SOP-G

Standard Operating Procedures – General

Revised August 2021

SECTION 0 - FRONT MATTER

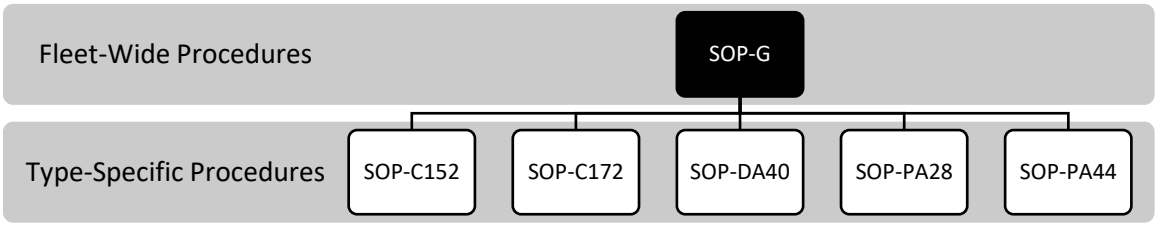
0.1 - INTRODUCTION

The ***Standard Operating Procedures – General*** are intended to provide pilots with guidance for normal flight operations across the various types operated by WWFC. They are intended to fill in the gaps between the detailed, aircraft-specific procedures contained in the aircraft-specific SOP supplements.

In any operation, SOPs are designed to enhance safety, assist pilots in risk management and facilitate consistency. In a training environment, SOPs provide pilots with a common baseline of “how and when” things should happen.

To ensure safety and regulatory compliance, flights must be conducted in accordance with regulations, ATC clearances, personal capability, aircraft operating limitations described the applicable Pilot Operating Handbook, and WWFC’s Flight Training Operations Manual. WWFC has attempted to ensure that the information contained here does not contradict anything listed in any of our fleet Pilot Operating Handbooks, but if there is any disagreement, **the Pilot Operating Handbook is the final authority.**

0.2 - SOP ORGANIZATION CHART



0.3 - VERSION INFORMATION

Version Date
August 16, 2021

0.4 - CHANGES IN THIS EDITION

Reserved.

0.5 - CONTENTS

0.6 - ACROYNMS

Acronym	Definition
AFM	Aircraft Flight Manual
AGL	Above Ground Level
ASL	Above Sea Level
ATC	Air Traffic Control
DH	Decision Height
EFB	Electronic Flight Bag
FAF	Final Approach Fix
IFR	Instrument Flight Rules
KIAS	Knots Indicated Airspeed
KTAS	Knots True Airspeed
MAP	Missed Approach Point
MDA	Minimum Descent Altitude
MSA	Minimum Sector Altitude
PIC	Pilot in Command
POH	Pilot Operating Handbook
SID	Standard Instrument Departure
SOP	Standard Operating Procedure
TOC	Top-of-Climb

SECTION 1 - CHECKLIST ORGANIZATION

1.1 - CHECKLIST METHODS

Operating checklists can be grouped into **Do-and-Verify** and **Read-and-Do** methods. The appropriate method for checklist completion for each normal procedure is listed in the Checklist Procedures Table and in the procedures section for each phase of flight.

1.1.1 - DO-AND-VERIFY

Do-and-Verify (DV) checklists involve actioning checklist items from memory and/or according to a cockpit flow, then following up with reference to the written checklist when time and workload permits.

Flow - Referred to variously as “geographic flows”, “flow checks”, “cockpit flows”, flows are logical path through a cockpit that the pilot will follow during the execution of the checklist, and are well suited to procedures where the sequence of action is not critical and there is an advantage in executing the checklist in a timely manner.

The items contained are memorized and completed without immediate reference to the written checklist. In most cases, following completion of the flow, the checklist is referenced when time and workload permit to ensure procedure completion.

Flow variants used at WWFC:

- **Flow**
  - Pilot performs the necessary actions from memory according to a flow. **NOTE:** This is the only checklist variant used at WWFC that does not include verification with written checklist.
  - The pilot announces completion of the checklist.
- **Flow-and-Read**
  - Pilot performs the necessary actions from memory according to a flow, then follows up by reading the checklist aloud and verifying each item has been completed.
  - The pilot announces completion of the checklist.

Memory Items – Also known as “Recall Items” or “Vital Actions”, memory items are immediate action items that must be completed in response to a (typically) **non-normal event**. These items are almost always time critical, so reference to a checklist is not practical. By contrast with flows, memory items must often be completed in a specific sequence established by the aircraft manufacturer. Memory items are often just a few of the immediate, critical steps in a checklist, so the remainder of the items may use a different checklist procedure.

Memory items must be memorized and completed without delay or reference to a written checklist, then verified with the checklist when circumstances permit. **Memory items are not used in Normal Procedures.**

1.1.2 - READ-AND-DO

Read-and-Do (RD) checklists are suited for complex tasks that must be completed in a specific order. As the name implies, the pilot first reads the item, then takes the appropriate action, while referencing the written checklist at each step.

Read-and-Do checklists are used when the procedure sequence is important, or when a checklist is lengthy or complicated and rarely used.

NOTE: If interrupted during a Read-and-Do checklist, exercise caution resuming the procedure, as skipped items may not be apparent. This can be performed by backing up to an obviously completed item. When in doubt, restart.

- **Read-and-Do**
  - The pilot reads each checklist item aloud, including the response, then performs the action.
  - The pilot announces completion of the checklist.

1.2 - CHECKLIST PROCEDURES TABLE

The following table indicates the method(s) used for Normal Procedures checklists in WWFC aircraft. The Marker column contains the abbreviation used within the aircraft checklists as a reminder to pilots.

CHECKLIST	METHOD	MARKER
PREFLIGHT	Flow	*F*
BEFORE START	Read-and-Do	*R&D*
START	Read-and-Do	*R&D*
AFTER START / TAXI	Flow-and-Read *or* Read-and-Do	*F&R or R&D*
RUN UP / BEFORE TAKEOFF	Read-and-Do	*R&D*
LINE CHECK	Flow	*F*
TAKEOFF	*Technique*	*(Technique)*
AFTER TAKEOFF	Flow-and-Read	*F&R*
CRUISE	Flow-and-Read	*F&R*
DESCENT	Flow	*F*
BEFORE LANDING	Flow-and-Read	*F&R*
AFTER LANDING	Flow-and-Read	*F&R*
SHUTDOWN	Read-and-Do	*R&D*
SECURING	Flow	*F*

1.3 - CHECKLIST VOCALIZATION

In **all** cases, pilots are expected to vocalize the completion of a checklist (of any type) by saying aloud:

"[Checklist Name] complete."

1.4 - CHECKLIST USE

1.4.1 - NORMAL CHECKLIST FORMAT

Normal checklists contain procedures developed by aircraft manufacturers, with as little added WWFC-specific material as is feasible. The title box identifies the name of the checklist and contains the Method Marker as a reminder to pilots of what checklist procedure is to be used.

Sample Normal Checklist (Read-and-Do method):

BEFORE START	***R&D***
Brakes	SET
Circuit Breakers	IN
Alternate Air	OFF
Propeller	FULL INCREASE RPM
Avionics	OFF
Lights	as req'd
Fuel Selector	DESIRED TANK

1.4.2 - RUN UP / BEFORE TAKEOFF FORMAT

Ground check and before takeoff checklist items from the aircraft manufacturers are merged into a single "RUN UP / BEFORE TAKEOFF" checklist with a solid line identifying the transition point between the two OEM procedures. If an aircraft is operated on consecutive same-day flights by the same pilot(s), the run-up portion of the checklist may be omitted, and the checks may be conducted "below the line".

RUN UP / BEFORE TAKEOFF	***R&D***
Ground Check / Run Up Area	
Before Takeoff Area	

1.4.3 - EMERGENCY PROCEDURES FORMAT

Memory items are identified by a thick black edge line on the left border of the checklist, while non-memory items are bordered by a thin black line. In this example, the first two pilot actions are memory items, while the remainder of the checklist items are non-memory.

ELECTRICAL FIRE	
BATT MASTR Switch	OFF
ALTR Switch	OFF
Vents	OPEN
Cabin Heat	OFF
Land	AS SOON AS POSSIBLE

SECTION 2 - BRIEFINGS

2.1.1 - PASSENGER BRIEFING

Topics include, at a minimum:

Passenger Briefing
Smoking / Seatbelts / Doors
Emergency Exits/Equipment

2.1.2 - PRE-TAKEOFF BRIEFING

Topics include, at a minimum:

Takeoff Briefing
Takeoff Procedure
Runway
Flap Setting / Retraction Schedule
Speeds:
Rotation
Initial Climb
Go/No-Go
Memory items for engine failures:
On the runway
After takeoff w/ and w/out rwy rem.
Threats

2.1.3 - APPROACH / ARRIVAL BRIEFING

Topics include, at a minimum:

Arrival Briefing
VFR
Field Elevation
Circuit Altitude, joining procedure
Type of Landing (planned config)
Stable Call Altitude
Threats
IFR
Approach Type & Name
Minimum Altitudes
Overshoot (Missed) Procedure
Radios / RNAV Config'd
Timing / Type of Landing
Special / Stable Call Altitude

SECTION 3 - STANDARD OPERATING PROCEDURES

This section contains procedures that are usable for normal flight operations across WWFC's fleet and is necessarily general. Detailed procedures and step-by-step instructions for each aircraft are found on the aircraft checklists (in this doc?) and in the Pilot Operating Handbooks.

For clarity, references to aircraft checklists and their method of use are notated as follows:

***CHECKLIST NAME* - (METHOD)**

3.1 - NORMAL STANDARD CALLS

Several Standard Calls are incorporated into the SOPs. While they can be found in the applicable phase of flight procedure section, they are summarized here for ease of study.

ACTION	CALL
Crossing a runway during taxi.	**"CLEAR LEFT, CLEAR RIGHT"**
Full power set and confirmed	**"FULL POWER SET"**
Check engine gauges, confirm normal readings	**"GAUGES GREEN"**
Check airspeed indicator, confirm reading >0	**"AIRSPEED ALIVE"**
At rotation speed (say actual speed)	**"[Vr], ROTATE"**
Confirm positive rate (VSI or Altimeter)	**"POSITIVE RATE"**
Retractable Types: When runway remaining is insufficient for immediate landing	**"GEAR UP"**
If flaps used for takeoff: when scheduled	**"FLAPS UP"**
Through 400' *or* as briefed (see note)	**"400 FEET, AFTER TAKEOFF CHECKS"**
Retractable Types: *Before lowering landing gear, confirm airspeed below* V_{LO}	**"SPEED CHECK, GEAR DOWN"**
Before initially extending flaps, confirm airspeed below V_{FE}. Say actual flap setting (aircraft specific)	**"SPEED CHECK, FLAPS [setting]"**
Subsequent flap extension	**"FLAPS [setting]"**
Retractable Types: GUMP check complete	**"GUMP CHECK COMPLETE"**
When initiating Go Around	**"GO AROUND"**
When deviating from SOPs for a maneuver	**"NON-STANDARD"**
When a checklist has been fully completed	**"[checklist name] COMPLETE"**

3.2 - FLIGHT PREPARATION

Information in this section is meant to guide WWFC clients through the aircraft dispatch and flight authorization process. To begin this process, pilots must have determined their intended flight activity, intended airtime and submitted all required information to the FleetCaptain Mission Data Kiosk.

3.2.1 - FLIGHT AUTHORIZATION

When an aircraft is dispatched, a Flight Authority Form is issued. The FAF summarizes important information concerning aircraft loading, operational restrictions, and maintenance due times. The PIC must review the FA form for accuracy and sign (electronically or physically) before departure.

For training flights, the student and instructor must each initial (electronically or physically) the appropriate authorization/acknowledgement box.

3.2.2 - DOCUMENTS

Airworthiness validation is the responsibility of the Pilot-in-Command. After dispatch, pilots must verify that they have received a complete and correct set of aircraft documents. Each document package contains the following:

- Certificate of Airworthiness
- Certificate of Registration
- Aircraft Journey Log
- Weight & Balance Report
- Insurance Certificate
- Annual Airworthiness Information Form (not an airworthiness item)
- WWFC Emergency Procedures Package (not an airworthiness item)

Note: *Pilot Operating Handbooks remain in the aircraft at WWFC; pilots must ensure it is present and accessible before departure.*

3.3 - PREFLIGHT INSPECTION

When an aircraft has been dispatched and documents checked, collect a fuel sample waste can and proceed to the aircraft.

(1) A short list of immediate actions are recommended by WWFC:
  (a) Check fuel & oil level immediately. If aircraft fuel level is not within the range specified on the FA form or oil is required, contact dispatch immediately.
  (b) In cold weather, check engine temperature. If the aircraft has been sitting below 0° for an extended period, a pre-heat will be required. When in doubt, contact Line Crew.

(2) ***PRE-FLIGHT INSPECTION* - (FLOW)** – *vocalize completion*

(3) ***EXTERNAL CHECK* - (FLOW)** – *vocalize completion*

(4) Return fuel sample waste can.

(5) **Consider** completing **Passenger Briefing** before boarding – see **Engine Start** section below.

(6) **Secure all baggage –** no loose objects on seats or in baggage area; use seatbelts/baggage straps.

Note: *Collect all sampled fuel in the provided waste cans; do not pour on ramp or return directly to fuel tank.*

3.4 - ENGINE START

(1) Before boarding ensure the aircraft is positioned so that
  (a) Propeller blast is not directed toward any aircraft, hangar or person
  (b) A viable taxi route exists to leave the parking area without attempting to fit the aircraft through a narrow gap between other aircraft, buildings or vehicles

(2) Assist passenger(s) with boarding & seatbelts (if required)

(3) Complete **Passenger Briefing**, containing at least:

Passenger Briefing
Smoking / Seatbelts / Doors
Emergency Exits/Equipment

Note: *Depending on aircraft type and passenger experience in light aircraft, consider addressing things like fresh air vents, headset volume control, location of airsickness bags, etc.:*

(4) Organize cockpit resources (kneeboard, maps, checklists) so that their location is known, and they can easily and quickly be accessed when required

(5) Record Hobbs start on Flight Authority Form

(6) ***BEFORE START* - (READ-and-DO)** – *vocalize completion*
  (a) Before proceeding to START procedure, set lights according to the following (as equipped, OFF if not listed):

Aircraft Equipment	Day	Night
Beacon Equipped	Beacon ON	Beacon and Nav Lights ON
No Beacon	Strobes ON	Nav Lights ON

(7) ***START* - (READ-and-DO)** – *vocalize completion*

(8) ***AFTER START / TAXI* - (READ-and-DO or FLOW-and-READ)** – *vocalize completion*

(9) Check ATIS to determine active runway / meteorological conditions

3.5 - TAXI / RUN UP

Safety Alert: *Runway and taxiway incursions represent a disproportionate amount of WWFC's safety occurrences. Exercise caution and ask for clarification from ATC where required.*

(1) Before moving aircraft:
- (a) Configure radios and navigation systems as required for flight
- (b) Check that taxi route to leave the parking area is clear before releasing brakes
- (c) Use Taxi/Landing Lights to indicate movement:

Aircraft Equipment	Day / Night
Taxi Light Equipped	Taxi Light ON before moving, OFF once stopped
Taxi Light Not Equipped	Landing Light ON before moving, OFF once stopped

(2) Taxi considerations:
- (a) Apply wind inputs
- (b) Do not ride the brakes; use minimal power once the aircraft is moving and maintain centerline
- (c) Maintain situational awareness; minimize distracting tasks (reading checklists, setting avionics) while moving, consider jet blast, avoid taxiing through slush or puddles in cold weather, leave room to slow and stop in icy conditions
- (d) Write down any clearances to minimize the chance of confusion

(3) Ensure aircraft is positioned appropriately for run up. It is more important to safely direct prop-blast away from other aircraft than to point directly into wind.

(4) When aircraft is stopped to conduct run up, turn off Taxi Light or Landing Light.

(5) ***RUN UP / BEFORE TAKEOFF* - (READ-and-DO)** – *vocalize completion*
- (a) Note: **RUN UP** portion of check (above the line) is not required for consecutive same-day flights by same pilot(s). **BEFORE TAKEOFF** (below the line) required for all flights.

(6) If taxi routes require crossing a runway, check for traffic in both directions prior to crossing.

ACTION	CALL
Crossing a runway during taxi.	**"CLEAR LEFT, CLEAR RIGHT"**

Note: *When crossing an active runway at night, consider temporarily using all aircraft lights.*

(7) Complete **Takeoff Briefing**, containing at least (refer to Pilot Briefing Card as required):

Takeoff Briefing
Takeoff Procedure
Runway
Flap Setting / Retraction Schedule
Speeds:
Rotation
Initial Climb
Go/No-Go
Memory items for engine failures:
On the runway
After takeoff w/ and w/out rwy rem.
Threats

Note: *Takeoff Briefing may be deferred until aircraft is taxiing to departure runway, provided the pilot will not need to reference the Pilot Briefing Card while the aircraft is moving.*

(8) Obtain taxi clearance / Call MF or ATF

(9) Set lights as required before releasing brakes

3.6 - TAKEOFF / DEPARTURE

Safety Alert: *After-takeoff restrictions are frequently issued by ATC to ensure traffic separation. These routine instructions are frequently missed or forgotten by pilots when the restriction differs from the expectation of the pilot. Take steps to ensure these instructions can be recalled; e.g., when restricted to runway heading, jot "RWY HDG" on a kneeboard, the cross it out when the restriction is lifted.*

(1) When arriving at the Hold Short Line at a towered airport, switch to the Tower Frequency.

(2) Once stopped at the Hold Short Line, ensure aircraft lights are set appropriately to avoid creating a hazard for landing aircraft
   (a) Turn off Taxi or Landing Light in accordance with SOPs
   (b) Ensure Strobe or Recognition lights planned for use in flight are not turned on until cleared onto the runway

(3) Obtain takeoff clearance / Call MF or ATF

Note: *at controlled airports, calling ready when an aircraft is at short final causes frequency congestion, as the controller will respond with a hold short instruction. Check final approach and call ready at an appropriate time.*

(4) ***LINE CHECK* - (FLOW)** – *vocalize completion*
   (a) Set lights (as equipped, OFF it not listed):

DAY	NIGHT
Beacon ON Recog. Lights ON Strobes ON Landing Light ON	Beacon ON Nav Lights ON ***ONLY WHEN CLEARED:*** Recog. Lights ON Strobes ON Landing Light ON

(5) Check HDG gyro against runway number when lining up

(6) Apply mixture rich before applying power

(7) Use appropriate takeoff technique

(8) Perform takeoff roll checks and make required Standard Calls

ACTION	CALL
Full power set and confirmed	**"FULL POWER SET"**
Check engine gauges, confirm normal readings	**"GAUGES GREEN"**
Check airspeed indicator, confirm reading >0	**"AIRSPEED ALIVE"**
At rotation speed (say actual speed)	**"[Vr], ROTATE"**

(9) Establish aircraft in appropriate attitude for initial climb speed, correct for drift
   (a) For normal takeoffs, initial climb should be at V_Y
   (b) Climb power (if different from takeoff power) should be set
   (c) Make required Standard Calls:

ACTION	CALL
Confirm positive rate (VSI or Altimeter)	**"POSITIVE RATE"**
Retractable Types: When runway remaining is insufficient for immediate landing	**"GEAR UP"**
If flaps used for takeoff: when scheduled	**"FLAPS UP"**
Through 400' *or* as briefed (see note)	**"400 FEET, AFTER TAKEOFF CHECKS"**

(10) ***AFTER TAKEOFF* - (FLOW-and-READ)** – *vocalize completion*

(a) Set lights (as equipped, OFF if not listed)

DAY	NIGHT
Recog. Lights ON Strobes ON	Nav Lights ON Recog. Lights ON Strobes ON
Landing Light ON in high-traffic areas (pilot's discretion)	

(11) At safe altitude (at or above 400' AGL), accelerate to desired enroute climb speed

Note: *Pilots departing the circuit are encouraged to use an enroute climb profile to improve visibility and engine cooling.*

(12) Comply with ATC instructions for departure routings and maintain continuous watch for traffic

(13) If autopilot is equipped, do not engage before **AFTER TAKEOFF** checks have been completed.

3.7 - CRUISE

(1) When leveled off at desired altitude, ***CRUISE* - (FLOW-and-READ)** – *vocalize completion*

(2) Cruise power settings should be selected from those listed in the POH, and the engine(s) leaned to Rich Best Power in normal operations.

(3) As appropriate to the aircraft and trip, complete the following:

(a) TAS check / planning performance validation

(b) HDG gyro reset (at intervals)

(c) Carb heat checks (at intervals)

(d) Fuel tank check / fuel tank switch (at intervals)

Note: *All WWFC aircraft must be operated with a suitably leaned mixture during cruise flight. Extended cruise with a full rich mixture setting causes excessive fuel consumption, leads to the deposit of carbon inside the combustion chamber, and increases the environmental impact of flight operations.*

3.8 - ARRIVAL / LANDING

Note: *Begin planning the arrival approx. 20 minutes before reaching destination. The* ***BEFORE LANDING*** *checklist and associated briefings can be completed at or near the top of descent, as any configuration-affecting changes (i.e., flaps and landing gear) can be deferred until it is appropriate to action that item. This helps reduce workload in the high-traffic areas near airports.*

While flying continuous circuits, the items contained in the ***BEFORE LANDING*** *checklist can be actioned as a* ***FLOW*** *check.*

(1) Plan the descent during cruise considering:
   (a) The amount of altitude to lose (slow descents with moderate power are preferred to power-off/high rate descents)
   (b) Distance and time to destination
   (c) Potential ATC restrictions
   (d) When required radio calls must be made (**Note:** make initial call at least 5 minutes before entering control zones)

(2) Obtain ATIS

(3) Configure lights (as equipped):

DAY	NIGHT
Beacon ON Recog. Lights ON Strobes ON Landing Light ON	Beacon ON Nav Lights ON Recog. Lights ON Strobes ON Landing Light ON

(4) Complete **Arrival Briefing** containing at least (refer to Pilot Briefing Card as required):

Arrival Briefing
VFR
Field Elevation
Circuit Altitude & Joining Procedure
Type of Landing (planned config)
Stable Call Altitude
Threats
IFR
Approach Type & Name
Minimum Altitudes
Overshoot (Missed) Procedure
Radios / RNAV Config'd
Timing / Type of Landing
Special / Stable Call Altitude

(5) ***BEFORE LANDING* - (FLOW-and-READ)** – *vocalize completion*

Note: *If flying continuous circuits, complete BEFORE LANDING checks on downwind*

(6) When nearing airport, establish **slow cruise speed** (90-105 kts, see Aircraft Specific Guidance for details) prior to entering the circuit

(7) If flying retractable gear aircraft, lower landing gear when entering circuit (see Standard Calls)

(8) **Do not descend on downwind** unless one of the following applies:
   (a) ATC instructs you to do so
   (b) It is necessary to do so to maintain VFR

Safety Alert: *Altitude restrictions are a regular occurrence during arrival at controlled airports. ATC may instruct pilots descend once they have visual contact with traffic they are supposed to follow (i.e., traffic on the downwind at circuit altitude with the following aircraft 500' above). It is critical that pilots maintain visual contact with the traffic they are to follow, and that the descent is flown without gaining airspeed.*

(9) When ready to leave circuit altitude, slow the aircraft to the desired initial approach speed (V_{REF} to V_{REF}+10)

(10) Make required Standard Calls:

ACTION	CALL
Retractable Types: *Before lowering landing gear, confirm airspeed below V_{LO}*	**"SPEED CHECK, GEAR DOWN"**
Before initially extending flaps, confirm airspeed below V_{FE}. Say actual flap setting (aircraft specific)	**"SPEED CHECK, FLAPS [setting]"**
Subsequent flap extension	**"FLAPS [setting]"**

(11) On final,

(a) Establish aircraft in desired landing configuration and at desired final approach speed.

(b) Retractable types: Perform **GUMP** check and make Standard Call

- Gas – Fuel ON, correct tank
- Undercarriage – Gear DOWN and locked
- Mixture – RICH
- Propeller – Propeller HIGH RPM

ACTION	CALL
GUMP check complete	**"GUMP CHECK"**

Note: *Normal landings should be made with full flaps; other procedures should be flown as specified in the appropriate POH. Adjustment to account for gusting winds should be made by adding half the gust factor to the normal V_{REF}.*

(12) At briefed **Stable Call Altitude**

(a) Check that approach is stable

- VFR (300' AGL gate): +10/-5 KIAS from declared approach speed, in landing configuration, established on suitable glide path, sink rate ≤1000 fpm, aligned with runway.
- IFR (1000' AGL gate): +10/-5 KIAS from declared approach speed, in landing configuration, established on glideslope/glide path/vertical guidance, sink rate ≤1000 fpm, within half-scale deflection of CDI.

(b) Make appropriate Standard Call and take appropriate action:

ACTION	CALL
If Stable:	**"STABLE, CONTINUING"**
If Unstable:	**"UNSTABLE, GO AROUND"**

(13) Ensure feet are positioned properly on brake pedals (heels on floor in all aircraft, toe below crossbar in Pipers) to avoid landing with brakes applied and to permit effective braking

(14) Touch down in first 3rd of available runway.

(15) Unless performing a performance landing or a touch and go, **do not retract flaps or reconfigure avionics until stopped.**

3.8.2 - TOUCH AND GO

(1) Retract flaps / set flaps for takeoff position while maintaining centerline
  (a) Confirm flap retraction visually before applying power
(2) Smoothly apply power and revert to Takeoff Procedures at Step 6 (rolling checks/Standard Calls)

3.8.3 - STOP AND GO

(1) Stop on runway and reconfigure aircraft once stationary
  (a) Confirm flap retraction visually before applying power
(2) Smoothly apply power and revert to Takeoff Procedures at Step 6 (rolling checks/Standard Calls)

3.9 - GO AROUND

Note: *A Go Around should be executed when instructed by ATC, anytime an approach does not meet the stabilized approach criteria, or in any other situation where a safe landing is in question (i.e., excessive ballooning, bouncing, etc.).*

(1) When a Go Around is required, execute the aircraft specific procedure from memory. The following Standard Call is required:

ACTION	CALL
When initiating Go Around	**"GO AROUND"**

(2) If the go around was caused by an aircraft on the runway, fly the aircraft to the side of the runway to enable visual contact with any departing traffic.

3.10 - AFTER LANDING

Safety Alert: *While rolling out from landing, the aircraft is still subjected to aerodynamic loads. Appropriate control deflections are required to maintain adequate control.*

(1) Do not retract flaps or reconfigure avionics until stopped (switch frequencies if instructed to do so by ATC, but leave all other changes until stationary)
(2) Taxi off runway at the first taxiway or as assigned, maintaining a safe taxi speed
(3) Cross the hold short line and stop, leaving space for another aircraft behind (if possible)
(4) At towered airports, immediately after stopping on the taxiway, switch over to ground frequency (this allows the ground controller to contact you if required)
(5) ***AFTER LANDING* - (FLOW-and-READ)** – *vocalize completion*
(6) Obtain taxi clearance / Call MF or ATF
(7) Taxi to apron (recall Taxi Considerations)

3.11 - SHUTDOWN / SECURING

(1) Stop aircraft in a suitable location for parking or for towing to appropriate parking

Note: *Ramps may be congested; do not taxi too close to other aircraft or buildings – shut down and use a tow bar.*

(2) ***SHUTDOWN* - (READ-and-DO)** – *vocalize completion*
(3) Record time down and Hobbs numbers on Flight Authority Form
(4) ***SECURING* - (FLOW)** – *vocalize completion*

SECTION 4 - EMERGENCY PROCEDURES

4.1 - GENERAL

Emergency procedures are type specific. The guidance provided here pertains to the Standard Calls associated with real and simulated emergencies.

4.2 - EMERGENCY STANDARD CALLS

ACTION	CALL
Initiation of an aborted takeoff (real or simulated)	**"ABORT"**
Initiation of simulated engine failure	Instructor/Check Pilot: **"SIMULATED ENGINE FAILURE"**
Conclusion of simulated engine failure	Instructor/Check Pilot: **"SIMULATION COMPLETE"**
On completion of emergency checklist	**"[checklist name] COMPLETE"**

4.3 - EMERGENCY CHECKLIST APPLICATION

Emergency checklists in WWFC's fleet plainly identify Memory Items vs Non-memory Items (see Section 1.4.3 – Emergency Procedures Format). Pilots are encouraged to refer to the checklist for all non-memory items in both real and simulated emergencies where time allows.