

1WORLD AERO

RENTAL POLICIES & PROCEDURES



Revision 10-2021

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 that 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.

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

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 posted to the Resources Page of 1WorldAero.com.
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. 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.
8. **PA30 Baggage Doors** –

Lock the baggage before departure. The baggage door can be used as an emergency exit even when locked from outside.
9. **Piper Passenger Doors** –
 - a. DO NOT RELY ON PASSENGERS to secure the passenger door properly.
 - b. Crosscheck the passenger door top and bottom latches before crossing the hold short line.
10. **Preheater Use** – Aircraft engines must be preheated when OAT has been less than 3C in the last three hours. Operators must have been shown how to use the preheater by a 1World Aero staff member, and shall follow the checklist written

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

on the preheater OR the checklist provided in the Winter Operations Chapter of the 1World Aero Flight Training Manual.

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

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

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.

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

- 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 forward 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:

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

- 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.

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

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. The following may result in termination of rental privileges:
 - Careless damage to the aircraft interior
 - Unauthorized dispatch contrary to the Dispatch Authorization Guide or Negligent operation of fleet aircraft may also 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.
- e. **Cancellation Policy** - 1World Aero will allow one last minute cancellation of less than 24 hours for health, job, and family reasons, HOWEVER afterwards 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 -

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

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. Check In the aircraft via Flight Schedule Pro, create an invoice via the program, and settle the invoice using the office credit card machine. Fuel and Credit card receipts should be stapled to the "Receipt Staple Sheet" binder in the office with renter name and aircraft tail number.
- b. If leaving cash or a check, please make sure to slip it under the "Manager's" door.

3. Flight Locating -

- a. **No flight** will be made **without**:
 - 1) **Checking out the aircraft via Flight Schedule Pro and making a reservation that** indicates the pilot name, and airplane tail number, destination, and passenger names.
 - 2) Providing the following information in the Comments block of your 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

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

(EXAMPLE: JACK A/JILL B, PALEO ESN PALEO, ETA FME 2115Z)

- 3) Text 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. The requirement does not apply to training flights to meet PPL and CPL FAA certification requirements
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, Garmin Pilot, or 1800WXBrief.com.

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 and returning the following items found at the end of this packet:

- a. A ***Rental Agreement*** to act as Pilot In Command, or to receive Dual Instruction.
- b. To act as Pilot In Command:

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

- *A Renter's or Graduate's Liability Form*
 - *A Night Operations Statement.*
 - *A Renter's Insurance Statement*
- c. *A Passenger's Liability Form* for each passenger within the renter's flight manifest/party

2. Insurance

Renters are required to carry enough individual renter's insurance to cover any deductible in force by 1World Aero's insurance underwriter, to provide coverage for passengers, and to provide supplemental liability coverage. The minimum required liability and hull coverage limits are kept current in the Dispatch Authorization Guide.

Corresponding Liability and Hull Coverages must be secured prior to dispatching an aircraft for flight training subsequent to a Demo, Discovery, or Tour Flight.

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 FlightSchedule Pro 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.

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. Standby reservations are available.
- 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:

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

- 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 a 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 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 weather deemed to surpass their safe piloting skills, or in an airplane that is deemed to be unairworthy.

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

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 Dispatch Authorization Guide.
- 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.
- 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.

5. Scheduler Access and Cyber Security

- a. All clients agree that they will allow 1World Aero to store Driver's License, Date of Birth, and FAA Certificate, Passport or Birth Certificate control numbers in the Company Document Portal offered by Flight Schedule Pro. Clients shall hold 1World Aero harmless for any deficiency in Flight Schedule Pro cyber security which might occur.
- b. All clients and staff agree to actively police any community computers and disconnect Flight Schedule Pro accounts when that computer is left unattended at any time.

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.

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

- 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.
- 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:
 - i. A sign up board will be posted for Students and Renters to sign up on a first come, first serve basis.
 - ii. 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 100 NM radius of FME. Thereafter, the renter is

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

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 100 NM.

- 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 100 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) _____

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 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 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

REQUIRED 1WORLD AERO TO OCCUPANT LIABILITY LIMITS AGREEMENT RENTAL, DEMO OR TOUR FLIGHT PASSENGER OR RENTAL PILOT ACKNOWLEDGEMENT

Safety is a prime concern for everyone at 1World Aero. All staff pilots are trained and certified to strict FAA requirements, and fleet aircraft are maintained compliant with strict FAA requirements. Additionally, Tour Pilots and Mechanics are monitored under FAA Regulated Random Drug and Alcohol screening, and our fleet aircraft are under continuous oil analysis for patterns of wear and fatigue. All flights are dispatched only after an FAA-standard weather briefing is received by the Pilot In Command, and a comprehensive preflight inspection of the airplane is performed by that Pilot. Pilots are subject to duty and rest limitations. 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. Despite 1World Aero's highly concerted best efforts to mitigate risk and to ensure passenger or user safety, it is impossible to guarantee. Every passenger boarding a fleet airplane must fully understand that they do so at their own risk and that doing so could potentially result in serious injury or worse.

Based on our research, we believe that nation-wide a low to medium risk engine malfunction occurs at an interval of 3000 to 5000 hours (urgent diversion), and a high-risk malfunction occurs every 9000 hours (sudden or rapid engine failure). Such failures lead to accidents with injuries approximately every 135,000 flight hours. The risk of a fatality in a single-engine piston is one in 370,000 hours. By contrast, airline operations in jet aircraft reportedly suffer a malfunction and diversion every 350,000 hours. Private pilots typically accumulate 250-1500 hours for pleasure and business flight experience in piston aircraft during their flying years. Commercial pilots generally build 1000-1500 hours in piston aircraft prior to starting a career as an Airline or Corporate Pilot in jet aircraft.

Every passenger, student, or renter, including minor-passenger guardians, therefore agrees that in the event of an incident or accident in 1World Aero aircraft, liability will be limited to coverage offered by 1World Aero's Commercial Liability insurance, and that they shall not prosecute nor in any way aid in prosecuting any further demand, claim, or suit against 1World Aero, its operators, instructors, members or pilots for any loss, damage, or injury to any person or property that may occur from any cause as a result of boarding, traveling in, or deplaning from an airplane operated by 1World Aero, or otherwise shall agree to pay 1World Aero, its operators, instructors, members or pilots for all damages, expenses and cost they may incur as a result thereof. 1World Aero's aviation commercial liability policy provides a \$1,000,000 combined single limit with \$100,000 bodily injury protection per passenger per occurrence.

In consideration of 1World Aero permitting me to take part in the above Demo Flight or Tour Flight activities, I, for my heirs, administrators, executors and assignees, agree to the above conditions. 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.

Each Rental, Demo Flight or Tour Flight Passenger, or Rental Pilot Printed Name / Signature / Date:

FOR PARENT/GUARDIAN OF MINOR OR CHILD : I, parent/guardian of _____
who is a minor, consent to their taking part in the activities of 1World Aero.

Printed Name / Signature / Date:

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NEW STUDENT, RENTER, GRADUATE, & PASSENGER LIABILITIES

ACKNOWLEDGEMENT OF RESPONSIBILITY

PLACE Tipton Airport, Fort Meade, MD	DATE	EXPIRES INDEFINITE
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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.

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.

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.

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.

Student/Renter/Graduate Signature:

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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, including passengers, who are 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. All aircraft renter pilots must carry non-owned aircraft insurance policy with at least \$250,000 of liability coverage per aircraft occupant, as well as \$10,000 of Hull Coverage to address deductibles.

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 principal 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