

# **1World Aero llc**

Revision 01-2015

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**Additional Documents Needed & Not Included In Packet:**

Obtain the following at [www.1worldaero.com/documents](http://www.1worldaero.com/documents):

- a) Aircraft Specifications Sheet: TB9, TB200, TB20
- b) Cockpit Poster: TB9, TB200, TB20
- c) Checklist: TB9, TB200, TB20
- d) Manuever's Guide: TB9, TB200, TB20
- e) Syllabus: Private, Instrument
- f) Pre-Solo Written, Pre-Cross Country Written, Pre-Private Written
- g) Instrument Studies 1-5

## **RENTAL POLICIES & PROCEDURES**

### **I - AIRCRAFT CARE**

#### **A - INTERIOR**

##### **1. Carry On Baggage and Pilot Equipment -**

- a. **Headset Placement - Keep headsets off the glareshield.** They can scratch the windshield and demagnetize the compass.
- b. **Tears & Scratches - Do not seat yourself or your passengers with any sharp objects** in back pockets or on your belt. Keys, clip boards, and writing instruments, must be stowed so as to prevent damage to the aircraft interior and seats. **Strap type metal kneeboards are discouraged. Occupants are held responsible for any marks that they make.**
- c. **Marks - Do not use capped pens or capped markers.** Only use retractable pens. **Occupants are held responsible for any marks that they make.**
- d. **Renters must notify and receive authorization** from 1World Aero in at least text message form **prior to loading non-standard luggage or cargo** onboard a fleet airplane. **Examples of non-standard** baggage include tools, machinery and or large parts, crates, animals, bags of grains, etc. **Examples of standard** baggage include flightbags, handbags, backbacks, small suticases, and child boosterseats.

##### **2. Cramped Quarters –**

**Take your time - Do not to step on seats** or equipment when entering, exiting, or crawling through the cabin. Make sure your seat is fully retracted before entering or exiting the aircraft.

##### **3. Pull Seats Up by - holding on to:**

- a. the top glare shield in the Seneca, (never do so in Socata aircraft), AND
- b. to the metal handle below the instrument panel of the Socata aircraft.

##### **4. Cabin Entry and Exit -**

- a. **Hold on to the door frame** during cabin entry and exit. Do not hold on to, nor slide along the seat backs.

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- b. **Exit backwards** to find the fuselage step while holding on the airframe (Socata) or handle (Piper)
- c. **Do not step on the flaps.**
- d. **Do not stand on the step.**

### **5. Placement of Oil and Cleaning Materials -**

- a. **Items entering the cabin** must be dirt, oil, and grease free. Otherwise store them in the baggage compartment.
- b. **In Socata aircraft**, oil cans, dirty rags, and cleaning fluid containers must be kept in the aft baggage compartment, *never* in the cabin.
- c. **In the Seneca**, oily or dirty items may only be placed in the nose baggage area.

## **B- EXTERIOR CARE & RAMP OPERATIONS**

### **1. Aircraft Cover –**

- a. **Stowage of the cover** is restricted to the aft baggage area for all Socata aircraft. Keep the cover off aircraft seats where possible.
- b. **Handling the cover – DO NOT**
  - 1) Drag, fold, or leave cover on the ground,
  - 2) Lean nor rub against aircraft windows for support or balance
  - 3) Place pressure on the Outside Air Temperature gage located on the windshield.
- c. **Fold the cover** lengthwise in three parts with the felt exposed and ready for placement over the aircraft.

### **2. Windows -**

**Only clean windows with** non-abrasive *Pledge* spray using diaper cloths or microfiber cloths provided. If not available, obtain replacements from 1World Aero staff.

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### **3. Identification of Proper Cleaning Materials –**

**Pledge** or **Eraser** is used for windshields and windows and may only be applied with clean microfiber cloths or (white) diaper towels.

**LPS** is used for degreasing the exposed chrome on shock struts only, and should be applied with the (blue) shop towels. LPS must be obtained from the office.

All aerosol cans must have a **protective cover or cap** to be hazmat compliant. The only aerosol cans permitted be left on board in the baggage compartment are a single can of **Pledge**, or **Eraser**.

### **4. Oil -**

a. Check engine oil before each aircraft operation.

b. **Whenever oil is added:**

\* **Indicate the level prior** to adding oil and the amount added in separate columns provided in the rental log.

\* Only add one full quart when engine oil is

- **Below 6 Quarts** for TB9 & TB200 Aircraft

- **Below 9 Quarts** for the TB20

c. **Funnels** are not provided nor kept in the aircraft.

\* If you are not proficient at adding oil by pouring along the dipstick, then obtain the **funnel and carrying case** from 1World Aero. This case is kept behind the air conditioning unit under the 1World Aero office

\* Return the funnel and carrying case after servicing

### **5. Preheating -**

a. Pre-heating the engine is **required** if the outside temperature is **at or below 2°C**, and the engine is cold to the touch.

b. Renters must have **reviewed** the attached **pre-heater instructions** and received instruction in operation of 1World Aero & Flight Club's preheater.

### **6. Deice -**

**If frost is present** on the aircraft:

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- a. Maneuver the **nose** of the aircraft directly **towards the sun**.
- b. **Polish the frost** on the wings and surfaces smooth with towels and allow sunlight to melt the remaining frost.
- c. **Avoid objects that may scratch** the aircraft paint.
- d. If the windshield needs to be defrosted, gently polish the windshield with a cloth towel only.

### **7. Securing the Aircraft After Flight -**

After using the aircraft each renter must:

- a. **Turn off** the avionics and battery master.
- b. Park, **tiedown and chock** the aircraft on its proper tie-down space.
- c. Securing seat belts and harnesses, log flight time, and **note squawks**;
- d. **Remove trash** and debris
- e. Set control locks, lock doors and close storm windows, and **install aircraft cover** and pitot covers, and cowl plugs.

### **8. Duty to Post flight -**

Place the cover on the airplane and secure it after every flight **unless the next renter is there** to meet you at the airplane, and accepts that responsibility.

### **9. Use The Parking Brake:**

- a. During **run up**, OR
- b. When the aircraft is parked **on a slope**, OR
- c. When the aircraft will be **fueled**, OR
- d. When the aircraft must be left **unattended** without chocks available

### **10. Parking in a Hangar -**

One **additional person other than the renter** must be available to guide pushback who is either a 1World Aero instructor or mechanic, or when away from FME, who is a qualified lineman or mechanic.

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### **11. Tipton Hangar Doors -**

When the **hangar bay is unattended, latch any pedestrian access side door** and exit the hangar bay through the ramp or street side stairwell doors.

### **12. Aircraft Push Back -**

- a. **Do not push back on spinners** or on the tail plane. Only push back on the inboard propeller roots, or on the leading edge the wing.
- b. **Only pull on the inboard propeller roots** or the door frame, not the wingtips.
- c. Use the tow bar for steering.

### **13. Straight In Parking -**

Renters may ONLY taxi into their parking space if:

- a. **No aircraft are parked behind** or on the sides behind the tiedown.
- b. All **chocks and tiedowns have been pulled away** from the tiedown spot, and the tail tiedown has been removed.
- c. The tiedown is **free of snow** and slush.

## **C - OPERATIONAL CARE**

### **1. General Operating Safety -**

- a. 1World Aero renters **must follow all applicable federal, state, and local government laws** when using any fleet aircraft, and must operate in full compliance with 1World Aero's insurance policy.
- b. No renter shall operate any aircraft in an **unsafe manner** or operate an unairworthy airplane, nor cause damage to any aircraft, person, nor property.

### **2. Prohibitions -**

- a. **Entry or exit** from the aircraft by renters, or their passengers, or party is **prohibited whenever the engine is operating**.
- b. Start up by **hand prop** is prohibited.
- c. **Smoking** is prohibited in or near Club aircraft.



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### **3. Aircraft Documentation -**

- a. The aircraft Engine and Airframe Logbooks are located in the office, and cannot be removed from the office, except as needed, for a mechanic recording maintenance work, for review by a flight examiner, or for a renter's rating check ride.
- b. The aircraft Airworthiness, Registration, and Airframe Manual **must remain in the airplane.**

### **4. Preflight Preparations -**

- a. The aircraft **inspection summary and squawk sheets**, located in the dispatch binder, **must be reviewed** before each use of the aircraft.
- b. Always **perform a second walk around** after each preflight, to double check that caps are secured, that surfaces & propellers are clear, that tanks are not leaking, that aft doors are latched, and that chocks and tie-downs are removed.

### **5. Lights -**

- a. The taxi light must be on **during departure, approach, or within 500 feet above Traffic Pattern Altitude.** If the taxi light is burnt out, use the landing light.
- b. The strobe **beacon** must be lit **whenever the main switch is** in the **on** position.
- c. If the sun is not visible, turn your nav lights on,

### **6. Weather – Except in an Emergency...**

- a. 1World Aero **instructors** are **never to operate** in winds greater than 30 knots, nor with a crosswind component exceeding 20 knots.
- b. **Renters may not operate** fleet aircraft in **greater than 25 knots total** wind and greater than **15 knots cross wind** component, unless accompanied by a 1World Aero CFI.
- d. No fleet aircraft will be operated within 20 NM of a severe convective cell (thunderstorm), nor in icing conditions.

### **7. Practice Approaches -**

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Practice VFR instrument approaches shall be **discontinued** by leveling off **above TPA, or breaking off one and a half miles outside the pattern**. Give priority to observed or anticipated aircraft in the local traffic pattern, **UNLESS** specific acknowledgement has been received that right of way has been ceded.

### **8. Taxi -**

- a. **Do not gun engines** while taxiing or parking. Do not cross areas of loose snow or slush, or over loose tiedowns *except* at IDLE power.
- b. Exercise **extreme caution when wingtips extend off of the taxiway** boundary line. Maintain wingtips over asphalt at all times where possible, and otherwise watch and avoid raised obstacles such as sign boards, lights or snow-banks in your vicinity.
- c. Multi-engine - **Insure that both propellers are clearly within the edges** of the taxiway boundary at all times to avoid all obstacles.

### **9. Power Changes -**

Any complete up and down travel of the throttle between full and idle power should be **made in no less than four seconds**.

### **10. Fueling -**

- a. No flight shall **land with** less than **one hour of fuel remaining** on board, or less than 30 minutes of fuel in each tank.
- b. Fuel **tanks must be filled** after any flight returning **with less than three hours** of fuel **on board** for single engine aircraft.
- c. If returning when **fuel** facilities are **unavailable**, the member must contact and **notify 1World Aero**.
- d. The **rate** for each aircraft **includes the cost of fuel**.
- f. Awkward Fuel Hoses – A mesh protective pad, kept in the baggage compartment, must be used, particularly by shorter pilots, to protect the wing when the **fuel nozzle** is considered **unwieldy or has metal extentions** that will scrape against the wing surface. When ordering fuel, renter's should verify that the line-person **uses the mesh pad**, or something similar, if there is any doubt as to what kind of fuel nozzle the facility uses.

**II - AIRCRAFT SPECIFIC OPERATIONS**

**A - SOCATA-SPECIFIC OPERATIONS**

**1. Baggage Doors –**

**Verify** that the inside baggage door cam is properly positioned to indicate that the aft door is in fact **secured**. (Look through the right side back window.)

**2. Passenger Doors –**

a. Keep Socata **cabin doors down** and closed **when**:

- \* It is **windy or** the airplane is **unattended**, OR
- \* There is a hazard of jet blast or prop wash, from helicopters or larger aircraft

b. Do not slam the doors shut.

c. **Avoid starting** up the engine with either access door **in the full open position**. If left open for cooling in hot weather, the door must be held cracked open.

d. **Do not taxi with** the **doors full up & open**.

e. **DO NOT RELY ON PASSENGERS** to secure the passenger door properly.

**3. Socata Flaps -** Leave the flaps in the takeoff position after flight.

**4. Single Engine Aircraft Runway Limitations -**

a. Except in an emergency, fleet single-engine aircraft may only be rented, when without an approved 1World Aero instructor on runways **at least 50 feet wide and 2000 feet long**, that are **asphalt** surface runways.

b. Touch and goes are prohibited on runways of 2500 feet or less, or in retractable gear aircraft.

c. Pilots are expected to **go around if** touch down can **not** be completed in the **first third of the runway**.

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### **5. Crew and Passenger Equipment –**

**No personal items** shall be placed **on** the aircraft **leather seats** unless on a protective seat cushion or cover. Place items on the floor instead.

### **6. Preflight Sequence –**

- a. Complete the interior checklist before **handling oil or cleaning materials**, or otherwise **wash hands before re-entering the cabin**.
- b. **Wash hands** in terminal or hangar **after handling oil cans or using LPS spray** before re-entry to cabin.

**III ADMINISTRATIVE**

**A - FLIGHT TRAINING**

**1. Flight Training and Citizenship Requirements -**

- a. Any individual **seeking to begin training** for the Private Pilot Certificate, and or Instrument, and or Multi-engine ratings:
  - 1) **must first provide** a valid **United States Passport**, or a combination of a valid driver's license and Birth Certificate issued by one of the 50 United States or its territories and thereby prove United States Citizenship, OR...
  - 2) **If unable** to provide proof of being a United States Citizen, then such prospective candidate **shall** first register and **obtain authorization** to train **from the Transportation Security Administration's** Alien Flight Student Program.
- b. A **signed copy of the Rental Agreement** must be provided prior to commencing flight training, aircraft checkout, or private rental:
- c. A **xerox copy** of the following must be provided **prior to** obtaining **solo rental privileges**:
  - 1) Current Medical Certificate.
  - 2) Current FAA Pilot Certificate (Rated Pilot).
  - 3) Logbook and Student Pilot Certificate Endorsements (Student Pilots).
  - 4) The last page of the Pilot's logbook.
  - 5) Private Rental Insurance Certificate (If required by current policy.)
  - 6) SFRA training certificate.
  - 7) Pre-Heater Training Certificate.
  - 8) Aircraft check out Questionnaire or Pre-Solo Written.
  - 9) Liability Waiver.

**2. Resources & Services -**

- a. Pilots may request that a video be made of their instructional flight, equipment permitting.
- b. When receiving flight instruction, the client or member should receive a photocopy of the instructor's notes and comments and should initial the instructor's copy.

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- c. Clients should expect a ten to thirty minute debriefing of the flight as appropriate from their Flight Instructor.

### **B - RENTAL AUTHORIZATION**

#### **1. Aircraft Check Out -**

- a. Each **renter must receive** training and a pilot **logbook sign off** from an approved 1World Aero Flight Instructor, before operating that aircraft as PIC
- b. **Night Currency** –
  - 1) Renters must receive **separate** training and pilot **logbook sign off** from an approved 1World Aero Flight Instructor, in order to act as PIC at night.
  - 2) A night time **check out shall not include** power off and on stalls, and enroute simulated engine failure procedures for single engine aircraft, nor single engine airwork in twin engine aircraft. However the checkout shall include full stop take offs and landings, animal detection and avoidance procedures, radio navigation, hoodwork, and unusual attitudes.
- c. No aircraft **checkout will be** less than **two hours** of flight time per make and model.
- d. Each **pilot must possess a paper or electronic copy of the operator's handbook** for each model aircraft he or she intends to fly and have such handbook available when flight planning.

#### **2. Currency -**

- a. 1World Aero may require **inspection of** any renter's **logbook to prove** FAA or company **required currency** in fleet aircraft prior to any rental operation.
- b. Renter Currency is explicitly governed by the Dispatch Authorization Guide. **Renters may self-dispatch so long as** weather conditions **do not exceed the auto-dispatch limitations** established for them by the Dispatch Authorization Guide posted on 1WorldAero.com, and in the 1World Aero Office. **If weather limitations** have been **exceeded** a written **authorization** by 1World Aero **must be received by text messaging** or email.

#### **3. Recurrency –**

- a. Any pilot who falls out of currency will be required to **perform a minimum** of three **(3) landings with** a 1World Aero **Instructor** to operate as PIC in a fleet aircraft.

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- b. For **night currency, landings must be completed to a full stop**. Night full stops may count for day currency
- c. The instructor may require further demonstration of ability if the member's proficiency is in doubt.
- d. The above recurrency rules apply both to solo flight as PIC, as well as to the carriage of passengers.

### **4. Annual Proficiency Checks & BFRs**

- a. Unless able to demonstrate **24 hours of fleet rental in the last 12 months**, every 12 months each renter pilot **must perform an Annual Proficiency Check, with an approved 1World Aero instructor**, to include:
  - 1) In any fleet airplane - at least one hour of flight, normal departure, SFRA transition and navigation, BAI, steep turns, slow flight, power off and power on stalls, pattern re-entry procedures, a go-around, and three landings, including a no flap landing,
  - 2) For single engine aircraft - simulated engine out procedures while enroute and in the pattern,
  - 3) AND for instrument pilots, one successful ILS or WAAS approach descent. If in a multi-engine airplane, then the approach will be conducted by the IAF as a simulated single engine approach.
- b. Unless having completed a rating at 1World Aero within the previous 24 months, **every two years**, renters **must perform a BFR with a fleet aircraft an approved 1World Aero instructor**.
- c. **Every January**, renters must make a **photocopy of their logbook activity** for the **preceeding 12 calendar months** for 1World Aero records.

### **5. More Frequent Proficiency Checks -**

1World Aero may require renters to perform flight proficiency checks more often **if** a renter has been found responsible for **any incident** involving damage to an airplane **or if** the renter is known to **have been violated** by the FAA.

### **6. IFR Currency -**

- a. Instrument certificated renter pilots must have satisfactorily demonstrated **instrument approaches** to an approved 1World Aero instrument flight instructor as established by the Dispatch Authorization Guide in order **to act as PIC** in a fleet airplane.

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- b. For an IFR checkout, or for an IPC, the 6 approaches must include at least:
  - 1) One ILS, one localizer, one VOR, and one GPS approach, and one hold entry in the aircraft to be rented.
  - 2) At least one of the checkout approaches must be completed simulating a vacuum pump failure.
  - 3) For multiengine, at least one approach must be conducted as a simulated single engine failure.

### **7. IFR Operational Limitations -**

- a. Instrument Flight Dispatch and currency is exclusively controlled by the 1World Aero Dispatch Authorization Guide posted on line and in the 1World Aero office. The Guide establishes the minimum ceilings that must be forecast and reported to depart, as well as those minimums required to attempt an instrument approach. The minimums are adjusted for pilot experience, number of pilots on board, and equipment.
- b. **To qualify for two pilot IFR** operations both pilots must independently be instrument current as single PIC consistent with 1World Aero's Dispatch Authorization Guide.
- c. If the second pilot is not instrument current according to 1World Aero's Dispatch Authorization Guide, the instrument dispatch of a company airplane must be treated as a single pilot operation. Only the 1World Aero instrument-current pilot may manipulate the controls, and shall do so from the left side.

## **C. FINANCIAL**

### **1. Fueling -**

- a. Renters are **expected to refuel** the aircraft **using** their **personal** credit or debit **card**. The fuel purchase will be credited to the rental invoice.
- b. **Fuel purchases** made at other airports will only be **credited at the Tipton Airport fuel rate** in effect at the time of the fueling when off site fuel is more expensive.
- c. A copy of any fuel purchase invoice or receipt must be **submitted within 90 days**, and that invoice must clearly show the amount and cost of the fuel, the aircraft tail number, the date, and the place it was purchased. Fuel invoices over 90 days are not eligible for reimbursement.



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- d. 1World Aero will not pay for **de-fueling** of an over-fueled airplane, nor will it guarantee a restricted fuel level to be ready at departure time. Renters should coordinate directly with the pilot of the preceding scheduled flight, and that pilot should make a reasonable effort to honor such request.

### **2. Billing Rates –**

The rates posted on 1World Aero.com are in effect.

### **3. Billing Time -**

- a. Aircraft are billed from **engine start to engine shutdown**, including taxi time to and from refueling.
- b. Flight **instruction is** equivalent to **aircraft billable time**.
- c. **Briefing and debriefing** charges are **billed according to** a lesson-format-**flat-rate schedule** posted in 1World Aero's office, and shall vary accordingly between thirty minutes and an hour and forty-five minutes.
- d. Ground instruction is billed from student's arrival time to time of billing, including logbook and paperwork, less unrelated distractions such as CFI telephone calls or interruptions by CFI.
- e. Rates are subject to change and will be in effect once posted on 1WorldAero.com
- f. Flight time is billed by engine hobbs time. For the purpose of **recording time** rented... if the **bottom of the last digit displayed** on the hobbsmeter is **not completely visible**, when looking down at the display (at a maximum 45 degree angle), the renter must use the next higher number (**round up**).

### **4. Renter Termination & Current Fines**

- a. Carelessly **Pushing** back an aircraft (by a supposedly checked out renter pilot or passengers) using **the propeller spinner** or aircraft cowls, instead of the propeller root or wing leading edge, may result in termination of rental privileges.
- b. Careless **damage to** the aircraft **interior** (by a supposedly checked out renter pilot or passengers) due to a sharp object or writing utensil leaving a permanent scratch, cut, stain, or mark, may result in termination of rental privileges.
- c. **Unauthorized dispatch** contrary to the Dispatch Authorization Guide or **Negligent operation** of fleet aircraft WILL result in termination of rental privileges and WILL result in pursuit of the renter for any uninsured damages if applicable.

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- d. Renters are required to **remove bug impacts** from the leading edges and cowl of their rental aircraft upon completion of the flight, unless the outside temperature is below **10 Celsius before sunset or 15 Celsius after sunset**. Failure to do so will result in a **\$5.00 per rental hour** surcharge on the flight invoice. Bugs should be removed with a 1World Aero-supplied terry-cloth towel and water bottle.
- e. **Cancellation Policy** - 1World Aero **does not charge justifiable, occasional, last minute cancellations**, for health, job, and family reasons, **HOWEVER**...chronic late cancellations may **lead to termination** of client and rental privileges. **OR** an **assessment of \$40 per hour blocked** on the schedule if cancellation notification was not provided with 24 hour notice.

### **5. Funds Left on Account -**

Funds left on account will be **debited** at a rate of **\$25 per month after 90 days** of account **inactivity**.

## **D - DISPATCHING**

### **1. Dispatching**

- i. **1World Aero shall have the final authority to refuse dispatch** of any flight in its aircraft based on weather, mechanical, or proficiency concerns.
- ii. Reservations must be made with 24 hour advance notice, or otherwise be approved by 1World Aero by text message in order to self-dispatch.
- iii. **Aircraft keys** will be maintained in the office in a marked dispatch binder, and shall be left with the key exposed and visible hanging out of the top of the binder spine.

### **2. Check In**

Upon completion of the rental flight renters are required to:

- a. **Fill out the Check In portion** of the Dispatch Ticket to indicate maintenance status,
- b. **Update the hours remaining until next 100 hour** on the Inspection Status Board (in the 1World Aero office).
- c. If the office is unattended, **fill out the Billing Portion** of the Dispatch ticket, calculate the amount owed, and pay using the supplied credit card machine, or by leaving cash or a check under the "Manager's" door.

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### **3. Flight Locating -**

#### **a. No flight will be made without:**

- 1) **Leaving a Dispatch Ticket in the office**, indicating the pilot name, and airplane tail number.
- 2) Providing the following information in the Comments block of your Schedulemaster reservation.
  - i. First or last name and an initial for each passenger on board (not including instructor or renter names)
  - ii. Basic flight route.
  - iii. The return time and gate if not filing an SFRA or IFR flightplan via FOREFLIGHT iPad application.  
(**EXAMPLE: JACK A/JILL B > PALEO ESN PALEO > 2115Z**)
- 3) Programming a CC of the flightplan to **flightplans@1worldaero.com** If equipped with the FOREFLIGHT iPad application.
- 4) **Nor without**, texting changes to the reported itinerary to 1World Aero if changes are made to the return leg of an overnight trip.

#### **b. Unless a contact person is monitoring your return time, a VFR Search and Rescue flight plan is encouraged for all VFR flights.**

### **4. Renter pilots must be instrument rated and on an IFR flight plan to operate at night except where:**

- a. The flight remains in the FME traffic pattern...OR
- b. Conditions at the departure point, along the entire flight path, and at the destination are reporting clear skies, visibility 10 or better, and such conditions are forecast to remain so for the entire flight.
- c. This requirement is due to the difficulty to see and avoid IMC at night and the difficulties associated with performing SAR in darkness.

### **5. Weather Briefing Requirements –**

- a. Each renter shall obtain a standard briefing and all applicable NOTAMS for each flight, either electronically, or by phone with Lockheed Martin Flight Services. The briefing shall be verifiable, meaning that if needed an electronic copy, or a voice recording may be retrieved (for phone briefing).

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- b. Verifiable electronic standard briefings may be obtained by subscription to ForeFlight, or by obtaining a Duats account.

### **E. LIABILITY**

#### **1. Required Waivers**

No Renter may board any passenger, nor receive dual instruction, nor act as PIC in a 1World Aero, LLC fleet aircraft without first signing...

- a. A *Rental Agreement* to act as Pilot In Command, or to receive Dual Instruction.
- c. A *Renter's or Graduate's Liability Form* to act as Pilot In Command.
- d. A *Passenger's Liability Form* for each passenger within the renter's flight manifest/party

#### **2. Insurance**

Unless **otherwise posted in the rates section of 1World Aero.com**, Renters are required to carry enough individual renter's insurance to **cover** ...

- a. Any **deductible in force** by 1World Aero's insurance underwriter, **AND**
- b. To insure the renter's own **personal liability** of at least \$25,000 per person and \$250,000 per occurrence.

Please confirm the current value of the deductible in effect for the aircraft you rent.

#### **3. Agreement Term & Validity**

**Renters shall be responsible for future updates and changes to this document** so long as the most current version is posted on 1WorldAero.com and notification of a new version has been posted on the 1World Aero Schedulmaster message board. Renters shall be responsible for such future changes so long as they have signed a rental agreement with 1World Aero at some point in time. Continued rental of a 1World Aero fleet aircraft shall evidence consent to the changes.

1.

### **F. SCHEDULING**

#### **1. Scheduling System -**

## **1World Aero Rental Policies and Procedures, Check Out Questions, & Liability Forms**

- a. Aircraft scheduling is administered through an Internet-based computer scheduling system that is available twenty four hours per day, seven days of the week.
- b. Each renter is allowed to make **reservations on a first come, first served, basis.**
- c. Leaseback owners have priority scheduling access with 24 hour notice.

### **2. Reservation Policies -**

- a. The internet scheduling **system allows** each renter a total of up to:
  - 1) **Ten (10) reservations** at any one time,
  - 2) **Eight weeks** into the future.
- b. Renter's will be **temporarily blocked** from making reservations **if** they have been **inactive for over thirty days**. Contact 1World Aero, as needed, to re-activate your status.
- c. All **bookings will start and stop on the hour or on the half hour**. Aircraft usage for less than 30 minutes hobbs is discouraged.
- d. Renter's should **budget an minimum of thirty minutes to preflight and postflight**, when there are no complications, when flight plans have already been filed, and when weather has already been reviewed.
- e. No renter will schedule more than one fleet aircraft during overlapping time periods.
- f. The **start time** of each reservation **must be** scheduled for the renter's **planned arrival time** at the airport.

### **3. Changes of Plan -**

- a. If the **renter's plans are changed** for weather or other reasons, then he or she must **update the scheduling system** start time and inform 1World Aero by text messaging, telephone voice mail, or e-mail.
- b. Renters should **arrive at the airport no more than thirty (30) minutes past** the scheduled reservation **start time, or** otherwise if the renter has not notified 1World Aero of the their intentions, the reserved **airplane may be dispatched to another renter.**

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- c. If a renter returns much earlier than planned, he or she must adjust the scheduled end time as soon as plans are finalized, and give other renters the opportunity to use the aircraft.
- d. Renters must notify 1World Aero, and make all necessary arrangements to return the aircraft as soon as possible, when unable to return an aircraft as planned, due to weather or other circumstances. **No pilot is expected to fly in weather deemed to surpass their safe piloting skills, or in an airplane that is deemed to be unairworthy.**

### **4. Overnight Scheduling -**

- a. A **minimum number of rental hours** is established for each airplane to be used by a single renter **per 24 hour period**. The minimum number of hours shall be **posted in 1World Aero's office**.
- b. A 24 hour period **begins and ends at the same time on subsequent days**. The reference time for the start of a 24 hour period is the time at which the airplane was originally blocked off.
- c. If the aircraft **returns after that reference time**, a **charge of .5 rental hours per** increment of **4 business hours** will be assessed until a new 24 hour period occurs. Business hours are 8AM to 8PM Monday to Sunday.
- d. **Minimums** may be **adjusted** by 1World Aero on a **case by case basis**, dependent on seasonal demand and maintenance schedule.
- e. **1World Aero must approve each rental over 48 hours in duration**. Such requests should be submitted in email form to 1World Aero.

## **F - NONREVENUE OPERATIONS**

### **1. Fly Outs**

- a. Fly Outs are held **every quarter**, so that the membership can get to know each other, while gaining flying experience and proficiency.
- b. During Fly Outs the fleet is reserved to transport as many participants as is safe and practical to lunch at an airport within a 100 NM radius of KFME.
- c. **No member nor participant may be dropped off, nor picked up** at the destination.
- d. A qualified PIC shall be identified for each leg of the fly out in each aircraft. Each **PIC accepts to sponsor the cost of the leg** that is flown in that aircraft.

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- e. **Participants shall ride** along free of charge.
- f. Passenger seating is available aircraft performance permitting.
- g. If a student pilot is sponsoring the leg, passengers may not be boarded other than the student's Flight Instructor. Instruction shall be charged to the student.
- h. **Reservations** for Participation:
  - ii. A **sign up board** will be posted for Students and Renters to sign up on a **first come, first serve** basis.
  - iii. **Guests** of any of the above may travel **on a space available basis** after all participating members have been accommodated. All guests **must be approved** by the event coordinator. **Guests must** first have **signed the liability waiver** attached to this rental policy packet.
- i. Aircraft reservations made for Fly Outs shall take priority over all other schedule reservations made by renters.

### **2. Stranded Pilot and Airplane**

- a. Should an aircraft be grounded at another airport for weather, or mechanical reasons the renting **renter** will be **responsible for insuring their own transportation** back to their point of origin, **and** any hotel, motel and food **expenses**.
- b. **1World Aero will bill** the member for the entire **cost of recovering an airplane** that has been **stranded due to weather**. A pilot stranded due to marginal weather is expected to wait until safe weather prevails and to return with the airplane or to return for the airplane.

If an **airplane** is **stranded** at another airport **for mechanical reasons**, the **renter pilot is expected to wait for** the appropriate **repair** to be completed and return with the airplane **as long as repair can be completed in** the same amount of **time** that it would take for 1World Aero **to drive to** that airport to **pick up** the renter pilot.

- 4. 1World Aero will cover the cost to retrieve an airplane that is stranded for mechanical reasons within a 250 NM radius of FME. Thereafter, the renter is responsible for the cost of dispatching the least expensive fleet chase platform and company pilot with a qualified recovery staff pilot to retrieve the airplane. Each staff pilot and airplane

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will be billed at their appropriate rates as advertised online, however the charges will apply only on the portion of the recovery that exceeds 250 NM.

5. The renter may also elect to wait and return with the aircraft repaired, and in such case will only be charged for the flight time to return to the 250 NM limit.
6. **Cost of appropriate repairs will remain the responsibility of 1World Aero** so long as repairs are made **to correct wear and tear**. Repairs for **damage by a renter** shall be **covered by** the renter or by the renter's required **rental insurance** until 1World Aero's fleet insurance deductible is exceeded, and the fleet policy takes effect.
  - g. In all cases, the renter will be charged the regular applicable rental rate for the time operated up until the mechanical problem required the flight to be terminated.

### **3. Aircraft Maintenance and Repair**

- a. If a **problem is found, concerning the airworthiness** of an aircraft
  - 1) 1World Aero **must be notified by telephone or text message** regarding the nature of the problem. E-mail messages can only be used for secondary or backup information.
  - 2) A note concerning any mechanical problem, must be **entered in** the aircraft **squawk sheet**, by the renter that discovered the problem.
  - 3) A 1World Aero **DO NOT FLY placard** must be **placed on** the front page of the **dispatch binder**.
- b. If a problem is found that does not concern the airworthiness of the aircraft, but that may be of interest to pilots, THEN... A note concerning the problem should be placed on an aircraft-supplied post-it note, and placed on top of the dispatch binder and/or texted to 1World Aero. (For example: No shop towels on board, OR New scratch found on seat back.)
- c. **Only 1World Aero's Chief Pilot may authorize any expense for aircraft repairs, adjustments, or modifications, or specifically authorize a renter to perform minor maintenance if qualified, or notify that an aircraft is no longer grounded.**



# **1World Aero llc**

## **MINIMUM CHECK OUT SYLLABUS & REQUIREMENTS**

### **FLIGHT PORTION** (Instructor should initial completion of each.)

- 1) **Visual Departure to practice area/ADIZ transition/Visual Return to Tipton**
  - a. Phone use for outbound clearance. \_\_\_\_\_
  - b. Familiarization with landmarks identifying Class B and FRZ near FME. \_\_\_\_\_
  - c. Familiarization with Tipton traffic habits/local pattern entries. \_\_\_\_\_
- 2) **Manuevers**
  - a. 45 degree left and right \_\_\_\_\_
  - b. Slow Flight Dirty \_\_\_\_\_
  - c. Power Off Stall Straight/Turning Clean & Dirty \_\_\_\_\_
  - e. Power On Stall Straight/Turning Clean \_\_\_\_\_
  - f. BAI & GPS operations .25 hours \_\_\_\_\_
  - g. Unusual Attitudes: One high, one low, one of either (Minimum 3) \_\_\_\_\_
- 3) **Pattern Ops** (Minimum 6 landings)
  - a. Normal landing \_\_\_\_\_
  - b. Simulated engine out \_\_\_\_\_
  - c. Short Field Landing \_\_\_\_\_
  - d. Go Around Procedure \_\_\_\_\_
- 4) **Instrument Pilots**
  - a. 1 x Normal ILS. \_\_\_\_\_
  - b. 1 x Partial panel precision approach \_\_\_\_\_
  - c. 1 x Partial panel non-precision approach \_\_\_\_\_
  - d. 1 x published hold entry \_\_\_\_\_
  - e. 1 x unpublished hold entry \_\_\_\_\_
  - f. A total of 6 approaches
- 5) **Night Check Out** –
  - a. Minimum Three normal landings at FME. \_\_\_\_\_
  - b. BAI & radio navigation .5 night (.75 total) hours \_\_\_\_\_
- 6) **Phase Checks** - Students must perform a stage check or check out with another 1World Aero appointed CFI/CFII other than their governing CFI/CFII prior to renting the aircraft/acting as PIC.
- 7) **All Operators** – Completion of Check Out Packet and Oral Confirmation of familiarity of 1World Aero & Flight Club Policies and Procedures.

### **GROUND PORTION**

- 1) **Aircraft Checkout Packet** (If within BFR) \_\_\_\_\_
- 2) **BFR Packet** (If not within BFR) \_\_\_\_\_

**1World Aero Rental Policies and Procedures, Check Out Questions, & Liability Forms**

**RENTAL AGREEMENT**

**Client Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Primary Phone \_\_\_\_\_  
Secondary Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Residential Address (If Different) \_\_\_\_\_  
Emergency Contact Name \_\_\_\_\_ Primary Phone \_\_\_\_\_

**Documentation**

I, the client, agree to provide xerox copies of the following documentation prior to commencing flight training:

- a) Valid driver's license and US Birth Certificate \_\_\_\_\_
- or
- b) Valid US Passport \_\_\_\_\_

I, the client, agree to provide xerox copies of the following documentation prior to obtaining rental privileges:

- a) Current Medical Certificate. \_\_\_\_\_
- b) Current FAA Pilot Certificate \_\_\_\_\_
- c) Last page of pilot logbook \_\_\_\_\_
- d) Current Rental Insurance Declaration \_\_\_\_\_
- e) Aircraft Check Out Packet \_\_\_\_\_
- f) Check Out Syllabus \_\_\_\_\_

**Agreement**

I have read and understand the above and attached material titled "1World Aero Policies and Procedures," and I have received a copy of the above information. I agree to assume responsibility for all of the above procedures, future updates to this document, and I understand that I am also responsible for compliance with all applicable Federal Aviation Regulations. I understand that failure to comply with any of the policies outlined in this document, may not only be cause for termination of my rental privileges, but may invalidate the terms of 1World Aero's insurance, and in such case I, the client, will be held responsible for any damage or injury and resulting financial obligations.

I understand that by signing this document, I acknowledge that I have had the opportunity to consult legal counsel of my choosing about this document and that I have read and understand the terms, contractual nature, and legal significance of this document and execute this Consent and Release voluntarily.

Client Signature and Date \_\_\_\_\_

**1World Aero Rental Policies and Procedures, Check Out Questions, & Liability Forms**

<b><u>RENTER’S &amp; GRADUATE’S LIABILITIES</u></b>		
<b>COVENANT NOT TO SUE AND INDEMNITY AGREEMENT</b>		
PLACE	DATE	EXPIRES
Tipton Airport, Fort Meade, MD		INDEFINITE
<p>I _____ (print name) fully understand that as a rated or endorsed pilot, I am solely responsible for reviewing all weather and notam information prior to flight, as well as all aircraft maintenance records, as well as all reference materials used for my training or check out, and for obtaining clarification of any material for which I am uncertain, as well as for all information presented in the FAR-AIM, and FAA Advisory Circulars. I am further responsible for the maintenance of such knowledge after obtaining a rating or checkout at 1World Aero, including changes and updates to regulations, procedures, and FAA educational materials should they occur.</p> <p>I fully understand that as a pilot I am further responsible for ensuring that I fly, review and study frequently enough to be proficient enough to ensure my own safety and that of my own passengers, above and beyond the minimum currency requirements set forth by either 1World Aero and or the FAA. I pilot voluntarily, of my own free will, with full knowledge of the risks and responsibilities involved in flying an aircraft.</p> <p>I am fully aware that a failure to perform these tasks and to meet my above mentioned responsibilities may result in serious injury or death to myself, or to my passengers, or to members of the public. I shall not hold 1World Aero, nor any of its employees, liable in any way for my actions while acting as Pilot in Command of any aircraft. In the event of my death, or incapacitation while acting as Pilot in Command, my heirs, assigns, executors, and beneficiaries, shall not make any attempt to receive, nor shall they be entitled to receive, compensation from 1World Aero nor its employees, for any loss, illness, damage, injury, or expense occurring while I act as Pilot in Command, for which I MAY have had the final opportunity to avoid and prevent.</p> <p>As Pilot in Command I shall be responsible for the safe operation of the aircraft, for all information pertaining to the safety of each flight, and for insuring that the airplane that I am operating is in airworthy condition. [FAR91.3(a) "Responsibility and Authority of the Pilot and Command," FAR91.13"Careless or Reckless Operation," FAR91.103 "Preflight Action" AIM 7-5-1 "Accident Cause Factors" AIM Chapter 8 "Medical facts for Pilots – Fitness for Flight," FAR91.7 "Civil Aircraft Airworthiness," FAR91.9 "Civil Aircraft Flight Manual, Marking, and Placard Requirements"] A safe pilot is always learning and is able to evaluate their own personal readiness to undertake each flight from beginning to end.</p> <p>I understand that by signing this document, I acknowledge that I have had the opportunity to consult legal counsel of my choosing about this document and that I have read and understand the terms, contractual nature, and legal significance of this document and execute this Consent and Release voluntarily.</p>		
Renter/Graduate’s Signature		Terence Russell, 1 World Aero, LLC

**1World Aero Rental Policies and Procedures, Check Out Questions, & Liability Forms**

<b><u>PASSENGER'S LIABILITIES</u></b>		
<b>COVENANT NOT TO SUE AND INDEMNITY AGREEMENT</b>		
PLACE Tipton Airport, Fort Meade, MD	DATE	EXPIRES  INDEFINITE
<p>I _____ (print name) fully understand that I am about to voluntarily take part in various activities, including flight in aircraft operated by 1World Aero, LLC as a pilot, student pilot, copilot, instructor or passenger. I understand that boarding an aircraft operated by 1World Aero could potentially result in serious injury to me or even in death. In consideration of 1World Aero permitting me to take part in these activities, I, for my heirs, administrators, executors and assignees, make the following agreement.</p> <p>I agree I will not prosecute nor in any way aid in prosecuting any demand, claim, or suit against 1World Aero, its operators, instructors, members or pilots for any loss, damage, or injury to my person or property that may occur from any cause whatsoever as a result of boarding, traveling in, or deplaning from an airplane operated by 1World Aero. If I should take part in such a case, I agree to pay 1World Aero, its operators, instructors, members or pilots for all damages, expenses and cost they may incur as a result thereof.</p> <p>I understand and agree that I am assuming the risk of any personal injury or property damage to me that may result while taking part in flying activities. These include such injuries or damages as may be caused by the negligence of 1World Aero, its operators, instructors, members or pilots.</p> <p>I understand that by signing this document, I acknowledge that I have had the opportunity to consult legal counsel of my choosing about this document, and that I have read and understand the terms, contractual nature, and legal significance of this document and execute this Consent and Release voluntarily.</p>		
Passenger's Signature		Terence Russell, 1 World Aero
If a minor child, state age and have child sign. If he or she cannot sign, have parent or legal guardian sign for him or her (i.e. : "John Jones, by Harry Jones, his father")		
<b>FOR MINOR CHILD</b>		
I, _____, parent/guardian of the above said minor child, consent to his or her taking part in the activities of 1World Aero.		
Date:	Signature	

# **1World Aero llc**

## **PREHEATER OPERATION**

### **START UP**

1. Connect **alligator clips** to **battery**
  - b) Verify the red clip is connected to the positive terminal
  - c) Then connect black clip to negative terminal
1. Turn propane tank fuel flow **valve clockwise** to open
2. Turn the silver **blower toggle** switch to on
3. Press the red **priming button** closest to the toggle switch down.
4. Press the red **igniter button** down on the opposite side from the primer button.
5. When the preheater catches, release the igniter. Slowly release the primer button. If you release quickly, then the flame may die out.
6. Verify that the flame does not propagate beyond the preheat nozzle.
  - a) If the flame is too long, adjust the red **regulator knob** near the blower toggle.
  - b) The regulator should be set between 10 and 30 psi.
7. Attach the **ducting** hose

### **USE**

1. **Insert** the free end of the duct into one of the cowl gaps **below the engine cowl**.
2. Allow about 5 minutes of heating before switching to the other cowl gap.

**DO NOT LEAVE THE PREHEATER UNATTENDED.**

### **SECURING**

1. Turn the fuel flow valve OFF counter clock wise.
2. Disconnect hose. When PSI drops to zero turn the blower toggle to off.
3. Disconnect alligator clips
4. Return unit to office.

**I have reviewed, I understand, and I will follow and be responsible for the above procedures for the operation of the 1World Aero preheater.**

(Name) \_\_\_\_\_ Date \_\_\_\_\_