

# **PACIFIC FLYING CLUB MEMBER'S HANDBOOK**

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# Pacific Flying Club

## MEMBER'S HANDBOOK

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# **Pacific Flying Club**

## **Introduction**

Welcome to the Pacific Flying Club!

The staff of Pacific Flying Club are dedicated to helping you in any way we can and we are confident that you will enjoy the time spent with us and will be successful in achieving your goals.

Pacific Flying Club provides licensed pilots the facilities to rent aircraft from an extensive fleet and to upgrade their skills as desired. Training is provided at the Commercial pilot level as well as Multi-Engine, Instrument and Instructor ratings. Instruction is provided for new pilots at the Recreational and Private pilot level.

Many students form lifelong friendships with other aviation enthusiasts and continue to fly with us as Club members; others go on to pursue careers in aviation and often will work as part of our Flight Instructor team.

This Member's Handbook is designed to help new pilots understand the basics of obtaining their license and the benefits of Club membership. Licensed pilots will find information on Club policies and procedures regarding aircraft rental.

# Pacific Flying Club

## 1. Freedom from Harassment and Discrimination

Pacific Flying Club maintains a community dedicated to ensuring that all members, guests and staff are able to learn, communicate and work in an environment that is free from harassment or discrimination. The environment promotes respect, dignity, equity and kindness. Please refer to the Harassment Policy for a comprehensive guide.

## 2. Licensing and Medical

Aviation is governed by federal legislation. Both pilot licensing and medical requirements are set by Transport Canada. The following tables are a summary of the detailed information available in the Canadian Air Regulations (CARs).

Transport Canada Aviation Licenses		
Minimum Age (years)	License/Permit	License restrictions & endorsements
14	Student Pilot Permit	No passengers, flight supervision by instructor
16	Recreation Pilot Permit	One passenger, restricted to daylight hours and Canadian airspace only
17	Private Pilot License	May obtain the following ratings:  Night VFR Over the Top Single engine IFR Multiengine Multiengine IFR Float
18	Commercial Pilot License	May obtain the following ratings:  Single engine IFR Multiengine Multiengine IFR Float Instructor
21	Airline Transport License	See CFI for details

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<b>AEROPLANE LICENSING / MEDICAL REQUIREMENTS</b>						
License or Permit type	Age	Medical Category	Validity Period (over 40)	Knowledge	Skill	Minimum experience
Student Pilot Permit	14	1, 3 or 4	60 months	PSTAR 90%	Certified ready to solo	As per SKILL
Recreational	16	1, 3 or 4	60 months (24 months)	RPPAE 60%	FLIGHT TEST	Total: 25 Total Dual: 15 Total Solo: 5 Dual Xctry: 2
Private (PPL-A)	17	1 or 3	60 months* (24 months)	40 hours Private Pilot Ground school PPAER 60%	FLIGHT TEST	Total: 45 Total Dual: 17 Total Solo: 12 Dual Xctry: 3 Solo Xctry: 5 Instrument*: 5 * 3 hours may be instrument ground time.
Commercial (CPL-A)	18	1	12 months (6 months)	40 hours Commercial Pilot Ground school CPAER 60 %	FLIGHT TEST	Grand Total: 200 PIC: 100 Xctry: 20  Following the issue of PPL-A:  Total Dual: 35 Total Solo: 30 Dual Xctry: 5 Instrument*: 20 Night: • dual: 5 • dual xctry: 2 • solo: 5  * 10 hours of the 200 hour total may be instrument ground time.

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## 3. Ground School

**Private:** Monday & Wednesday evenings 19:00 – 21:30

Ongoing year-round. Once paid you may repeat as many times as you like or you may attend a particular night or session as a refresher.

**Commercial:** Tuesday & Thursday evenings 18:30 – 21:30

This course is offered two to three times a year depending on demand. The course is currently 80 hours long. Those repeating the program again will be charged \$150.00. A summer session may be offered weekdays if demand warrants it.

Online groundschool is now available for the Private and Commercial Licence. Access is for up to 270 days from date of registration. Prepayment is required along with your email address to allow us to order your access codes.

### Private and Commercial Attendance:

A sign-in sheet must be started and then signed by both the instructor and student each night of attendance. The sign-in sheet remains in the attendance binder for the relevant course in the ground school classroom. Once completed, it is placed in the student's permanent file. Groundschool attendance at all sessions is required per licencing standards.

## 4. Transport Canada (TC) Guides

Be sure that you have the guides that apply to the license or permit that you are pursuing:

TP11919E	Study & Reference Guide	Student Pilot Permit
TP12467E	Study & Reference Guide	Recreational Pilot Permit
TP12880E	Study & Reference Guide	Private Pilot License
TP13014E	Sample Examination	For RPP and PPL
TP12475E	Flight Test Standards	Recreational Pilot Permit
TP13723E	Flight Test Guide	Private Pilot License
TP12881E	Study & Reference Guide	Commercial Pilot License
TP2810E	Study & Reference Guide	Flight Instructor Rating
TP691E	Study & Reference Guide	Instrument Rating
TP12775E	Instructor Guide	VFR Over-the-Top Rating
TP13462E	Flight Test Guide	Commercial Pilot License
TP5537E	Flight Test Guide	Flight Instructor Rating
TP9939E	Flight Test Standards	Instrument Rating
TP219E	Flight Test Standards	Multi-Engine Class Rating

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## 5. Student Records

A **Pilot Training Record** (PTR) will be started for each new student once they begin flying. The student's instructor will enter completed air exercises and flight time. Once a student solos the student is responsible for entering their solo flights in their PTR. The PTR must match the entries in the student's personal log book. The PTR is kept at the Club and will be sent to Transport Canada once the student is licensed.

Students should maintain a current personal log book, that they will bring for each flight, in which they will record their flight experience. This log book serves as a permanent record of their aviation experience; thus it is imperative that the log book be neat and accurate.

This PTR must not be removed from the Club without permission of the Director Flight Operations.

Students will be asked to initial and/or sign each page as completed.

## 6. Payment of Fees

Flight training at Pacific Flying Club is on a pay-as-you-go basis. There are no requirements to purchase blocks of time in advance. Items that require payment in advance include the Private, Commercial and IFR Ground School classes.

Members are responsible for any landing and parking fees assessed to the Club subsequent to the flight. Members must have a valid credit card number on account and are not permitted to carry balances owing on their account. The Club reserves the right to charge outstanding balances against this number if prior arrangements are not made.

Members requesting reimbursement of any funds held on account will be assessed a \$25 administration charge. Inactive accounts with credit balances will be assessed a yearly maintenance fee to cover surety bonding and overhead costs.

## 7. Student Refund Policy

To initiate a refund, written notice must be provided by a student to the institution when the student withdraws or by the institution to the student where the institution dismisses a student.

Upon written notice that a student will be withdrawing from further training at the Club, all monies on deposit with the Club will be refunded subject to the following:

- Should a student have commenced flight training, the Club reserves the right to

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charge an administration fee of the lesser of 30% of the cost of the programme or \$300.00, if withdrawal notice is received in writing within 10% of the programme of study's duration.

- If withdrawal notice is received in writing within 30% of the programme of study's duration, the Club may retain the lesser of 50% of the total fees due under the contract or \$300.00
- If the student withdraws after 30% of the course duration, no refund will be given.
- Refunds for the ground school course shall be prorated at the rate of \$30.00 per session held since registration regardless of number of sessions attended. Books and supplies are non-returnable.

Students enrolled in a commercial program subject to PCTIA oversight are to refer to the specific refund policies outlined in their contract.

## 8. Student Dispute Policy

Any problems concerning fees and/or the performance of Pacific Flying Club's obligations to the student should be forwarded to the appropriate instructor immediately. Should the issue not be resolved at this level, the Director of Flight Operations should be contacted in writing within 14 days of the incident/occurrence or provision of service.

Any disputes regarding amounts outstanding should be directed to the Chief Operating Officer of the Pacific Flying Club in writing within 14 days of the invoice date or provision of service.

Should any issues remain unresolved at this point, the student/member should contact the Board of Directors of Pacific Flying Club through the President in writing no later than 30 days from the invoice date/incident/occurrence.

## 9. Getting Ready to Solo

### Students must

#### Have:

- A category 1 or 3 medical is required for a Private Licence (PPL). A Recreational Permit (RPP) or Student Pilot Permit (SPP) requires a category 1, 3 or 4 medical.
- Identification in the form of a Birth Certificate, Citizenship Card or valid Passport.
- ICAO English Language proficiency examination – this examination is a legal requirement of licencing but PFC conducts this examination prior to first solo

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## Study:

- The 200 questions in the Transport Canada Guide TP11919E (supplied in your Ground School Kit) must be answered by research of the CARs and Aeronautical Information Manual (AIM.) These materials are available at the Club or via the World Wide Web at Transport Canada's site at [www.tc.gc.ca](http://www.tc.gc.ca).

## Done:

- Approximately 12 to 25 hours dual instruction time in the aircraft.
- Pre-solo Written Examination (PSTAR.) This exam consists of 50 questions taken from the Transport Canada Guide TP11919E. A **minimum of 90%** must be achieved in this examination.

## 10. Student Pilot Permit

Before your first solo flight a **Student Pilot Permit** will be issued by a Transport Canada appointed person (Clark Duimel or Patricia Kennedy.) Your account will be billed in the amount of \$225.00 to cover the costs of the licensing fee, radio examination, ICAO Language Assessment and Authorized Person fees.

In addition to the above permit a Radio Telephone Operator's (Restricted) Certificate will be issued.

Thereafter, each time you fly you must carry your Medical Certificate, Student Pilot Permit and Radio Operator's Certificate with you.

## 11. Medical Examinations

**Recreational:** Minimum, Category 4. A Category 1, or 3 medical also validates a RPP.

**Private:** Minimum, Category 3. A Category 1 medical may validate a PPL.

**Commercial:** Minimum, Category 1.

Category 1 and 3 medical examinations must be conducted by a Civil Aviation Medical Examiner (CAME). Category 4 medical forms may be signed by any physician.

There are doctors in the Lower Mainland that may conduct aviation medical examinations. A list of these doctors is available at Dispatch. British Columbia Medical does not cover the cost of the aviation medical examination and students are advised to

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check the cost before booking with a CAME who may charge significantly more than the average cost of \$150 for a Category 3 medical and \$200 for a Category 1 medical.

## 12. Transport Canada (TC) Flight Test

### Refer to:

TP12475E	Flight Test Standards	Recreational Pilot Permit
TP13723E	Flight Test Guide	Private Pilot License
TP13462E	Flight Test Guide	Commercial Pilot License

### The student must bring:

- Proof of meeting the applicable medical standard for the licence sought.
- Letter of recommendation to the flight test from the student's flight instructor. This letter must indicate that the student has:
  - Met the standards of a pre-flight test evaluation.
  - Completed a minimum of 75% of the training time required:

Recreational Permit:	19 hours.
Private Pilot License:	35 hours.
Commercial Pilot License:	150 hours.

At Pacific Flying Club the Director of Flight Operations, Manager Flight Operations and Karen Douglas are Pilot Examiners (PE) appointed by Transport Canada. The Pilot Examiners will conduct the majority of the Club's flight tests.

## 13. Transport Canada (TC) Written Examination

**In order to challenge the Transport Canada Private Written Examinations, the student must:**

- Take the appropriate practice examination at Pacific Flying Club.
- Have completed a minimum of 10 hours of flight training.
- The student should obtain at least 80% in the aforementioned examination.
- The student be recommended for the examination by the Chief Flying Instructor (CFI) or designate.
- Hold a valid medical as required

If a high enough grade to warrant a recommendation for the written test is not achieved on the first practice examination attempt, subsequent practice examinations will be charged at \$25 each.

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In order to challenge the Transport Canada Commercial Written Examination, the student must:

- Take the appropriate practice examination at Pacific Flying Club
- Have 100 hours total time of flying
- The student should obtain at least 80% in the aforementioned examination.
- Be recommended for the examination by the Chief Flying Instructor (CFI) or designate
- Hold a valid Category 1 medical

If a high enough grade to warrant a recommendation for the written test is not achieved on the first practice examination attempt, subsequent practice examinations will be charged at \$25 each.

Pacific Flying Club has Transport Canada Authorized Examination Invigilators onsite that can invigilate written examinations for the Private Pilot Licence. The cost to PFC students is \$125 and \$150 for non-PFC students. Bookings can be made through PFC dispatch.

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## 14. Licensing

A written test is valid for two years and a flight test is valid for one year. Once you have completed either test you must complete **all** the requirements of the license (including taking the remaining examination or test) and be issued the license before the first test expires. If the validity period for the test expires before the remaining licensing requirements have been met, Transport Canada will require that you perform the expired test again.

To be issued a license or permit you must provide the following original documents to your instructor who will assist you with the application and check that all requirements for the license or permit are met.

- Student Pilot Permit (or Pilot's License or Permit in the case of a rating application or license upgrade).
- Valid Medical Certificate of the appropriate category.
- Updated Pilot Training Record.
- Pilot log book.
- Application for Flight Crew License. This will be completed with the help of your instructor.
- Proof of the written Transport Canada examination results.
- Proof of completing the Aviation Language Proficiency Test.

The documents will then be forwarded to the Transport Canada Authorized Person (see the Director of Flight Operations or Chief Operating Officer for details).

### **Temporary Pilot's License:**

Pacific Flying Club's authorised person will sign the back of your Student Pilot Permit (or license as appropriate). This will be your temporary pilot's license and is valid for 90 days from the date of signature.

Pilots with a temporary license or permit may rent Club aircraft, subject to Club checkride provisions.

### **Permanent Pilot's License:**

Once you have your pilot's license or permit you may rent Club aircraft. You may want to consider upgrading to larger aircraft (requiring a checkride), obtain your night

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rating and do a mountain check to afford you greater liberty in your flying. Transport Canada should send you your permanent license within 90 days.

## 15. Bookings

Aircraft, simulator and/or instructors can be booked in person or over the phone or on-line at: [www.pacificflying.com](http://www.pacificflying.com) or <http://pacificflying.no-ip.com>. The following booking chart outlines the minimum booking time required for specific activities.

Aircraft and Instructor Bookings (suggested minimum hours)

	Rental	Dual Flight	Solo Flight	Flight Test	Checkride	Mountain Check	Club Currency Ride
<b>Aircraft</b>	2	2	2	3	2	3	1
<b>Instructor</b>		2	Supervise if needed		2	3	1
<b>Transport</b>				3			

The additional time is allowance for members to complete their safety walk around prior to the flight. Following their flight, members are expected to call for fuel, clean the windscreen, ensure that all trash is removed from the aircraft and return the aircraft books and keys to dispatch **at least 10 minutes before** the hour.

### The following protocol applies to bookings:

- Renters and students will be normally charged only the Hobbs (engine running) time used.
- In the event of a great disparity between the Hobbs time and the time booked the charge will be based on the Hobbs time or 50% of the time booked, whichever is greater.
  - Full day bookings in the summer (May through September) will be charged a minimum of five hours.
  - Full day bookings during the week in the winter (October through April) will be charged a minimum of four hours. Weekends will have a four-hour minimum charge.

Where the Hobbs time is less than the minimum charge time, the difference between the two times will be charged at \$35.00 per hour. Pilots are reminded not to push the weather, as the daily minimums do not apply if you are delayed do to weather.

- A member returning an aeroplane late by over fifteen minutes may be assessed a \$50.00 late fee. The fee will be credited to the inconvenienced member who had to wait or cancel their flight because of the delay. Note that the Club does not profit from this policy.

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- Licensed pilots may be assessed a no-show fee based on a rate of:
  - \$40.00 for a two-seat aircraft.
  - \$50.00 for a four-seat aircraft.
  - \$65.00 for the twin.
  - \$100.00 for bookings in excess of 6 hours.
- In the case that a member is more than 20 minutes late for a booking and does not notify dispatch of the delay, the Club reserves the right to release the aircraft to another member. No show charges will apply if the aircraft is not able to be rebooked.
- No member may book more than 8 full day bookings in any 30 day period. If a member does so, the Club will cancel any bookings beyond this number. Exceptions are for members who book a long trip of more than 8 days duration and a trip request has been submitted and approved
- A member who books an overnight trip in advance and does not submit a trip request may have the flights cancelled if the trip request is not submitted within 10 days of the booking. For bookings made within 10 days of the intended flight, the trip request must be submitted within 24 hours of reserving an aircraft.
- All full day flights must be cancelled by 12 noon the previous day unless there are extenuating circumstances. The 11am TAFs can be reviewed and if the weather is not suitable for the intended flight, the aircraft must be cancelled. Failure to do so shall result in a no show charge of \$50 for the first infraction and \$175 for subsequent infractions (5 hours x \$35 no show fee). This fee will be charged automatically to the member and the member must submit the 11 am TAF showing the weather was forecasted to be suitable for the flight. We recognize there will be situations where the weather is not as advertised and will be fair. If you deem you have been unjustly charged, please contact Pat Kennedy within 10 days of the charge. If the TAF deteriorates from the 11 am report, the booking must be cancelled as soon as practicable and management advised so that we can apply flexibility where necessary.
- It is recommended that where practicable, members plan alternate trips to various destinations to be able to take advantage of bookings and avoid the need to cancel.
- Members are cautioned not to book an early morning departure and show up not ready to go at the appointed time. If a member has an aircraft booked for the day at 8 am but does not depart until 11 am because of flight planning or other preflight preparations, the Club and other members lose out on the possibility of doing check flights or other short flights for that part of the day. If you know you cannot be wheels up until 11 am, please do not book the aircraft prior to that time. The Club reserves the right to charge 50% of the unused time on the aircraft on these situations where there are people trying to get aircraft.

Questions regarding the above policies should be directed to Patricia Kennedy.

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## 16. Lessons

### Dual Flights:

We recommend that students book with their instructors at least one week in advance to ensure preferred times. Flying lessons are booked in two hour slots with most flights lasting approximately one hour. If a student is having difficulty obtaining training times with their instructor, please notify the instructor. If the situation is not resolved, please see Pat Kennedy or Clark Duimel as soon as practicable. We recommend each student have a secondary instructor who can be booked if their primary instructor is away or unavailable.

### Solo Flights:

Once a student has completed their first solo, they will plan their flying schedule with their instructor to include both solo and dual flight.

In order to fly solo, a student **must be supervised** by his or her instructor. In the event that the student's instructor cannot supervise the flight, the said instructor will arrange supervision of the student with another instructor. The student must carry on their person their **medical certificate, student pilot permit and radio operator's certificate**.

Students should arrange solo flights with their instructor. The instructor will list the appropriate air exercises to be practised on a sign-out sheet. This sheet should be brought to the dispatcher by the student when signing out for the flight. The instructor must sign the solo authorization section of the sign out sheet.

**Please ensure that supervision has been arranged with your instructor before you come to fly!**

### Weather:

Students should always check the Boundary Bay ATIS, obtain weather information from Nav Canada, and discuss the weather with a Flight Service Station (FSS) specialist before coming to fly. This is especially important if the weather is questionable. In the event of questionable conditions the student should call his or her instructor so as to mutually make a decision on whether to fly or not. This decision is a function of many factors, not the least of which are the intended exercises for the lesson.

Please obtain your instructor's personal telephone number (home, cell, etc.) so that you may be able to discuss the status of the flight.

The following telephone numbers may be used to obtain weather information:

# Pacific Flying Club

Boundary Bay ATIS: 604-946-0180  
Flight Services: 1 866 WX BRIEF (1-866-992-7433)  
Nav Canada: www.navcanada.ca

## Cancellations and No Shows:

- Flights cancelled due to bad weather are not charged and may be rescheduled at the student's convenience.
- No shows or cancellations of a lesson booked with an instructor with less than 12 hours notice will result in a \$50.00 charge.
- For longer bookings, a charge of 50% of the booked time times the no show fee may be applied. Please keep in mind the instructor can often not be rebooked on short notice and other students may have wanted to fly.

## 17. Rentals

Aircraft rentals are available to *licensed* members. The following guidelines apply to rentals:

- Aircraft are booked in minimum two-hour time slots.
- The pilot must be current at the Club. See the section on *currency*.
- Ensure checkride status for the aircraft booked *prior* to coming to the Club. See the section on *Checkrides*.
- Sign-out the aircraft ten minutes prior to the booking time. Dispatch will request to see the pilot's license, photo identification, medical certificate and radio operator's certificate.
- Members must file a flight plan for flights that are 25 Nautical Miles or more from Boundary Bay.
- Bookings of greater than three hours will be subject to the minimum Hobbs time requirements. See the section on *bookings*.
- Overnight trips will require members to file a trip request in advance of the flight. The trip request is subject to either the Chief Flying Instructor's approval or designate.

## 18. Checkride Policy

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All licensed members flying solo are required to maintain current checkrides for their aircraft. A checkride is a dual flight with a qualified flight instructor, lasting approximately 1.2 hours (with the exception of the twin). The Chief Flying Instructor or designate reserve the right to request a checkride at any time if there are issues regarding safety, lack of airmanship, etc.

Initial checkrides in a four-seat aircraft for pilots that are upgrading from a two-seat aircraft or for pilots that have not flown a four-seat aircraft at maximum weight are required to complete a full-load check in addition to the regular checkride. The full load check may be done in a separate flight or may be conducted after the air work portion of the checkride has been completed. Note that the airwork portion of the checkride **may not** be conducted with passengers on board.

Checkrides are required according to the following schedule:

➤ **Recreational Pilot Permit** holder:

- A checkride is required every three months. The validity period of the checkride depends upon the members' skill and performance on the checkride- see the example check ride form at the end of this manual.
- Upgrades to the C172 or Warrior may require a two-hour minimum checkride with an instructor. The time required for the checkride and the number of flights over which it may be accomplished is up to the discretion of the instructor performing the checkride.
- The pilot must have been signed off by an instructor for flights into Terminal Airspace and/or do at least one trip to Victoria.

➤ **Private or Commercial Pilot License** holder:

A checkride, with an instructor, is required six months after the flight test date. The validity period of the checkride depends upon the members' skill and performance on the checkride- see the example check ride form at the end of this manual.

**All Pilot License** holders are required to complete a full load check once prior to flying the 4 seat aircraft with three passengers. The gross weight of the aircraft must be within ten percent of the POH maximum gross weight to qualify.

- **An open book written examination** must be completed before every checkride is performed and the form presented to the dispatcher to validate the checkride.
- **New members** at Pacific Flying Club will be required to do a checkride (INCLUDING A FULL LOAD CHECK) before flying solo on Club aircraft.

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- **Members who complete their training at Pacific Flying Club** and are issued a permit or license will be granted a checkride valid for three, six or twelve months according to the permit or license type. The validity period of the checkride is based on the date of the flight test. Members should refer to Appendix 1 for checkride validity dates based on performance and assessment criteria.

Please note that instrument rating or multi-engine flight test rides are **not** considered substitutes for checkrides.

Checkrides cover different Club aircraft. The protocol governing which aircraft are covered by a particular checkride is outlined below:

- **A checkride on the Seneca** covers all other Club aircraft, provided that the pilot has flown the other aircraft type before. A normal checkride for the Seneca is five hours. For pilots with Seneca time in their log books this may be reduced to three hours at the discretion of the Chief Flight Instructor following consultation with the instructor that conducted the checkride. Rental of the Seneca is at the discretion of the Chief Flight Instructor.
- **Members due for a checkride** and wishing to have the opportunity to fly both the C172s and the Warrior, must perform the checkride in the aircraft that they have flown the least in the previous six months or year (whichever is applicable). The checkride will then cover both the C172s and Warrior. With the exception of the 172R and 172 Diesel which require the walk around and start-up procedure to be completed with an instructor
- **Members that have never flown the Warrior** will require an initial checkride on this aircraft.
- **To fly the Hawk XP**, a checkride on the XP is required. This checkride will also satisfy the checkride requirements for the Warrior and 172Ps, providing that the member has had an initial check on that aircraft (see above).
- **Checkrides in the C172s, Hawk XP and Warrior** cover the C152s, provided the member has C152 experience.
- **Some aircraft such as GTAE and FPAK** do not require separate full checkrides but only an hour with an instructor to review start up procedures. Please check with the instructor or management.

**The member is referred to section 20 for club currency requirements.**

## 19. Weather and Operating Minima

Please refer to the PFC Flight Training Programme, General Information section.

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## 20. Club Currency

To ensure the continued safety of our members, Club policy requires that all members holding a Private or Commercial Pilot License fly at least once every 60 days on one of the Club's aircraft.

Recreational Pilot Permit holders with less than 50 hours PIC must fly at least once every 30 days on one of the Club's aircraft. Recreational Pilot Permit holders with 50 or more hours PIC must fly at least once every 60 days on one of the Club's aircraft.

If the Club Currency lapses, members will be required to do a circuit check (about 20 minutes) with an instructor prior to flying solo.

In order to allow for a currency check on the Warrior/C172 to count for both aircraft, members must maintain the 60 day currency as outlined above. In addition to this requirement, a 90 day currency on type is required for the type that the member desires to fly. In other words, the member must fly a C172 and the Warrior within 90 days of each other.

For example if the member has not flown the Warrior for 100 days but has flown a C172 within 60 days, a rental flight in a C172 may be booked but a couple of circuits with an instructor would be required to regain currency in the Warrior.

## 21. Cross Country Flights

Please refer to the PFC Flight Training Programme, General Information section.

## 22. USA Trips

Please refer to the PFC Flight Training Programme, General Information section.

Pilots are reminded that transborder flights must be on a filed flight plan.

Please ensure that you have booked an aircraft that has a current U.S. decal; we are unable to reimburse members for the purchase of U.S. decals for other aircraft. All of the Club's four and six seat aircraft and one two-seat aircraft have U.S. decals.

It is recommended that an initial U.S. trip be conducted with an instructor to review specific procedures. All fines levied by U.S. or Canada Customs are the responsibility of the pilot.

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## 23. Mountain Checks and Night Ratings

Please refer to the PFC Flight Training Programme, General Information section.

## 24. After Hours Sign-Out Procedures

- Please note that pilots wishing to fly after-hours must have money on account at the Club, sufficient to cover the anticipated flight or have a valid credit card imprint on file with the Club.
- A night safe is located in the alcove between the Club and the apron. You will also need to know the gate code which is changed periodically by airport management.
- All keys, documents and journey logs will be placed in the safe for after-hours flights.
- All keys, documents and journey logs will be returned to the safe for flights that end after-hours.
- Pilots flying after-hours may access the safe by entering a code on the safe's keypad. Pilots must ensure that they have obtained the correct code from dispatch since the code is changed on a regular basis.
- When accessing the safe, bear in mind that if the number is incorrectly entered three times you will have to wait three minutes before trying again.
- Members must leave a sign-out sheet and copy of flight plan if applicable in the safe prior to their after-hours flight.
- Upon completion of the flight, pilots must completely fill in the journey log and return the keys, aircraft documents and journey log to the safe.
- No valuables such as cash will be left in the safe!
- If you do not have the safe's code, please call either of the following numbers after-hours:

Patricia Kennedy:	604-946-6711 or 604-290-7975
Clark Duimel:	604-946-4379 or 604-290-7886

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## 25. Emergency Notification

- All flights of a distance of greater than 25 miles from Boundary Bay, and ALL night flights, must file a flight plan.
- The pilot is responsible for amending flight plans with Flight Services in the event of a change to the flight's route or arrival time.
- Should a pilot estimate that he or she will not return to Boundary Bay on time, Club dispatch must be notified.
- In case of emergency the Club must be called. After hours the following telephone numbers may be used:

Clark Duimel:           H: 604-946-4379  
                                  C: 604-290-7886

Patricia Kennedy:       H: 604-946-6711  
                                  C: 604-290-7975

Paul Harris               H: 604-948-2273  
                                  C: 604-992-7886

Dan Martens             C: 604-317-9075

Subsequent takeoffs must be authorised by the Chief Flying Instructor (CFI) or the CFI designate.

## 26. Insurance

### Aircraft:

Pacific Flying Club has the most extensive liability insurance coverage available in Canada. The following table summarises the liability insurance for the different Club aircraft seating configurations:

<b>Number of Seats</b>	<b>Liability Insurance Coverage (Canadian Dollars)</b>
2	7,500,000
4 or 6	10,000,000

# Pacific Flying Club

Note that the above coverage figures far exceed the legal requirements of \$300,000 per aircraft seat.

Pacific Flying Club's policy has a \$5,000 deductible, which is waived by a \$1.95 per Hobbs hour charge (\$4.95 for twin engine aircraft) levied in addition to the aircraft rental fee. However, the Pilot In Command (PIC) is responsible for a \$250.00 deductible in the event of accidental damage to the aircraft.

Charges for the waiver of insurance do **not** apply to Student Pilot Permit holders.

The above waiver **does not** cover airsickness or willful and /or negligent damage to the aircraft. Pacific Flying Club reserves the right to charge for the labour and materials needed to clean or repair the aircraft in these and/or other exceptional circumstances.

Note that the above insurance **only covers the passengers** of the aircraft. The Pilot In Command must arrange for his or her own personal coverage.

## **Personal:**

Pilots are advised that Pacific Flying Club does **not** carry personal health or life insurance. These forms of coverage are the responsibility of the pilot. All pilots are advised to carry out-of-province health insurance when flying out of Canadian Domestic airspace and should advise their passengers to do the same.

## **27. Headset and Lifejacket Rentals**

- Headsets are available for rent at a cost of \$3.95 per Hobbs hour.
- Lifejackets are available at a cost of \$2.00 per flight to members. If the lifejacket is returned with the seal broken and has to be re-certified, the pilot is responsible for the re-certification cost of \$75.00.

## **28. Fuel Credits and Fuel Surcharges**

Members fuelling aircraft at other airports must submit fuel receipts for credit and will be reimbursed at the Boundary Bay fuel rate paid by Pacific Flying Club.

A fuel surcharge may be levied where the fuel rate at Boundary Bay Airport exceeds the base rate in effect as posted on the rate sheet. This fuel surcharge is levied by all schools at the Boundary Bay Airport and is based on cost recovery only.

## **29. Retail Merchandise and Food**

## **Pacific Flying Club**

The Club stocks a wide range of flying aids and accessories, monogrammed clothing and textbooks available at reasonable prices.

Coin operated vending machines with cold drinks and snacks are located in the Club lobby.

### **30. Telephones**

Members may use the telephones in the lobby at any time. Telephones are located on the counter in dispatch and on the flight planning desk. Dial direct for local calls. Long distance calls will require Dispatch assistance. Members must use a calling card or call collect to use the long distance service.

### **31. Recreation and Kitchen Facilities**

Members are welcome to use the fully equipped kitchen and to store lunch items in the refrigerator. Complementary spring water and coffee are also available.

Our upstairs lounge area has a pool table and foosball as well as comfortable chairs for relaxation or study.

### **32. Club Activities**

Members of the Club are invited to participate in monthly pilot information sessions (between September and May). Members are also invited to join other activities through our General Aviation group. The General Aviation group is composed of members who are interested in activities focusing on flying, knowledge enhancement and having fun. The email address is [pacificflyingclubga@gmail.com](mailto:pacificflyingclubga@gmail.com) and their blog can be accessed through our website or [pacificflyingclubga.blogspot.com](http://pacificflyingclubga.blogspot.com). Activities are normally planned for each month and all aviation enthusiasts are encouraged to check them out.

### **33. Student Advising**

Instructors are available to answer questions over the telephone or in person. Financing queries should be directed to the Chief Operating Officer. Students may at any time meet with the Director of Flight Operations or the Chief Operating Officer to discuss future courses, career path choices or any other concerns that may arise.

### **34. First Aid**

First Aid kits are located in the photocopy room in the lobby. Alert Dispatch at the main desk to any first aid needs and a qualified attendant will be called to assist you. Each aircraft is equipped with a first aid kit.

# Pacific Flying Club

## 35. Financing

There is currently no formal aviation financing programme available nationally. Many students who wish to obtain financing for flight training obtain a student line of credit through their own banking institution. Students are advised that most financial institutions will expect the student to demonstrate financial ability to finance the loan or have a cosigner if required.

The British Columbia Student Assistance Programme (BCSAP) also invites students pursuing their *commercial licence* multi-IFR or instructor ratings to apply for loan assistance. Students wishing to access this financing must be enrolled as full time students and meet the published requirements.

Please see Patricia Kennedy for further details regarding financing.

# **Pacific Flying Club**

## **36. Notes**

# Pacific Flying Club

## 37. Telephone Numbers

### Pacific Flying Club:

**Telephone:** 604-946-0011  
**Fax:** 604-946-0821  
**E-mail:** [pkennedy@pacificflying.com](mailto:pkennedy@pacificflying.com) (General Manager)  
           [cduimel@pacificflying.com](mailto:cduimel@pacificflying.com) (Director of Flight Operations)  
           [pharris@pacificflying.com](mailto:pharris@pacificflying.com) (Manager of Flight Operations)  
           [dmartens@pacificflying.com](mailto:dmartens@pacificflying.com) (Manager Multi engine Operations)  
           [info@pacificflying.com](mailto:info@pacificflying.com) (General Information)  
**Website:** [www.pacificflying.com](http://www.pacificflying.com)

### Instructor's Telephone Numbers:

Home: \_\_\_\_\_ Pager: \_\_\_\_\_ Cell: \_\_\_\_\_

Home: \_\_\_\_\_ Pager: \_\_\_\_\_ Cell: \_\_\_\_\_

<b>Weather /Notams</b>	
<b>WX briefer</b>	1-866-992-7433
<b>FSS. YVR. WX. NOTAMS</b>	1-866-992-7433
<b>VFR flight plans</b>	1-866-992-7433
<b>IFR flight plans</b>	604-775-9601
<b>ZBB tower</b>	604-946-0911
<b>ZBB ATIS</b>	604-946-0180
<b>YPK tower (Pitt Meadows)</b>	604-465-9723
<b>YPK ATIS</b>	604-465-0351
<b>YNJ tower (Langley)</b>	604-534-9443
<b>YNJ ATIS</b>	604-534-5247
<b>YXX tower (Abbotsford)</b>	604-855-1199
<b>YVR tower (Vancouver)</b>	604-775-9531
<b>YVR Harbour tower</b>	604-688-9254

# Pacific Flying Club

## PACIFIC FLYING CLUB CHECKRIDE FORM

Member: \_\_\_\_\_ PIC Hours in last 12 months: \_\_\_\_\_  
 Today's Date: \_\_\_\_\_ Total PIC Time: \_\_\_\_\_  
 Aircraft: \_\_\_\_\_ Last Date Flown: \_\_\_\_\_

EXERCISE	REQUIREMENTS TO PASS	SCORE**
Taxiing	Correct taxi speed; aileron X-W control; use of brakes	S SB U
Radio Procedures	Phonetic alphabet; call sequence; timing; <b>no missed calls</b>	S SB U
Comm Panel (C172)	Brief as required to ensure familiarity and competence	S SB U
ZBB Procedures	Current and familiar. (N.B. Charts & CFS, CSK8, CAK3)	S SB U
Slow Flight <1.2*Vso	Climbing/descending turns at 30° bank	S SB U
Stalls (Pwr ON & OFF)	One stall power ON in climbing or descending turn	S SB U
Forced Approach	Safe flying demonstrated	S SB U
Overshoot Procedure	From forced approach, safety	S SB U
Short Field Landing	Touchdown point, aircraft alignment, safety	S SB U
(Soft/Short) Takeoff	One short or soft required an one normal or full load	S SB U
Obstacle Takeoff	To 200 ft; correct use of flap & airspeed in climb out	S SB U
Soft Field Landing	Touchdown point, aircraft alignment, safety	S SB U
Crosswind Control	During takeoff, climb out; approach & landing	S SB U
Normal Landing	Centreline control, rotate speeds, climb speeds	S SB U
Full Load Check***	At max gross less 10% minimum to qualify	S SB U
<b>OVERALL ASSESSEMENT</b>		**SCORE:
		S      Satisfactory
		SB     Satisfactory with Briefing
		U      Unsatisfactory

Flight Time: \_\_\_\_\_ Briefing Time: \_\_\_\_\_  
 Weather Conditions: \_\_\_\_\_ Location (area of ride): \_\_\_\_\_

Checkride passed:            **Y**      **N**  
 Additional Dual Required:   **N**      **Y** (Any exercises where standard not met)

Next Checkride must be completed by **FIRST DAY OF** \_\_\_\_\_, 200\_\_ (**1 YEAR FOLLOWING IF ALL SATISFACTORY; OTHERWISE 6 MONTHS**)

**Open Book Test: Must be completed yearly and attached to checkride form.**

**Note: RPP Holders require a checkride every 3 months regardless of PIC time or results.**

**I have had the opportunity to discuss and have reviewed the current Member's Handbook and the Club's Safety Policy with my instructor.**

**INSTRUCTOR SIGNATURE:** \_\_\_\_\_ **MEMBER'S SIGNATURE:** \_\_\_\_\_

**Dispatch Use Only**            FBO updated: \_\_\_\_\_            Date: \_\_\_\_\_

\*\*\* Full Load Check is required once per high wing aircraft and once per low wing aircraft.

# Pacific Flying Club

## GENERAL NOTES:

Flying skills deteriorate without practice. The purpose of the club checkride policy is to ensure that club members meet certain minimum skill levels to be considered safe pilots. Any member, regardless of total time or previous experience may suffer a degradation of flying skills after periods of little or no flying. The basic criterion for passing the checkride is simple. Ask yourself if you consider the member safe enough to fly your family around. If the answer is "no", then the member should not be allowed to continue to fly until his skill level is assessed satisfactory through further dual flying.

However, the checkride is NOT a flight test, and should not be conducted as a flight test. Use the time to assess the exercises overleaf, and, when appropriate, demonstrate and or correct any skill that will enhance the member's flying ability. Pay particular attention to takeoff and landing skills and correct any tendency to unsafe procedures or practices. Crosswind control, in particular, is a major source of embarrassment to pilots who, through no fault of their own, do not have the opportunity to practice in a crosswind very often. In the absence of a good crosswind, have the member fly a slipping approach (simulate flap failure) and hold the slip inputs until entering the flare.

Pilots receiving an initial check on the XP should be thoroughly briefed on engine handling techniques, use of the cowl flaps, the enhanced performance due to the STOL kit etc. At an operationally safe altitude and location, practice slow flight at minimum controllable airspeed and power on stalls with full flaps. Throw in a steep turn at the last moment, while in slow flight, with full flap, and then stall the aircraft. Put the aircraft in unusual attitudes to familiarize the member with the potential of the aircraft, and to provide him with practice in recovery from normal flight departures.

Initial checks on the Piper Warrior should emphasize the differences between it and the Cessna fleet. Namely,

- Fuel selector either left or right but not both, fuel pump operation, increased risk of vapour lock during hot weather due to fuel tank/pump location
- Manual flaps, opposite trim reaction
- POH graphs in density altitude, not pressure altitude
- Different undercarriage requires different landing attitude
- DO NOT attempt to move the rudder by hand on the ground!
- Low wing gives better visibility and more pronounced ground effect
- Upper door latching device can be in locked position without locking.

Ask questions to determine the type of flying that this member habitually practices. Grass landings? Why not? Short field grass landings? Certainly. Short field grass with an obstacle? Fort Langley. Try to ensure that each member walks away from his checkride with the feeling that he has learned something and is now a better pilot from having flown with you.

If you assess the checkride as a fail, use tact and diplomacy to break the news to the member who may be upset with himself and or with you as a consequence.

# **PACIFIC FLYING CLUB**

## **FLIGHT TRAINING PROGRAMME**

Version – v13  
9/September/2008

# Pacific Flying Club

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# Pacific Flying Club

CARs 602.11(1) and (2) prohibit take-off when frost, ice or snow is adhering to any critical surface of the aircraft. This is referred to as The Clean Aircraft Concept. The Clean Aircraft Concept is essential to the maintenance of flight safety. In all aviation operations, the PIC has the ultimate responsibility to determine if the aircraft is in a condition for safe flight.

It is imperative that take-off not be attempted on any aircraft unless the PIC has determined that all critical surfaces of the aircraft are free of frost, ice or snow contamination. This requirement may be met if the PIC obtains verification from properly trained and qualified personnel that the aircraft is ready for flight.

## 2.1.2. Student Pilots

The following table provides guidelines for weather minima for student pilots. Note that these limits are guidelines for the student's instructor. The instructor is expected to take into consideration the student's abilities, overall flying experience and recent flying experience. The instructor may impose stricter limits at his or her discretion.

STUDENT PILOTS			
Flying Solo With a Student Permit	Minimum Ceiling	Visibility	Maximum Wind Speeds
Circuits	1500 feet	3 miles	20 KTS
Practice Area	2000 feet	5 miles	20 KTS
Cross Country (Within 25nm)	3500 feet	15 miles	20 KTS
Cross Country to Hope	5500 feet	15 miles	15 KTS
Over Water	See NOTE 1	15 miles	20 KTS

NOTE 1: The altitude shall be consistent with the cruising altitude rules for the direction of flight, such that the pilot may safely glide to land in the event of an engine failure in a single engine aircraft at any point of the over-water portion of the flight. It is recommended that life jackets be carried for every person on board the aircraft.

For pilots operating with a Student Pilot Permit, the weather shall not be less than Visual Flight Rules (VFR). If the weather deteriorates to below VFR while operating in the circuit, the student will land as soon as safely possible. If away from Boundary Bay Airport when the weather goes below VFR, the student must land at the nearest airport that can be safely reached and call the club on the telephone as soon as possible.

The student is not to make exceptional efforts to reach any particular airport when it would be safer to reach another one.

### 2.1.2.1. Cross Country Flights

The supervising instructor at the time will assess if the weather is good enough for the intended flight.

### 2.1.2.2. Cross Winds

# Pacific Flying Club

## FLIGHT TRAINING – GENERAL INFORMATION

### 1.0. Introduction

The general information section outlines the broad limits and conditions that Pacific Flying Club imposes on flights within the various training programmes offered by the club. In the case of a discrepancy between these limits and the CARs, the stricter policy takes precedence.

Individual programmes may have different weather and operating limits due to the nature of training offered. The student is reminded to check the limits imposed for the flight training programme in question as well as this section.

Pilots, whether licensed or not, that are participating in the BCIT Airline Operations Programme may **not** fly club aircraft **unless their flight is authorised** by their instructor or the CFI. Students in the BCIT Airline Operations Programme may conduct flights that are not defined as part of the programme if authorised by their instructor or CFI. Where specific limitations are not defined for flights conducted by such students, the limitations applying to the student pilot permit holders will apply.

**Pilots flying club aircraft in contravention of the requirements and limitations expressed in this document shall be deemed responsible for operating an “unauthorised flight” and may severely jeopardise their insurance coverage.**

### 2.0. Weather Minima

#### 2.1. Day VFR

##### 2.1.1. All Pilots

###### 2.1.1.1. Weather Minima - General

In a case where these minima differ from those laid down in the CAR's or the regulations of the country where the flight is being conducted, the more restrictive of the minima will apply.

In cases of emergency, good airmanship and common sense will be the guidelines; the pilot will be required to submit a written report on the emergency to the CFI.

###### 2.1.1.2. Outside Air Temperature

The outside air temperature shall be no colder than -30 C for the time of the flight and, in any case, not less than operationally safe or as stated in the POH. All flights between -15°C and -30°C must be authorized by the CFI or designate.

Pilots are reminded of the effects of high temperatures on density altitude. The aircraft POH and Koch charts should be consulted, especially when operating at high ambient temperatures.

IFR pilots must pay particular attention to the effect of low temperatures on the altimeter and are reminded to refer to the low temperature correction section of the AIM section RAC, figure 1.9 Altitude Correction chart.

###### 2.1.1.3. Aircraft Surface Contamination

# Pacific Flying Club

Cross winds must not exceed manufacturer's recommendation at any airport where the student intends to take-off or land. These are published in the aircraft operating handbook, or as per the supervising instructor's recommendation, whichever value is lower.

MAXIMUM DEMONSTRATED CROSSWIND VELOCITY	
C-152	12 KTS
C-172	15 KTS
C-172XP	20 KTS
C-172R	15 KTS
PA 28-161	17 KTS

## 2.1.3. Licensed Pilots

The following table provides guidelines for weather minima for licensed pilots. Note that these limits are guidelines and the supervising instructor may impose more strict limits on flying operations on a given day. These limits will be posted on a notice board in the dispatch area.

DAY			
Licensed Pilot or RPP Holder	Minimum Ceiling	Visibility	Maximum Wind Speeds
Circuits	1500 feet	3 miles	25 KTS
Practice Area	2000 feet	5 miles	25 KTS
Cross Country	3000 feet	10 miles	25 KTS
Over Water	See NOTE 1	10 miles	25 KTS

NOTE 1: The altitude shall be consistent with the cruising altitude rules for the direction of flight, such that the pilot may safely glide to land in the event of an engine failure in a single engine aircraft at any point of the over-water portion of the flight. It is recommended that life jackets be carried for every person on board the aircraft.

## 2.1.4. Dual Flights

Weather Minima for dual flights shall not be less than those set out in the CAR's and in any case the weather shall be appropriate for the objective of the lesson. The instructor's decision whether to fly or not shall be such that it shows the student an example of good Pilot Decision Making.

NOTE: All available weather information should be used to determine the suitability of the flight. For CZBB, where no forecast exists, the TAF from CYVR could be used provided the ATIS from CZBB and the METAR from CYVR are similar.

## 2.2. Night VFR

### 2.2.1. All Pilots

#### 2.2.1.1. Weather Minima – General

Refer to section: 2.1.1.1

#### 2.2.1.2. Outside Air Temperature

# Pacific Flying Club

Refer to section: 2.1.1.2

## 2.2.1.3. Weather Minima - General

Pacific Flying Club imposes weather minima for night VFR that are more conservative than those specified for day VFR. The following table provides guidelines for weather minima for night flying. Note these limits are guidelines and the supervising instructor may impose more strict limits on flying operations on a given day. These limits will be posted on a notice board in the dispatch area.

NIGHT			
All Pilots (including instructors)	Minimum Ceiling	NOTE 2	Visibility
Circuits	2000 feet	NOTE 2	5 miles
Practice Area	3000 feet	NOTE 2	8 miles
Cross Country (Lower Mainland – between CYVR and CYCW)	3000 feet	NOTE 2	8 miles
Cross Country (Within Local Area, section 5.3.2, excluding mountainous areas)	5000 feet	NOTE 2	10 miles
Over Water	See NOTE 1	NOTE 2	10 miles

NOTE 1: The altitude shall be consistent with the cruising altitude rules for the direction of flight, such that the pilot may safely glide to land in the event of an engine failure in a single engine aircraft at any point of the over-water portion of the flight. It is recommended that life jackets be carried for every person on board the aircraft.

NOTE 2: During times of actual or forecast precipitation, there shall be **NO** cloud below the minimum ceiling.

Note that wind limits are the same as those for day VFR flight. In addition to the above limits the following restrictions apply:

- 2.2.1.3.1. There shall be no anticipated cloud cover lower than 1000 feet above the anticipated altitude for the flight.
- 2.2.1.3.2. There shall be no forecast of visibility less than in 2.2.1.3 Table.
- 2.2.1.3.3. There shall be no anticipation that fog shall form during the flight. Pilots are reminded to check the temperature and dewpoint spread. A temperature/dewpoint minimum spread of 2° is required.
- 2.2.1.3.4. All available weather information should be used to determine the suitability of the flight. For CZBB, where no forecast exists, the TAF from CYVR could be used provided the ATIS from CZBB and the METAR from CYVR are similar.
- 2.2.1.3.5. Pilots holding a VFR-OTT may operate VFR-OTT as per CARs 602.116.

CARs 602.116: “Notwithstanding paragraphs 602.114(a) and 602.115(a), an aircraft may be operated in VFR OTT flight during the cruise portion of the flight during the day if

(a) the aircraft is operated at a vertical distance from cloud of at least 1,000 feet;

(b) where the aircraft is operated between two cloud layers, the vertical distance between the layers is at least 5,000 feet;

# Pacific Flying Club

- (c) flight visibility at the cruising altitude of the aircraft is at least five miles; and
- (d) the weather at the aerodrome of destination is forecast to have a sky condition of scattered cloud or clear and a ground visibility of five miles or greater with no forecast of precipitation, fog, thunderstorms or blowing snow, and those conditions are forecast to exist
  - (i) where the forecast is an aerodrome forecast (TAF), for the period from one hour before to two hours after the estimated time of arrival; and
  - (ii) where an aerodrome forecast (TAF) is not available and the forecast is an area forecast (FA), for the period from one hour before to three hours after the estimated time of arrival.”

## 2.3. IFR

Pilots holding a valid IFR rating may fly in IMC conditions subject to the weather minima prescribed in the CARs and the C.A.P, and must be approved by the CFI or delegate. The following limitations also apply:

- 2.3.1. Flight into known or forecast icing is prohibited.
- 2.3.2. Visibility at take-off must be the published required visibility plus ½ SM.
- 2.3.3. The weather at the landing destination of the flight must be forecast to be at least as good as the alternate weather minima requirements for that destination.

NOTE 1: All available weather information should be used to determine the suitability of the flight. For CZBB, where no forecast exists, the TAF from CYVR could be used provided the ATIS from CZBB and the METAR from CYVR are similar.

NOTE 2: For single IFR, ceilings for the entire flight shall not be less than 1000' AGL.

## 3.0. Down Times

The times of official darkness may be obtained from Nav Canada web site or from the control tower.

### 3.1. Student Pilots

All student pilots should plan to be on the ground *not less than 30 minutes before* official darkness.

### 3.2. Licensed Pilots

Licensed pilots must be on the ground before official darkness unless they hold a night rating.

## 4.0. Fuel Requirements

### 4.1. All Pilots

#### 4.1.1. Fuel Quantities

Enough fuel must be carried for:

- 4.1.1.1. The intended flight, plus
- 4.1.1.2. Student Pilots
  - 4.1.1.2.1. 60 minutes reserve
- 4.1.1.3. Day VFR Licensed Pilots

# Pacific Flying Club

4.1.1.3.1. At least 30 minutes at normal cruise power

4.1.1.4. Night VFR

4.1.1.4.1. At least 45 minutes at normal cruise power

4.1.1.5. IFR

4.1.1.5.1. Alternate destination fuel, plus

4.1.1.5.2. At least 45 minutes at normal cruise power

4.1.1.6. Taxi and run-up fuel, plus

4.1.1.7. Contingency fuel for any foreseen delays caused by weather, Air Traffic Control (ATC), etc.

Pilots are reminded that in many cases the minimum legal reserves do not provide an adequate operational radius for flights in remote areas. In such cases special attention must be given to the reserves required for a given flight.

## 4.1.2. Refueling

As a courtesy to the next pilot, if the aircraft has  $\frac{1}{2}$  tanks or less after a flight, the pilot shall have the aircraft's tanks topped up.

In the case of the C-152's with long range tanks, the bottom of the collar in the filler neck shall be considered standard fuel tank capacity, (24.5 U.S. GAL).

In the case of the Piper Seneca, the inboard tanks only shall be refuelled unless specifically requested by the next pilot.

Pilots are reminded that they are responsible to ensure that the correct type and quantity of fuel is put in the aircraft.

## 4.1.3. Determining Fuel quantity

Prior to the flight the pilot shall determine the amount of fuel by the use of the dipstick or visual inspection where a dipstick is not provided.

## 4.2. Student Pilots – Solo Flight

Student pilots on solo flights must comply with the fuel requirements in section 4.1 and in no case depart with less than half tanks in the aircraft.

## 5.0. Flight Operations

### 5.1. All pilots

#### 5.1.1. Minimum Altitudes

All pilots must adhere to the minimum altitude restrictions as laid down in the CAR's. In addition to these requirements pilots are expected to:

5.1.1.1. Maintain a height of at least 1000 feet above ground level.

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**5.1.1.2.** If flying over a built up area of a town or city, at least 1000 feet higher than the highest obstacle within a radius of 2000 feet or high enough to glide a suitable landing area, whichever is higher.

## **5.1.2. Over Water Flights**

It is recommended that all over-water flights carry life jackets for all persons on board the aircraft. No person to operate a land aircraft over water, except when conducting a take-off or landing, beyond a point where the land aircraft could reach shore in the event of an engine failure.

## **5.1.3. Securing the Aircraft**

At the end of a flight the pilot is expected to secure the aircraft in an approved manner that will protect it from the danger of being blown around by the wind or other aircraft. Preferably, the aircraft should be tied down.

If tie-down facilities are not available, wheel chocks may be used for short periods of time, if the winds are not too strong and forecast not to be strong and the pilot is nearby.

The control lock should be installed.

## **5.1.4. Reporting Aircraft Snags**

If a pilot has any reason to believe that any part of an aircraft is damaged or has become unserviceable in any way, the pilot is to notify the dispatcher at PFC of the defect by the fastest means possible. Once the defect has been confirmed the PIC will enter the defect in the Journey Log book.

The pilot must ensure that the aeroplane will not be flown by anyone until the defect has been reported and the aircraft has been declared airworthy by an AME.

## **5.1.5. Overnight Flights**

All overnight flights must be approved by the CFI or delegate.

## **5.1.6. Flights in U.S. Airspace**

All overnight flights to destinations in the U.S. and Canada must be approved by the CFI or delegate. Pilots are reminded that they must comply with all customs and immigration rules of both Canada and the U.S.

## **5.1.7. IFR Flights**

IFR weather limits are listed in section 2.3. In addition to the weather limits the following restrictions also apply:

**5.1.7.1.** Flight Outside of the local areas (5.3.2) is prohibited in single-engine aircraft at night.

## **5.1.8. Flight Plans**

**5.1.8.1.** All day VFR flights of greater than 25 nautical miles from the point of departure must be on a flight plan.

**5.1.8.2.** All night VFR flights outside of the circuit must be on a flight plan.

**5.1.8.3.** All night VFR flights in the circuit after the tower has closed must be on a flight plan.

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## 5.1.9. Emergency Notification

5.1.9.1. Should a pilot estimate that he or she will not return to ZBB on time, dispatch must be notified.

5.1.9.2. In the event of an unscheduled or forced landing the pilot must:

- 5.1.9.2.1. Ensure the safety and security of all passengers on board the aircraft;
- 5.1.9.2.2. Ensure the safety and security of persons and property around the aircraft;
- 5.1.9.2.3. Ensure the safety and security of the aircraft.

5.1.9.3. In the case of an emergency, the club must be informed. After hours, the following contact numbers may be used:

- RCMP or local police via telephone operator
- Nearest Flight Information Center 1-800-INFO-FSS
- Clark Duimel, Director of Flight Operations, 604-946-4379 or 604-290-7886
- Pat Kennedy, General Manager, 604-946-6711 or 604-290-7975
- Harris, Manager of Flight Operations, 604-948-2273 or 604-992-7886
- Dan Martens, Manager Multi Engine Operations, 778-297-1649 or 604-317-9075

Subsequent takeoff must have the consent of the CFI or designate.

## 5.1. Student Pilots

### 5.1.1. Areas of Operation

Student pilots may fly within the confines of the practice areas CYA180 (T), 181 (A)(T) (Glen Valley), CYA176-179 (A)(T)(H) (North), CYA182 (A)(T)(H) (East) or as approved by the supervising instructor. Pilots must adhere to the vertical and horizontal dimensions of the practice areas as described in the current Vancouver VNC and VTA charts.

Pilots are reminded that the information on airspaces may be updated by NOTAM.

Students may fly along any cross-country routes that are approved by Transport Canada. The supervising instructor will determine whether the weather conditions are suitable for the flight.

Specifically, student pilots may not fly:

- 5.1.1.1. Outside of Canadian Airspace;
- 5.1.1.2. Within the Vancouver Class "C" control zone;
- 5.1.1.3. In any mountainous terrain apart from the valley route between Chilliwack (CYCW) and Hope (CYHE).

### 5.1.2. Low Level Practice

Student pilots are expected to practice forced approaches as part of their flight training. When authorised by their instructor and in an area suitable for such training, student pilots may descend to a minimum of 500 feet AGL or higher altitude, as specified by their instructor.

Students are reminded that when flying lower than 1000 AGL they may not fly over any noise sensitive area, dwelling or livestock. Particular attention must be paid to this restriction as there are a number of noise sensitive areas and farms in the practice areas.

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## 5.2. Licensed Pilots

### 5.2.1. Areas of Operation

Licensed pilots may fly Pacific Flying Club aircraft anywhere, subject to the CAR's and specific club requirements, described in the following sections.

### 5.2.2. Local Area

Pacific Flying Club defines the local region as bounded by Campbell River in the North, Seattle in the South, the East coast of Vancouver Island to the West and Hope to the East.

All mountainous areas within these bounds are **excluded** unless the pilot has performed a mountain check.

### 5.2.3. Mountainous Areas

To fly anywhere within mountainous areas, pilots must receive a mountain check from Pacific Flying Club. With CFI approval a mountain check may be deemed to have been met if done by a recognised school.

**5.2.3.1.** Under no circumstances are single-engine club aircraft permitted in mountainous areas after dark.

**5.2.3.2.** The twin may be flown in mountainous areas after dark under IFR only.

### 5.2.4. Cross Country Flights

Licensed pilots may fly anywhere provided they have met the mountain check requirements.

Recreational permit holders are reminded that flight into U.S airspace is prohibited.

### 5.2.5. Rough or Un-serviced Strips

Flights to rough or un-serviced strips are not allowed unless explicitly authorised by the CFI or his designate. In order to obtain authorisation for flight to such a strip the pilot is expected to satisfy the CFI that due diligence has been exercised by the pilot in determining the feasibility of flying in and out of the strip in question. No flights shall be conducted on runways with snow or ice. The runway must be bare for non-emergency flights in PFC aircraft.

### 5.2.6. Appropriate Equipment

All pilots are reminded to bring appropriate clothing and equipment. Unexpected weather conditions or other unforeseen circumstances may necessitate an unscheduled landing.

### 5.2.7. Special Operations

- Airshow
- Formation Flying
- Search and Rescue (except CASARA Operations)
- Must have CFI or Designate approval prior to conducting such operations

### 5.1.10. Dual / Solo

Unlicensed pilots shall not conduct a solo flight if they have not had a dual flight in the last 20 days or the last 4 flights. Exceptions with permission of CFI or delegate only.

# Pacific Flying Club

## FLIGHT TRAINING – RPP

Transport Canada Guide TP 1247E

### **1.0. Pre-requisites**

The following program summarises the requirements for the Recreational Pilot Permit, as specified in CAR 421.22.

#### **1.1. Age**

An applicant must be a minimum of sixteen years of age.

#### **1.2. Medical Fitness and Validity**

- 1.2.1. An applicant will hold a Category 4 Medical Certificate valid for a Recreational Pilot Permit – Aeroplane.
- 1.2.2. The medical validity period for the license holder under 40 years of age is 60 months and for a license holder 40 years of age or over, is 24 months.
- 1.2.3. A valid Category 1,3, or 4 Medical Certificate maintains the license.

### **2.0. Requirements**

#### **2.1. Knowledge**

An applicant will have obtained a minimum of 60% in each of the following four mandatory subject areas as well as in the overall written examination Pilot Permit – Aeroplane (RPPAE):

- 2.1.1. Air Law – regulations, rules and orders, air traffic services, practices and procedures, and licensing requirements relevant to the license;
- 2.1.2. Navigation – navigation, radio aids and electronic theory;
- 2.1.3. Meteorology;
- 2.1.4. Aeronautics – General Knowledge – airframes, engines and systems, theory of flight, flight instruments and flight operations.

#### **2.2. Experience**

- 2.2.1. An applicant shall have completed a minimum of 25 hours recreational pilot flight training in aeroplanes under the direction and supervision of the holder of a flight instructor rating – aeroplane.
- 2.2.2. The flight training shall include a minimum of:
  - 2.2.2.1. 15 hours dual instruction flight time, including a minimum of 2 hours cross-country flight time;
  - 2.2.2.2. 5 hours solo flight time.

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## **2.3. Skill**

Within the 12 months preceding the date of application for the permit, an applicant shall successfully complete a flight test to the standard outlined in the Flight Test Standard – Recreational Pilot Permit – Aeroplane (TP 12475E).

## **3.0. Weather and Operating Minima**

Weather minima are defined in the General Information section of this document.

# Pacific Flying Club

## FLIGHT TRAINING – PPL

Transport Canada Guide TP 13723E

### **1.0. Pre-requisites**

The following program summarises the requirements for the Private Pilot license (Aeroplanes), as specified in CAR 421.26.

#### **1.1. Age**

An applicant must be a minimum of seventeen years of age.

#### **1.2. Medical Fitness and Validity**

**1.2.1.** An applicant will hold a Category 3 Medical Certificate valid for a Private Pilot License – Aeroplane.

**1.2.1.1.** Where an applicant holds a Category 4 Medical Certificate for the purpose of a Student Pilot Permit, the applicant shall upgrade to a Category 3 Medical Certificate prior to making application for the Private Pilot Licence – Aeroplane.

**1.2.2.** The medical validity period for the license holder under 40 years of age is 60 months and for a license holder 40 years of age or over, is 24 months.

**1.2.3.** A valid Category 1 or 3 Medical Certificate maintains the license.

### **2.0. Requirements**

#### **2.1. Knowledge**

An applicant shall have completed a minimum of 40 hours private pilot aeroplane ground school instruction on the following subjects:

**2.1.1.** Canadian Aviation Regulations,

**2.1.2.** Aerodynamics and Theory of Flight,

**2.1.3.** Meteorology,

**2.1.4.** Airframes, Engines and Systems,

**2.1.5.** Flight Instruments,

**2.1.6.** Radio and Electronic Theory,

**2.1.7.** Navigation,

**2.1.8.** Flight Operations,

**2.1.9.** Licensing Requirements, and

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**2.1.10.** Human Factors, including pilot decision-making; and

An applicant will have obtained a minimum of 60% in each of the following four mandatory subject areas as well as in the overall written examination Private Pilot Licence – Aeroplane (PPAER):

**2.1.11.** Air Law – regulations, rules and orders, air traffic services, practices and procedures, and licensing requirements relevant to the licence;

**2.1.12.** Navigation – navigation, radio aids and electronic theory;

**2.1.13.** Meteorology;

**2.1.14.** Aeronautics – General Knowledge – airframes, engines and systems, theory of flight, flight instruments and flight operations.

## **2.2. Experience**

**2.2.1.** An applicant shall have completed a minimum of 45 hours private pilot flight training in aeroplanes under the direction and supervision of the holder of a Flight Instructor Rating – Aeroplane. A maximum 5 of the 45 hours may be conducted on an approved aeroplane simulator or flight training device.

**2.2.2.** The flight training shall include a minimum of:

**2.2.2.1.** 17 hours dual instruction flight time, including a minimum of 3 hours cross-country flight time and 5 hours of instrument time of which a maximum of 3 hours may be instrument ground time; and

**2.2.2.2.** 12 hours solo flight time, including 5 hours cross-country flight time with a flight of a minimum of 150 nautical miles which shall include 2 full stop landings at points other than the point of departure.

## **2.3. Skill**

Within the 12 month preceding the date of application for the licence, an applicant shall successfully complete a flight test to the standard outlined in the *Flight Test Guide Private Pilot Licence – Aeroplane* (TP 13723E).

## **3.0. Weather and Operating Minima**

Weather minima are defined in the General Information section of this document.

# Pacific Flying Club

## FLIGHT TRAINING – CPL

Transport Canada Guide TP 13462E

### 1.0. Pre-requisites

The following program summarises the requirements for the Commercial Pilot license (Aeroplanes), as specified in CAR 421.30.

#### 1.1. Age

An applicant must be a minimum of eighteen years of age.

#### 1.2. Medical Fitness and Validity

- 1.2.1. An applicant shall hold a Category 1 Medical Certificate valid for a Commercial Pilot Licence – Aeroplane.
- 1.2.2. The medical validity period for the licence holder under 40 years of age is 12 months and for a licence holder 40 years of age or over is 6 months.
- 1.2.3. The licence holder may exercise Private Pilot Licence – Aeroplane privileges until the end of the medical period specified for the Private Pilot Licence.
- 1.2.4. A valid Category 1 Medical Certificate maintains the licence.

### 2.0. Requirements

#### 2.1. Knowledge

An applicant shall have completed a minimum of 80 hours commercial pilot aeroplane ground school instruction on the following subjects:

- 2.1.1. Canadian Aviation Regulations,
- 2.1.2. Aerodynamics and Theory of Flight,
- 2.1.3. Meteorology,
- 2.1.4. Airframes, Engines and Systems,
- 2.1.5. Flight Instruments,
- 2.1.6. Radio and Electronic Theory,
- 2.1.7. Navigation,
- 2.1.8. Flight Operations,
- 2.1.9. Licensing Requirements, and

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## 2.1.10. Human factors including pilot decision-making; and

An applicant will have obtained a minimum of 60% in each of the following four mandatory subject areas as well as in the overall written examination Commercial Pilot Licence – Aeroplane (CPAER):

## 2.1.11. Air Law – regulations, rules and orders, air traffic services, practices and procedures, and licensing requirements relevant to the licence;

## 2.1.12. Navigation – navigation, radio aids and electronic theory;

## 2.1.13. Meteorology;

## 2.1.14. Aeronautics – General Knowledge – airframes, engines and systems, theory of flight, flight instruments and flight operations.

## 2.2. Experience

### 2.2.1. An applicant shall have completed, subject to clause 2.2.2.1.3, a minimum of 200 hours flight time in aeroplanes, of which a minimum of 100 hours shall be pilot-in-command time including 20 hours cross-country pilot-in-command flight time; and

### 2.2.2. an applicant who holds a Private Pilot Licence – Aeroplane or a Private Pilot Licence – Aeroplane issued by a contracting state other than Canada, shall have completed 65 hours of commercial pilot flight training in aeroplanes consisting of a minimum of:

#### 2.2.2.1. 35 hours dual instruction flight time, under the direction and supervision of the holder of a Flight Instructor Rating – Aeroplane, including:

##### 2.2.2.1.1. 5 hours night, including a minimum of 2 hours of cross-country flight time;

##### 2.2.2.1.2. 5 hours cross-country, which may include the cross-country experience from 2.2.2.1.1 above; and

##### 2.2.2.1.3. 20 hours of instrument flight time in addition to the experience stated in 2.2.2.1.1 and 2.2.2.1.2 above. A maximum 10 hours of the 20 hours may be conducted on an approved aeroplane simulator or flight training device.

#### 2.2.2.2. 30 hours solo flight time including:

##### 2.2.2.2.1. 25 hours solo flight time emphasizing the improvement of general flying skills of the applicant which shall include a cross-country flight to a point of a minimum of 300 nautical mile radius from the point of departure and shall include a minimum of 3 landings at points other than that of departure, and

##### 2.2.2.2.2. 5 hours solo flight time by night during which a minimum of 10 takeoffs, circuits and landings were completed.

## 2.3. Skill

Within the 12 months preceding the date of application for the licence, an applicant shall successfully complete a flight test to the standard outlined in the *Flight Test Guide Commercial Pilot Licence – Aeroplane* (TP 13462E).

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## 2.4. Restricted Licence – Daylight Flying

- 2.4.1. Where an applicant has not completed the night flight time requirements the licence shall be issued restricted to daylight flying and the total dual instruction flight time and solo flight time requirements for the issue of the licence shall be met.
- 2.4.2. Where an applicant completes the night flight time requirements, the restriction shall be removed.
- 2.4.3. Where an applicant holds a pilot licence, helicopter valid for night flying, the night flight time experience may be reduced to 5 hours pilot flight time which shall include:
  - 2.4.3.1. 2 hours dual night flight time,
  - 2.4.3.2. 1 hour solo night flight time, and
  - 2.4.3.3. 1 hour dual instrument flight time.

## 3.0. Weather and Operating Minima

Weather and operating minima are defined in the General Information section of this document.

# Pacific Flying Club

## FLIGHT TRAINING—NIGHT RATING

Transport Canada Guide TP 975E

### 1.0. Pre-requisites

The applicant must hold a Private Pilot Licence (Aeroplane).

### 2.0. Requirements

The following program summarises the requirements for the Night Rating (Aeroplanes), as specified in CAR 421.42.

#### 2.1. Experience

2.1.1. An applicant for a night rating shall have acquired in aeroplanes a minimum of 20 hours of pilot flight time which shall include a minimum of:

2.1.1.1. 10 hours of night flight time including a minimum of:

2.1.1.1.1. 5 hours of dual flight time, including 2 hours of cross-country flight time,

2.1.1.1.2. 5 hours solo flight time, including 10 takeoffs, circuits and landings, and

2.1.1.2. 10 hours dual instrument time.

2.1.1.3. Credit for a maximum of five hours of the 10 hours of dual instrument time may be given for instrument ground time, provided that the total instrument time shall be in addition to the 10 hours night flight time in subparagraph 2.1.1.1 above.

#### 2.2. Skill

Within the 12 months preceding the date of application for a night rating, an applicant shall have successfully completed a qualifying flight under the supervision of a Transport Canada Inspector or a person qualified in accordance with subsection 425.21(4) by demonstrating the level of skill specified in the Flight Instructor Guide – Aeroplane (TP 975).

### 3.0. Weather and Operating Minima

Weather and operating minima for night flying are defined in the General Information section of this document.

# Pacific Flying Club

## FLIGHT TRAINING – VFR OTT

Transport Canada Guide TP 12775E

### 1.0. Pre-requisites

The applicant must hold a Private Pilot Licence (Aeroplane).

### 2.0. Requirements

The following program summarises the requirements for the VFR OTT rating, as specified in CAR 421.44.

#### 2.1. Experience

An applicant for a VFR OTT rating shall complete a minimum of 15 hours dual instrument time of which a maximum of 5 hours may be instrument ground time. Training shall be in accordance with the *Flight Instructor Guide – VFR OTT* (TP 12775E).

#### 2.2. Skill

An applicant for a VFR OTT rating shall have reached the level of skill specified in *Flight Instructor Guide – VFR OTT* (TP 12775E).

### 3.0. Weather and Operating Minima

Weather and operating minima for VFR OTT flying are defined in the General Information section of this document.

# Pacific Flying Club

## FLIGHT TRAINING – MULTI ENGINE

Transport Canada Guide TP 219E

### 1.0. Pre-requisites

The applicant must hold a Private Pilot License (Aeroplane).

### 2.0. Requirements

The following program summarises the requirements for the Aeroplane Class Ratings (Multi Engine), as specified in CAR 421.38.

#### 2.1. Skill

An applicant for a multi-engine class rating shall complete a flight test to the standard outlined in the *Flight Test Standard, Multi-Engine Class Rating (Aeroplane)* TP 219E.

### 3.0. Weather and Operating Minima

Weather and operating minima are defined in the General Information section of this document.

# Pacific Flying Club

## FLIGHT TRAINING – INSTRUMENT RATING

Transport Canada Guide TP 9939E

### **1.0. Pre-requisites**

The applicant must hold a Private Pilot Licence (Aeroplane).

### **2.0. General**

The following program summarises the requirements for the Instrument Rating as specified in CAR 421.46.

An instrument rating is issued for aircraft in one of the following groups:

- 2.1. Group 1 for all aeroplanes where the flight test was conducted in a multi-engine aeroplane,
- 2.2. Group 2 for multi-engine centre line thrust and single engine aeroplanes where the flight test was conducted in a multi-engine centre line thrust aeroplane,
- 2.3. Group 3 for single engine aeroplane where the flight test was conducted in a single engine aeroplane, and
- 2.4. Group 4 for helicopters where the flight test was conducted in a helicopter.

### **3.0. Requirements**

#### **3.1. Knowledge**

An applicant shall have obtained a minimum of 70% on the written examination Instrument Rating (INRAT) which shall include the following subjects:

- 3.1.1. Canadian Aviation Regulations;
- 3.1.2. Instrument Flight Rules and Procedures;
- 3.1.3. Meteorology;
- 3.1.4. Instruments;
- 3.1.5. Radio and Radar systems; and
- 3.1.6. Navigation.

#### **3.2. Experience**

An applicant shall have completed a minimum of:

- 3.2.1. 50 hours of cross-country flight as pilot-in-command in aeroplanes or helicopters of which 10 hours must be in the appropriate category; and
- 3.2.2. 40 hours of instrument time of which a maximum of 20 hours may be instrument ground time. The 40 hours instrument time shall include a minimum of:

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- 3.2.2.1. 5 hours of dual instrument flight time acquired from the holder of a flight instructor rating,
- 3.2.2.2. 5 hours in aeroplanes where the applicant is applying for a Group 1, 2, or 3 instrument rating or in helicopters where the applicant is applying for a Group 4 instrument rating,
- 3.2.2.3. Fifteen (15) hours of dual instrument flight time provided by a qualified person as specified in CAR section 425.21(9); and
- 3.2.2.4. One dual cross-country flight under simulated or actual IMC conditions of a minimum of 100 nautical miles, the flight to be conducted in accordance with an IFR flight plan to include, at two different locations, an instrument approach to minima.

## 3.3. Skill

An applicant shall successfully complete:

- 3.3.1. a flight test in accordance with the *Flight Test Standards – Instrument Rating* (TP 9939E);  
or
- 3.3.2. A Pilot Proficiency Check (PPC) for operations under IFR in accordance with Part VI or Part VII, as applicable.

## 4.0. Weather and Operating Minima

Weather and operating minima are defined in the General Information section of this document.

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## FLIGHT TRAINING – INSTRUCTOR RATING

Transport Canada Guide TP 5537E

### 1.0. Pre-requisites

Before commencing flight training for the Class 4 Instructor Rating, an applicant shall hold a Commercial or Airline Transport Pilot Licence – Aeroplane and have completed a minimum of 20 hours instrument time, of which a minimum of 10 hours shall be instrument flight time.

Before commencing ground training for the Class 4 Instructor Rating, an applicant shall have successfully completed the written examination and flight test for the Commercial Pilot Licence – Aeroplane.

### 2.0. Requirements

The following program summarises the requirements for the Instructor Rating as specified in CAR 421.69.

#### 2.1. Knowledge

- 2.1.1. An applicant shall have completed a minimum of 25 hours of Instructor Rating ground school instruction which shall include;
  - 2.1.1.1. Practical application of the basic principles of learning and techniques of instruction;
  - 2.1.1.2. Preparation and use of lesson plans;
  - 2.1.1.3. Procedures for planning and presenting preparatory ground instruction, pre-flight briefings, in-flight instruction, and post-flight debriefings;
  - 2.1.1.4. Theory of flight required to teach the air exercises;
  - 2.1.1.5. Aircraft flight manuals and aircraft operating limits;
  - 2.1.1.6. Presentation of pilot decision-making concepts; and
  - 2.1.1.7. The use of the *Transport Canada Flight Instructor Guide*, *Flight Training Manual*, *Canadian Aviation Regulations*, Part IV and the *Flight Test Standards*, Private and Commercial Pilot Licences – Aeroplane Category.
- 2.1.2. An applicant shall obtain a minimum of 70% in the written examination Flight Instructor Rating – Aeroplane Class 4 (AIRAF).

#### 2.2. Experience

An applicant shall complete in aeroplanes a minimum of 30 hours of dual flight instruction on overall pilot proficiency and the presentation of all exercises set forth in the Flight Instructor Guide and shall include a minimum of 5 hours of training in the teaching of instrument flight skills. A maximum 5 of the 30 hours may be conducted on an approved aeroplane simulator or flight training device.

#### 2.3. Skill

An applicant shall complete an instructor flight test to the standard outlined in the *Flight Test Standard – Flight Instructor Rating – Aeroplanes, Helicopters, Aerobatic* (TP 5537).

#### 2.4. Credits

##### 2.4.1. Knowledge

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- 2.4.1.1. An applicant who holds, or has held an instructor rating for helicopters, gyroplanes, gliders, balloons or aerobatics shall be credited with 10 hours of the 25 hours ground school instruction requirement.
- 2.4.1.2. An applicant who holds an Airline Transport Pilot Licence – Aeroplane, or a teaching certificate issued by provincial or territorial authorities, shall be credited with 10 hours of the 25 hours' ground school instruction requirement.
- 2.4.1.3. An applicant who holds or has held within the preceding 24 months, a flight instructor rating – Helicopter, shall be considered to have met the written examination requirement.

## 2.4.2. Experience

- 2.4.2.1. An applicant who holds, or has held a Flight Instructor Rating – Helicopter, shall be credited with 10 hours of the 30 hours' of dual flight instruction requirement, and with the 5 hours requirement of training in the teaching of instrument flight skills.
- 2.4.2.2. An applicant who holds an Airline Transport Pilot Licence – Aeroplane, shall be credited with 10 hours of the 30 hours' dual flight instruction requirement.

## 3.0. Weather and Operating Minima

Weather and operating minima for VFR OTT flying are defined in the General Information section of this document.

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