AMS Flight School
Safety Procedures and Practices

These procedures have been prepared to help you realize the methods needed to achieve maximum utilization of flight experiences, to understand operational procedures important to safe flight training, and to gain awareness of flight training limitations. Suggestions are given on how to improve the effectiveness of your flight training periods. Careful observation of the procedures outlined in this manual will make flight training the safest part of your day and provide an enjoyable and rewarding learning experience. It is your responsibility as a student/renter to know the material in this manual thoroughly, as you will also be tested on all information contained herein.

Do not take your responsibility lightly, for the objective of flight training is to transfer piloting responsibilities from your instructor to you as soon and thoroughly as possible. A safe pilot is a responsible pilot. Follow your instructor's example. A deep respect for Federal Aviation Regulations, operational practices, procedures, and aircraft and environmental limitations is the best way to become a safe professional pilot.

TELEPHONE NUMBERS

Gainesville Flight Service Station (FSS) ……...……800-992-7433

AMS Flight School ……850-623-4704

AMS Flight School (Toll Free) ……..888-306-2061

AMS Flight School (FAX) ……850-623-5154

President (Davis Glass) ……...…...850-623-4151

Chief Pilots Office (Christopher S. Schultz) …....…….850-623-4151

Anniston Flight Service Station …….800-992-7433

Your Flight Instructor _____ ……. _____

I. Weather Minima: All training flights to be conducted at AMS Flight School will use the following weather minima:

Maximum Wind: 20 knot headwind
15 knot crosswind

Weather and Visibility Minimums for VFR flights:

Pattern at Milton (2R4)	1400' ceiling & 3 miles visibility	(current and forecast)
Practice Area	3000' ceiling & 5 miles visibility	(current and forecast)
Cross Country	3000' ceiling & 5 miles visibility	(current and forecast)

Weather and Visibility Minimums for IFR flights:

Published Approach Minimums:

Milton	+ 500' & 1 mile visibility	(current and forecast)
Gulf Shores	+ 500' & 1 mile visibility	(current and forecast)

II. Preflight Action:

AMS Flight School Flight Instructors must supervise all AMS students during all preflight activities. The PIC (Pilot in Command) is directly responsible for the operation of the aircraft. Never start a flight without conducting a thorough preflight of the airplane. The pilot is the final authority on the airworthiness of the airplane. Bring any questions to your flight instructor.

Check the aircraft discrepancy sheet before preflight located in the key book. A previous pilot may have discovered an item that could affect your flight. Blank discrepancy sheets are located in the flight log at the dispatch desk. If there are no major discrepancies, then preflight the airplane.

When approaching an aircraft make a check for prominent damage and overall serviceability. Look for objects on the ground that could be picked up by the propeller or run over when taxiing. Verify that all required documents are present, and properly displayed. During the preflight, use the written checklist to be certain you do not forget any important items. Special attention should be given to the windshield for cleanliness before each flight. If there is any damage to the aircraft, if any documents are missing, or if any major discrepancies are found, contact your instructor. Be certain to check for sufficient fuel and oil. Check the fuel tanks visually as fuel indicators are not always reliable. If you cannot see the fuel at the top, the tanks must be measured using the Dip sticks located in the aircraft.

When preparing for any flight, if you have to ask yourself whether "to go or not to go", **DON'T GO**.

III. Procedures for Starting and Taxiing Aircraft:

A safe flight begins with safety on the ground. On many airports, there is considerable activity. Ground vehicles such as fuels trucks, catering trucks, and aircraft tugs may be moving about. Mechanics may be running up engines, aircraft will be taxiing, and pedestrians may be walking on the flightline. The first rule is to **LOOK**. Due to the constant movement and noise, you must watch continuously. Never trust your ears to warn you.

When an aircraft is on the ground, the propeller is the most dangerous part. Always give it your complete respect. Do not approach a propeller unless you personally know the switches are off. When magnetos are not grounded they generate spark, so it is possible with all switches off, the engine can and will start. Do not allow anyone to sit in the cockpit until the preflight is complete and you are ready to start the engine. Never allow anyone around the airplane with the engine running. Always stop the engine before loading or unloading passengers.

Under some light conditions, it is difficult to see a rapidly revolving propeller. The airplane is such an unfamiliar vehicle to many people that they do not even notice a revolving propeller. Accident files of the FAA contain many cases that read "Victim walked into the propeller." We do not want you to become the subject of one of these reports. Never let your mind stray while walking around on the ramp, and be extremely alert for other persons on the ramp while the engine is running.

Do not start an engine without first determining that the prop blast will not cause damage to property or injure someone. The aircraft must be in a safe spot to start the engine; the propeller may pick up loose gravel that could seriously injure anyone behind the airplane. Always look completely around the airplane and yell "CLEAR" before starting the engine.

At towered airports, clearance delivery must issue a clearance prior to taxiing. When contacting clearance delivery, give your identification, position, intention and ATIS. Sample: "Pensacola clearance – Skyhawk 9188G – VFR to Milton – two thousand feet – with information KILO". Be ready to copy your departure clearance. Then contact ground control for taxi instructions, and clearance to taxi to the active runway. Reading the clearance back is very important to eliminate any confusion. DO NOT cross a runway unless you have specific permission to do so. If you are not sure, STOP and confirm that you have permission to cross. Taxiing will be confined to the paved areas and along the routes assigned by ground control. Compliance with ground control instructions is required, except in an emergency. If you feel that the clearance is not in the interest of safety or if the instructions are not clear; make a request to the controller to repeat the instructions. Report any problems or misunderstandings to your instructor at the completion of the flight.

While taxiing, remember to use power to control speed. Do not ride the brakes. Taxi speed should allow turning and stopping should either become necessary. Taxi speed should be no faster than a brisk walk. Do not try to maneuver through a tight area without an outside observer watching the wing tips. Use proper aileron and elevator deflection even in a light wind.

While operating at non-towered airports tune your radio to the correct Unicom or Common Traffic Advisory Frequency (CTAF) and broadcast your positions and intentions. Other aircraft may be taxiing, taking off, or landing in other directions, so be especially alert. Study the Aeronautical Information Manual for general operating procedures at non-towered airports and conform to these procedures.

IV. Fire Precautions and Procedures:

Improper priming creates a fire hazard; fuel may run onto the ground and ignite should the engine backfire. Should a fire ignite while starting the engine, continue cranking with the mixture in the idle cut off position and the throttle full open. If the fire continues, turn the fuel selector to the off position, turn electrical switches off, and evacuate the aircraft. The airplane will be refueled by line personnel only. Do not allow anyone to sit in the airplane during the refueling process.

There are three basic types of in-flight fires; engine, electrical, and cabin. Such things as bird's nests or ruptured fuel or oil lines can cause an engine fire. A thorough preflight can minimize these possibilities. If an engine fire occurs, turn the fuel selector to off and mixture to idle cut off, then follow the recommendations outlined in the airplane owner's handbook or flight manual. In the event of a cabin or electrical fire, turn off the master switch, check all circuit breakers, and follow the manufacturer's recommended procedures.

V. Redispatch procedures after unprogrammed landing:

In the event of an unprogrammed landing, on or off airports, immediately contact dispatch at 850-623-4151 or toll free at 888-306-2061. If it is after hours contact Christopher S. Schultz 512-815-0169. At that time an AMS Flight School official will determine the proper redispatch procedures for the given situation.

VI. Aircraft Discrepancies and "Return-to-Service" determination:

Aircraft discrepancies are extremely important to ensure the aircraft are not only maintained in accordance with the regulations but are continually kept in a safe, airworthy condition. No discrepancies are "too small" to possibly affect the safety of flight so when in doubt follow the procedure every time. Following this procedure is one that could ultimately save lives.

Step 1: When you receive the aircraft binder check Status Sheet to ensure that all requirements are met. Also, ensure that the aircraft is dispatched on Flight Schedule Pro and passes all checks, including existing squawks. If you are being dispatched the aircraft with an existing discrepancy DO NOT FLY the aircraft until it is corrected and returned to services. You can also check any old discrepancies kept on file at AMS or in the "Squawks" section on Flight Schedule Pro.

Step 2: Any discrepancy that you find during preflight or during flight should be logged using the most current discrepancy form found in the aircraft binder. The discrepancy form should include at a minimum the date, tach time, detailed discrepancy, and who found the discrepancy. All pilots must notify the dispatcher. All student pilots must notify their flight instructor as well as the dispatcher of the discrepancy.

Step 3: A qualified maintenance representative will be dispatched to investigate the discrepancy and determine the proper corrective action.

Step 4: Only after maintenance personnel have completed the corrective action, and signed off the discrepancy in the aircraft binder and maintenance logbooks, will the aircraft be available for dispatch. A "Return To Service" form will be filled out by the maintenance personnel, verified by the Chief Pilots Office, and returned to service on the flight schedule.

VII. Post Flight Procedures and Securing Aircraft when not in use:

It is your responsibility to secure the aircraft at the end of each flight. Make sure the magnetos are off and all electrical switches are off. Record tach and hobbs time. These records are very important for both billing and maintenance purposes**. Ensure the pitot tube cover and gust lock are installed**. If you are not at Milton or Jack Edwards, it is your responsibility to secure the aircraft including tie down and/or wheel chocks.

VIII. Fuel reserves for local and cross-country flights:

A minimum fuel reserve of **one hour** will be maintained on all flights. All solo cross-country flights will be started with the fuel and oil **as full as possible** within weight and balance limitations according to the Pilot's Operating Handbook or Flight Manual.

IX. Practice Area Operations:

Prior to starting any series of maneuvers, completely clear the area by looking to all sides, above and below, while turning the airplane at least 90 degrees in each direction. Since another aircraft is most difficult to see when flying straight and level, the clearing turns will also help other aircraft to see you. While performing any maneuvers that require the nose to be in a high attitude, such as slow flight, it is wise to continue with clearing turns. This serves three purposes; (1) it gives the pilot a chance to cover blind areas, (2) it gives other aircraft an opportunity to see you, and (3) serves as an excellent coordination practice.

Going to and from the practice areas shall be conducted in accordance with the procedures set forth. To get from Milton to the midway practice area follow the "midway practice area" procedures. To go from Milton to the Crestview practice area: Depart Milton to the east and climb to 1200' MSL, Remain on the North side of Hwy 90 until past the last prison. Contact Pensacola Departure on 124.85 for flight following. Upon return to the Milton area either stay with approach in controlled airspace or descend to 900' MSL inbound remaining South of Hwy 90 until reaching Milton.

Solo flights will remain either at Milton airport or in the assigned practice areas unless cleared for a cross country. An excerpt of the VFR sectional outlining the local practice areas is shown below and displayed in the flight school. Become thoroughly familiar with them and outline the practice areas on your sectional chart.

Landing at airports other than Milton requires authorization from your flight instructor. Use of grass unlicensed strips is prohibited on solo flights. Deviations are authorized only in an emergency. If it becomes necessary to land at another airport, secure the airplane with a three point tie down and call the flight school as soon as possible.

IX. Avoidance of other aircraft in the Traffic Pattern:

During traffic pattern operations it is essential to watch closely for other aircraft. Never assume that other aircraft are flying at the proper altitude, using proper procedures, using the same runway, or have you in sight. Do not assume that an Air Traffic Controller will provide separation, as there may be other aircraft entering the pattern that they do not see. In visual flight conditions, it is your responsibility to provide visual separation.

When flying in the traffic pattern of a towered airport, follow the instructions of the controller. If it is either impossible to follow their instructions, or not in the interest of safety, or there is an emergency situation, inform the controller as soon as possible of your intentions. Do not make any maneuvers such as a 360 degree turn without their permission. There may be another airplane unseen by you in the pattern. Remember, maintain radio contact with the control tower at all times within Class D airspace, and never enter the area without first establishing radio communications. In the event of radio failure, squawk 7600, circle above the airspace and wait for a steady green light from the tower. If no green light is received after approximately 10 minutes, descend to 500 feet above the traffic pattern and continue circling, waiting for a light. If no light is received after 10 minutes, enter the traffic pattern down wind for landing and continue to be alert for a green light. Immediately call the tower upon landing and alert them of your actions. If it is not an emergency, then return to your point of origin;

X. Minimum altitude limitations and simulated emergency landing instructions:

The minimum altitude limitations that will be used are the prescribed minimums from the FAR's and Practical Test Standards (PTS). They are as follows:

1. *Anywhere:* An altitude allowing, if a power unit fails, an emergency landing without undue hazard to persons or property on the surface.

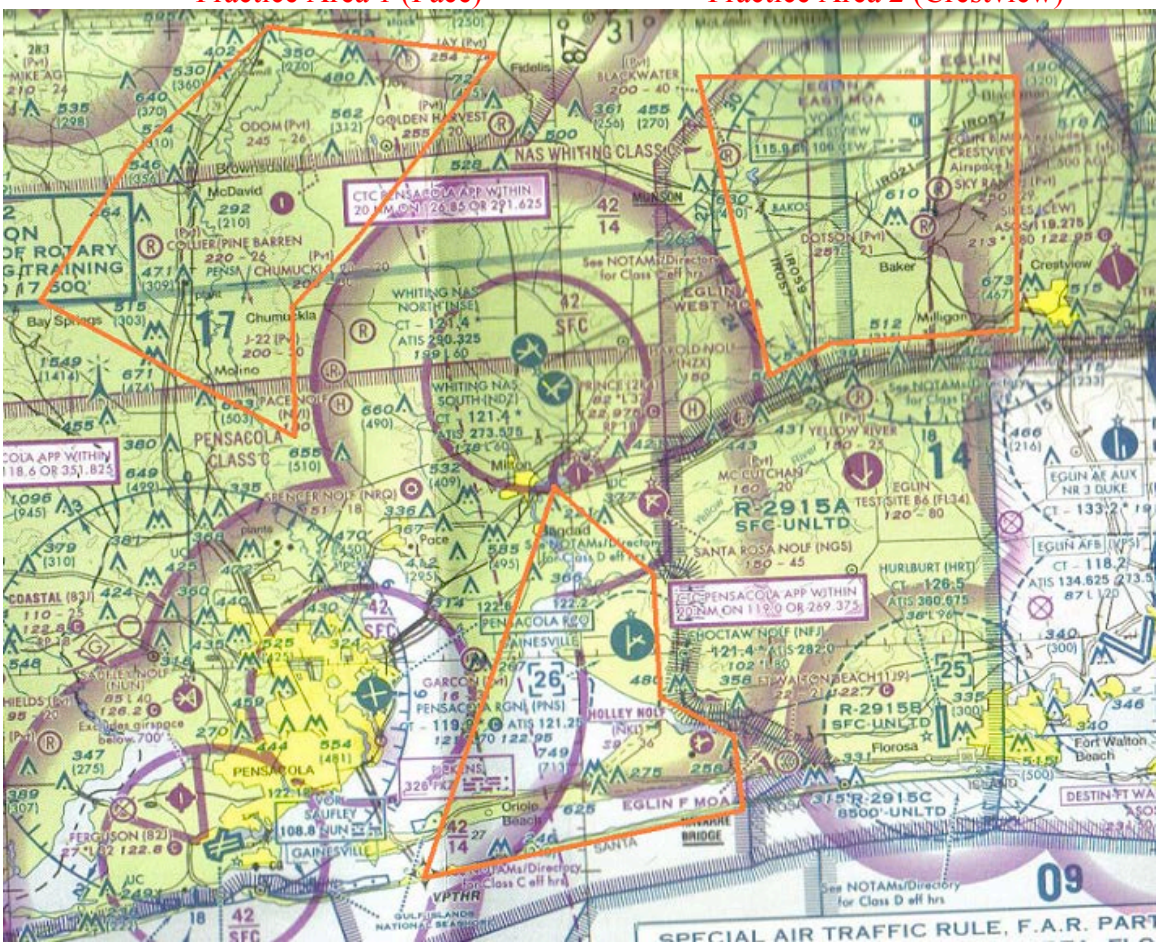
2. *Over Congested Areas:* Over any congested area of a city, town, or settlement, or over any open air assembly of persons, an altitude of 1,000 feet above the highest obstacle within a horizontal radius of 2,000 feet of the aircraft.

3. *Over other than congested areas:* An altitude of 500 feet above the surface, except over open water or sparsely populated areas. In those cases, the aircraft may not be operated closer than 500 feet to any person, vessel, vehicle, or structure.

4. *While practicing maneuvers:* Recovery from maneuvers such as stalls, steep turns, etc. must be completed no lower than 1500 feet AGL.

5. *Simulated Emergency Landings:* Practice of simulated forced landings are to be practiced on **dual flights only**. Solo practice could easily result in an actual forced landing, a possible accident, or injury. Under no circumstances will practice of emergency forced landings be continued below 500 feet AGL except at airports in the traffic pattern.

Practice Area 1 (Pace) Practice Area 2 (Crestview)



Practice Area 3 (Beach)