

JAXNFC AIRCRAFT QUALIFICATION STANDARD OPERATING PROCEDURE

Prior to being qualified or “signed off” in an aircraft or night/instrument flight, a member shall complete an evaluation flight. With no prior experience in the aircraft make and model, it is expected that an aircraft checkout will consist of at least one familiarization flight with a CFI providing necessary training and coaching and one evaluation flight with a CFI to evaluate the member’s procedural compliance, piloting skills, and safety awareness. Only when the member can demonstrate proficiency to the FAA Airman Certification Standards, knowledge of the JAX Navy Flying Club (JAXNFC) Standard Operating Procedure (SOP), and overall flight competence and safety shall a CFI designate a member as qualified.

Types of Check Outs.

1. Aircraft Check Out.
 - a. The member’s first aircraft check out in the club will cover NAS JAX and JAXNFC SOPs, ramp stamp requirement, local area airfield operations, private pilot flight maneuvers, and aircraft specific operations.
 - b. Subsequent aircraft check outs will cover aircraft specific operations and only those maneuvers that are procedurally unique to the aircraft with the following exceptions:
 - a. All aircraft check outs require stall maneuvers.
 - b. High performance aircraft require all stall, slow flight, and unusual attitude maneuvers.
 - c. No prior experience in aircraft make/model/series (e.g. PA-28-140). If a member has no prior experience in a specific aircraft, the initial check out shall include at least one familiarization flight prior to the evaluation flight. The purpose of the familiarization flight(s) is to allow the member to gain the necessary knowledge and training prior to an evaluation flight.
 - d. Prior experience in aircraft make/model/series. If a member has prior experience in a specific aircraft, the member may schedule the evaluation flight without the familiarization flight.
 - e. Instrument Qualified. If a member has previously completed an instrument check out, the aircraft check out shall include an instrument portion that covers the capabilities of the new aircraft.
 - f. 90-day Currency. If a member does not maintain 90-day currency in category/class, the member shall do recurrent training in category/class with a CFI. A check out is not required.
 - g. 180-day Currency. If a member does not maintain 180-day currency in a type/model/series aircraft, the member shall do an initial aircraft check out in the type/model/series.
 - h. N9924W and N9917W.
 - (1) If a member is first checked out in N9924W, only a difference brief from a CFI is needed for qualification in N9917W.
 - (2) If a member is first checked out in N9917W, only a familiarization flight is needed in N9924W to familiarize the member with N9924W’s avionics.
2. Annual Standardization Flight. A member shall have an annual evaluation flight in the most complex aircraft for which they are qualified. In this context, the most complex refers to the aircraft with the most advanced capabilities. For example, if a member is checked out in the PA-28R-200 and the C-210, the member will perform the check in the C-210. The evaluation flight will focus on changes to standardization or SOPs since the last evaluation flight and basic flight maneuvers.
3. Night Check Out. In order to fly at night as PIC, a member shall complete a night evaluation flight. The flight is focused on safe night operations.

4. Instrument Check Out. In order to fly IFR as PIC, a member shall have an initial and annual instrument evaluation flight. This is not an Instrument Proficiency Check as governed by the FARs. The flight is focused on safe and procedurally compliant IFR operations.
5. Combining Check Outs. At the discretion of the CFI, check outs may be combined on one flight. However, the night check out may only be combined with the instrument check out. If a member will be doing several familiarization flights to gain proficiency prior to an evaluation flight, an instrument check out may be done during a familiarization flight(s).
6. Flight Reviews and Instrument Proficiency Checks may be accomplished at the same time as a check out at the discretion of the CFI.

Check Out Requirements.

1. Flight hours experience and aircraft make/model/series requirements for qualification are prescribed by BUPERSINST 1710.22 and NASJAXINST 1710.22. The JAXNFC Aircraft Check Out Requirements Form lists specific aircraft requirements. These documents can be found on the JAXNFC website under the Standard Operating Procedures and Flight Training/Aircraft Check Out tabs.
2. Evaluation flight briefing items and required maneuvers are listed on the JAXNFC Check Out Evaluation Forms.
3. If circumstances prevent the completion of all maneuvers, another evaluation flight will be scheduled to complete the remaining requirements.
4. Requirement completion shall be tracked on the JAXNFC Aircraft Check Out Requirements Form and Check Out Evaluation Form. Both forms shall be uploaded to Sky Manager when completed. Note: the Aircraft Check Out Requirements Form is only completed on initial checkout and not during the Annual Standardization check out.
5. The CFI shall be the PIC.

Completion Standards

1. Member must meet FAA Airman Certification Standards.
2. Member must demonstrate sound judgement and safe aircraft operations.
3. Member must demonstrate knowledge of and adherence to FARs and SOPs.
4. The CFI must not be required to direct the member to alter the aircraft's flight path, direct an action to prevent a FAR violation, or take the aircraft controls to prevent an unsafe situation.

Completion Standards Not Met

1. The Chief Flight Instructor shall be notified and debriefed on the evaluation flight.
2. If the member disagrees with the CFI's evaluation, the member may schedule a meeting with the Chief Flight Instructor to discuss the flight. The Chief Flight Instructor will make the final decision as to whether another evaluation flight is required.
3. Appropriate ground training and/or additional flights will be scheduled to correct any deficiencies prior to another evaluation flight.
4. At the member's request, another CFI may be used for the second evaluation flight.

Debrief

1. The CFI shall debrief the member on their performance.
2. The CFI shall discuss any recommended techniques or resources that could improve the member's effectiveness in the performance of maneuvers or piloting knowledge.
3. The CFI shall fully discuss any unsatisfactory performance that resulted in the completion standards not being met.

Aircraft Check Out

Administrative

1. Member is required to read:
 - a. BUPERSINST 1710.22, Chapter 4
 - b. NASJAXINST 1710.22, Sections 501 - 801
 - c. JAXNFC Operations and Training SOP
 - d. Aircraft POH/AFM and avionics manuals, as applicable
 - e. Flight manuals for any Supplemental Type Certificates, as required
 - f. Current weight and balance document
 - g. Club aircraft checklists
2. Member shall upload the following document to Sky Manager prior to the first flight. Personally identifying information, with the exception of the member's last name, will be redacted from all documents.
 - a. JNFC Application (if member joined after March 1, 2021)
 - b. Military ID
 - c. Covenant Not to Sue
 - d. Pilot certificate
 - e. Medical certificate,
 - f. Aircraft test, and SOP. Tests may be sent to the CFI ahead of time for discussion of wrong answers. Tests must be corrected to 100% by the CFI, either verbally or in writing. Member shall bring their logbook to the brief to verify flight hour requirements and prior experience, if applicable.
3. Member shall print, fill out, and bring to the first flight the JAXNFC Aircraft Check Out Requirements Form and Check Out Evaluation Form
4. The CFI shall verify validity and currency of required documents and flight time experience.
5. After each flight, the CFI shall fill out the member's JAXNFC Aircraft Check Out Requirements Form, documenting attainment of flight time requirements.
6. An evaluation flight will not be scheduled until the total of the dual training and planned duration of the evaluation flight will meet make/model minimum flight hour requirements.
7. The evaluation flight should be scheduled for a one hour brief and two hours of flight time to ensure completion of all requirements. Actual flight time will depend on efficiency of execution and any delays.
8. After the evaluation flight, the CFI shall fill out the evaluation form, documenting completion of the evaluation flight.
9. Once all check out requirements are complete, the member shall upload the completed JAXNFC Aircraft Check Out Requirements Form and Check Out Evaluation Form to Sky Manager.
10. Sky Manager
 - a. "Sign off" refers to inputting the date in the Flight Proficiencies section of member's account in Sky Manager.
 - b. If the member pays their dues during a flight, the CFI shall sign off the dues.
 - c. The CFI shall not sign off the member's documents until they have been uploaded.
 - d. The CFI shall not sign off the member's aircraft and SOP tests until they have been corrected to 100% and uploaded.
 - e. The CFI shall verify the member's last Flight Review and sign it off.
 - f. If a member requires additional flight hour experience to carry passengers or leave the local area, the CFI shall not sign off the member for the aircraft in Sky Manager until all flight hour requirements have been met. In this case, the CFI will have to override Sky Manager to allow the member to be dispatched if the member flies solo to achieve requirements.

- g. Once the Aircraft Check Out Requirements Form and Evaluation Form are uploaded to Sky Manager, the CFI shall only then sign off the member for the aircraft.
- h. If the Evaluation Flight was the member's first check out with the club, the CFI shall sign off the member for the Annual Standardization Flight.

Briefing

1. Member shall brief weather, NOTAMs, fuel requirements, and planned airports/runways for the flight.
2. Member shall brief FAR air worthiness requirements for the flight.
3. Member shall calculate weight and balance for the flight and verify aircraft is loaded within POH/AFM limits.
4. CFI shall review JAXNFC SOP and aircraft operating procedures with member, ensuring member is knowledgeable on the SOP and aircraft limitations and operating procedures with minimal reference to the POH/AFM.
5. CFI shall brief planned conduct, ensuring member understands the sequence of events and explain any maneuvers, if necessary.
6. CFI shall ensure briefing items are completed.

Annual Standardization Flight

Administrative

1. The evaluation flight should be scheduled for a one hour brief and a two hour flight.
2. Member shall ensure the following documents are current and uploaded to Sky Manager:
 - a. Application (if member joined after March 1, 2021)
 - b. Documentation of eligibility (ID)
 - c. Covenant not to sue (not applicable for active duty)
 - d. Pilot certificate
 - e. Medical certificate
3. Member shall upload the aircraft test and SOP test to Sky Manager prior to the flight. Tests may be sent to the CFI ahead of time for discussion of wrong answers. Tests must be corrected to 100% by the CFI, either verbally or in writing.
4. The CFI shall perform a documents review to ensure all required documents above are current and uploaded to Sky Manager.
5. Member shall print, fill out, and bring to the brief the JAXNFC Check Out Evaluation Form.
6. After the evaluation flight, the CFI shall fill out the evaluation form, documenting completion of the evaluation flight.
7. Once all check out requirements are complete, the member shall upload the completed JAXNFC Check Out Evaluation Form to Sky Manager.
8. Once all requirements are met and all documents are uploaded to Sky Manager, the CFI shall only then sign off the member in Sky Manager for the standardization flight.

Briefing

1. Member shall brief pertinent weather, NOTAMs, fuel requirements, and planned airports/runways for the flight.
2. Member shall brief FAR air worthiness requirements for the flight.
3. Member shall calculate weight and balance for the flight and verify aircraft is loaded within POH/AFM limits.
4. CFI shall brief any SOP or standardization changes since the member's initial check out or last standardization flight.

5. CFI shall review JAXNFC SOP and aircraft operating procedures with member, ensuring member is knowledgeable on the SOP and aircraft limitations and operating procedures with minimal reference to the POH/AFM.
6. CFI shall brief planned conduct, ensuring member understands the sequence of events and explain any maneuvers, if necessary.
7. CFI shall ensure briefing items are completed.

Night Check Out

Administrative

1. The check out portion of the flight shall be between the end of evening civil twilight (approx. 25-30 minutes after sunset) and the beginning of morning civil twilight (approx. 25-30 minutes before sunrise).
2. Three take-offs and landings to a full stop are required to be completed no earlier than one hour after sunset and no later than one hour before sunrise.
3. If the member is not instrument rated, the flight shall be conducted at an authorized night airfield for non-instrument rated pilots.
4. Member shall print, fill out, and bring to the brief the JAXNFC Check Out Evaluation Form.
5. After the evaluation flight, the CFI shall fill out the evaluation form, documenting completion of the evaluation flight.
6. Once all check out requirements are complete, the member shall upload the completed JAXNFC Check Out Evaluation Form to Sky Manager.
7. Once all requirements are met and all documents are uploaded to Sky Manager, the CFI shall only then sign off the member in Sky Manager for the night flight.

Briefing

1. Member shall brief pertinent weather, NOTAMs, fuel requirements, planned airports/runways, and runway lighting for the flight.
2. Member shall brief FAR requirements for night flight pertaining to airworthiness.
3. The CFI shall review the SOP on authorized night airfields for non-instrument rated pilots.
4. CFI shall review JAXNFC SOP pertaining to night operations with member, ensuring member is knowledgeable on the SOP.
5. CFI shall brief planned conduct, ensuring member understands the sequence of events and explain any maneuvers, if necessary.
6. CFI shall ensure briefing items are completed.

Instrument Check Out

Administrative

1. Evaluation must be flown in an aircraft that allows the completion of an ILS and RNAV approach.
2. Member shall plan a flight to airport(s) that allow the completion of an ILS, RNAV, and PAR approach. PAR approach is not required if it is not available.
3. Member shall print, fill out, and bring to the brief the JAXNFC Check Out Evaluation Form.
4. After the evaluation flight, the CFI shall fill out the evaluation form, documenting completion of the evaluation flight.
5. Once all check out requirements are complete, the member shall upload the completed JAXNFC Check Out Evaluation Form to Sky Manager.
6. Once all requirements are met and all documents are uploaded to Sky Manager, the CFI shall only then sign off the member in Sky Manager for the instrument flight.

Briefing

1. Member shall brief pertinent weather, NOTAMs, fuel requirements, planned airports/ runways, and runway lighting for the flight.
2. Member shall brief FAR requirements for IFR flight pertaining to airworthiness and weather minimums.
3. CFI shall review JAXNFC SOP pertaining to IFR operations with member, ensuring member is knowledgeable on the SOP.
4. CFI shall brief planned conduct, ensuring member understands the sequence of events and explain any maneuvers, if necessary.
5. CFI shall ensure briefing items are completed.