Club Checkout Standards

CFIs are encouraged to develop a “scenario flight procedure” which integrates these items into a scenario-based mission for the member to execute. CFIs are also encouraged to provide a copy of this document along with a take-home “self study” worksheet/facilitator to address ground items prior to the flight. It should be possible to execute the standard club checkout within 1 hour of ground and 1.5 hours of flight (for first-time checkouts, budget 2-3 hours ground and 1.5-2.5 hours flight) (add-ons being required will add additional time), and CFIs are encouraged to keep the times relatively close to this unless the student’s instructional needs dictate additional time requirements. Club checkouts must consist of no less than 30 minutes of ground and 1 hour of flight. CFIs are reminded that this is not a checkride, and they are allowed to actively help members through the process so long as they demonstrate a level of understanding and an ability to subsequently perform the task successfully without assistance (except with hangar door operation/tug use/etc, which must be physically completely unassisted). Checkouts are primarily to act as a brief refresher to members, and to ensure any lack of proficiency isn’t slipping through the cracks and leading to member safety issues or complacency. CFIs are encouraged to use checkouts as an opportunity to engage with members and suggest other proficiency items to work on. Checkouts need not be completed in a single day/flight, but all components must be completed within 30 days of beginning.

Standard Club Checkout

Prerequisites:

- Active flying membership
- Valid/current pilot certificate
- Valid/current medical certificate or BasicMed completion.
- Choose at least -ONE- of:
    - EFB with current offline-downloaded charts for region
    - Current paper charts and supplements for region, plus a phone/electronic device to conduct/receive a briefing
- Logbook(s) covering at least the last 24 months of your flight experience
    - Determine which, if any, of the additional add-on items need to be completed.

Club checkouts MUST consist of the following procedures, as a minimum:
CFI should check off items as they are satisfied. All flight items must be satisfied from the left seat. No passengers.

- Pilot
    - Review certificate, medical, endorsements, etc. Ensure club information is up to date.
    - REQUIRED: Ensure pilot has possession of up-to-date navigational information for region (charts + relevant supplements/materials, or active EFB app on functional device in their possession), regardless of their intended/typical operations.

    - Demonstrate full briefing of route/weather/NOTAMsfor today's flight, using EFB or system of choice.
    - Members must demonstrate an understanding of personal minimums and perform a pre-flight risk assessment using tools like the PAVE or IMSAFE checklist. CFIs should discuss real-world risk scenarios and challenge members to adjust flight planning accordingly.
- Hangar
    - Understand the need for security!
    - Access/Doors - How to use fobs or access app
    - Main door unlock/open/close procedure (force is never the answer)
    - Keeping doors closed
    - Wing strike avoidance on side door and hangar main door opening extent)
    - Tail strike avoidance on office wall
- Club procedures
    - Scheduling
        - Member must schedule the flight themselves.
    - Member must answer questions regarding the aircraft's maintenance status, such as "when was the annual last completed" and "how many hours to the next maintenance item".
        - Member must also demonstrate an understanding of the fact that it is their responsibility to ensure their flight does not exceed any maintenance requirements.
    - When to fuel / how much to fuel
    - Fueling away from base, online web form for reimbursement
    - Knowledge of procedures for cleaning aircraft
    - Aircraft return checklist - knowledge of and ability to execute in full
    - Knowledge of club aircraft operating regulations
- Local knowledge
    - Airport description / layout / terrain / pattern / frequencies (required primarily from memory)
    - Local risks and challenges
    - Understanding of local weather systems
    - Understanding of nearby alternate airports
    - Ability to pull up webcams from airport
- Fuel
    - Demonstrate ability to refuel using the club fuel system with the club aircraft fuel card.
    - Knowledge of away-from-base fueling procedure and reimbursement procedure.
- Aircraft knowledge: N738DE
    - Covers
        - Proper installation and removal of aircraft covers and plugs
    - Cords
        - Proper installation and removal of Battery Minder and engine heater plugs
    - Fuel sump and level test

        - Demonstrate understanding of the purpose and procedures behind fuel sampling in aircraft.
    - Oil
        - Ability to check oil level and refill using resources from the club hangar.
        - Knowledge of required oil types in case of away-from-base needs
    - Emergency/survival
        - Knowledge of aircraft emergency systems and supplies, including:
            - ELT (406mhz, GPS)
            - Life jackets
            - On board equipment (signaling devices, first aid kit, etc)

    - GNS430W
        - Com radio
            - Squelch break function
            - Tune given frequency
            - Tune frequency from database
        - Nav radio
            - Tune given frequency
        - GPS navigation and route planning
        - Terrain info
        - Traffic info
        - Retrieve weather info for given airport using GPS only
        - Nearest page for emergency use
        - VNAV profiles
        - Frequency / METARs/ other airport info
        - FlightStream 210
            - How to transfer flight plan from EFB to GPS (required if using compatible EFB)
        - G5 integration, NAV/VLOC mode
    - GNC255A
        - Com radio
            - Tune given frequency
            - Tune frequency from database
            - Quick-tune 121.5 using shortcut button
        - Nav radio
        - Frequency database
        - Monitor function
        - Squelch break function
        - CDI use
    - GTX345
        - Basic transponder functions
        - Understanding of the ADS-B system and data
        - Extra functions
            - Use of timers

            - Use of altitude alert
            - Checking/setting aircraft ID
        - Bluetooth functions (understanding demonstrated for all, connection/use required if using compatible EFB)
- G5
    - Understanding of airspeed tape
        - Understanding of V-speed flags
        - Understanding of trend line
        - Understanding of colored bars
    - Understanding of altitude tape
        - Understanding how to set the altitude bug, and when it might be useful
        - Understanding of how to set altimeter
    - Understanding of vertical speed indicator
    - Understanding of how to view a system message
    - Understanding of HSI navigation
    - Understanding of the heading bug, how to set it, and when it might be useful
    - Understanding of the winds aloft information displayed, how that information is generated, and how it might be useful
    - Understanding of GPS/VLOC CDI mode selection
    - Understanding of bearing pointers on the HSI
    - Understanding of reversionary mode, when it auto triggers, and how to trigger it manually
- CGR-30P
    - Understanding of how to read engine instrument indications
    - Understanding of how to lean using the electronic lean assist system for rich of peak operations
    - Understanding of warning lights
    - Understanding of what values are normal
    - Understanding of fuel monitoring and distance/time to empty tools
    - Understanding of the user interface and how to switch pages
    - Understanding of how to view tach time
    - Understanding of how to retrieve carb temp, ammeter, etc
    - Understanding of how to enter fuel data into the device after refueling
- ELT
    - Understanding of ELT operation
    - Understanding of manual activation
- Audio panel
    - Understanding of isolation modes
    - Understanding of speaker modes
    - Understanding of volume adjustment for all seat positions
    - Understanding of squelch adjustment for all seat positions
    - Understanding of mic/listen settings

        - Understanding of split com function
        - Understanding of PA function
        - Successfully changes operation modes with prompts such as “transmit on COM2 and mute COM1”
    - Analog instruments
        - Analog altimeter
            - Setting adjustment
            - Sync requirements
        - Turn coordinator
            - Understanding power source and operation
            - Basic tests
    - Icing risk
        - Understands the risk of icing, even in VMC
        - Understands operation of pitot heat and alternate static systems
    - Lighting systems
        - Understands how to operate all installed lighting systems
        - Training provided to reinforce “while in flight or on the runway, make yourself as visible as you can by turning on lights, even during the day”
            - Navs and beacon: On at all times
            - Strobes & Landing lights (including wig-wags): On when entering runway for takeoff or crossing. Off once clearing the runway.
        - How to switch landing lights between wig-wag and steady, and when to use each mode
    - Carbon Monoxide Detector
        - Turning on before engine start
        - Turning off when leaving aircraft
        - Testing cabin heat for CO during runup
        - Understanding PPM levels
- Removing aircraft
    - Tug use
        - Fueling tug
        - Use of tug without physical assistance
    - Towbar use
        - Towbar storage protocol (never leave attached to plane unless actively using!)
    - Doors / obstructions in hangar
    - How to operate door unlock system/ online billing system
    - Observer procedures / hand signals
    - Member must open the hangar doors and fully remove the aircraft themself <u>without assistance</u>.
- Preflight
    - Demonstrate a complete preflight using checklist
    - Demonstrate proper use of fuel measuring and sampling tools
    - Demonstrate addition of oil, if applicable.

    - Passenger safety briefing.
- Flight
    - Consistent checklist use
    - Properly re-checks seat lock prior to takeoff
    - Demonstrate understanding of target RPMs
    - 3 take-offs and landings minimum
    - Proper CTAF procedures and phraseology on the ground and in the air
    - Take off briefing and departure emergency briefing
    - Demonstrate understanding of engine failure procedures after takeoff
    - Demonstrate understanding of traffic pattern and entry/exit methods
    - Demonstrate good speed awareness
    - Demonstrate use of clearing turns where appropriate
    - Demonstrate ability to manage cockpit distractions
    - Demonstrate execution of a CFI-prompted late-stage unexpected go-around
    - Demonstrate proper use of carb heat
    - Flight data sources (must choose one)
        - If member has EFB, demonstrate ability to use EFB functions in flight including navigational and informational lookup tasks.
        - If member has paper navigational charts, demonstrate ability to perform navigational and informational lookup tasks in flight,.
    - Demonstrate use and control of aircraft lighting systems by scenario-based prompting and during all phases of the actual flight
        - For example, “For this landing, configure the lights for a night landing”
        - Otherwise, all lighting systems should be used to the maximum extent possible in accordance with FAA procedures and club guidelines
    - Demonstrate understanding and use of aircraft interior lighting
    - Demonstrate use of pitot heat and alternate static
    - Demonstrate removal of fire extinguisher from bracket and verbally describe the subsequent deployment steps.
        - Understanding of when to use a fire extinguisher
        - Understand risks of using fire extinguisher
    - Demonstrate ability to retrieve stowed life vest (do not open package)
    - Demonstrate positive exchange of controls
    - How and when to obtain flight following (can be simulated)
    - CFIs should simulate a minimum of one in-flight emergency scenario and evaluate the pilot's decision-making process, including how they would assess landing options, communicate with ATC, and handle aircraft systems.
- Post-Flight
    - How to put aircraft away (member must fully store aircraft and close hangar <u>without assistance</u>, using tug)
        - When returning aircraft: Alignment visual aids, stop points
    - Properly executes aircraft return checklist in full as applicable
    - How to view and pay bills
    - How to submit squawks

Comprehensive Checkout Add-ons

Required if: member has not logged at least 6 hours PIC in the last 12 months, UNLESS the member has completed a flight review in a club aircraft in the last 24 months. Can also be required in whole or in part at CFI's discretion.

- Minimum 3 additional takeoffs/landings (at least one takeoff and one landing must be short field)
- Power-on stall + recovery
- Power-off stall + recovery
- Simulated engine failure after takeoff
- Forward slip to landing
- No-flap landing
- Aborted takeoff
- Steep turns
- Simulated instrument " IMC escape maneuver"
- Emergency descent
- Demonstrate the ability to manage fuel levels in flight and calculate fuel requirements for a diversion to an alternate airport due to weather or emergency conditions.

Cross-Country Checkout Add-on

Required to satisfy completion of club checkout if: Member has not logged at least 4 cross country PIC hours to at least one airport (which is at least 50 miles away from KBOK) (with KBOK as at least one point in the flight) in the last 24 months. *No passengers.*

- Plan, brief, and execute a dual cross country flight using modern digital tools and GPS-based navigation to any one of the following airports and make at least one landing at that airport.
    - If member has not logged any landings at a controlled airport in the last 24 months, the airport must be from the following list:
        - Suggested: KMFR (When class D)
        - Any other class B, C, or D airport while the tower is operating, located at least 50 nm away from KBOK.
        - Use of KOTH is permitted at CFI's discretion, but discouraged, due to the ease of visual navigation without the aid of avionics/planning, and the landing fee.
    - If member has logged at least 1 landing at a controlled airport in the last 24 months, the following specific uncontrolled airports are also eligible as a destination:
        - KRBG
        - KACV (discouraged)
        - S03

- Demonstrate understanding of how to use FBO services at remote airport (use during checkout not required, only knowledge)
- Obtain VFR flight following or an IFR clearance for the maximum practical portion of the flight
- Demonstrate understanding of cruise altitude selection, including terrain factors, weather factors, oxygen recommendations and requirements, and potential ETE benefits.
    - For this flight, cruise at an altitude at or above 7,500' is recommended (not required).

Instrument Flight Requirements

Required before a member may operate club aircraft under IFR as PIC. Never expires. Compliance is primarily self-monitored and can be demonstrated using logbook entries.

- Successfully complete an IPC in a club aircraft with a club CFII.
  OR
- Pass an FAA instrument checkride in a club aircraft.
  OR
- Current CFII

Night Flight Requirements

Required before a member may operate club aircraft at night. Compliance is primarily self-monitored and can be demonstrated using logbook entries.

- 3 night takeoffs and landings at KBOK in the last 5 years
- OR Instrument rated and instrument current, meeting club instrument flight requirements, with 3 night takeoffs and landings at KBOK at any point.

Soft field requirements

Required before a member can operate a club aircraft on a non-paved surface. Never expires. Compliance is primarily self-monitored and can be demonstrated using logbook entries.

- At least 10 dual landings on a non-simulated soft field, logged in the club aircraft to be flown.

Right Seat Checkout

Required before a member can operate a club aircraft from the right seat in a capacity other than as a club-approved CFI. *No passengers.*

- Demonstrate ability to operate aircraft from the right seat to Club CFI's satisfaction.
- Check flight must include:
    - Pattern work (left and right traffic)
    - Crosswind landings
    - Go-arounds
    - Emergency procedures
    - Simulated IMC

Club CFI Checkout

Required before a member can act as a club-approved CFI.

- Not yet produced. Club CFI checkout procedures and approvals shall be at the discretion of the Board of Directors.