



DEPARTMENT OF THE NAVY

HELICOPTER TRAINING SQUADRON EIGHT

7413 USS ENTERPRISE ST SUITE 101

MILTON, FL 32570-6010

IN REPLY REFER TO

HELTRARONEIGHTINST 3710.20M

50

10 Jan 12

HELTRARON EIGHT INSTRUCTION 3710.20M

Subj: SQUADRON STANDARD OPERATING PROCEDURES (SOP)

1. Purpose. To publish Helicopter Training Squadron EIGHT's (HT-8) Standard Operating Procedures.

2. Cancellation. HELTRARONEIGHTINST 3710.20L

3. Scope. The regulations and instructions set forth are applicable to all flight operations conducted in Training Air Wing FIVE TH-57s, in execution of HT-8's events. These instructions are not to be construed as restricting pilot judgment or deviation in order to maintain safety of flight.

4. Action

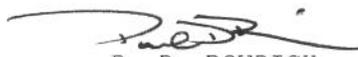
a. All pilots operating Training Air Wing FIVE TH-57s, in execution of HT-8's events, shall be thoroughly familiar with the contents of this instruction. A copy of this instruction shall be maintained in the front of each pilot's NATOPS manual.

b. The Standardization Officer is responsible for the maintenance, review and revision of this SOP.

c. The Operations Officer shall ensure a current copy of the SOP is incorporated into the Operations, Command, and Squadron Duty Officer's folders.

d. The Standardization Officer shall ensure the current SOP is incorporated into the Read and Initial binder.

e. The Student Control Officer shall ensure each new student is supplied with a current SOP upon their check-in


P. D. BOWDICH

Distribution:

HELTRARONEIGHTINST 5216.8K (List I)

TABLE OF CONTENTS

<u>Paragraph</u>	<u>Title</u>
1.	General
2.	Crew Day/Crew Rest
3.	Weather Cancellations
4.	Weight and Balance
5.	Publications Required for Flight
6.	Briefing Requirements
7.	Precautionary Emergency Landing Procedures
8.	Radar Altimeter
9.	Normal/Recover Switch
10.	Ground Handling Wheels
11.	Passenger Manifesting Requirements
12.	Aviation Training Forms
13.	I4690/I4400 Block
14.	I4690
15.	Contact Solos (C4401)
16.	N4201/I4701
17.	Hot Seating
18.	Helmets
19.	Jewelry and FOD
20.	Minimum Crew for Instrument Flight
21.	Lightning Storm Procedures
22.	GPU Engine Starts
23.	NVD Guidance
24.	Altitude Restrictions
25.	Cross Country Flights
26.	IUT Only Maneuvers
27.	Anti-exposure suit requirements
28.	Students Receiving a Marginal or UNSAT

Appendix A: Pre-Positioning SOP

1. General. Flight discipline requires every Instructor to be thoroughly familiar with this SOP, the HT-8 Flight Instructor Standardization and Training (FIST) Program instruction, and all other directives of higher authority related to flight instruction.

2. Crew Day/Crew Rest

a. Crew day begins with the first military obligation (flight/brief/meeting/academic class/medical appt, etc.) and ends with the last military obligation (including post-flight debrief). Crew day should be no more than 10 hours to the maximum extent possible but shall be no more than 12 hours for all aircrew. This applies to all military obligations.

b. For all SNAs minimum crew rest shall be 12 hours from the completion of the last military obligation. SNAs shall inform the CDO of any potential crew rest conflicts.

c. For all IP's and Aircrewman, minimum crew rest should be no less than 12 hours and shall be no less than 10 hours from last military obligation. Operations shall schedule events based on a 12-hour crew rest for all aircrew.

3. Weather Cancellations. During periods of bad weather, Instructors should not cancel flights prior to one hour after the scheduled takeoff time.

4. Weight and Balance. All SNAs shall have a weight and balance form introduced on C4001 and completed for every flight thereafter. Students shall not enter the squadron early to complete a weight and balance form when crew rest will be violated.

a. Aircraft not assigned. The left column of the weight and balance form shall be completed using the heaviest aircraft to determine the maximum allowable fuel load. The center and right columns of the weight and balance form shall then be completed using the most forward CG aircraft and the planned takeoff fuel load, not to exceed the maximum fuel load determined for the heaviest aircraft.

b. Aircraft assigned. The center and right columns of the weight and balance form shall be completed using the assigned aircraft.

5. Publications Required for Flight. The following publications shall be accessible to the front seat pilots during the indicated phase of flight.

a. For all flights:

- (1) NATOPS Pocket Checklist
- (2) Appropriate Approach Plates
- (3) Appropriate IFR Low Chart
- (4) Appropriate VFR Sectional
- (5) ORM Briefing Guide
- (6) Carbon Lock Checklist
- (7) Hard Landing Checklist
- (8) Overtorque Checklist
- (9) On-Scene Commander Checklist
- (10) Bird-Strike Checklist
- (11) Tail-Strike Checklist

b. Additional publications for RI/BI flights:

- (1) Current Weather Brief
- (2) Copy of DD-175 (if applicable)
- (3) Student Approach Plates

6. Briefing Requirements. The following syllabus events shall not be briefed in aircraft (BIAC): C4001, C4601, I4001, I4103, I4301, I4402, I4404, F4001, and V4001.

7. PEL Procedures. During a PEL, the Pilot in Command shall follow the appropriate checklist and then contact the CDO. Following the PEL, a member of the aircrew shall remain with the aircraft until completion of recovery effort by competent crew or until properly relieved. Additionally, following a pilot-induced PEL, the PIC shall provide a brief description of the event and any lessons learned to the Safety Department (hard copy) and all instructors (email).

8. Radar Altimeter. Low-level BI flights shall not be conducted over water with an intermittent or inoperative radar altimeter, but may be flown over land at or above 700 feet MSL using the barometric altimeter. Refer to the RWOP for additional radar altimeter procedures.

9. Normal/Recover switch. The Normal/Recover switch in the TH-57C shall be in the "Recover" position from 30 minutes prior to official sunset until sunrise.

10. Ground Handling Wheels. Personnel not assigned to TW-5 or the civilian maintenance contractor shall not assist in the installation or removal of ground handling wheels. HT-8 students may assist IPs installing/removing ground handling wheels, and all TW-5 personnel shall wear a helmet with the chin strap fastened and the visor down during this evolution.

11. Passenger Manifesting Requirements. Passengers shall be manifested by aircraft side number at the site if not on the Acceptance Sheet for that aircraft. Instructors shall give their on-wings a passenger brief on FAM-0.

12. Aviation Training Forms. IPs should ensure ATFs are completed the same day as the event is flown. Special attention must be given to the timely submission of end-of-stage ATFs. ATFs for Incomplete and UNSAT events shall be completed immediately upon completion of the Instructor's scheduled events and an UNSAT email shall be sent to appropriate personnel.

13. I4400 Block. Students shall call for a route of flight the night before each event and prepare a DD-175 and jet log for the brief. SNAs shall not call IPs after 2100 to obtain a route of flight. If unable to contact the IP prior to 2100, contact the CDO for route of flight and plan according to the CDO's guidance. IPs should ensure SNAs do not repeatedly fly to the same destination airports.

14. I4690. Students shall complete a NATOPS Instrument Rating Request Form and bring it to the I4690 brief. Blank rough forms are available in STAN.

15. Contact Solos (C4401).

- a. Two International students shall not fly together on solo events.
- b. For dual Contact Solo flights, minimum fuel at takeoff is 65 gallons. For single Contact Solo flights, minimum fuel at takeoff is 50 gallons.
- c. Contact solos are required to leave the NOLF no later than 20 minutes prior to official sunset and with no less than 25 gallons of fuel.
- d. Prohibited and authorized maneuvers are per MPTS.

16. N4201/I4701

- a. Two International students shall not fly together on solo events.
- b. Solos shall not execute any practice approaches en route nor multiple practice approaches at the destination.
- c. Deviations from planned routes shall be relayed to the CDO and FSS.
- d. "Temporary," "Becoming," "From," "Probability," and "Scattered/Variable Broken" conditions at the destination constitute ceilings.
- e. Solos shall contact the SDO/CDO immediately upon reaching the destination and again prior to departure.
- f. Solos shall be on deck at the destination at least 30 minutes prior to official sunset. Solos shall not depart from an airfield if the next destination cannot be reached at least 30 minutes prior to sunset. If unable to land at the planned destination prior to sunset solos shall land at a suitable alternate airfield.

17. Hot Seating. Personnel shall not enter or exit the rotor arc when either front seat pilot is entering or exiting the cockpit.

18. Helmets. Helmets, with chin straps fastened, shall be worn while preflighting on top of the aircraft. Helmets, with chin straps fastened and visors down, shall be worn at all times when within 100 feet of turning aircraft.

19. Jewelry and FOD. Squadron personnel will ensure all rings and earrings are removed, all necklaces are placed inside of shirts, and all pockets are zipped up prior to commencing preflight on any aircraft, hot seating, or walking onto the flight line for any reason.

20. Minimum Crew for Instrument Flight. An observer is required on flights in the following blocks/events: I40XX, I41XX, I43XX, and I44XX.

21. Lightning Storm Procedures.

a. During periods of convective activity where ground lightning is possible within the local area, the CDOs shall utilize JAAWIN lightning strike website: <https://weather.afwa.af.mil>. Aircrew/LSEs shall employ the SkyScan Lightning/Storm Detector to alert personnel conducting External Load operations or Field Deck Landing Practice (FDLP) of possible lightning activity.

b. Refer to current HELTRARONEIGHTINST 3750.2 (Lightening Storm Detection) for specific guidance regarding use of the JAAWIN website and SkyScan Lightning/Storm Detector. Walking to the aircraft is prohibited when lightning is present and/or the flight line is secured. Walking from an aircraft when the flight line is secured due to lightning is at the pilot's discretion.

22. GPU Engine Starts. Pilots should utilize a GPU for all starts at NDZ. When planning for flights outside the local area, including cross-country flights, aircrews should select destinations and intermediate stops to maximize use of compatible GPUs. When a GPU start is unavailable or impractical, the IP should perform the start to reduce the potential for exceeding TOT limits. Modulated starts shall not be performed.

23. NVD Guidance. Routes shall consist of at least 40 NM and eight checkpoints. The Green Route should be flown on V4003 to the maximum extent possible.

24. Altitude restrictions. Pilots shall avoid overflying the houses near the southeastern corner of NOLF Harold below 200 feet AGL.

25. Cross-Country Flights

a. Based upon environmental conditions and aircraft weight, IPs should conduct landing/taxi/take-off while on cross-country flights.

b. To the maximum extent practical, an instructor's first cross-country should be conducted as a multi-aircraft (non-formation) event to the same stop-over airfields and destinations with an experienced instructor in another aircraft.

c. On cross-country return flights, aircrew shall ensure that an updated weight and balance is computed at the point of departure using that day's environmental data.

26. IUT Only Maneuvers. All IUT Only maneuvers shall be thoroughly briefed prior to any IP or IUT conducting the maneuver.

27. HT-8 Anti-Exposure Requirements are as Follows:

a. S4001, S4101, and S4201 flights expected over water with water temperatures below 50 degrees Fahrenheit and/or when outside air temperature (OAT) wind chill adjusted is less than 32 degrees Fahrenheit shall be cancelled.

b. During cold weather operations water temperature, air temperature, and proximity of rescue assets shall be considered in preflight planning and route selection.

c. When a flight is expected to be flown over water with water temperatures between 50 and 60 degrees Fahrenheit, anti-exposure suits are not required.

d. When OAT corrected for wind chill is at or below 50 degrees Fahrenheit and anti-exposure suits are not mandated, the wearing of fire-resistant (Aramid) undergarments is recommended.

28. Students Receiving a Marginal or Unsat. SNAs who receive a Marginal or Unsat grade on any event shall report to their Flight Leader and contact their Class Advisor. Additionally, a SNA who receives an Unsat grade on any syllabus event shall report to the CDO. The SNA should not be scheduled on the day following an Unsat event and shall remain unscheduled until StuCon notifies Operations that the SNA may continue training. An SNA shall not violate their crew day while awaiting to acquire all signatures on a "pink sheet".

Appendix A:**PRE-POSITIONING STANDARD OPERATING PROCEDURES**

This pre-positioning SOP was developed by referencing current SOP, RWOP and the 3710.7-series as well as recommendations from IP's who have pre-positioned aircraft in the past. This instruction is NOT intended to replace or substitute thorough pre-flight planning, sound airmanship and good headwork!

Aircraft pre-positioned during weekend ops will be treated in accordance with prescribed cross-country procedures with the following amplifications:

GENERAL PROCEDURES

1. Pre-positioning shall take place only at Pensacola International Airport (KPNS) or other airfields approved by the HT-8 Commanding Officer.
2. Aircrews shall turn in a weight and balance, manifest and route of flight to the Command Duty Officer prior to departing KNDZ. IP shall ensure completion of updated weight and balance prior to weekend flights.
3. Battery starts should be conducted on pre-positioning aircraft prior to leaving KNDZ to ensure subsequent starts can be performed using only the battery.
4. Aircraft shall be assigned to one IP for the duration of weekend operations. IPs shall ensure their aircraft's fuel packet is checked out for the duration of weekend operations and remain in the custody of a crewmember.
5. IPs shall notify the SDO prior to takeoff via appropriate UHF base frequency, cell phone, or landline. IPs shall also ensure that the SDO is contacted upon landing at all intermediate stops, final destination, and at the conclusion of flight ops.
6. All NAVFLIRS shall be completed after recovering the aircraft on Sunday at KNDZ.
7. The local area for pre-positioning weekend operations is defined as all suitable airfields and low-level training areas within a 150 nm radius of KNDZ.
8. Squadron duty drivers shall be available Friday for crew recovery and Saturday and Sunday for crew transport.
9. Aircrews shall ensure coordination for the proper and approved means of transportation, storage, and chain of custody for all ALSS and Night Vision Devices. Aircrew survival vests shall be transported only in government vehicles or left secured in aircraft. Night Vision Devices shall be logged out/in with the duty officer and returned to the squadron at end of the day.
10. IPs shall properly secure and tie down aircraft to the maximum extent possible.

PENSACOLA INTERNATIONAL (KPNS)

1. Briefings shall be thorough and professional. Briefings should be conducted at KNDZ or Pensacola Aviation briefing rooms. Aircrews shall ensure that a proper ORM brief has been completed.
2. Aircraft will park in pre-designated areas associated with Heliworks, Inc. IPs shall use the following phone numbers to coordinate parking and services at KPNS prior to commencing weekend operations.

Heliworks, Inc. - #850-438-6056
Pensacola Aviation Fuel - #850-434-0636
Pensacola International Airport Operations Center - #850-436-5000

SHERMAN FIELD (KNPA)

1. Briefings shall be thorough and professional. Briefings should be conducted at KNDZ or KNPA Base Ops spaces as required. Aircrews shall ensure that a proper ORM brief has been completed.
2. Pre-positioned aircraft will park on appropriate T-line spots. IPs shall contact NAS Pensacola Base OPS at (850)452-2431 to coordinate parking and services at KNPA prior to commencing weekend operations.