



# N600SU Standard Operating Procedures

## 1. **PREFACE**

- a. Any pilot acting as PIC in N600SU will abide by the restrictions laid out in this document.
- b. This document serves as a supplement to the OSU Flight Program SOPs regarding safe operations and personal safety, and in some cases supersedes the OSU Flight program SOPs.
- c. Passengers will be allowed, within the limitations of the POH, SOPs, and FARs.
- d. All individuals planning to fly or ride in N600SU must, abide by all applicable FARs, N600SU SOPs, Airport/Facility rules and Federal, State and Local laws at all times.
- e. Prior to acting as PIC in N600SU, all persons must read fully and understand both the N600SU SOPs and applicable sections of the OSU Flight Program SOPs.
- f. Each OSU Flying Aggie will be required to annually sign and submit to the Safety Officer an SOP compliance attestation form (APPENDIX A). Failure to submit this form will prevent a student's access to N600SU.

## 2. **FITNESS FOR FLIGHT**

- a. All persons flying in N600SU must deem themselves fit for flight in advance of every flight conducted in the aircraft.
- b. A thorough preflight, including calculation of weight and balance and takeoff/landing data, must be conducted before every flight, and the PIC must take this data into account when determining whether or not the aircraft is fit for flight.
- c. Any items found on the preflight inspection of the aircraft or PIC which affect safety of flight must be resolved prior to the flight.
- d. No person may act as the PIC of N600SU unless within the preceding 6 calendar months, that person has:
  - i. Logged time as the PIC of N600SU.
  - ii. Completed a checkout flight specified in Section 3.

## 3. **CHECKOUT PROCESS**

- a. All individuals must complete the checkout process prior to renting N600SU. This checkout process consists of:
  - i. Written Test

1. The written test must be administered by the Safety Officer and passed with at least an 80% prior to scheduling a checkout flight.
  2. The test will be corrected to 100% following completion.
  3. The checkout written test is a closed book test, with the exception of provided N600SU specific performance data.
- ii. Checkout Flight
1. Checkout flights must be conducted with an approved CFI who has completed the N600SU checkout flight.
  2. Checkout flights will be graded as satisfactory or unsatisfactory at the discretion of the CFI.
  3. Requirements to schedule a checkout flight are as follows:
    - a. Must hold at least a Private Pilot License with current medical.
    - b. Must have passed the N600SU Written Checkout Test.
    - c. Must have completed a written test within the preceding 3 months.
- b. Satisfactory completion of the checkout process will be documented on a N600SU Checkout Form (APPENDIX C). The completed forms will be kept in a checkout binder behind the OSU Flight Center dispatch desk.

#### 4. **CHECKOUT FLIGHT COMPONENTS**

- a. Each checkout flight will consist of at least the following items:
  - i. Location of performance and weight and balance information, and a demonstration of all weight and balance and performance calculations for the checkout flight.
  - ii. Basic operations of the aircraft on the ground and in the air.
  - iii. Proper radio/avionics procedures.
  - iv. Three landings with at least one landing with 40 degrees of flaps.
  - v. At least one go-around after an approach with 40 degrees of flaps.
  - vi. Power-on and power-off stalls.
  - vii. Slow flight.
  - viii. Proper leaning procedures/carburetor heat usage.
  - ix. Procedures for Flight Center fuel card usage.
  - x. Procedures to closeout flight in Talon ETA.
- b. Each checkout flight will follow the actions listed in the Checkout Flight Checklist (APPENDIX B) and use the listed completion standards as pass/fail criteria.

*Note: Though similar to a Cessna 152, Sixty has many small but important differences. Instructors should take special care to make sure these differences are covered during the checkout flight.*

## **5. SCHEDULING/PAYMENT**

- a. Scheduling of N600SU will be accomplished through Talon ETA, on a first-come, first-served basis.
  - i. The Safety Officer will have scheduling privileges, and may be contacted for scheduling requests and activity authorizations.
  - ii. The Safety Officer will also maintain a list of other personnel who have Sixty scheduling privileges, and will disseminate contact information upon request.
- b. Any individuals wishing to fly N600SU must have an account set up in Talon ETA with a minimum balance of \$300.
- c. Individuals flying cross country must have a balance which covers the planned length of the flight, with an extra 25% margin.
- d. Except for the purposes of scheduling checkout flights, any persons requesting to fly N600SU must be checked out prior to requesting scheduling.
- e. Any landing/tie-down/hangar fees incurred on any flight in N600SU will be paid for by the PIC.
- f. Any hangaring fees as a result of unexpected severe weather or other factors outside the control of the PIC will be paid for at the discretion of the Aggies Officer Corps.
  - i. The PIC must contact a member of the Officer Corps prior to hangaring the aircraft, except in case of emergency.
- g. Members should utilize OSU Flight Center fuel cards when flying cross country. Fuel cards should be signed out prior to use and must be returned immediately following the flight. If the OSU Flight Center is closed, the fuel card should be kept and returned as soon as possible the following day. The fuel card should be signed back in with the receipt left in the designated pouch.
  - i. It is the responsibility of the PIC to ensure that all planned fuel stops honor OSU-issued Multi-Service and/or MasterCard credit cards. If the airport does not honor these cards, any costs accrued will be paid by the PIC.
  - ii. Under no circumstances should fuel cards be left in the aircraft overnight.

## **6. AIRCRAFT DISCREPANCIES/SQUAWKS**

- a. Anytime that a discrepancy (squawk) is discovered, it will be verbally reported to the Safety Officer and dispatcher on duty and the aircraft will be removed from flight status. The following procedure will be followed:

- i. The PIC will provide airplane data and as detailed a description of the squawk as possible to the dispatcher and safety officer.
- ii. The aircraft will not be dispatched for flight until it has been inspected by a mechanic, flight instructor or Safety Officer, as appropriate.
- iii. If the aircraft is determined to be unairworthy, it will not be dispatched for flight until signed off by certified maintenance personnel.
- iv. If the discrepancy is found to not affect the airworthiness of the aircraft as per 14 CFR §91.213 and does not affect any equipment required for completion of the flight, it will be deferred to the next inspection and the aircraft returned to flight status with the discrepancy noted via an “Aircraft Discrepancy Sheet” that will be dispatched with the aircraft.
- v. To determine compliance with 14 CFR §91.213, all pilots must determine that the inoperative equipment is not:
  - 1. Required to be operational by the aircraft’s equipment list as published in the aircraft POH.
  - 2. Required to be operational by 14 CFR §91.205.
  - 3. Required to be operational by Airworthiness Directive.
  - 4. Required by Part 91 Operating Rules.
- b. Any inoperative equipment deferred for maintenance must comply with placarding, removal, and/or maintenance requirements of 14 CFR §91.213 (d)(3)(i-ii).
- c. The aircraft can be downed at any time at the discretion of the Officer Corps.

## **7. FUEL REQUIREMENTS**

- a. Local:
  - i. Day: 45 minutes
  - ii. Night: 1 hour
- b. Cross Country:
  - i. 1 hour

## **8. WEATHER MINIMA**

### **a. VFR OPERATIONS:**

<b>Area</b>	<b>Ceiling (AGL)</b>	<b>Visibility</b>	<b>Sustained Wind Speed</b>	<b>Peak Wind Gust</b>	<b>X-Wind Component</b>
Traffic Pattern	1,500ft	3 Miles	≤ 25 KTS	≤ 35 KTS	≤ Max.*
Local Flight	3,000ft	5 Miles	≤ 25 KTS	≤ 35 KTS	≤ Max.*
Cross Country	3,00ft	5 Miles	≤ 25 KTS	≤ 35 KTS	≤ Max. *

\* Published POH Maximum Demonstrated Crosswind Component

No Special VFR operations will be conducted.

**b. IFR OPERATIONS:**

- i. **NO IFR OPERATIONS WILL BE PERMITTED IN N600SU**

**9. CROSS-COUNTRY FLIGHTS**

- a. The PIC of any flight is required to calculate takeoff and landing distances prior to departure from the origin airport. If the planned takeoff or landing cannot be conducted with a good margin for safety, it should not be attempted.
- b. In the event that an overnight/cross country flight is conducted to an airport other than KSWO, maintenance services must be available at the destination airport. On a multi-leg cross country, only the final airport must have maintenance services available.
- c. It is required that all flights greater than 50nm straight-line distance from the origin airport file a VFR flight plan or contact ATC for flight following services.
- d. If a cross-country flight exceeds 100nm straight-line distance from KSWO, at least one individual not involved in the flight must be notified of all flight plans and estimated times of arrival for every leg. This individual shall be updated upon completion of every leg and will notify the proper authorities should a flight be overdue beyond expected delays.
- e. Prior permission must be obtained from Flying Aggie Officer Corps for cross country flights exceeding 250nm from KSWO, any overnight flights, or rentals more than 12 consecutive hours.
- f. Appendices B and C of the OSU Flight Program SOPs (Approved 250+nm destinations and prohibited solo destinations) do not apply to flights conducted in N600SU.

**10. SECURING OF AIRCRAFT**

- a. Before and after every flight, the aircraft will be tied down at both wings and the tail (if left on the ramp), if tie-downs are available. If no tie-downs are available, the aircraft must be chocked.
- b. A gust lock, throttle lock, and pitot cover will be in place whenever the aircraft is left unattended.
- c. The aircraft will not be left unattended while unsecured, or while the engine is running.

- d. The PIC will ensure that all seat belts are stowed and all personal items and trash are removed from the aircraft after every flight.
- e. After every flight, the PIC will use the provided microfiber cloths and aircraft cleaner to debug the leading edges of the wings, struts, horizontal stabilizer, vertical stabilizer, windscreen, and any other surfaces which have become dirty as a result of the flight.

## **11. ADDITIONAL SAFETY ITEMS**

- a. Class 1 EFB's (Electronic Flight Bags, e.g. iPads, tablets, etc.) may be used in lieu of paper charts and reference material provided:
  - i. The interactive or precomposed information being used for navigation or performance planning is current, up-to-date, and valid.
  - ii. The interactive or precomposed information being used is a near-exact duplication of the paper equivalent, if applicable.
  - iii. The EFB does not make use of an external power source, except for emergencies.
  - iv. A back-up source of power, or a secondary EFB must be accessible.
  - v. The EFB is secured during takeoff, approach, and landing. The EFB may be secured by means of a leg strap, kneeboard, etc. or may be temporarily secured in flight bag, pouch, etc.
  - vi. No external mounting hardware is used for the EFB, related antenna or accessory.
- b. An operable flashlight must be readily accessible on flights conducted at night.
- c. Downwind takeoffs shall be generally prohibited, though during times of variable wind may be conducted if tailwind component does not exceed 5 knots.
- d. Flight in known or forecast icing conditions is prohibited.
- e. Electronics are permitted aboard the aircraft, provided their use does not affect the safety of the flight.
- f. Photos/videos may be taken in-flight, provided they are not taken by the PIC during critical phases of flight (taxi, takeoff, landing, or pattern work).
- g. No adhesive or otherwise permanent mounts may be used anywhere on the aircraft.
- h. The PIC is responsible for the aircraft and any associated equipment.
- i. The aircraft will not be operated in a careless or reckless manner (FAR §91.13).

## **12. SUSPENSION OF FLIGHT PRIVILEGES**

- a. A member's flight privileges may be revoked for any of the following reasons:
  - i. Violation of FAA regulations

- ii. Violation of N600SU SOPs, Flight Team SOPs, or Flight Program SOPs (where applicable)
  - iii. Making unauthorized flights
  - iv. Violation of drug or alcohol regulations
  - v. Conducting unsafe operations
  - vi. If the member is not in good standing with the club (as per club bylaws)
- b. All decisions regarding suspension of flight privileges will be at the discretion of the OSU Flying Aggies Officer Corps and advisors, along with the OSU Safety Committee, if necessary.



## **APPENDIX A – OSU Flying Aggies SOP Attestation Form**

(Annual requirement for initiation/continuation of flight privileges)

My signature (First Name, MI., Last Name) on this form attests that as of this date, I have read the latest version of the OSU AVED Standard Operating Procedures (SOPs) [currently: Aug 16th, 2018], that I understand all N600SU SOPs and, that I will comply with all N600SU SOPs.

**Name**

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**Signature / Date**

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## APPENDIX B – Checkout Flight Checklist

### CHECKOUT FLIGHT



#### PREFLIGHT BRIEFING

- Location of Weight and Balance, Pilot's Operating Handbook, Registration and Airworthiness Certificate within the aircraft.
- How to calculate Weight and Balance with POH information.
- Takeoff and Landing Performance
- Fuel Requirements
- Weather Minima
- Required Maintenance Times
- Proper Radio/Avionics Usage
- Passenger Briefing
- Abnormal Start Procedures

#### FLIGHT

- Preflight Inspection
- Operation of Systems
- Location of Fire Extinguisher
- Engine Starting
- Takeoff Briefing
- Power-on and Power-off Stalls
- Slow Flight
- Leaning Procedures
- Carb. Heat Usage
- Normal Approach and Landing (x2)
- A Landing with 40 Degrees of Flaps
- A Go-Around with 40 Degrees of Flaps

#### POST-FLIGHT

- Parking and Securing Aircraft
- OSU Flight Center Fuel Cards
- Closing Flight Out in TalonETA

#### COMPLETION STANDARDS

- Member will demonstrate aeronautical knowledge meeting Private Pilot Standards.
- Member will demonstrate skill and airmanship, to include unassisted takeoffs and landings.
- Member will maintain altitudes  $\pm 150$  feet, headings  $\pm 15^\circ$ , and airspeeds  $\pm 10$  mph. During approach, student will maintain correct approach speed  $\pm 5$  mph.



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**APPENDIX C – N600SU Checkout Form**

Name of applicant (please print): \_\_\_\_\_

Written test corrected to 100% correct  
(signature of Safety Officer): \_\_\_\_\_

Date written test completed: \_\_\_\_\_

Flight check-out satisfactory (signature of CFI): \_\_\_\_\_

I agree to abide by N600SU SOP's and rules outlined in the OSU Flying Aggies Bylaws:

(signature of applicant): \_\_\_\_\_ Date: \_\_\_\_\_