



# VADEMECUM STUDENTS

v.6

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The school is striving for a cordial family feeling throughout the school.

Any suggestions of how to improve any part of the school is welcomed.

**0: FOLLOWING APPLIES TO ALL STUDENTS OF THE SCHOOL:**

**A: CONDUCT:**

1. All students shall show cordiality and respect to all persons within and outside of the school.
2. No form of discrimination is allowed. All students, as well as staff, shall actively suppress improper behavior.

**B: DISCIPLINE:**

1. Any irregularity shall be reported to the school. A report may be anonymous.
2. Disciplinary actions may include warning, suspension and dismissal from the school.
3. At the discretion of Head of Training, any student showing an attitude not befitting an airman shall be immediately dismissed.
4. No refund or indemnity is to be given to a student that has been dismissed.

**C: ENVIRONMENT:**

1. The kitchen and dining area is common for all that have access to the building and shall be kept clean and presentable.
2. No student may leave the premises if there is dishes to be made, regardless of who has caused the dishes.
3. If trash bin full, empty same.
4. Food stored in the kitchen shall be marked with name. When leaving school, discard.
5. The briefing room is common and shall be in order after use.
6. The Sky Bar is common and shall be in order after use.
7. Hangar doors shall be kept closed ... when not needed to be open.
8. The door between the school building and the hangar is a fire door and must be closed at all times.
9. Front and back door shall be closed while temperatures are below 25 deg C.
10. All areas of the second floor is the sole use of the school and shall be kept presentable for its intended use.
11. The Overnight Rooms shall be left cleaned when vacated.
12. In case a student overnights in another area than the Overnight Room, it shall be restored to its intended use in the morning.
13. The outer gate shall at all times be locked.

**D: STUDENT TASKS:**

The economy that comes with the philosophy and spirit of this school, to provide with the best training money can buy, at the lowest possible cost, does not permit employed ramp personnel, operations officers, cleaning personnel etc.

1. The school expects its students to clean and wash aircrafts, perform snow removal, range and fuel aircrafts etc.
2. Before flight, a student is to, as far as practicable, check weather, notam, plan the flight, perform daily inspection, fuel the aircraft, etc. one hour before the arrival of the instructor.
3. After each flight and before leaving the aircraft, the student is to fill the aircrafts logbook.
4. After each flight, as soon as practicable, MyWebLog is to be filled in by the student. Students omitting this will be charged 100.- per entry.

5. After each flight the aircraft shall be emptied and cleaned of all items not belonging to the aircraft. Leading edges and windscreens shall be cleaned from insects.
6. After flight, unless a next student is present and waiting for the aircraft, the aircraft shall be ranged in the hangar.

#### **E: DOCUMENTATION:**

1. During all flying, with the exception of Aerobatic flying, following documents shall be on board:
  - a) Aircraft Log Book,
  - b) Aircraft POH,
  - c) Aircraft Documents (Samlingspärm),
  - d) Pilots Medical,
  - e) Pilots License,
  - f) Pilots Logbook,
  - g) Passport,
  - h) Glasses if required
2. During VFR Cross Country and all IFR flights, following documents shall be on board:
  - a) Meteorological forecast,
  - b) Flight Plan,
  - c) Fuel Plan,
  - d) Mass and Balance calculation
3. During Solo Flight, following documents shall be on board:
  - a) Solo Permit.

#### **F: CONTACT:**

1. Contacts with the school and instructors shall preferably be made by telephone or e-mail. SMS or VoiceMail are not proper means of communication.
2. A message not acknowledged by the recipient is to be considered as not received.

#### **G: ECONOMY:**

1. Fixed price courses are to be paid according a schedule set forth by the school.
2. Students attending theory courses shall settle the theory fee before first lesson.
3. Students attending hourly charged flying lessons shall, without reminder, settle all charges by the end of the day.
4. Student may request a written invoice, this however does not free the the student from the timely settling of outstanding debts.
5. Students with outstanding debts may be denied access.

#### **H: SAFETY:**

1. All personnel, students and staff, are expressly permitted to disregard any and all rules, regulations, instructions, laws, necessary to avoid imminent or actual emergency.
2. The school has an interactive Safety Management System. All students are encouraged to participate with reporting everything from accidents to ideas on how to improve safety. Report shall be in written. Report may be anonymous.

#### **I: BOOKING:**

1. All bookings, cancellations, changes are to be requested by e-mail to [booking@southsweden.se](mailto:booking@southsweden.se).
2. Cancellation ...less than 24 hrs before flight... will be charged 600.-. See as well D:2 above.