North Star

AVIATION

FLIGHT OPERATIONS MANUAL

(Rev. 12)

DEPARTMENT OF AVIATION

MINNESOTA STATE UNIVERSITY, MANKATO

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REVISION CONTROL

Revisions will be prepared by a Chief Flight Instructor of North Star Aviation, Inc., and each revision will be submitted to the FAA for review prior to being implemented. Each revision will have a revision number, date, and page numbers being revised. Revisions will be consecutively numbered, and a record of any revisions will be kept on the Log of Revisions, page iv of this preface.

Revision control is accomplished in the upper right-hand corner of each page. The following is an explanation of the terms found.

Revision	Date
R-4	08/21/17

R-4	Represents revision 4
08/21/2017	Represents the date the revision became effective

WHERE TO FIND THIS DOCUMENT

North Star Aviation's, Flight Operations Manual is made available to users electronically through it's website: www.flymankato.com and through its Foreflight Drop Box account. Additionally, a copy is on file with the Minneapolis FSDO.

LOG OF REVISIONS

REV NO.	DATE	PAGE NUMBERS	Certified Through
R-0	06/05/2011	Original issue of entire manual	RLJ
R-1	03/10/2012	Revision to Sections A, B, & C	
R-2	10/10/2016	Revision of entire manual	JSP
R-3	12/05/2016	ii, iii, iv, v, vii, viii, ix, x, B-14, C-6	JSP
R-4	08/21/2017	Revision of entire manual	JSP
R-5	04/30/2018	iv, v, 2, 3, 8, 10, 12-14, 16, 17, 19, 20, 24, 25, 27-29, 31, 33, 35, 49	CJP
R-6	11/9/2018	i, ii, iv, v, 1, 5, 6, 8, 11, 12, 13, 14, 17, 18, 19, 20, 12, 24, 25, 28, 29, 33, 39, 55-65	CJP
R-7	11/01/2019	Revision of entire manual	CJP
R-8	3/1 /2021	Revision of entire manual	CJP
R-9	10/10/22	Revision of entire manual	CJP
R-10	6/17/24	Revision of entire manual	CJP
R-11	9/15/24	Revision of entire manual	WL
R-12	12/25/24	Revision of entire manual	WL

EFFECTIVE PAGES

This list contains all pages and respective current revision numbers of North Star Aviation's Flight Operation Manual (FOM). This section is used to ensure current revisions have been updated in your FOM.

PAGE	REVISION	DATE	PAGE	REVISION	DATE
i	R-12	12/25/24	34	R-12	12/25/24
ii	R-12	12/25/24	35	R-12	12/25/24
iii	R-12	12/25/24	36	R-12	12/25/24
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7	R-12	12/25/24	45	R-12	12/25/24
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15	R-12	12/25/24	53	R-12	12/25/24
16	R-12	12/25/24	54	R-12	12/25/24
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INTRODUCTION

This Flight Operations Manual (FOM) contains the current operating procedures and practices for North Star Aviation, Inc., (NSA) including those items required per 14 CFR Part 141.93(a)(3). It will be revised as necessary by the Chief Instructor. The rules and procedures contained herein may be more restrictive, but not less, than current Federal Aviation Regulations (FARs) and aircraft manufacturer operating procedures.

Flight instructors and students are responsible for the contents of this document, and you must keep a copy** of it in your possession, revised as necessary, during all your flight training activities. To obtain a copy visit www.flymankato.com/flight-school/student documents, enter password "**vor2425**", and select "Flight Operations Manual-Rev X" ("X" being the most current revision.) All North Star aviation employees are expected to understand and comply with these practices when performing flight operations. All new revisions will be announced to each instructor, who will then be responsible for informing his/her students.

Throughout your training you will be tested on this document via written examination and oral quizzing. Failure to present this document or to answer questions regarding its contents during a stage check is grounds for failure. You should be able to recognize the difference between the rules contained herein and the FARs and answer accordingly. Example: If asked about fuel reserves answer 30 or 45 minutes per the FARs, or 1 hour per North Star Aviation policy (i.e., this FOM.)

Compliance with this FOM is mandatory. Questions about any information or policies contained herein should be directed to the Chief/Assistant Chief Flight Instructor. Approval to operate outside this manual may be granted on a case-by-case basis after speaking to the Chief/Assistant Chief Flight Instructor. Any operations outside this FOM without approval should result in a Safety Report.

***Disclaimer:**

It is impossible to make manuals like this cover every situation and every "common sense" rule. While we strive to cover as many situations as possible in this manual, some things may still be missed. Therefore, it is critical that all NSA personnel and students keep safety in mind. If the primary objective is safe operating, you will rarely find yourself operating outside this manual.

[**Note: As required in 14 CFR 141.93(a) a "copy" will be defined as a written copy, emailed copy, an electronic copy in a PDF format that may be distributed to the student through a central download site or delivered through an electronic means.]

RESPONSIBILITIES AND EXPECTATIONS

ALL PERSONNEL

General Policies

- Smoking is only permitted where it is designated outside of NSA facilities
- **Leave the aircraft or simulator cleaner than you found it.** Any trash left behind will be considered yours (whether you left it there or not.)
    - No eating or drinking in any aircraft (a water bottle is the only exception)
    - No eating or drinking in the simulators.
- Alcohol, illegal drugs, prescription drugs not belonging to you, or drugs banned by the FAA are NOT permitted on the premises
    - Possession of any of the items mentioned above will be subject to immediate dismissal from the program per the MNSU student policy
    - Address all medication questions to your Aeromedical Examiner (AME).
- Alcohol is not permitted to be consumed within 12 hours of flight in an NSA aircraft.
- Blood Alcohol Content must be 0.00 for any flight in an NSA aircraft.
- Consumption of Marijuana and other similar substances is prohibited any time spent enrolled in an MNSU flight lab per NSA's Drug and Alcohol Policy.
- All flights should monitor company frequency (123.5) while in the local area.
- No person may enter or exit an NSA aircraft If it is running. The only exception to this rule is maintenance personnel or a Chief Flight Instructor.

Aircraft Usage

NSA aircraft are primarily used for MNSU Aviation student training. Non MNSU students may receive training in NSA aircraft if this training does not interfere with or displace a MNSU student's scheduled flight.

Only NSA-employed flight instructors, or the following permitted exceptions, may give flight instruction in an NSA flight school aircraft:

1) FAA Examiner or Designated Pilot Examiner (DPE)
2) Mankato State University FAR 141 trained flight instructors conducting flight lessons.

Passengers

No passengers that are outside the flight program (i.e. friends and family) are allowed on training flights without Chief/Assistant Chief approval. Approval must be submitted 3 business days prior to departure. This approval must be documented on the dispatch release. Verbal approval is permissible after normal training hours provided the dispatcher documents this approval on the dispatch release.

Absolutely no passengers are allowed on flights designated as "Solo" in the Training Course Outline (TCO). Students found to have violated this rule will pay for the flight time, re-fly the lesson, and be subject to disciplinary action. The payment will be "out of pocket" meaning it cannot come from the flight lab fee.

Overnight, Combined, or Extended Cross Country Flight

Cross country flights greater than 325NM straight line distance from the KMKT airport, Flights returning after 2:00AM, Combining cross country lessons, and/or overnight, flights require Chief/Assistant Chief approval. Complete the Overnight or Combined Cross Country Flight Request Form (Appendix B) in detail, including all planned fuel stops, and have it signed by the Chief/Assistant Chief Instructor prior to being dispatched.

If plans change Enroute due to weather, mechanical difficulties, etc., you must notify Dispatch, who will in turn notify the Chief/Assistant Chief Instructor.

STUDENTS

Conduct

You must comply with this FOM, and you are expected to conduct yourself in a professional manner. The MNSU Aviation Department coordinator and/or the Chief Instructor may dis-enroll any student from training for any intentional violation of this FOM or for any gross misconduct.

Facilities

You are welcome to use North Star Aviation's facilities as a place to study, whether alone or with your fellow aviation students (highly encouraged!) The front lobby and conference rooms (if available) are excellent places for this. Areas within NSA that are off limits to students include the following:

- Flight Simulators, unless accompanied by a flight instructor or tutor
- Behind the front counter
- Behind the dispatch counter
- Inside a maintenance hangar or line hanger, unless accompanied by a flight instructor
- Ramp area, unless accompanied by a flight instructor

Flight Lab Grading

Your flight lab performance will be graded like any other class at MNSU (i.e., A to F). When the MNSU Aviation Department grades your flight lab with advisement from NSA, the rubric found in the Current MNSU Aviation student handbook will be used.

Preflight Preparation

You must show up for each lesson *RESTED* and *PREPARED*

- Arrive NO LATER THAN 15 min. prior to the start of your training block (or 1 hour prior to the start of your check ride.) Example: if you are scheduled from 9:00 to 11:00 your *latest* arrival time is 8:45 (or 8:00 for a check ride.)
- Read and study the lesson contents ahead of time (see the "Required Reading/Study" section of your upcoming lesson in the TCO)
- Complete the required preflight planning per FAR 91.103 (i.e., check weather, NOTAMs, TFRs, runway performance, weight and balance, I'M SAFE, etc.)
- Consider all personal Mins while Making Go/ No-Go Decisions. (i.e., Rest, Winds, Stress, Clouds etc.)

Dress Code

The purpose of the North Star Aviation and MNSU Aviation dress code is to establish a professional training atmosphere. It is not intended to suppress the individuality of any student. Look professional to be professional. Failure to follow dress code policy could result in dispatch issuing a No-show, removal from the flight schedule or loss of Aircraft.

- Preferred: MNSU purple polo shirt or Collared shirt, for pants/shorts see the Business Casual guidelines below.

    - Business Casual: If unable to wear an MNSU Aviation collared shirt you must dress in business casual attire. The following business casual guidelines allow for comfort while displaying a professional appearance. (Note: If the professionalism of your clothes is in question it is best not to wear them!) This list is not all inclusive:
        - Slacks, Khakis, cotton pants, jeans, skirts/dresses/walking shorts of appropriate length (at or below the knee)
        - Dress shirts, collared shirts, sleeveless blouses, blouses, sweaters, or turtlenecks
        - Shirts must be tucked in and not hanging out loosely.
        - Quality closed toe shoes
        - Below 32˚F (0˚C) hat, gloves and jacket are required, or the student will be sent home

    - Items considered **not** acceptable include, but are not limited to:
        - Sweatpants, t-shirts, tank tops, hats, (Instructors and students should remove them when entering the building.) spandex clothing, or gym clothes
        - Halter tops, miniskirts or dresses, revealing shorts or skirts (Above the Knee) and low-cut blouses Clothing that is torn, ripped, frayed, or has holes.

If you arrive for any lesson without following this dress code, you may be subject to a no-show fee on the grounds of being unprepared. Instructors and dispatchers will monitor your professionalism, and the consequences for not following this code will be as follows:

1) First occasion: You will be reminded of this dress code.
2) Second occasion: You will be reminded of this dress code, and you may lose your scheduled airplane (if applicable) to a student on reserve. Additionally, you will lose points for “professionalism” on the grading rubric, which could affect your flight lab grade.
3) Third or more occasion(s): You will be sent home, and a no-show fee will be assessed following the scale prescribed in the “Attendance/No-Show Policy” of this manual.

*****Stage Checks (including MOCK stage checks) not meeting or exceeding these dress code guidelines will result in you being sent home and a No-Show fee being assessed.**

Scheduling & Flight Training

To begin any flight training you must be registered for the flight lab with MNSU, and you must pay the lab fee. The associated ground school is a pre or co-requisite (e.g., you can't begin Instrument flight training unless you are currently taking, or have taken, Instrument Ground School.) Other enrollment requirements include:

- FAA Medical (3rd class or higher)
- Appropriate Pilot Certificate (e.g., Private Pilot required to begin Instrument training)
- TSA Approval, if applicable

(See the appropriate TCO for a complete list of enrollment requirements)

You must provide NSA with your class schedule as soon as you receive it so NSA Schedulers can build your flight lab schedule. Every attempt will be made to schedule you with your instructor at least two times per week, including weekends. This is necessary to complete your lab within one semester *(note: inclement weather will greatly affect your ability to fly in the latter half of Fall Semester and the early half of Spring Semester. Fly as much as you can when the weather is good!)* If a lesson is cancelled for any reason attempt to reschedule that same lesson with your Schedulers within the week. Students must let their scheduler know if they are unavailable at least one week in advance by assigned scheduler's email. If the scheduler is unavailable, send an email to the scheduler group email. (schedulers@flymankato.com)

- The inability to complete a flight lab <u>within one semester plus 60 days</u> will affect your flight lab grade.
- Students will be given a 2-week hold (3-week for Private) to complete their written test. The inability to complete the written test within their hold the student will be sent to a review board to discuss their future in the program.
- The inability to complete a flight lab <u>within guidelines from MSU student handbook</u> (e.g., registered in the Fall and cannot complete by the end of Spring) *will result in a failing grade*.
- **Do not register for a flight lab that you cannot complete within that same semester!**

In order to increase the efficient use of resources, aircraft will be allocated based on the following priority scale. (The scale is ordered from highest priority to lowest priority.)

- Checkrides/Stage Checks
- Refresher flights for Checkrides/Stage Checks
- Private Solo Cross Countries
- Last 3 flights in a stage. (1 lesson from stage check would have priority over 2 lessons from stage check, and 2 lessons would have priority over 3.)
- Lower lessons have priority over higher lessons. (Ex. Private lesson 3 would have priority over Private lesson 12)

Your flight instructor and scheduler are assigned by the Student Support and Scheduling Manager based on schedule availability; any subsequent assignments must go through the Student Support and Scheduling Manager (SSSM). If you are experiencing training difficulties with your instructor, you must communicate this with the SSSM or Assistant SSSM or your scheduler. A new instructor may be in your best interest; if there are any questions it is the student's responsibility to communicate those promptly to the SSSM.

A student will be assigned a scheduler throughout their training to ensure that lessons will be allocated each week with appropriate instructors. It is required that each student stays in contact with their scheduler to keep them up to date on their availability. If a student is unaware who their scheduler might be they should contact either the Assistant SSSM or SSSM. Schedules are posted by 5pm the day prior and students are required to check the flight scheduling system daily.

Attendance/No-Show Policy

Tardiness, arriving unprepared, or not showing up at all are serious offenses. Airplanes, simulators, and your flight instructor's time are limited resources. These are scheduled for your training, and when you fail to honor the schedule, you demonstrate extreme unprofessionalism and disregard for your fellow students, your instructors, and NSA. *Repeated violations are grounds for dismissal from flight training and forfeiture of your remaining balance!*

You must arrive NO LATER THAN 15 minutes prior to the start of your lesson (or 1 hour prior to the start of your check ride.) If you cannot make it during a scheduled time (e.g., you are sick), you must contact the instructor listed on the lesson to discuss cancellation prior to the start of the lesson block. **Once the schedule is posted, lessons can only be canceled by the instructor. If a conflict arises Prior to the schedule posting, the students will contact their Scheduler during their work hours.** Students may be subject to a cancellation fee as North Star deems necessary.

Never assume you will not be able to fly until discussing it with your instructor (even for solo flights.) If it's safe to drive, come to the airport to meet your instructor at your scheduled time. Your lesson may be converted to a ground lesson, simulator lesson, tutor lesson, or your instructor may consider it safe enough to fly dual. NSA can help arrange a tutor when lessons cannot be performed.

If you cancel three unexcused or more lessons a semester, a meeting may be scheduled with a Chief Flight Instructor and a representative from MSU. Lack of progress due to inactivity may be grounds for dismissal from training.

If you are tardy (including being unprepared to begin a lesson on time), or you fail to show up, you will be subject to the following consequences:

- Late fee based on the current pre/post cost equal to the time you were late, or the time it took you to become prepared
- Loss of the airplane, simulator, or instructor to any student on standby, if applicable
- Low flight lab grade
- Cancelation for Stage Checks, Checkrides, or EOCs may be subject to a cancelation fee.
- Performance and weight and balance charts need to be completed prior to the ops check-in.
- No show fee imposed by Dispatch 5 minutes after the lesson block starts. This fee **Will NOT** come out of your lab fee, and it will be based on the following scale:

1) **First offense:** $100
2) **Second offense:** $200
3) **Third offense:** $300, and you will be removed from the schedule until a meeting with a Chief Flight Instructor has taken place to discuss the issue

- Placement on a hold until the appropriate offense condition is met. No lessons will be scheduled until no show fees are paid
- It is required that the student coordinate meetings in order to get their hold removed.
- On the third no show per rating, the student's future in the program may be determined.

Cancelation Codes

NSA Cancelation Fee Code List

Cancelation Catefory	Talon Code	When Applicable	Fee
No-Show	NS-1	A No-Show will be assessed if the student does not establish 2-way communication with their CFI or dispatch at least 30 minutes prior to the lesson start to inform of Tardiness or the need to cancel.	$100
	NS-2		$200
	NS-3		$300
Student	S-1	IMSAFE*	More than 3 cancelations in this category per flight lab (ex 151, 153, 241, 243, etc) will result in a $100 charge per occurance
	S-2	Dual Lessons that are canceled for Student personal weather minimums.	
	S-3	Dual lessons canceled for **Forecasted** Student personal weather minimums.	
	S-4	Personal scheduling issues that did not establish two way communication prior to schedule being posted.	
	S-5	Misc. Student Cancelation that do not fit into prior "S" codes	
	S-6	Solo Lesson Personal Weather Minimums	Not Fee Applicable
FOM Weather Mins (Time of Lesson)	W-1	Wind/Ceiling/Visibility outside of FOM Minimums.	This Category is not fee applicable if the cancelation is made at the airport at the start of the lesson.
	W-2	Convective Activity	
	W-3	Icing Conditions	
	W-4	Ramp Conditions	
	W-5	Airport/Flight Ops Closed (Used when Airport or NSA management stops operations for weather)	
Maintenance	M-1	MX issue discovered with resource prior to start (Aircraft or Sim)	Not Fee applicable if discovered prior to resource start. Issues found after start may incur normal hobbs billing.
	M-2	Resource determined "downed" by NSA	
Instructor	I-1	Dual Lessons canceled for Instructor Personal Weather Minimums	This Category is not Fee Applicable for Students. Other Pertinent Company Policies may come into effect.
	I-2	Dual lessons canceled for **Forecasted** Instructor Personal Weather Minimums	
	I-3	IMSAFE	
	I-4	Instructor Unavailable (Specific Reason will be added to Cancel Comments)	
	I-5	Dual Lessons canceled when CFI finds weather to be ineffective for training	
Other	O-1	Airspace (TFR, NOTAM, etc.)	This Category is not Fee Applicable
	O-2	Pilot Deviation Follow Up	
	O-3	Accident/Incident	
	O-4	Resource Unavailable	
	O-5	Lesson Requirements not Met	
	O-6	Scheduler/Dispatcher Error (Specific Reason Will be added to Cancel Comments)	
Unknown	U-1	This code will be used if the correct coding is unknown. Specific details about the cancelation will be recorded in the comments, and the cancelation will be reviewed/re-coded by NSA Personnell	This code may have a fee associated based on assessment and recoding into a more appropriate code

*This policy is not meant to inhibit safe decision making. More than 3 I'MSAFE cancelations in a lab will require note from student health services to have the fee waived.

Training Records

You must possess and maintain a flight logbook during all of your training at NSA. This is your official record of flight hours, currency, etc. and it will follow you your entire career. Ask your instructor if you have questions about recording your flight time. It is your responsibility to fill out your logbook neatly and accurately.

NSA will also maintain electronic flight training records of all your training activity. These will be held for at least one year after your training course is graduated, terminated, or transferred per FAR 141, and they will be transferred to your hiring airline, if applicable, per the Pilot Records Improvement Act (PRIA). You may request a copy of all your records within one year of course graduation, termination of the course, or transfer to another school.

After successful completion of the final stage check in any TCO you will receive a graduation certificate, signed by the Chief/Assistant Chief Instructor. This is an official document signifying course completion. NSA follows the *Student Training Record Certification* process in Appendix D of this FOM when certifying your records. The graduation certificate will not be signed until this process is complete.

Stage Checks

You will be tested on your ability to correctly answer questions pertaining to the rating you are currently working on. The time limit to complete the stage check is 60 days from the start to finish. This reflects a Checkride with a DPE. After 2 Failures (ground or flight) on the same stage check you will be required to restart the stage check. After the 3rd Failure you will be sent to the review board.

TSA Student Training Document Requirements

To begin flight training NSA must verify that you are a US Citizen, or you have TSA clearance. See Appendix C TSA *Student Training Document Requirements* for more details of this process.

FLIGHT INSTRUCTORS

Qualifications

To fly as an employee for NSA, flight instructors must meet the following minimum qualifications:

- CFI, CFII, and MEI ratings
- Commercial Pilot Certificate with an Instrument Rating for both ASEL and AMEL.
- Maintain instrument currency
- Hold a valid 2nd class medical or higher with current 2nd class privileges
- 19 years old or older
- American citizen, or permission to work (i.e., work visa)
- Pass a drug test, and be subject to random drug screening
- Complete TSA Security Awareness Training (initial and recurring)
- Complete NSA New Hire training, and pass a proficiency check in the appropriate aircraft with the Chief/Assistant Chief Instructor
- Promotion to AMEL Instructor is merit, seniority, and student need based and is at the discretion of the Chief Instructor. A minimum of 75 hours dual given will be required before Seminole checkout.
- Chief/Assistant Chief and Check Instructor qualifications are further defined in FAR 141 and the TCOs.

Professionalism

Instructor pilots set the example for students to follow. To create a professional atmosphere CFIs must comply with the following rules of conduct:

- Report any unsafe or unusual activity
- Comply with all policies and procedures
- Be on time for student training lessons (exception: returning late from a previous student lesson)
- Attending all flight instructor meetings
- Discuss student training with other CFIs in private only

Duty Day

Instructor Pilots are expected to follow the 8 hours of dual instruction in a 24-hour period restriction of FAR Part 61.195. This rule not only increases safety, but it also ensures a high level of instruction is delivered to the student. In addition to the 8-hour rule, flight instructors must have at least 8 hours between duty day start and stop times. (ex. flying until midnight on a night cross country would restrict the instructor until 8am the next day.) If an instructor will not meet these requirements, or they feel too fatigued to teach, they must call dispatch or their scheduler to fix their schedule.

Dress Code

CFIs must be well groomed, and they must present a professional image. The following dress code applies:

- NSA uniform shirt
- Sweaters/vests and other hoodless layers following business casual
- Khaki, gray, or black Pants.
- Appropriate footwear (e.g., dress shoes or boots.)
- No hats inside the facilities.

Student Training

NSA's Certified Flight Instructors (CFIs) are primarily responsible for safe and effective student training. Student performance is an indicator of instructor ability. If an instructor's students consistently perform poorly on check rides, or if they show lack of progress, the instructor may be subject to a performance review by the Chief Instructor, Performance Improvement Plan, or dismissal.

Each instructor should be a motivator for his/her students, monitoring their progress and keeping them on track to completion. If a student requests to cancel a lesson his/her CFI should make every attempt to reschedule that lesson in the same week. In order to provide quality training, instructors must adhere to the following principles:

- Instructor Cancellation Call Tree (Please Contact in this order: Dispatch, Assistant Chief, scheduler, students.) Check to see if other instructors would be available to cover lessons.
- Comply with the TCO. Deviations (e.g., skipped lessons) require Chief/Assistant Chief approval prior to the start of the lesson.
- CFI's will maintain instrument currency
- CFI's will maintain passenger currency for their normal shift assignment
- If the instructor has an unexcused No show the student will get the lesson ground time at no charge.
- Immediately notify the Chief/Assistant Chief of any student training deficiencies (e.g., a student fails to progress beyond a lesson after **two** attempts)
- Maintain student records
    - All lessons must be graded and signed before leaving at the end of the day (exception: no one is available to ramp in the plane)
    - You may not have more than two open activities at a time
    - Lessons left un-graded are un-paid until the grade is entered.
    - Take accurate detailed notes on student's strengths, weaknesses, and overall attitude in lesson comments, individual comments, or in an uploaded word document.
- Audit each student's records using the appropriate *Student Training Record Certification* checklist (Appendix D) prior to each stage check
- CFIs are ultimately responsible for their students' preflight planning (weight and balance, performance, etc.)
- Flight Instructors are responsible for students being proficient within 48 hours of a stage check.

Solo Lesson Supervision including Commercial Solo.

- **Local Training**
  1. CFIs must be present on the ground at the airport with visual contact when their students fly their first local solo lesson.
  2. After the first solo flight, any instructor who is present and remaining in the local training area may supervise the solo of any student, provided this is **prearranged** by the student's assigned instructor. **The instructor who supervises the student is the one responsible & will authorize the flight for the student.**
  3. For local solo flights, the supervising instructor needs to be available by radio.
  4. CFIs are ultimately responsible for their students' Flight Planning (Weight and balance, performance, etc.)
  5. Supervising instructors must verify weather conditions, NOTAMs, TFRs, aircraft maintenance status, endorsements, photo ID, logbook, student pilot certificate, medical certificate, etc.
  6. Local solo lessons include flights to Waseca (KACQ) and/ or New Ulm (KULM) provided the student has received the appropriate training and endorsement to fly solo to those airports.

- **Solo Cross Country**
  - For student solo cross-country lessons, the endorsing flight instructor must be available by phone or radio during the entire flight. (**The student's assigned instructor should endorse the first solo cross-country flight**)
  - The instructor will sign the applicable endorsements **after** verifying weather conditions, NOTAMs, TFRs, aircraft maintenance status, photo ID, logbook, student pilot certificate, medical certificate, and cross-country planning.
  - The student must inform his/her instructor (and if the instructor is not available inform dispatch) upon reaching each destination.
  - The student must file and activate a flight plan for each cross-country. He/she must cancel the flight plan upon exiting the runway, or if services are not available by phone immediately after shutdown.
  - The instructor along with the student will assure, if a stop is needed, that fuel will be available at that stop.
  - If it is cold weather operation's the instructor will confirm that the student has proper clothing and or survival gear.
  - Flight Following is highly recommended whenever possible. While flight following is highly recommended it is different than a flight plan, and therefore **it is not a substitute.**
  - The student must receive an updated weather briefing anytime he/she has been away from the initial solo cross-country departure airport for more than three hours

Chief Instructor

The Chief Instructor retains full responsibility for the overall operation of the flight school. It is the Chief Instructor's duty to help mentor students, flight instructors, check flight Instructors, and Assistant Chief Instructors for future advancement within the company. The Chief Instructor will delegate duties to the Assistant Chief Instructor(s), Check Instructors, and flight instructors, as necessary.

The Chief Instructor will ensure certification of all student records using the *Student Training Record Certification* process (Appendix D). This requires extensive record audits by recommending CFIs, Dispatch, and the Chief/Assistant Chief Instructors prior to each stage check. The Chief/Assistant Chief Instructor will not sign a student's graduation certificate for any TCO until this process is complete.

Other specific duties of the Chief Instructor can be found in 14 CFR part 141.85.

Assistant Chief Instructor(s)

The Assistant Chief Instructor(s) will be responsible for delegated duties under the Chief Instructor's supervision. If there is any question about who your direct supervisor is, please reference the flight training flow chart. Delegated duties will be documented in his/her employee file. It is also the duty of the Assistant Chief Instructor(s) to help mentor students, check instructors, and flight instructors for future advancement within the company. Specific duties of the Assistant Chief Instructor(s) can be delegated per 14 CFR part 141.

DISPATCHERS

Director of Flight School Operations

The Director of Flight School Operations (DFSO) is responsible for the allocation of resources, monitoring student progress, professionalism, and ensuring accurate training records. He/She will assign/re-assign students to instructors as needed. The DFSO will regularly contact students who are struggling to progress (e.g., Written exams, no shows, etc.).

Chief Dispatcher

The Chief Dispatcher is responsible for the training of future dispatchers and the management of their schedules. The Chief Dispatcher will also perform other duties as delegated by the DFSO.

Assistant Chief Dispatcher(s)

The Assistant Chief Dispatcher(s) will be responsible for delegated duties under the Chief Dispatcher's supervision. It is also the duty of the Assistant Chief Dispatcher(s) to help mentor dispatchers for future advancement within the company.

Dispatcher(s)

Dispatchers will check lessons in and out for students at the beginning of the lesson block. If a student arrives late or unprepared as defined in the Attendance/No-Show Policy above, the dispatcher on duty will impose the proper fee/action. **Dispatchers will not cancel lessons unless they hear from the instructor. Students cannot call Dispatch to cancel.** The Flight instructor on the lesson will have to provide a valid cancellation reason i,e, student sick, or low ceilings.

DISPATCH PROCEDURES

WEATHER MINIMUMS [141.93(3)(i)]

The following table prescribes weather minimums for dispatch. These weather minimums do not preclude a pilot from returning to the airport if conditions deteriorate below those listed, provided he/she complies with all FARs. If there is a conflict between these minimums and the FARs or POH, the FARs or POH take precedence. (Note: weather information must be obtained from a credible source, such as FSS (1-800-WX-BRIEF), www.aviationweather.gov/adds, or Foreflight)

	Minimum Visibility	Minimum Ceiling (AGL)	Maximum Wind with Gust	Maximum Crosswind Component	Temperature
Student Pilot* Solo					
Traffic Pattern	4	2,000’	15 kts	7 kts	-18˚ C
Local	5	3,000’	15 kts	7 kts	-18˚ C
Cross Country	6	4,000’	20 kts	9 kts	-18˚ C
Rated Pilot VFR					
Traffic Pattern	3	1,500’	25 kts	14 kts	-23˚ C
Local	4	3,000’	25 kts	14 kts	-23˚ C
Cross Country	4	3,000’	25 kts	14 kts	-23˚ C
Rated Pilot IFR**	+1	+500	25 kts	17 kts	-23˚ C
Dual VFR					
Pattern	3	1,500’	35 kts	17kts	-23˚ C
Local	3	2,500’	35 kts	17kts	-23˚ C
Cross Country	3	2,500’	35 kts	17kts	-23˚ C
Dual IFR**	+1/2	+200	35 kts	17kts	-23˚ C
Night					
Local	3	2,500’	35 kts	15 kts	-23˚ C
Cross Country (SEL)	3	2,500’	35 kts	15 kts	-18˚ C
Cross Country (MEL)	3	2,500’	35 kts	15 kts	-23˚ C

*Student Pilot refers to a non-rated pilot (i.e., working on his/her Private Pilot certificate)

**IFR minimums for dispatch are based on the destination airport forecast at the ETA, plus or minus one hour. (Example: if the destination is KDLH, and the ETA at KDLH is 13:00, the forecast from 12:00 to 14:00 must be at least 400/1 for Dual IFR (ILS RWY 09 requires 200 and ½ or 1800 RVR)

**Visibility and ceiling minimums for IFR flights must be added to the minimums of the intended approach. (Example: if flying to KOWA and winds favor runway 12, the RNAV RWY 12 approach minimums apply (vs. the ILS RWY 30 approach.)

Additional Weather Minimums

- Flights may not be dispatched when thunderstorms are within 20NM of the airport (for the purpose of this part, distance will be judged using lightning strike data from https://www.lightningmaps.org or similar sources.)
- Flights may not be dispatched into any known or forecasted icing conditions (example SIP or FIP charts)
- Student Pilot solo flights at night (sunset to sunrise) are prohibited
- Runway conditions reported “3’s” during the day and “4’s” at night need Chief/Assistant Chief Instructor approval. Conditions reported less, will not be dispatched.
- No night flights will be flown in IMC conditions with temperatures below freezing without approval

Waiver authority for all minimums prescribed above lies with the Chief/Assistant Chief Instructor. All waivers must be documented on the dispatch release. (Waivers below FAR or POH minimums are NEVER allowed.)

LESSON CHECK-OUT

Ops Check In

When you arrive for a lesson, you will first see a dispatcher. This process is expected to happen at least 15 minutes prior to the block. The dispatcher will perform a function called “Ops Check In” in Talon, and they will assign you a tail number on the **ramp out** process. The preflight planning (91.103) will be completed prior to the start of your flight block. **It is both the student and instructor’s responsibility to ensure any maintenance inspections are not overflown** the dispatcher is required to issue a no show to a student if the student has not checked in for their flight 5 minutes after the start time of the flight block (ref. No show policy).

Activity Authorization

Your instructor must Authorize the lesson before the flight or sim can take place. During this process, the instructor will verify the correct lesson and make any necessary changes. If discrepancies are found a dispatcher must be seen to edit the reservation. Any time the flight would be coming back later than scheduled the instructor MUST inform the dispatcher at this point. Activity Authorizations are intended to happen after the first contact with the student.

Ramp Out

- After the student's instructor has authorized the activity, the student will bring their completed paperwork to a dispatcher to be “Ramped Out”. At this point the dispatcher will issue a sheet with maintenance times and tail number for the student/instructor. Before Ramping out any flight lesson, dispatchers and instructor will verify the following:

  - (Instructor/dispatcher) Preflight planning complete per FAR 91.103 and local procedures (i.e., Weight and Balance, Performance, NOTAMs, TFRs, Weather, I'M SAFE, etc.)

- **It is both the student and instructor's responsibility to ensure any maintenance inspections are not over flown with the dispatch sheet issued**
- (Instructor/Talon) Pilot documents (pilot certificate, current medical, photo ID, logbook with current endorsements for student solo flights)
  - Pre-Solo open and closed book tests completed, if applicable
  - Current 90-day solo endorsement, if applicable
  - Initial solo cross-country endorsement, if applicable
  - Same day solo cross-country flight planning endorsement, if applicable
  - Solo endorsement to satellite airports (KACQ and KULM), if applicable
- (Instructor/Student) Flight Plans filed and Activated
  - Required for all cross-country flights with a total length of 100NM or greater.
  - Required for all IFR flights
    - A destination alternate is required on all IFR flights, regardless of weather
    - "Practice Approaches" must be filed in the remarks section for IFR training flights where multiple approaches will be flown
    - Cross Countries to towered and non-towered airports should have legs filed individually.
- (dispatcher) TSA validation for foreign students
- (dispatcher/Talon) CFI currency, including initial and/or recurring TSA security awareness training
- (dispatcher) Weather at or above minimums for the type of lesson being conducted
- (dispatcher) Aircraft Hobbs/tach times and no maintenance due
- (dispatcher) Chief/Assistant Chief Instructor approval for requested passengers (not valid for any solo flights)
- (dispatcher/Instructor) Chief/Assistant Chief Instructor signed *Overnight or Extended Cross Country Flight Request Form*
  (Appendix B) for Combined cross-country lessons, long-distance cross-country flights (>325 NM), and overnight flights
- (dispatcher) Local training area requested/assigned
- **All dispatched flights must have a ramp out sheet**
- 20:00 is the cutoff to add scheduled requests for the day of
- 23:30 is the latest scheduled ramp out time
- 00:00 is the latest available ramp out time
  - For example, if you are scheduled to start at 23:30, but you are running behind schedule the latest dispatch will be able to ramp you out is 00:00
- Dispatch will be available for at least 30mins after the last flight of the night is ramped out.
- Some nights when the schedule is light dispatch may leave earlier.
- For example, if the last scheduled flight ramps out at 22:00, then may not be available after 22:30
  If issues arise and dispatch is no longer available, you will not be able to take another aircraft

Line service can help with ramping in flights or squawking and downing an aircraft. They **are not** able to dispatch authorized flights.

Dispatch Release

After verifying all applicable items above the dispatcher will complete the "Ramp Out" process. Ramping out in Talon will show the dispatcher the maintenance times, and this is the last time to verify that no inspections will be overflown. If no issues are encountered, the dispatcher will print the ramp out sheet and give it to the student. Before going to the airplane, the student will need to select a practice area and Satellite airports with the dispatcher on duty. It is the instructor's responsibility to ensure that the dispatch sheet has been given to the student to ensure maintenance times are not overflown and the correct tail number is flown.

Ramp In

When a flight is completed, pilots must fill out the aircraft log (found in the binder) with the Hobbs and tach times. The student and instructor will ensure a picture is sent to the dispatch phone for accurate record keeping (507-508-0706). Any discrepancies found during flight must be relayed to dispatch so they can ground the aircraft (Procedure to follow). If the aircraft is at an airport other than Mankato, the procedure found in the Re-Dispatch section of this document will be followed to get the aircraft back to Mankato.

Reporting Aircraft Discrepancies

- Send "this aircraft is downed" on ramp-in text
- Fill out squawk QR code (In airplane or at dispatch desk)
- Talk to DFSO (Dispatching) about airplane being downed
- All discrepancies/potentially deferred squawks will need to be addressed by a maintenance technician

Activity Completion

The lesson is not done until the Activity completion has been done. The student is required in this process to sign off on the grade sheet, notes, and activity times. Instructors must do this after every lesson unless they are running late for the next student; however, it still may be better to take care of it right away rather than scheduling another appointment with the student for this purpose. This should be conducted within 24 hours of the activity being completed. If outside of 24 hours the dispatcher could assume that the activity should be cancelled. The only instance where it would remain acceptable for a lesson to remain ungraded is if it were a **student solo** and schedules didn't align between the student and instructor. In which case, it is within the responsibility of the instructor to AC the lesson within **5 business days.**

It is not acceptable to share PINs to allow completion **without both parties present**.

RE-DISPATCH PROCEDURES [141.93(3)(iv)]

Re-dispatch may be required should a training flight experience any of the following (note: student pilots are not allowed to continue solo flights past sunset):

- Aircraft mechanical problems
- When Weather conditions exceed those defined in this FOM
- Solo cross-country flight not completed on the day of the endorsement
- Landing at an airport other than scheduled
- Off-airport landing

Delayed Return, or Landing at an Airport Other than Scheduled

If a flight cannot return, or if it lands at an airport other than scheduled due to mechanical, weather, or other problems, the pilot should notify NSA Dispatch, who will in-turn notify a Chief Flight Instructor. NSA will develop a plan to re-dispatch the flight that may include:

- Dispatching a rescue flight (i.e., flying out a mechanic and/or CFI)
- Seeking help from a local mechanic
- Dispatching the flight on a new lesson to a different airport
- Waiting it out (in the case of weather, illness, etc.)

Pilots should consider the extra expenses involved if an overnight stay is required, and in case of inclement weather, the aircraft should be hangered.

If a student solo cross-country flight is delayed a new endorsement may be required for the return (i.e., returns on a different day or to a different airport.) The endorsing CFI must communicate with the student and thoroughly understand the circumstances before issuing a new endorsement. Once the CFI and student agree on a new course of action, the CFI can scan and email the endorsement, so the student has it in possession before flying.

Off-Airport Landing

In the event of an off-airport landing pilots and passengers should first attend to their own safety and then to the safety of others. The ELT should be turned on, or allowed to continue activating, if help is required. Otherwise, it should be turned off. **IN NO CASE SHOULD AN ATTEMPT BE MADE TO MOVE THE AIRCRAFT**. Complete the applicable items on the Engine Shutdown Checklist with the addition of shutting off the fuel selector, and then the aircraft must be left secure and in place for NSA, the FAA, and the NTSB to investigate.

Once all pilots and passengers are safe and the airplane is secure, an immediate notification must be made per the NSA Emergency Response Plan. Pilots involved in an off- airport landing will also file the appropriate safety reports (NSA's local safety report and NASA's Aviation Safety Reporting System (ASRS).

AIRCRAFT DISCREPANCIES AND RETURN TO SERVICE [141.93(3)(v)]

NSA uses a progressive maintenance program on all aircraft. This involves 4 events conducted every 60 Flight hours.

During the preflight inspection, any equipment found to be inoperative while in Mankato must be fixed or deactivated and placarded by maintenance. If equipment is found to be inoperative while at another airport, the procedure below will be followed.

Preapproval has been given to defer maintenance of the following equipment, **at other airports only:**

- Recognition lights
- Landing light (day only)
- Position/Nav lights (day only)
- Pitot Heat if not required for flight

If maintenance is deferred a **Rated Pilot** will:

- Placard the cockpit control as inoperative with the provided sticker.
- Pull the appropriate circuit breaker
- Sign & Date the Maintenance logbook sticker with Pilot name, Pilot Certificate number.
- Bring aircraft over to Maintenance so they can Ground the aircraft & perform required maintenance and return to service.
- Immediately upon returning to the airport fill out a squawk Sheet and notify Dispatch.

Inoperative equipment maintenance logbook stickers can be found in the aircraft binder. If equipment found to be inoperative is not listed above, a call to NSA maintenance or a Chief/Assistant Chief flight instructor is required to determine a course of action.

Outside normal business hours, if there are any questions about maintenance and/or squawks call Chris Plasek: (218) 251- 0205. If Chris is unavailable, Call Lindsey Lang or Woncheul Lee until someone answers.

During flight static wicks may fall off. VFR flight with one missing static wick is approved to continue; however, flight into actual IMC conditions requires all static wicks to be attached.

Flights that are ramped out and then cancelled due to maintenance or weather with time on the airplane will **not** be refunded as there is learning that takes place through the cancellations of both events.

EMERGENCY PROCEDURES

Emergency Contacts

All personnel should call 911 for any emergency requiring an immediate response. If an aircraft is involved in an emergency NSA Dispatch and the Senior Chief Flight Instructor will be notified immediately. If appropriate, NSA will also notify the MNSU Department of Aviation and/or the Dean of the College of Education per NSA's Emergency Response Plan.

In the event of an accident or incident that attracts news media attention, unless otherwise directed, only a North Star Aviation general manager or Vice president will respond. To minimize the possibility of inaccurate, confidential, or otherwise inappropriate information being published or disclosed, students and staff should **not** make any statements to the news media about any incident or accident unless otherwise directed by a General Manager or Vice President.

For more details reference the North Star companies Emergency Response Plan. These can be found at the following locations:

- Front desk of the FBO
- Line service hangar
- Maintenance hangar
- Safety manager's office
- Centrik
- FlyMankato Website

In Flight Emergency

Pilots experiencing an inflight emergency should exercise their Pilot in Command privileges to get the aircraft safely on the ground. Squawk 7700 and contact ATC on 121.5 if appropriate. Pilots should also contact Dispatch on 123.50 if able. After landing, record the details of the situation in case follow-up is required by the FAA, NTSB, or NSA.

Pilot Deviation

If Air Traffic Control asks a student to contact them by phone upon landing the student will write down the phone number, contact the controller, and listen to what the controller has to say. The student should note the controller's name and inform him/her that the incident will be reported to the North Star Aviation, Inc. Chief Instructor, who will also contact the Air Traffic Controller for a briefing on the incident. Upon return to the Mankato Airport the student will notify their instructor and a chief pilot. The instructor will then help the student submit a NASA (ASRS) form and retain a copy for his/her training file. Should a deviation be filed by the Air Traffic Controller this NASA report will provide protection for unintentional violation of an FAR. (Refer to Advisory Circular 00-46E and FAR 91.25 for more information on the process of filing and keeping proof of filing NASA report.)

The student and his/her instructor will review the incident with the Chief/Assistant Chief Instructor, and together they will develop a remedial training plan. This plan will be documented and must be adhered to. In most cases if there is follow-up action by the FAA this retraining plan will suffice, and the case will be closed.

Deviation from Normal Procedures

In the event that there is a deviation from normal procedures, that would be considered Hazardous, but not an emergency, the flight crew involved will be grounded for 2 hours so Safety reports can be written, conditions assessed and allow for proper decompression from the event. After a meeting with a chief flight instructor, safety manager or assistant chief flight instructor, the crew may be returned to flight after a proper risk reassessment has been conducted.

Security Awareness

Security is everyone's responsibility. Due to the ongoing potential threats to our country those who work at airports and flight schools should be on the lookout for suspicious activity. Security awareness implies that individuals take mindful and conscious measures to reduce the risks associated with suspicious behaviors that could lead to unlawful activity. Security awareness also assumes basic knowledge of what to look for and how to report suspicious activity. In today's world, it is better to question a situation than to wait for someone else to respond.

To enhance the security at NSA a few rules have been implemented (note: these are derived from TSA guidelines):

- Comply with the school's dress code policy.
- Use proper entrances and exits and close all security gates.
- Only flight school students and instructors are allowed on the ramp. If an outside party is concerned, they must be accompanied by a flight instructor.
- If witnessing signs of suspicious behavior or activity take action by:
  - Questioning the individual if it seems safe doing so
  - Reporting suspicious activity to a supervisor or one of the flight school managers
  - Contacting the General Aviation Hotline (800)-GA-SECURE or Transportation Security Operations Center at (703) 563-3240
  - If you see something illegal happening, call 911.

SAFETY REPORTING

NSA employs a Safety Management System (SMS) that includes comprehensive reporting and follow-up. Pilots who experience or witness a situation that could compromise safety (e.g., close call in the traffic pattern; mag switches found in the 'on' position; runway incursion) should report the incident using NSA's SMS. These reports are confidential, **and not punitive**. NSA uses them to compile data and/or establish new policies and procedures designed to enhance safety. More information on how to report and examples of reportable topics can be found in NSA's Safety Management System Manual.

Pilots involved in a safety incident are also encouraged to use the Aviation Safety Reporting System (ASRS) facilitated by NASA. This is also an anonymous, non-punitive report used by the FAA and NTSB to enhance safety in the National Airspace System (NAS).

GENERAL

Compliance with all STANDARD OPERATING PROCEDURES in this manual should ensure a safe, legal, and effective training operation. Pilots should never deviate from these procedures unless required for safety of flight.

- All aircraft must be operated in accordance with the Pilot Operating Handbook (POH)
- Unapproved Aerobatic flight in any NSA aircraft is prohibited and is grounds for dismissal
- Spins will only be accomplished in spin-approved aircraft (e.g., C-152), and only for the purpose of receiving training in an NSA/MSU approved course.
- Hand propping to start an aircraft is prohibited
- General Aviation frequency to reach the front desk 123.5, monitor in local area
- Practice emergencies (e.g., engine failure, unusual attitudes) are prohibited in Instrument Meteorological Conditions (IMC)
- VFR cross country flights will not be performed above an overcast layer of clouds
- During ground operations, lean to peak RPM (Archer/Seminole)
- For fuel economy on cross country flights above 5000 ft density altitude, the mixture may be leaned to best power per the Archer/Seminole POH (i.e., 100° rich of peak)
    - Never lean below these settings unless required for safety of flight
- All NSA aircraft will use the call sign associated with that aircraft (MINN STATE)
- Solo Student Pilots will add Solo to the **end of their radio callsign** (e.g., MINN STATE 57 Solo)
- Check Pilots conducting stage checks or on any EOC may be using the callsign “Check ride” at the end of their radio call. Also, please be aware that they may also be using “for the option” phraseology, this may include several options allowing for the student to land or to go missed approach or full stop taxi back. As such extra vigilance should be observed for these types of calls.

Cold Weather Operations

Temperatures below 5°C:

- Students should be ready to start the engine at the start of the first block of the day. Students that are not ready to go may have to preflight outside, and they run the risk of having trouble starting the engine or having frost accumulate on the wings. Both issues cause significant delays that could result in not being able to fly. No night flights will be flown in IMC conditions with temperatures below freezing without approval.
- Ensure Engine blanket and oil heater plug is removed before starting the engine.
- While in flight, throttle changes should be made slower to avoid engine roughness at a low RPM setting.
    - Use carburetor heat/alt air to aid in engine responsiveness.

- Extreme caution should be used when performing a touch and go in the Seminole (only permitted after a normal landing). Ensure both engines are responding before applying full throttle. Carb heat/alt air should be turned on abeam the numbers prior to landing at temperatures of -18'C or lower.
- While parking and securing the aircraft after flight cover the cowling with the supplied blankets if available. Cowl flaps should stay shut after engine shut down.
- Video on how to apply blankets can be found here: https://www.flymankato.com/student-video-library/
    - See the Parking and Securing section for more cold weather parking procedures.

Simulated engine failure in flight:

- During training it is permissible to shut down one engine (Seminole Only). However, if the temperature is below 0° C, the engine must be restarted before initiating an emergency descent.

Fuel Requirements [141.93(a)(3)(vii)]

Students and instructors will ensure that enough fuel is available to complete each flight. NSA requires its pilots to plan for the following minimum fuel reserves:

- VFR (Day or Night): Plan for enough fuel to reach the destination or a planned fuel stop, plus 1 hour
- IFR:
    - Always file an alternate regardless of the weather
    - Plan for enough fuel to reach the destination *and* the alternate, plus 1 hour.

Pilots should always monitor their fuel status in flight. If delays could result in excessive fuel burn below the planned minimums pilots should exercise their PIC (pilot in command) authority and sound Aeronautical Decision Making (ADM) to land safely. Declaring minimum or emergency fuel with ATC are always available as an option.

During cross-country flights fuel may be purchased off station. Fuel cards can be checked out at dispatch to purchase fuel. ID or a personal item must be left when checking out a fuel card. It will be returned when the fuel card is returned to dispatch. When planning fuel stops, pilots must verify that the fuel station is a Titan service station, or a station connected to the Shell/ Titan network. If the fuel stop is not connected, the card will not work. Pilots should save all receipts and turn them in with the dispatch release. Additionally, they should retain a copy of their own records. **If fuel purchased away from Mankato costs more than the NSA full-service retail fuel price on the day of purchase, students will be liable to pay the difference. You must pay this difference prior to your next lesson to avoid being grounded.**

When refueling an aircraft, the PIC must monitor the process. He/she will ensure the aircraft is chocked, grounded, and the battery master switch is off before adding fuel. After the aircraft has been refueled at an airport other than Mankato, the pilot will wait a minimum of 15 minutes after they have sump the fuel. The 15-minute wait time allows for an accurate sample after sediment or other contaminants settle.

Example of Contaminated Fuel: https://www.youtube.com/watch?v=8nsjwSj2a0Q

Weight and Balance

The weight and balance form, including all information (such as aircraft performance and I'M SAFE), must be completed before being dispatched (see Dispatch Procedures above.) During the preflight inspection, the pilot may reference the POH empty weight to make the correct calculation.

The Weight and balance/ performance charts must be accurate to the conditions of the day. A ballast may be required in the baggage compartment to avoid extreme forward CG's (most common on the Seminole with only two pilots.)

Preflight Inspection

Each aircraft must receive a thorough preflight inspection before every flight. Refer to *Aircraft Discrepancies and Return to Service* above for inoperative equipment discovered during this inspection.

- Instructors are expected to preflight with their student unless they have a good reason not to (e., Meeting with Chief/Asst. Chief Flight Instructor or Chief Dispatcher about training matter, satisfying physiological needs, etc.).
- No personnel should walk along the flight line or anywhere near other aircraft while using a cell phone**. Cell phones are only allowed on the flight line for preflight purposes** (e.g., ordering fuel, calling maintenance)
- Cross-check Hobbs and Tach times with the aircraft ramp out sheet and report discrepancies to Dispatch before starting the engine
- Students must carry and use the checklist for all preflight inspections
- A flashlight or headlamp is required at night to be used on the ramp
- Do not touch the propellers until verifying the magneto switches are 'off' and Mag tags are Installed.
- Oil will be added if the amount on the dipstick is less than 6 quarts.
- Fuel will not be automatically added above the standard 44 gallons in the Seminole unless specifically stated.
- The following additional preflight procedures apply to cold weather operations (Refer to page 4):
    - Wear gloves and a hat to avoid a hurried preflight in cold weather
    - Check the oil breather tubes for snow and ice buildup
    - Engine(s) preheat is recommended if outside temperature is below 0° C (n/a if the oil heater is plugged in, or the engine is warm from a previous flight)
    - Remove all snow and/or frost before each flight
    - **Return any Ballast (sandbags) to the Line Service Hangar or call Line service to come pick them up.** Never leave Ballast on the ramp or along the fence/hangar. Snowplows have been known to hit them if they are misplaced.

FIRE PRECAUTIONS AND PROCEDURES [141.93(a)(3)(iii)]

- In Mankato fueling of flight school aircraft will only be done by line service personnel
- Pilots will ensure the aircraft is grounded during all refueling operations
- Each aircraft is equipped with a halon fire extinguisher
  - Pilots must brief all passengers on use of the extinguisher prior to engine start
  - Additional fire extinguishers are in each hangar and at the fuel pumps
- Smoking is not permitted within 50 feet of an aircraft, fuel truck, or fuel station
- During cold weather operations (<5°C) aircraft must be covered with its cowl blanket to keep the engine warm and prevent difficult starts that may lead to over priming
- Instructors must teach Engine Fire During Start procedures to their students and all pilots should anticipate a fire when starting the engine

STARTING AND TAXIING [141.93(a)(3)(ii)]

Starting

- Remove chocks before engine start
  - If chocks are left in during start up, shut down the engine and remove them. **Do not leave chocks on the ramp.**
- The aircraft battery must be removed before it may be charged
- Starting using external power:
  - Follow POH procedures
  - Only trained line service personnel or a trained pilot can unplug the external power receptacle with the engine running
  - One pilot must remain at the controls
- Prior to start and taxi-out check behind the aircraft to ensure nothing will be damaged by the propwash

Taxing: PUBLISHED TAXI ROUTES *see page 30 for diagram*

- Do not perform a run-up in the parking area
- Do not taxi through a line of parked aircraft
- The airport diagram (paper or MFD) must be displayed for all taxi operations
- Taxi no faster than **15 knots** along taxiways, and avoid excessive braking
- Taxi no faster than a **10kts** in the parking area and near hangars
  - Keep a close eye on both wingtips
  - When in doubt of clearance stop the aircraft
  - Ask for assistance
- In the winter beware of snowbanks on the edge of taxiways and runways that the wing may strike during taxi, takeoff, and landing.
- Position the flight controls according to wind direction during taxi when wind speed exceeds 5 knots.

- Come to a complete stop prior to entering any runway
  - If crossing a runway, make a radio call and watch for traffic
  - Turn on all lights before crossing runways
  - Scan the base and final legs prior to entering any runway
  - NSA pilots will NOT use *Line-Up-and-Wait* procedures at non-towered airports; the runway must be clear of all aircraft before entering for takeoff
  - At towered airports if instructed to line up and wait students and/or instructors should comply
- After landing, taxi clear of the runway. Perform the 'After Landing' checklist before continuing to the ramp.

IN-FLIGHT PROCEDURES

Runway Procedures

Pilots must check density altitude and verify aircraft performance prior to operating on any runway. Minimum runway length is governed by aircraft performance chart results.

- Archer/Warrior: Takeoff/landing distance over 50' obstacle (whichever is greater) plus 1,000'
- Seminole: Accelerate/Stop Distance plus 1,000'

For Touch and Go or Stop and Go operations the above lengths must remain *prior to the application of takeoff power.* Seminole pilots may only use Touch and Go procedures following normal landings (i.e., single-engine landings and short-field landings must come to a full stop.)

As a result of Safety Analysis, Flight School aircraft are limited to one landing and one approach in Mankato from sunrise to sunset. This policy does not apply to Checkrides, and a Chief/Asst. Chief can give approval for multiple landings in Mankato; however, full stop taxi back procedures will still be used. No touch and goes/stop and goes on Private lessons 14 or 15. When touch and goes/stop and goes have been conducted on these lessons prior to solo, an increased risk of runway excursions has been found.

Solo Private students will NOT perform TOUCH and GO or STOP and GO Landings

No North Star aircraft is permitted to accept any "Land and Hold Short Clearance"

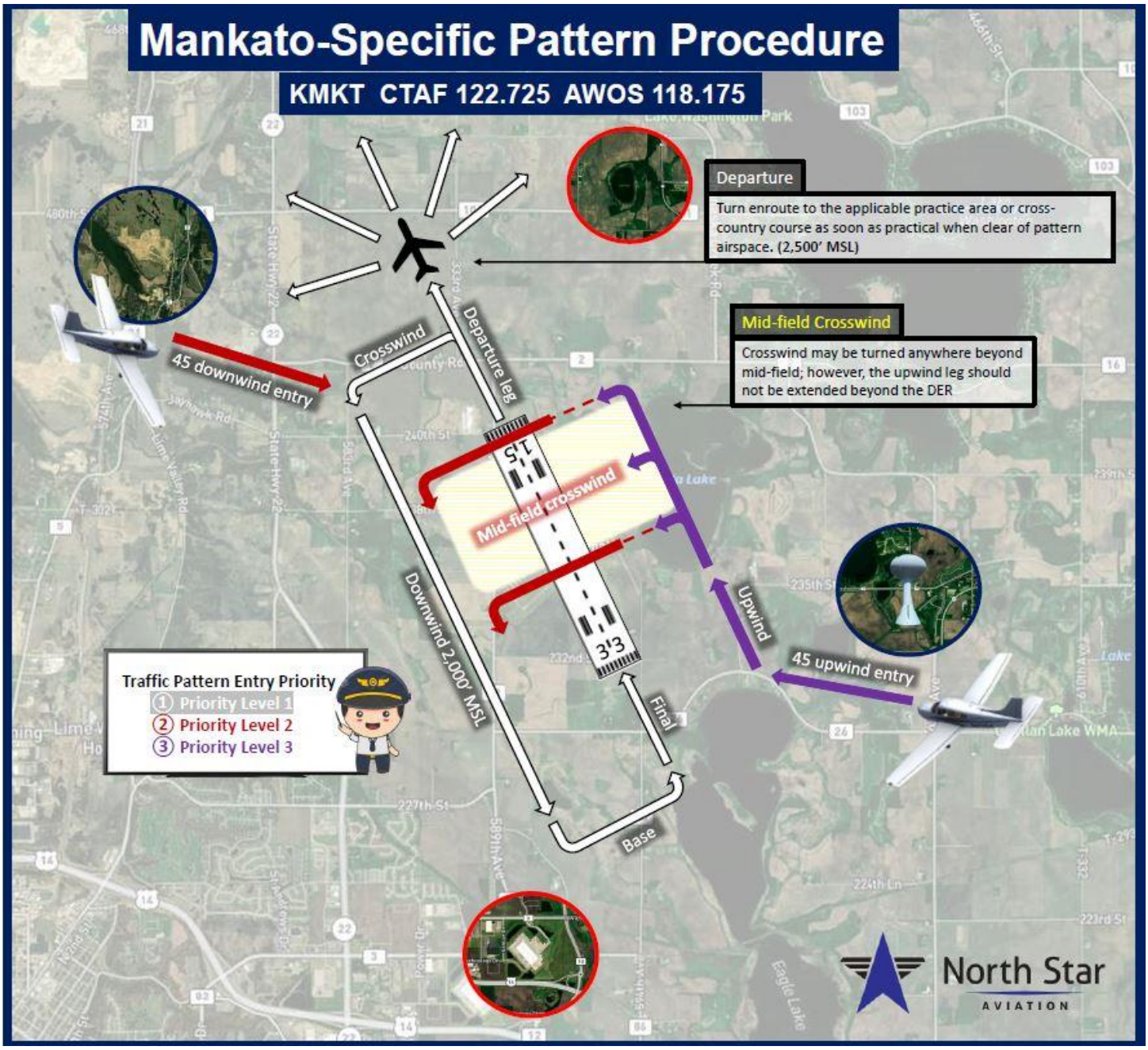
Grass Operations

Pilots are prohibited from landing or taxing on grass strips unless required by an emergency in company aircraft. It is NSA's belief that the risks associated with grass operations (uneven surfaces, intersecting runways, typically shorter runway lengths) are not worth assuming in our professional pilot training atmosphere. Pilots found to have violated this policy may be dismissed from the program, or have their employment terminated.

Collision Avoidance/Traffic Pattern Procedures [141.93(a)(3)(viii)]

- The following traffic pattern procedures must be used to avoid a collision:
  - Scan in all directions prior to any turn
  - Switch on all lights within 10NM of the airport (day and night)
  - Adhere to FAR 91.113 right-of-way rules
  - Make standard radio calls, beginning 10NM from the airport when inbound
  - Adhere to strict sterile cockpit rules; instruction might have to cease in order to hear the radios
  - Radio calls will be made with brevity in mind
    - AOPA ATC Communication Course
    - *Say it right: Mastering Radio communications* -AOPA
- **Mankato-specific pattern procedures** include the following:
  - Solo student pilots will use the call sign "Solo" whenever a position report is made (e., "MINNSTATE57Solo")
  - Enter the pattern on a 45° to Downwind (same side) or a 45° to Upwind (opposite side.) Entry to these legs for runways 15 and 33 will begin over the Quarry or Madison Lake. Runways 04 and 22 will begin over the Walmart Distribution Center or the Pond just West of the Northwest corner of Lake Washington (See picture on next page).
  - The Downwind leg should be entered abeam the numbers on the DER*, and the Upwind leg should be entered abeam the numbers on the AER**.
  - Aircraft established in the traffic pattern (Downwind, Base, Final, or Crosswind) have the right-of-way over aircraft entering the pattern. Traffic on the 45° Downwind has the right-of-way over traffic on the Upwind and 45° to Upwind.
  - Pilots established on the Upwind leg must use sound aeronautical decision making to decide when to turn crosswind. **Crosswind may be turned anywhere beyond mid-field**; however, the upwind leg should not be extended beyond the DER. Caution must be used to avoid departing aircraft.
  - If added spacing is needed traffic, will depart the pattern and re-enter on the appropriate entry leg. At no time will a 360° maneuver be performed in the pattern.
  - Avoid extended downwind legs over 2.5NMs***. If a conflict arises on the downwind, break out and re-enter on the 45° downwind.
  - Flight school traffic will use best judgment to make way for corporate traffic.
  - If the conflict arises on the base leg plan to fly a low approach and continue with the pattern.
  - If the TCO calls for an Instrument Approach the instrument traffic will have the right of way over other VFR traffic in the pattern.
  - 45° Upwind is **not** permitted at airports other than KMKT
- **Mankato-specific pattern departure** procedures:
  - All North Star Training flights will adhere to the AIM specified pattern departure procedure.
  - Depart the pattern either straight out (runway heading) or 45˚ to the left of runway heading (e.g., heading 285˚ when departing runway 33).
  - Turn enroute to the applicable practice area or cross-country course as soon as practical when clear of pattern airspace. (2,500' MSL Recommended)
  - Continue climbing until reaching 3,000' (There is no need to fly runway heading to 3,000'. Traffic returning from practice areas will be at 2,000', so continuing to climb to 3,000' until in the practice area will provide separation.)

*-Departure end of Runway
**- Approach end of Runway
***- Distance Based on GPS center of Airport



*The Quarry entry point is a topic of extreme confusion. When in doubt, remember this is still a 45° entry. The large quarry in Kasota, is a very visible point from the air; however, flying over this quarry sets the pilot up for an extended downwind rather than a 45° angle.

*Pro Tip- If you have the overlay in Foreflight you can plot a point over the desired entry point, send the flight plan to the G1000, and use the GPS to go direct to the proper point.

Practice Areas [141.93(a)(3)(x)]

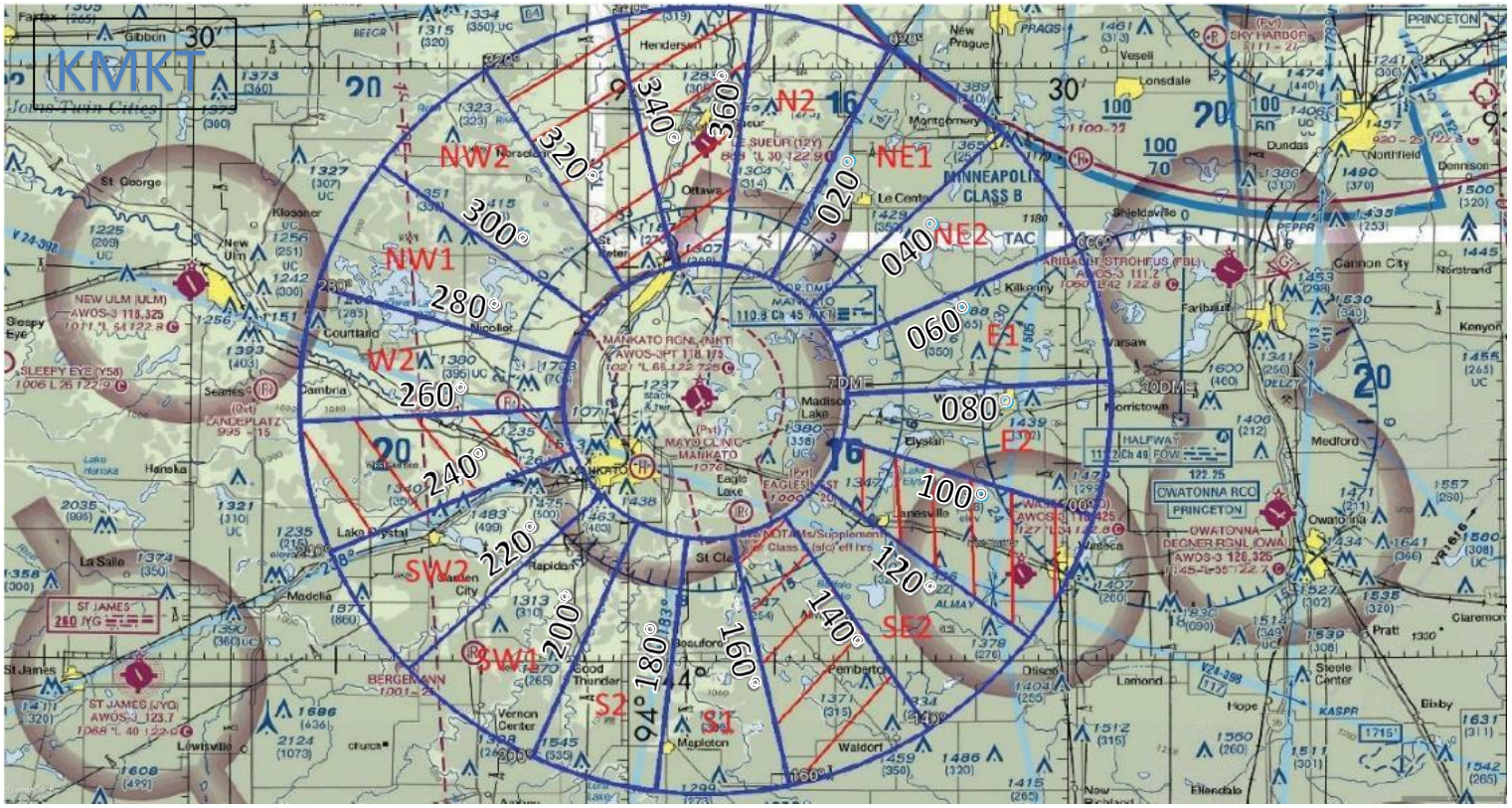
During the dispatch process students must request a practice area.

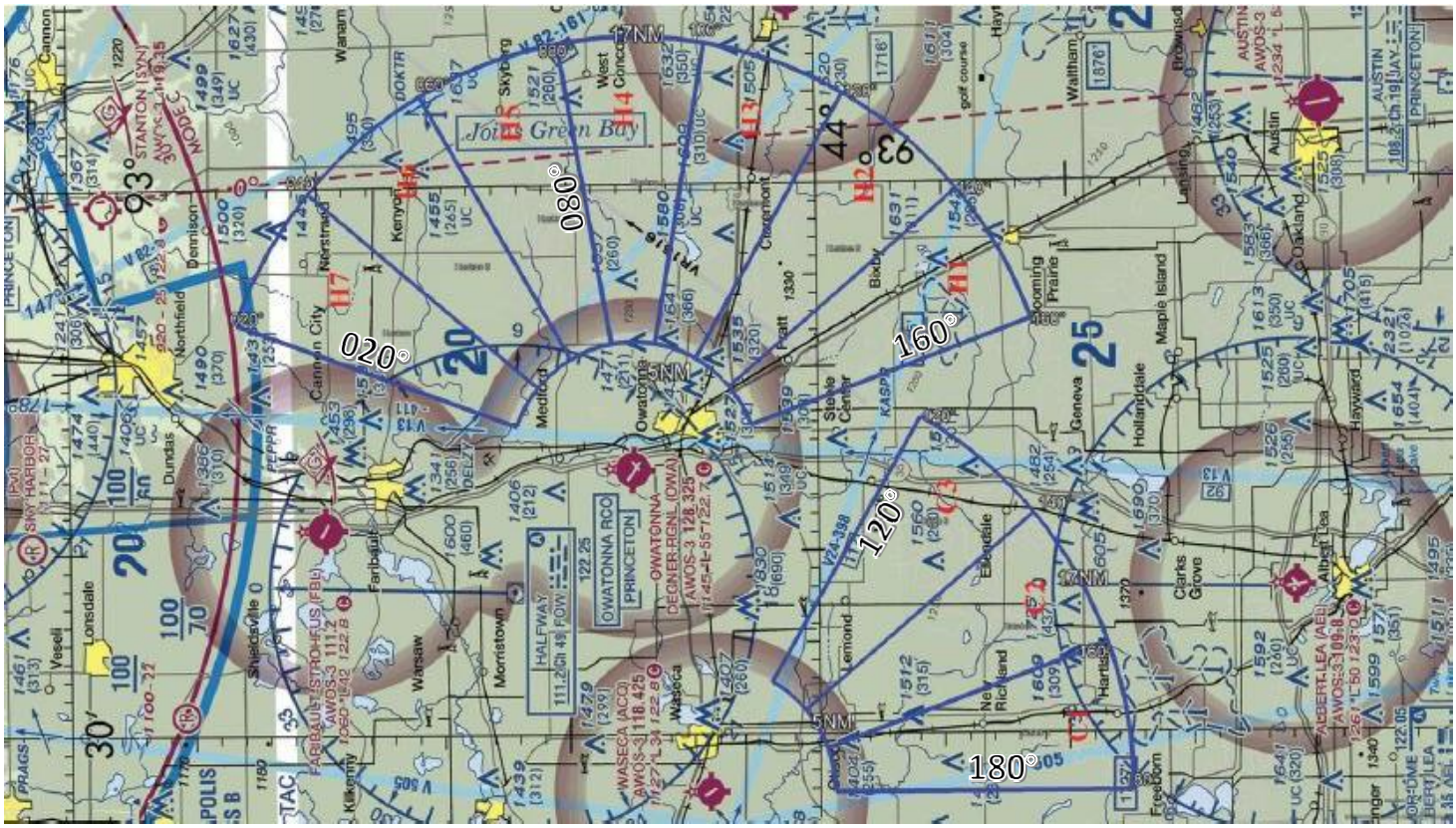
The core practice areas form a circle around the Mankato (KMKT) GPS fix from 7 to 20 NM, with each area occupying a 20˚ section, excluding those areas along the departure and arrival paths of Runway 15/33, the section over Le Sueur airport, the section over Waseca airport, and the 240–260- degree section. Aircraft using these corridors to go to satellite airports must use VFR cruising altitudes to provide adequate traffic spacing.

In times of low congestion two practice areas may be reserved to allow more room for maneuvering (e.g., N1 and N2 can be combined to make the North Practice area). During periods of high congestion, dispatch may divide areas into high and low practice areas.

Due to extreme congestion in the vicinity of the Mankato airport, training flights are encouraged to use satellite airports as much as possible. Le Sueur is available for takeoff and landing practice, and practice areas have been developed around the New Ulm, St. James, Waseca, and Owatonna airports. These practice areas are based off the OBS radials from the airport. (Note: It may be in a pilot's best interest to use a satellite airport because of the full- stop- taxi-back procedures.)

All pilots must remain within the lateral boundaries of their assigned practice area when performing maneuvers. Pilotage should be used as the primary means of navigation (i.e., look out the window), backed up by radial and GPS information displayed on the HSI. The dispatch desk has a map of the practice areas (next page) and will assign the student and CFI a practice area. Perform clearing turns prior to beginning maneuvers in the practice area and maintain a constant listening watch on the appropriate CTAF frequencies. Whenever possible maneuvers should be performed at VFR cursing altitudes.




080°
020°
160°
120°
180°
17NM
5NM

040°
110°
360°
150°
340°
200°
190°
320°
280°
240°
270°
230°
17NM
5NM

Minimum Altitudes and Simulated Emergency Landing Practice [141.93(a)(3)(ix)]

- Simulated emergency landings will be terminated no lower than 500' AGL unless over an airport.
- During simulated emergency landings avoid prolonged engine idle operations followed by rapid throttle advancement
  - Advance the throttle slightly during simulated engine failures at least every 2nd turn, and then return to idle
  - Advancing the throttle after simulated engine failure must be done quickly but smoothly
- Further restrictions for solo pilots include the following:
  - Simulated emergency approaches to a landing at an airport are not authorized on solo flights
  - The minimum altitude for ground reference maneuvers is 800' AGL
  - Practice maneuvers must be completed at or above 2000' AGL (exceptions: ground reference maneuvers, simulated emergency landings, and maneuvering in the traffic pattern)
- During the hours of night, starting one hour after evening civil twilight and ending one hour prior to morning civil twilight, ground reference maneuvers are prohibited
- Full engine shutdown maneuvers must be complete (the engine must be restarted) by 4,000'AGL. Night 5,000' AGL
- Per the Seminole POH, V_{MC} demonstrations must be complete at or above 4,000' AGL.

The following engine failure in flight checklist is recommended to be committed to memory:

Airspeed - Best glide speed

Landing

Area – Find a suitable field and descend towards it

Restart – Attempt. Check the following from left to right:

- Fuel Selector(s) – ON
- Mags – Both
- Fuel Boost Pump – ON
- Mixture – Rich
- Carb Heat/Alternate Air – ON

"Mayday**"** – Make an Emergency Call on 121.5 or the appropriate frequency if altitude permits

Shutdown – if no restart, secure the engine by shutting off all fuel sources

(Note: Use the memory aid "ALARMS")

PARKING AND SECURING [141.93(a)(3)(vi)]

- Park into the wind when able
- Conduct a post-flight inspection at the completion of each flight
  - Check for damage (e.g. tail strike; flat tire), missing parts, or leaking fluid
  - Report discrepancies to Dispatch immediately to prevent the airplane from flying again
- All aircraft will be chocked after shutdown
- Magneto tags must be stowed on magnetos
- Storm windows must be shut after engine shut down
- If inclement weather is forecasted hangar the aircraft on flights away from Mankato
- Leave the aircraft cleaner than you found it. Any trash left behind will be considered yours (whether you left it there or not).
- When parking at airports with line service follow the marshalling instruction of the lineman to your parking location. Never Park an aircraft on a taxiway, runway or in a runup area.
- Use engine blankets when the temperature is (5° C) or below

Due to increasing fleet sizes, NSA has developed taxi/parking procedures to reduce ramp confusion.

- To avoid traffic jams, parking spaces should always be filled starting **closest to the Morton hangars and working towards the T-hangers**
- Instructors and students must work together to push back the airplane using the tow bar. Both the student and instructor will be outside during pushback to ensure the wings and tail are clear of any surrounding obstacles.

*Note when landing 22 taxi via D1/D near the T-hangers or D3 to the Ramp
*Departing ramp- D4 – B - Runway
*Arriving to ramp from all other runways- D by Maintenance to ramp.
*Use **Extreme** caution and taxi at slow speeds on D

APPENDIX A – CONTACT INFORMATION and FLOW CHART

GENERAL INFORMATION

North Star Aviation, Inc.
3030 Airport Road North
Mankato, MN 56001

Phone Directory (507)625-6006
Fax (507)625-6130
Web www.flymankato.com

General Manager
Rob McGregor
Office (507)625-6006 ext. #344

Flight School
Senior Chief Flight Instructor
Christopher Plasek
Office (507)625-6006 ext. # 343
Cell (218)251-0205
Email cplasek@flymankato.com

Chief Flight Instructors
Lindsey Lang
Cell (507)382-4980
Email llang@flymankato.com

Woncheul Lee
Cell (213)239-3264
Email wlee@flymankato.com

Assistant Chief Flight Instructors

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Email sparker@flymankato.com

Hyunwook Ji
Cell (507)737-6223
Email hji@flymankato.com

Younghak Seo
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CJ Wohl
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Dan De Hart
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Director of Flight School Operations

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Office (507)386-2355
Email lschmidt@flymankato.com

Safety Manager
Amanda Kruse
Cell (507)386-2350
Email akruse@flymankato.com

Maintenance
Director of Maintenance
Ryan Williams
Office (507)386-2359
Email rwilliams@flymankato.com

Shop Floor Supervisor
Alex Thompson
Cell: (507)380-8480
Emai: athompson@flymankato.com

Line Service Manager
Jesse Wieland
Cell (507)380-6706
Email jessewieland@flymankato.com

On-Duty Line Service & After-Hours Line Service
Phone (507)469-0228

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Todd Travis
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Email todd.travis@mnsu.edu

Jeff Peterson
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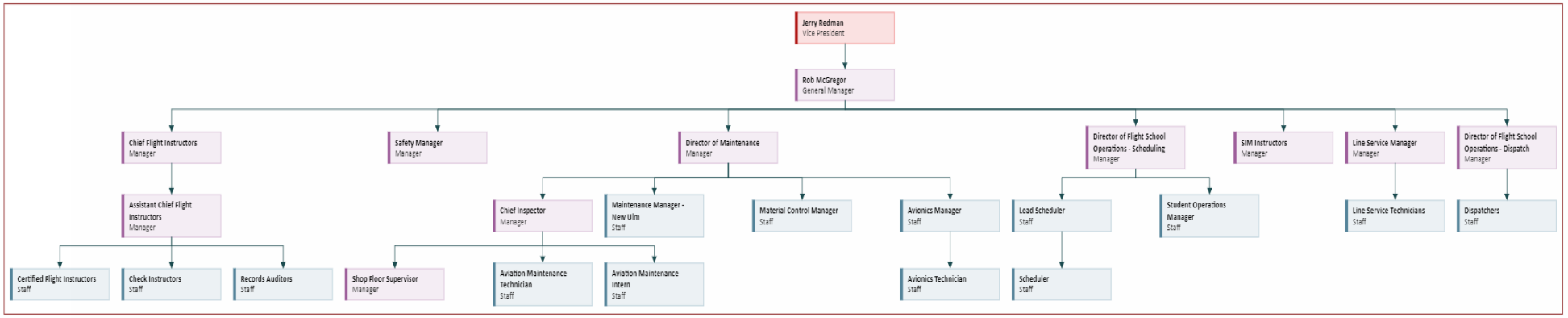
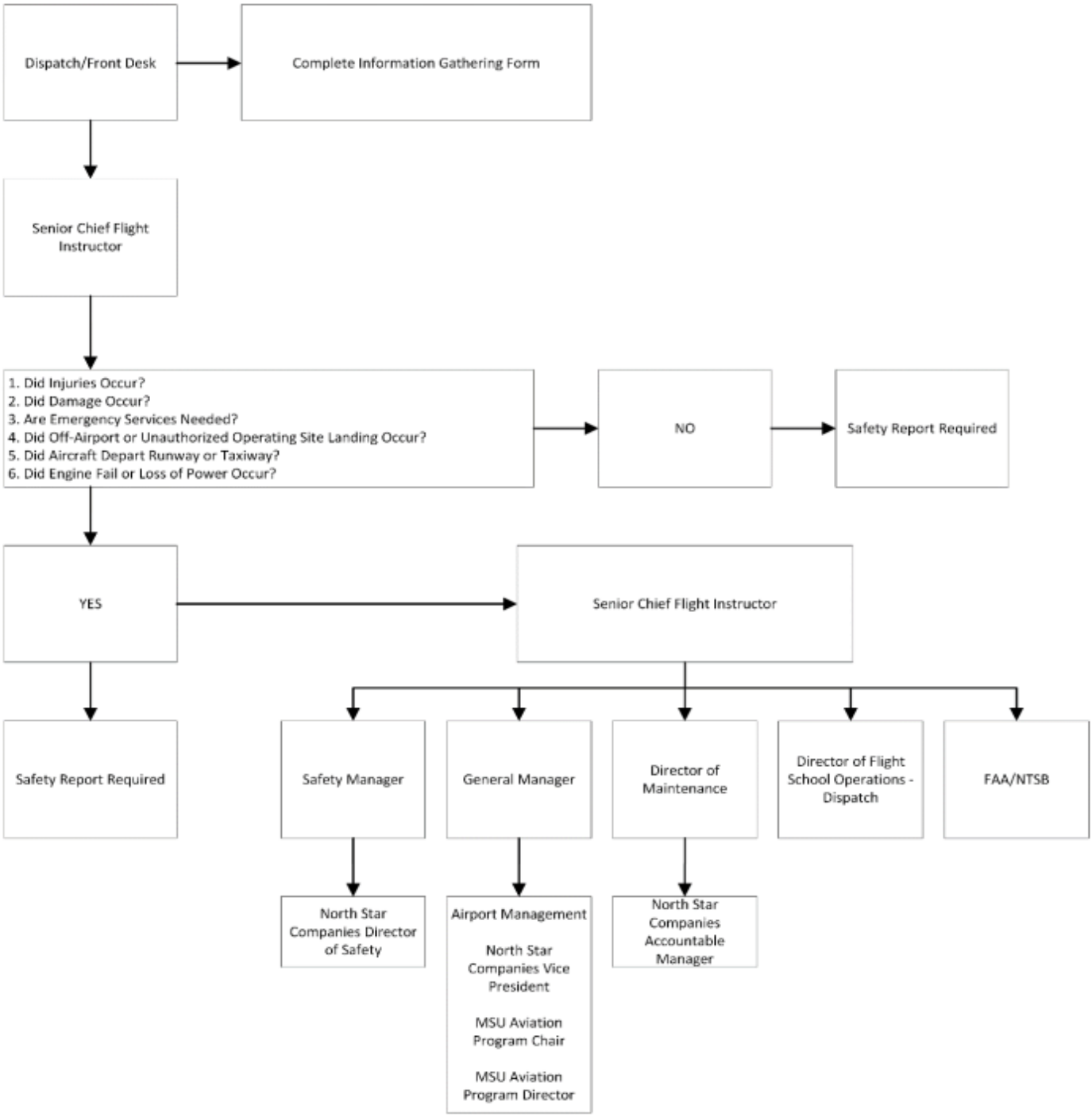
Email jeffery.peterson-2@mnsu.edu

Cody Howe
Phone (507)389-1825
Email cody.howe.2@mnsu.edu

COMPANY FLOW CHART



Mankato Emergency Ops Flow Chart



APPENDIX B – Documents and Forms

Check ride/ACR Request Form

This form follows multiple steps to ensure the applicant is ready for his/her checkride/ACR appointment, and each step must be followed before the next one can be started. After all steps have been completed, this form will be given to the Chief Dispatcher for scheduling. The top portion of the Form will be typed out.

Applicant Name: _____ Email: _____
Date: _____ Aircraft Requested: _____
Phone #: _____ FTN: _____
Pilot Cert #: _____
Knowledge Test(s) ID #: _____ Checkride Type: _____

Instructor:

- **Complete Form 8710-1** (IACRA.faa.gov)
  - A Chief/Asst. Chief Instructor must associate the curriculum before the instructor can sign.
  - For Private students, the date of recommending endorsements must match the date the 8710 is signed.
- **Verify student has and instruct them to bring the following documents:**
  - Photo ID
  - Current Pilot Certificate (Address must match ID)
  - Current Medical
  - ***Original*** Knowledge Test Report
  - Pilot Logbook
  - Check ride endorsements
  - Current solo endorsement if applicable
  - Letter of discontinuance/disapproval (if applicable)

Name:_____CFI #:_____Cell #:_____

Signature: _____Date: _____

Chief/Asst. Chief Flight Instructor:

- **Form 8710-1** (IACRA.faa.gov)
  - Associate curriculum
  - Associate and sign for Instrument students
- **Graduation Certificate** (Date Must Match 8710)
  - Add statement and graduate in Talon **AND** Paperless (if applicable)
  - Print/sign a copy of the certificate (Must give to the student to bring to the check ride)
- **ACR Records**
  - Aircraft: _____
  - Ground Time: _____
  - Flight Time: _____

Signature: _____ Date: _____

Chief Dispatcher:

- **Ensure appropriate signatures have been received**
- **Schedule student for Check ride/ACR Appointment**

Overnight or Extended Cross Country Flight Request Form

**Must be filled out if:

1) Total distance greater than 325nm (excluding commercial lesson 17 and 55) or
2) If the intended flight is past 2am, or
3) Combined cross country lesson for an excess of 325nm

PIC's Name _____

PIC's Cell Phone Number _____

Flight Instructor's Name _____

TCO and Lesson Number(s) intending to fly _____

Requirements of Lesson (NM distance, flight conditions, time, type, and number of approaches) _____

_____

Attached Documents/Pre-Flight Preparation:

- Weight and Balance (signature of asst. chief if carrying passengers)
- Passenger Waiver if applicable
- Weather Briefing
- NOTAMs
- Verify self-service fuel operative at time of arrival
- Verify hangar space if needed

Departure Date and Time_____ Return Date and Time_____

Route of Flight + Fuel Stops: (MOAs, TFRs) _____

Airport ID	FBO Name	FBO Hours	Fuel Price	FBO Phone Number	Approaches
1.					
2.					
3.					
4.					
5.					
6.					

**If more space is needed utilize back of form

Arrangements to pre-brief route including overnight stay must be made at least one week prior to the intended day of departure

Chief/Asst. Chief Signature _____

North Star
AVIATION
3030 Airport Road, N.
Mankato, MN 56001
Flymankato.com

Transfer Credit Record (examining authority)

Where to find this Form: This Transfer Credit Record form will be kept in its current revised state in both NSA's Flight Operations Manual, and in it's Electronic Signatures, Electronic Recordkeeping, Electronic Manuals Policies and Procedures.

Instructions for Use: This form will be used to comply with 14 CFR Part 141.67(b) when a student transfers into an **examining authority part 141 course**. After receiving the previous school training records, a Chief Flight Instructor will print the records, and attach this form to the front. While training record formats from other Part 141 schools vary greatly, this form will remain standard at NSA, and revisions will be noted in the footer of this document. The test required by Part 141.67(b)(2) may be done by any CFI at NSA, and after its completion a Chief Flight Instructor will determine credit to be awarded. Lessons to be credited will be "omitted" from Talon, and the credit will be marked in the applicable "Course Minimums" section of a student's Talon account.

Date:

Student Name:

School Transferred From:

Hours Flown in Past Part 141 course:

Total:	_____	Hood/Actual:	_____
Solo:	_____	Simulator:	_____
Dual:	_____	Cross Country >50nm:	_____
ASEL:	_____	Pre/Post:	_____
AMEL:	_____		

Remarks:

NSA Course Transferring into:

Test conducted on lessons:_____by (CFI name):_____

Lessons to be credited:

Total hours to be credited:

Chief Flight Instructor Signature:_____

North Star
AVIATION
3030 Airport Road, N.
Mankato, MN 56001
Flymankato.com

Transfer Credit Record (non-examining authority)

Where to find this Form: This Transfer Credit Record form will be kept in it's current revised state in both NSA's Flight Operations Manual, and in it's Electronic Signatures, Electronic Recordkeeping, Electronic Manuals Policies and Procedures.

Instructions for Use: This form will be used to comply with 14 CFR Part 141.77(c) when a student transfers into a **non-examining authority part 141 course**. After receiving the previous school training records, a Chief Flight Instructor will print the records, and attach this form to the front. While training record formats from other schools vary greatly, this form will remain standard at NSA, and revisions will be noted in the footer of this document. The test required by Part 141.77(c) may be done by any CFI at NSA, and after its completion a Chief Flight Instructor will determine credit to be awarded. Lessons to be credited will be "omitted" from Talon, and the credit will be marked in the applicable "Course Minimums" section of a student's Talon account.

Date:

Student Name:

School Transferred From:

Hours Flown in Past Training course:

Total:	_____	Hood/Actual:	_____
Solo:	_____	Simulator:	_____
Dual:	_____	Cross Country >50nm:	_____
ASEL:	_____	Pre/Post:	_____
AMEL:	_____		

Remarks:

NSA Course Transferring into:

Test conducted on lessons:_____by (CFI name):_____

Lessons to be credited:

Total hours to be credited:

Chief Flight Instructor Signature:_____

3030 Airport RD N, Mankato, MN 56001

North Star Aviation Drug & Alcohol-Free Workplace Policy

North Star Aviation has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of North Star Aviation students and employees and to the security of the company's equipment and facilities. For these reasons, North Star Aviation is committed to the elimination of drug and alcohol use and abuse in the workplace on Company and City of Mankato premises. Company and City of Mankato premises include all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by North Star Aviation or any site on which the company is conducting business. North Star Aviation and its employees and students will follow the procedures listed in the "DOT/ FAA Mandated Drug and Alcohol Testing Policy" and abide by the City of Mankato Ordinance Sec. 9.74.- Consumption and /or Possession of Open Containers of Alcoholic Beverages.

In the instance of a Company sponsored event in which alcohol is permitted the alcohol will be provided by the Company. The approval for alcoholic beverages at a company sponsored event will come from management. Management includes the General Manager, Vice- President, or Owners. The employee or student is solely responsible for their choices and behavior regarding the consumption of alcohol. Employees and students are expected to act appropriately, professionally, and in compliance with all state laws and company policies when consuming alcohol at a company sponsored event."

Unless the failure to do so would violate federal law or regulations or cause North Star Companies to lose a monetary or licensing-related benefit, North Star Aviation will not discriminate against a student in hiring, termination, or any term or condition of employment, or otherwise penalize a person based upon a person's status as a patient enrolled in the medical cannabis registry programs authorized by Minnesota statute. Students are still prohibited from using, possessing, or being impaired by medical cannabis when the student is enrolled in a North Star Aviation flight lab. The following students may be subject to drug testing:

- Job applicants: North Star Aviation may require that all applicants who have received conditional offers of employment for a particular position to undergo testing. If the offer of conditional employment is subsequently withdrawn based upon testing results, Aviation will notify the applicant of the reason for the withdrawal.
- Reasonable Suspicion Testing: North Star Aviation may require a student to undergo testing when it reasonably suspects that the student:
    - Is under the influence of drugs or alcohol;
    - Is in violation of written rules prohibiting drug and alcohol use;
- Post-Accident Testing: North Star Companies will require a student to undergo testing if they
    - Have sustained or caused another employee or student to sustain personal injury; or
    - Have caused an accident or was operating or helping to operate machinery, equipment, or vehicles involved in an accident.
- Random Testing
    - If the student is enrolled in a University Flight Training Program, North Star Aviation will comply with the University's policy regarding random drug testing.
    - If the student is selected for a random drug test, the student agrees to have these results shared with North Star Aviation.

By signing below, I fully understand and agree to comply with the North Star Aviation Drug and Alcohol-Free

X _____

Employee/Student Date

APPENDIX C – TSA STUDENT TRAINING DOCUMENT REQUIREMENTS

US Citizenship Verification

NSA must verify the original documents of every student before they begin training. TSA requires NSA to maintain a copy of citizenship records for 5 years. The following documents may be used to prove US Citizenship:

1) Original birth certificate of the United States, American Samoa, or Swains Island, and government-issued picture ID.
2) Original certification of birth abroad with raised seal (Form FS-545 or DS-1350) and government-issued picture ID.
3) Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561), or a Certificate of Repatriation (Form N-581), and government-issued picture ID.
4) Original U.S. Naturalization Certificate with raised seal (Form N-550 or N-570) and a government issued picture ID.

TSA Flight Training Security Program Procedures

Under the flight training security regulation, if you are not a U.S. citizen or U.S. national, you are a candidate and must apply for a security threat assessment (STA) and receive a Determination of Eligibility before you can take flight training. Lawful permanent residents, asylum seekers (asylees), parolees, and refugees are considered candidates. More information can be found in the 'About the Regulation' document on the FTSP website (https://www.fts.tsa.dhs.gov/home).

As a candidate for flight training, you must:

1. Create a new account on the FTSP Portal or use your current account. This account is permanent and you will continue to use it as long as you train. Register an FTSP account.
2. Apply for your security threat assessment (STA) on this portal. Follow the instructions on the application. Save your application and return to it as often as needed.
3. Select a flight training provider through this portal, after you receive a Determination of Eligibility.
4. Keep your account information current to maintain your Determination of Eligibility.

The steps to follow in the process of applying for a Security Threat Assessment (STA) are:

1. Open an account by visiting https://www.fts.tsa.dhs.gov/home. Select "Register Options" at the top of the page, then "Candidate Portal." See Register an Account for more information.
2. Complete the online STA application. Fill in all biographic information and upload all specified document images.
3. Pay the fee. Use Pay.gov (accessed through this portal) to pay the fee for TSA to conduct your STA.
4. Obtain and submit fingerprints. Follow emailed instructions to obtain and submit

fingerprints through a TSA-accepted collector. Do not get fingerprinted until you receive the fingerprint instructions email.

5. Track the status of your STA application. Monitor your emails. TSA only communicates with you through email.

6. You will receive a Determination of Eligibility if your STA is approved. This STA is valid for 5 years. You may complete multiple training events with one valid STA within those 5 years.

7. Keep your account information current. TSA conducts continuous vetting of persons who receive a Determination of Eligibility. If your personal information becomes out of date, or your qualifying documents expire, your Determination of Eligibility could be suspended or canceled.

Once you receive your Determination of Eligibility, the following must be completed before completing your first lesson:

1. Choose a flight training provider (North Star Aviation). The portal allows you to choose providers by location (Mankato, MN). This is the only way you can initiate flight training.

2. A training event must be created for you that corresponds to your current training (Private, Instrument, Commercial, etc.). This will be completed by the Safety Manager and communicated to your assigned instructor and scheduler.

3. Your instructor will take a photo of you at your first lesson. The Safety Manager will upload the photo to your training event on the FTSP portal. This is a requirement from TSA and needs to be completed within 5 business days of your first lesson.

When your training event is completed, the Safety Manager will close out the training event. A new training event must be created for you to begin your next training (Instrument, Commercial) or recurrent training. A new photo will be taken at the first lesson and uploaded to the corresponding training event.

If your STA is set to expire before completing a training event, a new application should be submitted at least 30 days prior to the expiration of the STA. This will prevent excessive delays in training due to processing time.

For more information, visit https://www.fts.tsa.dhs.gov/home and access the documents under the FAQs and User Guides tabs at the top of the page. Any additional questions can be sent to Amanda Kruse at akruse@flymankato.com.

APPENDIX D—STUDENT TRAINING RECORD CERTIFCATION

North Star Aviation, Inc.
Student Training Record Certification

This document sets forth North Star Aviation's student training record certification process, as required by 14 CFR 141.85:

> *§141.85 Chief instructor responsibilities.*
> *(a) A chief instructor designated for a pilot school or provisional pilot school is responsible for:*
> *(1) Certifying each student's training record, graduation certificate, stage check and end-of-course test reports, and recommendation for course completion, unless the duties are delegated by the chief instructor to an assistant chief instructor or recommending instructor;*

As specified below the responsibilities identified in 141.85 (a)(1) are delegated, in part, to the Assistant Chief Instructor and/or Recommending Instructor. Stage check pilots and the Chief Dispatcher (and Assistant Chief Dispatcher, if applicable) also play an important role in record certification. This process is designed to ensure that 100% of all student training records receive thorough audits before final certification is made by the Chief or Assistant Chief Instructor.

Intermediate Stage Checks (Private Stage 1; Instrument Stage 1; Commercial Stages 1 and 2 MEI Stage 1)

Recommending Instructor: During a portion of the pre/post ground lesson immediately preceding an intermediate stage check (e.g., Private Lesson 18) the recommending instructor, with his/her student present, will run the appropriate auditing checklist and resolve all errors. Once the ground lesson is complete and the student's training record has been audited with all errors resolved the recommending instructor will award the appropriate "Qualification" in Talon. The Qualification will contain the following statement, and it will require the instructor to sign it:

> *"I have audited all lessons for TCO compliance using North Star Aviation's [Course Name and Stage (e.g., Private Pilot Stage One)] auditing checklist."*

The recommending instructor will enter their PIN certifying the above statement. This process informs those reviewing a student's training record that at least one audit was previously completed for the stage. Additionally, the instructor will complete a Stage Check Request Form (Appendix B) and submit it to the Chief Dispatcher.

NSA treats this statement, and the PIN attached as an instructor endorsement. DO NOT award it until the audit has been completed and errors have been fixed.

Lead Auditor: The instructor will notify the lead auditor upon student's satisfactory completion of designated lessons. The lead auditor will add the student's name to the audit and scheduling file. Auditors 1 and 2 will perform audits in submission order. The lead auditor finalizes the audit, sending an action email to the primary instructor, student, auditor, and appropriate assistant chiefs. The instructor and student must fix identified issues or provide a plan to fix within 4 business days. The instructor notifies the lead auditor after errors are fixed. For intermediate audits, if accurate, the auditor schedules a stage check; if inaccurate, the lead auditor notifies the instructor, student, and assistant chief. For end of course audits, the lead auditor verifies fixes and determines whether to initiate the chief graduation audit or follow up on unresolved issues. Assistant chiefs conduct the final audit then schedule the stage check. Upon passing the end of course audit, the chief or assistant chief graduates the student from the TCO.

Final Stage Checks (Private Stage 2; Instrument Stage 2; Commercial Stage 3)

Recommending Instructor: During a portion of the pre/post ground lesson immediately preceding a final stage check (e.g., Private Lesson 35) the recommending instructor, with his/her student present, will run the appropriate auditing checklist and resolve all errors. Once the ground lesson is complete and the student's training record has been audited with all errors resolved the recommending instructor will award the appropriate currency containing the following statement:

> *"I have audited all lessons for TCO compliance using North Star Aviation's [Course Name and Stage (e.g., Private Pilot Stage Two)] auditing checklist."*

The recommending instructor will enter their PIN certifying the above statement. This process informs those reviewing a student's training record that at least one audit was previously completed for the stage. Additionally, the instructor will complete a Stage Check Request Form (Appendix B) and submit it to the Chief Dispatcher.

Chief Dispatcher: Once the recommending instructor completes his/her audit the Chief Dispatcher will conduct a second audit or delegate this responsibility to the Assistant Chief Dispatcher (if applicable) or a stage check pilot (including the Assistant Chief Instructor.) Delegation may be required to avoid a backlog of stage check requests and to share the workload. The purpose of this second step is to ensure two audits are performed for every final stage. A second "Qualification" will be awarded following the procedures outlined above for the recommending instructor (i.e. awarding the appropriate Qualification and entering their PIN). This process informs those reviewing a student's training record that at least two audits were previously completed for the stage. If these Qualifications are not awarded, Talon will not allow the stage check to be scheduled.

Stage Check and End of Course Audit Checklists

Private Pilot Stage One:

Private Stage 1 audited by Instructor ❑

Student Name: _____ Audited by: _____ Date: _____

Addresses:

❑ Student information up to date (phone number and email)

Currencies: Add the currency then upload the document to the currency

❑ Terms of Agreement (in SharePoint)- new one for each semester (make sure they are accurate dates)

❑ Government Photo ID (make sure both date of issued and expired are accurate)

- For passports, make sure both date of issued and expired are accurate and that it has a signature.
- For a Driver's License, make sure the address is the current address.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Medical (make sure they are accurate dates)

- Airmen's Signature
- AME's Signature
- No lamination

❑ Citizenship (birth certificate or passport for international students)

- For passports, make sure both date of issued and expired are accurate and that it has a signature.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Student Pilot Cert

❑ 90-day solo Endorsement (make sure they are accurate dates)

❑ TSA End PVT- Safety Manager will enter for international students

Grade sheet Changes (in the student's profile tab)

❑ No open activities

Qualifications: enter the qualification with the date awarded matching the date on the document. Upload the document under the qualification.

❑ PVT Enrollment Cert (Date of the **Ground lesson 1**)

Documents:

❑ pre-solo open and closed written test

❑ FOM test

Logbooks:

❑ Total up with pilot's signature

❑ Endorsements

❑ IE verification of correct times (Pilot's signature)

❑ At the end of the AUDIT enter qualification- PVT Stage1 INST

Private Stage One Checklist:

Private 9F Lessons done on 5/29/24 and after	Line items "S"	Comments	Minimum number of Landings logged		Additional Requirements	
Lesson 1 Ground	☐	☐				
Lesson 2 Ground	☐	☐				
Lesson 3 Flight	☐	☐				
Lesson 4 Flight	☐	☐				
Lesson 5 Flight	☐	☐				
Lesson 6 Flight	☐	☐				
Lesson 7 Ground	☐	☐				
Lesson 8 Flight	☐	☐	1(Student pattern and landing)	☐		
Lesson 9 Flight	☐	☐	1(Student pattern and landing)	☐		
Lesson 10 Flight	☐	☐	1(Student pattern and landing)	☐		
Lesson 11 Ground	☐	☐				
Lesson 12 Sim	☐	☐				
Lesson 13 Flight	☐	☐	1(Full stop taxi back, stop and go, or touch and go)	☐		
Lesson 14 Flight	☐	☐	1(Full stop taxi back)	☐		
Lesson 15 Flight	☐	☐	1(Full stop taxi back)	☐		
Lesson 16 Flight	☐	☐	1	☐		
Lesson 17 Flight	☐	☐	2(Normal and emergency)	☐		
Lesson 18 Ground	☐	☐				
Lesson 19 Stage 1	☐	☐	2(Normal and emergency)	☐		

Private Pilot Stage Two:

Private Stage 2 audited by Instructor ❑

Student Name: _____ Audited by: _____ Date: _____

Addresses:

❑ Student information up to date (phone number and email)

Currencies: Add the currency then upload the document to the currency

❑ Terms of Agreement (in SharePoint)- new one for each semester (ensure they are accurate dates)

❑ Government Photo ID (ensure both date of issued and expired are accurate)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
- For Driver's License, ensure the address is the current address.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Medical (ensure they are accurate dates)

- Airmen's Signature
- AME's Signature
- No lamination

❑ Citizenship (birth certificate or passport for international students)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Student Pilot Cert

❑ 90-day solo Endorsement (ensure they are accurate dates)

❑ Solo destination Endorsement

❑ Initial Solo Cross Country Endorsement

❑ TSA End PVT- Safety Manager will enter for international students

Grade sheet Changes (in the student's profile tab)

❑ No open activities

Qualifications: enter the qualification with the date awarded matching the date on the document. Upload the document under the qualification.

❑ PVT Enrollment Cert (Date of the **Ground lesson 1**)

❑ PVT Ground School

❑ Exam scores are in

Documents:

❑ Current FAA Written Test

❑ pre-solo open and closed written test

❑ FOM test

Logbooks:

❑ Total up with pilot's signature

❑ Endorsements

❑ IE verification of correct times (Pilot's signature)

❑ At the end of the AUDIT enter qualification- PVT Stage2 INST

Private Stage Two Checklist:

Private 9F Lessons done on 5/29/24 and after	Line items "S"	Comments	Minimum number of Landings logged		Additional Requirements	
Lesson 1 Ground	☐	☐				
Lesson 2 Ground	☐	☐				
Lesson 3 Flight	☐	☐				
Lesson 4 Flight	☐	☐				
Lesson 5 Flight	☐	☐				
Lesson 6 Flight	☐	☐				
Lesson 7 Ground	☐	☐				
Lesson 8 Flight	☐	☐	1(Student pattern and landing)	☐		
Lesson 9 Flight	☐	☐	1(Student pattern and landing)	☐		
Lesson 10 Flight	☐	☐	1(Student pattern and landing)	☐		
Lesson 11 Ground	☐	☐				
Lesson 12 Sim	☐	☐				
Lesson 13 Flight	☐	☐	1(Full stop taxi back, stop and go, or touch and go)	☐		
Lesson 14 Flight	☐	☐	1(Full stop taxi back)	☐		
Lesson 15 Flight	☐	☐	1(Full stop taxi back)	☐		
Lesson 16 Flight	☐	☐	1	☐		
Lesson 17 Flight	☐	☐	2(Normal and emergency)	☐		
Lesson 18 Ground	☐	☐				
Lesson 19 Stage 1	☐	☐	2(Normal and emergency)	☐		
Lesson 20 Ground	☐	☐				
Lesson 21 Flight	☐	☐	2	☐	Instrument time	☐
Lesson 22 Flight	☐	☐	2	☐	Instrument time	☐
Lesson 23 Flight	☐	☐	2	☐		
Lesson 24 Ground	☐	☐				
Lesson 25 Flight	☐	☐	2	☐	- Instrument time. - Destination airports/ distances under comments. - One leg more than 50NM.	☐
Lesson 26 Flight	☐	☐	3	☐		
Lesson 28 Flight	☐	☐	**10 night landings**	☐	**- Instrument time. - Destination airports/ distances under comments. - Night cross country more than 100Nm total distance with 3 hours night**	☐
Lesson 29 Flight	☐	☐	**3**	☐	**- Destination airports/ distances under comments. - 100 nautical miles cross country flight with landings at a minimum of three points and one leg more than 50NM between the takeoff and landing locations. -Three takeoffs and landings with full stop, in the pattern at an airport with an operating control tower. *(This could be done in Lesson 30).***	☐
Lesson 30 Flight	☐	☐	**3**	☐	**- Destination airports/ distances under comments. - Can be used to meet the requirements of lesson 29**	☐
Lesson 31 Flight	☐	☐	3	☐	Instrument time	☐
Lesson 32 Flight	☐	☐	3	☐		
Lesson 33 Flight	☐	☐	3	☐	Instrument time	☐
Lesson 34 Flight	☐	☐	3	☐	Instrument time	☐
Lesson 35 Ground	☐	☐				
Lesson 36 Stage 2	☐	☐	3	☐	Instrument time	☐

Notes:
Lesson 28 flight: Per **FAR 141** Appendix B total cross country distance must be greater than 100NM, total night time must be at least 3.0 hours, and total patterns and landings to a full stop must be at least 10. This lesson may be repeated until the 3.0 hour and 10 pattern and landing requirements are met.
Lesson 29&30 flight: **Per FAR 141** Appendix B para. 5(a)(1), total distance must be at least 100NM (one segment greater than 50NM) with landings at three or more points.
Per FAR 141 Appendix B para. 5(a)(2), the student must perform 3 solo patterns and landings at a tower-controlled airport.

Instrument Stage One:

Instrument Stage 1 audited by Instructor ❑

Student Name: _____ Audited by: _____ Date: _____

Addresses:

❑ Student information up to date (phone number and email)

Currencies: Add the currency then upload the document to the currency

❑ Terms of Agreement (in SharePoint)- new one for each semester (ensure they are accurate dates)

❑ Government Photo ID (ensure both date of issued and expired are accurate)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
- For Driver's License, ensure the address is the current address.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Medical (ensure they are accurate dates)

- Airmen's Signature
- AME's Signature
- No lamination

❑ Citizenship (birth certificate or passport for international students)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Private Grad Cert (Part 141 only)

❑ BFR (date of private pilot check-ride)

❑ TSA End INST- Safety Manager will enter for international students

Grade sheet Changes (in the student's profile tab)

❑ No open activities

Qualifications: enter the qualification with the date awarded matching the date on the document. Upload the document under the qualification.

❑ PVT Pilot ASEL

❑ INST Enrollment Cert (Current Revision)

Documents:

❑ Instrument Basic Exam

❑ FOM test (this is repeated in instrument training)

Logbooks:

❑ Total up with pilot's signature

❑ Endorsements

❑ IE verification of correct times (Pilot's signature)

❑ At the end of the AUDIT enter qualification- INST Stage1 INST

Instrument Stage One Checklist:

Instrument 9F Lessons done on 5/29/24 and after	All Line Items "S"	Comments	Instrument time logged	Miminum number of required Landings		Number of Approaches (Comments and Pilot Log)		Additional Requirements	
Lesson 1 Ground	☐	☐							
Lesson 2 Flight	☐	☐	☐	1	☐				
Lesson 3 Flight	☐	☐	☐	1	☐				
Lesson 4 Flight	☐	☐	☐	1	☐				
Lesson 5 Ground	☐	☐							
Lesson 6 Sim	☐	☐	☐						
Lesson 7 Flight	☐	☐	☐	1	☐				
Lesson 8 Flight	☐	☐	☐	1	☐				
Lesson 9 Ground	☐	☐							
Lesson 10 Sim	☐	☐	☐			4(2 VOR and 2 GPS)	☐		
Lesson 11 Flight	☐	☐	☐	1(Straight into land)	☐	2(VOR and GPS)	☐		
Lesson 12 Flight	☐	☐	☐	1	☐	1 VOR	☐		
Lesson 13 Flight	☐	☐	☐	1	☐	1 GPS	☐		
Lesson 14 Ground	☐	☐							
Lesson 15 Stage 1	☐	☐	☐	1(Landing form an approach)	☐	1 VOR or GPS	☐		

Instrument Stage Two:

Instrument Stage 2 audited by Instructor ❑
Student Name: _____ Audited by: _____ Date: _____

Addresses:

❑ Student information up to date (phone number and email)

Currencies: Add the currency then upload the document to the currency

❑ Terms of Agreement (in SharePoint)- new one for each semester (ensure they are accurate dates)

❑ Government Photo ID (ensure both date of issued and expired are accurate)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
- For Driver's License, ensure the address is the current address.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Medical (ensure they are accurate dates)

- Airmen's Signature
- AME's Signature
- No lamination

❑ Citizenship (birth certificate or passport for international students)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Private Grad Cert (Part 141 only)

❑ BFR (date of private pilot check-ride)

❑ TSA End INST- Safety Manager will enter for international students

Grade sheet Changes (in the student's profile tab)

❑ No open activities

Qualifications: enter the qualification with the date awarded matching the date on the document. Upload the document under the qualification.

❑ PVT Pilot ASEL

❑ INST Enrollment Cert (Current Revision)

❑ INST Ground School

❑ Exam scores are in

Documents:

❑ Instrument Basic Exam

❑ Current FAA Written Test

❑ FOM test (this is repeated in instrument training)

Logbooks:

❑ Total up with pilot's signature

❑ Endorsements

❑ IE verification of correct times (Pilot's signature)

❑ At the end of the AUDIT enter qualification- INST Stage2 INST

Instrument Stage Two Checklist:

Instrument 9F Lessons done on 5/29/24 and after	All Line Items "S"	Comments	Instrument time logged	Miminum number of required Landings		Number of Approaches (Comments and Pilot Log)		Additional Requirements	
Lesson 1 Ground	☐	☐							
Lesson 2 Flight	☐	☐	☐	1	☐				
Lesson 3 Flight	☐	☐	☐	1	☐				
Lesson 4 Flight	☐	☐	☐	1	☐				
Lesson 5 Ground	☐	☐							
Lesson 6 Sim	☐	☐	☐						
Lesson 7 Flight	☐	☐	☐	1	☐				
Lesson 8 Flight	☐	☐	☐	1	☐				
Lesson 9 Ground	☐	☐							
Lesson 10 Sim	☐	☐	☐			4(2 VOR and 2 GPS)	☐		
Lesson 11 Flight	☐	☐	☐	1(Straight into land)	☐	2(VOR and GPS)	☐		
Lesson 12 Flight	☐	☐	☐	1	☐	1 VOR	☐		
Lesson 13 Flight	☐	☐	☐	1	☐	1 GPS	☐		
Lesson 14 Ground	☐	☐							
Lesson 15 Stage 1	☐	☐	☐	1(Landing form an approach)	☐	1 VOR or GPS	☐		
Lesson 16 Ground	☐	☐							
Lesson 17 Sim	☐	☐	☐			2(ILS and LOC BC)	☐		
Lesson 18 Flight	☐	☐	☐	1 landing (Straight into land) "Straight into land" is mandatory. However, due to Talon error, says optional. If "Circle to land" line item is "S", There has to be 2 landings or more.	☐	2 (ILS and LOC)	☐		
Lesson 19 Ground	☐	☐							
Lesson 20 Sim	☐	☐	☐			3(ILS, GPS, and VOR)	☐		
Lesson 21 Flight	☐	☐	☐	2	☐	3(Prec, Non-Prec, and additional)	☐		
Lesson 22 Flight	☐	☐	☐	1 Number must match number of optional line items that requires landings. (Optional line items are: "Circle to land", and "Straight into land")	☐	2(LOC and ILS)	☐		
Lesson 23 Sim	☐	☐	☐			2(Prec and Non-Prec)	☐		
Lesson 24 Ground	☐	☐							
Lesson 25 Flight	☐	☐	☐	2	☐	3(Prec, Non-Prec, and Additional)	☐	X/C to towered airport	☐
Lesson 26 Sim	☐	☐	☐			3(Prec, Non-Prec and ASR)	☐		
Lesson 27 Flight	☐	☐	☐	2	☐	3(Prec, Non-Prec, and additional)	☐		
Lesson 28 Flight	☐	☐	☐	**2**	☐	**3 different kinds of approaches at intended airports(ILS,VOR/LOC, GPS) *ASR Approach does not count**	☐	**IFR XC 250NM, One 100NM Straight line**	☐
Lesson 29 Flight	☐	☐	☐	1 Number must match number of optional line items that requires landings. (Optional line items are: "Circle to land", and "Straight into land")	☐	3(Prec, Non-Prec, and additional)	☐		
Lesson 30 Sim	☐	☐	☐			3(GPS, VOR, and ILS)	☐		
Lesson 31 Flight	☐	☐	☐	1	☐	2(Prec, and Non-Prec). If "additional Approach" is graded "S", there must be more than 3 approaches	☐		
Lesson 32 Ground	☐	☐							
Lesson 33 Stage 2	☐	☐	☐	1	☐	3(Precision and two non prec)	☐		

Notes: Lesson 28 cross country lesson meets or exceeds 14 CFR 141 Appendix C, 4(c)(1)(i-iv), which requires a cross country flight performed under IFR consisting of a distanceof at least 250 nautical miles along airways or ATC-directed routing, and with one segment of the flight consisting of at least a straight-line distance of 100 nautical miles between airports. At least one instrument approach will be flown at each airport, and at least 3 different kinds of approaches with the use of navigation system

Commercial Stage One:

Commercial Stage 1 audited by Instructor ❑
Student Name: _____ Audited by: _____ Date: _____

Addresses:

❑ Student information up to date (phone number and email)

Currencies: Add the currency then upload the document to the currency

❑ Terms of Agreement (in SharePoint)- new one for each semester (ensure they are accurate dates)

❑ Government Photo ID (ensure both date of issued and expired are accurate)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
- For Driver's License, ensure the address is the current address.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Medical (ensure they are accurate dates)

- Airmen's Signature
- AME's Signature
- No lamination

❑ Citizenship (birth certificate or passport for international students)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Instrument Grad Cert

❑ BFR (date of ACR on the certificate)

❑ TSA End COMM- Safety Manager will enter for international students

Grade sheet Changes (in the student's profile tab)

❑ No open activities

Qualifications: enter the qualification with the date awarded matching the date on the document. Upload the document under the qualification.

❑PVT Pilot ASEL (front of certificate)

❑ Instrument Rated (back of certificate)

❑ COM Enrollment Cert

Logbooks:

❑ Total up with pilot's signature

❑ Endorsements

❑ IE verification of correct times (Pilot's signature)

*Note: Students who progress quickly through stage 1 and 2 need to ensure total time requirements are watched closely to not end up short at the end of course. Students must do 120 total hours at the end of the Commercial course. (If a student does not meet time requirements they will need to do so in the Seminole)

❑ At the end of the AUDIT enter qualification- COMM Stage1 INST

Commercial Stage One Checklist:

COMMERCIAL 8F Lessons done on 5/29/24 and after	All Line Items "S"	Comments	Instrument time logged	Minimum number of Landings logged		Minimum number of Approaches (Comments and Pilot Log)		Additional Requirements	
Lesson 1 Ground	☐	☐							
Lesson 2 Flight	☐	☐		3 night landings	☐				
Lesson 3 Sim	☐	☐	☐			3(Prec, Non-Prec, Addtional)	☐		
Lesson 4 Ground	☐	☐							
Lesson 5 Flight	☐	☐	☐	2	☐	2(Prec, and Non-Prec)	☐		
Lesson 6 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2 landings total with one night landing	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐	At least 2 hours night.	☐
Lesson 7 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 8 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 9 Flight	☐	☐	☐	2	☐	3(Prec, Non-Prec, Addtional)	☐	1 leg >50NM.	☐
Lesson 10 Sim	☐	☐	☐			3(Prec, Non-Prec, Addtional)	☐		
Lesson 11 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 12 Flight	☐	☐	☐	2	☐	3(Prec, Non-Prec, Addtional)	☐	- 1 leg >100NM; 2 legs >50NM. -2.0 inst time	☐
Lesson 13 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 14 Flight	☐	☐	☐	2	☐	3(Prec, Non-Prec, Addtional)	☐	3.0 inst time	☐
Lesson 15 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 16 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 17 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	3	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐	- One leg at least 250NM, 3 points of landing.	☐
Lesson 18 Flight	☐	☐		2	☐				
Lesson 19 Flight	☐	☐		3	☐			One leg at least 100NM, 3 point of landing.	☐
Lesson 20 Ground	☐	☐							

Commercial Stage Two:

Commercial Stage 2 audited by Instructor ❑

Student Name: _____ Audited by: _____ Date: _____

Addresses:

❑ Student information up to date (phone number and email)

Currencies: Add the currency then upload the document to the currency

❑ Terms of Agreement (in SharePoint)- new one for each semester (ensure they are accurate dates)

❑ Government Photo ID (ensure both date of issued and expired are accurate)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
- For Driver's License, ensure the address is the current address.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Medical (ensure they are accurate dates)

- Airmen's Signature
- AME's Signature
- No lamination

❑ Citizenship (birth certificate or passport for international students)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Instrument Grad Cert

❑ BFR (date of ACR on the certificate)

❑ TSA End COMM- Safety Manager will enter for international students

Grade sheet Changes (in the student's profile tab)

❑ No open activities

Qualifications: enter the qualification with the date awarded matching the date on the document. Upload the document under the qualification.

❑PVT Pilot ASEL (front of certificate)

❑ Instrument Rated (back of certificate)

❑ COM Enrollment Cert

Logbooks:

❑ Total up with pilot's signature

❑ Endorsements

❑ IE verification of correct times (Pilot's signature)

*Note: Students who progress quickly through stage 1 and 2 need to ensure total time requirements are watched closely to not end up short at the end of
course. Students must have 120 total hours at the end of the Commercial course. (If a student does not meet time requirements they will need to do so in the
Seminole)

❑ At the end of the AUDIT enter qualification- COMM Stage2 INST

Commercial Stage Two Checklist:

COMMERCIAL 8F Lessons done on 5/29/24 and after	All Line Items "S"	Comments	Instrument time logged	Minimum number of Landings logged		Minimum number of Approaches (Comments and Pilot Log)		Additional Requirements	
Lesson 1 Ground	☐	☐							
Lesson 2 Flight	☐	☐		3 night landings	☐				
Lesson 3 Sim	☐	☐	☐			3(Prec, Non-Prec, Addtional)	☐		
Lesson 4 Ground	☐	☐							
Lesson 5 Flight	☐	☐	☐	2	☐	2(Prec, and Non-Prec)	☐		
Lesson 6 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2 landings total with one night landing	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐	At least 2 hours night.	☐
Lesson 7 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 8 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 9 Flight	☐	☐	☐	2	☐	3(Prec, Non-Prec, Addtional)	☐	1 leg >50NM.	☐
Lesson 10 Sim	☐	☐	☐			3(Prec, Non-Prec, Addtional)	☐		
Lesson 11 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 12 Flight	☐	☐	☐	2	☐	3(Prec, Non-Prec, Addtional)	☐	- 1 leg >100NM; 2 legs >50NM. -2.0 inst time	☐
Lesson 13 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 14 Flight	☐	☐	☐	2	☐	3(Prec, Non-Prec, Addtional)	☐	3.0 inst time	☐
Lesson 15 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 16 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 17 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	3	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐	- One leg at least 250NM, 3 points of landing.	☐
Lesson 18 Flight	☐	☐		2	☐				
Lesson 19 Flight	☐	☐		3	☐			One leg at least 100NM, 3 point of landing.	☐
Lesson 20 Ground	☐	☐							
COMM STAGE 2 8F Lessons done on 5/29/24 and after	All Line Items "S"	Comments	Instrument time logged	Minimum number of Landings logged		Minimum number of Approaches (Comments and Pilot Log)		Additional Requirements	
Lesson 21 Stage 1	☐	☐	☐	1	☐	Minimum 1(non-precision or visual, and precision)	☐		
Lesson 22 Ground	☐	☐							
Lesson 23 Flight	☐	☐		Minimum 2 landing(soft and short) must be under pilot log, However, if all the optional line items are satisfied, minimum 3 landings must be logged. (Optional line items that require landings are: "Normal and/or crosswind landing").	☐				
Lesson 24 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 25 Ground	☐	☐							
Lesson 26 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 27 Flight	☐	☐		3(soft, short, power off 180).	☐				

Lesson 28 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 29 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 30 Flight	☐	☐		3(soft, short, power off 180).	☐				
Lesson 31 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 32 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 33 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 34 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 35 Ground	☐	☐							

Commercial Stage Three:

Commercial Stage 3 audited by Instructor ❑
Student Name: _____ Audited by: _____ Date: _____

Addresses:

❑ Student information up to date (phone number and email)

Currencies: Add the currency then upload the document to the currency

❑ Terms of Agreement (in SharePoint)- new one for each semester (ensure they are accurate dates)

❑ Government Photo ID (ensure both date of issued and expired are accurate)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
- For Driver's License, ensure the address is the current address.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Medical (ensure they are accurate dates)

- Airmen's Signature
- AME's Signature
- No lamination

❑ Citizenship (birth certificate or passport for international students)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Instrument Grad Cert

❑ BFR (date of ACR on the certificate)

❑ TSA End COMM- Safety Manager will enter for international students

Grade sheet Changes (in the student's profile tab)

❑ No open activities

Qualifications: enter the qualification with the date awarded matching the date on the document. Upload the document under the qualification.

❑PVT Pilot ASEL (front of certificate)

❑ Instrument Rated (back of certificate)

❑ COM Enrollment Cert

❑ COM Ground School

❑ Exam scores are in

Logbooks:

❑ Total up with pilot's signature

❑ Endorsements

❑ IE verification of correct times (Pilot's signature)

*Note: Students who progress quickly through stage 1 and 2 need to ensure total time requirements are watched closely to not end up short at the end of course. Students must have 120 total hours at the end of the Commercial course. (If a student does not meet time requirements they will need to do so in the Seminole)

❑ At the end of the AUDIT enter qualification- COMM Stage3 INST

Commercial Stage 3 Checklist:

COMMERCIAL 8F Lessons done on 5/29/24 and after	All Line Items "S"	Comments	Instrument time logged	Minimum number of Landings logged		Minimum number of Approaches (Comments and Pilot Log)		Additional Requirements	
Lesson 1 Ground	☐	☐							
Lesson 2 Flight	☐	☐		3 night landings	☐				
Lesson 3 Sim	☐	☐	☐			3(Prec, Non-Prec, Addtional)	☐		
Lesson 4 Ground	☐	☐							
Lesson 5 Flight	☐	☐	☐	2	☐	2(Prec, and Non-Prec)	☐		
Lesson 6 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2 landings total with one night landing	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐	At least 2 hours night.	☐
Lesson 7 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 8 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 9 Flight	☐	☐	☐	2	☐	3(Prec, Non-Prec, Addtional)	☐	1 leg >50NM.	☐
Lesson 10 Sim	☐	☐	☐			3(Prec, Non-Prec, Addtional)	☐		
Lesson 11 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 12 Flight	☐	☐	☐	2	☐	3(Prec, Non-Prec, Addtional)	☐	- 1 leg >100NM; 2 legs >50NM. -2.0 inst time	☐
Lesson 13 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 14 Flight	☐	☐	☐	2	☐	3(Prec, Non-Prec, Addtional)	☐	3.0 inst time	☐
Lesson 15 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 16 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	2	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐		
Lesson 17 Flight	☐	☐	There must be some Acutal Instru ment time logged when approaches are logged.	3	☐	Comments must specify approaches if line items that requires approaches are "S" (There must be no approaches under pilot log, unless flown in actual.) Optional line items that require approaches are: "Non-precision approach" ," Precision approach", and "Additional approach".	☐	- One leg at least 250NM, 3 points of landing.	☐
Lesson 18 Flight	☐	☐		2	☐				
Lesson 19 Flight	☐	☐		3	☐			One leg at least 100NM, 3 point of landing.	☐
Lesson 20 Ground	☐	☐							
COMM STAGE 2 8F Lessons done on 5/29/24 and after	All Line Items "S"	Comments	Instrument time logged	Minimum number of Landings logged		Minimum number of Approaches (Comments and Pilot Log)		Additional Requirements	
Lesson 21 Stage 1	☐	☐	☐	1	☐	Minimum 1(non-precision or visual, and precision)	☐		
Lesson 22 Ground	☐	☐							
Lesson 23 Flight	☐	☐		Minimum 2 landing(soft and short) must be under pilot log, However, if all the optional line items are satisfied, minimum 3 landings must be logged. (Optional line items that require landings are: "Normal and/or crosswind landing").	☐				
Lesson 24 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 25 Ground	☐	☐							
Lesson 26 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 27 Flight	☐	☐		3(soft, short, power off 180).	☐				

Lesson 28 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 29 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 30 Flight	☐	☐		3(soft, short, power off 180).	☐				
Lesson 31 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 32 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 33 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 34 Flight	☐	☐		Minimum 3 landing(soft, short, power off 180) must be under pilot log, However, if all the optional line items are satisfied, minimum 4 landings must be logged. (One optional line item that requires landings is: "Normal and/or crosswind landing").	☐				
Lesson 35 Ground	☐	☐							
COMM STAGE 3 8F Lessons done on 5/29/24 and after	All Line Items "S"	Comments	Instrument time logged	Minimum number of Landings logged		Minimum number of Approaches (Comments and Pilot Log)		Additional Requirements	
Lesson 36 Stage 2	☐	☐		4(Normal, soft, short, power off 180)	☐				
Lesson 37 Ground	☐	☐							
Lesson 38 Sim	☐	☐	☐			1(Prec or Non-Prec)	☐		
Lesson 39 Ground	☐	☐							
Lesson 40 Flight	☐	☐		1(Normal/Crosswind)	☐				
Lesson 41 Flight	☐	☐		2(Normal/Crosswind and Short)	☐				
Lesson 42 Ground	☐	☐							
Lesson 43 Sim	☐	☐	☐			1(OEI)	☐		
Lesson 44 Flight	☐	☐	Yes, If "Instrument approach" line item is "S"	Minimum 2 landings(Short) should be under pilot log, However, if all the optional line items are satisfied, minimum 3 landings must be logged. *(Optional line items that requirelandings are: "Straight into land", and "Circle to land").*	☐	1, If "Instrument approach" line item is "S" (2 if "Circle to land" and "Straight in landing" line items were "S")	☐		
Lesson 45 Ground	☐	☐							
Lesson 46 Flight	☐	☐		**Minimum 2 landing(Normal/Short) should be under pilot log, However, if all the optional line items are satisfied, minimum three landings must be logged. *(Optional line items that require a landing is single engine landing).***	☐			**2-hour cross country flight in daytime conditions, furthest point more than 100NM from the original point of departure**	☐
Lesson 47 Flight	☐	☐		**2 landings**	☐			**2-hour cross country flight in nighttime conditions, furthest point more than 100NM from the original point of departure**	☐
Lesson 48 Sim	☐	☐	☐			3(Non-prec, Prec, and Additional)	☐		
Lesson 49 Ground	☐	☐							
Lesson 50 Flight	☐	☐	☐	No requirements on number of landings.However, if all the optional line items are satisfied, minimum two landings must be logged. *(Optional line items that require landings are: "Straight into land" , and "Circle to land").*	☐	2(Non-Pre and Prec). If "optional: additional approach", line item is graded "S", there has to be 3 or more approaches logged	☐		
Lesson 51 Sim	☐	☐	☐			Minimum 1 approach (OEI) must be under pilot log. However, if all the optional line items are satisfied, miminum 3 approaches must be logged. (Optional items that require approaches are: "Precision approach", "Non-precision approach, and "Additional approach").	☐		
Lesson 52 Sim	☐	☐	☐			Minimum 1 approach (OEI) must be under pilot log. However, if all the optional line items are satisfied, miminum 3 approaches must be logged. (Optional items that require approaches are: "Precision approach", "Non-precision approach, and "Additional approach").	☐		
Lesson 53 Flight	☐	☐	☐	2(circle to land and straight into land)	☐	3(Non-prec, Prec, Additional)	☐	At least one leg 50NM away from the departure airport	☐
Lesson 54 Flight	☐	☐	☐	2(circle to land and straight into land)	☐	3(Non-prec, Prec, Additional)	☐	At least one leg 50NM away from the departure airport	☐
Lesson 55 Flight	☐	☐	**No actual or sim instrument time.**	**3**	☐			**One segment consisting of a straight-line distance of at least 250NM and with landings at three points.**	☐

Lesson 56 Flight	☐	☐	**No actual or sim instrument time.**	**At least 10 takeoffs and landings at tower -controlled airports together with 57**	☐			**5 hours in night VFR conditions with 10 takeoffs and 10 landings (with each landing involving a flight with a traffic pattern) at an operating towered airport, together with 57 ;Total supervised solo time of 10 hours min together with 55-57**	☐
Lesson 57 Flight	☐	☐	**No actual or sim instrument time.**	**At least 10 takeoffs and landings at tower -controlled airports together with 56**	☐			**5 hours in night VFR conditions with 10 takeoffs and 10 landings (with traffic pattern) at an operating towered airport, together with 56 ;Total supervised solo time of 10 hours min together with 55-57**	☐
Lesson 58 Ground	☐	☐							
Lesson 59 Flight	☐	☐	☐	Minimum 2 landing(Single engine and short) must be under pilot log, However, if all the optional line items are satisfied, minimum four landings must be logged. *(Optional line items that require landings are: "Normal Landing", "Straight into land", and "Circle to land").*	☐	1(OEI precision or non-precision)	☐		
Lesson 60 Flight	☐	☐		3(Normal, Shortfield and Single Engine)	☐				
Lesson 61 Sim	☐	☐	☐			1(OEI), Number must match number of line items that requires approaches	☐		
Lesson 62 Flight	☐	☐	☐	Minimum 1 landing must be under pilot log, However, if all the optional line items are satisfied, minimum two landings must be logged. *(Optional line items that require landings are: "Straight into land" , and "Circle to land").*	☐	3(Prec;Non-prec; and additional)	☐		
Lesson 63 Flight	☐	☐	Yes, If "Instrument approach" line item is "S"	Minimum 1 landing must be under pilot log, However, if all the optional line items are satisfied, minimum four landings must be logged. *(Optional line items that require landings are: "Straight into land" ,"Circle to land","Normal landing" , "Short field landing" and "Single engine landing".)*	☐	No requirements on number of approaches. However, if all the optional line items are satisfied, miminum 2 approaches must be logged. *(Optional items that require approaches are: "Precision approach", "Non-precision approach", "OEI approach", "Missed approach", "Straight into land", and "circle to land).*see notes*	☐		
Lesson 64 Flight	☐	☐	☐	Minimum 3 landings(Normal, short, and single engine) must be under pilot log, However, if all the optional line items are satisfied, minimum four landings must be logged. *(Optional line items that require landings are: "Straight into land" , and "Circle to land").*	☐	1(OEI precision or non-precision). However, if all the optional line items are satisfied, miminum 2 approaches must be logged. *(Optional items that require approaches are: "Missed approach", "Straight into land", and "circle to Land).*see notes*	☐		
Lesson 65 Ground	☐	☐							
Lesson 66 Stage 3	☐	☐	☐	4(Normal, Short, Single engine, and OEI instrument approach into land)	☐	1(OEI instrument approach)	☐		

Notes:

Lesson 46 flight: 14 CFR 141 App. D para. 4(b)(2)(iii); "One 2-hour cross country flight in daytime conditions in a multiengine airplane that consists of a total straight-line distance of more than 100NM from the original point of departure."

Lesson 47 flight: 14 CFR 141 App. D para. 4(b)(2)(iv); "One 2-hour cross country flight in nighttime conditions in a multiengine airplane that consists of a total straight-line distance of more than 100NM from the original point of departure."

Lesson 55 flight : 14 CFR 141 Appendix D paragraph 5 requires 10 hours of Solo ("supervised solo"); one Solo cross country with landings at a minimum of three points and one segment consisting of a straight-line of at least 250NM; 5 hours in night VFR conditions with 10 takeoffs and landings—each landing using a traffic pattern—with an operating control tower.

esson 56 flight and lesson 57 flight:14 CFR 141 Appendix D paragraph 5 requires 10 hours of Solo ("supervised solo"); one Solo cross country with landings at a minimum of three points and one segme consisting of a straight-line of at least 250NM; 5 hours in night VFR conditions with 10 takeoffs and landings—each landing using a traffic pattern—with an operating control tower.

Lesson 63 flight and 64 flight: For number of approaches for lesson 63 and 64, all the optional line items can be satisfied with two approaches. Per Instrument ACS, "Missed approach" line items can be conducted in combination with "Straight into land" or "Circle to land" line items.

MEI Stage 1 Audit:

MEI Stage 1 audited by Instructor ❑

Student Name: _____ Audited by: _____ Date: _____

Addresses:

❑ Student information up to date (phone number and email)

Currencies: Add the currency then upload the document to the currency

❑ Terms of Agreement (in SharePoint)- new one for each semester (ensure they are accurate dates)

❑ Government Photo ID (ensure both date of issued and expired are accurate)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
- For Driver's License, ensure the address is the current address.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Medical (ensure they are accurate dates)

- Airmen's Signature
- AME's Signature
- No lamination

❑ Citizenship (birth certificate or passport for international students)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ COMM Grad Cert

❑ BFR (date of COMM check-ride)

❑ FIA Written

❑ FOI Written

❑ FII Written

Grade sheet Changes (in the student's profile tab)

❑ No open activities

Qualifications: enter the qualification with the date awarded matching the date on the document. Upload the document under the qualification.

❑ COM ASEL (front and back of certificates)

❑ COM AMEL (front and back of certificates)

❑MEI Enrollment Cert

Pilot Log- change date back to students first lesson and FILTER to see entire time

❑ 27 hours ground (141) _____

❑ 11 hours fight (141) _____

Logbooks:

❑ Total up with pilot's signature

❑ Endorsements

❑ IE verification of correct times (Pilot's signature)

*Note: Once the Ground stage check is completed, a currency will be awarded valid for 60 days. This currency is required to fly the flight portion of the stage check. If 60 days have passed, the ground will need to be repeated.

❑ At the end of the AUDIT enter qualification- MEI Stage1 INST

MEI Stage 1 Checklist:

MEI STAGE 1 1D Lessons done on 5/29/24 and after	Pre-requisite		Line items "S"	Does lesson comments match lesson completion standard of...		Instrument time logged (If missing, check Instructor log	Minimum number of Landings logged (If some landings are missing, check Instructors pilot log)		Minimum number of Approaches (Comments and Pilot Log) (If some approaches are missing, check Instructors pilot log)		Additional requirments & Remarks	
Lesson 1 Ground			☐	Developing instructional knowledge of endorsements.	☐							
Lesson 2 Ground			☐	Developing a rote level of knowledge on the FOI.	☐							
Lesson 3 Ground			☐	Instructional knowledge on line items	☐							
Lesson 4 Ground			☐	Instructional knowledge of stall/spin awareness and avoidance	☐							
Lesson 5 Ground			☐	Instructional knowledge on line items	☐							
Lesson 6 Ground			☐	Instructional knowledge on line items	☐							
Lesson 7 Ground			☐	Instructional knowledge on line items	☐							
Lesson 8 Ground			☐	Presenting lessons	☐							
Lesson 9 Ground			☐	Presenting lessons	☐							
Lesson 10 Ground			☐	Presenting lessons	☐							
Lesson 11 Ground			☐	Instructional knowledge on line items	☐							
Lesson 12 Ground			☐	Presenting lessons	☐							
Lesson 13 Ground			☐	Instructional knowledge on line items, Audit completed	☐							
Lesson 14 Ground	Flight lesson 6	☐	☐	Demonstrating an Application and/or Correlation level of knowledge in the topics/lessons selected by the evaluator.	☐							
Lesson 1 Flight	Ground lesson 3	☐	☐	The student has been introduced to right seat flying and teaching while flying.	☐		4(Normal, Short, Soft, and Power off 180)	☐				
Lesson 2 Flight			☐	The student has been introduced to right seat flying and teaching while flying.	☐		Minimum 1 landing required. If all the line items are graded "S", there must be 4 landings logged. *(Optional line itmes that require landings are: "Normal/ crosswind", "Short field", "Soft field", and" Power off 180".)*	☐				
Lesson 3 Flight	Ground lesson 4	☐	☐	Instructional knowledge in stall/spin recoveries	☐							
Lesson 4 Flight	Ground lesson 5	☐	☐	Teaching in the PA28 while simultaneously maintaining safe flight	☐	☐			3(ILS, GPS, and VOR)	☐		
Lesson 5 Flight	Ground lesson 6 and 8	☐	☐	Instrument ACS standards, Teaching in the PA28 while simultaneously maintaining safe flight	☐	☐			3(ILS, GPS, and VOR)	☐		
Lesson 6 Flight			☐	Flight Instructor Airplane or Flight Instructor Instrument PTS/ACS standards	☐	Yes, If there is an approach logged	No minumum number of required landings. If all the line items are graded "S", there must be 4 landings logged. *(Optional line itmes that require landings are: "Normal/ crosswind", "Short field", "Soft field", and" Power off 180".)* Since there are no N/A options in Talon. when not done, there must be comments implying they are not required by TCO.	☐	No minumum number of required approaches. If all the line items are graded "S", there must be 3 approaches logged. *(Optional line itmes that require approaches are: ILS, GPS, and VOR).* Since there are no N/A options in Talon. when not done, there must be comments implying they are not required by TCO.	☐		
Lesson 7 Flight	Ground lesson 14	☐	☐	Flight Instructor Airplane or Flight Instructor Instrument PTS/ACS standards	☐	☐	3(Short, Soft, and Power off 180)	☐	1(ILS) If all the line items are graded "S", there must be 3 approaches logged. *(Optional line itmes that require approaches are:GPS and VOR)* Since there are no N/A options in Talon. when not done, there must be comments implying they are not required by TCO.	☐	Verify at leash one task in each **BOLD** section should be evaluated(Cross Country procedures, Partial Panel Maneuvers..etc)	☐

MEI Stage 2 Audit:

MEI Stage 2 audited by Instructor ❑

Student Name: _____ Audited by: _____ Date: _____

Addresses:

❑ Student information up to date (phone number and email)

Currencies: Add the currency then upload the document to the currency

❑ Terms of Agreement (in SharePoint)- new one for each semester (ensure they are accurate dates)

❑ Government Photo ID (ensure both date of issued and expired are accurate)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
- For Driver's License, ensure the address is the current address.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ Medical (ensure they are accurate dates)

- Airmen's Signature
- AME's Signature
- No lamination

❑ Citizenship (birth certificate or passport for international students)

- For passport, ensure both date of issued and expired are accurate and that it has a signature.
    - o For example, if it expires 8/22/2024, the date of expiration should be 7/31/2024 instead of 8/31/2024.

❑ COMM Grad Cert

❑ BFR (date of COMM check-ride)

❑ FIA Written

❑ FOI Written

❑ FII Written

Grade sheet Changes (in the student's profile tab)

❑ No open activities

Qualifications: enter the qualification with the date awarded matching the date on the document. Upload the document under the qualification.

❑ COM ASEL (front and back of certificates)

❑ COM AMEL (front and back of certificates)

❑ MEI Enrollment Cert

Pilot Log- change date back to students first lesson and FILTER to see entire time

❑ 40 Total hours ground min (141)

❑ 25 Total hours fight min (141)

❑ 15 Total AMEL PIC min (141)

Logbooks:

❑ Total up with pilot's signature

❑ Endorsements

❑ IE verification of correct times (Pilot's signature)

*Note: Once the Ground stage check is completed, a currency will be awarded valid for 60 days. This currency is required to fly the flight portion of the stage
check. If 60 days have passed, the ground will need to be repeated.

❑ At the end of the AUDIT enter qualification- MEI Stage2 INST

MEI Stage Two Checklist:

MEI STAGE 1 1D Lessons done on 5/29/24 and after	Pre-requisite		Line items "S"	Does lesson comments match lesson completion standard of...		Instrument time logged (If missing, check Instructor log	Minimum number of Landings logged (If some landings are missing, check Instructors pilot log)		Minimum number of Approaches (Comments and Pilot Log) (If some approaches are missing, check Instructors pilot log)		Additional requirments & Remarks	
Lesson 1 Ground			☐	Developing instructional knowledge of endorsements.	☐							
Lesson 2 Ground			☐	Developing a rotte level of knowledge on the FOI.	☐							
Lesson 3 Ground			☐	Instructional knowledge on line items.	☐							
Lesson 4 Ground			☐	Instructional knowledge of stall/spin awareness and avoidance	☐							
Lesson 5 Ground			☐	Instructional knowledge on line items.	☐							
Lesson 6 Ground			☐	Instructional knowledge on line items.	☐							
Lesson 7 Ground			☐	Instructional knowledge on line items.	☐							
Lesson 8 Ground			☐	Presenting lessons	☐							
Lesson 9 Ground			☐	Presenting lessons	☐							
Lesson 10 Ground			☐	Presenting lessons	☐							
Lesson 11 Ground			☐	Instructional knowledge on line items	☐							
Lesson 12 Ground			☐	Presenting lessons	☐							
Lesson 13 Ground			☐	Instructional knowledge on line items, Audit completed	☐							
Lesson 14 Ground	Flight lesson 6	☐	☐	Demonstrating an Application and/or Correlation level of knowledge in the topics/lessons selected by the evaluator.	☐							
Lesson 1 Flight	Ground lesson 3	☐	☐	The student has been introduced to right seat flying and teaching while flying.	☐		4(Normal, Short, Soft, and Power off 180)	☐				
Lesson 2 Flight			☐	The student has been introduced to right seat flying and teaching while flying.	☐		Minimum 1 landing required. If all the line items are graded "S", there must be 4 landings logged. *(Optional line itmes that require landings are: "Normal/ crosswind", "Short field", "Soft field", and" Power off 180".)*	☐				
Lesson 3 Flight	Ground lesson 4	☐	☐	Instructional knowledge in stall/spin recoveries	☐							
Lesson 4 Flight	Ground lesson 5	☐	☐	Teaching in the PA28 while simultaneously maintaining safe flight	☐	☐			3(ILS, GPS, and VOR)	☐		
Lesson 5 Flight	Ground lesson 6 and 8	☐	☐	Instrument ACS standards, Teaching in the PA28 while simultaneously maintaining safe flight	☐	☐			3(ILS, GPS, and VOR)	☐		
Lesson 6 Flight			☐	Flight Instructor Airplane or Flight Instructor Instrument PTS/ACS standards	☐	Yes, If there is an approach logged	No minumum number of required landings. If all the line items are graded "S", there must be 4 landings logged. *(Optional line itmes that require landings are: "Normal/ crosswind", "Short field", "Soft field", and" Power off 180".)* Since there are no N/A options in Talon, when not done, there must be comments implying they are not required by TCO.	☐	No minumum number of required approaches. If all the line items are graded "S", there must be 3 approaches logged. *(Optional line itmes that require approaches are: ILS, GPS, and VOR).* Since there are no N/A options in Talon, when not done, there must be comments implying they are not required by TCO.	☐		
Lesson 7 Flight	Ground lesson 14	☐	☐	Flight Instructor Airplane or Flight Instructor Instrument PTS/ACS standards	☐	☐	3(Short, Soft, and Power off 180)	☐	1(ILS) If all the line items are graded "S", there must be 3 approaches logged. *(Optional line itmes that require approaches are:GPS and VOR)* Since there are no N/A options in Talon, when not done, there must be comments implying they are not required by TCO.	☐	Verify at leash one task in each **BOLD** section should be evaluated(Cross Country procedures, Partial Panel Maneuvers..etc)	☐

MEI STAGE 2 1D Lessons done on 5/29/24 and after	Pre-requisite		Line items "S"	Does lesson comments match lesson completion standard of...		time logged (If missing, check Instructor log)	Minimum number of Landings logged (If some landings are missing, check Instructors pilot log)		Minimum number of Approaches (Comments and Pilot Log) (If some approaches are missing, check Instructors pilot log)		Additional requirments & Remarks	
Lesson 15 Ground			☐	Instructional knowledge on line items	☐							
Lesson 16 Ground			☐	Presenting or observing lessons	☐							
Lesson 17 Ground			☐	Presenting or observing lessons	☐							
Lesson 18 Ground			☐	Presenting or observing lessons	☐							
Lesson 19 Ground			☐	Presenting or observing lessons	☐							
Lesson 20 Ground			☐	Instructional knowledge on line items	☐							
Lesson 21 Ground			☐	Instructional knowledge on line items	☐							
Lesson 22 Ground	Flight lesson 15	☐	☐	Instructional knowledge on line items	☐							
Lesson 8 Flight	Ground lesson 15	☐	☐	Demonstrate instructional knowledge of the correct procedures,	☐		1(Normal). If all the line items are graded "S", there must be 2 landings logged *(One optional line item that requires landing is Short field landing).*	☐				
Lesson 9 Flight	Ground lesson 16	☐	☐	Introduced to instructing while flying in the PA44 safely.	☐		2(Normal and Short)	☐				
Lesson 10 Flight			☐	Recognize areas to improve on while teaching during simulated single engine operations.	☐		1(Short). If all the line items are graded "S", there must be 3 landings logged *(Optional line items that require landings are Normal landing and Single engine landing).*	☐				
Lesson 11 Flight			☐	Performed all required landings and maneuvers to the standards noted in ( ). , plus instructional knowledge on all the line items.	☐		1(Short). If all the line items are graded "S", there must be 2 landings logged *(One optional line item that requires landing is Normal landing).*	☐				
Lesson 12 Flight			☐	Performed all required landings and maneuvers to the standards noted in ( ). , plus instructional knowledge on all the line items.	☐	☐	2(Short and OEI). If all the line items are graded "S", there must be 3 landings logged *(One optional line item that requires landing is Normal landing).*	☐	1(OEI)	☐	On Rev 1 course, Correct grading for the line item "OEI instru ment approach" is O for satisfactory and "G/M" options are not applicable for any cases. This is a mandatory line item, and require "O" grading to complete. "Steep turns" and "Turn around a point" do not have N/A option to grade and they are optional. If not done, there has to be a comment implying that the line item is not required.	
Lesson 13 Flight			☐	Performed all required landings and maneuvers to the standards noted in (), when applicable. Cross-country procedures will be flown to the commercial ACS.	☐	☐	3	☐	1(OEI)	☐	On Rev 1 course, Correct grading for the line item "OEI instru ment approach" is O for satisfactory and "G/M" options are not applicable for any cases. This is a mandatory line item, and require "O" grading to complete.	
Lesson 14 Flight			☐	Commercial ACS standards, plus instructional knowledge on all the line items.	☐	Yes, If there is an approach logged	2(Short and Single engine). If all the line items are graded "S", there must be 3 landings logged *(One optional line item that requires landing is Normal landing).*	☐	No requirements on number of approaches. However, if all the optional line items are satisfied, miminum 1 approach must be logged. *(Optional items that require approache is OEI instrument approach).*	☐		
Lesson 15 Flight			☐	Commercial ACS standards, plus instructional knowledge on all the line items.	☐	Yes, If there is an approach logged	2(Short and Single engine). If all the line items are graded "S", there must be 3 landings logged *(One optional line item that requires landing is Normal landing).*	☐	No requirements on number of approaches. However, if all the optional line items are satisfied, miminum 1 approach must be logged. *(Optional items that require approache is OEI instrument approach).*	☐		
Lesson 16 Flight	Ground lesson 22	☐	☐	Perform within current PTS/ACS standards	☐	Yes, If not, check Instructor log	3(Normal, Short, and Single engine)	☐				

Audit Procedure

1. Instructor will send email to lead Auditor
2. Lead Auditor will add students name on the tracking list
3. Auditor 1 and 2 will perform the audit work based on order that audit was submitted
4. Lead auditor will finalize the audit and send out an action email to the primary instructor, student, auditor and assistant chief
5. Instructor and student will fix or reply with the plan to fix all the issues that were found within 4 business days
6. Instructor will send an email to lead auditor after errors are fixed

Intermediate

- If everything on the audit is accurate, auditor will send an email to Allie/Leah/IP/Student to schedule a stage check
    - If errors were not fixed properly, the lead auditor will send an email back to instructor/student/assistant chief

EOC

- Lead auditor will verify the fix and determine if chief graduation audit should be started (if errors weren't fixed, email will be sent back)
    - Assistant chiefs/chiefs will go through final audit then send out an email to Allie/Leah/IP/Student to schedule a stage check

7. Once student passes EOC, chief or assistant chief will graduate student from the TCO and schedule an ACR appointment or schedule a DPE check ride when applicable

<u>Chief Instructor/Assistant Chief Instructor:</u> After successful completion of a final stage check the Chief Instructor or Assistant Chief Instructor* will perform a final audit of the student's training record using the appropriate checklist(s). Since each stage has already received two thorough audits this final audit should only consist of a random sampling of required TCO items (e.g., number of landings in Private Lesson 28.) Once this final audit is complete the Chief or Assistant Chief Instructor will award a graduation currency containing the following statement:

> *"I have audited all lessons in this course using North Star Aviation's [Course Name and Stage (e.g., Private Pilot Stage Two)] auditing checklist. I certify that this student has successfully completed all requirements of 14-CFR-Part 141 Appendix (X), and I find them prepared to graduate."*

This final certifying remark, in addition to a signed graduation certificate, fulfills the requirement identified above in 14 CFR 141.85 (a)(1). A signed graduation certificate will be attached to the graduation currency, this currency will only be valid for 60 days.

*Final audit and certification can be performed by either the Chief Instructor or Assistant Chief Instructor, unless the second auditor of a student's final stage lesson log is the Assistant Chief Instructor, in which case the Chief Instructor must conduct the final audit

APPENDIX E – ACRONYMS

A/C	Aircraft
AC	Advisory Circular
ACS	Airmen Certification Standards
AD's	Airworthiness Directive's
ADC	Air Data Computer
ADM	Aeronautical Decision Making
AER	Approach End of Runway
AFD	Airport/Facility Directory
AGL	Above Ground Level
AHRS	Attitude Heading Reference System
AIM	Aeronautical Information Manual
AIRMET	Airmen's Meteorological Information
ALS	Approach Lighting System
AME	Airmen Medical Examiner
AMEL	Airplane Multi Engine Land
AOA	Angle Of Attack
APP	Approach
ARR	Arrival
ARTCC	Air Route Traffic Control Center
ASAP	Aviation Safety Action Program
ASEL	Airplane Single Engine Land
ASI	Airspeed Indicator
ASR	Airport Surveillance Radar
ATC	Air Traffic Control
ATIS	Automated Terminal Information Service
AWOS	Automated Weather Observing System
CAP	Civil Air Patrol
CDI	Course Deviation Indicator
CDL	Configuration Deviation List
CFI	Certified Flight Instructor
CFIT	Controlled Flight into Terrain
CFR	Code of Federal Regulations
CG	Center of Gravity
CRM	Crew Resource Management
DA/H	Decision Altitude/Height
DEP	Departure
DER	Departure End of Runway
DG	Directional Gyro
DME	Distance Measuring Equipment
DP	Departure Procedure
EFB	Electronic Flight Bag
EFC	Expect Further Clearance
EFIS	Electronic instrument flight system
ELT	Emergency Locator Transmitter
ETA	Estimated Time of Arrival
ETE	Estimated Time EnRoute
FAA	Federal Aviation Administration
FAASTeam	FAA Safety Team
FAF	Final Approach Fix
FAR	Federal Aviation Regulation
FBO	Fixed Base Operator
FD	Flight Director
FOM	Flight Operations Manual
FSDO	Flight Standards District Office
FSS	Flight Service Station
GNSS	Global Navigation Satellite System
GPS	Global Positioning System
GS	Glide Slope
HAT	High Above Touchdown
HIRL	High Intensity Runway Lights
HSI	Horizontal Situation Indicator
HWAS	Hazardous In-Flight Weather Advisory System
IAF	Initial Approach Fix
IAP	Instrument Approach Procedure
IF	Intermediate Fix
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
KCAS	Knots Calibrated Airspeed
KIAS	Knots Indicted Airspeed
LDA	Localizer Directional Aid
LLWAS	Low Level Wind Shear Alert System
LNAV	Lateral Navigation
LOA	Letter Of Authorization
LOC	Localizer
LPV	Localizer Performance w/ Vertical Navigation
MAA	Maximum Authorized Altitude
MAP	Missed Approach Point

MCA	Minimum Crossing Altitude
MDA	Minimum Descent Altitude
MEA	Minimum EnRoute Altitude
MEL	Minimum Equipment List
METAR	Meteorological Information
MFD	Multifunction Flight Display
MOA	Military Operations Area
MOCA	Minimum Obstacle Clearance Altitude
MRA	Minimum Reception Altitude
MSA	Minimum Safe Altitude
MSL	Mean Sea Level
MVFR	Marginal Visual Flight Rules
N/A	Not Applicable
NAVAID	Navigation Aid
NDB	Nondirectional Beacon
NEXRAD	Next Generation Weather Radar
NM	Nautical Mile
NOTAM	Notice to Air Missions
NTSB	National Transportation Safety Board
OAT	Outside Air Temperature
OBS	Omni Bearing Selector
ODP	Obstacle Departure Procedure
OEI	One Engine Inoperative
OROCA	Off Route Obstacle Clearance Altitude
OTS	Out of Service
PAPI	Precision Approach Path Indicator
PAR	Precision Approach Radar
PED	Personal Electronic Device
PFD	Primary Flight Display
PIC	Pilot In Command
PIREP	Pilot Weather Report
POH	Pilot's Operating Handbook
PTS	Practical Test Standards
RCO	Remote Communications Outlet
REIL	Runway End Identifier Lights
RNAV	Area Navigation
RPM	Revolutions Per Minute
RVR	Runway Visual Range
RWY	Runway
SDF	Simplified Directional Facility
SIGMET	Significant Meteorological Information
SM	Statute Mile
SMS	Safety Management System
SOP	Safety Operating Procedure
SPRM	Single Pilot Resource Management
SRB	Safety Review Board
STAR	Standard Terminal Arrival Route
SUA	Special Use Airspace
SVFR	Special Visual Flight Rules
T/O	Take Off
TAC	Terminal Area Chart
TACAN	Tactical Aircraft Control and Navigation
TAF	Terminal Area Forecast
TAS	True Airspeed
TCO	Training Course Outline
TFR	Temporary Flight Restriction
TOGA	Take Off/Go Around
TRACON	Terminal Radar Approach Control
TRSA	Terminal Radar Service Area
TSA	Transportation Security Administration
TXY	Taxiway
UAS	Unmanned Aircraft System
UTC	Coordinated Universal Time (ZULU)
VASI	Visual Approach Slope Indicator
VDP	Visual Descent Point
VFR	Visual Flight Rules
VHF	very high frequency
VMC	Visual Meteorological Conditions
VNAV	Vertical Navigation
VOR	VHF Omnidirectional Range
VOR/DME	VOR/Distance Measuring Equipment
VORTAC	VOR with TACAN
VOT	VOR Test Facility
VSI	Vertical Speed Indicator
WAAS	Wide Area Augmentation System
WX	Weather