

1WORLD AERO

RENTAL POLICIES & PROCEDURES



Revision 12-2019

I AIRCRAFT CARE

A - **GENERAL AIRCRAFT CARE** – All renters are responsible for knowledge of the required procedures for care of the interior and exterior of the aircraft, as well as handling and servicing procedures are elaborated in the Pre and Post Flight Chapter of the 1World Aero Flight Training Manual.

B OPERATIONS

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.

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.**

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4. **Flight Preparations** – Procedures for dispatching and filing are elaborated in the Documentation and Filing Chapters of the 1World Aero Flight Training Manual.

5. **Weather – Except in an Emergency** Renters and Instructors shall dispatch in weather conditions that are consistent with the company Dispatch Authorization Guide.

6. **Parking in a Hangar** -
 - a. 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.
 - b. 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.

7. **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. With the exception of the TB200, fuel **tanks must be filled** after any flight returning **with less than three hours** of fuel **on board** for single engine aircraft. The TB200 must have at least one and a half hours of fuel to park without refueling.
 - 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**.

8. **SOCATA 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.)

9. **SOCATA Passenger Doors** –
 - a. **Do not taxi with the doors full up & open**.

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- b. **DO NOT RELY ON PASSENGERS** to secure the passenger door properly.
10. **SOCATA Flaps** - Leave the flaps in the takeoff position after flight so that they are ready for the next preflight and that occupants are less likely to try to step on them.
11. **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 2500 feet long**, that are **asphalt** surface runways.
 - a. Touch and goes are prohibited on runways of 2500 feet or less, or in retractable gear aircraft.
 - b. Pilots are expected to **go around if** touch down can **not** be completed in the **first third of the runway**.
12. **Multi Engine Operations** –
- a. Fleet Multi-Engine aircraft will only operate on runways that does **allow adequate Accelerate Stop Distance**.
 - b. Fleet Multi-Engine aircraft will operate where weight and atmospheric conditions allow at least a **50 FPM Single Engine Rate of Climb** to at least **OROCA/GRID MORA** in IMC, **or** to **MEF** when VFR, unless comfortably within drift down performance range of an alternate airfield or landing site.
 - c. In flight Simulated engine failures will be initiated by covering up the throttles and reducing one as needed at a safe altitude. Use of Mixture Idle Cut OFF to induce a failure is limited to ground operation prior to the lower of VSSE, VMC, or VR less 30%.
13. **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.
14. **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.

II 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. 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.
- c. Clients should expect an adequate debriefing of the flight as appropriate from their Flight Instructor (Typically 15-30 minutes long).

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.
- b. For **night currency, landings must be completed to a full stop**. Night full stops may count for day currency.

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- 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 **preceding 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.
- b. For an IFR checkout, or for an IPC, the 6 approaches must include at least:

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- 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.

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.
- 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 preceeding scheduled flight, and that pilot should make a reasonable effort to honor such request.

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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 may result in termination of rental privileges and will result in pursuit of the renter for any uninsured damages if applicable.
- 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**. Bugs should be removed with a 1World Aero-supplied terry-cloth towel and water bottle.

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- 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.

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.

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

E. **LIABILITY**

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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 \$100,000 per person 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 -

- 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.**

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- 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**.
- 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**

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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.
- e. **Participants shall ride** along free of charge.
- f. Passenger seating is available aircraft performance permitting.

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- 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.

- c. 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 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.

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- d. 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.
- e. **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. 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.**

MINIMUM CHECK OUT SYLLABUS & REQUIREMENTS

FLIGHT PORTION (Instructor should initial and date satisfactory completion of each.)

- 1) **Visual Departure to practice area/ADIZ transition/Visual Return to Tipton**
 - a. Online Filing and Phone use for outbound clearance delivery. _____
 - b. Familiarization with landmarks identifying Class B & FRZ near FME. _____
 - c. Familiarization with Tipton traffic habits/local pattern entries. _____
- 2) **Manuevers** – (Shows proficiency)
 - a. 45 degree left and right _____
 - b. Slow Flight Dirty _____
 - c. Power Off Stall Straight/Turning Clean & Dirty _____ (3-5 Stalls To Onset)
 - e. Power On Stall Straight/Turning Clean _____ (2-3 Stalls To Onset)
 - f. BAI & GPS operations .25 hours _____
 - g. Unusual Attitudes: One high, one low, one of either (Minimum 3) _____
- 3) **Abnormal Inflight Troubleshooting (Simulated) Scenarios** – (Shows familiarity)
 - a. 1 x Rough Engine: Fuel Pump vs Oil Loss _____
 - b. 1 x Simulated Fuel Starvation _____
 - c. 1 x Alternator Failure vs Transient Spike _____ (May combine with BAI)
 - d. 1 x Smoke – Electrical vs Cabin vs Engine _____ (May combine with BAI)
 - e. 1 x Emergency Gear Extension (If Applicable) _____
- 4) **Pattern Ops** (Minimum 6 landings – Stabilized approach. Negligible wear & tear.)
 - a. Normal landing within first third of runway _____
 - b. Simulated engine out / Power Off 180 to first third of runway _____
 - c. Short Field Landing to second runway stripe _____
 - d. Go Around Procedure _____
 - e. No Flaps Landing to first third of runway _____
- 5) **Instrument Pilots** (Stabilizes approaches mostly ¼ scale deflection or less.)
 - a. 1 x Normal ILS. _____
 - b. 1 x Partial Panel Precision Approach _____
 - c. 1 x Partial Panel Non-precision Approach _____
 - d. 1 x WAAS Approach _____
 - e. 1 x published hold entry _____
 - f. A total of 6 approaches. One autopilot coupled.
- 6) **Night Check Out** (Stabilized approach. Negligible wear & tear.)
 - a. Minimum Three normal landings at FME. _____
 - b. BAI & radio navigation .5 night (.75 total) hours _____
- 7) **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.
- 8) **All Operators** – Completion of Check Out Packet and Oral Confirmation of familiarity of 1World Aero Policies and Procedures.

GROUND PORTION

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

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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

NEW STUDENT, RENTER, GRADUATE, & PASSENGER LIABILITIES		
COVENANT NOT TO SUE AND INDEMNITY AGREEMENT		
PLACE Tipton Airport, Fort Meade, MD	DATE	EXPIRES INDEFINITE
<p>RENTER / GRADUATE: 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>STUDENT / RENTER / PASSENGER I _____ (print name) understand that 1World Aero aircraft have safely accumulated many thousands of flight hours since the company's start of operations in 2003, however during this time there have been a handful of emergency situations, and in a couple of instances these emergencies resulted in significant aircraft damage. I understand that despite 1World Aero's highly concerted best efforts to mitigate risk and to ensure my safety, that it cannot be guaranteed. I 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. 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, as well as for any minor persons I have included in my party.</p> <p>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. 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 beyond their reasonable control 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>STUDENT / RENTER / GRADUATE / PASSENGER: 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>		
Student/Renter/Graduate/Lead Passenger Signature		 Terence Russell, 1 World Aero, LLC
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")		
FOR MINOR CHILD		
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 Rental Policies and Procedures, Check Out Questions, & Liability Forms

RENTAL INSURANCE REQUIREMENTS

Clients renting or taking lessons in 1World Aero aircraft are covered by the company's fleet insurance policy up to \$100,000 per person per occurrence in liability coverage, as well as a small \$5,000 Triage coverage for ambulance services. Staff covered under required worker's compensation policy are only covered to the same \$100,000 per accident occurrence limit.

In the event of a serious injury, the \$100,000 liability limit could easily be exceeded by a victim's costs for post-accident treatment and care. In such cases an individual's own private health insurance is tasked with additionally addressing the costs of one's injuries. 1World Aero discourages anyone not in possession of private health insurance from boarding or operating a fleet airplane. Anyone who does not possess private health insurance is strongly encouraged to purchase Aviation Renter's Insurance or Aviation CFI insurance prior to acting as PIC.

Further, all (Student through ATP) renters of 1World Aero aircraft must show proof of coverage by an active Aviation Rental Insurance policy prior to operating as PIC.

CLIENT'S ACKNOWLEDGEMENT: PRINTED FIRST & LAST NAME, SIGNATURE, & DATE

NIGHT OPERATIONS

It is 1World Aero's policy to discourage renter's from using fleet single-engine piston aircraft for night operations other than what is required to meet requirements towards a PPL or CPL license, or towards minimum night currency requirements in the local traffic pattern. We encourage pilots who wish to fly at night to obtain a multi-engine rating. This recommendation is derived for two principle reasons. The first is due to the limited ability to maintain situational awareness and complete a successful forced landing in low light conditions, and the second is the inability to guarantee safe single engine piston operations. We understand certain renters are inclined to perform a risk analysis and still choose to fly at night in single engine piston aircraft against our recommendation. In such cases 1World Aero requires that the renter pilot:

- 1) Have current Health Insurance coverage in addition to current Aviation Rental Insurance,
- 2) Ensure that their passengers all have current Health Insurance coverage, and that a signed Passenger Liability Waiver is provided to 1World Aero for each individual prior to departure,
- 3) Defend and hold 1World Aero harmless in the event of a forced landing at night per 1World Aero's "New Client, Student, or Passenger's Liabilities" Form included in the 1World Aero Rental Agreement.

CLIENT'S ACKNOWLEDGEMENT: PRINTED FIRST & LAST NAME, SIGNATURE, & DATE

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 20 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 for a **SOCATA**.
 - **Under the loose top cowl door** and aim at the oil pan for a **Piper Warrior**.
 - **Under the landing gear brace fork** and aim up at the oil pan for a **Piper Arrow**.
 - **Please do not heat through the air intake**.
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 counterclockwise.
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 _____