

Personal Operating Procedures

Version 1.0 – 2010-06

Blake Crosby

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Purpose

These Personal Operating Procedures (POP) shall establish methods and procedures to ensure a safe and enjoyable flight by all occupants on board.

The procedures herein abide by all Canadian Air Regulations (CARs) and go beyond the minimum requirements by law.

Deviation

Deviation from these POPs is not permitted unless the safety of the aircraft or passengers is in jeopardy. At no time will the pilot create an action that would contravene the CARs.

Sterile Cockpit Procedures

Purpose

Statistics show that the majority of aircraft accidents occur during the take-off and landing phases of flight. The purpose of a Sterile Cockpit is to ensure that the pilot has his fullest attention during these two phases of flight.

Procedure

The following procedure will be followed to ensure a Sterile Cockpit.

- Request all passengers to refrain from speaking, OR,
- Turn on pilot isolation in the intercom system if so equipped.
- Request passengers point out any other aircraft immediately.

Initiation

Take-Off

The sterile cockpit begins on the ground as soon as soon as the aircraft has been given taxi instructions to the active runway.

The sterile cockpit ends in the air when the aircraft is clear of the airports Control Zone or 10nm from an uncontrolled airport after making the last radio call on the MF/ATF.

Landing

The sterile cockpit begins in the air once the aircraft has been cleared into a Control Zone by ATC or 10nm from an uncontrolled airport after making the first radio call on the MF/ATF.

The sterile cockpit ends on the ground after taxiing to the parking location is complete.

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Weather Minima

Purpose

Personal Weather Minima are used to keep the flight comfortable for the pilot. These minima will also give a clear line as to when a flight is to be scrubbed due to flight conditions.

Initiation

VFR

A VFR flight will only be performed if the conditions at both the origin and destination are the following:

Temperature: -25C to +35C

Visibility: Greater than 5 sm

Ceiling: 2000' ASL Higher than the planned MOCA

Wind: 15 kt cross wind component at origin and destination aerodromes.

The use of Special VFR is unauthorized.

W&B

Purpose

Performing weight and balance calculations before a flight are vital to the safety of the flight. The purpose of this POP is to have a safe balance between calculating the W&B and the time savings of not calculating W&B.

Procedure

Weight and balance will be calculated using:

- Actual weights of individuals, OR,
- If weights are not available, using standard weights as found in the latest version of the AIM.
- Weight of fuel: 6 pounds per gallon.
- Actual weights of cargo

Initiation

This POP will be used for all flights that contain passengers or cargo.

Stable Approach Criteria

Purpose

Performing a safe landing starts with a stable approach. The purpose of this POP is to provide guidance as to when an approach should be aborted and overshoot executed.

Procedure:

- Aircraft is at approach or V_{ref} speed.
- Rate of descent is 500fpm \pm 100fpm
- Proper cross wind inputs are being used.

Initiation:

An approach is considered to be stable and shall continue to landing when the above criteria are met before reaching 250' ASL above the runway threshold.

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