



Standard Operating Procedures

SOP # 1

Defects

All defect that are found on any aircraft shall be reported immediately to an instructor. The instructor will then report the defect to the person responsible for maintenance (Jeannette Nosko), in person or by phone if the defect occurs in a different location other than Abbotsford. The defect will then be record in the journey log. After consultation with the AMO the defect will either be deferred and the aircraft returned into service or all flights will be cancelled on that aircraft until such time that the defect has been rectified.

Thank you,

Jeannette Nosko
CFI / Maintenance Manager

Standard Operating Procedures are made for the safety of our students, instructors, aircraft and public. We expect that all standard operating procedures be followed at all times. If there is any question about the standard operating procedure ask the operations manager or any staff of Principal air to clarify.



Standard Operating Procedures

SOP # 2

Aircraft Parking

This SOP is meant for the aircraft parking and securing at end of day or during the event of high winds.

- During Operating hours all aircraft can be parked on apron of Abbotsford airport, the nose wheel shall be placed on the white dot.
- Aircraft parked on apron shall have the wheels chocked and control locks installed correctly; the red tag covers the magnetos and master switch
- Aircraft moved from Andres Welding shall be moved by tow bar forward and aircraft turned away from the hangar door
- Aircraft to be tied down at Andres Welding and or Bakerview Aviation shall be placed in the appropriate spots. Aircraft will be secured with wheel chocks, tie downs, and control locks
- In the event of high winds while aircraft are parked on apron, all aircraft shall be rotated into wind and secured with wheel chocks and control locks.
- After hour Students/Renters can see the AHP contract

Thank you,

Jeannette Nosko
CFI / Maintenance Manager

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SOP # 3

Covers

Since low wing aircraft are prone to water leaks. The Warrior GILP shall have it's cover put on when ever there is a potential of precipitation. When taking the cover off if it is wet, it should be brought into the office to dry. If the cover is not wet it should be folded and placed in the cargo bay under the security straps.

Thank you,

Jeannette Nosko
CFI / Maintenance Manager / DFTE

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SOP # 4

Winter Operations

This SOP is meant for the aircraft to be operated in the winter months. Principal Air Aircraft are stored in a hangar along with outside.

- Morning Flights aircraft shall be stored in hangar to prevent the aircraft from being de-iced; consult booking sheets day prior for which aircraft will be parked in hangar
- One hangered aircraft are parked on apron; outside kept aircraft shall be moved into the hangar with the overhead heater on
- Aircraft that needs to be de-iced shall be done by instructor before the booking time starts
- Day after heavy snowfall CFI/ACFI will determine if Office will be open, and to check ramp conditions
- Appropriate clothing must be worn prior to entering aircraft. If not wearing appropriate clothing flight will be canceled.
- Park Aircraft in safe spot on ramp, avoid loose snow/ice when taxiing. Crosswind inputs are mandatory

Thank you,

Jeannette Nosko
CFI / Maintenance Manager

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SOP # 5

No Show Policy

This SOP is meant for cancelations and no shows. Instructors are present for your lesson as you would be as well. Students/Renters shall show up prior to their booking to use the aircraft. Instructors shall cancel the lesson if weather is an issue, if the instructor has not reached out about the lesson the expectation is that the student will show up.

-Any Cancelations shall be done in greater than 24 hours' notice, notice of cancelations within 24-hour notice will be subject to the late cancelation fee

-Any no shows will be subject to the late charge fee

-Students who show a habit of constant cancelations within or greater than 24 hours' notice will have their bookings restricted or not booked at all.

-Students who arrive late to lessons will be charged a late fee as it reduces the quality and effectiveness of the lesson.

Thank you,

**Jeannette Nosko
CFI / Maintenance Manager**

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SOP # 6

Forced Approach Practice

Due to increased safety concerns within the Uncontrolled Aerodromes airspace. Forced approach practice may only be done from within the circuit, when there will be no conflict to other aircraft. There shall be no forced approach practice from any altitude other then circuit altitude within the Uncontrolled Aerodromes airspace zone. All forced approach practice from cruise altitude shall be done outside of the Abbotsford Control zone. If a student wish's to practice a forced to the ground level it may be done, only with an instructor on board, and may be done at Sand Piper Golf course on the runway once, there is no other traffic landing, departing or on the runway. Other locations may be approved by the CFI. Students flying solo are NOT PERMITTED LOWER THEN 500' for any reason. Any student that breaks this rule (a Canadian Regulation) will be grounded for a time seen fit by the Chief Flight Instructor. These regulation are for your safety, they will be followed.

Thank you,

Jeannette Nosko
CFI / Maintenance Manager

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SOP # 7

Quality Control

To ensure that all aircraft has the appropriate maintenance the following shall be done.

- The PRM shall check all log books to ensure maintenance is completed before the aircraft returns to service.
- The journey log book shall be initialed before being returned to service.
- No person shall fly a Principal Air aircraft without a journey log book.
- If the aircraft is not in service the journey log book shall be removed from the aircraft document bag.
- All defects or any items of question shall be reported to an instructor or directly to the Person Responsible for maintenance, instructors shall report to the PRM.
- Purchase orders for maintenance shall only be written by the PRM, unless given permission in writing by the PRM.
- Any person that is given permission to write purchase orders shall be trained and have documentation to substantiate such training in their personal binder or folder.

Thank you,

Jeannette Nosko
CFI / Maintenance Manager

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SOP # 8

Oil and Fuelling

Oil may only be added by instructors or renters (with a minimum of a PPL license) Students that do not have a license must ask an instructor for permission to add oil and is under the supervision of any of the instructors of Principal Air.

Oil will only be added when the C152 are at 4.5quarts and when PA28/C172 are at 5.5 quarts. One full quart will be added. If the aircraft is on mineral oil it will say this on the oil door ,on the school schedule and on the maintenance digital board. Mineral oil if used will be kept in the aircraft. For aircraft not on mineral oil, the oil to be used is in the hanger on the side by the classroom.

Once oil is added if the aircraft is on condition it will have an oil consumption record at the front of the journey logbook. Record that 1 quart of oil was added and sign you name. Empty oil quarts will have the top secured and put in the used oil containers bag in the hanger.

Fueling may be done by renters and students(with authorization by their instructor). When fueling at the self serve pumps, a latter will always be used, as this prevents accidental slipping and damage. Be sure to ground the aircraft and hold the nozzle in such a manor that the hose does not rest on the wing of the aircraft and that the nozzle is not pushing on the opening of the fuel tank. The fuel nozzle can easily damage paint and fuel tanks. If you have any questions ask any instructor of Principal Air.

If the self serve pumps are not functional for any reasons, the shell fuel truck may be called before 5pm. For fuel truck wheel chocks are required.

Thank you,

Jeannette Nosko
CFI/Maintenance Manager

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SOP # 9

Cross Countries

This SOP establishes Procedures and Requirements for Student/Rental of flying Principal Air Aircraft on cross country flights. This ensures safe operation and compliance with regulations

-Aircraft will be flown to approved airports, any non-approved airports must be approved from CFI, ACFI, and or General Manager

-Copy of nav Log and weight and balance must be left on main desk and reviewed from any flight instructor of Principal Air

-Student/Renter must provide any applicable NOTAMs, and airport procedures

-Student/Renter must give weather brief for flights beyond Fraser valley.

-Booking time must be sufficient for the desired route. Student/Renter must be on time to ensure aircraft is on time for next booking (with fuel exceptions)

-In the event of delays and the booking time is insufficient for route Student/Renter must turn around and head back to Abbotsford Airport

-Aircraft shall be signed out on dispatch sheets prior to departing. Route must be filled out completely.

-Landing at unplanned airport is for emergencies only, contact school or FSS or walk to nearest house and use their phone

Jeannette: 604 378 2477

Evan: 778 204 6888

Mitch: 778 377 3588

-Aircraft shall not be flown in the mountains in the night, any cross countries where aircraft is in the mountains shall be out of the mountains 30 mins prior to sunset.

-No touch and goes on runways less than 3400 feet in length, no slope, elevations over 2000 feet (inclusive of density altitude) and no touch and goes towards rising terrain.

-If Student/Renter does any action or anything unsafe, let any Instructor know.

-All 300s will take off no later than 7am and fly the approved route, students only passengers must be approved from instructor

-All students need to adhere to the 60 day currency policy to meet the insurance requirements.

-Night currency is 5 take offs and landings within 6 months to carry passengers, Students/renters who don't have a night rating need to be wheels down 1 hour before sunset

Thank you,

Jeannette Nosko

CFI / Maintenance Manager / Flight Test Examiner

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Standard Operating Procedures

SOP # 10

Flight Tests

This SOP is meant for the booking and procedures of the flight test.

- Any Candidate who is flying with a Class 4 instructor shall be book for a pre flight with a Class 2 or 1 of Principal Air
- Pre Flights will include a ground portion and a flying portion, a debrief slot may be included at instructors discretion.
- Flight test may be booked in advance if the candidate is showing that there is a realistic performance of passing the flight test of that booked date.
- Routes shall be given 1 day before flight test day from examiner, Examiner may let instructor pick route.
- Letters of Recommend shall be done after a pre flight and given to Candidate, flight test booking will follow after unless pre booked.

Jeannette Nosko
CFI / Maintenance Manager / Flight Test Examiner

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