



Beverly Flight Center, LLC

Flight Safety Procedures and Policies

Flight Safety Procedures and Practices

Table of Contents

Flight Safety Procedures and Practices.....	1
I. General.....	2
II. Ramp Safety.....	2
Parked Aircraft.....	2
Propeller Safety.....	2
Cell Phone Usage.....	2
III. Aircraft Fueling.....	2
Water in the Fuel.....	3
Accumulation of Water.....	3
Exposure to Aviation Fuel.....	3
FIRST-AID MEASURES Exposure to Aviation Fuel:.....	3
IV. Fire Precautions and Procedures.....	4
Airplane.....	4
Building.....	4
V. Pilot Operating Procedures and Practices.....	4
Stage Checks Required for All Part 61 and Part 141 Pilot Candidates.....	4
Student Initial Solo and Supervised Solo Flight Practices.....	5
Weather Limitations.....	6
Private Pilot Candidates (Student Pilots).....	6
Weather Limitations for Use by Dispatcher When a CFI is not Available.....	7
Solo Cross Country Requirements and Actions Required of Student.....	7
Instrument Pilot Flight Training.....	8
Commercial Pilot Flight Training.....	8
Aircraft Starting.....	8
Taxi Procedures.....	9
Re-Dispatch Procedures.....	9
Reporting Aircraft Discrepancies.....	9
Securing Aircraft.....	10
Fuel Reserves.....	10
Local Flights.....	10
Cross Country.....	10
Collision Avoidance.....	10
Land and Hold Short Procedures (LAHSO).....	10
Run-Up Advisory.....	10
Off-Limit Areas / Airports.....	11
Additional Standard Operating Procedures and Practices.....	11
VI. Beverly Practice Area Procedures.....	13
Practice Area.....	13
VII. Noise Abatement Procedures – Good Neighbor Policy.....	14
VIII. Accident Reporting Procedures.....	14
IX. Record of Revisions.....	15



I. General

All flights are conducted as dual or solo as defined in 14 CFR FAR Part 61 or Part 141. All pilots must be familiar with the Flight Safety Procedures and Practices prior to any flight. No smoking is permitted in any part of the Beverly Flight Center, LLC facilities, on the ramp or in the aircraft.

1. Students under Part 61 should obtain an appropriate class FAA medical as soon as practical in their training to ensure there are no potential medical issues that would impact their training.
2. Part 141 Students at a minimum must obtain an FAA 3rd Class medical prior to enrolling in the Part 141 program. If you intend to exercise the privileges of the ratings, you are pursuing you should obtain the minimum class of medical required to exercise the privileges of those ratings prior to enrolling in the Part 141 program.
3. All students reference 14 CFR Part 61.15, Offenses involving alcohol or drugs.

II. Ramp Safety

Pilots will familiarize themselves with AC 00-34A Aircraft Ground Handling and Servicing.

Parked Aircraft

When an aircraft is parked, the parking brake will be set, flight controls will be secured with seat belts or with flight control locks. If available pitot static covers should be placed over the pitot tubes. If the aircraft is the Cessna 172, then it must be securely tied down.

Propeller Safety

Rotating propellers and Helicopter rotor blades are invisible under certain lighting conditions. Several injuries and deaths have occurred on ramp areas caused by people walking into turning propellers or rotors. Many people have been injured by propellers in a moment of carelessness.

When it becomes necessary to position propellers or pull the propeller through, they must be managed as if the engine is going to start. Before moving a propeller, always check to be sure the ignition switches are in the **off** position, and the throttle and mixture control levers are in the **closed** position. Always stand clear of propeller blade path, particularly when moving the propeller, because of a possible inadvertent engine start. A qualified pilot must be at the controls ensuring the magnetos are off, the throttle and mixture are closed, and the brakes are held. Caution should be practiced around warm engines. Props locks must be safely removed from the propeller during the pre-flight.

Hand propping of aircraft is forbidden.

Cell Phone Usage

During operations when the pilot is physically directly on the ramp, cell phone usage is **not permitted. No exceptions.**

III. Aircraft Fueling

When being refueled by an FBO or at a self-service facility, all aircraft shall be properly secured with engines and electrical equipment off. No persons shall be in the aircraft during fueling. No smoking is permitted on the ramp. Cell phones will be off in the vicinity of aircraft being fueled. All aircraft will be properly grounded prior to being fueled.



Improper fueling procedures may cause aircraft accidents' and in-flight incidents. All pilots must be familiar with the fuel requirements for the models and types of aircraft they operate. The following paragraphs contain a description of problems that may be encountered in fueling aircraft and recommended procedures for combating these problems.

Water in the Fuel

Water occurs in aviation fuels in three forms:

1. Dissolved water, humidity in the atmosphere that converts to droplets and settles out as the fuel temperature decreases during flight.
2. Suspended water appears in the form of droplets that reflect light. High concentration of droplets will cause fuel to have a cloudy or hazy appearance.
3. Solid bodies of water may be caused by leakage of storage tanks, leaking filler neck seals, or the settling out of suspended water droplets.

Accumulation of Water

There is no way of preventing the accumulation of water formed through condensation in fuel tanks. The accumulation is certain, and the rate of accumulation varies. Aircraft fuel tanks will be checked after refueling and before each flight for the presence of water. Any water discovered should be removed immediately. Do not pour fuel back into the fuel tank after testing as this only allows water and sediment to accumulate in the tank. Fuel should never be dumped on the ramp after testing for the presence of water. Environmental containers are available for fuel drained from sumps.

Exposure to Aviation Fuel

Aviation fuel is flammable and toxic. It is harmful by inhalation. Vapors may cause drowsiness and dizziness. It is slightly irritating to respiratory system. Aviation fuel is harmful in contact with skin. It is irritating to skin. Moderately irritating to eyes. Harmful if swallowed and may cause lung damage if swallowed.

FIRST-AID MEASURES Exposure to Aviation Fuel:

- Inhalation: Remove to fresh air. If rapid recovery does not occur, transport to nearest medical facility for additional treatment.
- Skin Contact: Remove contaminated clothing. Immediately flush skin with large amounts of water for at least 15 minutes and follow by washing with soap and water if available. If redness, swelling, pain and/or blisters occur, transport to the nearest medical facility for additional treatment. When using high pressure equipment, injection of product under the skin can occur. If high pressure injuries occur, the casualty should be sent immediately to a hospital. Do not wait for symptoms to develop.
- Eye Contact: Flush eyes with water while holding eyelids open. Rest eyes for 30 minutes. If redness, burning, blurred vision, or swelling persist transport to the nearest medical facility for additional treatment.
- Ingestion: If swallowed, do not induce vomiting: transport to nearest medical facility for additional treatment. If vomiting occurs spontaneously, keep head below hips to prevent aspiration. If any of the following delayed signs and symptoms appear within



the next 6 hours, transport to the nearest medical facility: fever greater than 101° F (38.3°C), shortness of breath, chest congestion or continued coughing or wheezing.

In the event of fuel spillage, notify the office, and stop all operations until the spill can be removed, using proper safety and environmental precautions.

IV. Fire Precautions and Procedures

Airplane

1. Extreme care should be taken to avoid over-priming in cold weather.
2. The aircraft will be preheated when the ATIS temperature is reported at or below 0C/32F degrees. Preheat will be performed by authorized personnel only.
3. Should a fire start, complete the procedures as specified in the Pilot Operating Handbook which should include the following:

Starter	Continuous Cranking
Mixture	Idle Cutoff
Throttle	Full Open
Electric Fuel Pump	Off
Fuel Selector	Off
Master	Off
Ignition / Mags	Off
If Fire Continues	Abandon

Should the aircraft in use not have an established procedure, initiate the steps listed above.

Contact the nearest personnel to notify them of the fire and alert emergency personnel. If you can safely do so, there is a wheeled fire extinguisher in front of North Atlantic Hangar 10 South (helicopter hangar) and discharge it into the engine air intakes. Do not open the cowling.

Do not attempt to operate the airplane until it has been inspected and returned to service by an authorized mechanic.

Building

In the event of a fire all personnel are expected to evacuate the building immediately and file into the parking area in an orderly manner. Fire extinguishers are positioned strategically about the ramp, hangar, and office areas.

V. Pilot Operating Procedures and Practices

Stage Checks Required for All Part 61 and Part 141 Pilot Candidates

1. Stage checks are to be integrated into a pilot candidate's training schedule. The stage check is not to add hours to a pilot candidate's training. The objective is to have another instructor evaluate the candidate from a different perspective and provide input to their training to improve the efficiency and quality of Beverly Flight Center, LLC's training.
2. All pilot candidates, Part 61 and Part 141, are required to do stage checks at specific designated points in their training syllabus. The required stage checks are the Pre-Solo Stage Check, the Cross-Country Stage Check, the Private Pilot End of Course Stage Check, the Instrument Rating



End of Course Stage Check, the Commercial Pilot End of Course Stage Check and the Multi-Engine Rating (Add-On) End of Course Stage Check.

3. The stage checks must be flown with an instructor other than the pilot's primary flight instructor.
4. The stage checks consist of a ground portion and a flight portion. A review of the pilot's required pilot ratings, medical, government picture ID, ground time, flight time, required endorsements if applicable, and written knowledge tests if applicable. This is to confirm the pilot candidate meets the eligibility, aeronautical knowledge, and aeronautical experience for their current stage of training.
5. Part 61 pilot candidates will utilize the published Beverly Flight Center, LLC stage check preparation and plan of action. A Part 61 pilot candidate can do a stage check with any experienced Beverly Flight Center, LLC flight instructor.
6. Part 141 pilot candidates have specified stage checks in their Training Record Syllabus.
 - a. The Part 141 Private Pilot Course does not have a Pre-Solo Stage Check prior to solo or a Cross-Country Stage Check prior to the solo cross-country. Beverly Flight Center, LLC requires these stage checks prior to solo and solo cross-country. Part 141 instructors will use the published Beverly Flight Center, LLC Pre-Solo Stage Check and the Cross-Country Stage Check to complement the Part 141 Training Record Syllabus to ensure the Part 141 pilot candidates have acquired the level of aeronautical knowledge and experience to operate safely.
 - b. The Part 141 intermediate stage checks will be executed utilizing the Part 141 syllabus for the course they are taking.
 - c. All the Part 141 courses have end of course stage checks. The Part 141 end of course stage checks are not as specific as required to truly prepare a candidate for a practical test check ride.
 - i. Part 141 instructors will use the published Beverly Flight Center, LLC end of course stage checks to complement the Part 141 Training Record Syllabus to ensure the Part 141 pilot candidates have acquired the level of aeronautical knowledge and experience to successfully complete a practical test check ride.
 - d. Part 141 pilot candidates must complete the Gleim Online Ground Course and the flight portion of the stage check in the Training Record Syllabus to the stage check level they have achieved before proceeding beyond that stage check level in their training.
7. The stage checks must be flown with an instructor other than the pilot's primary flight instructor. Part 141 stage checks must be flown with a designated Part 141 check instructor.

Student Initial Solo and Supervised Solo Flight Practices

1. The primary instructor is required to have trained and determined the person they are endorsing for the initial solo meet 61.87 requirements, including a completed and signed Beverly Flight, LLC Center Pre-Solo Knowledge Test.
2. Instructors will endorse the student using the current AC 61-65 endorsement recommendation for the Pre-Solo Knowledge Test when they complete the review of the test and sign the test with the student.



3. The primary instructor of the student must be present for the initial solo flight. The initial solo flight will be at Beverly Airport (KBVY). The student will be most familiar with KBVY, and the instructor will have the most support at KBVY.
4. The instructor must at a minimum fly three take-offs and landings and a go-around prior to endorsing the student for initial solo privileges. The endorsement will be as recommended by the current AC 61-65.
5. The instructor will actively observe the student as they execute their initial solo. The tower frequency will be monitored by the instructor with the handheld radio that is available in the office to assist if any issues should occur.
6. It is recommended the instructor contact the tower cab by telephone to inform them that this flight is the student's first solo as the student taxis out.
7. Subsequent supervised solos may be supervised by an instructor other than the primary instructor if the two instructors have agreed to do so prior to the student scheduling with the other instructor.
8. The supervising instructor must at a minimum fly three take-offs and landings and a go-around and confirm the student has the proper endorsements and documentation to fly solo prior to exiting the aircraft.
9. The supervising instructor will actively observe the student as they execute their supervised solo. The tower frequency will be monitored by the supervising instructor with the handheld radio that is available in the office to assist if any issues should occur.
10. Students will execute a minimum of three supervised solos before they can do unsupervised solos.
11. Prior to a student flying solo to the practice area the primary instructor must sign off in the student's logbook that they have received the training to safely fly solo in the practice area.

Weather Limitations

Private Pilot Candidates (Student Pilots)

1. Dual (VFR) Local weather minimums. Forecast weather within 1 hour of the flight. Basic VFR weather minimums unless a special VFR is requested. The maximum crosswind component is not to exceed the demonstrated crosswind component of the aircraft.
2. Dual (VFR) Cross Country weather minimums. Forecast weather along the entire route of flight extending 4 hours from ETD of the flight. Basic VFR weather minimums and the maximum crosswind component is not to exceed the demonstrated crosswind component of the aircraft.
3. Solo (VFR) Traffic Pattern weather minimums. Forecast weather for duration of flight and 1 hour after the ETD of the flight. 2,000 ft. ceiling; 5 SM visibility. The maximum crosswind component is not to exceed the demonstrated crosswind component of the aircraft and is subject to flight instructor approval and more restrictive limitations. Wind limitation is gusting no more than 15 knots.



4. Solo (VFR) Practice Area weather minimums. Forecast weather for the duration of the flight and 2 hours after ETD of the flight. 3,000 ft. ceiling, 8 SM visibility. The maximum crosswind component is not to exceed the demonstrated crosswind component of the aircraft and is subject to flight instructor approval and more restrictive limitations. Wind limitation is gusting no more than 15 knots.
5. Solo (VFR) Cross-Country weather minimums. Forecast weather along the entire route of flight for the duration of the flight extending 5 hours from the ETD of the flight. Ceiling 1,000 ft. above the highest planned altitude, 8 SM visibility. The maximum crosswind component is not to exceed the demonstrated crosswind component of the aircraft and subject to flight instructor approval and more restrictive limitations. Wind limitation is gusting no more than 15 knots.
6. Night Flight: Night flights without a Beverly Flight Center, LLC instructor on board is not permitted without an instrument rating and meeting the night experience requirements of FAR Part 61.57 (b). The person renting the aircraft must be an instrument rated pilot and instrument current.
7. Student pilots are prohibited from operating the aircraft on top of a layer of clouds.
8. Student pilots may not use special VFR procedures.

Weather Limitations for Use by Dispatcher When a CFI is not Available

Student pilot weather minimums policy for Dispatchers dispatching students solo without a specific limitation logbook endorsement from the primary Certificated Flight Instructor or direct Certificated Flight Instructor supervision available on site are:

Practice Area

Clouds: 2500' ceiling
Visibility: 8SM minimum
Wind: 15kt maximum headwind component
10kt maximum crosswind component
Utilize the maximum gust for wind calculations.

Traffic Pattern

Clouds: 2000' ceiling
Visibility: 5SM minimum
Wind: 15kt maximum headwind component
10kt maximum crosswind component
Utilize the maximum gust for wind calculations.

Cross-Country

Clouds: Minimum ceiling 1000' above the maximum altitude planned along the route of flight
Visibility: 8 SM minimum along route
Wind: 15kt maximum headwind component at departure and destination
10kt maximum crosswind component at departure and destination
Utilize the maximum gust for wind calculations.

Solo Cross Country Requirements and Actions Required of Student

1. Adhere to weather and operational limitations stipulated by the student's instructor



2. Get a Weather Briefing using 1800WXBrief.Com, an approved application such as ForeFlight or Garmin, or via telephone. Retain the briefing by the application or record it in writing if acquired by telephone for the instructor to review.
3. Create a Navigation Log
4. Create a Flight Plan
5. Complete a Weight and Balance form
6. Have weather briefing, navigation log, flight plan, and weight and balance reviewed by an authorized flight instructor and receive an endorsement to conduct the flight.
7. Obtain Flight Following for each segment of the entire flight or file and operate under an active flight plan

Instrument Pilot Flight Training

1. Flight into known icing conditions is prohibited. Minimum distance stated in the FAA training manuals must be maintained from convective activity in the vicinity of the route of flight.
2. An alternate that is at a minimum MVFR must be within range of the planned flight.
3. The maximum crosswind component is not to exceed the demonstrated crosswind component of the aircraft.
4. No aircraft being used for Instrument pilot flight training may depart IFR if ceiling and visibility are below landing minimums for that airport and runway of intended use.
5. Simulated emergencies and instrument failures will not be conducted in actual instrument conditions.

Commercial Pilot Flight Training

1. No commercial pilot candidates will be allowed to conduct solo VFR flights or solo VFR cross country flights when the ceiling and / or visibility is below FAA VFR weather minimums for the area in which they will be flying.
2. A commercial pilot student may not begin a cross country flight if the ceiling is forecast to be less than 1000 ft. above the highest planned altitude and the visibility is less than 3 SM.
3. No commercial pilot students are permitted to use special VFR procedures.
4. The maximum crosswind component is not to exceed the demonstrated crosswind component of the aircraft.

Aircraft Starting

A flight instructor will be in the airplane for all engine starts by students who have not been authorized to fly solo. An appropriately rated fire extinguisher in the aircraft or on the ramp will be available for all starts. The parking brake will be used in accordance with all check lists. The area around the airplane shall be visually cleared and a verbal call of clear prop shall be given prior to engine start.

The aircraft will be preheated when the ATIS temperature is reported at or below 0C/32F degrees.

The airplane cockpit shall never be left unattended while the engine is running. The airplane engine must be shut down before the pilot permits any passengers to board or exit the plane. Avoid starting the aircraft in front of hangars; blowing debris may cause damage to other aircraft as well as injury to



persons in the area. Whenever possible, avoid operating the engine at high RPM power settings while in the ramp area. Keep the power below 1,500 RPMs or within POH limitations for Beverly Flight Center, LLC aircraft to minimize blowing debris.

Customers are **not** permitted to hand prop airplanes. Use of an external power source in accordance with the aircraft POH to start the aircraft is the procedure to follow under these circumstances. Only qualified personnel, trained and signed-off by the flight school management, shall consider hand prop starting an airplane as an absolute last resort. In all circumstances, if the electric starter is not functioning properly, the aircraft shall be grounded, and the squawk procedures will be followed.

Taxi Procedures

Taxiing on taxiways will be done slowly, in a reasonable and prudent manner. No faster than a slow run. Do not taxi with the brakes on.

Do not try to maneuver through a tight area. Stop the aircraft. Have a qualified outside observer watching the wing tips or manually park the aircraft. All taxiing shall be done on designated taxiways or ramps. Use of airport taxi diagrams at KBVY and other airports, when available, are required. A diagram for KBVY is available at the main desk.

Re-Dispatch Procedures

A schedule of aircraft and instructors is provided for the orderly flow of pilot training and aircraft rental. This schedule is adhered to as closely as possible. Exceptions are allowed for changes in weather, flight conditions, or aircraft equipment failure which would affect flight safety. Should any pilot have to do an unscheduled landing at an airport or off airport due to mechanical trouble or weather, they are required to contact the flight school as soon as possible by phone. The main number for the Beverly Flight Center is (978) 774-7755. In addition, each student will be provided with a contact number for the instructor on duty prior to all solo flights. A company official at the flight school will determine the course of action to be followed. Should the aircraft require repairs, none will be initiated without the consent of the management of the flight school. Should the aircraft stay at the unscheduled airport, the student will ensure that the aircraft is locked, the controls are secured, the parking brake is set and if possible, the aircraft is securely tied down, and chocked to prevent wind damage.

An unscheduled landing by a student pilot will require the instructor and student to adhere to all current FAA regulations for weather, flight planning review and endorsements for the return flight.

Reporting Aircraft Discrepancies

Flight Schedule Pro enables all pilots to view the maintenance status, squawks and inspections that are due. Flight Schedule Pro displays the current tach time and is updated at the end of each flight and maintenance event.

Pilots and/or their instructors that find a discrepancy with the aircraft will verbally communicate that discrepancy to the Dispatcher on duty. The Dispatcher has the responsibility of recording that discrepancy in Flight Schedule Pro. The senior instructor on duty or Beverly Flight Center, LLC management will placard the aircraft as required by regulations. The Beverly Flight Center, LLC management, Chief Instructor or Assistant Chief Flight Instructor shall forward the problem to the maintenance department for correction. Access to keys for grounded aircraft will be limited to authorized personnel only. Upon completion of all discrepancies, the aircraft will be returned to service by an authorized mechanic. The authorized mechanic will complete the maintenance logbooks as required by regulation. Flight Schedule Pro will be updated by authorized Beverly Flight Center, LLC personnel.



Reference the published Beverly Flight Center, LLC Squawk procedures for more detail.

Securing Aircraft

When not in use the aircraft will be parked, with the doors shut. When parked at an airport other than the home base, the aircraft will be locked. When an aircraft is parked, the parking brake will be set, flight controls will be secured with seat belts or with flight control locks. If available pitot static covers should be placed over the pitot tubes. If the aircraft is the Cessna 172, then it must be securely tied down.

Fuel Reserves

Local Flights

1. Student solo flights should depart with full tanks whenever possible - unless weight and balance constraints dictate less fuel be carried. Fuel levels will be confirmed by visual inspection of the fuel tanks.
2. All aircraft will land with no less than 1 hour fuel reserve.

Cross Country

1. Flight will begin with full fuel confirmed by visual inspection of the fuel tanks unless weight and balance dictate less fuel be carried.
2. All flights shall land with no less than one hour fuel reserve.
3. Fuel stops shall be incorporated on cross country flights, as necessary.
4. Fuel purchases shall be reimbursed towards the rental cost of that flight per the policy of the flight school.
5. Runways at airports that are a minimum length of 1,800 feet to a maximum of 2,999 feet are limited to dual flights with Beverly Flight Center CFIs. Beverly Flight Center solo flights are limited to a minimum length of 3,000 feet. Unpaved surface runways must be approved by Beverly Flight Center management.

Collision Avoidance

Proper surveillance of other aircraft shall be maintained on the ground or in flight by both the instructor and pilot. Clearing turns are mandatory prior to any practice of flight maneuvers. Proper traffic pattern procedures shall be followed. Anti-collision lights will be used any time the aircraft engine is running. Landing lights will be on in the airport traffic area and traffic pattern for increased visibility.

Land and Hold Short Procedures (LAHSO)

Student pilots are prohibited from using land and hold short procedures. All student pilots must include the phrase "student pilot" in their initial call to Air Traffic Control. All other pilots may participate in land and hold short procedures if they have determined they may do so safely.

Run-Up Advisory

All pilots are required to perform their run-ups short of the runway hold line or in the run-up area if one is designated. The airplane shall be facing into the wind as close as possible. A thorough check of oncoming traffic is to be made prior to taxiing onto the runway or crossing any runway. A radio call on CTAF advising the tower or area traffic of your intentions is required.



Off-Limit Areas / Airports

The aircraft are off-limits to spectators unless prior permission has been received from company officials. No unauthorized person may be on the ramp unless accompanied by company personnel. All airport security policies and procedures must be adhered to. Runways at airports that are a minimum length of 1,800 feet to a maximum of 2,999 feet are limited to dual flights with Beverly Flight Center CFIs. Beverly Flight Center solo flights are limited to a minimum length of 3,000 feet. Unpaved surface runways must be approved by Beverly Flight Center management.

Additional Standard Operating Procedures and Practices

1. Simulated off-airport forced landings outside of an approved traffic pattern will only be practiced with an instructor on board.
2. Solo power off landings will only be conducted at an airport in the recommended Airmen's Information Manual traffic pattern.
3. No stalls or maneuvers will be performed below 1500' AGL, near congested areas, or on an airway.
4. No student pilot may start a solo flight until the flight has been approved by a Beverly Flight Center flight instructor. A Beverly Flight Center flight instructor must be present at the airport whenever student solo flights are in progress.
5. All pilots shall perform a pre-flight inspection.
6. All ice, snow, and frost shall be removed from the aircraft prior to flight. Pilots must be familiar with proper procedures in AC 91-13C Cold Weather Operations of Aircraft.
7. The use of checklists is mandatory for each flight.
8. Knowledge of the fuel system, capacity, and consumption is required by pilots for each aircraft make and model flown.
9. Knowledge and compliance with all FAA Air Traffic Rules and noise abatement procedures is mandatory.
10. Regardless of weather, if a pilot cannot make a scheduled flight appointment, they must contact the flight dispatcher at the flight school desk and if possible, their flight training instructor.
11. All checklists and the Pilots Operating Handbook must be onboard for all flights.
12. All pilot candidates will have stage checks performed for pre-solo, solo cross country, Private Pilot, Instrument Rating, Commercial Pilot and Multi Engine Rating during their training.
13. Pilots checking out in Cirrus Aircraft will follow the Beverly Flight Center Cirrus Training Center policy and procedures and Cirrus Aircraft's transition, currency and recurrency recommendations.
14. Pilots flying from the right seat of the aircraft must be checked out and signed off by a Beverly Flight Center Certificated Flight Instructor or be a current Certificated Flight Instructor.



15. The aircraft will be preheated anytime the ATIS temperature is reported at or below 0C/32F degrees.
16. Flight operations will be temporarily suspended if ATIS temperatures are reported at or below -9C/15F degrees or above 35C/95F degrees only dual flights will authorized by Beverly Flight Center, LLC. Above 38C/100F degrees all flight operations will be temporarily suspended.
 - a. Flights in progress will complete their flights as planned to Beverly Airport (KBVY).

VI. Beverly Practice Area Procedures

Practice Area

The practice area is depicted on the chart in the flight planning room.

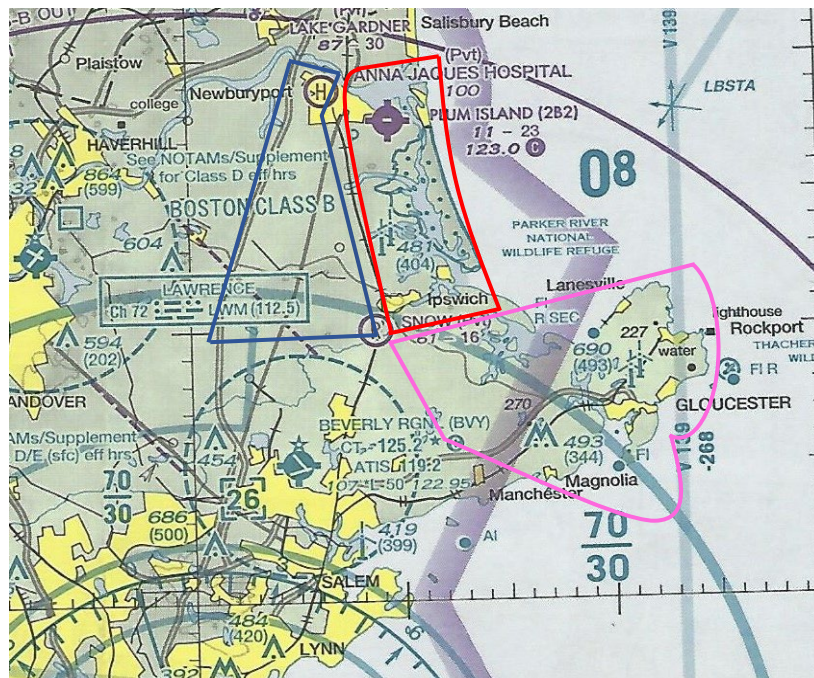
Please review the following practice area procedures. If you have any questions, please do not hesitate to ask any instructor or the Dispatcher!

- When departing Beverly Airport enroute to the practice area, use an altitude of 2,500' MSL.
- When returning to Beverly Airport from the practice area plan on a descent from 2,500' MSL to arrive at 2,000' MSL approximately 7 – 8 NMs from the airport.
- Use the frequency 122.75 when in the practice area to inform other aircraft of your position and intentions. Example: "Warrior N2159H will be practicing steep turns over Ipswich at 2,500 feet."
- If practical, try to stay in 1 of the 3 designated practice areas for all your maneuvers.

Area A: Gloucester / Cape Ann area, toward southern portion of Ipswich.

Area B: Ipswich to the Merrimack River north of Plum Island Airport (2B2) as far west as the railroad tracks.

Area C: The northern boundary is the Merrimack River west of the railroad tracks west of Plum Island Airport (2B2), the southern boundary is Ipswich west of the railroad tracks to the western boundary of Route 95. The western boundary is Route 95.



NOT FOR NAVIGATION

Minimum Altitude Limitations:

All pilots will use the designated practice area for stalls and flight maneuvers. All maneuvers and stalls will be completed at an altitude no lower than 1500' AGL with exception of ground reference maneuvers and simulated emergencies which will be conducted in accordance with the Airmen Certification Standards (ACS). When practicing emergency landings, the recovery shall begin prior to 500' AGL or higher as specified and required by 14 CFR 91.119. Instructors will closely and actively supervise control of the aircraft during the recovery from simulated emergency landings. There shall be no solo pilot practice of off airport emergency landings. Solo power off landings will only be conducted at an airport in a traffic pattern as recommended by the Airmen's Information Manual. Clearing turns will be executed prior to each maneuver. The clearing turn may be two 90 degree turns of a full 180-degree turn.



VII. Noise Abatement Procedures – Good Neighbor Policy

The neighborhoods in the area have formed an Airport Noise Committee. BFC, NAA, the KBVY Tower and KBVY management met with members of the committee. The policies are:

1. During the week, prior to 08:00, no touch and go's.
2. During the weekend, no touch and go's prior to 10:00.
3. No touch and go's on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas.
4. Touch and go's can be performed at multiple airports to limit the number of touch and go's at Beverly Airport. As an example, do 5 touch and go's at Lawrence Airport and 5 touch and go's at Beverly Airport.
5. No intersection take-offs, only full length.
6. Night operations that remain in the KBVY Traffic Pattern will all be landing to a full stop and taxi back for a full-length runway takeoff. Night takeoff and landings are limited to 5 where the aircraft is remaining in the traffic pattern. KBVY Traffic Pattern operations will end at approximately 22:30.
7. Night operations to other airports and returning to KBVY as the destination for a full stop landing do not have a timeframe limitation.
8. We have updated the Flight Safety Procedures and Policies, Pre-Solo Knowledge Test and the BFC Flight Review form to emphasize to all pilots what to do to minimize take-off noise. The alignment for this with the POH and the AIM is to use the full length of the runway, rotate at Vr, accelerate to Vy climbing to 700 AGL prior to beginning a crosswind turn or a departure turn.

VIII. Accident Reporting Procedures

In the event of an accident or incident the PIC will comply with all FAR and NTSB 830 requirements. Notify first responders immediately and notify Beverly Flight Center, LLC as soon as possible after first responders.

Any communication regarding an accident or incident involving a pilot, renter, or staff member shall be provided by a spokesperson of Beverly Flight Center, LLC. Pilots, renters, or staff are prohibited from speaking with any persons regarding an accident or incident until cleared by Beverly Flight Center, LLC or the Beverly Flight Center, LLC legal counsel.



IX. Record of Revisions

Original	2016-07-16	
Revision 1	2016-12-27	
Revision 2	2017-03-03	Dispatcher weather policy. Stage check policy. Cirrus check out and currency policy.
Revision 3	2017-04-07	Sign off required or a current CFI for flying from the right seat of the aircraft.
Revision 4	2018-12-09	Preheat for aircraft required at or below 0C/32F degrees. Flight operations are temporarily suspended at or below -18C/0F degrees or at or above 38C/100F degrees.
Revision 5	2020-11-18	References to propeller locks and the Piper Sport removed.
Revision 6	2021-04-21	Beverly Flight Center, Inc. ownership change to Beverly Flight Center, LLC
Revision 7	2021-07-21	Student Initial Solo Flight and Supervised Solo Flight Practices, standardize all student pilot weather minimums, reference Part 141 Training, ramp fire extinguisher location, minor changes to match current operations.
Revision 8	2022-01-18	Flight operations are temporarily suspended at or below -9C/15F degrees or at or above 35C/95F degrees. Section VI has been added to the policy for Noise Abatement Procedures – Good Neighbor Policy.
Revision 9	2022-03-16	FAA recommended 83 modifications incorporated into the procedures.
Revision 10	2022-04-20	Stage check goal and objective added into Section V.



Revision 11 2022-06-13 VII Noise Abatement Procedures - Good Neighbor Policy updated with items 6- and 7-night flight policies.