

ROYAL AVIATION

FORWARD

This Procedures Manual has been compiled using knowledge and experience gained over many years by experienced instructors, pilots, maintenance personnel, and operators of aircraft.

This manual is referenced in Section 15 of the Royal Aviation Rental Agreement. These procedures will be **STRICTLY** followed and enforced, without exception, to strive for the highest possible level of:

- 1) SAFETY
- 2) EQUIPMENT CARE
- 3) GOOD OPERATING PRACTICE

If you have any questions regarding these procedures please contact me at Royal Aviation (714) 557-7174, or Reza Malek at (949) 500-1669.

Eric Rhoads

Manager

GROUND HANDLING

At all times the aircraft will:

- 1.) Be properly chocked
- 2.) Be properly tied-down and aligned perpendicular to the taxiway
- 3.) Have pitot cover installed
- 4.) Have each individual electrical item placed in the “OFF” position
- 5.) Have dash cover placed over panel
- 6.) Have aileron/elevator gust lock installed
- 7.) Pilots shall leave the aircraft in a clean condition! No trash or debris left on the aircraft floor or in side pockets. Seatbelts will be buckled and laid across the seat, and the shoulder harnesses placed either above or behind seat.
- 8.) The aircraft will be towed to and from its respective parking space by means of a tow bar! At no time will the aircraft be pushed back with pressure to the empennage or nose cone!
- 9.) Be towed carefully to avoid hitting other aircraft, vehicles, or other ground objects
- 10.) Do not park aircraft in the vicinity of other objects that could cause damage to your aircraft.
- 11.) The aircraft will be given a preflight inspection prior to departure from any airport
- 12.) Only the Royal Aviation aircraft checklist will be followed and used! The checklist will be stored in the left side pocket when not in use!
- 13.) The aircraft shall be started and stopped in straight alignment with the taxiway centerline.
- 14.) Aircraft keys and hang tags will be returned to the Royal Aviation office at the completion of each flight. Failure to do so may result in a fine.

GENERAL RULES: ROYAL AVIATION PILOTS

- 1.) No pilot may fly unless they have a current medical, biennial, and aircraft checkout. All rental applications are incomplete until all required information has been submitted and approved.
- 2.) No flights into Mexico!
- 3.) Only airports with PAVED runways are approved – NO GRASS OR DIRT STRIPS!
- 4.) Catalina (AVX) and Big Bear (L35) require MANDATORY checkouts!
- 5.) Pilots will remain current with insurance requirements by flying every 30 days in Royal Aviation aircraft. Exceedance beyond the 30 days requires a brief flight with a Royal Aviation instructor.
- 6.) No Smoking in or around aircraft! (Including E-Cigarettes)
- 7.) Pilots will submit a new information sheet any time their current information on file changes: Address, phone, biennial, ratings, etc...

PILOT RESPONSIBILITY

ROYAL AVIATION RESERVES THE RIGHT TO REVOKE ANY FLYING PRIVILEGES AT ANY TIME FOR UNSAFE OR IMPROPER CONDUCT!

Each pilot has a responsibility towards the care of the aircraft. Any pilot violation will be dealt with as follows:

FIRST VIOLATION: Verbal or written notice and applicable fine

SECOND VIOLATION: Pilot review with Chief Flight Instructor and applicable fine

THIRD VIOLATION: Pilot waives all rights to fly any aircraft at Royal Aviation

CHARGES

- 1.) Improper preflight (Flying un-airworthy aircraft): Flight check and \$100 fine.
- 2.) Bald spots on tire: Flight check and \$150 fine.
- 3.) Master switch left on – Dead Battery: \$100 fine.
- 4.) Aircraft left unorderedly: \$50 fine.
- 5.) No show/No Cancel: Pilot will be charged for ½ of scheduled time.
- 6.) Cancellation of flight due to mechanical or logistical failure caused by pilot; e.g. dead battery or aircraft keys/hang tag missing: \$100 fine per cancellation.

SCHEDULING

- 1.) Scheduling is accomplished online (schedule.royalaviation.net)
- 2.) Scheduling is on a first come first served basis.
- 3.) Royal Aviation reserves the right to swap aircraft when required for maintenance or scheduling.
- 4.) Daily rental minimums are 2 hours on the weekdays (M-F) and 3 hours on the weekends (Sat-Sun), per each 24 hour period.
- 5.) If an airplane is reserved and the plane is not used a service charge of ½ the reserved time will be billed to the pilot. If your plans change you must cancel the flight regardless of the reason for cancellation; e.g. IFR conditions, TFR's, etc...
- 6.) Extended bookings of more than 2 calendar days require approval by the manager.
- 7.) Renters may not “double book” or “block book” aircraft as a means to ensure aircraft availability!

SPECIAL RULES FOR STUDENTS

- 1.) No flights out of the Orange County area as prescribed by your Royal Aviation instructor unless endorsed.
- 2.) No solo flight in any of the following conditions:
 - a. Winds in excess of 12 knots.
 - b. Out of pattern visibility of less than 5 miles and ceiling of less than 5,000.
 - c. Crosswind component greater than 4 knots.
 - d. In pattern visibility of less than 4 miles and ceiling of less than 1,500.
 - e. No solo night flight.
 - f. No flight without visual reference to the surface.
 - g. Flights in any Class B airspace (including LAX Special Flight Rules Area) without current 90 day endorsement from Royal Aviation instructor in logbook.
- 3.) No flights without possession of logbook, medical, POH, applicable and current charts, and approval of Royal Aviation instructor prior to EACH FLIGHT.
- 4.) No Special VFR allowed for students.
- 5.) No solo flight pre-solo exam completed and signed by Royal Aviation instructor. Exam to include aircraft performance and limitations.

AEROBATICS

NO AEROBATICS PERMITTED!!!

No maneuvers which are:

- 1.) Not approved by the airplane owners manual.
- 2.) Not allowed via aircraft placard.
- 3.) Any maneuver which would possibly damage the aircraft.

INSURANCE

Definition of Terms:

- 1.) Bodily Injury – Physical bodily harm to persons inside and outside the aircraft other than the pilot
- 2.) Property Damage – Damage to property other than the aircraft hull.
- 3.) Hull – The aircraft itself, usually expressed in value of the aircraft. May be called “physical damage” on a non-owned insurance policy.
- 4.) Loss of Use – Those sums of funds lost when a revenue producing aircraft is down for repair.

Royal Aviation is covered for \$1,000,000 for bodily injury and property damage, subject to a limitation of \$100,000 per passenger. However, the coverage afforded to the renter pilot is limited to \$500,000 for bodily injury and property damage, subjected to a limitation of \$100,000 per passenger.

Hull deductibles can be as high as \$1,000! The renter pilot may be held responsible not only for the deductible, but also loss of use.

Royal Aviation will provide a copy of the insurance policy for your full view. Only a complete review will give an indication of limitations, conditions, and endorsements. The above limits of insurance are subject to change from time to time.

It is highly recommended that the renter pilot purchase a non-owned insurance policy covering the renter pilot for bodily injury, property damage, and hull. Hull coverage may be called physical damage. Hull – Physical damage coverage should be purchased for more than just the deductible to cover loss of use as well.

The renter pilot should understand that use of other than an approved CFI may invalidate the insurance coverage. Certain minimum requirements will apply to different types of airplanes. Make sure you check with management to find out what the pilot requirements are for each aircraft.

Due to the fact that the pilot may not be covered for bodily injury, it is highly recommended that the pilot verifies with his own personal medical insurance carrier, that coverage arising out of the operation of an aircraft is not excluded from the pilot's personal medical insurance policy. Life insurance policies may carry an exclusion for aircraft operations.

FLIGHT INSTRUCTOR CHECKOUT WITH RAFC

All flight instructors must complete a checkout with the Chief Flight Instructor. They must perform up to their single engine land rating, must be instrument current or working on their currency with the Chief Flight Instructor, and must complete ground time with the manager and the Chief Flight Instructor.

SPECIAL RULES FOR ROYAL AVIATION INSTRUCTORS

- 1.) You must instruct out of Royal Aviation within a 30 day period. If you do not, prior approval by the manager must be received before you are allowed to instruct again.
- 2.) Each instructor must pay dues upon checkout at Royal Aviation. Instructors must retain membership to fly.
- 3.) Instructors must remain within the 30 day currency requirements outlined previously. If the 30 days lapse you must contact the manager and receive approval before flying again.
- 4.) Remember that you are representatives of Royal Aviation. We expect your conduct around the aircraft to be impeccable.
- 5.) Each prospective student is allowed three dual flights at Royal Aviation before joining the club. No solo flights are allowed before becoming a member of the club.
- 6.) Must always be IFR current.
- 7.) Catalina (AVX) and Big Bear (L35) checkouts are required.
- 8.) Phase checks are REQUIRED for ALL STUDENTS with the Chief Flight Instructor, or if scheduling conflicts exist, another Royal Aviation instructor.
- 9.) “Free-lance” instructors who do no instruct full time out of Royal Aviation are not allowed to inundate the schedule and aircraft with their own out of club students.
- 10.) Instructors are not allowed to “advance book” multiple blocks of aircraft days in a row in an attempt to secure aircraft for possible prospective bookings.

IMPORTANT CONTACT INFORMATION

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