

PIF 05-12
October Safety Meeting
11 October 2005

The meeting commenced at 1900 hours discussing new licenses, achievements, up and coming plans for the Aero Club. A 15 minute presentation by Embry Riddle Aero University's Charleston Campus Director began the night. She mentioned the programs available and credit given for existing pilots and maintenance certifications. See Chris for details.

The safety briefing was presented by Mr. Chris Peterson discussing the importance of paperwork and how it directly influences safety. The briefing followed 2 weeks of inspections from the Air Force and their recommendations on how we handle paperwork and the issues found in the inspection.

1. X-try flights for Student pilots must follow the SOP or be approved in writing by the Chief Instructor. X-try flights remaining over night (ROM) requires the approval of the manager.
2. Currency is to be maintained on the PIF card for every flight taken. Members with less than 200 hours require a currency flight (3 Takeoffs/Landings) every 60 days, 90 days for > 200 hours.
3. 781A forms (Aircraft Discrepancy report) must be filled out in its entirety, if there are open blanks, strike through them. Pilots must sign AND print their name, so we may contact you with questions. Furthermore, pilots are responsible for alerting management of issues and checking the form prior to flight.
4. PIF cards must indicate all information in the file; COV not to Sue (annual) Medical (1-3 years), License (official issue), Aircraft checks (open books=one time, closed book=annual), Standardization Exam (annual), Aero Club checkout (annual).
5. All students and passengers are required to sign the Flight Plan that remains at the Aero Club as a passenger manifest. (in the remarks section)
6. Weight and Balances will be check for flights, suggest you prepare some for your standard flights.
7. Safety meetings are REQUIRED attendance—monthly, if you are unable—alternate dates are published every other month on Wednesdays—check the website for exact dates. If you still cannot attend, you must schedule a time with the Manager, Chief Instructor, or a Safety Officer for your endorsement.
8. REMEMBER TO SECURE THE AIRCRAFT DURING YOUR POST FLIGHT!!!! Pitot cover, control lock, doors shut (locked if outside), tie-downs secured (all 3 if outside), Chocked nose wheel, Toe-Bar (remove if outside), windows secured, 1-2 spotters for movement of aircraft inside the hanger (other than first slot), NO aircraft to remain outside without Managers/Chief Instructors approval (except for lack of spotters for movement).

The presentation concluded with questions and the meeting was adjourned at 2010.