



Private Aircraft Handbook – 2020

v. 1

Owen Sound Flight Services Policies and Procedures

Congratulations on owning your own aircraft! You are one of a select few that have made the ultimate commitment to your passion for flying. Learning to fly is an exciting and challenging pursuit, and no matter how many licences or ratings you acquire, a proficient pilot is always in a perpetual state learning and flight training.

Flying in your own airplane can be a very rewarding experience! Whether you are a new owner, or have been flying your plane for years, Owen Sound Flight Services can help you get the most out of your aircraft, and out of your flying education.

For the new owner, there is a steep learning curve that requires an understanding of new requirements regarding Insurance, Maintenance and Storage of your aircraft. In addition, Owen Sound Flight Services also has policies and procedures in place that need to be addressed in order for us to train you in your aircraft.

Our policies and procedures were developed with one main driving force; **The safety of the flight and everyone involved**. Our years of experience have shaped our current mentality as to what constitutes a safe flying environment, and our current policies and procedures utilize this mindset to mitigate risk at every opportunity.

Our Policies are updated regularly, based around new experiences that arise throughout the industry, both in house and nationwide. As the dynamic playing field of aviation transforms, we will adapt our procedures as necessary, and you will be notified of changes to our policies as they come in to effect.

Please take some time to review this document, as it should serve to clarify a number of questions you might have about learning to fly in your airplane, with Owen Sound Flight Services qualified Flight Instructors guiding you along the way. We are excited to get flying with you, and look forward to many safe adventures in the air to come!

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A/C – Aircraft. Refers to your private aircraft.

After Hours Supervision – The Dispatching, Monitoring, and Post Flight Debriefing of Solo Flights that take place by student pilots in their own aircraft, outside of regular business hours for OSFS Staff. This time is calculated from the time of sign out to the time of sign in. You can expect to be billed for the total duration of this time, based on the current supervision rate.
Solo practice during regular business hours is not charged any fee.

Duty Person – An employee of OSFS delegated as a contact for students, pilots and renters, who shall be notified of departures and arrivals of the aircraft during and/or after business hours as required.

Cross Country Flight – Any flight containing multiple legs. A multiple leg is a flight where a shut down and start-up has initiated at airports other than Owen Sound, when the origin of the flight was Owen Sound. If you fly from Owen Sound to Tobermory and do a touch and go, that is for the purposes of these policies and procedures, not considered by OSFS to be a cross country.

Flight Plan – A record of the flight, filed with London Flight Information Centre (FIC), or the nearest appropriate FIC

Operational Circumstances – Circumstances related to Airport, Airplane or Weather that are beyond our control. Typically used in a negative context, such as “your flight is unfortunately cancelled due to operational circumstances”.

PI – Primary Instructor – The flight instructor that has been assigned to oversee your flight training progress. He or she has the ultimate authority to authorize you for solo training flights, in addition to any other OSFS staff delegated by you PI. You PI is the instructor who will be doing the majority of, or all of your flight training.

CFS – Canada Flight Supplement

FSS – Flight Service Station, sometimes called Flight Information Centre (FIC) or referred to as London Flight Services.

We, Us, Our, OSFS – Refers to the company Owen Sound Flight Services Inc. and its staff.

Weather Minimums – Ceiling and Visibility

| | Local | | Cross-Country | |
|---------------|-------------------|------------------|---------------------------|-----------------|
| | Dual | Solo | Dual | Solo |
| Day | VFR Limits | 1500' AGL / 6 sm | VFR Limits | 3000' AGL/ +6sm |
| Night | VFR Limits | 2500' AGL / 8 sm | VFR Limits | 3000' AGL/ +6sm |
| | Local – Dual Only | | Cross-Country – Dual Only | |
| IFR | IFR Limits | | IFR Limits | |
| IFR Alternate | IFR Limits | | IFR Limits | |

* Weather conditions must be stable and expected to remain at or above the minimums stated above. Weather is based on Metar's, TAF's and GFA's for airports near the route of flight.

Maximum 90° Gusting Cross-Wind

Dual - 30 knot / Solo - 15 Knots

Overruled by any limitations of the aircraft

Minimum Surface Temperature

Minus 20° C

Minimum Fuel Requirements

| | |
|--|---|
| Dual Local | - Required for flight plus VFR Reserve (CARs 602.88) |
| Dual X/Country | - Required for flight plus VFR Reserve (CARs 602.88) |
| Solo Local | - Min ½ Tank at Takeoff and ¼ Tank upon landing |
| Solo X-Country | - Maximum Permissible - Refuel if flight time will exceed ¾ of useable fuel |
| Minimum 1Hour of fuel remaining upon landing. | |

Practice Areas

As defined in the document OSFS Practice Areas

Aircraft Defects

If there are any aircraft defects noticed by the student, it is his/her responsibility to report them to their AME and amend their log books as necessary. **The Primary Instructor must be made aware of the defect and deferral or countermeasure implemented before further flight training is commenced.**

Securing Of Aircraft

It is the aircraft owners responsibility after each flight, to properly secure the aircraft as they see best fit.

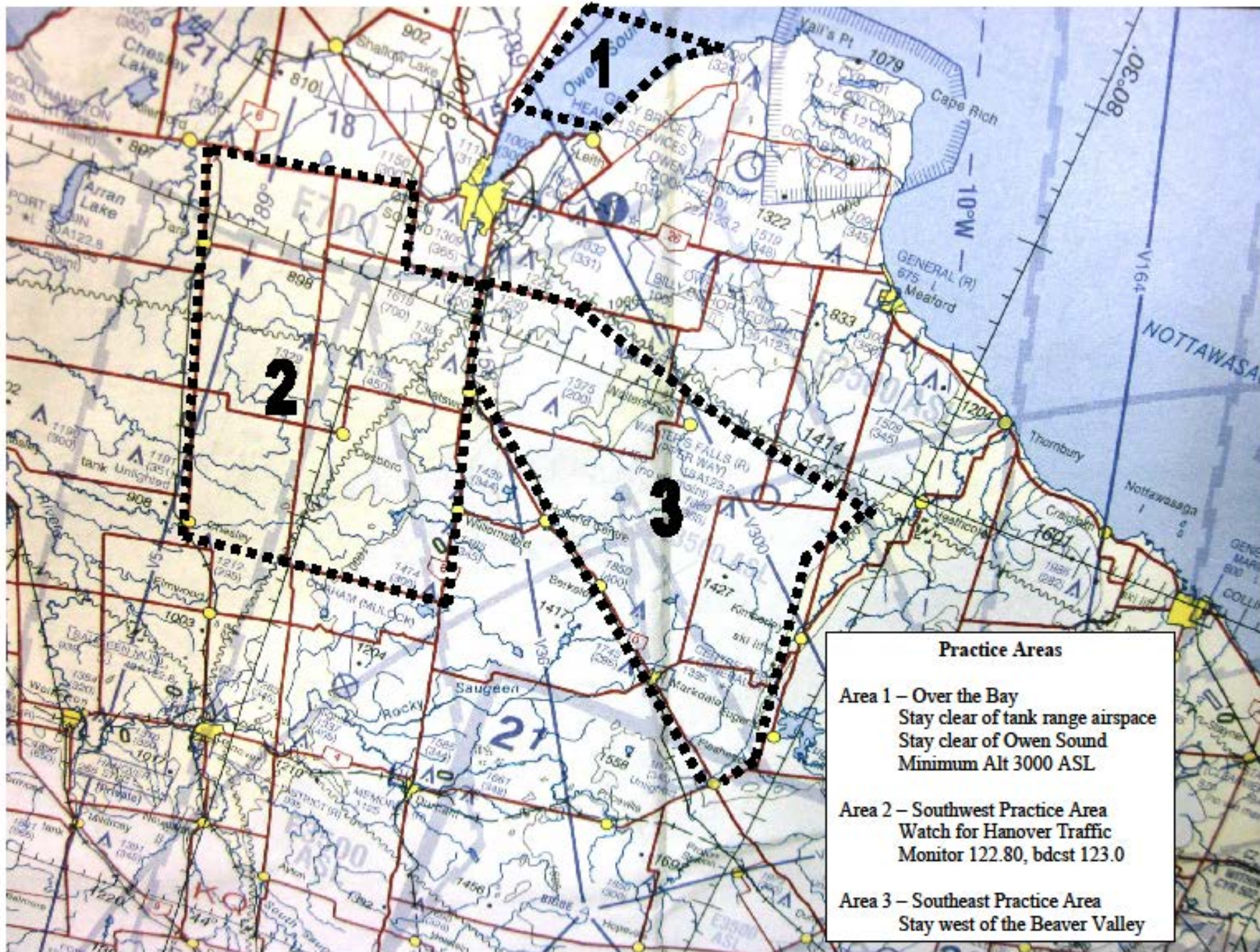
Emergency Landings

In the event of an unscheduled or forced landing, the student should obtain assistance from the nearest available source and contact Owen Sound Flight Services as soon as practicable at 519-372-1259.

Flights Over Water

No flights are permitted to operate over water, except when conducting a take-off or landing, beyond a point where the aircraft could reach shore in the event of an engine failure.

OSFS Practice Areas



Licensed & Non-Licensed Pilots - Policies

If you are a private aircraft owner who **does not yet have a pilot licence**, then **all** policies and procedures in this document apply to you.

If you are a private aircraft owner who **has a valid pilot licence**, then the policies and procedures in this document apply to you only for flights where upgrading instruction is taking place (this includes both Dual and Solo flights).

To clarify through example, if you have a Private Pilot Licence and are working towards a Night Rating, you can certainly come out during the day at your discretion and fly your aircraft whenever you like without the need to involve OSFS.

If however you plan to continue flying into the evening to practice some solo night flying, but do not yet have the Night Rating endorsement, then OSFS policies and procedures must be followed.

In short, as a licensed pilot, you are always able to exercise the privileges of your licence and any ratings within the permissions and parameters of those endorsements. OSFS does not overrule or restrict you from any privileges you already have.

Dispatching – Understanding Responsibility and Liability

Dispatching flights is both a big responsibility and liability for Owen Sound Flight Services, and it is not something we take lightly. Student pilots are sometimes disappointed when we are unable to authorize solo flights, or when the conditions are not suitable even to fly dual.

Please understand that we want to fly, and we want you to fly, however there are many factors that affect our decision to dispatch a flight. You may feel confident in your ability to fly on any given day, though when your Instructor is analyzing whether to sign you out or not, they are likely considering more criteria than may appear at first glance.

When signing out a student for solo flight training, your instructor is considering the weather for the entire duration of your flight. We are considering the strength and direction of the wind relative to the runway, your experience, skill level and recency. We are considering runway conditions, as well as the business of the airport and surrounding airspace in general. We are looking at weather forecasts, radar and satellite imagery with an experienced perspective, knowing that sometimes forecasters are wrong, as we can often pick up on trends that are more subtle than what appear on the surface of a Metar, TAF or GFA.

Generally speaking, we approach dispatching solo flights with a pessimistic outlook. Not because we are negative people, or because we don't want you to fly, but because in our role, we have to plan for the worst and hope for the best. We consider the worst case scenario when authorizing flights because if there was ever an accident or incident, it is us, OSFS, your authorizing instructor and chief flight instructor that have to justify our actions, possibly later in court. It sounds drastic, but that is the reality of our liability. We have to be confident in the uneventful execution and conclusion of each flight, and as a general rule, err on the side of caution.

When the inevitable disappointment of a cancelled flight occurs, try to find something positive to focus on. Take this as an opportunity to learn why we have decided not to dispatch the flight. There is a lot to learn when it comes to interpreting weather and executing a safe flight, and it is our goal to impart this perspective on to you, so that you can evolve to be the one to give the go / no go decision of your flights in future. We encourage you to ask questions, as we are more than happy to give our perspective on our Pilot Decision Making.

Every now and then inevitably, our mindset unfortunately leads to a flight being cancelled when it might have otherwise been ok to fly, whether turned out to be better than forecast. This is the casualty of a safe mentality when flying. Ultimately, the old adage applies: It is better to be on the ground wishing you were in the air, than in the air wishing you were on the ground. Let's be safe and make good decisions, from the ground up.

All flights, whether Dual or Solo, need to be booked in advance of the flight.

Making Dual Bookings

Dual bookings can be made during any regular business hours by phone, e-mail, text message with your PI, or through Flight Schedule Pro. After hours bookings can be made through coordination with your PI based on their availability.

Making Solo Bookings

Solo Bookings need to be made with your Primary Instructors approval. Your PI may assign a secondary instructor who can authorize and monitor your solo flights on days where they are away, or for times they are unavailable.

Solo bookings cannot presently be made through Flight Schedule Pro. You must contact your PI and he/she will make a booking for your intended flight time.

Despite having access to your aircraft at any time, you still cannot show up at the airport on a whim and expect to fly solo during regular business hours without first coordinating a Solo Booking ahead of time. Your instructor may be busy, out flying, or even off for the day, and in such cases it is not possible for them to authorize or monitor your flight. Your Primary Instructors schedule can be seen at any time by looking at Flight Schedule Pro. Communicate your ideal schedule with your Primary Instructor and they will work to create a training plan that works for you both.

Cancelling Bookings

If for any reason you need to cancel a booking, we require 24 hours notice for reasons other than operational circumstances. Operational circumstances include inclement weather, airport unsuitability and aircraft unserviceability.

Please make every effort to contact your instructor with as much notice as possible if you are unable to make it in for your booking, **whether Dual or Solo**. If you **miss a booking without giving adequate notice**, you will be subject to a **\$75 No Show Fee**. If you are late for your booking, your instructor may at their discretion, begin charging you the hourly fee from the time your booking was scheduled to start. We don't want to charge these fees, a mutual respect of each others time and schedules is important in the student-instructor relationship.

Signing Out and Signing In

As the owner of the aircraft, you have more flexibility regarding when you want to fly compared to a student renting our aircraft, however there are still some restrictions you need to know about.

All Flights Must Be Authorized

Transport Canada requires your instructors to talk with you before each flight conducted in your private airplane. We must also talk with you after each flight so that the appropriate Pre and Post Flight Briefings are carried out.

As part of the authorization process, the flight must be Dispatched through our Digital Daily Flight Sheet – Airbooks. Both you and your instructor must acknowledge the exercises to be practiced. **You are not permitted to deviate from the exercises or Practice Areas discussed with your PI at the time of Authorization without additional permission.**

All Flights Must be Monitored

This means that an instructor must be aware of your flight and must be keeping tabs on you throughout your flight. This can be a different instructor than the one who authorized your flight if the two instructors have discussed the details of your flight prior to signing out.

All Flights Must be Debriefed

This means that after your flight, once your aircraft is secured, you must return to the OSFS office, fill in your flight times and talk with your dispatching instructor in brief or in detail about the events of the flight so that a training plan can be established moving forward.

Currency During Training

Currency means flying at a specified interval to retain solo flying privileges. While you are receiving upgrading instruction as a licenced pilot, or any instruction as a Student Pilot, your currency to fly the aircraft Solo, without the need for more Dual, is 14 days (2 weeks). Your instructor may at any time, require a Dual checkout prior to reaching 2 weeks for any reason deemed necessary by your instructor. This includes but is not limited to: your flying ability, inclement weather, hazardous runway conditions, congested airspace and aircraft airworthiness. It is our intention to ensure your next solo flight is safe and productive.

Current Training Rates for Private Aircraft - 2020

Our current rates to train you to fly in your aircraft for 2020 are outlined below:

| | |
|--------------------------------------|---------|
| After Hours Solo Supervision..... | \$50/hr |
| Business Hours Solo Supervision..... | \$00/hr |
| No Show Fee..... | \$75.00 |

Flight Training Hourly Rate

| | |
|---|----------|
| In Flight Training in Private Aircraft..... | \$100/hr |
| Ground Briefings..... | \$100/hr |

Payment Terms

Payment is due when services are rendered.

You must remain up to date, or ahead of your account.

If you desire, you can put money on account, and after each flight an invoice will be provided showing the remaining balance.

We are unfortunately unable to carry a balance owing to us, as it is beyond our financial means to operate with a "Tab" from students.

Payment Options

Payment by Debit, Cheque, E-Mail Money Transfer or Cash is preferred.

Payment by Credit Card is subject to a 2% surcharge.

Our current rate for training you in your own aircraft is higher than our current rate to train students in OSFS aircraft. For the purpose of transparency and understanding, we would like to clarify the reasons why this is the case.

The short answer is that **it costs us more to train you** in your own airplane. Here are some variables to consider.

Pilot in Command

When we step into your aircraft to train you, we are acting as Pilot in Command. This means we take responsibility for the safety of everyone affected by the flight, including you the student, the aircraft, other airplanes in the vicinity and persons and property on the ground. You the student do not share the same liability and accountability that we do as Pilot in Command, in the event of an accident or incident.

To be an effective Pilot in Command, we have to know your aircraft, and we should know it better than you do! This means we have to spend additional time learning the ins and outs of your specific airplane, including Airspeeds, Procedures, Handling Characteristics, Weight and Balance Loading, Crosswind Limitations and the list goes on and on. In order to be effective in your training, we have to maintain a fresh understanding of your aircraft's ability, and your ability, so that we can train you safely.

Record of Documents

We retain on file a record of all your documents to ensure their validity so that when we as PIC are flying in your airplane, the aircraft is in fact airworthy. We have to verify the following before each flight:

- * The Certificate of Airworthiness is valid and onboard
- * The Certificate of Registration is in your name and onboard
- * A Pilot Operating Handbook is available in the cockpit
- * A Weight and Balance for the empty aircraft is valid and on board
- * A Weight and Balance for the flight has been assessed and is within limits
- * The Journey Log has been kept up to date, there are no snags, and it is on board
- * Annual Airworthiness Inspections have been completed on time
- * Out of phase items like Compass Swings and ELT Recertification's have been completed
- * Your aircraft insurance is valid and names OSFS instructors as additional insured
- * Your personal Licence, Permit, Aviation Document Booklet and Medical is valid

Indirect Costs

We pay substantial premiums for flight training insurance and commercial level maintenance, in addition to costs associated with providing a flight school to the general public who wish to learn to fly. When we fly in your aircraft we don't fly in ours, and ultimately our airplanes end up sitting on the ground not only generating zero revenue, but actually costing us money as we pay fixed annual fees.

Paying these fixed costs, to then go and fly another airplane, is not a financially sustainable platform without offsetting the indirect costs of downtime somehow. There is a significant amount of time and work that goes into each flight in a private aircraft behind the scenes.

This is a big factor for the increased hourly rate to train you in your aircraft. If we did not offset our costs, we would not be able to afford to keep a flight school open, and as a result, we would not be here available to train you in your private aircraft. It's no secret that teaching flying is passion driven, and not financially motivated.

After Hours Supervision

As a private aircraft owner, you will want the freedom to fly your airplane wherever and whenever you want, and rightfully so you will be able to, **but not until you are licenced to do so**. In the meantime, you are restricted to the training schedule we provide for you. We want to try and be flexible and help you reach your goal, so sometimes that means working late or starting early. From spring to fall we are open 7 days a week!

Our Flight Instructors are only paid for billed hours. It's a tough business and a tough start to a flying career. There is a lot of solo time that students need in their own airplanes to become proficient. There are also a lot of schools that "over-dual" their students because the instructors know they don't make any money for sitting on the ground while you fly by yourself.

OSFS is committed to being fair and impartial to your needs for learning, even if it means not making any money ourselves. We don't want to fly with you more than necessary, and believe you can learn a lot when the comfort of an instructor is gone from your side. For this reason we don't charge anything when you are flying Solo during our regular business hours, even despite the significant liability we have while you are flying by yourself, and the flight following that has to be conducted by us while you are in the air. It is our commitment to you to never make flight training decisions based on financial gain, and always drive your training based on quality education and your needs as a student pilot. We are in fact here, for you.

There may be times when you wish to fly by yourself outside of our regular business hours. It seems that everyone is busy in life these days, and sometimes you can only get out to the airplane after work, or on a weekend and in some of those cases we may not be here. We are flexible and can often assist you with this request after normal hours request; however for our instructors to come in and spend the time to oversee the safe solo operation of your aircraft from the ground, we do charge a fee as it will require some them to be displaced from their personal lives with family and friends.

The After Hours Supervision fee is an hourly rate for your instructor to be present at the airport while you are flying by yourself in your airplane, outside of regular scheduled working hours. **The hourly rate commences at the time of Dispatch (Sign Out), and is concluded when you have entered all of your flight times in Airbooks (Sign In).** The After Hours Supervision fee for 2020 is \$50/hr.

If you arrive for your solo flight more than 30 minutes beyond the arrival time coordinated with your instructor without fair reason, the hourly rate will commence and will be added to the time between Sign Out and Sign In.

If your instructor has to travel a significant distance to be at the airport to supervise you, they may at their discretion, and with prior notice and agreement with you, charge a flat fee to travel to and from the airport (which for some instructors is up to 1 Hour of driving each way)!

As Flight Instructors, we are passionate about teaching flying, and we want to teach the World to fly, including you! As pilots, we love airplanes, and are excited at opportunities to diversify our experience in flying all sorts of aircraft. The bottom line is we want to teach you to fly your plane, and if it was any less expensive for us to do so, you would find it less expensive also.

We are typically here 7 days a week during spring, summer and fall during regular business hours of 08:00 to 5:30 and we are excited to get flying with you during our regular business day. If your schedule is not compatible with ours, we can adapt, however you can expect some additional costs as a result.

Expectations

Readiness

Flying is all about timing, and we need you to help us stay on schedule. You are expected to have your aircraft ready for flight at your scheduled booking time. This is relative to the progress of your flight training and what level you have been trained to thus far.

If you hold a Pilot Licence or Pilot Permit already, the aircraft should be on the apron, walked around with the appropriate amount of fuel and oil for the flight to be flown.

If you are still in the initial stages of your training and have not yet been authorized to taxi the aircraft on your own, then having the aircraft ready for flight in the hanger or at the tie down location is acceptable.

Ensure you have authorization from your instructor to operate the aircraft through the means necessary to prepare it for flight. In general, when the lesson plans have reached The Circuit, student pilots will typically be permitted to taxi their aircraft without the instructor on board.

Aircraft Serviceability

You are expected to make every effort to have a serviceable aircraft ready for the time of your flight. We are aircraft owners too, and we understand that this is not always possible, sometimes defects are not found until the walkaround or start up phase, however there are also often persistent issues that continue to pop up again and again. We will be certain to help advise you on maintenance we feel should be addressed and we will leave it to you to resolve any issues. If there are recurring issues we will ask that these are resolved permanently prior to continuing flight training.

OSFS reserves the right, as acting PIC in your aircraft, to cease flight operations in your aircraft for any safety related issues we see fit. **This includes flying dual, and authorizing you for solo flights.** During your training, it is our discretion as to which snags constitute the grounding or your aircraft from a training standpoint. We will certainly be happy to at any time, discuss these defects with you and your AME to ensure serviceability of your aircraft.

Elementary Maintenance

OSFS conducts flight training with student pilots on privately owned aircraft, provided the aircraft are maintained by qualified Aviation Mechanical Engineers. Owners of private aircraft are permitted, through CARS 605 Appendix A, to perform Elementary Maintenance. This is a

finite exhaustive list which includes such tasks as changing filters, replacing tires, cleaning spark plugs etc.

OSFS does not conduct flight training on “Owner Maintenance” Aircraft, where owners are conducting maintenance in addition to those items specified in CARS 605 Appendix A. To further define the line between Owner Maintenance and Elementary Maintenance, OSFS requires that aircraft owners are trained by their respective AME on the Elementary Tasks and are “signed off” by them to perform these tasks.

Transport Canada does not specifically state that Private Aircraft Owners require any training to perform these Elementary Tasks, however most AME’s would at least encourage if not mandate that they will train the aircraft owner on each task prior to advocating that the aircraft owner performs those specific tasks. AME’s have concerns if private owners are performing maintenance on their aircraft without guidance.

OSFS also requires validation that training has been completed - for private aircraft owners - from the AME who is responsible for the maintenance of the privately-owned aircraft. This validation is demonstrated through completion of the OSFS Form – “Elementary Work – Training and Authorization Record” which is to be initialed and signed by the AME for the applicable tasks. This form outlines a list of tasks that the AME has trained the aircraft owner on and is satisfied that he or she is competent to perform the tasks. Not all tasks need to be initialed by the AME, just those that the aircraft owner is planning to perform, the remainder can be marked as N/A for not applicable. The AME will then sign and date the form.

With this form complete, the private aircraft owner has increased ability to perform additional maintenance tasks. OSFS continues to encourage all private aircraft owners to seek guidance on maintenance issues from their AME, and have the AME direct the maintenance program including elementary tasks. Once trained, private aircraft owners can exercise the privileges of 605 Appendix A through elementary maintenance and resolve small defects and gain valuable hands on experience with servicing their aircraft.

When a defect or snag is discovered, the Pilot in Command is to enter the finding into the aircraft journey log, the aircraft becomes grounded at this point. When the maintenance is performed that rectifies the snag, or a deferral is issued, that note is also made in the journey log to make the aircraft airworthy once again. There is some specific phraseology that is to be incorporated into the journey log by either an AME or by the aircraft owner if performing Elementary Maintenance, and OSFS and the AME can both assist with training on how to properly fill out the required paperwork to both snag, and resolve defects.

OSFS encourages private aircraft owners to work together with their AME’s whenever possible towards the continued airworthiness of their aircraft to gain critical insight into proper care and

maintenance. We would encourage private aircraft owners to seek out the training for elementary maintenance so that they can perform these tasks under the direction of their AME's.

Private Aircraft Owners – FAQ

Q: Do you train in Owner Maintenance Aircraft?

A: Unfortunately not. Our insurance company does not cover us to fly in owner maintained aircraft. We only conduct flight training in aircraft that are maintained by a qualified Aviation Maintenance Engineer or Aviation Maintenance Organization.

Q: Since I have my own airplane, can I go flying whenever and wherever I like?

A: If you don't yet have a licence, you unfortunately can't just fly where and when you like, you are subject to our policies and procedures for flying.

If you have a pilot's licence, than you can exercise the privileges of your licence, however if you are flying with us for the purpose of upgrading your licence or adding a rating, than you are subject to our policies and procedures during that portion of the flying.

Q: When I am enrolled in flight training and want to make a booking, what do I do if I can't get a hold of any one at the office?

A: Take a deep breath. Then ascertain whether we are working or not. If we are, than we're probably flying if the weather is nice, as many of our students book up to a week in advance to secure the timeslot they prefer.

Next, check Flight Schedule Pro to see if any Instructors are scheduled for the day you want to fly. You can send an e-mail to Info@flyos.ca, that comes directly to Dave. You can also try sending a text message to your Primary Instructor on their cell phone.

There are many ways to get in touch with us, and we certainly want to hear from you. We will make every effort to get back in touch with you as soon as possible.

Q: I have a Student Pilot Permit now, and I want to fly solo when my instructor is working, can I come out and fly?

A: That depends, did you make a booking with your instructor to Supervise your Solo Flight? You need to be authorized by your Primary Instructor and you are subject to the policies and procedures for Signing in and Out. It's not as simple as showing up to fly, there needs to be a coordinated plan for your flight with an appropriate pre-flight briefing. Make sure you talk to your PI in advance of the flight day to ensure he/she will be able to sign you out and that the weather is suitable.

Private Aircraft Documentation Checklist

In order to fly in private aircraft we must have current copies of the following:

- * Annual Insurance – Valid during training period.....
- * Insurance naming OSFS Flight Instructors as Additional Insured.....
- * Certificate of Registration.....
- * Certificate of Airworthiness.....
- * Pilot Operating Handbook (physical or digital copy).....
- * Aircraft Weight and Balance
- * Annual Inspection Report within 12 months.....
- * Compass Swing within 12 months.....
- * Tachometer Check within previous 12 months.....
- * ELT Recertification within previous 12 months.....
- * Pitot Static Check within previous 24 months (IFR only).....
- * Transponder Recertification within previous 24 months (Transponder Airspace Only)
- * Copy of Pilot Permit or Licence.....
- * Valid Aviation Document Booklet.....
- * Copy of Radio Licence.....
- * Valid Medical Certificate.....

Equipment Requirements for Private Aircraft

The aircraft being used for private flight training must have the following:

- * A **dedicated** means of communication for the instructor (Push to Talk)
- * A headset available for the instructor
- * If used for Day VFR..... [CAR’s Requirements 605.14](#) (p.18)
- * If used for Night VFR.....[CAR’s Requirements 605.16](#) (p.19)
- * If used for VFR OTT.....[CAR’s Requirements 605.15](#) (p.20)
- * If used for IFR.....[CAR’s Requirements 605.18](#) (p.21)

Examples of Insurance Binders

Every insurance company is a little bit different in the way that they write their legal jargon regarding the insurance of Flight Instructors in your private aircraft. Have a look at some of the acceptable examples below:

VIP Insurance Brokers

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

MAGNES AVIATION MANUSCRIPT

It is hereby agreed that the Policy to which this endorsement is attached is amended as follows:

Owen Sound Flight Services

is hereby included as additional insured with respect to liability insurance, and shall be provided 30 days notice of cancellation, with the exception of 10 days notice of cancellation for nonpayment of premium.

Magnes Insurance Brokers

1. This Policy is amended effective APRIL 29 / 14, as detailed in (a) to (d) below, to permit the use of your aircraft for basic flight training instruction (referred to as "instruction") of the persons listed in (a) below, as follows:-
 - (a) The definition of "Pleasure and Business" in Paragraph 44(b) of this Policy is amended to include the use of your aircraft for instruction of

Students Name Insert Here

(referred to as the "student").
 - (b) The instruction must be pursuant to a private pilot licence for the student, must be conducted by a properly qualified flight instructor (referred to as the "instructor") and must be in accordance with all the applicable Transport Canada regulations.
 - (c) While the aircraft is being used for instruction of the student:
 - (i) the instructor pilot may act as pilot in command of the aircraft.
 - (ii) the instructor pilot is added as an Insured under this Policy, but only with respect to Liability Coverage "F" or Coverage "G", whichever you purchased for your aircraft, and only for liability arising out of those operations which are covered by this Policy; and

Global Aerospace Insurance

- (c) A pilot providing an approved pilot as shown on the Policy Data Page, with upgrading flight instruction may act as pilot in command of the aircraft. "Upgrading flight instruction" means flight instruction, given strictly in accordance with all applicable Transport Canada regulations, for the purpose of upgrading a valid powered aircraft pilot license held by the pilot shown as approved on the Policy Data Page, and includes instruction or examination for an Instrument Rating, Float Endorsement Aircraft Type Endorsement and Multi-Engine Endorsement.

605.14 No person shall conduct a take-off in a power-driven aircraft for the purpose of day VFR flight unless it is equipped with

- (a) where the aircraft is operated in uncontrolled airspace, an altimeter;
- (b) where the aircraft is operated in controlled airspace, a sensitive altimeter adjustable for barometric pressure;
- (c) an airspeed indicator;
- (d) a magnetic compass or a magnetic direction indicator that operates independently of the aircraft electrical generating system;
- (e) a tachometer for each engine and for each propeller or rotor that has limiting speeds established by the manufacturer;
- (f) an oil pressure indicator for each engine employing an oil pressure system;
- (g) a coolant temperature indicator for each liquid-cooled engine;
- (h) an oil temperature indicator for each air-cooled engine having a separate oil system;
- (i) a manifold pressure gauge for each
 - (i) reciprocating engine equipped with a variable-pitch propeller,
 - (ii) reciprocating engine used to power a helicopter,
 - (iii) supercharged engine, and
 - (iv) turbocharged engine;
- (j) a means for the flight crew, when seated at the flight controls to determine
 - (i) the fuel quantity in each main fuel tank, and
 - (ii) if the aircraft employs retractable landing gear, the position of the landing gear;
- (k) subject to subsections 601.08(2) and 601.09(2), a radiocommunication system adequate to permit two-way communication on the appropriate frequency when the aircraft is operated within
 - (i) Class B, Class C or Class D airspace,
 - (ii) an MF area, unless the aircraft is operated pursuant to subsection 602.97(3), or
 - (iii) the ADIZ;
- (l) where the aircraft is operated under Subpart 4 of this Part, or under Subpart 3, 4 or 5 of Part VII, radiocommunication equipment adequate to permit two-way communication on the appropriate frequency;
- (m) where the aircraft is operated in Class B airspace, radio navigation equipment that will enable it to be operated in accordance with a flight plan; and
- (n) where the aircraft is operated under Subpart 4 of this Part or under Subpart 5 of Part VII, radio navigation equipment that is adequate to receive radio signals from a transmitting facility.

Power-driven Aircraft — VFR OTT

- **605.15** (1) No person shall conduct a take-off in a power-driven aircraft for the purpose of VFR OTT flight unless it is equipped with
 - (a) the equipment referred to in paragraphs 605.14(c) to (j);
 - (b) a sensitive altimeter adjustable for barometric pressure;
 - (c) a means of preventing malfunction caused by icing for each airspeed indicating system;
 - (d) a gyroscopic direction indicator or a stabilized magnetic direction indicator;
 - (e) an attitude indicator;
 - (f) subject to subsection (2), a turn and slip indicator or turn coordinator;
 - (g) where the aircraft is to be operated within the Northern Domestic Airspace, a means of establishing direction that is not dependent on a magnetic source;
 - (h) radiocommunication equipment adequate to permit two-way communication on the appropriate frequency; and
 - (i) radio navigation equipment adequate to permit the aircraft to be navigated safely.
- (2) Where the aircraft is equipped with a third attitude indicator that is usable through flight attitudes of 360° of pitch and roll for an aeroplane, or $\pm 80^\circ$ of pitch and $\pm 120^\circ$ of roll for a helicopter, the aircraft may be equipped with a slip-skid indicator in lieu of a turn and slip indicator or a turn coordinator.

• **605.16** (1) No person shall conduct a take-off in a power-driven aircraft for the purpose of night VFR flight, unless it is equipped with

- (a) the equipment referred to in paragraphs 605.14(c) to (n);
- (b) a sensitive altimeter adjustable for barometric pressure;
- (c) subject to subsection (2), a turn and slip indicator or turn coordinator;
- (d) an adequate source of electrical energy for all of the electrical and radio equipment;
- (e) in respect of every set of fuses of a particular rating that is installed on the aircraft and accessible to the pilot-in-command during flight, a number of spare fuses that is equal to at least 50 per cent of the total number of installed fuses of that rating;
- (f) where the aircraft is operated so that an aerodrome is not visible from the aircraft, a stabilized magnetic direction indicator or a gyroscopic direction indicator;
- (g) where the aircraft is to be operated within the Northern Domestic Airspace, a means of establishing direction that is not dependent on a magnetic source;
- (h) where the aircraft is an airship operated within controlled airspace, radar reflectors attached in such a manner as to be capable of a 360-degree reflection;
- (i) a means of illumination for all of the instruments used to operate the aircraft;
- (j) when carrying passengers, a landing light; and
- (k) position and anti-collision lights that conform to the *Aircraft Equipment and Maintenance Standards*.

• (2) Where the aircraft is equipped with a third attitude indicator that is usable through flight attitudes of 360° of pitch and roll for an aeroplane, or ± 80° of pitch and ± 120° of roll for a helicopter, the aircraft may be equipped with a slip-skid indicator in lieu of a turn and slip indicator or a turn coordinator.

• (3) No person shall operate an aircraft that is equipped with any light that may be mistaken for, or downgrade the conspicuity of, a light in the navigation light system, unless the aircraft is being operated for the purpose of aerial advertising.

• (4) In addition to the equipment requirements specified in subsection (1), no person shall operate an aircraft in night VFR flight under Subpart 4 of this Part or Subparts 2 to 5 of Part VII, unless the aircraft is equipped with

- (a) an attitude indicator;
- (b) a vertical speed indicator;
- (c) a means of preventing malfunction caused by icing for each airspeed indicating system; and
- (d) an outside air temperature gauge.

605.18 No person shall conduct a take-off in a power-driven aircraft for the purpose of IFR flight unless it is equipped with

- (a) when it is operated by day, the equipment required pursuant to paragraphs 605.16(1)(a) to (h);
- (b) when it is operated by night, the equipment required pursuant to paragraphs 605.16(1)(a) to (k);
- (c) an attitude indicator;
- (d) a vertical speed indicator;
- (e) an outside air temperature gauge;
- (f) a means of preventing malfunction caused by icing for each airspeed indicating system;
- (g) a power failure warning device or vacuum indicator that shows the power available to gyroscopic instruments from each power source;
- (h) an alternative source of static pressure for the altimeter, airspeed indicator and vertical speed indicator;
- (i) sufficient radiocommunication equipment to permit the pilot to conduct two-way communications on the appropriate frequency; and
- (j) sufficient radio navigation equipment to permit the pilot, in the event of the failure at any stage of the flight of any item of that equipment, including any associated flight instrument display,
 - (i) to proceed to the destination aerodrome or proceed to another aerodrome that is suitable for landing, and
 - (ii) where the aircraft is operated in IMC, to complete an instrument approach and, if necessary, conduct a missed approach procedure.

Elementary Work – Training and Authorization Record

Pilot Name: _____

License Number: _____

| Tasks as per CARs – 605 Appendix A | AME Initials |
|--|--------------|
| (1) fabric patches measuring not more than 15 cm (6 in) in any direction and not requiring rib stitching or the removal of control surfaces or structural parts, on small privately operated aircraft; | |
| (2) removal and replacement of tires, wheels, landing skids or skid shoes, not requiring separation of any hydraulic lines, on small privately operated aircraft; | |
| (3) removal and replacement of skis on fixed landing gear, not requiring separation of any hydraulic lines, on small privately operated aircraft; | |
| (4) repair of non-structural fairings, cover plates and cowlings, on small privately operated aircraft; | |
| (5) cleaning and replacement of spark plugs, on small privately operated aircraft; | |
| (6) checking of cylinder compression, on small privately operated aircraft; | |
| (7) cleaning or changing of fuel, oil, and air filters, on small privately operated aircraft; | |
| (8) draining and replenishing engine oil, on small privately operated aircraft; | |
| (9) checking the electrolyte level and specific gravity of lead acid batteries, on small privately operated aircraft; | |
| (10) adjustment of generator or alternator drive belt tension, on small privately operated aircraft; | |
| (11) cleaning of balloon burner nozzles; | |
| (12) removal and replacement of balloon baskets, burners and gas tanks that are designed for rapid change in service; | |
| (13) removal and replacement of glider wings and tail surfaces that are designed for quick assembly; | |
| (14) repair of upholstery, trim and cabin furnishings; | |
| (15) removal and replacement of role equipment designed for rapid removal and replacement; | |
| (16) removal and replacement of passenger seat belts and harnesses; | |
| (17) removal and replacement of fuses, light bulbs and reflectors; | |
| (18) removal and replacement of avionics components that are rack mounted or otherwise designed for rapid removal and replacement, where the work does not require testing other than an operational check; | |
| (19) removal and replacement of aircraft batteries; | |
| (20) removal and replacement of co-pilot control levers, wheels, pedals and pedal guard plates that are designed for rapid removal and replacement, on other than transport category aircraft; | |
| (21) opening and closing of non-structural access panels; | |
| (22) removal and replacement of cabin doors on unpressurized aircraft, where the door is designed for rapid removal and replacement; | |
| (23) removal, replacement and repositioning of non structural partitions in the passenger cabin; | |
| (24) inspection and continuity checking of self-sealing chip detectors; | |
| (25) removal and replacement of induction system anti-icing baffles, scoops and deflectors that are designed for rapid removal and replacement; | |
| (26) removal, cleaning, replacement and adjustment of external components of chemical dispersal systems that are designed for rapid removal and replacement; | |
| (27) deactivating or securing inoperative systems in accordance with sections 605.09 or 605.10 of the CARs, including the installation of devices specifically intended for system deactivation, where the work does not involve disassembly, the installation of parts, or testing other than operational checks; | |
| (28) checking and adjusting air pressure in helicopter floats and aircraft tires except on aircraft operated under CAR 705 . | |
| (29) repetitive visual inspections or operational checks (including inspections and tests required by airworthiness directives) not involving disassembly or the use of visual aids, performed out of phase with the aircraft's scheduled check cycle at intervals of less than 100 hours air time, provided the tasks are also included in the most frequent scheduled maintenance check. | |

I certify that this pilot has successfully completed training and demonstrated the ability to carry out each initialed task. The pilot is authorized to carry out the elementary tasks listed for the aircraft _____.

AME Signature _____

Date _____

Contact List

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Owen Sound Airport Manager
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Phone: 519-371-6936

London Flight Services 1-866-WX-BRIEF (1-866-992-7433)

I have read, understand and agree to comply with the policies and procedures outlined in pages 1-22 of the 2020 Private Aircraft Handbook for Owen Sound Flight Services.

Student Name

Student Signature

Date