

United Flight Systems



Flight School Student Handbook

United Flight Systems, Inc.
David Wayne Hooks Airport
Spring, Texas

Air Agency Certificate
No. IUFS650T

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Memo to New Students

Welcome to United Flight Systems. We hope your stay with us will be both pleasurable and educational.

The following introductory material was designed to incorporate essential information that is important to all flight courses. It is to be used in conjunction with the Flight and Ground Curriculum issued to you for the particular course you are enrolled.

Please read this material carefully. It outlines our safety procedures and is essential to our continuing a safe and efficient operation.

Thank you for your cooperation.

United Flight Systems

TABLE OF CONTENTS

TABLE OF CONTENTS	3
SCHEDULING.....	5
UFS RECORD KEEPING / DATABASE MAINTENANCE.....	6
TRAINING FACILITIES	6
RAMP OPERATIONS.....	13
AIRCRAFT CARE.....	14
LOCAL OPERATIONS.....	15
STUDENT PILOT OPERATIONS.....	17
APPROVED AIRPORTS FOR SOLO OPERATIONS.....	17
ARRIVAL AFTER UFS OPERATION HOURS	18
AIRCRAFT FIRE.....	18
ACCIDENT OR INCIDENT REPORTING PROCEDURES.....	18
COMMUNICATIONS.....	19
UFS RESTRICTIONS / LIMITATIONS.....	20
STUDENT PILOT PRACTICE AREA	23
AIRPORT DIAGRAM FOR DAVID WAYNE HOOKS AIRPORT	23
AGREEMENT TO UFS POLICIES AND PROCEDURES.....	25

United Flight Systems



TO OUR NEW STUDENTS:

Welcome to United Flight Systems. Commencement of your primary training is your opportunity to learn precision and maximum performing flying. Pilots must develop the highest degree of proficiency possible.

Flying commercially and privately requires initiative, good judgment, trained reflexes and skillful flying techniques. To become a professional, you must acquire all these qualities. This will take considerable practice and determination on your part. Hard work and determination offers the reward of a pilot certificate.

Personnel at the field, from the Chief Flight Instructor to the people who wash the aircraft, are assigned for one reason: to keep the training program running smoothly. Should the program at some time seem impersonal or rigid, remember that everyone carries a heavy load of responsibility.

Pilot training involves close coordination between classroom and flight training. The better you master the classroom theory, the easier it will be for you to perform the maneuvers in the aircraft. Each part of pilot training, classroom and flight will clarify and enlighten the other.

Your muscular response must be developed to the point where they become reflex actions. As you gain flying proficiency, the acumen of senses (hearing, seeing and feeling) will develop along with your muscular responses.

The purpose of this handout is to familiarize you with the basic and general operating procedures utilized in the conduct of your training. Read and study them carefully and do not deviate from them without appropriate authority. Your instructor is your primary contact in our training system and will help clarify any doubts you might have.

Good luck and happy flying!

FLIGHT SCHOOL PROCEDURES

SCHEDULING

1. Each student will be required to adhere to a schedule designed to complete the training as planned for a particular course.
2. If a student finds it necessary to cancel an appointment for any reason, that student should contact the school or the instructor as early as possible to reschedule the lesson.
3. All students enrolled in an Approved Course are expected to comply with the United Flight Systems minima.
4. All student pilots that have been released for solo flight, but that have not flown for two (2) weeks, will not be permitted any further solo flights without first completing a refresher flight with their instructor.
5. All rated pilots (Private and Commercial) that have not flown a United Flight Systems aircraft for ninety (90) or more days will not permitted any further solo flights without first completing a refresher flight with an instructor.
6. The Chief Flight Instructor has the authority to ground any and all flights (dual and solo) when he or she thinks conditions or circumstances warrant.

Flight Cancellations and No-Shows

UFS understands the hectic schedules under which our students operate. Please respect your instructor's time and effort by contacting him or her as soon as possible should a conflict arise with the scheduled training session. Letting the instructor know as soon as possible allows UFS to meet the needs of additional students. Multiple last minute cancellations are unacceptable. They will be considered "no show" and charged accordingly. Not appearing for a scheduled training session is unacceptable. UFS instructors' livelihoods rely on having customers. Please respect this fact by canceling as soon as possible.

The student will be given a verbal warning on the first no show. For any additional no shows, the student may be billed fifty percent (50%) of the full rate for the time the aircraft was scheduled, including the flight instructor.

UFS RECORD KEEPING / DATABASE MAINTENANCE

The pilot will complete a Pilot Information Sheet and Aircraft Rental and Use Agreement detailing the pilot's information and experience to keep on file at UFS. The Rental Agreement outlines the insurance requirements. Any deviation from the Rental Agreement could be determined to be negligent and the pilot will be held responsible for any and/or all damage incurred. Additionally, any deviation from the Rental Agreement will lead to the pilot's privileges being revoked.

The pilot is responsible for updating UFS with all current pilot information (address, additional certificates/ratings, medical, currency). The UFS dispatch computer database must be current for all flights.

UFS uses a computerized aircraft scheduling systems known as Flight Schedule Pro. This system allows 24 hour a day / 7 days a week scheduling of aircraft, flight instructors and other flight related items. For your convenience, FSP is designed to be fast and easy to use at your home, office or at the flight school. Any one of our professional staff members will be more than happy to provide additional information about FSP.

TRAINING FACILITIES

The UFS base of flight operations is located at David Wayne Hooks Airport, Spring, Texas. It meets or exceeds CFR Part 141 facility requirements.



AIRCRAFT RENTAL AND USE AGREEMENT

United Flight Systems, Inc. (referred to as “UFS”) has established the following policies, terms, and conditions for all student pilots, renters, and certified flight instructors (referred to as “Pilot”). This agreement is for our mutual benefit and is focused on a safety-first mindset. It is intended to set the policies of UFS, and outline the Pilot’s responsibilities, which allows for the safest and most enjoyable flight training and rental operations possible.

1. Every Pilot is required to follow all regulations and meet currency requirements as set forth by the Federal Aviation Administration, UFS policies and the UFS Flight School Student Handbook.
2. Pilots must have the following documents on file or accessible to UFS prior to each flight:
 - a. UFS Aircraft Rental and Use Agreement (this document)
 - b. If applicable, a current FAA Medical Certificate and Pilot’s Certificate with Flight Review
 - c. Record of aircraft checkout with **currency information completed** and signed by a UFS representative
3. All Pilots must receive a checkout by a Certified Flight Instructor contracted by UFS. No other person other than the Pilot may act as Pilot in Command of the aircraft, except during training flights with a Certified Flight Instructor.
4. Instruction in any UFS aircraft or simulator by a flight instructor not contracted by UFS is strictly prohibited.
5. A Pilot who has not flown for a period of ninety (90) days or more at UFS must receive a checkout in the aircraft with a UFS Certified Flight Instructor prior to the flight.
6. A Pilot who has not flown at night for over one hundred twenty (120) days or more at UFS must be accompanied by a UFS Certified Flight Instructor to accomplish night currency.
7. A Student Pilot who has been endorsed to solo, must fly within 30 days to continue to solo at UFS. A Student Pilot who has not logged dual instruction or soloed within the last 30 days must fly with an instructor before they are allowed to solo.
8. Pilot is responsible for knowing their flight schedules and arriving on time for lessons and flights. Should Pilot fail to cancel a scheduled flight within 24 hours in advance or does not show up as scheduled more than once, Pilot may be charged fifty percent (50%) of the full rate for the time the aircraft was scheduled, including the flight instructor.

9. Minimum Rental Charges. Pilot will be charged the greater of actual Hobbs rental time or minimum charges as follows:
 - a. For Trainers (single-engine aircraft with less than 200 HP): a minimum of one (1) flight hour for each 4-hour period of aircraft reservation (6 hours/day)
 - b. For High Performance or Complex aircraft: a minimum of one (1) flight hour for each 6-hour period of aircraft reservation (4 hours/day)
 - c. MULTI-ENGINE AIRCRAFT NOT AVAILABLE FOR RENTAL
10. Overnight use of High-Performance or Complex aircraft is restricted to pilots holding a current Instrument rating on their pilot certificate. Pilots must show proof of currency at the time of rental.
11. All aircraft are rented “wet.” **You must have a valid receipt for reimbursement for any fuel and/or oil.** UFS will only reimburse Pilot the current fuel cost at the self-service pumps at David Wayne Hooks Airport. UFS will not reimburse Pilot for any fees assessed, included, but not limited to, overnight tie-downs, hangar fees, landing fees, or fuel flow fees. **Reimbursements must be requested within 48 hours of returning the aircraft to UFS.**
12. UFS will rent aircraft in airworthy condition and will inform the pilot of any problem(s) UFS is aware of at the time of rental. UFS is not liable for and does not guarantee that Pilot will meet their personal schedule, business schedule, or the intended purpose of the flight based on the performance of UFS aircraft.
13. Any problems with UFS aircraft should be reported immediately to UFS staff and recorded.
14. Smoking is prohibited in all UFS aircraft.
15. Pets and animals are prohibited in all UFS aircraft.
16. Travel outside the contiguous 48 United States is prohibited in all UFS aircraft.
17. All aircraft shall be operated only from paved runways at airports recognized in the Airport Facility Directory. All minima set forth in the aircraft Pilot Operating Handbook regarding length of runways for normal landing and takeoff must be met. Non-emergency off-airport landings or landings at unpublished airports in UFS aircraft are prohibited.
18. Pilot is responsible for returning the aircraft to its home base. If the pilot chooses to abandon the aircraft due to weather, or any other reason, the Pilot will be charged with recovery fees and expenses incurred by UFS. UFS must be notified when an aircraft will not be returned at the scheduled time.
19. Approval from a representative of UFS must be obtained prior to any repairs or maintenance on a UFS aircraft. Should the repair be a result of pilot error, the Pilot will incur all costs involved including ferrying the aircraft back to David Wayne Hooks Airport, if necessary.

20. Pilot will be charged for the following miscellaneous costs:
 - a. Excessive or unnecessary wear of the aircraft, or any of its parts or components, due to pilot neglect, or poor technique. Examples include, but are not limited to, flat spotted tires, collapsed nose gear, broken sun visors, torn material and damaged wing tips,
 - b. Neglect of proper checklist procedures, including but not limited to, leaving the master switch on,
 - c. Lost keys for the aircraft,
 - d. Items missing from the aircraft, including but not limited to fuel drain cup, pitot cover, control wheel lock, manuals, and aircraft documentation, and
 - e. Rented items either not returned or returned in defective condition.
 - f. Cleaning Fees for any abnormal cleaning required.
21. Pilot is responsible for securing the aircraft after each and every flight. UFS is not responsible for personal items left unattended on our premises or in our aircraft.
22. Pilot is required to have a valid credit card on file in Flight Schedule Pro or a balance in excess of the costs associated with the reserved flight before being dispatched.
23. Payment is due and expected at the conclusion of the Pilot's flight.
24. Pilot will be charged a \$25.00 fee for returned checks and credit card denials.
25. UFS has the right to refuse service to anyone as deemed necessary by management.

WEATHER MINIMA

Pilot will obtain weather forecasts, reports and check for temporary flight restrictions before each flight and will not fly when weather conditions are below the rated abilities of the Pilot or when such conditions are forecast.

In order to satisfy insurance requirements and in the further interest of safety, UFS enforces the following weather minima for dispatching of all aircraft.

PILOT CERTIFICATE	CURRENT CONDITIONS			
	CEILING	VISIBILITY	CROSS- WINDS	TEMP/DEW PT
STUDENT SOLO	≥ 3,000'	≥ 5 NM	≤ 5 KTS NO GUSTS	≥ 4
STUDENT CROSS COUNTRY	≥ 3,000'	≥ 6 NM	≤ 5 KTS NO GUSTS	≥ 4
PRIVATE NON-INSTRUMENT	≥ 3,000'	≥ 3 NM	≤ 9.9 KTS	≥ 4
PRIVATE INSTRUMENT	≥ 800'	≥ 2 NM	≤ 9.9 KTS	≥ 4
PRIVATE NIGHT MINIMA	≥ 5,000'	≥ 6NM	≤ 5 KTS	≥ 4

NOTES:

1. A UFS instructor or representative will dispatch all student solo flights. Students must provide proof of endorsements and signoffs before each solo flight. Students must also complete the Student Solo Dispatch form prior to being dispatched for each solo flight
2. Pilot without a UFS Instructor must complete the Instrument Conditions Dispatch form and show instrument currency in their logbook before being dispatched when ceilings are equal to or less than 1,700' or forecast to be so.
3. Pilot without a UFS Instructor must complete the Night Dispatch form when they plan to return 1 hour after sunset local time and show currency based on UFS policies.
4. Special VFR is prohibited without a UFS flight instructor on board.
5. UFS, in the interest of safety, may prohibit the dispatch of any aircraft at its sole discretion if it deems necessary.

PERSONAL MINIMUMS & QUALIFICATIONS CARD

- Students and Renters who wish to train and receive qualifications that exceed UFS weather minimums are welcome to do so with a valid, unexpired, personal minimums and qualifications card in Flight Schedule Pro.
- Each qualification must be signed by student and UFS instructor and not older than 90 days. It is solely the responsibility of the Pilot to keep this card current.

INSURANCE

UFS maintains \$1,000,000 single limit / \$100,000 per seat public liability coverage on all its aircraft. In addition, \$100,000 of third-party bodily injury and property damage liability insurance is included in our hourly aircraft rate.

The UFS insurance policy includes the following deductibles:

TYPE OF AIRCRAFT	NOT IN MOTION	IN MOTION
SINGLE-ENGINE FIXED GEAR	\$5,000	\$5,000
SINGLE-ENGINE RETRACTABLE GEAR	\$5,000	\$5,000
MULTI-ENGINE AIRCRAFT	\$5,000	\$5,000

The Pilot in Command will be held responsible for any deductible and will be collected at time of an incident. Pilot may also be responsible for other damages or causes of action not covered by the above-mentioned insurance policy.

Effective September 1, 2020, All Pilots are required to carry Non-Owned Aircraft (Renter's) Insurance coverage beyond our standard policy, it is Pilot's responsibility to secure such coverage from his or her insurance company. Minimum Coverage amounts are as follows:

Bodily Injury / Property Damage Liability	\$250,000 Each Occurrence	\$25,000 Each Person
Aircraft Damage Liability	\$30,000	

We suggest you visit www.aopaia.com, www.avemco.com or www.falconinsurance.com/products/ to learn more about the costs and benefits of Renters Insurance.

I have received pages 1, 2, 3, 4 & 5 of this agreement. I understand and agree to comply with all of the above operating policies and procedures established by UFS in this rental agreement.

RAMP OPERATIONS

General

The aircraft movement area of UFS can be a hazardous area. It is an area of activity relating to taxiing aircraft and automotive traffic. Extra care should be used when operating or walking on the ramp.

Fueling

It is a common practice to top off all UFS aircraft with fuel for all flights. Should you not need or be unable to take full fuel due to weight restriction, please advise UFS as soon as possible.

Do not fuel your aircraft inside the hangar.

Do not start your aircraft if the fuel truck is within a wing span of your aircraft. Please wait prior to starting the aircraft.

Do not turn on any electrical switches during fueling of the aircraft. The pilot and all passengers will stand outside of the cockpit during the fueling process.

Prior to fueling, the pilot will confirm the aircraft is properly grounded to the fuel truck.

At the completion of the flight, the pilot will contact Hook's UNICOM (122.95) to request fuel on the UFS ramp.

Smoking

No smoking is allowed on the UFS ramp, in the aircraft or inside the school's building. Designated smoking areas are outside the front door and inside the hangar by the Coke machines.

Maintenance

The pilot will familiarize him/herself with recent and current maintenance squawks by inspecting the maintenance board and aircraft squawk cards located on the aircraft clipboard prior to each flight. It is the pilot's responsibility to determine the airworthiness of the aircraft.

The pilot is expected to notify UFS of any maintenance discrepancy encountered during the use of any aircraft. Please fill out the aircraft squawk card and explain the problem in detail.

Aircraft Discrepancies- Return to Service

Pilots shall document any maintenance items for an aircraft on a squawk card, and the aircraft shall not be operated until released for return to flight by authorized UFS personnel, including the Chief Instructor and Owner. The Owner will be the final authority for approving those discrepancies that maintenance personnel have determined may safely be deferred until the next

scheduled inspection. Discrepancies that maintenance personnel do not think can be deferred shall be considered grounding items. In either case the squawk card shall be completed with the appropriate action taken and, when required, an appropriate log book entry shall be made.

Boarding and Deplaning

No pilot shall enter any aircraft for flight unless a walk around preflight inspection has been accomplished per Flight Manual or Owner's Manual for that aircraft. Nor shall the pilot start run-up, land or shutdown that aircraft until he or she has completed the applicable checklist. The appropriate checklists will be furnished by UFS and can be found in each aircraft.

Due to the hazards of spinning propellers, the pilot and passengers shall use extreme caution when boarding or deplaning. The pilot or passengers will not board or exit the aircraft with the engine running.

Starting

Prior to all engine starts, the pilot will scan the area for hazards. He/she will clear the area verbally, "clear prop" prior to turning the master switch on and engaging the starter. The flashing beacon will be illuminated prior to all starts. At night, the navigation lights will be on prior to starts.

Taxiing

Prior to taxiing, the pilot and flight instructor will check their brakes. While taxiing on the ramp, taxi at such a speed, adjusting speed with power and brakes, that a quick stop can be accomplished if someone should walk from behind an aircraft. While on taxiways, taxi at such a speed that the aircraft can be brought to a safe stop with minimum use of brakes.

Parking

Upon completion of a flight, the pilot will taxi the aircraft to UFS. The pilot will contact DWH UNICOM on 122.95 to request a fuel truck prior to shutting the aircraft down. The aircraft must be parked in the appropriate parking position. The pilot will shut down the aircraft and secure the systems and cockpit by use of the checklist. Upon deplaning, the pilot is required to secure the aircraft by tying the wing and tail with ropes anchored to the ramp.

AIRCRAFT CARE

The pilot is required to inspect the interior for trash and remove it. Additionally, all seat belts and shoulder harnesses are to be clipped and organized. Please determine all systems are secured and all control locks are installed. Secure the aircraft with the tie down ropes utilizing a series of interlocking half hitches or tie down straps. The ropes/straps should be secured in such a manner that no slack would occur in any of the ropes/straps.

The pilot will be charged for any of the following miscellaneous costs:

1. Excessive or unnecessary wear of the aircraft, or any of its parts or components, due to pilot neglect, or poor technique. Examples include, but are not limited to, flat spotted tires, collapsed nose gear and damaged wing tips.
2. Neglect of proper checklist procedures, including but not limited to, leaving the master switch on.
3. Lost keys for the aircraft.
4. Items missing from the aircraft, including but not limited to fuel drain cup, pitot cover, control wheel lock, manuals, and aircraft documentation.
5. Rented items either not returned or returned in defective condition.

LOCAL OPERATIONS

Before dispatching a pilot the following must be completed: 1) the pilot must obtain a standard weather briefing, and 2) all preflight actions must be completed. The pilot must determine the ceiling and visibility, as well as the forecasts, meet or exceed UFS minima. The pilot must complete the preflight action requirements detailed by CFR Part 91.103 prior to each flight. No student pilot will be allowed to operate an aircraft in solo flight when the wind is in excess of 15 knots or a crosswind greater than 5 knots.

No flight instructor shall begin a dual lesson unless that instructor has determined that he will have landing minima.

No pilot shall taxi any aircraft on any taxiway until authorization by the control tower has been received by one of any following means: 1) two-way radio; 2) light signals; or 3) telephone.

Fuel Requirements

UFS has a strict and conservative philosophy regarding the amount of fuel and fuel reserve. No pilot shall depart on any flight lesson with less than half tanks of fuel. No pilot shall depart on a cross-country flight lesson with less than full tanks of fuel. Please make a visual inspection of each fuel tank. The pilot is also required to fuel the aircraft to the maximum allowed based on total load at all stops. The pilot is also required to have enough fuel to land at an airport with a minimum of 45 minutes of reserve fuel. These fuel reserve requirements cannot be exceeded except to meet the extent of an emergency.

Planning

If the pilot is a student pilot, the flight plan will be inspected by a UFS Flight Instructor to determine its thoroughness and correctness. The student pilot is required to have his or her logbook endorsed by a UFS Flight Instructor for each individual cross-country flight and that the student meets all cross-country requirements per CFR Part 61.

All cross-country flight will have a flight plan filed for each leg with the Flight Services Station. The student pilot's planning forms will be copied and left with the dispatch form at the UFS counter. The student pilot will activate his or her flight plan after takeoff as soon as practicable.

The pilot will not be allowed to fly a cross-country without some form of monetary support (i.e., cash or credit cards) to purchase fuel, food and/or possible lodging due to weather.

Deviations from Planned / Filed Flight Legs

The possibility of deviation from a planned flight is a concept all pilots should be aware of and prepared to do. The flight environment has some dynamic and diverse characteristics, such as weather and emergencies, that can pose problems for the pilot.

Do not be wary of diverting for any reasons that make you, the pilot, uneasy. Should the pilot divert, he or she must contact the nearest Flight Services Station to advise of the new route, destination and new time of arrival. Additionally, after the arrival at the alternate destination, the pilot must contact UFS at (281) 376-0357 to advise of the nature of the diversion and the pilot's intentions.

Should the diversion be required to meet the extent of a mechanical problem, the pilot will not return without communicating with UFS. The aircraft must be found airworthy by an appropriate technician. UFS must communicate with the technician and re-release the aircraft to the pilot.

UFS will be responsible for returning the pilot to UFS should a mechanical malfunction keep the aircraft grounded for an extended period. UFS is not responsible for any weather delays, diversions or returning to UFS due to weather.

Any student pilot on a UFS endorsed flight plan who shall experience ANY type of un-programmed on or off airport landing in deviation of his/her approved log book endorsement shall immediately notify UFS. The student's Flight Instructor, Assistant Chief Instructor or Chief Instructor shall decide what appropriate action to take, including the necessity to initiate rescue plans.

Mechanical Difficulties Encountered En Route

Should the pilot encounter any mechanical trouble on any flight, the pilot must contact UFS at (281) 376-0357 to help determine the most appropriate action to be taken. Any maintenance in excess of \$100 must be authorized by UFS prior to any repair. UFS will reimburse the pilot for all maintenance except for damage incurred by pilot negligence.

Arrival Back at Home Airport

The pilot must arrive back at UFS so as to meet the schedule of the aircraft and the flight plan's arrival time. All student pilots will arrive back at UFS no later than one hour prior to official sunset. Should a student pilot be unable to comply with this, the pilot will either remain at the last airport and complete the flight the next day, or UFS can fly an instructor to the student pilot to continue the flight as dual flight. The costs of lodging or repositioning the aircraft and

instructor are the responsibility of the student pilot. If the student pilot is unable to complete the flight that day, an authorized flight instructor must review and authorize the student's flight by endorsing his or her logbook before takeoff per CFR Part 61.

The pilot's flight plan must be canceled when on the ground. Do not cancel airborne.

Cost Reimbursed

UFS will reimburse the pilot for all fuel (up to the current self-serve price of fuel at DWH) and oil purchased, and any mechanical repairs incurred on any flight (see insurance agreement for negligence). UFS will not reimburse the pilot for lodging, ground transportation, food, travel costs relating to weather, landing fees, tie down fees, or hangar costs.

STUDENT PILOT OPERATIONS

No pilot shall leave the assigned practice area during flight (see attached illustration), except when required by the syllabus. All training flights shall be conducted in accordance with one of the appropriate lessons in the flight training syllabus.

No flight training shall be conducted unless a flight instructor is on duty.

All takeoffs and landings shall be made at public airports on hard surface runways as shown on the current sectional chart except in the case of an emergency. Dual takeoffs and landings may be made at other than hard surface runways that meet the requirements of CFR Part 141.

APPROVED AIRPORTS FOR SOLO OPERATIONS

The following is a list of approved airports (other than David Wayne Hooks) for solo operations. The Chief Flight Instructor must approve all others.

Abilene	Fort Worth	Navasota
Alexandria, LA	Galveston	New Braunfels
Arlington	Georgetown	New Orleans Lakefront
Austin	Harlingen	Palacios
Baton Rouge, LA	Houston Southwest	Rockport
Beaumont	Kerrville	San Antonio
Brazoria County	Killeen/Temple	San Marcos
Brenham	Lafayette, LA	Shreveport, LA
Brownsville	Laredo	Sugarland
Clover Field	Lone Star Executive	Texarkana
College Station	Longview	Tyler
Corpus Christi	Lufkin	Victoria
Corsicana	McAllen	Waco
Dallas Love	Midland	Weiser
Del Rio	Monroe, LA	West Houston
Ellington	Nacodoches	Wharton

ARRIVAL AFTER UFS OPERATION HOURS

Only certified pilots are allowed to fly outside of UFS' normal operation hours without the approval of the Chief Flight Instructor. Your Flight Instructor must approve all night student solo flights.

Any pilot arriving after operation hours shall tie down and secure the aircraft and note the appropriate times in the Hobbs/Tach logbook. Take the aircraft bag, clipboard, key and Hobbs/Tach logbook and place them below the pilot's seat in the aircraft. Your account will be charged the following day.

AIRCRAFT FIRE

If a fire should occur on the ground, shut the engine down, turn off all electrical equipment and notify the school as soon as possible. Always refer to the aircraft checklist. If an engine should ignite due to an over-primed engine while starting, attempt to ingest the flame into the carburetor. Continue the starting process with the throttle full open and mixture control in the idle position until the flame is out or you have determined it is out of control. REMEMBER: the pilot in command is the pilot in command at all times. If a fire should occur in flight, land as soon as possible after the appropriate checklist has been accomplished. Any time the pilot determines that an emergency situation exists, that pilot shall notify ATC or UFS as appropriate.

If a student pilot should make an unscheduled landing, the following should apply:

1. Call UFS, explain the circumstances, and request instructions from a UFS Flight Instructor before departing.
2. Re-dispatch him or herself at his or her own discretion after contacting FSS for flight plan and weather data.

ACCIDENT OR INCIDENT REPORTING PROCEDURES

In the unfortunate event of an aircraft accident or incident, the pilot must reach UFS as soon as possible. The following information must be related to UFS: 1) date and time; 2) location; 3) aircraft type; 4) N number; 5) number and type of injuries; 6) description of incident and damage; and 7) name of person reporting the problem.

Do not speak to anyone from the press. Only speak to UFS, public safety officials or FAA personnel. Do not admit guilt of fault for the incident other than to UFS officials.

All persons involved in the accident/incident must write out detailed descriptions of the problem as soon as possible to remember the details. Also, medical attention must be sought to determine healthfulness of the people in the accident/incident.

BIRD/WILDLIFE STRIKE REPORTING PROCEDURES

In an attempt to assist the FAA with a reduction in bird and wildlife collisions with aircraft, all operators of UFS aircraft are required to complete and submit a report whenever a collision occurs with any birds or wildlife while operating on the ground or while airborne. If this situation occurs, report the incident to your instructor and/or UFS management and refer to AC 150/5200-32B, "Reporting Aircraft Wildlife Strikes", for actions and guidance as soon as practical. The pilot in command shall complete the FAA Form 5200-7 "Bird/Other Wildlife Strike Report" online.

COMMUNICATIONS

Pilot Headsets

All UFS pilots will utilize headsets during flight operations. Headsets are important to the pilot's well being due to their noise protection qualities. Additionally, headsets improve communication between the pilot, instructor, other aircraft and ATC.

Nomenclature

All UFS pilots will communicate using the AIM's Pilot/Controller Glossary and suggested communication procedures. All pilots will communicate using these procedures to minimize misunderstandings and to promote safety.

Local Area Frequencies

UFS Operations (Practice Area)	123.5
DWH Ground	121.8
DWH Tower	118.4
DWH ATIS	128.375
DWH UNICOM	122.95

Local Phone Numbers

UFS	(281) 376-0357
DWH Airport	(281) 376-5436
DWH Tower	(281) 376-9721
DWH ASOS	(281) 251-7853
CXO FSS (Weather Brief)	(800) 992-7433

UFS RESTRICTIONS / LIMITATIONS

CFR / UFS Procedures

The pilot is expected to abide by all CFR and UFS procedures. Safety is the primary concern. Practicing discipline benefits all pilots in our industry. Any infraction can lead to the pilot being reprimanded, retrained, or even eliminated from training at UFS.

Apparel

Wear whatever you feel comfortable in. The usual attire varies from shorts and a nice T-shirt to slacks with a shirt for men or the equivalent for women. When you are in an airplane, be prepared to get an occasional grease spot on your clothing. The flight school requires that you wear shoes, no flip-flops, when operating an aircraft.

Medical Certificate

FAA requirements are such that all students enrolled in a flight school certificated under CFR Part 141 must have a valid medical certificate in their possession before they can begin flight training, unless they are training for a light sport rating.

Aerobatics

Aerobatics and formation flying in UFS aircraft is strictly forbidden. If you wish to receive instruction in these areas, you must do so at another flight school. Spins are to be practiced only in aircraft approved for such maneuvers. No solo or non-instructional flights are approved for spin training.

Alcohol/Drugs

No UFS pilot will be allowed to fly within 8 hours of consuming alcohol, while still influenced by alcohol or while under the influence of any medicine affecting the pilot's performance.

No drugs (specified by federal, state, and local statutes) are to be carried onto UFS aircraft.

Any violation of these rules is grounds for dismissal from UFS training.

General Procedures

When a flight maneuver creates a blind spot for visual observance of another aircraft, the pilot should complete at least two 90-degree turns immediately preceding the maneuver. These turns to clear the area should start to the left and then to the right if appropriate. If an aircraft is

sighted and is a possible conflict, you should steer well clear and give the other aircraft the right of way.

No pilot shall make a flight, dual or solo, except in the local area without a flight plan on file with the nearest FSS and a copy of the flight plan left with the UFS dispatch release.

When operating on the surface, visually clear the area, upwind and downwind, before crossing any runway. At uncontrolled airports, complete a 360-degree clearing turn, checking the traffic pattern before taxiing onto the active runway.

No pilot shall operate an aircraft at an unsafe altitude per CFR Part 91. Pilots on solo flight lessons, except for takeoff and landing shall:

- a. Not operate an aircraft below 500 feet above the surface at any time.
- b. Not operate an aircraft below 2000 feet above the surface at night.
- c. Not leave the traffic pattern at night unless a UFS Flight Instructor authorizes the flight.

During simulated emergency forced landings, no pilot, student or instructor shall descend below an altitude of 500 feet AGL unless landing at an airport.

No pilot shall taxi behind a jet aircraft unless he verifies that the jet's engine is at idle.

Students will not hand prop any aircraft. Notify a UFS Flight Instructor of any aircraft that will not start.

All pilots are required to monitor and give position reports on frequency 123.5 when established in the designated practice area (see attached illustration).

During cold weather operations, temperatures at or below 10°C and visible moisture in any form is present or when there is standing water, ice or snow on the runway and/or taxiways, the pilot in command will use the cold weather operations procedures in the aircraft flight manual. UFS believes in the clean aircraft concept. No takeoff will be attempted unless the pilot in command has made certain that all critical areas of the aircraft are free of ice, snow and frost formations. Note: visibility of one mile or less is considered visible moisture for the cold weather operations procedure listed above.

When a student pilot has completed all requirements for initial solo flight and their instructor deems the student pilot proficient for solo privileges in an UFS aircraft, the instructor shall make an appropriate endorsement in the student's pilot logbook. During this initial solo flight, the student's instructor shall physically observe the student's performance from a position on the airport surface that allows visual contact with the aircraft at all times (known as "supervised solo"). The instructor shall monitor the appropriate communications frequency during this flight in the event instructions or guidance becomes necessary with the student or ATC. The student is required to have a minimum of 3 "supervised solos" of the aforementioned type before being allowed to leave the traffic pattern for flight in the designated practice area on subsequent flights.

Runway Incursion Avoidance

All training courses will emphasize Runway Incursion Avoidance. As a minimum, all aspects of Advisory Circular 91-73 shall be covered with each student.

STANDARDIZATION OF FLIGHT MANEUVERS

There are different ways to teaching as well as performing flight procedures and maneuvers. As a method of standardization, UFS adopts a selected method and concept to flying airplanes. These methods are those utilized by the FAA. You can find this information in the following publications:

1. Pilot Operating Handbook (AC 61.23C)
2. Instrument Flying Handbook (FAA-H-8083-15)
3. Airplane Flying Handbook (FAA-H-8083-3)
4. Practical Test Standards
5. Aircraft Flight Manual
6. Aeronautical Information Manual

Publications other than those listed may be used for reference if their content conveys substantially the same meaning as the reference publications.

AGREEMENT TO UFS POLICIES AND PROCEDURES

Please return this page to United Flight Systems after signing below:

I certify that I have read and understand the above statements concerning the UFS Flight Training Policies and agree to comply with it.

Student Signature

Date

Print Name