

*COMPANY MEMO*

*To:* ALL PILOTS  
*From:* JIM CATLETT, Chief Pilot  
*Date:* May 5, 2004  
*Subject:* **INSTRUMENT PROFICIENCY PROGRAM**  
**URGENCY:** NORMAL  
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**TARGET GROUP:** ALL PILOTS

Metro Aviation, Inc. has always and will continue to place emphasis on Safety. An important part of our Safety Program is the Instrument Proficiency Program.

In the past we have emphasized (and we still do) participation in the monthly instrument training program. Participation is not an option, it is mandatory. Participation has been sporadic or nonexistent. For this reason it has now become obvious that we must begin enforcing compliance.

Each pilot employed by Metro Aviation **WILL** conduct an Instrument Training Flight each month unless the situation ( Maintenance, unforeseen wx, etc ) does not allow it. All instrument training flights should contain at least an Unusual Attitude Recovery and Inadvertent IMC recovery procedure (unless the flight is being conducted under actual IMC conditions) along with other instrument maneuvers. These flights will be conducted utilizing another Metro Pilot as a safety pilot. Use of a hood or foggles is necessary for this training to be effective.

We are attaching an IPP (Instrument Proficiency Program) training form, which will be used to log and track monthly instrument training. Any instrument time (hood, simulator, or actual) should be recorded on the form. Review the IPP form and by the end of the 6 month period try to have completed at least one of every maneuver. Remember the Unusual Attitude / IMC recovery should be every month.

In situations where other instrument training is accomplished (ie. National Guard/Reserve aircraft or Simulator) or use of a Fixed Wing aircraft, You will receive credit for that training as long as you log it on your IPP form and Flight/Duty Log. At least every other month it should be in your primary Metro aircraft.

IPP forms will be kept at the base until your annual Check Ride, & then sent to Shreveport with your other paperwork. Additionally, log this flight on your Monthly Flight & Duty Time Sheet as this is the tool used to track these flights.

Any pilot failing to accomplish required training can be placed on probation until training is satisfactorily completed. Any deviation to this policy must be approved by the Chief Pilot or the Director of Operations.