

RFC Dallas, Inc.
Operating Policies and Procedures Orientation/Review
Revision 1.5 – Revised: 6/3/18

Name: _____

Questionnaire Section:

Please complete the questionnaire by circling the correct answers and then review your questionnaire with a club checkout instructor. The completed and signed questionnaire must be returned to a member of the Board of Directors prior to acting as PIC of any club aircraft. Some questions have more than one answer. Therefore, circle all of the answers that apply.

1. When you are planning a trip with your buddy, who is not an RFC member, where should you ask your buddy to park his/her car?
 - A) In the grass next to the hangers on the Sierra taxiway.
 - B) In the patio hanger after the aircraft has been removed but driver must be DIRECTLY escorted by RFC member to be in compliance with Addison City Ordinance.
 - C) In the parking area outside the fence as non-RFC members are prohibited from operating vehicles on the tarmac.
 - D) In any open aircraft spot.

2. During your preflight inspection you notice a discrepancy between the Hobbs meter and the last time recorded on the aircraft timesheet. Which of following actions should be taken?
 - A) Immediately contact the Treasurer to discuss the discrepancy.
 - B) Change the previous member's ending time and add your initials to the adjustment.
 - C) Add a new line to the aircraft timesheet noting the time discrepancy.
 - D) Include the discrepancy in your time entry since you are responsible for paying for the difference.

3. In addition to inspecting the aircraft, where can you obtain other information about possible problems with an aircraft?
 - A) Always contact the maintenance officer, mechanic, or owner prior to each flight.
 - B) Review the aircraft squawk sheet, which can be found inside each of the

club's aircraft.

- C) Call the reservation system and press 5 for maintenance reports.
 - D) Periodically refer to the club newsletter and website.
4. When starting a club aircraft in the patio hanger area at ADS, the aircraft must be oriented closest to which of the following compass headings?
- A) North
 - B) East
 - C) South
 - D) West
5. Which of the following items or activities are NOT permitted in or around club aircraft?
- A) Smoking
 - B) Wearing of high heeled shoes
 - C) Stepping or placing items on the flaps or the painted area of the aircraft control surfaces
 - D) Use of a handheld GPS for VFR navigation
6. Which of the following are acceptable uses of club aircraft?
- A) Flying yourself, your boss and a coworker to Houston, Texas to attend a business meeting in which all of you will participate.
 - B) Receiving advanced flight instruction from a non-member instructor.
 - C) As a commercial pilot, carrying freight or passengers for hire.
 - D) Participating in an Angel Flight or other charitable event.
7. Club members will be reimbursed for which of the following expense(s), provided an itemized receipt is provided to the club treasurer within 60 days?
- A) Fuel and Oil
 - B) Tie Down and/or Hanger Fees
 - C) Landing Fees
 - D) Cleaning of carpet and upholstery

8. You are visiting a friend in Miami Florida. During your preflight inspection for the return trip, you find a serious problem that you determine renders the aircraft unsafe for flight. Which is the best course of action?
- A) Immediately hire a mechanic to repair the problem and submit your receipts with your monthly payment.
 - B) Contact the aircraft owner or a board member for authorization to conduct repairs by a licensed mechanic.
 - C) Make arrangements for an alternate means of transportation home from Miami and leave a voice message on the club reservation system for the Maintenance Officer.
 - D) Attempt to make temporary repairs yourself and fly the airplane home.
9. Which of the following actions must a club member take before a club aircraft may be flown outside the continental US?
- A) Discuss the trip with, and obtain approval from, the aircraft owner.
 - B) No approvals are required. A club member may use club aircraft for any legal purpose.
 - C) Provide insurance, documentation, and obtain approval from the RFC Board of Directors 14 days prior to departure.
 - D) Obtain an 8868-2a form from the US Customs Service.
10. Which of the following action(s) are considered **APPROPRIATE** at the conclusion of your flight in a club aircraft?
- A) Tie down and secure the aircraft.
 - B) Ensure that the Mixture Control, Master Switch, and Magnetos Switch are in the off position.
 - C) Clean the windows with Windex or other ammonia based product.
 - D) Place a fuel order to have the tanks filled to the 2/3 mark, as indicated on the fuel gauges, to allow for fuel expansion during the summer months.
 - E) Record the ending Hobbs and Tach time on the aircraft time sheet.
 - F) Place all trash in the baggage compartment for the Maintenance Officer to remove weekly.
 - G) Return the key to the lock box, and secure the lockbox with the padlock.
 - H) Note any maintenance issues in the aircraft's squawk book and notify the club's Maintenance Officer and/or the Aircraft Owner of all problems.

11. At the completion of your flight, the Hobbs meter indicates most of a "7" and a barely legible portion of an "8" in the 10ths position. What is the appropriate action to be taken with respect to completion of the timesheet?
- A) Let the engine run for a little while longer until the "8" is completely occupying the window, so that the next pilot to use the aircraft is not using time that has not been paid for. Then ensure that your timesheet entry contains an "8".
 - B) Your timesheet entry should contain a "7" since you are not responsible for any partially used time.
 - C) Your timesheet entry should contain an "8", since for consistency sake, all club members abide by the practice that "if any part of a number is showing in the Hobbs meter window, it is yours".
 - D) Your timesheet entry should contain an "8". Then, submit a request for a credit to the club Treasurer, with an explanation of the Hobbs meter's imprecision.
12. Upon preflight inspection of the aircraft at ADS you discover a serious defect that affects the airworthiness of the aircraft. Which of the follow actions do the club's Operating Policies and Procedures require?
- A) Ground the aircraft by placing a note in the squawk sheet and on the front seat of the airplane.
 - B) Notify the aircraft owner and either the Maintenance Officer or an RFC Board Member
 - C) Contact the next person who is scheduled to fly the airplane.
 - D) Contact the club's mechanic.
13. What administrative items must be completed before initially acting as PIC of each club aircraft?
- A) Have an entry written in your logbook by a Club Checkout Instructor, indicating that you have successfully completed the checkout.
 - B) Have an entry written on the aircraft timesheet by a Club Checkout Instructor, indicating that you have successfully completed the checkout.
 - C) Have completed, reviewed, and submitted an Aircraft Questionnaire, containing a Club Checkout Instructor's endorsement, to the Safety and Training Officer.
 - D) Make a reservation in the club's automated scheduling system.

14. Aside from the Flight Review requirements specified by the FARs, what is the maximum amount of time that may elapse between Club Check Rides?
- A) 3 Months
 - B) 6 Months
 - C) 12 Months
 - D) 24 Months
15. What is the maximum number of reservations you are permitted to have in the club's automated reservation system for each six-month period? (Not including the current day)
- A) 1
 - B) 2
 - C) 3
 - D) Unlimited
16. What is the maximum number of days that you may reserve a club aircraft without the RFC Board of Directors approval?
- A) 3
 - B) 6
 - C) 8
 - D) Unlimited
17. You experience incredible tailwinds and arrive back to ADS 1 ½ hours ahead of schedule. You are required to cancel the balance of your reservation on the automated system.
- A) True
 - B) False
18. How many days may your RFC billing account be in arrears before the Board of Directors is required to suspend your membership and flight privileges?
- A) 15
 - B) 30
 - C) 45
 - D) 60

19. As enthusiast member of RFC, you are hoping to encourage a buddy who is also a private pilot to join the club by taking your buddy for a ride in a club aircraft. In what capacity may your buddy participate in the flight?
- A) Demonstrating steep turns.
 - B) Manipulate the controls during cruise flight only.
 - C) Assist you with looking for other aircraft while in flight.
 - D) Taxi the aircraft to the parking area after unloading baggage.
20. Which of the following items are considered appropriate for satisfying periodic RFC Club Checkout requirements?
- A) Completion of a level in the FAA Wings program with an FAA designated Safety Counselor.
 - B) Successfully completing your Instrument Rating Practical Test.
 - C) Completing a Company Checkride as part of Part 121/135 commercial operation.
 - D) Annual flight with a Club Check Out Instructor
 - E) Successfully completing a Flight Review (BFR) at a Flight School/FBO.
21. On a trip in a club aircraft, the aircraft suffers the unfortunate fate of incurring hail damage; either in flight or after the aircraft has been parked. Are you responsible for the club's insurance policy deductible?
- A) Yes
 - B) No

Discussion Items Section:

The purpose of this section is to provide a checklist of items for discussion with each club member. These items are intended to convey the “spirit” of the club. Our hope is to maintain a friendly atmosphere, with as few hard rules as possible. To this end, these are some examples of ways to foster this atmosphere.

(A check mark must be placed in each box to indicate that this topic has been reviewed with the club member.)

- RFC Dallas Inc., is a not for profit club. There are no employees. The club is successful due to the voluntary participation of its members. You are not a customer. However we are glad to welcome you as a member.
 - Participation and attendance at club meetings are encouraged.
 - Clean up your mess. Clean up other people’s messes.
 - If during your preflight you notice any damage (internal or external) to the aircraft, write it up in the squawk book and report it to the Maintenance Officer prior to flight. If you fail to report such damage prior to flight, you may be held responsible for such damage. Inspect your aircraft carefully.
- Payments and Receipts
 - Pay your bill promptly; so that the club has sufficient cash flow to meet its obligations.
 - In order to help reduce the amount of time our *volunteer* treasurer spends each month, the treasurer requires members to submit original receipts that contain the following information: *Date, N Number, Member Name, and Charge Detail*. The club only reimburses for fuel and oil!
- Respect the airplanes both in the way you operate them as well as in the care you give to them while they are in your possession. For example:
 - Hanger or relocate the aircraft (at your own expense) in the event that hail or high winds are anticipated; this may save you the cost of the insurance deductible if the aircraft is damaged.
 - Remove and dispose of trash.
 - Do not place items on the instrument panel or in other places that may scratch windows.
 - Do not use the passenger seat back as a hand-hold while entering or exiting aircraft; this breaks the seat backs.
 - Lock the aircraft when you are not in the vicinity to deter theft or vandalism.
 - Close the windows so that rain and dust do not enter the interior of the aircraft.
 - Only re-sealable capped drinks should be present in the aircraft to prevent spills and splashing on the seats and carpets.
 - Steam clean the carpets or upholstery in the event of soiling.
 - Provide access to airsickness bags for potentially queasy passengers.
 - If cleaning supplies are available to the member, the member should use such supplies to wipe down the wing leading edges, spinner and front

cowling face to remove any dirt or bugs; this per flight maintenance is essential to keeping the aircraft in good condition.

- Ensure that in their haste to depart the aircraft, your passengers do not inadvertently remove documents or other items that are meant to remain in the aircraft. (i.e. POH, Timesheet, Airworthiness Certificate, Tools, etc.)
- Install gust locks whenever the airplane is not being flown. Gust locks prevent damage to control surfaces due to gusty wind conditions, prop wash, and jet blasts.
- To reduce the cost to the club, and to respect the owner’s preference for brand and quality, please use the oil provided within the lock box. Take several extra quarts for extended trips.

Aircraft Scheduling Courtesy

- If your return is delayed for any reason, such as weather, mechanical, or other unforeseen circumstances, notify any other members that are affected. If there are no other members immediately affected, extend your time in the reservation system.
- If your return is earlier than expected, cancel the balance of your reservation so that the aircraft is made available to other members.
- Only reserve the time that you intend to use.
- If you decide not to fly, immediately cancel your reservation.
- If you need to cancel a “long” reservation on short notice, then do your best to notify as many other members as possible. (For example mass email.)

Safe Practices

- When your passengers arrive at the airport, brief them on safe practices around airports and aircraft. Then watch them!
- Maneuvering an aircraft into a T-hanger can be a bit tricky. Use care to ensure that you do not bump the aircraft into the support beams.
- During removal and replacement of aircraft in their T-hangers, always use the tow bar, and be very careful that the aircraft is properly aligned!

As demonstrated above, I have read and understand the RFC Dallas, Inc. Operating Policies and Procedures and have discussed them with a club checkout instructor. I agree to follow both the letter and the spirit of these Policies and Procedures.

Member’s Signature

Date

RFC Check Out Instructor’s Signature

Date

**To Club Check-Out Instructors, please do not check off the AFR/Checkout box on the time sheet until all paperwork has been placed into the blue folder in the lock box. This will ensure that the Safety and Training Officer will have all paperwork submitted before the member is “checked out”. Ensure the “Docs are in the box” before completing the timesheet checkbox.