dilute Urine Specimen is defined as the process of reducing the concentration of drug or drug metabolites in the sample. This is accomplished by adding fluid to the sample or by drinking large amounts of fluid to dilute the specimen, called "internal dilution." If the amount of the natural substance creatinine in the urine is abnormally low, internal dilution may be the cause. Multiple results of a dilute specimen may result in dismissal from training.

10.4.2 MGA Drug Testing Policy

Middle Georgia State University may test for the following in the Substance/Drug Policy: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), or metabolites of any of these substances, alcohol (ethanol) and any other substances/drug for which the U.S. Department of Health and Human Services and Georgia Department of Human Resources Division of Public Health the student/instructor will be subject to the policies of that agency governing use of substances/drug. Students/instructors who are engaged in intern learning experiences in agencies that require mandatory drug testing are expected to comply.

Furthermore, should any incident occur in an intern agency MGA may test for the following in the Substance/Drug Policy: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), or metabolites of any of these substances, alcohol (ethanol) and any other substances/drug for which the U.S. Department of Health and Human Services and Georgia Department of Human Resources Division of Public Health the student/instructor will be subject to the policies of that agency governing use of substances/drug. Students/instructors who are engaged in intern learning experiences in agencies that require mandatory drug testing are expected to comply.



10.4.3 Testing Procedures

Initial Testing will be performed, by the agency contracted by MGA. A negative report must be received before the student/instructor will be allowed to begin flight training.

Primary screening will occur when the student first enrolls in the aviation degree program(s). He/she will be provided guidance to report to the contracted agency where the testing will take place. The test must be completed within 24 hours of notice, and before the first class meeting.

A student/instructor has twenty-four (24) hours from the time of notification to report to the screening agency and submit a sample for testing.

1) A fee of \$20 per test will be assigned to the student to off-set the costs to the university for the drug testing.

2) If the student/instructor refuses to submit a specimen as requested:

- A.** The Chair of the Division of Aviation will be notified.
- B.** A report of the refusal of testing will be placed in the student's/instructor's file.
- C.** The student/instructor will be immediately dismissed from MGA.

3) Upon receipt of a "non-negative" (positive) screening report:

- A.** The student/instructor will be notified by the Chair of the Division of Aviation and removed from active status or intern program until a confirmatory report is received.
- B.** A copy of the preliminary finding will be placed in the student/instructor's file.
- C.** If the student is a flight major the Chair of Flight will notify the Chief Flight Instructor, and Dispatcher of the student/instructors removal from the flight schedule.

4) Upon receipt of the confirmatory screening report:

- A.** If the report is negative, the student/instructor will be notified by the Chair of the Division of Aviation of the results and the student/instructor will resume scheduled flight activities.
- B.** If the non-negative (positive) report is confirmed, the student/instructor will be notified in writing of official dismissal from the MGA aviation program and probationary status from the respective institutions.

10.4.4 Neutral Selection (Random) Testing

Student/instructors may be selected for substance/drug testing at any given time throughout their course of study/employment in the MGA Aviation division:

1) Upon selection, the student/instructor will be given a "Notice of Neutral Selection" form that will be Time/Date stamped at the time of notification. The student/instructor will then have two hours, after notification, to report to the contracted agency for testing.



- A.** If the student/instructor refuses to submit a specimen as requested:
 - 1.** The Chair of the Division of Aviation will be notified.
 - 2.** A report of the refusal of testing will be placed in the student's/instructor's file.
 - 3.** The student/instructor will be immediately dismissed from the MGA aviation program upon receipt of a "non-negative" (positive) screening report:
 - a.** The student/instructor will be notified by the Chair of the Division of Aviation and removed from flight status or intern program until a confirmatory report is received.
 - b.** A copy of the preliminary finding will be placed in the student/instructor's file.
 - c.** The Chair of the Division of Aviation will notify the Chief Flight Instructor, and Dispatcher of the student/instructors removal from the flight schedule.

2) Upon receipt of the confirmatory screening report:

- A.** If the report is negative, the student/instructor will be notified by The Chair of the Division of Aviation of the results and the student/instructor will resume scheduled flight activities.
- B.** If the "non-negative" (positive) report is confirmed, the student/instructor will be notified in writing of official dismissal from the MGA Aviation Program and probationary status from the respective institutions.

10.4.5 Reasonable Suspicion Testing

When a staff member observes a student/instructor exhibiting behavior indicative of chemical abuse or dependency, the following procedure will be initiated:

- 1) The staff member along with another staff member will confront the student/instructor with the behavior observed.**
- 2) If the student admits to use or possession of a substance/drug, the following will occur:**
 - A.** The Chair of the Division of Aviation will be notified.
 - B.** The student/instructor will be immediately dismissed from the MGA Aviation Program.
 - C.** A record of the students/instructors behavior/conduct will be prepared and signed by the student/instructor, and staff members involved within 24 hours of the occurrence and the copies will be maintained in the student's/instructor's file.
 - D.** The student/instructor will be notified in writing of official dismissal from the MGA Aviation Program and probationary status from the respective institutions.

3) If the student/instructor denies substance/drug use, the following will occur:



- A.** The staff members will notify The Chair of the Division of Aviation
- B.** The Chair of the Division of Aviation will issue a “Notice of Neutral Selection” and instruct the student/instructor that he/she has two hours from the Time/Date stamp to report to the contracted agency for testing of alcohol and drug screening.
- C.** The student/instructor will be removed from flight status pending laboratory results.
- D.** Upon receipt of a “non-negative” screening report:
 - 1.** The student/instructor will be notified by The Chair of the Division of Aviation and remain off flight status until a confirmatory report is received.
 - 2.** A copy of the preliminary finding will be placed in the student’s/instructor’s file.
 - 3.** The Chair of the Division of Aviation will notify the Chief Flight Instructor, and dispatcher of the student/instructors removal from the flight schedule.
- E.** Upon receipt of the confirmatory screening report:
 - 1.** If the report is negative, the student will be notified by The Chair of the Division of Aviation, the preliminary finding removed from the student’s/instructor’s file and the student/instructor will be placed back on the flight schedule.
 - 2.** If the “non-negative” report is confirmed, the student will be notified of official dismissal from the Commercial Aviation MGA Aviation Program and probationary status from the University.
- F.** If the student/instructor refuses to submit a specimen as requested:
 - 1.** The Chair of the Division of Aviation will be notified.
 - 2.** A report of the refusal of testing will be placed in the student’s/instructor’s file.
 - 3.** The student/instructor will be immediately dismissed from the MGA Aviation program.

If a test comes back non-negative (positive), the student/instructor will be responsible for the cost of the confirmatory testing.

If dismissed from the MGA Aviation Program, the student/instructor may apply for a probationary readmission to the MGA Aviation Program with written evidence of successful completion of an approved Chemical Dependency program and compliance with After- Care monitoring requirements that are outlined below. The MGA Aviation Program will require that any such applicant for readmission must meet the same standards as any current applicant for initial admission to the program; as well as any additional standards and conditions that the Flight Operations may impose related to assurance that the applicant is not chemically dependent, a chemical abuser, or in violation of any law. If probationary readmission is granted, after-care monitoring will be required for the duration of the student’s course of study. Failure to abide by after-care monitoring requirements and/or evidence of continued



substance/drug abuse or dependency will be grounds for permanent dismissal from the MGA Aviation Program.

10.4.6 After-Care Monitoring Requirements:

1) The following documentation will be submitted by the student/instructor to The Chair of the Division of Aviation.

A. Monthly written progress reports that include the following information:

- 1.** Copies of results from all monthly urine and/or blood drug screens.
- 2.** Information regarding the student's/instructor's refusal to furnish a urine and/or blood specimen for the purpose of having a drug screen.
- 3.** Verification of attendance for counseling sessions.
- 4.** Information regarding the student's/instructor's failure to attend counseling sessions as stipulated in the After-Care program.
- 5.** Incidence of alcohol and drug use.

B. Copies of all new prescriptions and refills.

*Student/instructors are responsible for cost associated with After-Care Monitoring.

10.4.7 CONFIDENTIALITY

All information, reports, statements, memorandums, and test results requested or received by the MGA Aviation Program in accordance with the Substance/Drug Policy are confidential communications and may not be used except under certain circumstances as allowed by the student/instructor, Federal Aviation Agency's Shared Information Act, or court order.