

Operations Manual & Flying Orders

EFFECTIVE: Mid September 2016

Oxfordshire SportFlying Club



Operations Manual & Flying Orders

© Copyright Oxfordshire SportFlying Club 2016. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic or otherwise, without the permission of the copyright owners in writing.

This manual is based on AMC1-OR.ATO.230(d) for compliance with EASA OR.ATO.130(a).

Introduction

Applicability

This Manual as a reference document details the orders and operation of aircraft used by **Oxfordshire Sportflying Club**.

It is a requirement that **ALL CLUB MEMBERS** read and comply with this document as it is a Condition of being a member of Oxfordshire Sportflying Club.

In the event that there is any conflict between this Manual and the current ANO Regulations, EASA Regulations or the Rules of the Air, the British Gliding Association Operational Regulations or an aircraft POH/FM then this Manual is subordinate to the above, except when this Manual is more limiting, in which case this Manual shall apply.

Compliance

No member of Oxfordshire Sportflying Club shall be absolved from compliance with this Manual or any other relevant notices or regulations because of ignorance of their existence, content or effect.

Amendments

All permanent amendments are to be made by reissuing the entire Manual usually after annual review or as deemed required.

Amendments may only be made with the approval of the CFI/Head of Training. Notification of changes to this Manual will be notified through Temporary Flying Orders both on the Club Notice Board and by E mail to members.

Distribution

A copy of the Operations Manual & Flying Orders will be distributed as follows:

- Chief Flying Instructor /Head of Training (CFI/HT)
- All Club Instructors, Examiners and the Health & Safety Committee.
- All Club Pilots - via referral to the OSF Website. Hard copies for reference will also be in the clubhouse.

List and description of all Volumes in the 'Operations Manual & Flying Orders'

This Operations Manual & Flying Orders is a single volume consisting of five parts:

- 1 **General Information** of a general nature.
- 2 **Technical Information** relating directly to aircraft handling including the aircraft equipment, emergencies and check lists.
- 3 **Route Information** relating to performance, flight planning, weather limitations and training routes/areas.
- 4 **Personnel Training** Information relating to the conduct of Instructor training and standardisation.
- 5 **Temporary Flying Orders** Temporary orders not yet incorporated in to main body of the Manual. Information of a temporary nature or specific safety related information that is not included within the body of the Manual may be appended in the form of Temporary Flying Orders. These shall be located in Part 5. Where a Part 5 Order is incorporated into the Manual, it shall be reviewed annually with a view to removing any orders that are not applicable, or to incorporate them into the main body of the Manual.

PART 1. GENERAL INFORMATION

Administration

Oxfordshire Sportflying Club (OSF) is a club offering recognised courses of training for the EASA Part-FCL LAPPL(A) and the UK NPPL primarily utilising motor gliders and general aircraft hire. It also tailors many other courses and training sessions for glider pilots all under the auspices of the British Gliding Association and Civil Aviation Authority.

A person may not be flown in an aircraft operated by OSF ('the Club') unless that person is a member of the club.

The posts of Head of Training (HT) and Chief Flight Instructor (CFI) at OSF are combined.

Responsibilities

Head of Training/CFI

The HT/CFI is responsible to the Oxfordshire Sportflying Ltd Board of Directors for the operation of the organisation and the management and standards of all Instructional staff. He/she will also be responsible for all liaisons with the CAA/BGA and any other recognised bodies regarding training matters.

Instructors

All Flight and Ground Instructors shall be responsible to the HT/CFI for the conducting of training. Instructors shall maintain the training records of all students within the club.

Inappropriate behavior by Members

All members of the Club are to comply with this Operations Manual, any training material authorised by the club for use, the ANO, EASA Regulations, the Rules of the Air and any other Rules published by or directed to by the Club. Members who do not comply with the above shall be challenged and appropriate action undertaken.

Members who bring the club into disrepute having been given the opportunity to explain any such unfortunate circumstance may have their membership suspended or revoked.

Instructors

Approval / Authorisation of Flights

The following may authorise club aircraft flights:

- (a) Club FI's: All flights within the U.K.
- (b) FI(Restricted)'s: All flights within the UK except first day solo, or first solo out of the circuit.
- (c) Licensed Pilots to self authorise their own club aircraft flights after consultation/agreement with the Club Duty Instructor.
- (d) Licensed Pilots to self authorise their own aircraft flights.

Additional information as required to detail land-away or additional contact details must be left in the OSF office.

All solo student flying must be supervised by a Club Flight Instructor.

Overseas flights in club operated aircraft may only be authorised by the CFI in consultation with the OSF Board of Directors..

Daily Flying Programme

The nominated Club Flight Instructor is responsible for monitoring and managing the flying programme on any day for the club operated aircraft.

Command of Aircraft

All pilots of the club and acting as 'pilot in command' (PIC) are to comply with this Manual..

On joining the Club all pilots are to be given a competency check flight with a Club Flight Instructor prior to flying as PIC on Club operated aircraft and have their log book duly signed.

All solo flying by students shall be arranged to terminate no later than sunset.

Possession of Current Licence

All pilots in the club are to be in possession of a valid pilot licence before acting as PIC on any aircraft. To be valid the licence:

- (a) Shall contain a valid Class Rating or be in 'recency' requirements (LAPL only).
- (b) Shall, in an appropriate aircraft for flight under IFR/IMC, contain a valid IR(Restricted) or Instrument Rating.
- (c) Shall, in an appropriate aircraft if the flight involves flight at night, contain a night rating (unless the pilot is undergoing training for a night rating).

Student pilots may act as PIC without holding a licence only under the supervision of a Club Flight Instructor whose licence and instructor ratings are current, that has previously flown with the student. Such flights in motor gliders are restricted to VMC.

Non-UK licences should only be used to act as PIC of a Club operated aircraft following specific case review and approval by the CFI/Head of Training.

Possession of Current Medical.

All pilots must be in possession of a valid medical certificate or medical declaration as appropriate for their licence.

Requirement for Radio -Telephony Licence

No person shall operate an aircraft radio, or the Enstone ground radio station either in the air or on the ground unless that person holds a valid Flight Radio - Telephony Operator's Licence (FRTOL), or is operating under the supervision of the holder of a FRTOL.

Student pilots on solo flights are exempt under the ANO from the requirement to hold an FRTOL whilst undergoing training for a pilot licence.

Recency Requirements

Students with less than 2 hours solo flying shall fly with a Club Flight Instructor immediately prior to each solo flight.

Students who have more than 2 hours solo flying and have not flown in a Club operated aircraft for a period of 14 days are to fly with a Club Flight Instructor before flying solo in club operated aircraft.

All pilots except Club Flight Instructors and Flight Examiners who have not flown in a Club operated aircraft for a period of more than 45 days are to have a currency check with a Club Flight Instructor before flying solo.

All pilots except Club Flight Instructors and Club Flight Examiners are to have a biennial flight with a Club Flight Instructor or Club Flight Examiner if they wish to fly Club operated aircraft. The flight may be a flight test, instructional flight or Club check. Private owners are encouraged to do likewise to meet requirements of their licence.

Recency requirements may be waived on a per-flight basis with the permission of the CFI.

Responsibilities of Pilot-in-Command

Pilots are to familiarise themselves and comply with this Manual, the Air Navigation Order, the Rules of the Air and EASA Regulations.

Action Before Flight

The PIC is to sign the Technical Log before flight. The Authorisers initials or name are to be entered. This is to signify that:

- (a) The suitability of the weather for the proposed flight has been checked .
- (b) All aircraft documents have been checked and are valid and current.
- (c) The defects and deferred defects have been checked and that the aircraft and its equipment is serviceable for the flight.
- (d) That the Check A has been or will be completed in accordance with the maintenance schedule.
- (e) There is sufficient time available on the aircraft to complete the flight before the next scheduled maintenance.
- (f) All NOTAMS and navigation warnings relevant to the proposed flight have been checked.
- (g) Current maps, charts and navigational equipment are available.
- (h) Prior to the flight all other crew members and passengers will have been briefed on possible contingencies affecting the safety of the flight.

Action After Flight

At the conclusion of each flight the Technical Log shall be completed. Any defects arising shall be put in the Technical Log and reported to the Duty Club Flight Instructor of the day.

Carriage of Passengers

Subject to the privileges of their licence a member of the Club may fly as PIC of a Club operated aircraft carrying passengers provided that :

- (a) Each passenger must be a current club member or have completed temporary membership form.
- (b) No passengers have consumed any alcohol for at least eight hours before flying.
- (c) Each passenger shall be briefed on the behavior required from them and of the dangers of the propeller. In particular, passengers are only to approach an aircraft from the rear.
- (d) Each passenger shall be briefed on the operation of seat belts and the aircraft exits and the actions to be taken in the event of emergency, and emergency evacuation of the aircraft.
- (e) Each passenger shall be briefed passengers on the pre-crash 'brace' position.
- (f) When the flight involves flight over water, each passenger shall be briefed in the use of the life jackets, dinghies and evacuation procedures.

Before carrying passengers, the PIC shall have conducted 3 take-offs and landings as sole manipulator of the flying controls in the previous 45 days in the same class of aeroplane. Where the flight is expected to include flight at night, unless the PIC holds a valid instrument rating they must have made one of the landings in the previous 90 days at night.

Pilots are advised to read CAA Safety Sense Leaflet 2 'Care of Passengers'.

Aircraft Documentation

Aircraft documents will be maintained in an Aircraft Document Pack in the clubhouse/office and shall contain the following documents:

- (a) Certificate of Registration
- (b) Certificate of Insurance
- (c) Radio Licence
- (d) Airworthiness Review Certificate
- (e) Mass and Balance Schedule

The aircraft Certificate of Airworthiness shall be located either in the clubhouse or in the aircraft. Before an aircraft is operated, pilots are to ensure that the documents are valid and current.

Aircraft Technical Log and Defects Management

Technical Log

All times and engine 'tacho' readings are to be recorded in the club aircraft Technical Log.

Defects Management

All defects are to be recorded in the Technical Log. Technical Logs are in and are to be kept in the respective club aircraft.

All defects (including deferred defects) should be advised to the Club Flight Instructor of the day so that the club can take a pro-active approach to aircraft maintenance.

If a defect has arisen and there is any doubt about the airworthiness of the aircraft then either an approved Club Engineer or a Club Flight Instructor is to be consulted before any further flight is undertaken.

Heavy landings are to be considered defects and may not be deferred under any circumstances.

Flight Crew Qualification Records (Licences and Ratings)

Club members' licences and Flying Log Books will be inspected by the CFI or a Club Flight Instructor/Examiner when joining the Club, and at any other time at the discretion/request of the CFI or Club Flight Instructor.

A copy of all students' medical certificates shall be held with their student record kept at the Club.

The Club shall maintain records of the licences, ratings and medical certificates of all Club Flight Instructors and Examiners.

Instructors and Examiners shall inform the club of any changes to their licences, ratings and medical certificates as soon as they are known.

Revalidation (Medical Certificates and Ratings)

All pilots are personally responsible for maintaining the currency of their licences and any associated ratings including their medical certificates.

Flying Duty Period and Flight Time Limitations (Flight Instructors)

Flight Instructors shall not exceed 100 hours in any 28-day period or 900 hours in 12 consecutive months. All flying including flight instruction and commercial flying contributes towards these totals. Duty periods should not normally exceed 12 hours.

Flying Duty Period and Flight Time Limitations (Students)

Students shall not fly more than 5 hours or 3 flights per day.
Students shall not exceed 30 hours of flying in any 7 day period.
Duty periods shall not exceed 12 hours.

Rest Periods (Flight Instructors)

Following a duty period flight instructors shall take a rest period of at least 8 hours. Flight instructors who have worked 6 consecutive days must take a rest period of at least 24 hours.

Rest Periods (Students)

Following a duty period flight students shall take a rest period of at least 8 hours. Students who have attended training for 6 consecutive days must take a rest period of at least 24 hours.

Pilot's Log Books

Pilots are responsible for ensuring that they maintain a personal logbook in accordance with the ANO. Details of all flights are to be entered into the log book as soon as practical after each flight.

Student pilots with their Instructor are to log all flight details including the exercise numbers. In the case of a navigational flight the turning points are also to be logged including diversions as appropriate.

Student pilots should log details of all time spent on stall spin awareness (SSA) training. This training must be counter- signed by the Flight Instructor who provided the instruction.

Recording of Flight Time

Instructional flights

- (a) The Flight Instructor logs PIC.
- (b) The student/other pilot MUST log PUT or DUAL.

Flight Tests

- (a) The Examiner logs PIC.
- (b) If the candidate is successful they log PIC U/S and the Examiner must countersign the entry in their logbook.
- (c) If the candidate is not successful they must log PUT.

Club Checks/Other Flights with a Flight Instructor present

- (a) The flight instructor logs PIC.
- (b) The other pilot logs PUT.

NOTE:

This may seem unfair to the pilot being checked. However it is often the case the pilot is not able to command the aircraft in accordance with the Operations Manual, therefore the flight instructor must be PIC. Where pilots are able to command an aircraft in accordance with the Operations Manual but have chosen to fly with a Flight Instructor the question becomes one of responsibility for the safe conduct of the flight. As the responsibility rests with the Flight instructor (especially as they will be held responsible should anything go wrong) then the Flight Instructor is the commander. Recognising this fact the Flight Instructor should be recorded as the commander of the flight and logs PIC.

Flight Planning (General)

Charity Flights (UK only)

Any pilot wishing to conduct a Charity/Gratis Flight on Club operated aircraft shall obtain the permission and guidance of the CFI in writing. .

Safety (General)

Safety Equipment

All Club operated aircraft generally carry first aid kits and fire extinguishers.

RT Phraseology

Pilots shall use RT in accordance with CAP 413 'The Radiotelephony Manual'.

Propeller Caution

All propellers are to be treated as LIVE.

No person is to come within 3 meters of a rotating propeller when forward of the aircraft wings.

'Running changes' of crew are not permitted, with the exception of a Flight Instructor exiting the aircraft to send a student solo.

Hand-swinging of propellers is not permitted on Club owned aircraft.

Portable Wireless Transmitters

All equipment that contains a wireless transmitter (except blue-tooth) is to be switched off (or if the equipment has a "flight mode", be placed in "flight mode") before engine start, and shall remain off until the engine has been shut down on completion of the flight.

The use of mobile tablet and other devices for navigation assistance is positively encouraged, such as Skydemon for pilot use. However, pilots are to ensure location and use of the device does not degrade LOOKOUT, interfere with controls or cause compass deviations (up to 30 degrees error is possible if sited near the compass). Pilots should ensure they are familiar with operating the device and complete adequate ground training before use in flight. Mobile phones shall only be used in flight during an emergency when authorised by the PIC.

Media Players and Media Broadcasts

Crew members shall not use or listen to any form of media player in flight. nor listen to any non-aviation broadcast, using either the aircraft's radio, radio navigation equipment or a separate device, in the time between the commencement of internal cockpit checks and the completion of all checks at the end of the flight.

State of Health

All pilots are to adhere to the rules laid down in the ANO with regard to any period of sickness.

Pilots should read Safety Sense Leaflet 24 'Pilot Health'.

If pilots are in any doubt of their ongoing suitability for flying they are not to fly should not fly and are to consult an AME.

Consumption of Alcohol and Taking of other Drugs before Flight

A pilot shall not fly any Club operated aircraft within a period of eight hours after consuming any alcoholic drink. Pilots are to increase this period if anything other than a moderate amount of alcohol has been consumed.

Pilots are subject to the Railways and Transport Safety Act 2003, which prescribes alcohol limits for any 'aviation activity'. The limits imposed are twice as stringent as the more familiar Road Traffic Act.

No passenger may fly in any Club operated aircraft when under the influence of alcohol.

Many drugs (even common non-prescription drugs such as aspirin) may have an adverse effect that may not be apparent at the time they are taken. If for any reason it is necessary to take drugs then advice from an AME or a doctor approved by the CAA shall be obtained before flight.

The use of recreational or illegal drugs is incompatible with flying and membership of the Club and any pilot who has used such drugs (legal or illegal) shall not fly a Club operated aircraft and will have their suitability for membership reviewed until he has been certified as fit by a CAA authorised doctor.

Wake Turbulence

All pilots are to read and comply with the advice in AIC 072/2010 'Wake Turbulence'.

Pilots are to be aware of the particular danger helicopters and large aeroplanes pose to light aircraft.

Pilots are to know the separation distances and timings for take-off and landing behind helicopters and large aircraft.

Student pilots and pilots with low hours of experience or who have little recent experience are to wait for wake turbulence to decay rather than attempting to fly to avoid it.

Instrument Flight: Actual and Simulated

In VMC, practice Instrument Flying in Club operated aircraft may only be carried out with the presence of a competent safety pilot occupying the other front seat.

Flying over the Sea or large bodies of Water

Any pilot who intends to fly over any significant body of water in a club aircraft including but not limited to the English Channel, North Sea, or Irish Sea is to inform the Duty Club Flight Instructor of the fact beforehand.

Life preservers are to be carried for each person on board.

Pilots and passengers intending to operate beyond gliding range from a safe landing area must wear life preservers for the duration of the flight. Whenever possible a dinghy shall be carried.

Students under training must not fly outside gliding range from a safe landing area.

Pilots are to read Safety Sense Leaflet 21 'Ditching' before flying over water.

Low Flying Regulations

Any pilot who is forced to fly below legal limits is to report the fact to the Duty Club Flight Instructor and CFI as soon as possible after landing. As a report may have to be made, the pilot must make a note of his route and the time of the occurrence.

Infringements of Controlled Airspace

Infringement of controlled airspace could at worst lead to a fatal accident. In any event, even a minor incursion observed by a controller may result in the re-direction of an aircraft causing delay and considerable expense to the operator. Pilots are to use all available navigation aids to ensure that they remain clear of controlled airspace unless they have obtained a clearance to enter.

Pilots flying in close proximity to controlled airspace are to obtain at least a basic service from the controlling authority whenever possible. If the aircraft is fitted with a transponder (and is MODE C(ALT) equipped) the transponder is to be "on" with at least MODE C (ALT) selected for all flights

unless instructed otherwise by an ATC agency. The use of available 'listening squawks' is encouraged .

In the event that a pilot enters controlled airspace without clearance they shall:

- (a) Leave controlled airspace by the quickest and safest means.
- (b) Attempt to contact the controlling authority, any nearby ATSU or if unsuccessful London/Scottish Centre and report the occurrence. The transponder is to be "on" with at least MODE C (ALT) selected when fitted or equipped.
- (c) Notify the Club Duty Flight Instructor and CFI as soon as practical after landing.

Occurrence Reporting

All pilots are required to report any Notifiable Accidents as listed in the Investigation of Accidents Regulations. These regulations contain details of the PIC's responsibilities following an accident. Refer to Appendix A for further information.

Details of any incident are to be reported to the CFI and Duty Club Flight Instructor on the day in question.

Any incident that goes unreported can have serious consequences and it is particularly important that pilots adhere to this rule. Remember, if in doubt – report it!

Any person should report any occurrence, which hazards or if not corrected could hazard an aircraft, its occupants or any other person.

AIRPROX Reporting

An AIRPROX report shall be made whenever a pilot or controller considers that the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved was or may have been compromised.

In the first instance AIRPROX reports should, whenever possible, be reported by/to to the appropriate ATSU on the frequency in use.

The Duty Club Flight Instructor and CFI is to be informed as soon as possible.

Bird-strike and "Near miss" Reporting

Under the ANO it is mandatory to report any incident causing damage to an aircraft which might affect flight safety. Birdstrike reporting is mandatory if significant damage has occurred.

Details of all birdstrikes causing significant damage are to be reported using CAA form CA 1282.

Smoking Regulations

Smoking is not permitted in any Club operated aircraft.

Smoking is not permitted in/on any part of the Club premises/land.

Care of Flying Equipment & OSF Aircraft

All members are to take the utmost care with the equipment that the Club provides for their use. Many items, especially headsets, are costly to replace and frequent replacement will inevitably lead to higher charges being imposed.

Any items that are damaged or unserviceable are to be notified to (and handed to where possible) the Duty Flight Instructor who will arrange for repair or replacement as appropriate.

Any member found to be abusing Club equipment may be billed for the replacement cost.

All members are encouraged to keep club operated aircraft clean and tidy and to treat them as they were their own. Further, members are encouraged to assist in cleaning aircraft (in Summer - bugs, in Winter - mud) particularly after their flight as appropriate but not to use abrasive cloths or materials etc.

Indemnity for Personal Injury

The Club has Public Liability insurance.

Individual aircraft insurance policies vary but often exclude the crew from personal injury.

Club members are advised to seek independent advice to ensure that they are adequately covered in the event of injury.

Dress Standards

All pilots are to note the following requirements and also to ensure any passengers comply:

In order to provide adequate fire protection and forced landing preparation, exposed skin below the waist is not encouraged in club aircraft – shorts, sandals and similar items of sports/beach wear are not preferable to sensible, securely fastened shoes and long trousers/jeans.

Dress to survive! In the event of a forced landing the outside conditions can be significantly harsher than the cockpit, carrying a jacket / spare top / sun hat should always be considered.

Summer weather and light aircraft cockpits can induce significant heat stress – make sure you remain hydrated pre and post flight. Know how to use the various cooling air systems in the aircraft.

Hi-viz jacket material is highly combustible and can cause serious burns in the event of a fire – do not fly while still wearing your hi-viz jacket. Hi-viz jackets should also not be worn when refuelling an aircraft due to the possibility of a static electrical charge causing a spark near the open fuel tank filler.

As a motor gliding school/centre we are a club and presenting an appropriate appearance at all times is very important – ripped or stained clothing, offensive logos or scruffy attire are not generally considered to be acceptable.

Dogs

No dogs are allowed in the clubhouse (except guide dogs), also members/visitors are to ensure that dogs are kept on a lead outside the building and are not taken onto the apron(e.g. airside).

Car (& Caravan) Parking

No cars (or caravans) are to be parked airside (e.g. apron, runways etc.) except for assisting in undertaking 'active' essential maintenance work to aircraft, or for the towing of aircraft (e.g. motorised sailplanes, sailplanes) when flying is taking place.

Members

All students will have a 'Student Record' kept as part of the club administration/training records.

Induction

New members must undertake and complete an induction briefing with and by an approved OSF person.

Competency/Currency Check Flights

The content of the flight is at the discretion of the Club Flight Instructor and will depend on the level of experience and recency of the pilot requiring the check. As a guideline the flight should cover:

Standard departure.

General Handling as necessary including:

Steep turns ; PFL ; Stalling ; Standard join.

Circuit procedures including: Normal, Flapless approach and landing, Go Around and EFATO.

Club Flight Instructors are to make sure the club check is as useful as possible – if the member requires a biennial instructor flight then the flight should be conducted such that the requirements are fulfilled.

The Instructor is to ensure that a signed and dated entry is made in the Pilots Logbook.

PART 2. TECHNICAL

Aircraft handling - General

Check-Lists

All pilots are to be in possession of and use the Club issued check list for the club aircraft they are flying. No other check lists should be used.

The Club check lists will be amended from time to time and members will be notified of any changes. The current Super Dimona and T61F Venture Club checklists shall be left/retained in the aircraft.

Checks on the ground should be performed using the checklist, airborne and emergency initial action checks are to be undertaken from memory following the checklist actions. The after-landing checks may be performed from memory and while in motion with extreme care.

Piston Engine Icing

Carburettor icing is serious and is the number one cause of engine failure in the UK. Therefore, the importance of a consistent approach by, students, pilots, flight instructors and examiners cannot be overstated.

Condensation on Windscreen or Windows

It is probable that condensation on the canopy may obstruct visibility in cold weather. Do NOT attempt to clear this with your hands as this will deposit natural skin oil on the transparencies and may also cause scratching. Use a clean soft cloth for this purpose if the aircraft's demister is proving ineffective in the prevailing conditions.

Cleaning of Canopies

Aircraft canopies should always be clean to ensure good visibility. Pilots are to ensure clean cloths are used to prevent canopy scratching.

Aeroplane Checks before Flight

Prior to each flight the aircraft shall be checked. Whilst all checks are important particular attention shall be paid to the following :

- (a) Ensure all covers and 'tie down' measures are removed.
- (b) Ensure that the whole aircraft airframe is free from snow frost and ice.
- (c) On the first flight of the day ensure that the fuel has been properly checked for the presence of water.

Full & Free Checks

Pilots should perform a full and free movement of the controls in the pre-flight checks.

All pilots must be aware of the direction in which the control surfaces actually move. The above checks are not just full and free – but should include the 'correct sense'.

Precautions when Starting Engines

Aircraft are to be correctly positioned clear of any obstructions before starting engines. Ideally aircraft should be positioned into wind.

Consideration shall be given to the area in front of the aircraft to ensure that there is sufficient space to taxi the aircraft.

Particular attention must be paid to the area behind the aircraft to avoid any damage that might occur from propeller wash once the engine has been started (e.g. open hangars).

Prior to starting the aircraft engine(s) the pilot shall ensure that they are aware of the nearest fire extinguisher in addition to the aircraft fire extinguisher.

No engines are to be started when the aircraft is wholly or partly inside a hangar, or when the slipstream will be directed through open hangar doors.

Immediately prior to starting engines pilots are to ensure that the parking brake is firmly applied and that the foot brakes are 'covered'.

Prior to starting any engine pilots are to shout 'CLEAR PROP' in a manner such that any person near the aircraft can hear the warning

Under no circumstances on Club owned aircraft are engines to be started by hand swinging the propeller.

Operation of Aircraft Radios and Radio Navigation Equipment

Pilots are to ensure that all radio and electrical equipment is switched off prior to starting engines. At airfields where start clearance is required the radio shall be switched on to obtain the clearance and then switched off prior to engine start.

After engine start the radios shall be switched on and the radios (and radio navigation equipment) must be checked.

Taxi Procedures

A functional check of the aircraft braking system shall be carried out as soon as practical after starting to taxi and prior to entering the apron after landing. The check shall be conducted in an area such that in the event of brake failure or partial brake failure there is no possibility of collision with any other aircraft or object.

On instructional flights or flight tests the student/candidate should always ask the Flight Instructor/Examiner to check their brakes as well.

Taxiing shall be carried out at a speed such that will enable the aircraft to be brought to a safe halt in the stopping distance available.

Other than the use of differential braking for directional control, brakes shall only be applied when the throttle is completely closed.

When parking the aircraft the parking brake shall be on, or the aircraft shall be chocked unless it is on a slope when both the parking brake shall be on and the aircraft shall be chocked. The parking position shall as far as possible be chosen to allow the aircraft to be parked into wind. Prior to vacating the aircraft a check shall be made to ensure that the battery master switch is OFF and the magnetos are OFF and the keys are OUT of the ignition.

Taxi Checks and Movement

It is the Pilot in Command's (PIC) responsibility to ascertain the runway in use.

Pilots should note there is no 'Signal Square' in operation at Enstone.

When taxiing with the intention of flight a check of both left and right rudder movement, flight instruments and where appropriate navigation equipment shall be carried out in accordance with the checklist. The area selected for performing turns is to be appropriately wide and clear of obstructions.

Taxying should generally be on hard surfaces wherever possible. Back-tracking should generally be on the hard 26/08 runway. Caution is required to avoid the fence and bushes on the North- Side Grass Strip just off the northern edge of the physical hard runway. In the event of there being other aircraft wishing to use the main runway, back-tracking is permissible on the southern grass runway.

Aircraft back-tracking on any part of the hard surface (26/08 runway) and having priority as the runway is then 'obstructed' should however consider giving way to landing aircraft by vacating at designated holding points(s) where practicable or as requested.

On leaving the active runway a R/T call should be made saying 'Runway Vacated'.

All R/T calls should be made to Enstone Radio (129.875). If no response is heard after the third call, then all calls should be made to 'Enstone Traffic' with intentions given.

Running up Procedures

Where possible the aircraft shall be positioned into wind prior to performing the power checks. Where this is not possible, the aircraft shall be turned to avoid damage to following aircraft resulting from the use of high engine power.

At airfields with designated run-up areas the power checks shall be carried out in these areas. At Enstone all 'checks' should be completed before entering the 'live' hard surface or southern grass runway.

Having completed the engine run-up, pilots are to turn the aircraft so that the approach to the runway threshold can be seen and pilots are then to check that the runway approach is clear before calling for departure.

Pre-Take-off

Where the crew consists of two qualified pilots a handling pilots brief shall be given clearly defining the take off and initial departure, who is to handle the controls and when they are to do so and what action is to be taken and by whom in the event of an emergency occurring during the take-off or initial departure.

The pre-take off brief is not the time to start detailed passenger briefing – the passenger brief should be done in an unhurried manner pre-boarding. Passenger interaction should be confined to a brief check they are secure, ready for departure and a final check for any questions / worries.

The following '**PEDS**' format is recommended:

PERFORMANCE - Runway Dry or Wet? Slope? Contamination?

Any performance considerations – e.g. nominate an abort point on a limited runway departure.

EMERGENCIES - Actions to be taken by handling pilot in event of emergency before lift-off
Engine Failure After Take Off and Emergency during initial climb.

DEPARTURE - Any departure clearance considerations? e.g. noise abatement routing or departure routing .

STOP-LEVEL - Any climb restrictions? e.g. not above 1350' QNH

Turns After Take-off

Pilots shall not make turns immediately after take-off below 300ft AGL unless required as part of a noise abatement procedure, for the purposes of terrain clearance or unless requested.

No turns are to be commenced until the aircraft has achieved the published climb speed.

Top-of-Climb Checks

Once trimmed in level flight an en-route check shall be performed if leaving the circuit.

Unusual Manoeuvres

Intentional full developed spinning is prohibited in Club owned/operated aircraft.

Incipient Spinning is not to be carried out when there is no defined horizon, when the aircraft is over uniform cloud cover or the sea or if vision from the aircraft is obscured.

No Aerobatics are to be undertaken in Club owned/operated aircraft.

Prior to each stall or incipient spin, **HASELL** checks shall be carried out.

HEIGHT Safe to recover by 1500 ft AGL

AIRFRAME Brakes OFF, Flaps (if fitted) set appropriately, Airbrakes closed and locked. Limiting speeds checked and not to be exceeded.

SECURITY No loose articles. Nothing to impede full and free movement. Harnesses tight & hatches secure

ENGINE Mixture RICH. Temps & Pressures within limits CARB HEAT HOT /ON

LOCATION Clear of Airfields and controlled Airspace, Clear of Built-up areas, Clear of Cloud, Clear of Danger/restricted areas

LOOKOUT Clearing turn, two x 180 degrees left and right or one x 360 degree.

Low Level Flight

Low level flight is considered to be at or below 800ft AGL.

With the exception of emergency practices with a Club Flight Instructor, an en-route check must be completed prior to the descent to low level.

Fuel pump maybe switched ON whenever a Club operated aircraft is operated at or below 800ft AGL.

Except during normal circuits, changes to the fuel management system (such as changing tanks), if appropriate, are to be avoided as much as practically possible during flight at or below 800ft AGL.

Practice Forced Landings (PFL)

To initiate a PFL, close the throttle and generally select the carb heat to HOT/ON.

Pilots are to perform 'touch drills' only.

When conducting PFLs away from an airfield pilots are normally to go around by 500ft AGL and in all cases Rule 5 of the ANO must be observed.

EFATO shall only be initiated by a Club Flight Instructor or Examiner. On initiating an EFATO in an aeroplane the exemption to Rule 5 for aircraft taking off is invalidated. Aircraft shall not be placed in a position that contravenes Rule 5.

When an EFATO is initiated at an airfield the communication facility shall be notified using the phrase ' PRACTICE FANSTOP'. On initiating the climb away the phrase 'CLIMBING AWAY' shall be used.

En-Route Checks

All Club pilots are encouraged to use **FREDAL** as the en-route checks.

OSF has extended the basic **FREDA** checks to include an '**L**' for 'Location'. This practice has been designed to provide (the student with) better situational awareness. In general the mnemonic can be used as appropriate depending on aircraft type:-

FUEL Selected tank noted. Contents sufficient for rest of flight Mixture (Leaned/RICH as required)
Fuel pump ON/OFF as required (if fitted)

RADIOS Tuned. Volume Correct

ENGINE Temps & Pressures within limits. Charge (Ammeter/battery charge indicator). Low volts light OUT. Set CARB HEAT HOT/ON for approx. 10secs. Set CARB HEAT COLD/OFF. Note Carb heat application varies with the aircraft type so please consult your Instructor or refer to the POH/FM.

DI DI aligned with compass ensuring Wings level, unaccelerated flight. READ the NUMBERS from the compass. SET the numbers on the DI.

ALTIMETER set on the correct pressure setting for the stage of flight.

LOCATION Where am I? Where is home? (if local area). Where is nearest suitable landing area?

These checks should be performed every 10 to 15 minutes, immediately prior to recovery and as advised at other times in this Manual.

Pre-Landing

As a minimum Carb Heat, Pitch and Fuel (CPF) should be used as (part of) the pre-landing/downwind check. The generic BUMPFICH may be used however it is recognised that constant repetition of "U" 'Undercarriage' followed by a reinforcing assumption that it is down and locked leads to incorrect learning and with reinforcement and conditioning this practice could be dangerous should the pilot move on to retractable types.

The specific pre-landing check as detailed in the aircraft checklist should be used.

Final Approach

The final turn shall not to be below 300ft AGL.

Go-Around Action

Pilots shall initiate go-around action if there is any doubt regarding their ability to land the aircraft safely or in that the event that a normal circuit pattern cannot be flown due to the number or positioning of aircraft ahead. In particular (but not exhaustively) a go-around shall be initiated:

- (a) If the landing area is obstructed (i.e. if there is any back-tracking aircraft on the tarmac surface if intending to land on the tarmac - similarly for south-side grass).
- (b) The approach speed or path is unsatisfactory.
- (c) If the flare or hold-off are unsatisfactory.
- (d) In the event of a bounced landing or pilot induced oscillation.
- (e) The prevailing wind or weather exceeds the pilots limits or ability.
- (f) The pilot encounters wake turbulence or wind-shear that may jeopardise a safe landing.

A go around may be executed from any height (prior to touchdown) and at any point in the circuit pattern. All turns are to be in the direction of the circuit.

Advice needs to be given to the radio facility by calling 'GOING AROUND'.

At a safe height, having established climbing speed and a positive climb, the aircraft should be positioned on the dead side of the runway. Complete a circuit or divert if necessary.

Pilots are to initiate a go-around if the runway is not clear of all traffic by 200ft AGL.

Stop & Go Actions

Pilots requesting 'STOP & GO' should do so only when traffic conditions allow. Remember Stop & Go means "Land, Stop, Reconfigure, and Go" when it is safe to do so.

Refueling Procedure

Prior to refueling the aircraft shall be shut down according to the aircraft check list. Prior to refueling any passenger is to disembark.

Before commencing and during refueling the installation bonding wire is to be attached to the aircraft, and a fire extinguisher other than the aircraft fire extinguisher shall be readily available.

Club operated motor-gliders shall only be refueled with MOGAS or other fuel as specified in the FM/POH. Shoes with metal studs must not be worn. Hi-viz jackets are not to be worn due to the risk of static electricity discharging to the aircraft, and possibly igniting fuel fumes from the open tank filler.

Care of Aeroplane away from Base

Pilots on any flight involving a land away from base are to take all reasonable precautions for the club aircraft's security, safety and protection on the ground.

In high wind conditions aircraft should be placed in a hangar if one is available. If a hangar is not available aircraft shall be properly tied down in a sheltered position if possible. The flight controls are to be securely locked.

All charges incurred as a result of landing at an airfield other than base are the responsibility of the pilot and shall be paid for at the time incurred.

Pilots who are unable to recover a club aircraft to base will be responsible for the costs incurred in recovering the aircraft.

Fuel Uplift Arrangements:

At locations where the Club does not have an account the pilot may claim for the fuel uplifted at the club rate. This will be deducted from the flying bill provided the receipt is given/provided with the pilot's payment for the flight. Under no circumstances may pilots be reimbursed for fuel uplift without providing a receipt.

Aircraft Handling – Aerodrome Specifics: Enstone

Emergency Procedures – General

Ditching

When planning a flight over open water (5nm or more) Pilots are to read Safety Sense Leaflet 21 'Ditching'. Where specific techniques are included in the FM/POH then those techniques shall override all others.

Generally follow the actions for engine failure at altitude. Head for a coastline or any shipping in the area. If there is a large swell or light wind, land along the swell with the tail down. If there is a light swell or strong wind land into wind with the tail down.

After ditching use all available survival equipment, but DO NOT inflate life jackets in the cabin.

Incipient Spin Recovery

Incipient Spin recovery can differ from aircraft to aircraft and the FM/POH for the aircraft being flown should be consulted prior to flight. Information and advice is contained in the FM/POH.

Radio Failure

Should a radio failure occur and communication is either partially or completely lost pilots are to:

- (a) Check that the correct frequency has been selected and is active.
- (b) Confirm that the audio panel is set correctly.
- (c) Confirm that the radio is actually ON, and that the volume, squelch controls are correctly set to on for the radio in use.
- (d) Check that the radio transmitter is not stuck on. This can be established by checking for the 'Tx' in the display or by use of the squelch control.
- (e) Check that the headset volumes are OK.
- (f) Check that the headset plugs are correctly inserted in their sockets.
- (g) Attempt communication on an alternative frequency if other traffic can be heard. If other traffic has reported difficulty in contacting the selected station it is possible that the station may have experienced a total power failure. If you believe this to be the case, contact the appropriate FIS for the area you are in.
- (h) Consider the use of a handheld mic or portable radio if available.
- (i) Check the ammeter, master switch, circuit breakers, avionics master switch (if fitted) and avionics emergency switch (if fitted).
- (j) If neither changing to a spare headset nor the other radio effects a cure, assume total communications failure has occurred and proceed by Squawking 7600, selecting landing light ON (if fitted), and follow speechless/blind transmission/non-radio procedures as appropriate.

Forced Landing with Power

A forced landing with power, or a precautionary landing, is commonly made necessary due to deteriorating weather, the approach of darkness or a low fuel state. With proper pre-flight planning and in-flight monitoring precautionary landings can normally be avoided.

If a precautionary landing is necessary, then the decision to conduct such a landing shall be taken early enough to allow as much time as possible for executing the landing. If necessary, land at an airfield (active or disused) in preference to a field landing.

The following procedure for landing shall be adopted once a safe landing site has been found:

- (a) Plan and fly a left hand circuit down to 500ft AGL at a safe slow speed. Fly just to the right of the landing area in the direction of landing. Go around at the end of the landing area into a low level circuit (remaining at 500ft AGL). Make a mental note of any features for downwind and final approach, check for obstructions and cables.
- (b) Fly another circuit as above but this time descending to 2-300ft AGL on final approach. Go around and back up to 500ft AGL. Pay particular attention to assessing landing surface suitability.
- (c) Fly another circuit as above but this time descending to 50ft AGL on final approach, paying particular attention to the landing area surface. Go around back up to 500ft AGL.

- (d) Fly a final circuit to land. Use appropriate airbrake (or flap) as wind conditions allow

If on any of the flypasts it is discovered that it is not safe to make another approach at a lower height, or that it would not be safe to land the landing site should be abandoned and another site found. The above procedure should then be repeated at the new site.

Action following a Fire and/or a Forced or Precautionary Landing

In the event of a forced or precautionary landing the PIC shall following landing :

- (a) Seek assistance.
- (b) Take all necessary steps to picket .and protect the aircraft so as to prevent the risk of damage by sightseers, animals, or weather.
- (c) Notify the local Police and the landowner (if not at an airfield).
- (d) Notify the OSF Duty Flight Instructor/CFI by the quickest possible means.

After any fire, forced or precautionary landing the aircraft is not to be flown again without the permission of the CFI .

In the event that the aircraft has directly or indirectly caused injury or damage to the person or property of third parties neither the pilot nor any passenger shall make any admission of liability or offer or promise of any payment.

In the event that the aircraft is damaged as a result of a forced or precautionary landing, it shall not be moved except in order to save life or avoid further injury until the Air Accident Investigation Branch has given permission.

Actions when Uncertain of Position

The difference between being uncertain of one's position or being lost is simply a matter of time. If it is less than 15 minutes since the last known position then the pilot may be considered to be uncertain of position. If more than 15 minutes has been elapsed the Lost procedure is to be adopted.

The pilot should not panic and should adopt a logical approach to resolving any degree of uncertainty. Bad weather may be an important factor in determining the course of action.

The principle cause of uncertainty of position is human error. This may occur when the pilot believes they are lost because of the non-appearance of an expected ground feature that may have passed undetected or may actually be directly under the aircraft. Other causes are:

- (a) Directional gyro (if fitted) set incorrectly.
- (b) Steering incorrect heading (i.e. steering the ground speed figure instead of the compass heading or steering the heading for the next or previous legs).
- (c) Failure to steer an accurate heading.
- (d) Incorrect use or failure of radio navigation equipment.
- (e) Failure to time from the last turning point.
- (f) Continuing flight into unsuitable weather.

Pilots who are uncertain of their position should :

1. Maintain VMC
2. Check the directional indicator against the compass and reset if necessary.
3. Check that the correct heading is being flown and if not, then fly the correct heading. Check the time since the last known position.
4. Turn on time at the next turning point if possible.
5. Look for recognisable features from ground to map. Climb, if possible to enhance visual range, if necessary to the appropriate safety altitude: then carry out the lost procedure without delay and consider a precautionary landing. Assess the fuel state, time to nightfall, and weather, and if any of these preclude safe continuation of the flight.
6. Do not continue into deteriorating weather.
7. Squawk 7700.

If you can determine your position, then continue the flight from that position or divert to the nearest suitable airfield. If after a reasonable time (15 minutes since the last known position) you cannot determine your position then pilots are to carry out the Lost Procedure.

Actions when Lost

If pilots are unable to establish their position for some 15-20 minutes then they are to carry out the "Lost Procedure".

Whilst circumstances will dictate the order in which the checks should be carried out the following is a general guide in the event of becoming lost:

- (a) Maintain VMC.
- (b) Try to establish radio contact with any nearby ATC unit that has radar or VDF. If unsuccessful then try to contact the Distress & Diversion (D&D) call on 121.5 MHz by making a PAN PAN call, and squawk 7700.
- (c) Climb, if possible to enhance visual and radio range, if necessary to the appropriate safety altitude.
- (d) Assess the fuel state, time to nightfall, and weather and if any of these preclude safe continuation of the flight then carry out a precautionary landing.
- (e) Fly a cardinal heading towards an identifiable line feature then,
- (f) Fly along the feature until you can fix your position.
- (g) Divert to the nearest suitable airfield.

Landing at Unauthorised or Unintended Destination

If a student or pilot who is not self-authorising lands at an unauthorised or unintended destination then the authorising Club Flight Instructor is to be informed immediately.

Flight Instructors of students who land at unauthorised or unintended destinations shall inform the CFI as soon as practical.

Pilots are responsible for reporting their arrival to the nearest ATSU and where necessary pay any landing fees due.

Students and pilots who require authorisation shall not subsequently take-off without the permission of the CFI, their authoriser or a Club Flight Instructor.

If a Flight Plan has been filed for the flight, then the pilot is to ensure that it is closed after landing. This also includes informing OSF if the flight has been booked out in the normal way.

Hi-Jack/ Terrorism

All Instructors and qualified pilots should be aware of the possibility of a take-over in flight by an act of terrorism. If you are conducting any flight and have any suspicions (preferably before take-off) inform the club duty instructor and Police (contact numbers of police on Club Notice Board). If airborne the transponder should be used squawking 7500.

PART 3. ROUTE INFORMATION

Performance

All Club operated aircraft shall be operated in accordance with the aircraft FM/POH.

In addition to training requirements, take-off and landing performance shall be specifically calculated:

- (a) For all flights using grass runways where the runway is not dry.
- (b) At all aerodromes where the runway length is less than 800m.
- (c) All days when the OAT exceeds 25°C.
- (d) When any doubt exists over the performance of the aircraft in relation to the airfield of operation.

Club operated aircraft are not to be flown unless the runway surface is completely clear of snow, slush or ice over the entire length of the calculated take-off distance required.

Club operated aircraft are not to be flown in conditions of known icing or forecast icing. (Refer to POH/FM).

Flight Planning

General

Pilots are to ensure that all flights are planned in accordance with the following:

Pilots are to use the UK IAIP to obtain en-route information and for details of en-route, destination and alternate aerodromes. Products like SkyDemon may be used but pilots are to ensure that software is fully up to date and the settings within the software give the pilot the full information for a safe flight in all regards.

The UK IAIP is online at <http://www.ais.org.uk>

Pilots are to obtain a met forecast covering the areas / routes for the flight including TAFs and METARS for any departure, destination and alternate aerodromes. Met information must be obtained from a credible source. Items such as NOTAMS, SNOTAMS, ASHTAMS, BIRDTAMS and any temporary navigation warnings shall be checked to ensure the proposed flight is not affected.

The NATS AIS web site: <http://www.ais.org.uk>

Airspace upgrades (for Royal flights), restricted areas (for Red Arrows) and emergency restrictions of flying (to prohibit flight in the vicinity of an accident or incident). This information shall be obtained from the AIS Information Line on 0500 354802

Preparation for Cross Country Exercises and Navigational Flights

Pilots are to ensure that cross-country flights are planned in accordance with the following:

Pilots are to prepare a PLOG for all flights except those remaining in the local flying area. The PLOG shall include: headings, altitudes, safety altitude and estimated times for each leg and all relevant navaid and communication frequencies.

Pilots planning a sea crossing exceeding 10nm, or a flight over sparsely populated areas shall file a flight plan with the appropriate ATSU. Flight Plans shall be in accordance with CAP 694.

Student pilots shall not depart on a solo cross-country flight until the accuracy of the PLOG has been checked by a Club Flight Instructor. A Club Flight Instructor is to complete the Solo Navigation Briefing Certificate (appropriate for the licence being trained for) for all student solo navigation flights.

Documents to be Carried

On all flights all crew members are encouraged to carry their licences and medical certificates in accordance with EASA Part-FCL.

Practice Forced Landings (PFL's)

PFLs are only to be carried out over an active airfield or clear of congested areas and livestock. Congested areas are defined as 'areas substantially used for residential, industrial, commercial or recreational purposes'.

Student pilots and PPL holders who are not self-authorising require specific authorisation and a briefing by a Club Flight Instructor for flights involving PFLs. The briefing shall include:

- (a) Minimum altitude for training
- (b) Location
- (c) Requirement not to use the same field
- (d) Requirement to comply with Rule 5 of the Rules of the Air
- (e) Use of carburettor heat
- (f) Engine checks (every 1000ft – full power 3 seconds)
- (g) Requirement for LOOKOUT

Qualified pilots are encouraged to practice forced landings on a regular basis.

Prohibited and Danger Areas

All prohibited areas are to be avoided.

Pilots are to comply with the restrictions imposed on Restricted Areas.

Pilots shall avoid Danger Areas unless they are in receipt of a DACS or the Danger Areas are notified as inactive.

If pilots believe that they may have inadvertently strayed into a Restricted Area, Prohibited Area or active Danger Area a report is to be made to the CFI as soon as possible afterwards.

Pilots are to ensure that particular attention is paid to the activity state of any areas in the vicinity of their intended route.

Where pilots are to avoid an area they shall do so by at least 1nm horizontally and 500ft vertically.

Fuel

Pilots are generally to consider landing if safe to do so with not less than 1 hour of fuel remaining in the tank(s).

If pilots think that they could be caught short of fuel when away from base and have insufficient funds to pay for fuel at the time they should not be tempted to risk flying. Most organisations will bill the Club directly under such circumstances and allow the pilot to fuel as required.

Minimum Altitude for Training

The minimum height for circuit training at Enstone shall be 1150ft QNH (600ft AGL) with the exception that practice low level circuits may be conducted at 950ft QNH (400ft AGL).

All VFR dual training outside the aerodrome visual circuit must take place at a height which allows a sufficient margin above 500ft AGL. A greater margin is to be maintained for contingency in the event of engine failure for safety reasons and to avoid creating a nuisance to the populace of the local area.

Stalling and Stall/Spin Awareness (SSA) Training may be conducted in Club operated aircraft. The minimum height to recover from such practice is 1500ft AGL when flying with a Flight Instructor or Examiner and 2500ft AGL when solo.

Dual training navigation flights shall not be planned below 1500ft AGL unless the intention is to practice navigation at lower levels.

Student solo VFR navigation flights shall not be planned below 2000ft AGL.

Minimum Safe Altitude

Pilots undertaking cross-country flights are to calculate the Safety Altitude as this will lead to an awareness of the terrain in the vicinity of the aircraft's flight path. Pilots are not to plan to fly lower than 500ft above the highest obstacle within 1nm of the aircraft.

In all cases safety altitude is to be calculated as 1000ft above the highest obstacle within 5nm of the aircraft, or 1300ft above the highest ground feature. Maximum Elevation Figures (MEF) may be used to approximate calculate the SA by adding 1000ft to the MEF value. In some cases this may result in a higher flight level than desirable.

Club operated aircraft shall not be flown below 500ft AGL except when taking off or landing, or when conducting a PFL, EFATO or precautionary landing practice under the supervision of a Club Flight Instructor.

Navigation Equipment

GPS is not a substitute for traditional navigation and shall not be used as a primary means of navigation.

Pilots are encouraged to use portable GPS and tablet navigation devices to supplement primary navigation. However, pilots are to ensure they are fully familiar with the operation of the devices and such applications before flight and pilots must avoid spending excessive time 'heads down' in flight looking at the device.

Loading

The PIC of the aircraft is to ensure that the aircraft is correctly loaded in accordance with the POH/FM and that it is operated in accordance within the weight and performance limitations. Pilots shall ensure that the maximum allowable all up weight (AUW) is not exceeded and that the centre

of gravity (C of G) remains within limits for all stages of the flight (taking account of fuel burn and any other factor which may change the weight and/or balance of the aircraft).

Seat-belts are to be worn and the PIC is to ensure that any freight or baggage is securely fastened. Mass and Centre of Gravity calculations must be made for all flights, especially :

- (a) If baggage is to be carried.
- (b) If any person above average size or weight is carried.

Care shall be taken to ensure that the forward C of G limit is not exceeded even though the maximum AUW may not have been reached.

Weather Minima (Flight Instructors)

Club Flight Instructors shall be limited by the privileges of their licence.

The maximum crosswind component will be that of the demonstrated crosswind component/velocity in the POH/FM of the aircraft being used.

Weather Minima (Non-instructor Pilots)

Pilots shall be limited by the privileges of their licence and :

The maximum crosswind component will be that of the demonstrated crosswind component/velocity in the POH/FM of the aircraft being used.

Weather Minima (Students)

The weather minima for students will be that agreed with the Club Flight Instructor on the day/time in question.

Aerodrome/Area Specifics: Enstone

Aerodrome Opening Hours

OSF has agreed the following noise and local (planning) time restrictions for Club operated aircraft:

- (a) Normal opening hours are from 08.30 to dusk as published.
- (b) Pilots are required to consult the UK IAIP for information concerning the facilities provided at Enstone (e.g. A/G service) by the Aerodrome Operator.
- (c) It is a local planning requirement/regulation that the first take-off shall not be before 08.00 local time, the last take-off not after 19.30 local time and no landings shall be after sunset local time. All these apply to the tarmac runway. The same times are also applied to the southern grass strip for standardisation of operations.

All Club pilots are to adhere to the restrictions in this section unless they have the express approval of OSF management and the CFI.

Circuit Procedures

The Enstone visual circuit patterns and arrival and departure procedures are designed to separate the differing aircraft as much as practicable and to minimise the noise to local residents.

All aircraft operating in the Enstone circuit shall use QFE.

Circuit direction will be dictated by the predominant wind direction and will be to the North of the airfield for powered aircraft. Gliders and Motor Gliders engine off will fly circuits to the South of 26/08 hard runway. The (powered) visual circuit is to be flown at either 600', 800' or 1000ft QFE depending on aircraft type.

Low-level visual circuits at 400ft QFE may be conducted only as an exercise and be flown as part of a flight test conducted by a CAA approved Examiner, or as part of a dual-instruction flight with a Club Flight Instructor.

Orbiting in the circuit should not be undertaken but anticipation of and good circuit spacing should be undertaken demonstrating good airmanship.

Should a go-around be initiated at the final approach stage, aircraft should go around dead side (assuming no glide traffic) climbing to circuit height and cross the runway to re-position downwind when safe in respect of other traffic. If there is glider traffic (glider or motor glider engine off) undertaking a circuit to the South then the runway orientation is to be maintained.

VFR Circuit Departure

Departure procedures generally can be to/from the overhead or out onto track but avoiding the noise sensitive villages around Enstone. Noise sensitive villages and routes into/out of Enstone are shown on the Club Notice Board. Pilots should request a briefing from a Club Flight Instructor if there is any uncertainty. All departures should be on the local QNH.

VFR Circuit Rejoin

Aircraft rejoining the Enstone circuit can do so from the overhead (if no gliders or motor-gliders are operating on a circuit pattern to the South of the tarmac runway and southern grass strip), downwind, on a base leg or long finals.

Pilots are required to listen to Enstone Radio/ Enstone Traffic (129.875) when rejoining the visual circuit and to assess the position and intention of all other aircraft. Arriving aircraft are to give way to those already established in the visual circuit. Extra care is to be taken if not joining from the overhead.

R/T Procedures

Pilots are to ensure that they understand that Enstone Radio is a "radio facility" and that all decisions made with regard to taxiing, departure/arrival and involving the runway are at the sole decision of the commander of the aircraft/PIC.

Pilots are NOT to enter the 26/08 runway (tarmac or grass) under ANY circumstances until they have completed all departure procedures/checks.

Local Flying Area

Enstone is within Class G airspace with many areas that can be used for general handling and training however, pilots must be careful not to infringe any Controlled Airspace or ATZs without the appropriate clearance. Pilots are also to note that the local flying area lies within the Oxford Area of Intense Air Activity, which requires pilots to be particularly vigilant in their lookout for other aircraft.

Cloud Flying

No club operated aircraft is to be flown in cloud unless appropriately equipped to do so.

No pilot shall enter cloud unless qualified to do so or is receiving instruction from a suitably qualified Club Flight Instructor.

No motor glider/glider shall enter cloud within a radius of 5 nautical miles of the (Enstone) airfield (or any other gliding site) except from at least 200ft below the lowest part of the cloud unless the pilot has announced the intention by radio.

Prohibited, Restricted and Danger Areas

Pilots must avoid all local Danger Areas (e.g. D129 around Weston-on-the-Green).

Practice Forced Landings

PFLs and EFATO practice at Enstone can be undertaken subject to the volume of circuit traffic being less than three other aircraft.

Local Anti-Noise Requirements

Pilots are not to overfly the local villages of : Enstone, Church Enstone, Cleveley, Gaginwell, Sanford St. Martin, Middle Barton, Ledwell, Great Tew, Soho Farmhouse, Little Tew, Lidstone.

Refuelling

The use of radios or mobiles phones in the vicinity of the mobile bowser is prohibited.

Details of all fuel uplifts must be reported (and recorded) to the OSF office.

LAPPL & UK NPPL Navigation Routes

There are standard routes for daytime VFR navigation training and qualifying cross-country (QXC) flights for the LAPPL and the UK NPPL. Students will discuss these with their Club Flight Instructors. Other routes can be nominated following route study and assessment of suitable turning points.

PART 4. PERSONNEL TRAINING

Appointment of persons responsible for standards/competence of flying personnel

The CFI, shall be responsible for the supervision and training of all Club Flight Instructors.

Initial Training

No initial Instructor or Examiner training is available within the club.

Refresher Training

Instructors may fly with Flight Instructor Examiners in Club aircraft to renew their ratings.

Standardisation Training

All Club Flight Instructors and Examiners are to promote reference and practice to this Manual to both students and qualified pilots within the Club.

There will ideally be club Flight Instructor meetings called by the CFI as required where all Club Flight Instructors and Examiners shall meet to discuss any ongoing issues and review standardisation matters.

All Club Flight Instructors and those approved to undertake 'Introductory Flights' are to have a standardisation flight with the CFI at least annually.

In the event that a Club Flight Instructor is failing to maintain adequate instructional standards as judged by the CFI, a written letter will be issued detailing the required improvements and the CFI will deliver remedial training and mentor the instructor to improve his/her standards. An additional standardisation flight is to be flown with the CFI no later than 3 months following the issue of the written letter. If the Club Instructor fails to reach an adequate standard following the remedial training his/her authority to instruct is to be removed.

Proficiency Checks

All new Club Flight Instructors will fly a proficiency check with the CFI to confirm the instructor's instructional and flying ability before being authorised to commence instructional duties. Further proficiency checks of Club Flight Instructors will be carried out by and at the discretion of the CFI.

Personnel Standards Evaluation

The CFI or a Club Flight Instructor or Examiner nominated by the CFI (and whom shall report their findings to the CFI), shall fly Progress Checks with students at the discretion of the CFI. The Progress Checks shall include an evaluation of the instructional standards being employed.

Records to be Kept

The 'Instructor Details' folder will be kept in the administration cabinet. The following information shall be recorded: name; address; contact telephone numbers; details of next of kin; details of emergency contact; CAA reference number; details of licences and ratings held; and details of medical certificate held.

PART 5. TEMPORARY FLYING ORDERS

Temporary flying orders are promulgated and indexed in the club 'read and sign' publication. Flying related orders are to be inserted and removed on the authority of the CFI.

Appendix A - Accident Reporting Requirements

This information is not intended to replace UK Statutory requirements.

Reporting Requirements – AAIB (Air Accidents Investigation Branch)

The following accidents must be immediately **reported by telephone to the AAIB (01252 512299)** and AAIB permission must be obtained before the aircraft is moved, except for the purposes of rescue:

All accidents in the UK involving gliders, self-launching gliders, microlightgliders, TMGs and tugs, resulting in fatal or serious injury and or substantial aircraft damage, where the accident is associated with the operation of an aircraft from embarkation with the intention of flight to disembarkation.

The AAIB do not have to be informed about any accidents resulting in minor injury and/or minor damage.

Reporting Requirements - BGA

All accidents and incidents involving gliders, self-launching gliders, microlight gliders, TMGs and tugs normally based at a BGA club or resulting from the flying operations of BGA gliding clubs, including those foreign registered, must be reported to the BGA. This includes accidents also reported to the AAIB.

BGA Tel 0116 2892956 Email office@gliding.co.uk

'All accidents and incidents' includes accidents anywhere in the world resulting in personal injury, and/or damage to gliders, self-launching gliders, microlight gliders, TMGs, tugs, other aircraft, and 3rd party property. Excluded are injury or damage unconnected with gliding operations, for example a fall in the club restaurant.

An immediate report must be made to the BGA office by email or telephone and followed within 24 hours by a BGA accident report form containing as much information as possible.

Please use the electronic form which is an expandable Word document. The manual version should only be used if you have no access to a computer.

Fully completed forms and supporting documentation should be sent to the BGA office within 28 days.

Reporting Requirements – Police

All accidents involving fatal or serious injury must be immediately reported to the local Police.

OSF Club Officials

As soon as possible, inform the CFI, and Accountable Manager about any serious accident.

Notes

Guidance on managing the immediate aftermath of a serious accident can be found in the Post Accident Guide on the BGA website. Definitions of serious injury and substantial damage and further details on accident reporting can be found in the preamble to the BGA accident form and Post Accident Guide.

Even if the AAIB is conducting the investigation and will publish an accident report, it is important for the accident to be reported speedily to the BGA on the BGA accident form with those details that are available. In the case of accidents to self-launching gliders, microlight gliders, TMG's and tug aircraft, the accident must be reported to the BGA on a BGA accident form even though the AAIB may have been informed.

The responsibility for reporting motor-gliding accidents normally rests with the club from which the motor-glider launched. Where the aircraft was operating from a non-BGA site, for example abroad, the responsibility rests with the operator or owner.