

Safety Manual



University of Dubuque

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University of Dubuque

Dear UD Aviator,

When you wear the UD wings, you join a proud tradition of University of Dubuque aviators. Your good work in the classroom and in the cockpit will help keep this program highly regarded in the aviation industry and will serve you well in your future career.

Practicing safety on the ground and in the air is the obligation of all aviators. But I encourage you also view safety as an opportunity. This is your opportunity to become more fully professional, more fully responsible, and more fully a steward of the resources with which you are entrusted.

UD Aviators: Make us proud. May you continue to experience the joy of flight.

A handwritten signature in black ink, appearing to read "Mark D. Ward". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Dr. Mark D. Ward
Vice President for Academic Affairs and Dean of the College



TO: UD Aviators

FROM: Steven R. Accinelli – Chair, Aviation Department

DATE: January 25, 2010

RE: Safety Philosophy

I am soliciting your support for the University of Dubuque's Aviation Safety Program. I need your help, energy, and caring attitude to ensure we operate all our flights and ground operations in a safe and efficient manner. Our safety program, for which you are a critical component, is designed to provide you with reasonable procedures and practices that enhance safe training, information sharing, and feedback.

The Aviation Department has an aviation safety reporting form, mandatory CFI and student safety meetings, a flight safety program manger, numerous SOPs, and a qualified supervisory staff. While these are important, they simply are not enough! We need a foundation for our safety program built on solid pillars. A few of these pillars include:

People: Safety is people; individual responsibility is the foundation of an efficient safety program. Everyone here at the Dubuque Regional Airport and at the University of Dubuque is part of our safety environment and culture.

Team: Safety is a team effort; lapses in individual and supervisory responsibilities often cause catastrophic injuries or even death. Assist, suggest, or seek change. Use the Aviation Safety Reporting Form. Doing nothing is not an option.

Risk Management: Analyzing and minimizing risk is what safety is all about. Adopt aeronautical decision making rubrics, techniques, and procedures for use on every flight.

Caring: Caring pilots and managers always produce fewer incidents and accidents. Take care of all those in the aviation industry; you have to rely on them taking care of you.

Set the Example: The attitudes and conduct we portray, set the standard for our future workforce. It is our obligation to produce pilots and managers who strive for excellence with safety intertwined into their very being. To do less is an injustice to those we teach.

In summary, people are safety. Learn to identify risk and develop appropriate counter measures. Caring for fellow aviators and our passengers is an imperative. We set the example; do not abrogate your responsibility.

Preface

Safety is the number one priority in the University of Dubuque Aviation program. The intent of this manual is to ensure that all faculty, staff, and students are aware of the University's policies, procedures, and expectations in order to minimize risk and eliminate accidents. This manual is to be used in conjunction with the Federal Aviation Regulations, the Aircraft Flight Manual, the University of Dubuque Staff Handbook, the University of Dubuque Student Manual, and the University of Dubuque Standardization Manual.

Everyone has a major role in promoting safety of the program. We all have the responsibility to keep safety in the forefront of our minds at all times when we are involved in aviation activities. We must be able to acknowledge, evaluate, and improve any hazardous situations that arise.

University Emergency Procedures

Medical Help

Call 911 and give Emergency personnel the following:

- ◆ Your exact location
- ◆ The type of injury (bleeding, fracture, etc.)
- ◆ Your name
- ◆ Stay on the line

Police or fire personnel may request that you wait. Help will be sent. Then you will be asked for additional information

If you are rendering help to the injured

- ◆ Do not move the victim (unless in a dangerous area)
- ◆ Restore breathing and/or heartbeat (CPR or AED if trained)
- ◆ Keep others away from the victim
- ◆ Stop the bleeding
- ◆ Know your own limitations on type of aid to render. DO NOT OVERREACT!

In The Event of A Fire

Pull the nearest fire alarm, call 911 for the fire department. Give the personnel the following:

- ◆ The exact location of the fire
- ◆ Type of fire (trash can, gas, electrical, smoke, flames, etc.)
- ◆ Your name

Note: Make sure everyone is a safe, secure distance from the fire and keep them together.
BE SURE ALL ARE ACCOUNTED FOR!

When a Police Officer is Needed

- ◆ Phone 911 (if emergency)
- ◆ Give police the exact location, type of problem, and your name
- ◆ Keep other persons away from the scene
- ◆ DO NOT touch or disturb anything
- ◆ If possible get description of suspect, vehicle, etc.
- ◆ Attempt to keep others safe and calm
- ◆ Call UD Safety and Security (x3333)

University Emergency Procedures

Tornado Procedures

- ◆ Once alerted of a tornado warning, proceed to the Flight Operations Center restrooms.
- ◆ If sufficient time is available, proceed to the terminal restrooms.
- ◆ Good places to be are in door frames or under desks.
- ◆ Avoid all windows
- ◆ If available, place a thick book over your head for protection
- ◆ If you have a portable radio, take it with you and monitor it for weather information and updates
- ◆ All personnel in vehicles should attempt to park their vehicle in a safe haven and proceed to a permanent building, avoiding windows.
- ◆ Wait for an official “All Clear” before coming out from your protective area. DO NOT leave this area before being notified that everything is OK. You may only be in the “eye” of the storm and more damaging winds may momentarily be upon you.

FOR MORE DETAILED UNIVERSITY OF DUBUQUE EMERGENCY PROCEDURES, PLEASE REFER TO THE UNIVERSITY OF DUBUQUE EMERGENCY RESPONSE MANUAL.

Maintenance Procedures

- ◆ The “squawk” sheet and the aircraft maintenance status sheet will be located in the aircraft dispatch binder.
- ◆ The Maintenance Manager will be responsible for updating the aircraft maintenance status sheets as required for the next scheduled maintenance.
- ◆ If a squawk is found during preflight inspection consult with a flight instructor or the supervising instructor on duty prior to making an entry on the aircraft squawk sheet. If the instructor or supervisor is unavailable, consult with the Maintenance Manager, Assistant Chief Instructor, or the Chief Instructor. If none of the above is available, record the discrepancy on the aircraft squawk sheet and return the aircraft dispatch book to dispatch.
Do not proceed with the flight.
- ◆ If a squawk is found during the flight or on the post-flight inspection, be sure to record the discrepancy on the aircraft squawk sheet. Inform a flight instructor, Maintenance Manager, Assistant Chief Instructor, or Chief Instructor to ensure the aircraft is not available for dispatch.
- ◆ A squawk can be recorded by any registered UD aviation student, licensed pilot or Certified Flight Instructor.
- ◆ The aircraft will be returned to service after the Maintenance Manager, appropriately rated mechanic or maintenance organization is satisfied that the squawk has been corrected or is not valid. Appropriate entries will be made, as required, in the aircraft log book. The squawk sheet will be signed off as having been corrected or not valid by the Maintenance Manager, appropriately rated mechanic or maintenance organization.
- ◆ If the aircraft is away from home base, telephonic authorization may be given to a student to proceed by the Maintenance Manager, Dispatcher or any UD flight instructor after consulting or coordinating with an appropriately rated mechanic or maintenance organization.
- ◆ The Maintenance Manager will be responsible for ensuring that required maintenance is completed in a timely manner.

Fueling of Aircraft

Truck

Dubuque Jet Center will normally fuel UD aircraft at the Dubuque Regional Airport. An aircraft may need to be fueled prior to or after a flight. The following guidelines must be followed, especially when refueling at a different airport:

- ◆ Personally supervise and observe the refueling
- ◆ The aircraft must be fueled in the open and properly bonded with the fuel truck
- ◆ The aircraft must be chocked
- ◆ Ensure that the windshield is cleaned
- ◆ NO SMOKING anywhere on the airside ramp or in any UD aircraft
- ◆ Always ensure fuel caps are secure after refueling

Self-Fuel

Each person must be properly trained before self-fueling an aircraft. If a person is unfamiliar with self-fueling, fuel stops should be planned accordingly. Use the following guidelines when self-fueling:

- ◆ No Smoking on the ramp or near the aircraft
- ◆ Be aware of where the emergency shut-off is located before beginning to fuel
- ◆ The aircraft must be properly bonded
- ◆ The aircraft must be chocked
- ◆ Use a ladder for high-wing aircraft
- ◆ Hold hose over shoulder while fueling to eliminate damage from the hose to the aircraft
- ◆ Properly secure fuel caps after refueling

Fuel Reserves

- ◆ The minimum fuel reserves for VFR flights in UD aircraft will be 1 hour for day and 1.5 hours for night
- ◆ The minimum fuel reserves for IFR flights are as prescribed by FAR 91.167

General Rule: Refuel all airplanes after 2 hours of flight or 2 flight blocks.

Hangaring of Aircraft

Hangaring aircraft at the Dubuque Regional Airport must be done with extreme care. The following rules apply:

- ◆ A minimum of two people will be used when ground handling any aircraft. Both are required and responsible for maintaining proper clearances from other aircraft and obstacles and shall communicate through verbal and/or nonverbal means.
- ◆ Only qualified, trained personnel are allowed to use powered tow equipment.
- ◆ Before any hangar door operation, ensure that the internal and external area that the door travels in is clear. The doors will always be opened to their maximum amount while moving aircraft in and out of the hangar, and will be closed completely at all other times.
- ◆ No person shall operate hangar doors unless they have been properly trained on that particular type of hangar door.
- ◆ All landside doors to the hangar will remain closed and locked at all times.
- ◆ During the day, aircraft will be parked only in approved areas.
- ◆ Aircraft will not be left on the ramp when winds are forecasted to exceed 30 knots.
- ◆ If an aircraft is away from the Dubuque Regional Airport overnight, it must be tied down.
- ◆ When operating away from the Dubuque Regional Airport, the aircraft must be hangared if adverse weather conditions exist.

Ramp Safety

Be alert at all times while on the ramp and report any suspicions to a flight instructor or an airport authority.

- ◆ All iPods should be turned off and cell phones are to be used only to call for fuel.
- ◆ UD ramp markings are for guidance only. Use caution and watch your wingtips while taxiing.
- ◆ No taxiing is permitted between the back row of aircraft and the hangar.
- ◆ If a fuel truck is refueling an aircraft in the back row, do not taxi past it. Find a different route to your parking spot or shut down and move aircraft by hand.

Cell Phones/Electronics in Flight

Cell Phones and Tablets can cause a big distraction in the cockpit and are to be used solely for navigational purposes while in flight!

- ◆ Texting/Emailing/Social Media or games are not permitted at any point while the engine is running.
- ◆ This needs to be self-regulating and Instructors or Students should use the safety reporting forms when they observe someone in violation of this procedure.

Passengers

Due to the current insurance policy:

- ◆ Only those enrolled in the aviation program may be carried as passengers.
- ◆ Parents and/or siblings are not allowed as passengers on solo or dual flights.
- ◆ If you would like to be able to take passengers of your choice on a flight, please consider the Key City Flyers or Iowa Flight Training.

Winter and Summer Operations

Winter Operations

- ◆ No local flight training or touch-and-go operations will be permitted when the outside air temperature is colder than -18 degrees Celsius or 0 degrees Fahrenheit.
- ◆ Cross-country flights will be permitted up to -25 degrees Celsius or -13 degrees Fahrenheit at the instructor's discretion.
- ◆ All engines should be pre-heated when the outside air temperature is below 0°C and all heaters should be unplugged prior to refueling and start-up.
- ◆ Good judgment should be exercised when choosing winter clothing. All flight students are required to have adequate hats, boots, and gloves in the airplane for all flights.
- ◆ Braking Action Reports of Nil or Poor
 - ◇ When the braking action is reported as NIL or a MU reading of 20 or less, no flight operations will be conducted
 - ◇ When the braking action is reported as POOR or a MU reading of 34 to 21, no solo training will be permitted.
 - ◇ When the braking is reported as POOR or an MU reading of 34 to 21, no dual flight training will be permitted when the crosswind component exceeds 50% of the authorized crosswind component.

Summer Operations

- ◆ Particular attention should be paid to Density Altitude, Take-Off and Climb Performance.
- ◆ Mixture may need to be leaned prior to take-off and while maneuvering.

Checklist Usage

Our training aircraft do not require two crewmembers and therefore our pilots must demonstrate single-pilot proficiency in the training aircraft to pass the FAA Practical Tests and to safely operate in a single-pilot environment.

Read and Do Lists

- ◆ Read and Do Lists must be accomplished only by reference to the lists and not by memory. These actions are normally associated with Abnormal Procedures. However, for safety during training, this philosophy will also be used for all our Normal Procedures.
Adherence to the checklists for all phases of flight will be required.
- ◆ The entire Read and Do task must be read before any action is taken.
 - ◇ **Example:** Pilot flying reads: “Throttle, 1800 RPM”, (read eighteen hundred RPM). Pilot flying sets the throttle to 1800 RPM and acknowledges: “EIGHTEEN HUNDRED RPM”. All Read and Do actions are written in the present tense but the response should be in the past tense since the item has been completed, i.e, Pilot flying reads “PROP CLEAR”, the pilot performs the action and acknowledges: “CLEARED”.
- ◆ At the completion of every checklist phase of flight, the Pilot flying acknowledges : _____ checklist complete i.e., “LANDING CHECKLIST COMPLETE”.
- ◆ If you are interrupted during any checklist, stop and announce - “HOLD CHECK LIST AT_____”. When returning to the checklist, start that particular checklist over from the beginning.

Memory Items

- ◆ Memory actions are performed by memory with the aid of a flow pattern to help ensure each task is performed. These are often referred to as “flows” or “flow checks” in larger aircraft. Each training aircraft will have its own flow patterns. It is important to learn these flow patterns to keep items as simple as possible. Too much memorization interferes with the pilot’s ability to learn other tasks crucial to becoming a safe, skilled, proficient pilot.
- ◆ Most of the memory actions deal with emergency situations when it is impractical to read a checklist.
- ◆ In all cases, the pilot should consult the checklist **AFTER** the aircraft is stabilized and verify correct actions have been taken.
- ◆ **Bold items on the emergency checklists should be committed to memory.**

USE APPROPRIATE CHECKLISTS ON EVERY FLIGHT

Collision Avoidance and Traffic Management

Practice Area

- ◆ The aircraft identification tag will be placed on the practice area map before each local flight.
- ◆ UD Company Frequency (121.95) will be monitored at all times while operating in the practice areas and while conducting local practice approaches. Also when able maintain a listening watch on Dubuque tower frequency.
- ◆ When conducting practice approaches at the Dubuque airport, the outbound leg is to be flown at a minimum altitude of 500 feet above the highest inbound course altitude for that particular runway.
- ◆ Be alert at all times. Maintain a thorough visual scan during taxi and in flight. In addition, develop an ability to picture what is happening around you from radio traffic. Develop and maintain situational awareness.

Minimum Altitudes

- ◆ Except for taking off or landing at approved airports, or in an emergency, no flying is permitted less than 500 feet above ground.
- ◆ In all cases, CFRs related to minimum altitudes and all applicable Practical Test Standards must be followed.
- ◆ No dual or solo training will be conducted over the City of Dubuque.
- ◆ No simulated emergency landings will be practiced solo. All simulated/actual emergencies will be handled using the emergency checklist for the appropriate aircraft if time and conditions permit.
- ◆ No off-airport landings are permitted except in the case of an emergency.

Except for takeoffs and landings, maintain sufficient altitude to allow sufficient time to execute a forced landing.

NO PRACTICE EMERGENCY LANDINGS WILL BE CONDUCTED UNLESS IT IS A DUAL LESSON!!!

Collision Avoidance and Traffic Management

Formation Flights

- ◆ Formation Flying greatly increases the collision hazard and overall risk associated with any given flight and it should be taken seriously.
- ◆ No formation flying is approved in UD aircraft unless it is for the sole purpose of official flight team practices, tryouts, or the NIFA Flight team competition.
- ◆ Other special events may be considered, but must have the approval of the Safety Manager, Chief Flight Instructor, and Aviation Department Chair. If approved, there must be 2 crew members, including at least one CFI, on board. One crewmember will be the pilot flying and the other looking for traffic.

Flight Training Limitations

Private Flight Training

- ◆ Ceiling and Visibility:
 - Dual local - 1200' ceiling, 3 miles visibility
 - Dual cross-country - 2000' ceiling, 5 miles visibility
 - Solo local - 1500' ceiling, 5 miles visibility, with your instructor's endorsement.
 - Solo cross-country - 3000' ceiling, 6 miles visibility, with your instructor's endorsement.
- ◆ Wind: Maximum solo crosswind component is 75% of the manufacturer's recommended crosswind component. Maximum dual crosswind component is the manufacturer's demonstrated crosswind component.
- ◆ No solo touch and go operations.

Commercial Flight Training

- ◆ Ceiling and Visibility During the Day:
 - Local- 1200' ceiling, 3 miles visibility and forecast to improve.
 - Cross-country- 2000' ceiling, 5 miles visibility and forecast to improve.
- ◆ Ceiling and Visibility During the Night:
 - Local- ceiling 2000' and visibility greater than 6 miles and forecast to improve.
 - Cross-country- ceiling 3000' and visibility at least 6 miles.
- ◆ Winds: The maximum crosswind, dual or solo, is the manufacturer's demonstrated crosswind.
- ◆ Post Private touch and go operations are allowed.

Instrument Flight Training / IMC Operations (Instrument Students, Instrument rated pilots, and CFII's)

Actual instrument flying is encouraged, however, good judgment and understanding of your personal limitations is essential. Your instructor's judgment is the final word for all flights

- ◆ All flights into IMC must have at least a 500' ceiling and 1mile visibility for departure.
- ◆ You may fly actual, on top, or instrument approaches when:
 - ◇ An alternate airport is listed in the flight plan.
 - ◇ The designated alternate for the flight is forecasted to have at least 1000' ceiling and 3 miles visibility at the ETA +/- one hour.
 - ◇ No actual IFR flight will be conducted if icing conditions are forecasted.
 - ◇ The pilot in command will ensure that the VOR equipment on board is checked for IFR operation as per CFR 91.171 (a) (2), 91.171 (b - d)
- ◆ Winds: Same as for commercial flight training.

Flight Training Limitations

Flight Instructor Training

- ◆ Weather limitation shall be the same as listed in the commercial weather section.
- ◆ You may fly the aircraft from the right seat only when checked out and endorsed by your flight instructor in the aircraft to be flown. No right seat solos will be conducted in the TB20s unless a rated pilot is in the left seat and approval from the flight instructor has been granted.
- ◆ You may not give dual instruction.
- ◆ You may practice dual ground instruction as guided by your flight instructor.
- ◆ You will not fly the aircraft from the right seat with passengers on board.

Flight Instructor Certified Students

- ◆ Weather limitations will be the same as for commercial flight training.
- ◆ You may not give a dual lesson in university aircraft unless employed by the University of Dubuque as a flight instructor.

Multi-Engine Students

- ◆ Weather limitations will be the same as for commercial flight training.
- ◆ In the Multi-Engine Course, no deliberate engine shut downs are to be accomplished below 3000' AGL or more than 20 miles from an airport which is suitable for an engine-out landing. Full engine shut down and feathering will not be performed below -15° C or 10° F. OAT as reported by aircraft or FD.
- ◆ No solo flight is allowed in the Multi-Engine aircraft.

Drug Testing Policy

The University of Dubuque Aviation Department has implemented a drug testing policy to ensure safety throughout the flight operations program.

All pilots involved in an incident and/or accident involving a UD aircraft under power will be subject to mandatory drug and alcohol testing. Drug testing will be done at a nearby medical facility and alcohol testing will be conducted by the UD Security and Safety Department. You may be asked to submit a drug test if any University of Dubuque faculty or staff believes they have reasonable suspicion and random alcohol testing is authorized in the Aviation Department. Failure to sign the consent form or submit to testing is grounds for employment dismissal and/or student disenrollment.

Breathalyzer Protocol

- ◆ After any incident or accident involving an aircraft while under power, the Aviation Safety Manager, Chief Flight Instructor, or Aviation Department should be notified immediately.
- ◆ UD Security and Safety Department will then be contacted by the Aviation Safety Manager to conduct a Breathalyzer immediately.
- ◆ If the test results in anything .04% or higher, the instructor and/or student's flight privileges are suspended immediately.

Drug Testing Protocol

- ◆ The aviation student will be notified by the University of Dubuque Medical Coordinator and/or the Aviation Department Chair to report to the drug testing site at a specific date and time. (Site: Finley Occupational Health)
- ◆ The aviation student will sign the University of Dubuque Substance Abuse Testing Notification Form and proceed directly to Finley Occupational Health at the designated date and time with form and picture identification.
- ◆ The aviation student will complete the Finley Occupational Health Drug Testing Guidelines for Urine Drug Screen Collection for University of Dubuque.
- ◆ Screening results will be reported by Finley Occupational Health and/or web based reporting to the University of Dubuque Medical Coordinator within twenty-four to twenty-eight (24-28) hours of obtaining the test results.
- ◆ The University of Dubuque Medical Coordinator will immediately report the results to the University of Dubuque Aviation Department Chair. The University of Dubuque Aviation Department Chair will inform the Chief Flight Instructor and Aviation Safety Manager of the test results.
- ◆ The University of Dubuque Aviation Department Chair will deliver a written notification to the aviation student of the test results. If no notification is provided within 10 days, the aviation student may assume the test results were negative. The Medical Review Officer at Finley Occupational Health will conduct an interview with the aviation student if there is a positive lab result.

Safety Programs

Certified Flight Instructor Meetings

The University of Dubuque requires all of their employed Certified Flight Instructors to attend a monthly meeting. The meeting is a forum to discuss operational concerns, any safety issues that have been brought to our attention in the past month, as well as common areas of deficiencies found during stage checks and check rides. A representative from the tower is also invited to come if they have any concerns regarding the University of Dubuque flight operations.

Standardization

Each certified flight instructor employed by the University of Dubuque goes through an initial standardization when first hired, and participates in the standardization process once a year with the Chief Flight Instructor or an Assistant Chief Flight Instructor. Additionally, standardization meetings are held prior to the beginning of each school year in which all University of Dubuque certified flight instructors are required to attend.

Recurrent Training

The University of Dubuque Aviation Maintenance Personnel offer recurrent training on safe operation of tow equipment as needed on a continuous basis.

Flight Instructor Refresher Clinic

The University of Dubuque Aviation department sponsors a flight instructor refresher clinic once a year for all of their employees to attend and renew their certificate as needed.

Aviation Safety Meetings

Throughout the school year, three aviation safety meetings are held in which attendance is mandatory by all students. The purpose of these meetings is to invite different people with diverse backgrounds in the aviation industry from outside of the university to speak on a wide variety of aviation safety related topics.

Safety Reporting

The Safety Reporting Form can be obtained from various locations throughout the flight center, in the aircraft binders, as well as online. They are to be completed by anyone who witnesses any unsafe event whether it be on the ground or in the air.

The completed safety reports should be submitted to the Aviation Safety Manager for review. The safety reporting form is then forwarded to the Maintenance Manager (if it is a maintenance issue), then the Chief Flight Instructor, followed by the Aviation Department Chair. Depending on the severity of the incident, or what actions are warranted, the report can be closed out by the Aviation Department Chair or can be passed along to the Safety and Security Director, Vice President of Academic Affairs, Vice President of University Relations, or the University President.

At the end of each semester, or more frequently as necessary, a meeting is held with the Aviation Department Chair, Chief Flight Instructor, Aviation Maintenance Manager, and the Aviation Safety Manager to review all of the safety reports submitted. The purpose of this meeting is to identify areas which could use the most improvement and to find solutions to any trends that may be occurring.

Identification (optional)

Name: _____ Date: _____
 Phone #: _____ Email: _____

General Information

Date of Event: _____ Time of Event: _____ UTC

Type of Event (check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Aircraft / Property Damage | <input type="checkbox"/> Fuel Quantity | <input type="checkbox"/> Overdue Aircraft |
| <input type="checkbox"/> Hazardous Ground Ops | <input type="checkbox"/> Hard Landing / Tail Strike | <input type="checkbox"/> Traffic Conflict |
| <input type="checkbox"/> Bird / Wildlife Strike | <input type="checkbox"/> Lost / Disoriented | <input type="checkbox"/> Runway Incursion |
| <input type="checkbox"/> Blown / Flat Tire | <input type="checkbox"/> Miscommunication | <input type="checkbox"/> Personal Injury |
| | <input type="checkbox"/> Near Mid-Air Collision | <input type="checkbox"/> Other _____ |

Reporter (check all that apply)

- | | | | |
|-------------------------------------|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Instructor | <input type="checkbox"/> PIC | <input type="checkbox"/> Pilot Not Flying | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Student | <input type="checkbox"/> Pilot Flying | <input type="checkbox"/> Flying | <input type="checkbox"/> Other |

Flying Time

Total: _____ Last 90 Days: _____ Time in Type: _____

Certificates/Ratings (check all that apply)

- | | | | |
|----------------------------------|-------------------------------------|---------------------------------------|-------------------------------|
| <input type="checkbox"/> Student | <input type="checkbox"/> Instrument | <input type="checkbox"/> Multi-Engine | <input type="checkbox"/> CFII |
| <input type="checkbox"/> Private | <input type="checkbox"/> Commercial | <input type="checkbox"/> CFI | <input type="checkbox"/> MEI |

Conditions

Airspace

- | | | | | |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Class B | <input type="checkbox"/> Class C | <input type="checkbox"/> Class D | <input type="checkbox"/> Class E | <input type="checkbox"/> Class G |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|

Ceiling: _____ Visibility: _____ Winds: _____

Conditions cont.

Weather (check all that apply)

- | | | | |
|-------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> VMC | <input type="checkbox"/> Fog | <input type="checkbox"/> T-storm | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> IMC | <input type="checkbox"/> Ice | <input type="checkbox"/> Turbulence | |
| <input type="checkbox"/> Rain | <input type="checkbox"/> Snow | <input type="checkbox"/> Wind Shear | |

Mission

Make/Model of Aircraft: _____ Tail Number: _____

Mission

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Dual Training | <input type="checkbox"/> Solo Training | <input type="checkbox"/> Other |
|--|--|--------------------------------|

Flight Plan

- | | | |
|------------------------------|------------------------------|---------------------------------------|
| <input type="checkbox"/> VFR | <input type="checkbox"/> IFR | <input type="checkbox"/> Did Not File |
|------------------------------|------------------------------|---------------------------------------|

Phase of Flight

- | | | |
|----------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Taxi | <input type="checkbox"/> Enroute | <input type="checkbox"/> Landing |
| <input type="checkbox"/> Takeoff | <input type="checkbox"/> Decent | <input type="checkbox"/> Maneuvers |
| <input type="checkbox"/> Climb | <input type="checkbox"/> Approach | <input type="checkbox"/> Other _____ |

Narrative

Please provide an account of the events that took place. Also include why the incident occurred and any solutions or suggestions you may have.