



**Rainier Flight Service LLC, located at  
Renton Municipal Airport  
is owned and operated as:**

**Rainier Flight Service  
800 W Perimeter Rd  
Renton, WA 98057**

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# 1. General

## 1.1 About This Manual

- 1.1.1 The purpose of this manual is to clarify policies and procedures to ensure a safe, successful and enjoyable training experience for instructors, students, and renters of Rainier Flight Service.

## 1.2 Proprietary Information

- 1.2.1 The contents of this manual and any copy write Rainier Flight Service materials are intended only for the use of Rainier Flight Service and its clients.

## 1.3 Familiarity with Contents

- 1.3.1 All renters, students, and instructors must be familiar with the contents of this manual and are responsible for compliance with all provisions. Each flight instructor and student must have access to a current copy of this manual to ensure a safe operation.

## 1.4 Definitions

- 1.4.1 Renter: Any certified pilot that has completed a checkout from an authorized instructor and uses the airplane for recreational purposes.
- 1.4.2 Student: Any client operating an airplane to be used towards a certificate or rating, or any other training received by an authorized instructor.
- 1.4.3 Instructor: An authorized certified flight instructor or ground instructor, either contracted or under the employ of Rainier Flight Service.
- 1.4.4 Pilot: Any person operating as Pilot in Command of a Rainier Flight Service aircraft including, but not limited to renters, students and instructors.
- 1.4.5 Solo: Any time an airplane is being operated by a student pilot as the sole occupant.
- 1.4.6 Dual: Any time an airplane is being operated for training with a student and instructor on board.
- 1.4.7 RFS: Rainier Flight Service, LLC abbreviated for simplicity.
- 1.4.8 Needle Nine: A web-based program used for scheduling, maintenance tracking, student record-keeping and pilot notifications.

## 2. Rules of Conduct

### 2.1 Abusive Language

- 2.1.1 Pilots and staff are expected to refrain from using abusive language on RFS premises or in any area where training is conducted.

### 2.2 Tobacco Products

- 2.2.1 Smoking, vaping, or chewing tobacco is prohibited in all Rainier Flight Service buildings, vehicles, and ramps.

### 2.3 Intoxicants

- 2.3.1 Use of alcohol or other intoxicants within the 12 hours prior to flying is strictly prohibited. NO personnel may be intoxicated or suffering from the effects of intoxication, when reporting for flights. NO Pilot in Command may allow a person who is obviously intoxicated to be carried in RFS aircraft.

### 2.4 Controlled Substances and Medications

- 2.4.1 Use or possession of a controlled substance is prohibited, unless prescribed by a medical physician and under a physician's supervision. The use or possession of any substance or medication that may adversely affect a person's physical or mental faculties is prohibited unless it is done under medical direction.
- 2.4.2 The term "controlled substance" refers to, but not limited to: prescription medicines, cannabis satavia, marijuana, opiates, and amphetamines.
- 2.4.3 The phrase "any substance or medication" refers to, but is not limited to: over-the-counter medicines, herbal remedies, or dietary supplements. Upon first usage of a controlled substance, medication, or other substance, under medical direction, the pilot or employee shall be removed from safety sensitive duties. They are not allowed to resume those duties until they are physically and mentally fit to do so and are no longer using any substance or medication or have been cleared by an Aviation Medical Examiner.

### 2.5 Drug and Alcohol Testing Policy

- 2.5.1 All individuals holding safety sensitive positions at RFS are subject to drug and alcohol testing. This follows the industry's no-tolerance standards toward the use of drugs and alcohol.
- 2.5.2 Safety sensitive positions include, but are not limited to:
- Instructors
  - Mechanics
  - Line Service
  - Administrative Personnel

**2.6 Blood and Plasma Transfusions/Donations**

- 2.6.1 Due to temporary lowering of oxygen carrying capacity of blood following a blood donation or transfusion, in no case will any pilot be allowed to fly within 72 hours after a blood donation or transfusion.
- 2.6.2 Pilots are not allowed to fly within 12 hours after a plasma donation.

**2.7 Personal Equipment and Required Clothing**

- 2.7.1 All flights conducted between sunset and sunrise should have an operable flashlight aboard the aircraft.
- 2.7.2 Regardless of temperature or wind chill, individuals shall exhibit good judgment and dress accordingly for the conditions.

**2.8 Aircraft Alterations**

- 2.8.1 No alterations to any aircraft will be allowed without prior written approval from RFS.

## **3. Scheduling**

### **3.1 Online Reservations**

- 3.1.1 All aircraft operations shall be scheduled in advance using Needle Nine. Aircraft availability is on a first-come, first-serve basis.
- 3.1.2 Cross country flights shall have the route indicated in the remarks section of the reservation.
- 3.1.3 All flights, regardless of their intended purpose, must be dispatched using the Needle Nine system. Following each flight, the instructor, student or renter will enter hobbs, tach and discrepancies into Needle Nine. This policy is to allow RFS personnel and other pilots' knowledge of the aircraft availability and status.

### **3.2 Delays**

- 3.2.1 The aircraft will be returned at the time indicated on the Needle Nine system. In the event of a delay, the pilot shall promptly advise RFS personnel or the next scheduled pilot.

### **3.3 Cancellations**

- 3.3.1 It is the responsibility of the renter or student to cancel any aircraft that will not be used. If the aircraft is cancelled within 24 hours of the scheduled departure time for reasons other than weather, maintenance or illness, the student or renter could be billed one-half the rental fee for the time scheduled.
- 3.3.2 If the scheduled flight is with an instructor, the student could be billed the instructor rate for the entire reservation.
- 3.3.3 In the event of unscheduled maintenance or unforeseen circumstances it may be necessary for RFS to cancel reservations. If the cancellation is within 24 hours of the reservation, RFS will attempt to notify the renter, student and/or instructor. Reservations more than 24 hours from the time of the cancellation should be managed by the renter, student and/or instructor.

### **3.4 Sign-Off Procedures**

- 3.4.1 Upon completion of pilot aircraft checkout, the instructor will enter the date of the completion in Needle Nine. This is the official RFS record of approval to operate an aircraft without an instructor.

### **3.5 Records**

- 3.5.1 Records are securely maintained in Needle Nine. Updates including personal information, medical, certificate and rental agreement must be updated in Needle Nine at the earliest opportunity.
- 3.5.2 Should services take place in or relating to an aircraft owned or provided by a student, the terms of the General Liability Release and Waiver for Services in Personal Aircraft shall be executed, and documentation of insurance shall be provided by the student prior to flight. The documentation of insurance shall provide proof of Rainier Flight Service as an additional insured on the student's insurance policy and that coverage will be considered



primary and will contain a severability of interests and waiver of subrogation clause in favor of Rainier Flight Service.

### **3.6 Scheduling Restrictions**

- 3.6.1 In order to balance the needs of clients in training vs leisure flying, scheduling restrictions are placed on aircraft. These restrictions are itemized on the [Aircraft Information Page](#) of the RFS website.
- 3.6.2 Waivers may be requested and provided by RFS on a case by case basis.

### **3.7 Pilot Currency**

- 3.7.1 Renters must complete a flight at RFS within the past year in make and model. To regain currency, renters must fly with an approved instructor for a minimum of three takeoffs and landings, as well as any maneuvers and procedures required by the instructor to demonstrate proficiency to certificates level of Pilot.
- 3.7.2 Pilots must attend a Safety Meeting at least every 6 months. Renters may also cover the information individually with an instructor at regular dual rates.
- 3.7.3 Pilots checked out in the Cirrus are required to maintain the currency standards set by the manufacturer. This requires a dual flight with one of our Training Center Instructors (TCI) or Cirrus Standardized Instructor Pilots (CSIP) every 6 calendar months.

### **3.8 Overriding Dispatch**

- 3.8.1 Because the Needle Nine system requires pilot currency as a condition for dispatch it may be necessary to override the reservation. Any instructor or administrative staff may provide this override.
- 3.8.2 Overrides due to negative account balances will only be provided by administrative staff after making arrangements to pay any balances owed.

## 4. Airport Operations

### 4.1 Personal Electronic Devices

- 4.1.1 Electronic Flight Bags/Electronic Chart Displays can be used during all phases of flight operations in lieu of paper reference material when the information displayed meets the following criteria:
- The component must display precomposed or interactive information which is the functional equivalent of the paper reference material.
  - The interactive or precomposed information being used for navigation or performance planning is current, up-to-date and valid.
  - Secondary aeronautical information necessary for the flight is available to the pilot in the aircraft.
- 4.1.2 The pilot must terminate the operation of PEDs suspected of causing interference with aircraft systems.
- 4.1.3 All PEDs must be secured prior to takeoff or landing in such a way as to not interfere with the operation of the aircraft.
- 4.1.4 At no time are cameras allowed to be attached to any external surface of the aircraft without prior permission from RFS.

### 4.2 Fueling

- 4.2.1 No person may be aboard the aircraft during re-fueling and all electrical and ignition switches must be in the "OFF" position.
- 4.2.2 When lightning is observed or reported within 5 miles of the airport, aircraft fueling operations will be suspended.
- 4.2.3 When lightning is observed or reported within 3 miles of the airport, all ramp operations will be suspended.

### 4.3 Fuel Sampling

- 4.3.1 If the airplane fuel sample proves to be satisfactory, return the sample to the fuel tank.
- 4.3.2 Should the sample show evidence of contamination, discard the sample and continue sumping until an acceptable fuel sample is obtained.
- 4.3.3 After refueling, wait 5 minutes before sumping the fuel to allow potential contamination to collect at fuel sump.

### 4.4 Frost and Snow on Aircraft

- 4.4.1 No pilot may takeoff in an aircraft that has frost, ice or snow adhering to any portion of the airplane surface.
- 4.4.2 The only acceptable method of frost or ice removal from windows is deicing fluid with assistance from RFS Staff. The use of scraper, credit cards, and brooms is NOT ACCEPTABLE.
- 4.4.3 In the event that frost, ice or snow cannot be removed from the aircraft, it must be placed in a heated hangar for a period of time that completely melts and evaporates the frost, ice or snow.

#### **4.5 Aircraft Deice**

- 4.5.1 It is the pilot's responsibility to determine that ice has been removed correctly and the aircraft meets the requirements of Section 4.4.1.
- 4.5.2 Only approved RFS Staff are permitted to apply the deice fluid to the aircraft.
- 4.5.3 Prior to deicing procedures, the pilot must ensure all sensitive aircraft instruments are protected.

#### **4.6 Propellers**

- 4.6.1 Because of the danger to personal safety, no renters, students, instructors or other RFS personnel are authorized to hand prop a RFS airplane.
- 4.6.2 Extreme caution must be used when moving the aircraft or rotating a propeller for preflight inspection. Prior to moving the propeller, confirm that ignition switches are in the OFF position, the keys are removed, the mixture is in the IDLE/CUTOFF position and the throttle is CLOSED. ALWAYS move the propeller opposite the direction of normal rotation.

#### **4.7 Preflight Actions**

- 4.7.1 Aircraft weight and balance must be calculated prior to all flights.
- 4.7.2 Airplane takeoff and landing performance must be computed prior to all flights.
- 4.7.3 Pilots are responsible for ensuring chocks, tie downs and tow-bar are removed and properly secured as part of preflight duties.

#### **4.8 Entering/Exiting Airplane**

- 4.8.1 No person is ever to enter or exit an airplane with an engine running, except when receiving assistance with engine starting by qualified RFS personnel.
- 4.8.2 To eliminate the risk of injury to persons or damage to aircraft as a result of prop wash, do not allow the tail of the aircraft to be pointed toward other aircraft, people or property. When starting in front of the hangar, all aircraft must be pulled until the nosewheel is on or beyond the Start Line marked on pavement.

#### **4.9 Engine Start**

- 4.9.1 Prior to start, pilots shall visually and verbally clear "LEFT" and "RIGHT", followed by announcing out the window, "PROP CLEAR".

#### **4.10 Aircraft Parking Policy**

- 4.10.1 Aircraft being parked on the tie-down apron are not to be taxied into position under aircraft power. Aircraft must be shut down and repositioned by use of tow bar when entering or exiting tie-down spots.
- 4.10.2 Aircraft shall park in designated tie down locations only, unless otherwise directed by RFS personnel.

#### **4.11 Taxiing**

- 4.11.1 Aircraft must be taxied no faster than it is safe based on surface conditions.

**4.12 Securing Aircraft After Flight**

- 4.12.1 Aircraft controls must be secured when parked including tie-downs and gust locks, regardless of wind conditions. If the aircraft has a control lock, it must be used.
- 4.12.2 Parked aircraft must be tied down, regardless of wind and weather conditions.
- 4.12.3 If a battery master is left on requiring the battery to be removed and charged or the airplane started with external power, the PIC will be charged a \$25 fee.
- 4.12.4 Prior to departing the ramp, the PIC must complete a post flight walk-around inspection. If damage is found during subsequent preflight, the prior PIC is assumed to be responsible for the damage.
- 4.12.5 If parking at a location other than the home base, the pilot is responsible for bringing suitable tie-downs or ensuring tie-downs are available at the destination prior to departure.

## 5. Flight Operations

### 5.1 Approved Airports

5.1.1 Airports must meet the following criteria to be used for normal operations:

- Be regularly attended
- Have S2, S3 or S4 maintenance facilities
- Have the appropriate services for the aircraft type
- Runway length must exceed the greatest of the following:
  - 2,500 foot paved runway
  - 2.5 times the calculated takeoff roll
  - 1.5 times the published accelerate/stop distance

5.1.2 Airports that do not meet these requirements must receive RFS approval prior to flight.

5.1.3 Pilots may land at any airport necessary to ensure a safe outcome due to any unexpected mechanical or weather emergency.

### 5.2 Runway Procedures

5.2.1 Takeoffs: Intersection takeoffs are not authorized unless directed by ATC.

5.2.2 Landings: Touchdowns must be planned no less than 200 feet down the runway from the approach end and within the first third of the runway.

5.2.3 Go-Arounds: If the stabilized approach criteria outlined in the appropriate aircraft standardization manual is not met by 200 feet AGL, the pilot is obligated to execute a go-around.

### 5.3 Sterile Cockpit

5.3.1 To ensure safe flight, there must be no distraction caused by a passenger other than for the purpose of student training (specifically, to evaluate the ability to divide attention while maintaining safe flight). No pilot may permit any distracting activity during a critical phase of flight.

5.3.2 Distracting activities are those that could interfere in any way with the proper conduct of the pilot's duties such as, but not limited to, use of personal electronic devices, photography, videography, eating, engaging in nonessential conversations within the cockpit and nonessential communications with passengers or observers.

5.3.3 Critical phases of flight, where distractions most often cause safety hazards, includes all ground operations involving taxi, takeoff, landing and all other flight operations conducted below 3,000 feet AGL, except cruise flight.

### 5.4 Collision Avoidance Procedures

5.4.1 On congested or busy areas such as ramps, taxi with as little power as necessary, at a cautious speed approximating a brisk walk (not to exceed 5 mph), in order to promptly stop if required. In less congested areas such as taxiways, the pilot shall taxi at a speed that provides safe, positive control at all times.

- 5.4.2 A sterile cockpit shall be maintained while taxiing on any ramp. Do not conduct the instrument cockpit check until safely clear of all ramp areas. Clearing procedure shall be used while taxiing.
- 5.4.3 The landing light should be ON when departing and within 5 miles of the airport of intended landing. However, this does not preclude the PIC from using any aircraft lights whenever the PIC determines it will assist in collision avoidance.

## **5.5 Minimum Altitude Limitations**

- 5.5.1 Minimum safe altitudes must be observed at all times. This includes during the execution of ground reference maneuvers and simulated engine failures.

## **5.6 Fuel Reserves**

- 5.6.1 All flights must land with a minimum of 45 minutes fuel reserve.

## **5.7 Night Operations**

- 5.7.1 Use only lighted runways.
- 5.7.2 Taxi lights must be used during ground operations, unless the PIC determines their use presents a hazard to other aircraft or ground personnel.
- 5.7.3 If the aircraft does not possess taxi lights, the landing lights should be used intermittently while taxiing to assure that the apron/taxiway is clear.

## **5.8 Noise Abatement Procedures**

- 5.8.1 All departures and arrivals will fly the procedures as published by the Renton Airport unless otherwise directed by Air Traffic Control.
- 5.8.2 To the greatest extent possible, pilots will refrain from orbiting over the same location for a long period of time.
- 5.8.3 Multiple takeoffs and landings at the same airport are discouraged between sunset and sunrise.

## **5.9 International Operations**

- 5.9.1 International flights are only approved to Canada.
- 5.9.2 Aircraft approved for international flights are indicated on the aircraft information section of the RFS website.
- 5.9.3 The pilot is responsible for all additional expenses including landing fees, user fees and all other charges for operating in Canadian airspace. Charges received from Nav Canada will be applied to student or renter account.

## **5.10 Operations for Hire**

- 5.10.1 Other than flight instruction conducted by RFS Staff, commercial operations such as air races, passenger ferrying, or intro flights are not allowed in RFS aircraft.

## **5.11 Formation Flying**

- 5.11.1 Formation flying is prohibited in all RFS aircraft

## 6. Weather Limitations

### 6.1 Ceiling Limitations

- 6.1.1 Flights may not be conducted with forecast weather less than that required to complete the flight safely.
- 6.1.2 VFR flights must maintain minimum cloud clearance requirements while considering terrain/obstacle clearance and minimum safe altitudes.
- 6.1.3 IFR flights must have weather forecast at or above the minimums of the instrument approach procedure expected. An aircraft may not depart IFR unless the weather at the departure airport is greater than that required to return to field and execute an instrument approach using available onboard navigation equipment.
- 6.1.4 Weather restrictions may be waived under special circumstances at the discretion of RFS.

### 6.2 Temperature Limitations

- 6.2.1 Below -18°C (0°F) – at the surface RFS will cease flight operations.
- 6.2.2 Pilot will ensure oil temperature is within normal operating range prior to takeoff.

### 6.3 Wind Limitations

- 6.3.1 Aircraft shall not be operated in conditions exceeding the demonstrated wind component and limitations published in the POH. This limitation may be less based on PIC personal minimums and recent flight experience.
- 6.3.2 When taking off and landing on runways with braking action reported FAIR or 3 3 3, the crosswind component must not exceed 50% of the aircraft's demonstrated crosswind component.

### 6.4 Apron/Taxiway/Runway Conditions

- 6.4.1 Operations will cease whenever any of these surfaces are reported to have:
  - ½ inch standing water
  - ¾ inches of slush or snow
  - Braking action reported POOR or less than 2 2 2.

### 6.5 Thunderstorms

- 6.5.1 Flights will not be dispatched through or near thunderstorms. Takeoffs, approaches, and landings must not be attempted when thunderstorms are near the airport unless the runway and flight path are clear of the thunderstorm and associated gust front.
- 6.5.2 Airplanes shall maintain a minimum distance of 20 nm from thunderstorms enroute.

### 6.6 Icing Conditions

- 6.6.1 No pilot may take off in an aircraft and fly from VMC to IMC any time conditions are such that frost, ice or snow may reasonably be expected to adhere to the aircraft, unless the aircraft is certified for flight into known icing conditions with appropriate equipment installed and operable.

- 6.6.2 The term “known ice” involves the situation where ice formation is actually detected or observed.
- 6.6.3 “Known icing conditions” involves the circumstances where a reasonable pilot would expect a substantial likelihood of ice formation on the aircraft based upon all information available to that pilot.



## **7. Aircraft Maintenance**

### **7.1 Reporting Discrepancies**

- 7.1.1 All aircraft discrepancies shall be reported using Needle Nine. Describe the indications, alerts and/or conditions in as much detail as possible to help mechanics determine the root cause. If possible, provide a picture of visible indications and damage via email to RFS.
- 7.1.2 If the discrepancy renders the airplane unairworthy, check 'Down Aircraft' to prevent other pilots from dispatching the aircraft.
- 7.1.3 If the discrepancy is not related to airworthiness (i.e. GPS NavData Expired), check 'Information Only'. Information only items need not be cleared prior to flight.

### **7.2 Clearing Discrepancies**

- 7.2.1 All discrepancies except 'information only' must be signed off by a mechanic, avionics technician, or appropriate RFS personnel before being returned to service.
- 7.2.2 Return to service descriptions must be provided in the Needle Nine system prior to flight. In the event internet service is not available, paper documentation such as a logbook sticker must be carried onboard and entered into Needle Nine by RFS personnel at the first available opportunity.

### **7.3 Mechanical Problems Away From Renton**

- 7.3.1 As soon as possible, notify RFS including the discrepancy and contact info for onsite maintenance.
- 7.3.2 If the aircraft is on the ground, do not fly the aircraft until the aircraft has been inspected and returned to service by a mechanic who is authorized to do so by RFS.
- 7.3.3 Do not attempt to make repairs yourself.
- 7.3.4 In the event of a delay, the renter is responsible for all costs associated outside of the maintenance of the aircraft.

### **7.4 Insurance Deductible**

- 7.4.1 The PIC is responsible for aircraft damage, property damage and personal injury while the aircraft is dispatched under their care.
- 7.4.2 If an insurance claim is filed the PIC shall reimburse RFS for the deductible amount listed on the Aircraft Information Page.
- 7.4.3 Insurance deductibles are waived for Club members in good standing.

## 8. Emergency Operations

### 8.1 Unscheduled Diversions

- 8.1.1 If a diversion from the flight plan is necessary, the Pilot must secure the airplane in any way feasible (hangar or tie-down) to protect it from damage due to strong wind, hail, etc.
- 8.1.2 Contact RFS and provide location, flight conditions and fuel on board.

### 8.2 Forced Landings

- 8.2.1 In the event of a forced landing, it may be necessary to land in a relatively remote area. Unless you can see a house or know exactly where you are and are assured of reaching civilization, **STAY WITH THE AIRCRAFT AND REMAIN CALM**. Staying with the aircraft will afford shelter and a larger target for search and rescue personnel to observe from the ground and air. Ensure that the ELT is functioning by turning the “Arm” switch to “On”.

### 8.3 Survival Kits

- 8.3.1 Each aircraft contains a survival kit. The kit is secured in the baggage compartment and sealed.
- 8.3.2 Prior to each flight verify the kit is in place. The kits are installed for emergency use, so please do not remove content unless necessary.

### 8.4 Engine Fire During Start

- 8.4.1 The majority of fires which occur on the apron are a result of improper priming procedures which result in a carburetor fire or flooding. The safest and most effective method of preventing a fire is to follow the priming procedures outlined in the POH.
- 8.4.2 Do not attempt to restart the engine.

### 8.5 Loss of Communication

- 8.5.1 If communication is lost on a VFR cross country, troubleshoot the failure by checking headset plugs, frequency, radio volume and stuck mic. If radio failure persists attempt contact with ATC by cell phone and advise intentions. Should no contact be made land at the most suitable airport, preferably an uncontrolled airport with maintenance facilities.
- 8.5.2 Contact FSS and advise them of your location and cancel your flight plan.

### 8.6 Lost Procedures

- 8.6.1 Should you become disoriented, **DON'T PANIC**. Try to orient yourself by means of pilotage and navigational aids. If you are unable to locate your position:
  - In the local area: Attempt to contact Seattle Approach Control, advise them of your situation and request radar vectors to Renton Airport.
  - On a Cross Country: Contact an ATC facility in the area and request radar vectors to the nearest suitable airport while you still have sufficient fuel.
- 8.6.2 If unable to contact anyone, squawk 7700 and transmit “in the blind” on 121.5 and request assistance.

- 8.6.3 Monitor aircraft fuel and make a precautionary landing in a suitable area if no airport is available, before exhausting your fuel supply. DON'T LET THE LACK OF FUEL PICK AN UNSUITABLE LANDING AREA FOR YOU.
- 8.6.4 Should a pilot request flight assistance from an ATC agency they must inform RFS upon landing and submit a Safety Report within 24 hours.

## 9. Training

### 9.1 Training Limitations

9.1.1 A student pilot may not act as PIC (solo) of an aircraft:

- That is carrying a passenger (FAR)
- For compensation or hire, carrying property for compensation of hire or in the furtherance of a business (FAR)
- On an international flight (FAR)
- When the flight cannot be made with visual reference to the surface (FAR)
- In a manner contrary to any limitations placed in the student's logbook (FAR)
- Over 4 hours of local flying per day (RFS)
- Without communication with instructor prior to and after all solo flights (RFS)
- Logged a dual flight in make and model within previous 30 days prior to solo flight (RFS)
- At night (RFS)
- In Class B airspace (RFS)
- When airport/runway surfaces are reported to be less than GOOD (RFS)
- Fly further than 25 nm from Renton Airport on solo flights without a logbook endorsement specifically authorizing them to do so (FAR)
- Students are only authorized to land at airports listed in the logbook endorsement. In the event a student must land at an airport other than those approved, contact must be made with the endorsing instructor or RFS prior to takeoff. (FAR)

9.1.2 Only RFS authorized instructors may provide instruction in RFS aircraft.

### 9.2 Endorsements

9.2.1 Unless previously coordinated with another instructor, students must be signed-off by their own instructor for solo cross country flight.

9.2.2 Instructors may only endorse and authorize a solo cross country on the day of the flight and only after all flight planning is completed and review.

9.2.3 For solo flight, each student logbook must contain a wind endorsement and a maximum crosswind endorsement, which is valid for 90 days.

### 9.3 Scheduling

9.3.1 All flight lessons must be scheduled with the appropriate lesson indicated in the reservation.

9.3.2 To maximize aircraft utilization, aircraft are to be scheduled for the time of intended use including preflight. Additional pre- and post-flight briefing time should be added as appropriate to the instructor's schedule.

9.3.3 In the interest of safety, any student, instructor, or pilot may terminate a flight at any time, if they feel safety will be compromised.

**9.4 Training Records**

9.4.1 Student records are maintained in the Needle Nine system for all students. Instructors are responsible for entering lesson information within two days of lesson completion.

**9.5 Pre and Post Flight Briefings**

9.5.1 Preflight and postflight briefings are to be conducted in briefing rooms, instructor offices or other suitable quiet areas. Briefings shall not be conducted in the lobby or other high traffic areas.

**9.6 Approved Airports**

9.6.1 Training flights must use approved airports listed in the local and cross country airport tables unless otherwise permitted by RFS in advance.

9.6.2 The table below lists approved airport for local training flights.

<b>APPROVED LOCAL AIRPORTS</b>			
IDENT	AIRPORT	SOLO	NIGHT
KBFI	King Co Intl	Yes	Yes
S50	Auburn	Yes	Yes
S36	Crest	No	No
KPLU	Pierce County	Yes	Yes
S44	Spanaway	No	No
KTIW	Tacoma Narrows	Yes	Yes
KPWT	Bremerton	Yes	Yes
8W5	Apex	No	No
KPAE	Snohomish County	Yes	Yes
S43	Harvey	No	No
W16	First Air	No	No

9.6.3 The table below lists approved airports for day and night cross country training flights. For night operations the runway lights and wind indicator lighting must be operational. Distances listed in nautical miles. Approved local airports may also be used for cross country planning.

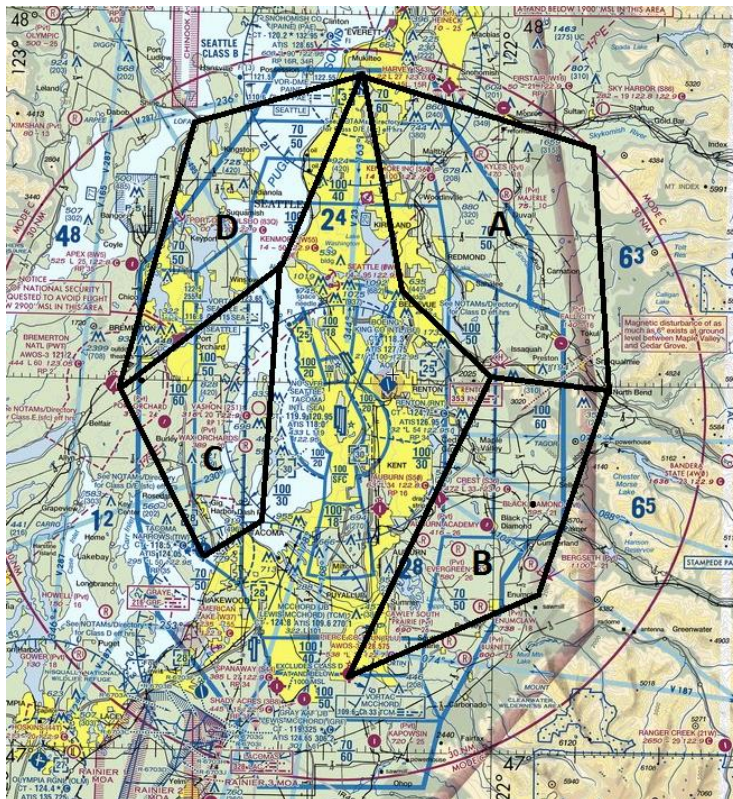
APPROVED CROSS COUNTRY AIRPORTS					
IDENT	AIRPORT	DIST	IDENT	AIRPORT	DIST
WASHINGTON			IDAHO		
KCLM	Port Angeles	64.1	KSZT	Sandpoint	233.4
OS9	Jefferson Co.	41.4	KCOE	Coeur d'Alene	219.6
KFHR	Friday Harbor	69.8	KLWS	Lewiston	224.1
KBLI	Bellingham	79.1			
KBVS	Skagit Rgnl	59.3	OREGON		
KAWO	Arlington	40.1	KAST	Astoria Rgnl	105.4
KOLM	Olympia	42.2	KSPB	Scappoose	106.8
KSHN	Sanderson	41.1	KHIO	Hillsboro	121.1
KHQM	Bowerman	77.0	KPDX	Portland Intl	115.4
KCLS	Chehalis	58.2	KTTD	Troutdale	116.9
KKLS	SW Washington Rgnl	87.2	KUAO	Aurora State	136.8
KDLS	Columbia Gorge Rgnl	120.6	KMMV	McMinnville	143.2
KYKM	Yakima	88.3	KTMK	Tillamook	141.1
KRLD	Richland	139.4	KONP	Newport	191.0
KPSC	Tri-Cities	147.2	KSLE	McNary Field	158.5
KALW	Walla Walla Rgnl	182.3	KCVO	Corvallis	185.3
KELN	Bowers	74.2	KEUG	Eugene	206.4
KEAT	Wenatchee	82.1	KRBG	Roseburg Rgnl	259.8
KEPH	Ephrata	110.6	KOTH	Southwest Oregon Rgnl	259.2
KMWH	Grant Co. Intl	119.4	KBDN	Bend Muni	208.4
KGEG	Spokane Intl	190.3	KRDM	Roberts Field	199.5
KSFF	Felts Field	199.0	KPDT	Eastern Oregon Rgnl	176.4
KPUW	Pullman	214.0	KMFD	Rogue Valley Intl	308.4

## 9.7 Minimum Safe Altitudes

- 9.7.1 Student Solo Flights - The minimum recovery altitude for all maneuvers is 2,000 feet AGL, except when conducting simulated emergency landings, for which the minimum recovery altitude is 1,000 feet AGL. Ground reference maneuvers should be conducted from 600 to 1,000 feet AGL, unless specified in the appropriate RFS Standardization Manual for the airplane being flown.
- 9.7.2 Student Dual Flights - The minimum recovery altitude is 1,500 feet AGL, except when conducted simulated emergency landings, for which the minimum recovery altitude is 500 feet AGL, unless a stabilized approach can be safely continued to an approved airport. Ground reference maneuvers should be conducted from 600 to 1,000 feet AGL, unless specified in the appropriate RFS Standardization Manual for the airplane being flown.

## 9.8 Practice Area Frequencies and Procedures

- 9.8.1 The listed practice areas are measured to ensure student solo flights remain within a 25 nm radius of Renton airport.
- 9.8.2 Pilots will monitor and announce intentions on the practice area frequency 122.75 unless operating near an airport with a published CTAF.



## 9.9 Cross Country Planning Requirements

- 9.9.1 Navigation logs must be completed, reviewed and critiqued by the instructor for all cross country training flights.
- 9.9.2 Pilots cannot file IFR or VFR round-robin flight plans.

## 9.10 Student Pilot Radio Identification

- 9.10.1 In order to help student pilots acquire practical experience, ATC facilities will provide extra consideration as necessary. Student pilots must identify themselves as “Student Pilot” on all solo flights.

## 9.11 Positive Exchange of Flight Controls

- 9.11.1 The instructor shall continuously maintain a defensive position and be prepared to take control of the aircraft at any time. There shall never be any doubt as to who is flying the aircraft.
- 9.11.2 A positive three-step process is required for flight controls:

- When transferring control of the aircraft, the instructor will say “YOU HAVE THE FLIGHT CONTROLS”

- The student then must immediately acknowledge with “I HAVE THE FLIGHT CONTROLS”
- The flight instructor will confirm by repeating “YOU HAVE THE FLIGHT CONTROLS”

## 9.12 Local Weather Minimums

### 9.12.1 Dual Flights

- VFR: As per Part 91
- IFR: Published landing minimums

### 9.12.2 Student Solo Flights (Student Pilot)

- Traffic Pattern: 1,500 foot ceiling/5 miles visibility
- Day Local: 2,500 foot ceiling/7 miles visibility
- Night Local: Not authorized

### 9.12.3 Student Pilots (Private Pilot or Higher)

- Day Operations
  - Traffic Pattern: 1,500 foot ceiling/4 miles visibility
  - Local Area: 2,000 foot ceiling/5 miles visibility
- Night Operations
  - Traffic Pattern: 1,500 foot ceiling/5 miles visibility
  - Local Area: 2,500 foot ceiling/7 miles visibility

## 9.13 Cross Country Weather Minimums

### 9.13.1 Dual and Renter Flights

- Day VFR: As per Part 91
- Night VFR: 2,500 foot ceilings/5 miles visibility
- IFR: Published landing minimums

### 9.13.2 Student Solo Flights (Student Pilot)

- Day: 3,000 foot ceiling/7 miles visibility
- Night: Not authorized

### 9.13.3 Student Pilots (Private Pilot or Higher)

- Day: 2,500 foot ceiling/5 miles visibility
- Night: 5,000 foot ceiling/10 miles visibility

## 9.14 Simulated Emergency Operations in IMC Conditions

Throughout each phase of flight training, several types of emergencies or system and equipment malfunctions will be simulated. To ensure the highest levels of safety possible within the learning environment, **no simulated emergency and/or simulated abnormal procedure is allowed in actual IMC flight conditions.**



## 10. Accident / Incident / Occurrence

### 10.1 Notification

- 10.1.1 As soon as possible, after any accident/incident/occurrence notify RFS by the quickest available means.
- 10.1.2 Do not move the aircraft or equipment.
- 10.1.3 Depending on the severity of the accident/incident/occurrence, be alert to the fact that you may be in shock and at that time you may not be competent to answer questions in an intelligent or coherent manner. Therefore, you should not discuss the specific circumstances of the event with anyone until someone other than you makes the determination that you are competent. Do not make statements or comments to members of the media.
- 10.1.4 Instructors, students and staff involved in an accident/incident/occurrence will be immediately removed from the flight schedule. This status will continue until it is determined that the individual(s) may return to flight activities.
- 10.1.5 Be advised that you need not make any statements regarding circumstances relative to the accident/incident/occurrence without being represented by legal counsel. RFS's first concern is your physical safety. Our second priority is to investigate the occurrence to determine what happened. It is possible that our desire to investigate the occurrence may be in conflict with what is in your best legal interests. If you feel this is the case, you should consult with your attorney to determine how to proceed.

### 10.2 Safety Reports

- 10.2.1 Any event, experienced or witnessed, that affects operational safety or may have negative perception of RFS or general aviation must be reported. Include as much detail as possible for staff to determine cause and safety improvements.
- 10.2.2 Safety Reports may be submitted anonymously. Contact information may be included if submitter desires a follow-up from staff.
- 10.2.3 Disciplinary action will not be taken as a result of submitting a Safety Report, unless it is found that Pilot engaged in intentional non-compliance with FARs, RFS policy, careless or reckless operation.

### 10.3 NTSB

- 10.3.1 You are obligated to aid the National Transportation Safety Board (NTSB), or their representative, in its investigation of an accident, but in a reasonable manner and time frame to ensure that your rights are protected. You are strongly encouraged to review the aircraft accident/incident reporting requirements found in NTSB Rules, 49 CFR Part 830 and the Aeronautical Information Manual (AIM).

#### **10.4 Flight Records**

- 10.4.1 Preserve all flight records and any other items relevant to the accident/incident/occurrence. Make copies of all documents relating to your flight, provide a copy to RFS and retain them for your records.

#### **10.5 NASA Program**

- 10.5.1 You are strongly encouraged to review the Aviation Safety Reporting Program. The FAA utilizes the National Aeronautics and Space Administration (NASA) to act as an independent third party to receive and analyze reports submitted under this program. The program is described in AC 00-46, Aviation Safety Reporting Program and the Aeronautical Information Manual (AIM). If there is any reason to suspect that an incident may be classified as an accident, or involve criminal activity, it is essential that you speak with an attorney prior to filing out the NASA report. If criminal activity or accidents are reported in the NASA forms, NASA will forward the report to the FAA or the Department of Justice as appropriate without de-identifying the report.

#### **10.6 Personal Injury / Death**

- 10.6.1 When a serious injury, illness or death of an individual takes place, the individual witnessing the mishap will seek help via the following procedure:
- Maintain personal safety
  - Call 911
  - Notify RFS who will then respond appropriately

#### **10.7 Overdue Aircraft**

- 10.7.1 When an aircraft fails to return to RFS at the prescribed time all attempts to locate the aircraft will be made. Sources to aid in aircraft location:
- Listen to the lobby radio to hear the local traffic.
  - Try flight locators such as Flightaware.com.
  - Have the staff try calling the instructor and student's cells phones.
  - Staff will use the FBO radio to attempt to contact in practice area.
  - Call local Air Traffic Control, TRACON, ARTCC, or FSS.
  - Call the Chief or Assistant Chief Instructor.

## 11. Security Procedures

### 11.1 Security Requirements

- 11.1.1 As a tenant of the Renton Municipal Airport, RFS is required to implement, maintain and enforce a program that ensures unauthorized individuals will not have access to aircraft parking areas, taxiways or runways, either directly or indirectly under its control.
- 11.1.2 Visitors and guests will be escorted by RFS personnel or clients within the secured aircraft parking area.
- 11.1.3 Any person requesting access to the secured aircraft parking area shall receive training pertaining to their responsibilities for security in those areas.
- 11.1.4 In accordance with 49 CFR 1552, all staff having direct contact with flight students shall complete the TSA Flight School Initial security training within 60 days of employment, and recurrent training annually.

### 11.2 Building Security

- 11.2.1 Primary ingress/egress for renters, students and instructors will be through the main entrance. This door shall remain locked unless the building is attended by RFS personnel.
- 11.2.2 All other exterior doors shall remain locked at all times.
- 11.2.3 Doors to the administrative offices shall remain locked unless attended.

### 11.3 Reporting Procedures

- 11.3.1 Incidents involving unauthorized individuals in secure areas, doors left unlocked, etc. should be reported immediately to Staff.
- 11.3.2 Any person unauthorized to access secure areas shall be challenged and escorted to a non-secure area. If uncomfortable about challenging an individual contact Staff and/or law enforcement.