



# Pilot Handbook

**Flight Training Policies, Procedures &  
Flight Training Program Outlines - 2024**



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# Contents

<b>Pilot Handbook</b>	<b>1</b>
<b>Contents</b>	<b>2</b>
<b>Amendment Record</b>	<b>4</b>
<b>Section 1: General Information</b>	<b>6</b>
Welcome to Centennial!	6
Licensing and Medical Summary	7
Ground School	9
Student Records	9
Payment of Fees	10
Training Costs	10
Pilot Supplies	10
Student Dispute Policy	11
Getting Ready to Solo	12
Medical Examinations	13
Transport Canada Written Exams	14
Transport Canada Flight Test	14
Licencing	15
Bookings	16
Cancellations and No-Shows	17
Flight Lessons	18
Aircraft Rentals	20
Pilot Currency	20
Checkride Requirement	21
<b>Section 2: General Procedures &amp; Operating Minimums</b>	<b>22</b>
Introduction	22
Weather Minima - General	22
Outside Air Temperature	22
Aircraft Surface Contamination	23
Crosswinds	23
Student Pilots	24
Licensed Pilots	25
Dual/Instructional Flights	25
Night VFR	26
VFR-OTT	26
IFR	26
Flight Operations - All Pilots	28
Fuel Reserve Requirements	29
Down Times	30
Minimum Altitudes	30

Low Level Practice	30
Over Water Flights	31
Flight Plans	31
Training Areas	32
Solo Cross Country Routes	33
Solo Flight Currency	33
Transborder Flights/Flights to U.S.	33
Flight in Mountainous Areas	34
Unpaved Strips	34
Appropriate Equipment	34
Special Operations	34
Centennial Summer Operations	35
Centennial Winter Operations	36
Aircraft Ramp Parking	38
Hanger Movement	39
Securing Aircraft	40
After Hours Departures/Arrivals	40
Aircraft Journey Log Book/Daily Flight Record	41
Reporting Aircraft Defects	41
Emergency, Forced or Precautionary Landing	42
Flight Tracking - Spidertracks	43
<b>Section 3: Flight Training Program Outlines</b>	<b>44</b>
Recreational Pilot Permit	45
Private Pilot Licence - Aeroplane	47
Commercial Pilot Licence - Aeroplane	49
Night Rating Requirements	52
VFR Over the Top (VFR OTT) Rating Requirements	53
Multi Engine Rating	54
Instrument Rating	55
Flight Instructor Rating	57
<b>Aircraft Rental Agreement</b>	<b>60</b>

# Amendment Record

AMEND NO.	AMENDMENT DATE	ENTERED BY	DESCRIPTION OF CHANGE
Original V1	Oct 01, 2023	Andrew Kwiatkowski	Original Version Issued
V2.0	Mar 4, 2024	Andrew Kwiatkowski	Aircraft Rental Policy added

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## Section 1:

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# General Information

## Welcome to Centennial!

Thank you for choosing Centennial Flight Centre (CFC) for your aviation training. We will do our very best to meet or exceed your expectations to prepare you for a future in aviation. **Our goal is to train safe, thinking and employable pilots.** Please review this handbook to ensure a smooth and effective training experience.

### Code Of Conduct

Respect for each other, our equipment and facilities must be maintained at all times. Zero tolerance is given for mistreatment of any above mentioned and could result in your removal from our programs and compensation for willful damages will be expected.

### Housekeeping

Keeping things in tip top shape for your use during your stay is not only good housekeeping but is key to safety and success. After every use, we expect our equipment to be left clean and free from personal refuse and belongings. Any defects found must be reported to the necessary departments immediately following your flight. If you choose not to, a charge for cleaning may be invoiced to you.

### Feedback

We strongly encourage your open and honest feedback in order for us to improve and maintain a top quality service now and in the future. Your feedback will help us make changes to improve the quality of training and student experience.

### Flight Training Policy

Flying involves a degree of discipline that ensures the safety of each flight. We will help you develop a professional approach during your training and, to assist you, we ask that you recognize our policies and procedures with respect to all aspects of your flight training. By following the procedures and processes we have in place, your success will be our success. Upon completion, you will feel confident that you have exceeded the licensing standards established by Transport Canada.

## Licensing and Medical Summary

Licensing and Medical requirements are governed by the Canadian Aviation Regulations (CARs). The following tables are a summary of the requirements. For more information, refer to the Flight Training Program Outlines in this handbook, and the CAR's Personnel Licensing and Training Standards 421.

Transport Canada Aviation Licence Requirements		
Minimum Age (years)	Licence/Permit	Licence Restrictions & Privileges
14	Student Pilot Permit	No passengers. Flight must be supervised by instructor
16	Recreational Pilot Permit	Max One Passenger, Restricted to daylight hours and Canada airspace only
17	Private Pilot Licence	May add-on additional ratings: <ul style="list-style-type: none"> <li>- Night</li> <li>- VFR Over-the-Top</li> <li>- Instrument</li> <li>- Multi Engine</li> <li>- Float</li> </ul>
18	Commercial Pilot Licence	May add-on additional ratings <ul style="list-style-type: none"> <li>- Instrument</li> <li>- Multi Engine</li> <li>- Instrument</li> <li>- Flight Instructor</li> </ul>
21	Airline Transport Pilot Licence	Fly as PIC on minimum two crew airplane

Airplane Licencing & Medical Requirements						
Licence or Permit Type	Age	Medical Category	Validity Period (over 40)	Knowledge	Skill	Minimum Experience
Student Pilot Permit	14	1, 3 or 4	60 months	PSTAR 90%	Certified Ready to Solo	As per SKILL
Recreational	16	1, 3 or 4	60 months (24 months)	RPPAE 60%	Flight Test	Total: <b>25 hrs</b> Dual: 15 hrs Solo: 5 hrs Dual X-Country 2 hrs
Private	17	1 or 3	60 months (24 months)	40 hours ground school PPAER 60%	Flight Test	<b>Total: 45</b> Dual: 17 Solo: 12 Dual XC: 3 Solo XC: 5 Instrument: 5 - 3 hrs may be sim
Commercial	18	1	12 months (12 months, 6 months if single pilot with passengers)	80 hours Ground school CPAER 60%	Flight Test	<b>Grand Total: 200</b> Total PIC: 100 PIC XC: 20  <b>Post PPL</b> Dual: 35 Solo: 30 Dual XC 5 Instrument 20 - 10 hrs may be sim  <b>Night:</b> Dual: 5 Dual XC: 2 Solo 5

## Ground School

CFC offers Private Pilot and Commercial Pilot Ground School courses. Courses are instructor led, in classroom or optionally students may join virtually via google meet. Courses run throughout the year every three months based on demand.

Centennial Flight Centre uses Google Classroom to allow students online access to all classroom resources, slides, study guides, and quizzes. Students will require a free google account to access course content online. Some classes may have a mandatory in-person requirement due to effective learning by topic.

### Attendance

Attendance is taken for each classroom session and a student record is maintained. Transport Canada requires students to complete a minimum 40 hours of ground school for the PPL course and 80 hours of ground school for the CPL course. Ground school class attendance is required to complete these requirements.

If you will be absent, please notify the ground school instructor. Missed classes may be made up with credit hours for self study and completion of the corresponding quizzes online through google classroom. Additional 1-on-1 briefing time, if required to make up material or hours will be available at the instructor hourly rate.

## Student Records

A **Pilot Training Record (PTR)** will be maintained for each student by the flight instructor as required by CAR 405.33. Although the instructor is ultimately responsible for PTR entries, students are permitted to write solo flight entries and comments under the direction of an instructor following a solo flight. PTR entries must match the student's personal logbook. The PTR is kept at the flight school and will be submitted to Transport Canada at the completion of training.

**The PTR is a critical record and must NOT be removed from the flight school.**

Students must maintain a current personal logbook that should be brought for each flight. Please ensure entries are legible! This personal logbook serves as a permanent record of aviation experience.

## Payment of Fees

Flight training at Centennial Flight Centre operates on a pay-as-you-go basis. There are no requirements to purchase blocks of time in advance with the exception of ground school courses.

Centennial Flight Centre uses Square Processing to collect card payments.

Payments are processed as the following:

- Credit Card: All major credit cards are accepted. For an easy payment solution students and renters are able to leave a card on file within their Square profile to allow for easy processing. When paying with a credit card there is a 2.65% fee attached to all in-person and 3.15% fee for all 'card on file' transactions at the student or renter's expense. This fee may be subject to change.
- Debit Card: Square is able to process transactions with all debit cards. There is a 0.75% + 7 cent fee attached to all debit transactions at the student or renter's expense.

Students and renters are able to transfer money on account to draw from when a flight is completed or on a lump sum basis. Cash and cheques are also accepted.

## Training Costs

Pilots are normally charged for aircraft Flight Time (engine start to stop) which is recorded by a Hobbs Meter. For a dual instructional flight, the instructor hourly rate will be added to the aircraft rental rate.

Instructor time on the ground will be billed at the instructor hourly rate. Ground time may include:

- Preparatory Ground Instruction (PGI),
- Pre-flight and Post Flight briefing,
- Post flight paperwork,
- Scheduling and planning
- Any additional ground briefing time as required

A typical flight lesson will be approx 1.3 hours flight time and 0.3 to 0.5 hours ground time.

## **Pilot Supplies**

Pilots will require certain materials for flight training such as textbooks, charts, a kneeboard, and other items. These can be purchased at Centennial or through other retailers. The additional cost of textbooks and pilot supplies must be considered by students.

Centennial Flight Centre offers a 'Ground School Kit' for Private Pilot Licence training which includes all the required study materials.

### **Pilot Headsets**

Centennial Flight Centre has headsets available for rental as a convenience to pilots and passengers. Student pilots will need to supply their own headset for the duration of training.

## **Student Dispute Policy**

Any problems concerning fees and/or the performance of Centennial Flight Centre's obligations to the student should be forwarded to the appropriate instructor immediately. Should the issue not be resolved at the instructor level, the issue should be further forwarded to the General Manager or President within 30 days of the transaction. Flight training related questions, issues, and safety concerns should be forwarded to the Chief Flight Instructor or designate, Dispatcher or President.

# Getting Ready to Solo

## Students Must:

### Have

- A Category 1 or 3 medical is required for a Private Pilot Licence (PPL). A Recreational Permit (RPP) or Student Pilot Permit (SPP) requires a category 1, 3 or 4 medical.
- Identification: Birth Certificate, Citizenship Card or valid passport
- Radio Operator's Certificate

### Study:

- The Study and Reference Guide for the Student Pilot Permit (TP11919) to prepare for the PSTAR exam is [available online](http://www.tc.gc.ca) through the Transport Canada website (www.tc.gc.ca).
- The Study Guide for the Restricted Radio Operator Certificate with Aeronautical Qualification (RIC-21) is [available online](http://www.ic.gc.ca) through the Industry Canada website ([www.ic.gc.ca](http://www.ic.gc.ca)).

### Complete:

- Approximately 12 - 25 hours of dual instruction to demonstrate proficiency in the aircraft
- Pre-solo Written Exam (PSTAR). This exam consists of 50 questions and requires a minimum 90% pass. The exam must be corrected to 100% by a flight instructor.
- Radio examination (min 70%).

## Student Pilot Permit

Before you fly solo, a Student Pilot Permit must be issued by the Transport Canada Authorized Person. Centennial has an in-house Authorized Person for your convenience.

The Student Pilot Permit, Medical Certificate, and Radio Operator's Licence must be carried with you for solo flights. All solo flights must be authorized and supervised by a flight instructor. The pilot is restricted to day only and no passengers may be carried.

## Medical Examinations

Aviation Medical Examinations must be conducted by a Civil Aviation Medical Examiner (CAME), with the exception of Category 4 medical forms which may be signed by any physician.

**To avoid possible training delays, students are advised to complete a medical as soon as possible due to lengthy Transport Canada processing times.**

It can potentially take up to 3 months to receive a medical certificate in the mail. Flight training and ground school may be started without a valid medical; however, a medical is required to fly solo without an instructor. Training may need to be paused while waiting for a medical which will result in training delays and increased costs.

A list of Aviation Medical Examiners can be found [online](#) through the Transport Canada website.

The average cost of a medical varies between \$150 - \$200.

### Cannabis Use

Flight crew (pilots and flight engineers) and flight controllers (air traffic controllers) are prohibited from the use of cannabis for at least 28 days before being on duty.

The 28-day policy applies to all flight crew and flight controllers who require Transport Canada Medical Certificates for their aviation permits, licenses, or ratings.

More information can be found [online here](#) or through the Transport Canada website.

## Transport Canada Written Exams

In order to attempt the **Transport Canada Private Pilot Written Exam**, the student must:

- Complete a practice exam at Centennial or show proof of having completed a practice exam through an online course, and achieve a minimum mark of 70%.
- Have completed a minimum of 10 hours of flight training.
- Receive a **Recommendation Letter** from the Chief Flight Instructor or designate
- Hold a valid medical as required.

In order to attempt the **Transport Canada Commercial Written Exam**, the student must:

- Take a practice exam at Centennial and achieve a minimum mark of 70%.
- Have 100 hours total time
- Receive a **Recommendation Letter** from the Chief Flight Instructor or designate.
- Hold a valid Category 1 medical.

Note: If using an online ground school course (eg. Pilot Training.ca), the course typically provides a completion and recommendation letter for the written exam.

## Transport Canada Flight Test

Refer to the applicable Transport Canada Flight Test guide, which can be found [online](#) through the Transport Canada website.

Flight Test Guide Recreational Pilot Permit TP13723

Flight Test Guide Private Pilot License TP13462E

Flight Test Guide Commercial Pilot License TP13462E

### The student must bring:

- a. Proof of meeting the applicable medical standard for the licence
- b. **Recommendation Letter** from flight instructor. This letter must indicate that the student has
  - i. Met the standards of a pre-flight test evaluation
  - ii. Complete a minimum of 75% of the training time required:
 

1. Recreational Permit	19 hours
2. Private Pilot Licence	35 hours
3. Commercial Pilot Licence	150 hours

Note: The CPL written exam must be completed prior to the CPL flight test.

Centennial Flight Centre has an in-house Transport Canada examiner for PPL and CPL flight tests. External examiners are available as well.

## Licencing

A written test is valid for two years and a flight test is valid for one year. You must complete all the licencing requirements before either test expires, otherwise the expired test will need to be redone.

To be issued a licence you must provide the following original documents to your instructor who will assist you with the application and check that all the requirements for the licence have been met:

- Student Pilot Permit (or Pilot's Licence booklet)
- Valid Medical Certificate of the appropriate category
- Complete and accurate Pilot Training Record (PPL, CPL, Instructor)
- Pilot Logbook
- Application for Flight Crew Licence. This will be completed with the help of your instructor.
- For PPL applicants, an application for an Aviation Document Booklet and a passport picture
- Proof of written exam
- Proof of flight test

When ready, applications and paperwork should be forwarded to Centennial Flight Centre's in-house, Transport Canada Authorized Person.

## Bookings



Centennial Flight Centre uses online software to manage aircraft, simulator, and instructor bookings. You will have free access to manage your account details, schedule flight reservations, cancellations, and more. Aircraft, simulator and/or instructors can be booked [online](#) using Flight Schedule Pro or alternatively through a dispatcher in person or by phoning (780) 451-7676.

The following procedures apply for aircraft bookings; subject to Aircraft Rental policy below.:

1. A standard dual flight lesson booking is 2 hours, however should be adjusted based on the lesson and the time needed for ground briefings. Aircraft are booked for the time needed to complete the lesson plus 15 minutes prior for the walk around and 15 minutes following the lesson in case of unforeseen circumstances. Instructors are booked for the full time with the student from the ground briefing start until the aircraft is expected to return to the school.
  - a. When booking a dual flight include your Instructor Only (Ground) Time but add 15 minute time intervals to the beginning and end of your flight time.
    - i. For Example: Dual booking from 1000 - 1200, Instructor is needed for the first 15 minutes and last 15 minutes for pre and post briefing sessions. The aircraft would then be booked from 1015-1145. Refer to image.

### New Reservation

Close

Activity Type*	Dual Flight	
Start*	2023-03-16 10:00 AM	
End*	2023-03-16 12:00 PM	
	<input type="checkbox"/> Recurring?	
Customer 1*	Justyse Montpetit (Me) 	
Customer 2	Search by Name	
Aircraft *	Cessna 172S GXSP	
Instructor *	Haochen Ma	
	<div> <div>Include Instructor-only time (Optional)</div> <div> <div>First 15 Minutes</div> <div>Last 15 Minutes</div> </div> </div>	

ii.

2. Pilots will be charged Flight Time; the Hobbs (engine running) time used on the aircraft.
3. Pilots are cautioned to arrive in advance of their booking to ensure a reasonable time of departure or risk cancellation of their booking.

## Cancellations and No-Shows

**The following applies to all bookings (ie. aircraft, simulator, instructor):**

A booking may be freely cancelled more than 24 hours in advance. Bookings can be cancelled online through Flight Schedule Pro, by phone (780) 451-7676, by email to [info@centennial.ca](mailto:info@centennial.ca) or in-person. In the case of a dual instruction booking, please also notify your flight instructor as a courtesy.

### Weather Cancellations

A pilot or student pilot after consultation with their instructor, may freely cancel a booking due to weather. The specific weather conditions that lead to the cancellation must be stated in the reason for cancellation. Student pilots are encouraged to have several flight plan options for longer flights to limit cancellations.

### Late Cancellations

A student pilot or renter cancelling within 24 hours of a booking may be charged a \$100 late cancellation fee. Exceptions are limited to bad weather, illness or circumstances where the pilot is unfit to safely fly.

Note: Flight Schedule Pro restricts late cancellations within 24 hours. Bookings cancelled within 24 hours must be cancelled by phoning the dispatcher and in the case of dual bookings, also notifying the instructor. Repeated late cancellations will be discussed with management.

### No Show Fee

If a student pilot or renter is more than 20 minutes late for a booking and does not notify dispatch and/or the instructor of the delay, CFC reserves the right to cancel the booking and charge a \$100 No-Show Fee.

### Aircraft Late Return

If a rental pilot anticipates the late return of an aircraft, the dispatcher must be notified to update the ETA for the purpose of flight following and to coordinate with subsequent affected bookings. The original booking may be extended by the dispatcher based on aircraft availability.

In the case of an aircraft returning more than 15 minutes late and affecting another booking slot, CFC reserves the right to charge the cost of the aircraft for the lost booking.

# Flight Lessons

## Dual Flight Lessons

We recommend that students book lessons at least two weeks in advance to ensure preferred times are available. Flight instructor availability and work schedules are kept up to date online in Flight Schedule Pro for student bookings. Please also coordinate with your instructor when making bookings to ensure availability and appropriate times are allocated for the aircraft, simulator and ground briefings. If a student is having difficulty obtaining training times with their instructor, please notify the instructor. If the situation is not resolved, please contact the Chief Flight Instructor or Management.

## Solo Flight Lessons

Once a student has completed their first solo, they will plan their flying schedule with their instructor to include both solo and dual flights.

The student must carry their valid medical certificate, student pilot permit, and radio operator's licence on their person for solo flights.

Please ensure that supervision has been arranged with your instructor before you come to fly! It is the student's responsibility to notify their instructor when they have booked a solo flight and will require supervision. If a student shows up with no pre-arrangement, there may not be an instructor readily available for signout and the solo flight booking may have to be cancelled (in which case a cancellation fee applies as well).

## Solo Flight Supervision

**All solo training flights must be authorized and supervised by a flight instructor and include a pre-flight briefing and post flight debriefing. [CAR 405.32 & CAR 405.31](#)**

The instructor shall sign the Daily Flight Record to authorize the flight. The instructor is responsible for supervision. All solo training flights must include a pre-flight briefing and post flight debriefing by a flight instructor. The preflight briefing shall include the exercises to be practiced. Practice of unauthorised manoeuvres or exercises is prohibited.

The flight instructor responsible for supervising the solo flight of a Student Pilot Permit Holder or a night rating student must be readily reachable by phone or radio, and must be physically present either at the flight school location or, if flying, in the nearby vicinity covering a reasonable operational area.

The supervising instructor is responsible for maintaining an overall situational awareness of the progress of the training flight, weather conditions, and safety considerations which may affect the flight. Available tools such as Spidertracks and text/phone call check-ins during cross-country stops should be used.

In the event that the student's instructor cannot supervise the flight, the instructor will arrange supervision with another instructor. An instructor who wishes to leave work, may pass on supervision responsibilities to another instructor provided the relieving instructor is briefed appropriately.

Student Pilot Permit holders and solo night rating students are reminded that passengers cannot be carried onboard.

## Aircraft Rental

Aircraft rentals are available to licenced pilots. The following procedures apply to rentals:

- Ensure currency and checkride status prior to coming to the flight school
- The pilot must be current on the aircraft type to be flown. See **Pilot Currency**.
- The pilot must ensure checkride status prior to coming to the school. See **Checkride Requirements**
- Dispatch will request to see the pilot's license, medical certificate and radio operator's license.

### Bookings longer than 3 hours

Centennial strives to provide efficient training and ensure aircraft availability for all pilots throughout their training. CPL student pilots and renters booking C172M/N models may be limited to a maximum of three hours between 0800 to 1800 hrs.

This DOES NOT apply to PPL training.

CPL student pilots and renters are welcome and encouraged to fly longer crosscountry flights, and should complete a rental checkout on the C172S (GXSP) or the Piper Arrow (GFLY) for greater flexibility when booking. Only GFLY is available for overnight bookings.

A minimum flight (hobbs) time of half of the booking must be flown. Eg. If a pilot books an aircraft for 6 hours, the minimum flight time required is 3 hours. Full day bookings require a minimum of 5 hours flight time during summer (May through Sept), and a minimum of 4 hours during winter (Oct through April).

#### C172 M/N Fleet:

- Rental bookings of more than 3 hours will be charged a minimum of 50% of the time booked.
- Overnight bookings are NOT permitted.

Note: These procedures do NOT apply if a pilot is forced to extend a booking or overnight due to weather, mechanical or any safety related issues. In such a case, the pilot must advise and coordinate with dispatch and their instructor, if applicable.

#### C172S (GXSP) or Piper Arrow (GFLY)

- Pilots may book either plane as required following the successful completion of a checkout.
- Full day bookings (8 hours or more) will be charged a minimum of 50% (four hours).
- Overnight bookings will only be approved on the Piper Arrow (GFLY).

## Pilot Currency

To ensure the continued safety of our pilots and to encourage a high standard of pilot proficiency, Centennial Flight Centre requires all pilots holding a Private or Commercial Pilot Licence to meet certain requirements in addition to the Transport Canada minimum currency requirements.

**All pilots must have flown as PIC or dual on a Centennial aircraft, and the same aircraft type if applicable, at least once within the previous 90 days.**

Note: A pilot who has flown as PIC on the Piper Arrow or C172S (GXSP) is considered to have met this requirement if wishing to rent a C172M/N.

The rental pilot is responsible to demonstrate proof of currency (eg. logbook, invoice) when requested by dispatch.

If the 90 days currency lapses, pilots will be required to complete a 'Currency Ride' with a flight instructor which shall include a pre-flight briefing, a short circuit flight (0.7-1.0 flight time) to demonstrate proficiency, and post flight debriefing. The instructor will review emergency procedures and, if possible, at least one crosswind landing shall be completed.

Exceptions to this policy can only be granted by the CFI or delegate.

## Checkride Requirement

All licenced pilots renting Centennial aircraft are required to maintain current checkrides on Centennial aircraft.

A checkride is a dual flight with a qualified flight instructor, lasting approximately 1.3-1.5 hours flight time and applicable ground time (0.5-0.8), to include a review of upper air work, emergency procedures including a forced approach and circuits. The objective is to provide a regular evaluation of pilot skills and aeronautical knowledge, and ensure pilots are further developing their proficiency. The Chief Flying Instructor or designate reserves the right to request a checkride at any time if there are issues regarding safety, lack of airmanship, etc.

An annual checkride is required every year following a successful PPL or CPL flight test at Centennial, or the initial checkride for a renter pilot. If a pilot is undertaking dual flight training towards a night rating or CPL licence, an exception can be made at the discretion of the CFI if the training adequately covers all the checkride requirements.

For pilots wishing to fly under **Night VFR** conditions, an annual checkride at night will be required. The flight will cover basic instrument and night flying and will be considered as fulfilling the checkride requirement for that particular aircraft type.

An open-book written POH exam must be completed initially and then every 12 months as part of the checkride. For convenience, the exam may be completed at home but must be corrected to 100% by an instructor or delegate prior to flying the aircraft.

### New Rental Pilots

Pilots wishing to rent Centennial aircraft who have not previously trained or rented with Centennial will be required to complete a pilot checkout and an open-book POH exam prior to renting. This not only ensures the pilot is proficient flying the airplane but also familiarizes the pilot with Centennial procedures, policies and the local flying area.

### Passengers and Commercial Activities

The rental and use of Centennial Flight Centre aircraft for commercial purposes is strictly prohibited. Commercial purposes are any operation for hire or reward, including charter work, carriage of freight, sightseeing, aerial photography, or any other activity that provides personal profit or reward. For additional reference, refer to [CAR 401.28](#)

### External Flight Instruction

No pilot shall receive dual flight instruction unless the flight instructor is currently employed by Centennial Flight Centre. The renter of the aircraft/PIC is expected to occupy the left seat.

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## Section 2:

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# General Procedures & Operating Minimums

## Introduction

This section outlines the broad limits, conditions and procedures that Centennial Flight Centre has established for flight training operations and renter pilots. In the case of a discrepancy between these limits and the CARs, the stricter policy takes precedence.

## Weather Minima - General

Prior to all flights, the Pilot-In-Command shall obtain all relevant weather information to ensure the weather is suitable in all areas of the planned flight.

In cases where Centennial Flight Centre minima differ from those in the CAR's or the regulations of the country where the flight is being conducted, the more restrictive of the minima will apply.

In the case of an emergency, good airmanship and common sense will be the guidelines.

Unless approved by management, suitability is based on the following minimum actual and forecasted conditions described in this section.

## Outside Air Temperature

The **minimum outside air temperature** shall not be colder than **- 20°C for solo student pilots** (SPP holders) and **- 25°C for CPL students, renters, and dual flights**, and in any case, not less than operationally safe or as stated in the POH.

Engine out procedures such as forced approaches, power idle descents, stalls/spins, and multi engine (simulated) engine failures/shutdowns shall be avoided below **- 20°C**.

IFR pilots must pay particular attention to the effect of low temperatures on the altimeter and are reminded to refer to the low temperature correction section of the AIM section RAC, figure 1.9 Altitude Correction chart.

The **maximum temperature limit** is **+35°C**. Pilots are reminded of the effects of high temperatures on density altitude resulting in decreasing aircraft performance. The aircraft POH charts should be consulted as required. Furthermore, pilots should consider the physiological effects of high temperatures on pilot performance.

## Aircraft Surface Contamination

CARs 602.11(1) and (2) prohibit take-off when frost, ice or snow is adhering to any critical surface of the aircraft. This is referred to as The Clean Aircraft Concept. The Clean Aircraft Concept is essential to the maintenance of flight safety. In all aviation operations, the PIC has the ultimate responsibility to determine if the aircraft is in a condition for safe flight. It is imperative that take-off not be attempted on any aircraft unless the PIC has determined that all critical surfaces of the aircraft are free of frost, ice or snow contamination.

## Crosswinds

Crosswinds must not exceed the manufacturer's maximum demonstrated crosswind at any airport where the pilot intends to take-off or land. These are published in the aircraft operating handbook.

For student pilots flying solo, the maximum crosswind limit is 10 kts. The supervising instructor may establish a lower value.

Maximum Crosswind Limit	
Student Pilot Permit Holder	10 kts
Cessna 172 M/N/S	15 kts
PA28-200 (Piper Arrow)	17 kts (20 MPH)
PA 34-200 (Piper Seneca)	12 kts (15 MPH)

## Student Pilots

The following table outlines the weather minimums for student pilots (Student Pilot Permit holders). Note these limits represent the minimum acceptable weather for a solo signout and are a starting point for the instructor authorizing the solo flight. The instructor will take into consideration the student's abilities, overall flying experience and recent flying experience. The instructor may impose stricter limits at his or her discretion.

Student Pilots			
Flying Solo with Student Pilot Permit	Circuits (CZVL)	Local Flights (within 25 nm)	Cross Country Flights
<b>Min Visibility</b>	5 SM	9 SM	9 SM
<b>Min Ceiling</b>	1500 ft AGL	2000 ft AGL	3000 ft AGL
<b>Max Wind Speed</b>	Not greater than 20 kts		
<b>Max Crosswind</b>	Not greater than 10 kts.		
<b>Temperature</b>	Minimum - 20°C		Maximum +35°C

For pilots operating with a Student Pilot Permit, the weather shall not be less than Visual Flight Rules (VFR). If the weather deteriorates to below VFR while operating in the circuit, the student will land as soon as safely possible. If away from Villeneuve Airport when the weather goes below VFR, the student must land at the nearest airport that can be safely reached and call Centennial Flight Centre as soon as possible.

**Do NOT make exceptional efforts to reach any particular airport when it would be safer to reach another one.**

## Licensed Pilots

The following table provides weather minimums for licensed pilots. Unless approved by the CFI or designee, suitability is based on the following minimum actual and forecasted conditions.

PPL/CPL Licensed Pilots			
	Circuits (CZVL)	Local Flights (within 25 nm)	Cross Country Flights
Min Visibility	3 SM	5 SM	7 SM
Min Ceiling	1500 ft AGL No TS	2000 ft AGL No TS	2000 ft AGL No TS
Max Wind Speed	Not greater than 30 kts		
Max Crosswind	Not greater than maximum demonstrated crosswind value in POH		
Temperature	Minimum - 25°C      Maximum +35°C		

## Dual/Instructional Flights

Weather minima for dual flights shall not be less than those set out in the Canadian Aviation Regulations and in any case the weather shall be appropriate for the objectives of the lesson. The instructor's decision shall demonstrate an example of good Pilot Decision Making (PDM).

Dual/Instructional Flights			
	Circuits (CZVL)	Local Flights (within 25 nm)	Cross Country Flights
Visibility	As Per CAR's		
Ceiling			
Max Wind	Not greater than 35 kts*		
Max Crosswind	Not greater than maximum demonstrated crosswind value in POH		
Temperature	Minimum - 25°C      Maximum 35°C		

\* Do NOT open the hanger door above 35 kts.

## Night VFR

Centennial Flight Centre imposes weather minima for night VFR that are more conservative than those specified for day VFR.

All Pilots			
	Circuits (CZVL)	Local Flights (within 25 nm)	Cross Country Flights
<b>Min Visibility</b>	5 SM	9 SM	9 SM
<b>Min Ceiling</b>	2000 ft AGL	3000 ft AGL	3000 ft AGL

Note 1: There should be no anticipated cloud (Scattered or greater) lower than 1000 ft above the planned altitude for the flight.

Note 2: There shall be no anticipation that fog shall form during the flight. Pilots are reminded to check the temperature-dewpoint spread prior to flight.

## VFR-OTT

Pilots holding a VFR-OTT may operate VFR-OTT as per [CAR 602.116](#). CARs 602.116:

“Notwithstanding paragraphs 602.114(a) and 602.115(a), an aircraft may be operated in VFR OTT flight during the cruise portion of the flight during the day if

- a. the aircraft is operated at a vertical distance from cloud of at least 1,000 feet;
- b. where the aircraft is operated between two cloud layers, the vertical distance between the layers is at least 5,000 feet;
- c. flight visibility at the cruising altitude of the aircraft is at least five miles; and
- d. the weather at the aerodrome of destination is forecast to have a sky condition of scattered cloud or clear and a ground visibility of five miles or greater with no forecast of precipitation, fog, thunderstorms or blowing snow, and those conditions are forecast to exist
  - i. where the forecast is an aerodrome forecast (TAF), for the period from one hour before to two hours after the estimated time of arrival; and
  - ii. where an aerodrome forecast (TAF) is not available and the forecast is an area forecast (FA), for the period from one hour before to three hours after the estimated time of arrival.”

## IFR

**Currently the only Centennial aircraft appropriately equipped for IFR and maintained with an up-to-date GPS database is the Seneca twin (dual only).**

Pilots are required to hold a current Instrument Rating and must be authorized by the CFI or delegate in order to fly in IMC conditions subject to the weather minima prescribed in the CARs and the C.A.P, and the following limitations:

- a. Flight into “Known or Forecast” icing conditions is prohibited.
- b. Visibility at take-off must be the published required visibility plus  $\frac{1}{2}$  SM or 2 SM, whichever is greater.
- c. The weather at the departure and destination aerodromes must be forecast to be at least as good as the lowest usable approach landing minima + 500 feet and advisory visibility + 1 SM or 2 SM, whichever is greater.
- d. Single Engine IFR, the actual and forecast ceilings must be at least 1000' AGL and 3 SM visibility to permit a visual forced approach in the event of an engine failure.
- e. The weather at the alternate aerodrome must be as good as the alternate weather minima requirements stated in the CAP GEN.
- f. The pilot shall ensure the GPS navigation database is current for all IFR flights.

Note: Flight instructors, instrument rating students and renter pilots may practice “simulated” approaches in a single engine airplane (eg. GXSP) for training or recency training purposes if approved by the CFI or delegate.

## Flight Operations - All Pilots

The following are good airmanship practices and must be followed:

1. All flying shall be conducted in accordance with the CARS, as amended, and with the Information Circulars issued from time to time by Transport Canada. Aircraft must be flown in accordance with the procedures and limitations in the aircraft Pilot Operating Handbook which is required to be onboard.
2. Check lists are to be used on all flights.
3. Seatbelts and shoulder harnesses must be properly fitted and secured at all times.
4. All taxiing in congested areas is to be done at a speed comparable to a normal walking speed. Power, and not brakes, should be used to control taxi speeds.
5. All passengers must receive a passenger briefing prior to departure of the flight. This brief must contain at least the following information: Emergency exits and their operation, emergency equipment onboard (Fire extinguisher, First Aid kit, survival kit if applicable), ELT location and operation, Non-smoking requirements.
6. Engines and airplanes are to be treated as if you own them. Excessive or abusive operations are costly and unprofessional.
7. A listening watch on the appropriate frequency is to be maintained on all flights. The **company frequency 129.35** should be monitored whenever practical.
8. Proper rich of peak leaning procedures must be used on all flights.
9. Stalls, spins, spirals, or other aerobatic manoeuvres and forced approaches are not to be practiced while carrying passengers.
10. You are responsible for all landing fees, tie-downs, facility or storage fees as well as the safety and security of the aircraft at all times.
11. No Pilot in Command shall be permitted to fly an aircraft while under the influence of intoxicating liquor, drugs or other medication capable of impairing his ability, nor shall the member be permitted to carry in a club aircraft, a passenger who is under similar influence.
12. Pilots shall not hand prop an airplane to start it.
13. All aircraft engines must be stopped before passengers enter or exit from a rental aircraft.
14. Fueling with passengers on board is not allowed. Aircraft must be grounded prior to fueling.

## Fuel Reserve Requirements

For ALL pilots, enough fuel must be carried for the intended flight including taxi, run-up, and contingency fuel for any foreseen delays caused by weather, ATC etc, and the following fuel reserve:

Student Pilots	60 min reserve at normal cruise power
All Licensed Pilots (Day VFR & Night VFR)	
IFR	As per the CAR's, to fly to and execute an approach and a missed approach at the destination aerodrome, fly to and land at the alternate aerodrome, and then to fly for a period of 45 minutes.

Pilots are reminded that in many cases the minimum reserves do NOT provide an adequate operational radius for flights in remote areas (eg. mountain flights) and in such cases additional fuel reserve may be required.

### Student Pilots (SPP) - Cross Country Flights

Student Pilots on cross country flights shall depart with full tanks of fuel. All solo cross countries must be on pre assigned and Transport Canada approved routes.

### Refuelling

Pilots are reminded that they are responsible to ensure the correct type and quantity of fuel is put in the aircraft. If refuelling is required enroute during a cross country, pilots will be reimbursed for the fuel purchase, based on the fuel rate at the airport of purchase. A receipt for the purchase including the fuel quantity and the fuel rate is required.

Aircraft must be properly ground prior to fueling, and no person should be seated in the aircraft while being refuelled.

### Determining Fuel Quantity & Quality

Prior to the flight the pilot shall determine the amount of fuel by the use of a dipstick or visual inspection where a dipstick is not provided. The pilot shall check the quality of fuel by draining fuel samples.

## Down Times

**Student Pilots:** For all student pilots, the ETA at Villeneuve Airport (CZVL) from a cross-country flight must be a minimum of 2 hours prior to official sunset. **All student pilots must be landed not less than 30 minutes prior to official sunset.**

**Licensed pilots:** Without a current night rating must be on the ground prior to official sunset.

## Minimum Altitudes

All pilots must adhere to the minimum altitude restrictions as laid down in the CAR's. In addition to these requirements pilots are expected to:

- a. Maintain a height of at least 1000 feet above ground level except:
  - i. During take-off and landing circuits
  - ii. When approved by a flight instructor - not below 500 AGL in non-built up areas
- b. If flying over a built-up area of a town or city, at least 1000 feet above the highest obstacle within a 2000 foot radius, or high enough to glide to a suitable landing area, whichever is higher.

## Low Level Practice

Student pilots are expected to practice forced approaches as part of their training. When authorized by their instructor and in an area suitable for such training, student pilots may descend to a minimum of 500ft AGL or higher, as specified by the authorizing instructor.

For dual training flights, the minimum descent altitude is at the Instructor's discretion based on safety considerations such as obstacles, terrain, airplane performance, suitable emergency landing sites, and noise sensitive areas.

All pilots shall exercise good airmanship and pilot decision making to avoid overflying noise sensitive areas, dwellings or livestock below 1000 AGL.

Caution shall be used when operating in the west practice area or in the vicinity of Sandy Lake. There have been numerous noise complaints from those areas.

## Over Water Flights

No person shall operate a Centennial aircraft over water, except when conducting a take-off or landing, beyond a point where the aircraft could reach shore in the event of an engine failure. The carriage of life jackets/preservers and/or life rafts does NOT alleviate this requirement.

## Flight Plans

Pilots are responsible to file a flight plan in the following situations:

- a. All day VFR flights greater than 25 nm from the point of departure.
- b. All night VFR flights outside of the circuit.
- c. All night VFR flights in the circuit after the tower has closed.

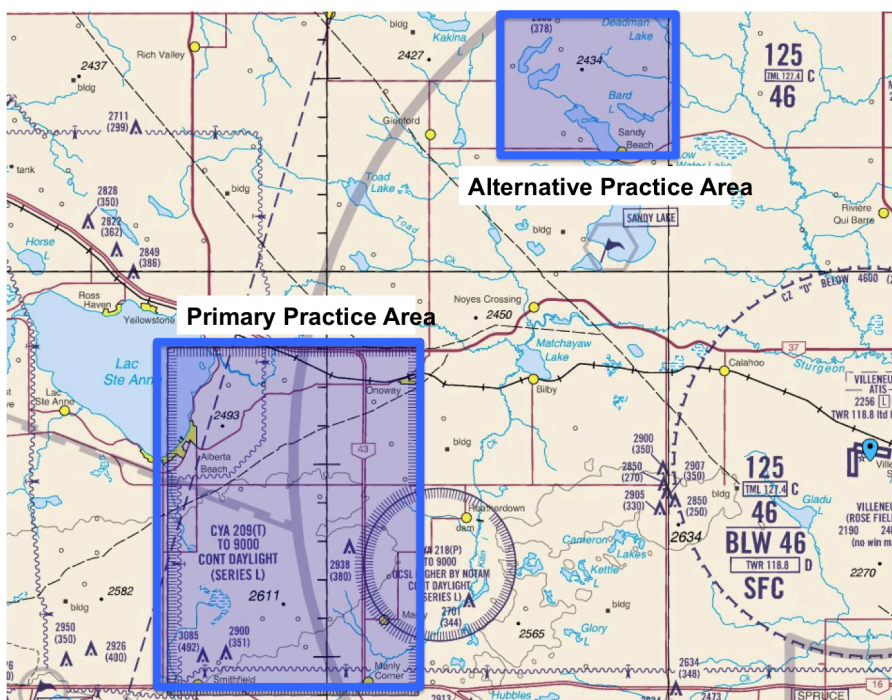
Pilots are responsible to ensure their flight plan is closed. Flight plans MUST be closed within 20 minutes of ETA. Any charges incurred resulting from a failure to close a Flight Plan will be charged to the pilot in command.

**A flight itinerary is NOT an acceptable alternative.**

# Training Areas

## Dual/Solo Flight Training

The West Practice Area (CYA 209T) is located 15 nm west of Villeneuve Airport (CZVL). Alternatively, exercises may be practiced over the northern section of Sandy Lake, approx 12 nm northwest of Villeneuve Airport (CZVL). Refer to the diagram below.



- **West Practice Area (WPA):** Pilots shall broadcast the aircraft position and intentions, and maintain a listening watch on the dedicated practice area frequency **122.75 mhz**.
- **Sandy Lake Area:** Pilots shall contact Edmonton Terminal on 127.4 for a clearance into class C airspace and request a block altitude at or above 5000' and consistent with the operational safety requirements of the manoeuvres and exercises to be practiced.
- **Circuit training:** Normally conducted at Villeneuve Airport, Barrhead Airport, Josephburg Airport or Cooking Lake Airport. Airports encountered during cross-country flights may also be used.
- **Cross-country routes:** As per the approved routes by Transport Canada for solo flights. Dual cross-country routes may be at the discretion of the instructor.
- The Chief Flight Instructor must approve training at areas other than indicated above.

## Solo Cross Country Routes

Listed below are the approved solo cross country routes for the Private Pilot course at Centennial Flight Centre. The flight instructor will determine the suitability of the route based on training objectives/requirements and in accordance with the PPL training syllabus.

- CZVL - Drayton Valley - Red Deer - CZVL
- CZVL - Drayton Valley - Red Deer - Camrose - Cooking Lake - CZVL
- CZVL - Drayton Valley - Stettler - Cooking Lake - CZVL
- CZVL - Rocky Mountain House - Red Deer - CZVL
- CZVL - Whitecourt - Barrhead - CZVL
- CZVI - Whitecourt - Barrhead - Westlock - CZVL
- CZVL - Vermillion - Red Deer - CZVL
- CZVL - Lloydminster - Stettler - Cooking Lake - CZVL
- CZVL - Lloydminster - Red Deer - CZVL
- CZVL - Lloydminster - Red Deer - Drayton Valley - CZVL
- CZVL - Vermillion - Red Deer - Drayton Valley - CZVL
- CZVL - Lloydminster - Stettler - Drayton Valley - CZVL
- CZVL - Cooking Lake - Camrose - Tofield - CZVL
- CZVL - Tofield - Camrose - Cooking Lake - CZVL (119 nm)
- CZVL - Vegreville - Tofield - CZVL (137 nm)
- CZVL - Barrhead - Westlock - CZVL
- CZVL - Westlock - Barrhead - CZVL

## Solo Flight Currency

Unlicensed pilots (SPP holders) shall NOT be authorized to conduct a solo flight if they have not had a dual flight within the **previous 14 days or the previous 5 flights have been solo**. Exceptions with permission of the CFI or delegate only.

## Transborder Flights/Flights to U.S.

Centennial aircraft are currently NOT equipped with ADSB-out or US Customs Decals. Due to these limitations, flights overflying or landing in the USA require prior approval by the CFI or delegate.

E-APIS must be filed as required and confirmation with the planned border crossing must be completed prior to departure. Any fines or fees are the responsibility of the PIC.

## Flight in Mountainous Areas

A Mountainous Area is defined as an area of changing terrain profile where the changes of terrain elevation exceed 3000 ft with a distance of 10 NM, or the elevation is 5000 ft ASL or greater.

This includes the area west of a line connecting the following points: Chetwynd Airport (CYCQ), Jasper-Hinton Airport (CEC4), 30 NM west of Rocky Mountain House Airport (CYRM), to Ghost Lake (approx 20 NM west of CYBW).

To fly anywhere within mountainous areas, pilots must receive mountain flight training with Centennial Flight Centre. A pilot who has already completed a mountain training course at another flight school or with equivalent mountain flying experience may be deemed to have met this requirement if approved by the CFI or delegate.

In all circumstances, CFC aircraft must be landed or be outside mountainous areas a half hour prior to official sunset.

## Unpaved Strips

Landings at soft field or unpaved runways will only be permitted at designated locations. The pilot is responsible to ensure the condition of the strip and must have demonstrated proficiency in soft field landings with an instructor. Exceptions must be explicitly authorized by the CFI or designate. Due to insurance limitations, the airport, if approved, must be in the CFS.

## Appropriate Equipment

All pilots are reminded to bring appropriate personal clothing. Unexpected weather conditions or other unforeseen circumstances may necessitate an unscheduled landing.

For cross-country trips, the pilot is responsible for ensuring all appropriate equipment as required for the trip is onboard. This may include extra oil, a towbar, chocks, aircraft tie down straps, airplane winter covers, extension cord for plugins, etc.

Centennial Flight Centre aircraft are equipped with a first aid kit and survival kit stowed in the baggage compartment.

## Special Operations

The following operations are prohibited unless trained, pre coordinated and approved by the CFI or delegate:

- Formation flying
- Airshow
- Search and Rescue

## Centennial Summer Operations

Summer operations involve additional safety and operational considerations relating to hot temperatures and thunderstorms.

**The temperature cannot be greater than 35 Celsius for all solo, dual and rental flights.** No flights shall be dispatched if the temperature is above 35 degrees or there's the probability it will increase to above 35 degrees during the flight.

All pilots must consider the effects of **high density altitude** on aircraft performance.

Everyone is strongly encouraged to also consider the physiological effects of hotter weather on student training and pilot performance, and consider rescheduling flights for a time of day when it's cooler, if necessary. Stay hydrated.

Monitor engine temperatures for all operations. Minimize or avoid practicing slow flight due to reduced engine cooling at slower airspeed. In some cases, a more gradual enroute climb to allow better cooling may be required.

### Thunderstorms and Convective Activity

Pilots must never regard a thunderstorm lightly. Avoiding thunderstorms is the best policy.

- **Do NOT land or takeoff in the face of an approaching thunderstorm.** A sudden gust front or low-level turbulence could cause loss of control.
- **Do NOT attempt to fly under a thunderstorm even if you can see through to the other side.** Turbulence and wind shear under the storm could be disastrous.
- **Do NOT rely on data-linked weather (eg. Foreflight) to navigate around thunderstorms.** Only visual sighting or on-board weather radar should be used to avoid thunderstorms.
- **Avoid by at least 20 miles, any thunderstorm identified as severe.** This is especially true under the anvil of a large cumulonimbus.
  - Circumnavigate the entire area if the area has 6/10 thunderstorm coverage.
  - Remember that vivid and frequent lightning indicates the existence of a strong thunderstorm.
  - Regard as extremely hazardous any thunderstorm with tops 35,000 feet or higher, whether the top is visually sighted or determined by radar.

## Centennial Winter Operations

Winter flying requires additional safety considerations and procedures, as summarized below. Refer to the [Centennial Winter Operations Handbook](#) for further information.

- Monitor the weather conditions and be aware of the weather hazards that may affect the flight. This could be runway surface condition reports indicating icy conditions, strong gusty winds forecast, snow showers, etc
- Ensure you are properly dressed for the weather! Factor in wind chill. Dress for survival. **If you are getting cold while completing a walk-around, you are not properly dressed for the weather.**
- **Weather and NOTAMs.** Ensure you check the weather and call for a weather briefing. Check NOTAMs for the Runway Surface Condition Report and CRFI if available.
- Follow the temperature limitations (see below).
- If for whatever reason you are unsure about the safety of a flight (weather conditions/forecast, pilot proficiency, etc) do not hesitate to ask an instructor or contact the Chief Flight Instructor.

### Temperature Limits:

<b>0°C</b>	Ensure aircraft engine covers are on and engine heaters plugged in. Do <b><u>NOT</u></b> start a cold engine.
<b>-7°C</b>	Winter fronts/winterization kit shall be installed when majority of flight will encounter OAT of -7°C or colder. Dispatchers and Instructors only shall install/remove winterization kits.
<b>-20°C</b>	Student solo (PPL) flights shall not be dispatched when the temperature is below or expected to be below -20°C (cruise altitude)  No power off approaches or exercises (power off stalls, spins, spiral dive recoveries). Forced approaches and P180's may be practiced using a combination of 20° flaps and approx. 1200 rpm to keep the engine warm.
<b>-25°C</b>	No flight operations below -25°C (cruise altitude)
<b>Note: Oil temperature must be in green arc prior to take-off.</b>	

- NJX: simulated zero thrust is OK to -18°C with a zero thrust setting of 14 in & 2000 rpm. Reduce power slowly to this setting. Do NOT use mixture ICO or fuel selector off.

## **Clean Aircraft Concept:**

**All contamination on the critical surfaces of the aircraft must be removed prior to flight.** Even a small amount of frost on the wing can significantly degrade the lift produced. Do not assume frost or snow will blow off during taxi or take-off.

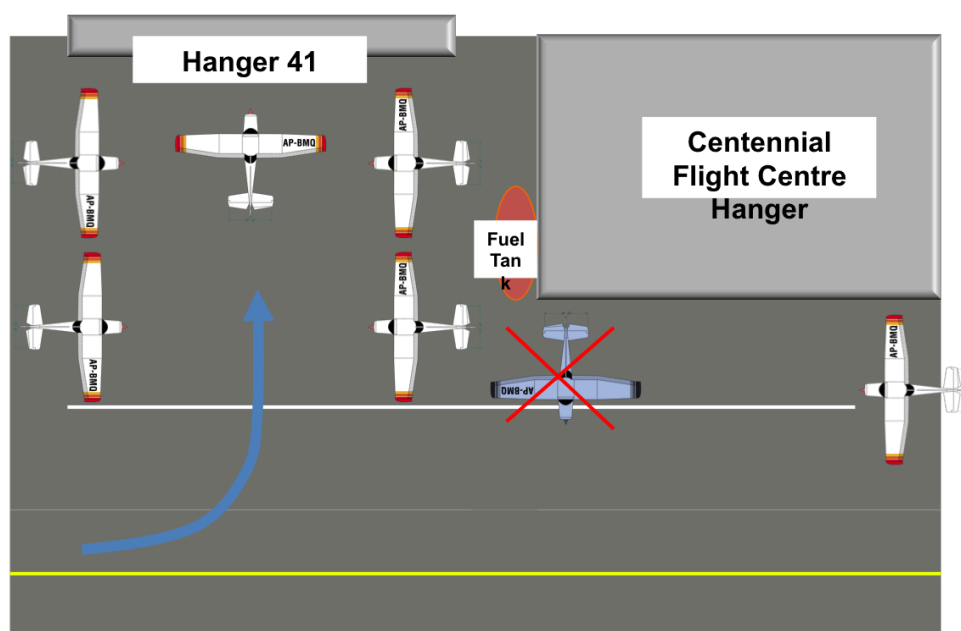
The Canadian Aviation Regulations (CARs) prohibit persons from conducting or attempting to conduct a take-off in an aircraft that has frost, ice or snow adhering to any of its critical surfaces. The critical surfaces are the **wings, control surfaces, rotors, propellers**, horizontal stabilizers, vertical stabilizers or any other stabilizing surface on an aircraft and, in the case of an aircraft that has rear-mounted engines, includes the upper surface of its fuselage.

## Aircraft Ramp Parking

- **Refer to the Parking Diagram for aircraft parking spots.** Airplane parking spots are outlined with yellow paint on the ramp. Airplanes shall be parked in the marked spots for safety and efficiency.
- Do NOT leave an airplane parked in front of the hanger door by the fuel tank. This exposes the airplane and personnel to prop wash if the airplane parked perpendicular starts up, and creates a prop blast hazard to personnel entering and exiting the hanger.
- For efficiency, airplanes going out or coming in that will need fuel should be parked next to the fuel tank.
- Returning airplanes should taxi up to the front of Hanger 41, then be shut down and pushed back into a parking spot using a towbar. An exception is If the airplane is going into the hanger after the flight, the airplane may be shut down in front of the Centennial Hanger.

## Maneuvering Aircraft

- **Under no circumstances should an undue hazard be created by manouvering an aircraft under power in close proximity to a hanger or other aircraft.**
- The towbar shall be used at all times when moving the aircraft into a parking spot.
- Do NOT attempt to move the aircraft by pressing down, pushing, or pulling on any part of the tail section. Structural damage can occur.
- DO NOT push or pull on the engine cowling.



## Hanger Movement

**Extra care and attention** must be given when moving aircraft into or out of the hanger. Ground damage (ie. hanger rash) is extremely costly and preventable.

**Rushing is the leading factor in many ground-handling incidents.** It's very clear that any attempt to hurry while getting an aircraft moved dramatically increases the risk of ground damage.

The following procedures must be observed when moving aircraft inside the Centennial hanger.

- Do NOT move aircraft into or out of the hanger without a staff member.
- A minimum of two people should be used to move an aircraft into the hanger. The person steering is in charge. At least one person must stand in such a position to confirm adequate clearance of the aircraft tail and wingtips.
- A minimum of three people should be used to move the Seneca into the hanger: One steering with the towbar, one pushing, and one spotting.
- Use the yellow guidelines to help ensure clearance, but do NOT solely rely on the yellow lines. If another aircraft is out of position or positioned at an angle, there may not be sufficient clearance.
- Ensure the hanger door is open high enough to allow clearance for the aircraft vertical stabilizer. The door should be positioned either fully open to the preset open position, fully closed, or closed sufficiently to allow no doubt that an aircraft cannot fit through.

## Securing Aircraft

**After shutdown, the PIC is responsible to ensure the aircraft is properly parked and secured.**

For dual training flights, this is a joint responsibility between the trainee AND flight instructor.

### Securing the Aircraft

- Verify the **Master Switch** and **Magnetos** are **OFF** and keys removed. Leave the beacon light switch in the ON position (in case battery switch is inadvertently left on this acts as a reminder and for safety)
- Ensure the control lock is installed.
- Chock the wheels
- Winter Operations (Temp below 0°C)
  - Put the engine blanket/cover on and plug in the airplane. The only exception is if the airplane will immediately be put back in the hanger.
  - If overnight at another airport, the aircraft must be hangared to prevent frost forming overnight.

### Aircraft Cleanliness

All personal items shall be removed from the airplane, and the airplane must be returned reasonably clean. If returned with excessive dirt, debris, stains, trash, or any condition requiring cleaning, Centennial Flight Centre reserves the right to charge an appropriate cleaning fee.

## After Hours Departures/Arrivals

**All after hours departures must be prearranged** to ensure flight following. The pilot must come in during business hours to fill out the Daily Flight Record and the flight must be signed out by a dispatcher. The aircraft will be left outside with the documents bag and keys inside.

The pilot of an aircraft returning after hours is responsible to ensure the aircraft is parked and properly secured on the ramp. The pilot shall complete the journey logbook and leave the documents bag and keys in the aircraft. In the event of a defect, the pilot must enter the defect in the journey logbook and contact the flight school the next morning as soon as possible.

**In the event of an after hours incident or emergency,  
use the Centennial Emergency Contact (24/7):**

**587-874-0806**

## Aircraft Journey Log Book/Daily Flight Record

The Pilot in Command is responsible for the accurate and correct entry of details in the aircraft Journey Logbook and the Daily Flight Record. Please ask if you have any questions regarding how to make an entry or correct an error. Sloppy, poorly legible, missing and/or inaccurate entries are not acceptable and will not be tolerated. A pattern of repeated negligence may result in temporary or permanent suspension of flight training or rental privileges.

Proper documentation and accurate paperwork is an essential skill for a professional pilot - your future Chief Pilot will thank you!

**How to correct an error on the Daily Flight Record:** Cross out the incorrect entry with a single line through to allow the original entry to be legible. Write the correct entry next to it, then write "EIE" (Entered In Error), and initial the entry.

Do NOT attempt to overwrite an entry, scratch out an entry with multiple lines through or use whiteout.

Time Up	Time Down	Air Time	Hobbs Out	Hobbs In	Flight Time
1353	1449	<del>0.9</del> <del>EIE</del> <del>1.0</del>	AK 88.1	89.4	1.3
Time Up	Time Down	Air Time	Hobbs Out	Hobbs In	Flight Time

Example: An incorrect entry of 1.0 was crossed out with a single line through, the correct entry was made above it, and the entry was marked "EIE" and initialled "AK."

## Reporting Aircraft Defects

If a pilot has any reason to believe that any part of an aircraft is damaged or has become unserviceable in any way, the pilot must provide a detailed defect explanation to the Dispatcher at CFC by the fastest means possible. The pilot must communicate with Dispatch to ensure that the aeroplane will not be flown by anyone until the defect has been reported and the aircraft has been declared airworthy by an AME. The Dispatcher will report the defect to the Person Responsible for Maintenance (PRM). The pilot will be required to provide additional information directly to Maintenance Personnel upon request.

The PIC shall enter the defect in the journey logbook. Enter the defect into the aircraft journey log in the designated section. Include the date, a description of defect, and initial of person entering the defect.

**Under no circumstances shall any maintenance be performed on Centennial aircraft without the approval of the Person Responsible for Maintenance.**

## Emergency, Forced or Precautionary Landing

In the event of a forced or precautionary landing, the PIC must

- a. Ensure the safety and security of all passengers onboard the aircraft;
- b. Ensure the safety and security of persons and property around the aircraft;
- c. Ensure the safety and security of the aircraft.

In the event of an emergency, contact Centennial management at the following number. This number is monitored 24/7 and automatically cycles through a call list of management members. This number should be listed as the Search and Rescue Contact when filing a flight plan.

### **Centennial Emergency Contact (24/7):**

**(587) 874-0806**

In the event of an emergency, the following contact numbers may also be used.

- a. RCMP or local police (911)
- b. Nearest flight information centre (1-866-WX BRIEF or 1-866-992-7433)
- c. CFC, Dispatch/Main Line (780) 451-7676
- d. Jeanette Bancarz, President (780) 996-4230
- e. Andrew Kwiatkowski, Chief Flight Instructor (250) 314-7643
- f. Nik Austin, Assistant Chief Flight Instructor (780) 996-3526
- g. Marc Hanatschek, Accountable Executive (780) 721-5222

**UNDER NO CIRCUMSTANCES IS A PILOT TO ATTEMPT A TAKE OFF WITHOUT AUTHORIZATION.**

## Flight Tracking - Spidertracks

All Centennial aircraft are equipped with Spidertracks flight tracking equipment which allows live-tracking of aircraft location and flight parameters for safety and flight following. The tracks are archived for retrieval if required.

The device automatically powers on/off with the aircraft and requires no pilot input. In the event of an emergency, the “SOS” button on the device should be pressed as soon as able to notify Centennial staff of an emergency situation.

### SpiderTracks Unit



In the event of an emergency, **push the red SOS button**. Spidertracks automatically texts an emergency alert to CFC staff with your aircraft position.

## Section 3:

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# Flight Training Program Outlines

This section contains the flight training program outlines for the courses offered at Centennial Flight Centre, as required by [CAR 425.14](#).

Trainees must be provided and be familiar with the appropriate flight training program outline for their course. The following outlines in this section detail the course requirements and trainees must additionally reference the [General Procedures & Operating Minimums](#) of this handbook for information regarding: *Minimum weather conditions required for training, Fuel reserves, Designated practice areas, Aircraft defect reporting, Procedures in the event of an unschedule or forced landing, and safety measures pertaining to the geographic area of operation.*

## Recreational Pilot Permit

The following program outline summarizes the requirements for the **Recreational Pilot Permit - Aeroplane** as specified in [CAR 421.22](#).

**References:** [Transport Canada Flight Test Guide - Recreational Pilot Permit - Aeroplane \(TP 12475\)](#)

[CAR 421.22](#).

**Minimum Age:** 16

**Medical Fitness:** An applicant shall hold a Category 4 Medical Certificate valid for a Pilot Permit — Recreational — Aeroplane.

An applicant who meets the medical conditions specified on the Civil Aviation Medical Declaration and has signed it shall be deemed to have met the Category 4 Medical Standards, providing a physician licensed to practice medicine in Canada has signed Part C of the declaration.

The permit is maintained by a valid Category 1, 3, or 4 Medical Certificate.

**Knowledge:** Minimum of 60% overall in the written examination Pilot Permit - Recreational - Aeroplane (RPPAE), or Private Pilot Licence - Aeroplane (PPAER) and minimum 60% in each of the following four mandatory areas on the exam

- Air Law - regulations, rules and orders, air traffic services, practices and procedures, and licensing requirements relevant to the permit;
- Navigation - navigation, radio aids and electronic theory;
- Meteorology;
- Aeronautics - General Knowledge - airframes, engines and systems, theory of flight, flight instruments, flight operations and human factors.

**Experience:** Completed a minimum of **25 hours** recreational pilot flight training under the direction and supervision of the holder of a flight instructor rating - aeroplane in aeroplanes operating with a Certificate of Airworthiness.

The flight training shall include a minimum of:

(i) **15 hours dual** instruction flight time, including a minimum of 2 hours cross-country flight time, and

(ii) **5 hours solo** flight time.

### **Examinations Required:**

#### **Written Exam**

Minimum of 60% overall in the Private Pilot Licence - Aeroplane (PPAER) written exam with a minimum 60% in each of the following four mandatory subject areas on the exam:

- Air Law - regulations, rules and orders, air traffic services, practices and procedures, and licensing requirements relevant to the licence;
- Navigation - navigation, radio aids and electronic theory;
- Meteorology;
- Aeronautics - General Knowledge - airframes, engines and systems, theory of flight, flight instruments and flight operations.

#### **Flight Test**

Within the 12 months preceding the date of application for the permit, an applicant shall successfully complete a flight test as pilot-in-command of an aeroplane in accordance with:

(a) Schedule 2 "Flight Test for the Issuance of a Recreational Pilot Permit – Aeroplane" of Standard 428 - Conduct of Flight Tests; or

(b) Schedule 3 "Flight Test for the Issuance of a Private Pilot Licence – Aeroplane" of Standard 428 - Conduct of Flight Tests.

## Private Pilot Licence - Aeroplane

The following program outline summarizes the requirements for the **Private Pilot License - Aeroplane** as specified in [CAR 421.26](#)

**References:** [Transport Canada Flight Test Guide - Private Pilot Licence - Aeroplane - TP 13723](#)  
[Study and Reference Guide for Written Examinations for the Private Pilot Licence Aeroplane - TP 12880](#)

[CAR 421.26](#)

**Minimum Age:** 17

**Medical Fitness:** An applicant shall hold a **Category 3 Medical Certificate** valid for a Private Pilot Licence - Aeroplanes:

Where an applicant holds a Category 4 Medical Certificate for the purpose of a Student Pilot Permit, the applicant shall upgrade to a Category 3 Medical Certificate prior to making application for the Private Pilot Licence - Aeroplane.

The licence is maintained by a valid Category 1 or 3 Medical Certificate.

**Knowledge:** Complete a minimum of 40 hours of private pilot aeroplane groundschool instruction on the following subjects:

- (i) Canadian Aviation Regulations,
- (ii) Aerodynamics and Theory of Flight,
- (iii) Meteorology,
- (iv) Airframes, Engines and Systems,
- (v) Flight Instruments,
- (vi) Radio and Electronic Theory,
- (vii) Navigation,
- (viii) Flight Operations,
- (ix) Licensing Requirements, and
- (x) Human Factors, including pilot decision-making.

**Experience:** Complete a minimum of **45 hours** private pilot flight training in aeroplanes under the direction and supervision of the holder of a Flight Instructor Rating - Aeroplane. A maximum 5 of the 45 hours may be conducted on an approved aeroplane simulator or flight training device.

The flight training shall include a minimum of:

**17 hours dual** instruction flight time, including a minimum of 3 hours cross-country flight time and 5 hours of instrument time of which a maximum of 3 hours may be instrument ground time

**12 hours solo** flight time, including 5 hours cross-country flight time with a flight of a minimum of 150 nautical miles which shall include 2 full stop landings at points other than the point of departure.

### **Examinations Required:**

**Written Exam** Minimum of 60% overall in the Private Pilot Licence - Aeroplane (PPAER) written exam with a minimum 60% in each of the following four mandatory subject areas on the exam:

- Air Law - regulations, rules and orders, air traffic services, practices and procedures, and licensing requirements relevant to the licence;
- Navigation - navigation, radio aids and electronic theory;
- Meteorology;
- Aeronautics - General Knowledge - airframes, engines and systems, theory of flight, flight instruments and flight operations.

**Flight Test** Within the 12 months preceding the date of application for the licence, an applicant shall successfully complete a flight test as pilot-in-command of an aeroplane in accordance with Schedule 3 "Flight Test for the Issuance of a Private Pilot Licence – Aeroplane" of Standard 428 - Conduct of Flight Tests.

Refer to the [General Procedures & Operating Minimums](#) section of the CFC Pilot Handbook for information regarding: *Minimum weather conditions required for training, Fuel reserves, Designated practice areas, Aircraft defect reporting, Procedures in the event of an unscheduled or forced landing, and safety measures pertaining to the geographic area of operation*

## Commercial Pilot Licence - Aeroplane

The following program outline summarises the requirements for the **Commercial Pilot Licence - Aeroplane** as specified in [CAR 421.30](#)

**References:** [Transport Canada Flight Test Guide - Commercial Pilot Licence - Aeroplane - TP 13462](#)

[Study And Reference Guide for Written Examinations for the Commercial Pilot Licence Aeroplane - TP 12881](#)

[CAR 421.30](#)

**Minimum Age:** 18

**Medical Fitness:** Category 1 Medical Certificate

An applicant shall hold a Category 1 Medical Certificate valid for a Commercial Pilot Licence - Aeroplane.

The licence holder may exercise Private Pilot Licence - Aeroplane privileges until the end of the medical period specified for the Private Pilot Licence.

(amended 2007/12/30)

The licence is maintained by a valid Category 1 Medical Certificate.

**Knowledge:** Complete a minimum of **80 hours** commercial pilot aeroplane **ground school** instruction including at least the following subjects:

- (i) Canadian Aviation Regulations,
- (ii) aerodynamics and theory of flight,
- (iii) meteorology,
- (iv) airframes, engines and systems,
- (v) flight instruments,
- (vi) radio and electronic theory,
- (vii) navigation,
- (viii) flight operations,
- (ix) licensing requirements, and
- (x) human factors including pilot decision-making.

An applicant who is a graduate from an approved integrated course shall have completed the applicable course requirements in section 426.75 of the Canadian Aviation Regulations.

**Experience:**

Complete a minimum of **200 hours flight time** in aeroplanes, of which a minimum of 100 hours shall be pilot-in-command time including 20 hours cross-country pilot-in-command flight time, and

Following the issuance of a private pilot licence — aeroplane by Canada or another contracting state, have completed **65 hours** of commercial pilot flight training in aeroplanes consisting of a minimum of:

**35 hours dual** instruction flight time, under the direction and supervision of the holder of a Flight Instructor Rating — Aeroplane, including:

- (I) 5 hours night, including a minimum of 2 hours of cross-country flight time;
- (II) 5 hours cross-country, which may include the cross-country experience stated in (I); and
- (III) 20 hours of instrument flight time in addition to the experience stated in (I) and (II). A maximum 10 hours of the 20 hours may be conducted on an approved aeroplane simulator or synthetic flight training device.

**30 hours solo** flight time including:

- (I) 25 hours solo flight time emphasizing the improvement of general flying skills of the applicant which shall include a cross-country flight to a point of a minimum of 300 nautical mile radius from the point of departure and shall include a minimum of 3 landings at points other than that of departure; and
- (II) 5 hours solo flight time by night during which a minimum of 10 takeoffs, circuits and landings were completed.

An applicant who is a graduate from an approved integrated course shall have completed the applicable experience requirements in section 426.75 of the Canadian Aviation Regulations.

## **Examinations Required:**

**Written Exam** Minimum of 60% overall in the written examination Commercial Pilot Licence - Aeroplane (CPAER) with a minimum of 60% in each of the following four mandatory subjects areas:

- Air Law - regulations, rules and orders, air traffic services, practices and procedures, and licensing requirements relevant to the licence,
- Navigation - navigation, radio aids and electronic theory,
- Meteorology, and
- Aeronautics - General Knowledge - airframes, engines and systems, theory of flight, flight instruments and flight operations.

**Flight Test** Within the 12 months preceding the date of application for the licence, an applicant for a commercial pilot licence — aeroplane shall successfully complete a flight test as pilot-in-command of an aeroplane, in accordance with Schedule 4 “Flight Test for the Issuance of a Commercial Pilot Licence – Aeroplane” of Standard 428 — Conduct of Flight Tests.

## **Restricted Licence - Daylight Flying**

If an applicant has not completed the night flight time requirements, the licence shall be restricted to daylight flying, however the total dual instruction flight time and solo flight time requirements for the issuance of the licence shall be met.

If an applicant completes the night flight time requirements, the restriction shall be removed.

If an applicant holds a pilot licence - helicopter valid for night flying, the night flight time experience may be reduced to 5 hours pilot flight time which shall include:

- (i) 2 hours dual instruction night flight time,
- (ii) 1 hour solo night flight time, and
- (iii) 1 hour dual instruction instrument flight time.

**Refer to the [General Procedures & Operating Minimums](#) section of the CFC Pilot Handbook** for information regarding: *Minimum weather conditions required for training, Fuel reserves, Designated practice areas, Aircraft defect reporting, Procedures in the event of an unschedule or forced landing, and safety measures pertaining to the geographic area of operation*

## Night Rating Requirements

The following program outline summarizes the requirements for the **Night Rating** as specified in [CAR 421.42](#)

**References:** [CAR 421.42](#)

**Minimum Age:** n/a

**Pre-requisites** Private Pilot Licence (Aeroplane)

**Experience:** An applicant for a night rating shall have acquired in aeroplanes a minimum of 20 hours of pilot flight time which shall include a minimum of:

(i) **10 hours of night flight time** including a minimum of:

(A) 5 hours dual flight time, including 2 hours of cross-country flight time,

(B) 5 hours solo flight time, including 10 takeoffs, circuits and landings, and

(ii) **10 hours dual instrument time.**

(iii) Credit for a maximum of five hours of the 10 hours of dual instrument time may be given for instrument ground time, provided that the total instrument time shall be in addition to the 10 hours night flight time in subparagraph (i) above.

**Skill** Within the 12 months preceding the date of application for a night rating, an applicant shall have successfully completed a qualifying flight under the supervision of a Transport Canada Inspector or a person qualified in accordance with subsection 425.21(4) by demonstrating the level of skill specified in the Flight Instructor Guide-Aeroplane (TP 975).

**Note:** While there is no flight test or written exam requirement for the night rating, the candidate must demonstrate the skill level required and a flight instructor must sign the application confirming that the skill requirement has been met.

Refer to the [General Procedures & Operating Minimums](#) section of the CFC Pilot Handbook for information regarding: *Minimum weather conditions required for training, Fuel reserves, Designated practice areas, Aircraft defect reporting, Procedures in the event of an unschedule or forced landing, and safety measures pertaining to the geographic area of operation.*

## VFR Over the Top (VFR OTT) Rating Requirements

The following program outline summarizes the requirements for the **VFR Over the Top Rating** as specified in [CAR 421.44](#)

**References:** [CAR 421.44](#)

[Flight Instructor Guide - VFRO OTT \(TP 127775E\)](#)

**Minimum Age:** n/a

**Pre-requisites** Private Pilot Licence (Aeroplane)

**Experience:** An applicant for a VFR OTT rating shall complete a minimum of 15 hours dual instrument time of which a maximum of 5 hours may be instrument ground time. Training shall be in accordance with the [Flight Instructor Guide - VFRO OTT \(TP 127775E\)](#)

**Skill** An applicant for a VFR OTT rating shall have reached the level of skill specified in the [Flight Instructor Guide - VFRO OTT \(TP 127775E\)](#).

**Note:** While there is no flight test or written exam requirement for the VFR OTT rating, the candidate must demonstrate the skill level required and a flight instructor must sign the application confirming that the skill requirement has been met.

**Refer to the [General Procedures & Operating Minimums](#) section of the CFC Pilot Handbook** for information regarding: *Minimum weather conditions required for training, Fuel reserves, Designated practice areas, Aircraft defect reporting, Procedures in the event of an unschedule or forced landing, and safety measures pertaining to the geographic area of operation*

## Multi Engine Rating

The following program outline summarizes the requirements for the **Multi Engine Rating** as specified in [CAR 421.38](#)

**References:** [CAR 421.38](#)

[Transport Canada Flight Test Guide - Multi Engine Class Rating - Aeroplane - TP 219E](#)

**Minimum Age:** n/a

**Pre-requisites** Private Pilot Licence (Aeroplane)

**Flight Test** An applicant for a multi-engine class rating shall complete a flight test to the standard outlined in the [Transport Canada Flight Test Guide - Multi Engine Class Rating - Aeroplane - TP 219](#)

**Note:** Solo flight rental of the Seneca is not allowed.

Refer to the [General Procedures & Operating Minimums](#) section of the CFC Pilot Handbook for information regarding: *Minimum weather conditions required for training, Fuel reserves, Designated practice areas, Aircraft defect reporting, Procedures in the event of an unschedule or forced landing, and safety measures pertaining to the geographic area of operation*

## Instrument Rating

The following program outline summarizes the requirements for the **Instrument Rating** as specified in [CAR 421.46](#)

An instrument rating is issued for aircraft in one of the following groups:

**Group 1** for all aeroplanes where the flight test was conducted in a multi-engine aeroplane,

**Group 2** for multi-engine centre line thrust and single engine aeroplanes where the flight test was conducted in a multi-engine centre line thrust aeroplane,

**Group 3** for single engine aeroplanes where the flight test was conducted in a single engine aeroplane, and

**Group 4** for helicopters where the flight test was conducted in a helicopter.

**References:** [CAR 421.46](#)

[Transport Canada Flight Test Guide - Instrument Rating Groups 1, 2 and 3 Aeroplane \(TP 9939\)](#)

[TP 691E - Study and Reference Guide for the written examinations for the Instrument Rating - Aeroplane and Helicopter](#)

**Minimum Age:** n/a

**Pre-requisites** Private Pilot Licence (Aeroplane)

**Experience:** An applicant shall have completed a minimum of:

**50 hours of cross-country flight as pilot-in-command** in aeroplanes or helicopters of which 10 hours must be in the appropriate category; and

**40 hours of instrument time** of which a maximum of 20 hours may be instrument ground time. The 40 hours instrument time shall include a minimum of:

(A) 5 hours of dual instrument flight time acquired from the holder of a flight instructor rating ,

(B) 5 hours in aeroplanes where the applicant is applying for a Group 1, 2 or 3 instrument rating or in helicopters where the applicant is applying for a Group 4 instrument rating,

(C) Fifteen (15) hours of dual instrument flight time provided by a qualified person as specified in [section 425.21\(9\)](#); and

(D) one dual cross-country flight under simulated or actual IMC conditions of a minimum of 100 nautical miles, the flight to be conducted in accordance with an IFR flight plan to

include at, two different locations, an instrument approach to minima.

### **Examinations Required:**

**Written Exam** An applicant shall have obtained a minimum of 70% on the written examination Instrument Rating (INRAT) which shall include the following subjects:

- (i) Canadian Aviation Regulations;
- (ii) Instrument Flight Rules and Procedures;
- (iii) Meteorology;
- (iv) Instruments;
- (v) Radio and Radar systems; and
- (vi) Navigation.

**Flight Test** An applicant shall successfully complete a flight test in accordance with the [Transport Canada Flight Test Guide - Instrument Rating Groups 1, 2 and 3 Aeroplane \(TP 9939\)](#).

**Refer to the [General Procedures & Operating Minimums](#) section of the CFC Pilot Handbook** for information regarding: *Minimum weather conditions required for training, Fuel reserves, Designated practice areas, Aircraft defect reporting, Procedures in the event of an unschedule or forced landing, and safety measures pertaining to the geographic area of operation*

## Flight Instructor Rating

The following program outline summarizes the requirements for the **Flight Instructor Rating** as specified in [CAR 421.69](#).

- References:** [Transport Canada Flight Test Guide - Flight Instructor Rating - Aeroplane, Helicopter, Aerobatic \(TP 5537\)](#)
- [Study and Reference Guide for written examinations for the Flight Instructor Rating Aeroplane - TP 15219](#)
- [CAR 421.69](#)
- Minimum Age:** 18
- Medical Fitness:** Minimum Category 1 Medical
- Pre-requisites:** Before commencing flight training for the Class 4 Instructor Rating - Aeroplane, an applicant shall hold a Commercial or Airline Transport Pilot Licence - Aeroplane and have completed either:
- (i) a minimum of 200 hours total time including 20 hours instrument time, of which a minimum of 10 hours shall be instrument flight time; or
  - (ii) the commercial pilot licence - aeroplane/instrument rating (CPL(A)/IR) integrated course.
- Before commencing ground school instruction for the Class 4 Instructor Rating - Aeroplane, an applicant shall have successfully completed the written examination and flight test for the Commercial Pilot Licence - Aeroplane.
- Knowledge:** An applicant shall have completed a minimum of **25 hours** of Instructor Rating ground school instruction which shall include;
- Practical application of the basic principles of learning and techniques of instruction;
  - Preparation and use of lesson plans;
  - Procedures for planning and presenting preparatory ground instruction, pre-flight briefings, in-flight instruction, and post-flight debriefings;
  - Theory of flight required to teach the air exercises;
  - Aircraft flight manuals and aircraft operating limits;
  - Presentation of pilot decision-making concepts; and
  - The use of the *Transport Canada Flight Instructor Guide*, *Flight Training Manual*, *Canadian Aviation Regulations*, Part

IV and the *Flight Test Standards*, Private and Commercial Pilot Licences – Aeroplane Category.

**Experience:** An applicant shall complete in aeroplanes a minimum of **30 hours** of dual flight instruction on overall pilot proficiency and the presentation of all exercises set forth in the Flight Instructor Guide and shall include a minimum of 5 hours of training in the teaching of instrument flight skills. A maximum 5 of the 30 hours may be conducted on an aeroplane simulator or flight training device.

**Examinations Required:**

**Written Exam** Minimum of 70% in the written examination Flight Instructor Rating – Aeroplane Class 4 (AIRAF).

**Flight Test** Complete an instructor flight test to the standard outlined in the *Flight Test Standard – Flight Instructor Rating – Aeroplanes, Helicopters, Aerobatic* (TP 5537).

**Credits:**

**Knowledge**

- An applicant who holds, or has held an instructor rating for helicopters, gyroplanes, gliders, balloons or aerobatics shall be credited with 10 hours of the 25 hours ground school instruction requirement.
- An applicant who holds an Airline Transport Pilot Licence - Aeroplane, or a teaching certificate issued by provincial or territorial authorities, shall be credited with 10 hours of the 25 hours' ground school instruction requirement.
- An applicant who holds or has held within the preceding 24 months, a flight instructor rating - Helicopter, shall be considered to have met the written examination requirement.

**Experience**

- An applicant who holds, or has held a Flight Instructor Rating - Helicopter, shall be credited with 10 hours of the 30 hours' of dual flight instruction requirement, and with the 5 hours requirement of training in the teaching of instrument flight skills.
- An applicant who holds an Airline Transport Pilot Licence - Aeroplane, shall be credited with 10 hours of the 30 hours' dual flight instruction requirement.

Refer to the [General Procedures & Operating Minimums](#) section of the CFC Pilot Handbook for information regarding: *Minimum weather conditions required for training, Fuel reserves, Designated practice areas, Aircraft defect reporting, Procedures in the event of an unschedule or forced landing, and safety measures pertaining to the geographic area of operation.*

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# Aircraft Rental Agreement

I, the undersigned, acknowledge that this document outlines the mandatory conditions which will apply each time I rent an aircraft from Centennial Flight Centre (CFC) and that the document will remain in effect indefinitely unless replaced by another document or is no longer required.

I warrant that each time I rent an aircraft CFC I will have in my possession a valid and subsisting Pilot's Licence or equivalent, and any other documents as required by Transport Canada to operate an aircraft. I undertake to fly the aircraft entirely within the limits of my pilot documents and in conformity with all applicable laws and regulations.

I hereby declare and guarantee that the aircraft entrusted to me is for PRIVATE use only and for the destination which I shall specify. In addition to this, I will not allow the aircraft to be used for any illegal purpose.

Before accepting possession of any aircraft, I undertake to check it completely and to advise CFC of any damage or defect to/of said aircraft, its equipment, and/or any accessories I may detect. I acknowledge that I may be held entirely responsible for any unreported damage to or defect of said aircraft, its equipment, or its accessories after I have used it. In addition to this, I am aware that I am also liable for the total cost of any required repairs resulting from negligence of the above.

I undertake not to accept possession of an aircraft or to use it if I am not entirely satisfied with the proper functioning of the aircraft, its equipment, and its accessories. I undertake to return the aircraft to its base within the time limit agreed to and to hangar it or attach it securely after each stop as instructed by CFC employees. Whenever I foresee a delay in the time of arrival, I must advise CFC immediately. If and whenever I am unable to return the aircraft to its base for reasons caused by my negligence, I agree to be responsible for any expenses and costs that CFC deems necessary to return said aircraft back to its base.

I acknowledge that the aircraft becomes my entire responsibility and to this end, without excluding the general terms mentioned above, I specify that:

1. I agree to adhere to all CFC policies and procedures in the "Pilot Handbook" while utilizing the facilities/aircraft/ and equipment.
2. I complete a weight and balance calculation prior to flight authorization and operate the aircraft within the weight and balance limits specified in the aircraft flight manual.
3. I will file a flight plan for all flights greater than 25 nm from the departure aerodrome.
4. I will land only at authorized airports with hard surfaced runways, except in the case of emergency landings.
5. I will notify CFC immediately in the event of any incident or accident, major or minor, including the names of witnesses and other persons involved.
6. I undertake not to repair the aircraft, its equipment, or its accessories, without first obtaining approval from CFC. CFC reserves the right not to reimburse the renter for maintenance not specifically approved by CFC.

I agree and promise to pay CFC for any loss or destruction of, or damage to, an aircraft and/or other property caused, whether in whole or in part, by my non-observance of the above-mentioned terms and/or my acts or failures to act, omissions, negligence, and/or wilful misconduct; or I will pay CFC an Incident Fee of \$5,000 on single-engine aircraft or \$10,000 on multi-engine aircraft, per incident. It is understood that the Incident Fee shall be payable to CFC in the event of any insurance claim made at the sole discretion of CFC for bodily injury and/or property damage arising from the activities of the student or renter.

I agree to exonerate CFC from all responsibility with respect to me and other persons as well as payment for all expenses, damages or losses resulting therefrom or from my use of the aircraft, and agree to pay for such damages.

I acknowledge having been advised that in the case of an accident, whenever damages are the results of my gross negligence or willful misconduct, the insurance company, subject to the rights of the indemnified victims, may demand reimbursement of the indemnities paid. Whenever damages are the results of my gross negligence or willful misconduct, regardless of the option selected above, I agree to pay for damages in full.

I acknowledge that the terms are binding on my heirs, my legal representatives, my legatees, my beneficiaries and my executors. I acknowledge by my signature:

1. That I understand all of the clauses contained herein.
2. That I am familiar with all the regulations referred to.
3. That I have received a copy of this agreement.

I will produce a VALID pilot's licence, valid medical certificate, and proof of aircraft checkride (within 1 year) and last flight within 90 days prior to flight authorization.

I WARRANT THAT I HAVE READ AND UNDERSTOOD EACH AND EVERY PROVISION WITHIN THIS AGREEMENT. IN WITNESS WHEREOF,

I have signed at \_\_\_\_\_, on this day \_\_\_\_\_ of in this year

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FULL NAME (Pilot)

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SIGNATURE

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FULL NAME (CFC Representative / Witness)

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SIGNATURE