

Flight Instructor Policy:

Company Policy – It is the responsibility of Leading Edge Aviation Flight Instructors to know, understand and follow all company policies and procedures, operating and safety procedures, and Federal, FAA, TSA, and State regulations. Failure to follow any Leading Edge Aviation company policy, procedure, operating and safety procedure, or Federal, FAA, TSA and State regulation is grounds for immediate job termination.

TSA- Flight Instructors shall receive and be compliant with the annual TSA flight school security awareness training per 49 CFR 1552.

US Citizen- Flight Instructors shall obtain appropriate documentation required for proof of U.S. Citizenship from their student and place the documentation in the student's folder prior to any ground or flight instruction.

Foreign students- are required to receive an approval e-mail from the TSA. Instructors must place a copy of the TSA approval in the student's folder. Instructors are required to place copies of all documentation used to receive TSA approval in the student's folder. A picture of the student must also be taken, uploaded to the TSA website and placed in the student's folder prior to conducting any ground or flight instruction. Flight and Ground Instruction shall stop upon the expiration date of TSA approval.

Failure to follow TSA regulations is grounds for immediate job termination. Flight instructors shall be financially responsible for any fines imposed by the TSA. *See TSA Alien Student Checklist and TSA U.S. student checklist for further details.*

FAA Part 141 – Flight Instructors must receive ground and flight training annually from the Chief Flight Instructor or his/her designee as per FAR 141.79 and FAR 141.81 prior to providing any ground or flight instruction to any FAR Part 141 Leading Edge customer.

Currency – It is the Flight Instructors responsibility to maintain a 60 day flight currency in LEA aircraft. If an instructor fails to maintain 60 day flight currency in LEA aircraft, the instructor will be responsible financially to regain currency. Noncurrent instructors must meet with the Chief Flight Instructor and obtain his/her approval before instruction can be given. Depending on the time of non activity, the Chief may require a demonstration of ground and flight proficiency at the instructor's expense.

Aerobatics - Rolls, loops, and excessive positive/negative G forces and any other non approved aerobatic maneuvers are prohibited in all aircraft except the Pitts.

Spins- Spins are only permitted in LEA approved aircraft with the written approval of the Chief Flight Instructor or Director of Flight Operations. Conducting spins in non-approved aircraft or without prior approval is prohibited.

Aircraft Discrepancies- Flight Instructors shall follow the LEA Aircraft Discrepancy Policy when an aircraft discrepancy is discovered. Flight Instructors shall not fly aircraft with known discrepancies.

Aircraft Inspection- Flight Instructors shall not dispatch or fly an aircraft with an inspection due.

Off Airport Landing- Landing off airport for a non-emergency purpose is prohibited.

Airport off Pavement Usage And Closed Runways- Written approval by the Chief Flight Instructor or Director of Flight Operations must be obtained prior to landing off pavement at an approved airport. A description of the airport, runway to be used, and surrounding area must be submitted prior to being approved. Landing on a closed runway is prohibited.

Aircraft Accident or Incident- Flight instructors involved in an accident or incident shall follow LEA's Accident/Incident procedure. Flight Instructor privileges will be suspended until an investigation is completed and approval to return is granted by the Chief Flight Instructor.

Cell Phone Usage- Cell Phone Usage and texting is prohibited during flights while in LEA aircraft unless it pertains to safety of flight.

Aircraft Checkout Requirements – Flight Instructors cannot instruct in an aircraft until meeting the insurance time requirements for the particular aircraft and satisfactorily completing an instructor checkout meeting the Chief Flight Instructors expectations. Flight Instructors shall follow LEA check out procedures prior to allowing customers to fly solo and not allow customers to fly solo in an aircraft if they do not meet insurance requirements for the aircraft and complete the check out procedure satisfactorily. See Aircraft Insurance Checkout Requirement Document.

Aircraft Usage- Flight Instructors are responsible for the aircraft while in their possession. Flight Instructors are requested to keep the aircraft they operate clean, empty trash, not abuse the aircraft, interior, avionics, etc.

Instructor insurance requirements – All Flight Instructors shall maintain a separate insurance policy with a hull coverage of \$20,000.00. A copy of a current CFI Non-Owned aircraft damage liability insurance certificate must be kept in their employee folder prior to and while instructing in LEA aircraft. Note: Instructing in a multi engine aircraft, Husky, or Cirrus requires hull coverage of \$50,000.00. Instructing in the Pitts requires \$80,000.00 of Hull coverage.

Customer insurance requirements – Instructors are to monitor and verify that each customer’s rental insurance is current with hull coverage of \$20,000.00 on most aircraft and \$50,000.00 on the Cirrus. Customers are not allowed to fly solo without a certificate of insurance in their LEA folder.

Instructor requirements in Non LEA aircraft – All Flight Instructors flying in non LEA aircraft shall obtain a certificate of insurance naming Logan Air Services, LLC as an additional insured for liability and a waiver of subrogation for the hull. This document shall be placed in the students folder *prior* to any flights. Written approval from the Chief Flight Instructor must be granted *prior* to flying in any non LEA aircraft. A thorough checkout in the aircraft is required and a basic inspection must be performed by maintenance personnel to verify the aircraft is in an airworthy condition and all inspections and AD’s are complied with. *Instructors are not allowed to instruct in Experimental or in aircraft with non standard airworthiness certificates.*

Aircraft Checklist Usage - LEA Flight Instructors shall use the appropriate Leading Edge Checklists. Flight Instructors are responsible for ensuring checklists are being used and verifying that required actions are being performed during all flight operations. This does not relieve instructors of their responsibility to know and follow all manufacturer’s guidelines and procedures. In the event of a discrepancy between the Leading Edge Checklist and any manufacturer guidelines or procedures the manufactures guidelines and procedures will prevail. Flight instructors are to notify the Chief Flight Instructor in writing immediately if a discrepancy is discovered. The Chief Flight Instructor will verify and inform all flight instructors and pilots of the discrepancy as soon as practical. The Chief Flight instructor will correct the discrepancy within 24 hours. See Checklist discrepancy procedure.

Standardization Manuals: Flight Instructors shall use the LEA flight maneuver standardization manuals for all flight maneuvers in preparation for the Private, Commercial, Multi-engine, and Instructor programs.

Standardized acronyms and mnemonics – All LEA instructors shall conform to the approved list of acronyms and mnemonics.

Weight & Balance- Flight Instructors are responsible to verify accuracy on and sign the weight and balance form of their students. No LEA aircraft will be dispatched without a signed weight and balance form.

Fuel Management- LEA instructors are responsible for physically verifying the appropriate amount of fuel is on board the aircraft prior to departing for any flight. All VFR flights must have enough fuel for the planned flight plus a forty-five minute reserve. IFR flights must follow the applicable FAR's. LEA Instructor's are responsible for ensuring proper fuel management techniques are always followed and must physically check the fuel selector when a tank change has been made or a change in the phase of flight has occurred to include pre departure.

Pre-Flight Inspection – Flight Instructors shall accompany the customer during pre-flight inspection until customer has satisfactorily shown adequate knowledge of aircraft systems, pre flight procedures, ramp safety, and aircraft familiarization. Prior to each flight ***the flight instructor shall visually check fuel quantities and oil quantity.***

Post-Flight Procedures – Flight Instructors will assist the customer with securing the aircraft and escort the customer to the office. Under no circumstance should the customer be left unattended after a flight.

Verbal Checklist Items - While in dual pilot configuration the flying pilot shall verbally read the pre-takeoff, cleared for takeoff, and pre-landing checklists. The non-flying pilot shall verbally verify the items read in the pre-takeoff, cleared for takeoff, and pre landing checklists have been completed.

While on takeoff roll the flying pilot shall verbally announce the following and the non flying pilot shall verbally verify the following:

- Engine instruments are green
- Tachometer/manifold is indicating the proper power level
- Airspeed is alive

Prior to landing the flying pilot shall verbally announce the following and the non flying pilot shall verbally verify the following:

- GUMPS
- CCL (If in a complex aircraft)

On Short Final the flying pilot shall verbally announce the following and the non flying pilot shall verbally verify the following:

Gear down and locked
Props Forward
Pumps on
Cleared to land

Leaning Procedures- Flight instructors shall use and follow Leading Edge Leaning procedures. See Lean Procedures Form

Gauge monitoring- All Flight Instructors shall monitor the aircraft gauges during start up, run up, prior to takeoff, throughout the flight, prior to and during any maneuvers, prior to and during instrument approaches, go-arounds, touch & go's, during and after landings, and prior to engine shut down.

Landing Gear Management- All LEA instructors must maintain adequate instructional knowledge of all available data regarding the usage and operation of the appropriate landing gear of the aircraft they are instructing in. The landing gear will be down and locked on the downwind leg of the pattern or prior to visual or electronic glide slope intercept on a straight in approach. LEA instructor must insure the landing gear is down and locked prior to every landing.

E6B Quiz – Shall be given to each Private student and recorded in their folder prior to the cross country phase of flight.

Ground Instruction in office- Flight instructors shall pay 100% attention to the customer and charge for their time while providing ground instruction. This includes instruction during pre flight preparation, aircraft pre flight, aircraft start up, post flight or evaluation, and completion of the customer's paperwork. Time is to be charged honestly and fairly. If all instructors bill consistently, customers will not have a concern why one instructor charges and another does not. All ground training, including pre and post flight shall be conducted in a professional manner and in an office setting.

Progress Check Instructors – Must have a minimum of 500 hours dual given with Leading Edge. Flight Instructors must successfully complete the LEA knowledge test, ground and flight training with the Chief Flight Instructor.

Progress Check Guidelines –Every student must take and pass progress checks during their training as defined in the company syllabus. Every student shall be given a final end of course evaluation. The final end of course evaluation must be scheduled and confirmed with the chief flight instructor no less than one week prior to the student’s check ride. Progress Checks shall only be given by a designated progress check instructor.

Progress Check Post Evaluation - The Progress Check Instructor, Chief Flight Instructor, and recommending Instructor shall perform a post evaluation of the progress check or end of course evaluation regardless of the outcome. This shall be completed no later than 3 days after the progress check or end of course evaluation. The Progress Check Instructor is responsible to schedule the Progress Check Post Evaluation. LEA Progress Check Evaluation Form must be completed and submitted to the chief flight instructor.

Flight Review Guide – Flight Instructors are required to use the LEA provided flight instructor form for all flight reviews performed. See Flight Review Forms 1 thru 3.

Emergency Procedures – Flight instructors shall comply with the Leading Edge Aviation Safety and Operations procedures. No simulated engine failure shall be performed below 500 AGL without written approval from the Chief Flight Instructor.

Solo Students- Flight Instructors shall comply with the LEA Instructor Guide for Initial Solo and the LEA Operating and Safety procedures “Leading Edge Aviation Policy for Student Pilots,” prior to any student solo.

Folders- Flight instructors are responsible for their student’s folder. A new customer must have a folder made with the appropriate documentation and LEA paperwork prior to the start of training. Folders shall always be kept up to date and neatly organized. All customer documentation must be present and current while training is being conducted. All labs and flights must be filled out correctly at the end of each flight and include the instructors and students signatures. Assistant chief flight instructors will randomly check customer folders, a minimum of twice a month.

Transfer Students to LEA- Any customer transferring to LEA with incomplete training for any certificate or rating with prior flight training must first go on a placement evaluation flight with the Chief Flight Instructor or Assistant Chief Flight Instructor to determine the customer’s proficiency. The Chief or Assistant chief will recommend where the customer will start in the LEA approved syllabus based on the customer’s ground and flight proficiency and logged time.

Performing a Discovery Flight- See Performing a Discovery Flight Procedure.

Reviews- Flight Instructors will be given a ground and flight review each quarter and yearly for part 141. In the event a flight instructor does not pass a review, flight instructor privileges will be suspended until all deficiencies are corrected and approval is granted by the Chief Flight Instructor. All remedial training will be at the expense of the flight instructor.

Instrument Flight Instructor Policy:

Instrument Instruction – Flight Instructor’s shall receive an “Instrument Instructor Checkout” by the Chief Flight Instructor or his/her designee prior to giving Instrument Flight or Ground Instruction to any Leading Edge customer.

Known Icing – Flight Instructors shall not fly any Leading Edge aircraft not certified for known icing into icing conditions.

IMC - Only CFII flight instructors shall be authorized to fly into IMC conditions, and only if instrument currency and proficiency is met. Ceilings shall be no lower than 1,000 AGL while in IMC.

Multi Engine Flight Instructor Policy:

Multi Engine Instruction – Flight Instructor’s shall receive a “Multi Engine Instructor Checkout” by the Chief Flight Instructor or his/her designee prior to giving Multi Engine Ground or Flight Instruction to a Leading Edge customer.

STATEMENT OF UNDERSTANDING:

I have read and understand the above Flight Instructor Standards and Responsibilities and agree to abide by them. I also understand that I will be subject to disciplinary action up to and including termination of employment if I fail to follow any of these Flight Instructor Standards and Responsibilities.

Signature

date

Printed/Typed Name

CFI Initials _____