



# **THE JAR/ EU OPERATIONS MANUAL**

**ANDREWSFIELD AVIATION LTD**

**YEAR 2011**

*Date:*

*Signature:*

*Andrewsfield JAR/EU OPS MANUAL Aug 2011*

**ANDREWSFIELD AVIATION LTD****THE JAR OPERATIONS MANUAL****KEY PERSONNEL**

<b>Airfield Manager &amp; Safety Manager</b>	<b>Mr M Rowland</b>
<b>Operations Manager</b>	<b>Mrs S. Willett</b>
<b>Accountable Manager / Head of Training</b>	<b>Miss C. Cooper</b>
<b>Chief Flying Instructor for CPL (A) &amp; FI Training</b>	<b>Miss C. Cooper</b>
<b>Chief Flying Instructor for PPL &amp; Multi Training</b>	<b>Miss C. Cooper</b>
<b>Quality Audit Manager</b>	<b>Mr N.Boniface</b>

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# THE JAR OPERATIONS MANUAL

## ANDREWSFIELD AVIATION LTD

### PREFACE

All pilots are required to have read and understood the contents of this manual annually and on amendment and then to sign and date on the sheets provided.

All pilots are required to sign the manual prior to their first flight as pilot in command.

Instructors authorising "First Solo's" should ensure their students have signed the manual.

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## SECTION 1

### 1.1 CURRENT LEGISLATION

All pilots must be conversant with the relevant current legislation. These include: -

Air Navigation Order (ANO)  
 Air Navigation General regulations  
 Rules of the Air.  
 JAR FCL1  
 HM Revenue and Customs Condition

With respect to the ANO / Rules of the Air, pilots must make particular reference to :-

Article 1	Citation, Commencement.
Article 2	Revocation.
Article 16	Certificate of Airworthiness to be in force.
Article 25	Certificate of Maintenance Review.
Article 50	Members of Flight Crew, Requirements of Licences.
Article 64	Grant, Renewal and effect of Flight Crew Licences.
Article 78	Validation of Licences.
Article 79	Personal Flying LogBook.
Article 116	Method of Carriage of Persons.
Article 138	Endangering the safety of any persons or property.
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Rule 23	Simulated Instrument Flight.
Rule 17	Notification of Arrival and Departure.
Rule 20	Choice of VFR/IFR.
Rule 24	Practice Instrument Approaches.
Rules 25-31	Visual Flight Rules.
Rules 56-64	Aerodrome Signals and Markings. Visual and Aural Signals.
Schedule 7	Flight Crew of Aircraft – Licences and Ratings.

They must also be familiar with the contents of the UK Air Information Publication (AIP) and Aeronautical Information Circulars (AICs)

Date:

Signature:

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## 1.2 AUTHORISATION

All flights must be authorised by an Andrewsfield instructor or an appointed operations person in the case of PPL hire.

All pilots and student pilots operating, training or hiring aircraft based at Andrewsfield are required to be club members.

All student pilots flying solo are required to read and sign the authorisation sheet completed by an instructor. All pilots must have completed the outbrief before signing acceptance of a club aircraft

An FI must be available when flying training is in progress, either on the premises or in the circuit.

Any pilot landing at other than a licensed aerodrome must obtain permission from an Andrewsfield flight instructor and comply with any requirements of the non-licensed field.

FI students must only be authorised by the approved FIC instructor.  
CPL students must only be authorised by the approved CPL instructor.

FI's (restricted) cannot authorise: -  
First solo flight by day or night  
First solo cross-country flight by day or night

On all flights the authorising instructor's decision is final.

*Date:*

*Signature:*

### 1.3 COMPILATION OF TECHNICAL LOG, AIRCRAFT DOCUMENTS AND NOTIFICATION OF DEFECTS

All pilots must complete all parts of the technical log before and after each flight. They must also check that the Certificate of Airworthiness, Airworthiness Review Certificate, and Certificate of Release to Service are all in accordance with the Air Navigation Order and that the aircraft is insured for the flight before accepting the aircraft. Should the aircraft develop a defect this must be noted in the technical log and the duty instructor informed. Pilots will initial their acceptance of the aircraft before flight and if nil defects initial the appropriate column after the flight. A defect can be deferred by the CFI, Pilot, Instructor or engineer when away from the base airfield.

Flight times recorded will be "Brakes off" to "Brakes On" , in hours and minutes.

*Date:*

*Signature:*

#### 1.4 ACCEPTABLE DEFERRED DEFECTS - See appendix H

Pilots must check any acceptable deferred defect to ensure that the content of the training sortie is not compromised and can be completed within the Rules of the Air.

*Date:*

*Signature:*

## 1.5 REQUIREMENTS FOR FLYING SOLO

All pilots and students must be of eligible as JAR FCL-1 age and have a valid medical certificate from an authorised medical examiner before flying solo and also comply with the Andrewsfield currency requirements listed on page 13.

*Date:*

*Signature:*

## 1.6 POSSESSION OF CURRENT LICENCES

Instructors must physically check student's medical certificate before first solo.

PPLs must have a current medical certificate, a valid licence and a current aircraft rating certificate for the class of aircraft to be flown.

If the flight is to be flown at night or in non-VMC conditions the pilot must have a current rating for that purpose.

*Date:*

*Signature:*

## 1.7 VALIDITY OF LICENCES AND RATINGS

### SINGLE ENGINE PISTON

The Single Engine Piston rating is valid for 24 months. In the 12 months preceding the rating expiry the requirements are: -

12 hours flying to include 6 hours Pilot in Command including 12 take-offs and landings as Pilot in Command and including a 1 hour Dual Training flight with a Flight Instructor or Class Rating Instructor.

OR

In the 3 months preceding the rating expiry a proficiency check with a Flight Examiner or Class Rating Examiner.

### SINGLE PILOT MULTI ENGINE

The Single Pilot Multi Engine class rating is valid for 1 year and may be revalidated by

A proficiency check with an authorised Flight Examiner within 3 months preceding the expiry date, together with an experience requirement of at least 10 route sectors.

OR

Within 3 months preceding the expiry date a proficiency check and one route sector flown with an authorised examiner, which may be undertaken as part of the proficiency check.

(Note - A route sector is defined as a flight comprising take-off, departure, cruise of not less than 15 minutes, arrival, approach and landing.

Date:

Signature:

## 1.8 PPL DIFFERENCES TRAINING

PPL's requiring to fly aircraft with special features, as shown below, must complete Differences Training which must be recorded and signed by the instructor in the pilot's logbook.

- Difference Features –
- Variable Pitch Propeller,
- Retractable Undercarriage,
- Turbo/Supercharged Engine
- Cabin Pressurisation
- Tail Wheel Aircraft
- Single Power Lever,
- Glass Cockpits.

*Date:*

*Signature:*

## 1.9 REGULATIONS FOR THE CARRIAGE OF PASSENGERS

All passengers must be club members and the pilot in command will be responsible for briefing all aspects of safety on the ground and in flight.

Membership forms are available from the office and must be completed by passengers before the flight.

The holder of a PPL shall not act as Pilot in Command of an aeroplane carrying passengers unless within the preceding 90 days that person has made 3 take-offs and landings as sole manipulator in the same type or class. In the case of flight by night, one of the take-offs and landings shall have been conducted at night, unless the pilot holds a CPL/ATPL and a valid Instrument Rating.

*Date:*

*Signature:*

## 1. 10 COMPILATION OF PILOT LOG BOOKS

All pilots must record flights in their log book in accordance with Section 1 Part 8 No. 79 of the ANO including particulars of all tests and examinations undertaken whilst in flight. Also recording all actual and simulated instrument flight time.

*Date:*

*Signature:*

## 1.11 STUDENT TRAINING RECORDS

Individual instructors are responsible for completing student training records to the satisfaction of the HT.

PPL training is to be carried out in accordance with the AOPA approved syllabus.

FI training is to be carried out in accordance with the Andrewsfield approved syllabus.

CPL training is to be carried out in accordance with the Andrewsfield approved syllabus.

M/E training is to be carried out in accordance with the Andrewsfield approved syllabus.

*Date:*

*Signature:*

## 1.12 REQUIREMENT FOR MUTUAL FLYING

Mutual flying in relation to pilots undergoing an FI course may be done with another FI course student, but only under the direction of the approved FIC instructor.

When a mutual flight is authorised the student instructor will occupy the right hand seat and will be detailed as the Aircraft captain. He must sign the authorisation sheet as such and he will be the legal commander of the aircraft.

The other pilot will occupy the left hand seat and will not log the flight. Only up to 5 hours mutual flying may be carried out by trainee instructors as part of the 30 hours dual specification in the course syllabus.

*Date:*

*Signature:*

### 1.13 CHECKOUTS

Any pilot who has not flown as pilot in command on type in the preceding 28 days will be required to complete a check flight with an Andrewsfield flight instructor prior to solo flight. It is at the discretion of the HT or an appointed deputy to waive this requirement.

Any pilot who has not flown as pilot in command within the preceding 3 months will require a check flight with an Andrewsfield instructor.

*Date:*

*Signature:*

## 1.14 HM REVENUE AND CUSTOMS

### HM Revenue and Customs Agreement

Andrewsfield Aviation Limited have approval to operate movements flight to and from the Channel Islands to and from other member states and flights to and from places outside the EU

All pilots operating from Andrewsfield are to adhere to the conditions listed in annex and signing as agreeing to observe them

*Date:*

*Signature:*

## SECTION 2

### 2.1 AIRCRAFT CHECKS BEFORE FLIGHT

Before every flight the pilot will carry out a full pre-flight inspection as detailed in the aircraft handling notes for the type. If any major defects are found, they must be entered in the Technical Log and the aircraft must not be flown. Any minor defects causing concern must be discussed first with a member of the instructional staff in order to obtain guidance if the deficiency is acceptable following incorporation in the ADD record.

Prior to starting the aircraft, it must be noted that if a hazard exists due to the proximity of other aircraft, vehicles or buildings the pilot must have the aircraft moved to a safe position.

Aircraft must always be parked in the designated parking area and where possible into wind. When the wind is strong the controls must be secured but must be released prior to pre-flight inspection.

When away from base (overnight etc) all reasonable precautions must be taken to: -

1. Park the aircraft into wind
2. Secure the controls
3. Tie down the aircraft

During flight, safety belts must be worn by all occupants of Andrewsfield aircraft. Where shoulder harnesses are fitted to the aircraft in addition to lap belts, they must always be secured prior to starting the engines. When an aircraft is flown with a front seat unoccupied, the safety harness for that seat must always be secured. Aircraft hatches may be opened on the ground to provide additional ventilation for the crew or to remove condensation from the windscreen, but the must be closed and secured as a normal check included in the vital actions before take-off, and never opened in flight unless an emergency occurs.

Any foreign object found in the cockpit must be removed, and this occurrence reported to a member of the instructional staff. Full and Free movement checks must always be carried out as part of the vital actions before take-off

Refer to: -

ANO Sect 1 Part 10 No. 86	Pre-flight action by aircraft commanders.
ANO Sect 1 Part 10 No. 88	Passenger briefing by commander.
AIC 106 (Pink 74) 2004	Frost, Ice and snow on aircraft.

Date:

Signature:

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## 2.2 PRECAUTION WHEN STARTING ENGINES

When approaching the aircraft with the intention to start an engine the pilot must ensure that the aircraft is clear of obstructions, not standing on gravel, and not facing any buildings, vehicle or person who is not connected with the start procedure. He/She will also check behind the aircraft to see that nothing will suffer damage from the slipstream.

When the pre-flight check is being carried out, pilots must remain clear of the propeller arc.

When the pilot enters the cockpit to complete the engine start up checks, he/she must again visually inspect the area around the aircraft to see that no person is in the vicinity of the propeller immediately prior to starting the engine. The rotating beacon must be selected ON and a loud warning of "CONTACT" must be given.

As soon as the engine is running on both magnetos and is steady at the recommended rpm the pilot must check the oil pressure. If no oil pressure is indicated within 30 seconds that engine must be shut down immediately.

High power settings must not be applied to the engine immediately after it has been started.

Propellers must not be hand swung at any time.

*Date:*

*Signature:*

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## 2.3 RUN-UP PROCEDURES

Run-ups will be done in accordance with the checklist.

An engine run-up must be carried out prior to each flight. Where practicable these actions should be carried out at the holding point or a designated area.

The aircraft should be positioned to point into any significant wind in a manner that will not restrict access to or from the runway.

Check behind the aircraft before increasing power to the check list high RPM, while retaining complete security of the flying controls and check any tendency of the aircraft to move forward against the brakes.

*Date:*

*Signature:*

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## 2.4 TURNS AFTER TAKE-OFF

Turns after take-off will be no more than 15 degrees of bank and commenced not below 300ft. for runway 27 and 500ft. for runway 09 above aerodrome elevation. Speed must not be below  $V_y$  during these turns

*Date:*

*Signature:*

## 2.5 AEROBATICS, SPINNING, STALLING, AND OTHER UNUSUAL MANOEUVRES

Pilots will not perform aerobatic or other unusual manoeuvres without authorisation from an Andrewsfield flight instructor.

All manoeuvres in club aircraft must be in accordance with the limitations shown in the flight manual. All manoeuvres must be commenced at such a height as to ensure completion above 3000ft.AGL

Stalling (CPL) may be carried out with recovery not below 2000ft AGL

Prior to executing any of the above exercises, a safety check must always be carried out using the mnemonic HASELL.

H. Height – Recovery to Straight and level above 3000ft. AGL

A. Airframe – Brakes, Flaps, Gear.

S. Security – Hatches, Harness, Loose articles.

E. Engine – T's and P's, mixture, carbheat, fuel pump, contents and tank selection.

L. Location – Airfields, other aircraft, built up areas, cloud and controlled airspace. Danger and prohibited areas.

L. Lookout- A satisfactory lookout in all directions

Spinning exercises are not to be carried out over cloud.

*Date:*

*Signature:*

## 2.6 PRACTICE FORCED LANDINGS

Practice forced landings should be undertaken by PPL holders, and student pilots who have reached the cross-country stage of the syllabus. Pilots must be careful not to allow concentration on the conduct of the exercise to override safety considerations.

When forced landings are practised away from an airfield, instructional sorties and qualified pilots must comply with Rule 5. Students must go around at 500ft or higher.

The company has not designated a specific area for this training. Pilots are expected to behave in a reasonable and considerate manner when selecting locations to commence a PFL so as not to cause annoyance.

### Engine Handling.

Pilots must give the following consideration to the handling of the engine during extended glide descents. Cruise power must be applied at approximately 1000ft intervals to prevent overcooling and sooting. The carb heat should always be set to HOT on extended glide descents.

Note Rule 5.

*Date:*

*Signature:*

## 2.7 LOW FLYING REGULATIONS

When special VFR clearances are given to pilots they must conduct the flight in accordance with clearance and they should aim to fly at the highest sensible level. A special VFR clearance absolves the pilot from the 1000ft rule but not from the 'glide clear' rule.

When clear of controlled airspace on cross country flights pilots must plan their flights such that they will be flown in accordance with rule 5.

Calculation of Minimum Sector Altitude:- This will be achieved by measuring for each leg.

- (1) 1000ft above the highest obstacle 5nm either side of track.
- (2) Taking a 5nm radius of departure, destination or turning point.

For flight over high ground (above 3000ft AMSL) the MSA will be calculated by adding 1500ft to the highest published obstacle within 5 nautical miles of the intended flight path.

On navigation flights in class F and G airspace above 3000ft (RPS Datum) pilots must set 1013mb and fly at quadrantal levels in accordance with good aviation practices.

Pilots are reminded of their duty to ensure that they do not violate controlled airspace.

When flying below a TMA, heights flown must relate to the pressure setting used by aircraft flying the TMA, e.g. Gatwick, Heathrow.

If forced to fly below the legal limit (e.g. due to adverse weather) a note of the occurrence must be made on the flight authorisation record sheet after landing, and a verbal report must be made to the HT as soon as possible.

*Date:*

*Signature:*

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## 2.8 WAKE TURBULENCE

Attention is drawn to the dangers of wake turbulence. All pilots must read AIC Pink 188 AIC 17/1999 (Appendix A)

*Date:*

*Signature:*

## 2.9 FLIGHT IN THE VICINITY OF HIGH GROUND

All pilots must be familiar with the contents of Pink 148 AIC 82/2008 (Appendix B)

*Date:*

*Signature:*

## 2.10 HEAVY LANDINGS

Any heavy landings incurred by pilots in company aircraft must be brought to the attention of a member of the instructional staff. The pilot who carried out the heavy landing has an obligation to the next pilot who flies the aircraft to ensure that it is checked by licensed engineering personnel before being declared fit for that planned flight.

*Date:*

*Signature:*

2.11 TAKE-OFF, CLIMB AND LANDING PERFORMANCE

All pilots must be familiar with AIC PINK 110 AIC 127/2006 (Appendix C)

*Date:*

*Signature:*

## 2.12 INSTRUMENT FLYING

When simulated instrument flying is taking place the aircraft must have dual flying controls. A second pilot who has an adequate field of vision for look out must be carried to assist the other pilot. If the observer does not have an adequate field of vision then a second observer must be carried.

When instrument approach practice is being carried out in VMC ATC must be informed.

*Date:*

*Signature:*

## 2.13 GO-AROUND ACTION

Pilots will go-around if they are unsure of their approach or if there is an obstruction on the runway or the runway is occupied (Rule 14 section 2)

Low level circuits following a go-round are forbidden except due to weather conditions.

Go-around action must be initiated at or before 200ft. AGL for solo students (normal power) and 250ft. AGL (asymmetric power).

Pilots may be required for reasons of safety to go-around from any stage of the approach or the landing role.

Go-arounds will always be carried out with the engine (s) at full power and with the carb air/alternate air in the cold position where applicable.

No attempt to raise the flaps should be made during a go-around until the aircraft is established in a climb attitude. If extended, full flap should be retracted as soon as it is safe to do so. While climbing, the remainder should be retracted in stages, the attitude adjusted and the aircraft re-trimmed at each stage.

*Date:*

*Signature:*

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## 2.14 REFUELLING PROCEDURE

Pilots will ensure that the aviation fuel (Avgas 100LL) delivered to the aircraft is of the correct type or grade.

Pilots must ensure that a static line is connected to the aircraft and that the parking brakes are released before refuelling commences.

No person is to remain on board during refuelling.

There is to be no smoking or the use of mobile phones within 50ft of the refuelling area.

*Date:*

*Signature:*

## 2.15 CHARITY FLIGHTS

All pilots must be familiar with the contents of AIC White 153 AIC 70/2008

*Date:*

*Signature:*

## 2.16 PRACTICE ASYMMETRIC FLIGHTS

Practice asymmetric flights will not be carried out except under the supervision of a suitably qualified instructor.

Propellers will not be feathered below 3000ft. The use of zero thrust must be used below 3000ft.

Asymmetric go-rounds must be commenced at a height of not less than 300ft. (Asymmetric committal height).

Engine failures at takeoff are not permitted below 500ft.

Important points on practice feathering.

1. Avoid practice feathering in very cold temperatures.
2. Limit engine shut down time to a minimum, close cowl flaps on the engine with the feathered propeller.
3. With one propeller feathered, monitor the “live engine” temperatures and pressures closely.
4. During un-feathering strong surges in RPM should be avoided. After starting, the pitch lever(s) must be set to low RPM and manifold pressure at approx. 15” / 2000RPM to allow the engine to warm up.
5. Practice feathering drills should be carried out in the vicinity of a suitable aerodrome for Landing.

See AIC 100(Pink 90)/2005

*Date:*

*Signature:*

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## 2.17 INFRINGEMENT OF CONTROLLED AIRSPACE

In the event of any pilot infringing controlled air space at any time he or she should immediately contact Air Traffic and, if fitted, switch the transponder on. On landing a report must be made to the HT immediately.

Details in the report must contain: -

Name of airspace infringed

Time

Altitude or flight level

Approximate position

Reason for infringement

Aircraft registration

*Date:*

*Signature:*

## 2.18 RADIO FAILURE

In the event of a complete radio failure pilots should endeavour to return to Andrewsfield if in the vicinity otherwise land at a suitable alternate airfield.

Transponder code 7600 should be selected.

*Date:*

*Signature:*

## 2.19 CIRCUIT OPERATIONS

All circuits day and night must cease by 2100 local. This includes school and private aircraft. Instructors should try to plan circuit training to finish as early as possible in the evening. Movements are permitted after 2100 local as long as only one take-off and/or landing per aircraft occurs and the flight leaves the Andrewsfield ATZ

The aerodrome licence for night use will carry the following conditions and restrictions: -

1. Only runway 27 is licensed for night training:
2. Runway 09 may be used for night training but only for Instructional dual flights  
On such occasions permission must be gained from Airfield manager or CFI and the Instructor must be made aware of his responsibility.
3. No circuits after 2100hours
4. Andrewsfield is PPR H24.

*Date:*

*Signature:*

## 2.20 SURFACE WIND TAXYING LIMITS

When wind gust exceed those listed below, taxiing on these aircraft will be prohibited: -

Taildragger	25knots
C150	30knots
C152	30knots
C172	35knots
PA28	35knots
GA7	40knots

*Date:*

*Signature:*

## **SECTION 3**

### **TRAINING**

#### 3.1 MINIMUM ALTITUDES FOR TRAINING

Cross country training, except Ex. 16 not below 1500ft.

Flights over built up areas must NOT be below heights as specified in Rules of the Air (Rule 5)

*Date:*

*Signature:*

### 3.2 WEATHER MINIMA FOR LOCAL AND CROSS COUNTRY FLYING

The following weather minima must be observed: -

#### a. CIRCUIT TRAINING

Solo - Cloud base 1000ft	8km Visibility
Dual - Cloud base 800ft	5km Visibility

#### b. NAVIGATION

Solo - Cloud base 2000ft	8km Visibility
Dual - Cloud base 1500ft	8km Visibility

#### c. MAXIMUM SURFACE WIND

Dual Single Engine	30 knots
Solo Single Engine	25 knots
Dual Multi Engine	40 knots

#### d. CROSSWIND LIMITS FOR FLIGHT

The demonstrated crosswind velocity as specified in the Flight Manual must not be exceeded.

Student pilots will not be authorised for flight when the actual or forecast crosswind component is in excess of 10 knots

*Date:*

*Signature:*

### 3.3 PREPARATION FOR CROSS-COUNTRY AND NAVIGATION FLIGHTS INCLUDING DOCUMENTS TO BE CARRIED.

All pilots intending to carry out a solo cross-country flight must read and sign the authorisation sheet completed by their instructor.

The navigation briefing will include details of the route, weather, destination, alternate aerodromes, abnormal and emergency procedures. These details will be as per solo navigation briefing certificate contained in the PPL course approved syllabus.

On any cross-country all pilots will choose an alternate aerodrome for landing.

Documents to be carried in the aircraft are: -

- Certificate of Airworthiness
- Airworthiness Review Certificate
- Radio Licence
- Pilots Licences
- Certificate of registration
- Tech. Log
- Certificate of release to service

*Date:*

*Signature:*

### 3.4 ACTION WHEN LOST

If uncertain of position, a pilot must not delay in seeking assistance by radio, initially on the frequency selected at the time, and if that fails, the nearest radar facility that is open, and if that fails a PAN call on 121.50. In each case make it plain to the controller that you are LOST. All pilots should be competent in the operation of the transponder.

If assistance cannot be obtained on the radio and a checkpoint has not appeared when estimated: -

- a. Check fuel state
- b. Check remaining daylight
- c. Check weather situation
- d. Check the chart in case safety altitude has to be re-assessed or there is a possibility of infringing regulated airspace
- e. Re-check headings and calculations and that the DI is synchronised to the compass
- f. Estimate present position or mark on the chart a circle of uncertainty with a radius of 10nm
- g. KEEP IN VISUAL CONTACT WITH THE GROUND and search for a feature you can see on the ground, within the circle on the map.
- h. If no fix has been established within 15 minutes of circling (less if fuel, weather or other considerations dictate), consider the precautionary forced landing with power.

**DONT FORGET - AVIATE, NAVIGATE, COMMUNICATE.**

*Date:*

*Signature:*

### 3.5 PROCEDURE WHEN LOST AND HELP NOT AVAILABLE

The emergency service may be limited by terrain if you are flying below 3000ft. AMSL.

If it is safe to do so, climb above that altitude but do not agree to climb into IMC conditions unless you are confident of your ability to fly on instruments. Do not forget to cancel your PAN call when you are safe.

If radio problems, terrain or bad weather mean you are unable to use the emergency service,

- 1) Maintain VFR.
- 2) Note your fuel state.
- 3) Calculate the time left to look for a suitable area for a precautionary landing.
- 4) Transmit your intention to make a precautionary land and carry out the appropriate drills.
- 5) Give yourself plenty of time to make at least one low approach to check the landing approaches, surface and wind direction.

A precautionary landing is very much a last resort and is likely to result in damage to the aircraft.

*Date:*

*Signature:*

### 3.6 LANDING AT UNAUTHORISED OR UNINTENDED DESTINATION

The club must be informed immediately that an unscheduled landing has been made, or a long delay is about to occur.

Student pilots having made an unscheduled stop must not proceed without permission from the HT or an Andrewsfield flight instructor.

The pilot must telephone a member of the instructional staff as soon as possible after landing, explaining the full circumstances of the landing, giving his location and reporting any damage occasioned.

He must then return to the aircraft and safeguard it until the company can send a retrieve crew.

If a flight plan has been filed the pilot must inform the intended destination no later than 30 minutes after his ETA there. This will prevent a SAR alert.

*Date:*

*Signature:*

### 3.7 FORCED LANDING (Aircraft undamaged)

In the event of a forced landing away from an airfield the local police, the landowner and the club must be informed. A guard must be set on the aircraft until the arrival of the police. Ensure that the CAA accident investigation branch is informed.

Do not attempt to take off again.

### FORCED LANDING (Aircraft damaged)

If a forced landing has to be carried out and the aircraft is damaged in any way, no attempt should be made to move it.

The local police and the company must be informed by the quickest means possible. If the aircraft has to be left it is advisable to leave a crewmember or some other individual to guard the site. The captain should return to the site as quickly as possible and remain there until assistance arrives. The Company will inform the FIR supervising controller and any other authorities that are necessary.

*Date:*

*Signature:*

### 3.8 AUW, C OF G LIMITATIONS WEIGHT AND PERFORMANCE LIMITATIONS

All aircraft must be flown within their weight and centre of gravity limits at all times and must never be loaded in excess of these limits. A copy of the weight and balance schedule is contained in the technical document folder. All pilots must familiarise themselves with these requirements.

When an aircraft is overloaded it will have longer take off run, reduced rate of climb and lower ceiling. It will also stall at a higher indicated airspeed than normal.

If the aircraft C of G is outside limits, the aircraft will not handle normally and may become heavy and sloppy on the controls. Typical examples of loading and performance are contained in the aircraft flight manual.

When calculating weight/C of G actual weights must be used.

See aircraft flight manual.

*Date:*

*Signature:*

### 3.9 CONSUMPTION OF ALCOHOL AND OF OTHER DRUGS BEFORE FLIGHT

A pilot must not board an aircraft when drunk or be drunk in it (Article 139). A person must not, when acting as a crewmember, be under the influence of drink or drugs to such an extent as to impair his capacity so to act.

A pilot must not have consumed alcohol within 8 hours of flight and preceding this period no more than a moderate amount of alcohol can be consumed. It must be remembered that the human body expels typically 1 unit of alcohol per hour.

*Date:*

*Signature:*

### 3.10 STATE OF HEALTH

Pilots are not entitled to act as pilot in command of an aircraft if they have reason to believe that their physical or mental condition renders them unfit, either temporarily or permanently, to act in this capacity.

If in doubt a CAA approved medical examiner must be consulted.

Signature  
Date

*Date:*

*Signature:*

### 3.11 FLYING OVER THE SEA

Solo students of single engine aircraft must at no time fly over the sea or water beyond gliding distance from land to a safe landing area. For all other single engined flights over sea or water, all persons on board must wear a life jacket for the entire flight. Multi engined flights over sea or water must have life jackets on board for all persons and accessible at all times. Pilots flying to Europe must have a serviceable and registered ELT or PLB

*Date:*

*Signature:*

### 3.12 NIGHT FLYING

Before the commencement of every designated night flying programme all participating students are to attend a briefing which will cover the following points:-

- A. Weather conditions, actual and forecast for the airfield and the local flying area.
- B. Emergency drills, including loss of R/T and total electric's failure.
- C. Alternate aerodrome.

All pilots are to be reminded of the requirement to carry a serviceable torch on all night flights.

Use of aircraft external lights:-

- A. Aircraft manned, Navigation lights 'ON'
- B. Prior to engine start, rotating beacon 'ON'
- C. Taxi- Taxi/landing lights may be used at the discretion of the pilot.
- D. Take-off, landing lights 'ON'
- E. Landing, normally landing lights 'ON'. Landing without landing lights is required as a training exercise on dual flights only.

E.F.A.T.O. Practice:-

Not to be carried out at night.

SOLO LIMITATIONS:-

Solo students are to use the full length of the runway when available and are not to practice circuits other than normal and flapless.

Aircraft are to be taxied slowly. Maintain a good lookout especially for a white taillight ahead. Avoid prolonged periods of idle power in order to minimise the period of battery discharge.

Navigation lights are to be 'ON' throughout the flight. The landing light may be used for taxiing, switched 'ON' on final and 'OFF' after take-off when at a safe height, unless the aircraft is remaining in the circuit when it may remain 'ON' at the pilots discretion.

Date:

Signature:

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### 3.13 NIGHT EMERGENCIES

Loss of radio:-

Pilots are to join and fly the circuit at 1000ft QFE and to overshoot the runway on the south side flashing the landing lights to attract attention. They are to land on receipt of a green light or at the pilots discretion.

Total Electrical Failure:-

Pilots are to join and fly the circuit at 1000ft QFE and to overshoot the runway on the south side at a safe distance from the tower whilst opening/closing the throttle to attract their attention. They are to land on receipt of a green light or at the pilots discretion.

Alternate:-

Pilots must have a diversion airfield available and a contingency plan to divert if it becomes necessary for any reason.

Nav lights failure – continue as long as the anti-collision is available, use landing light, inform the radio agency in use and land as soon as is practicable.

Anti-collision light failure – continue if Nav lights functioning – inform the radio agency in use and land as soon as is practicable.

Landing light failure – abort sortie (if solo).

### 3.14 NIGHT RECENCY REQUIREMENT

Pilots must be aware that to carry passengers at night they must have carried out three take-offs and landings in the previous ninety days of which at least one must be at night.

*Date:*

*Signature:*

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**SECTION 4****GENERAL**

## 4.1 AERODROME OPENING HOURS

Pilots must be aware of the opening hours of the aerodromes and alternates which are to be used.

Refer to AIP.

*Date:*

*Signature:*

## 4.2 TAXYING PROCEDURES

Care must be taken before taxiing to ensure that persons, aircraft or vehicles do not present a hazard.

Low power settings should be used whenever possible to prevent damage to propellers and aircraft.

The Right of Way on the ground (Rule 42) shall be observed.

*Date:*

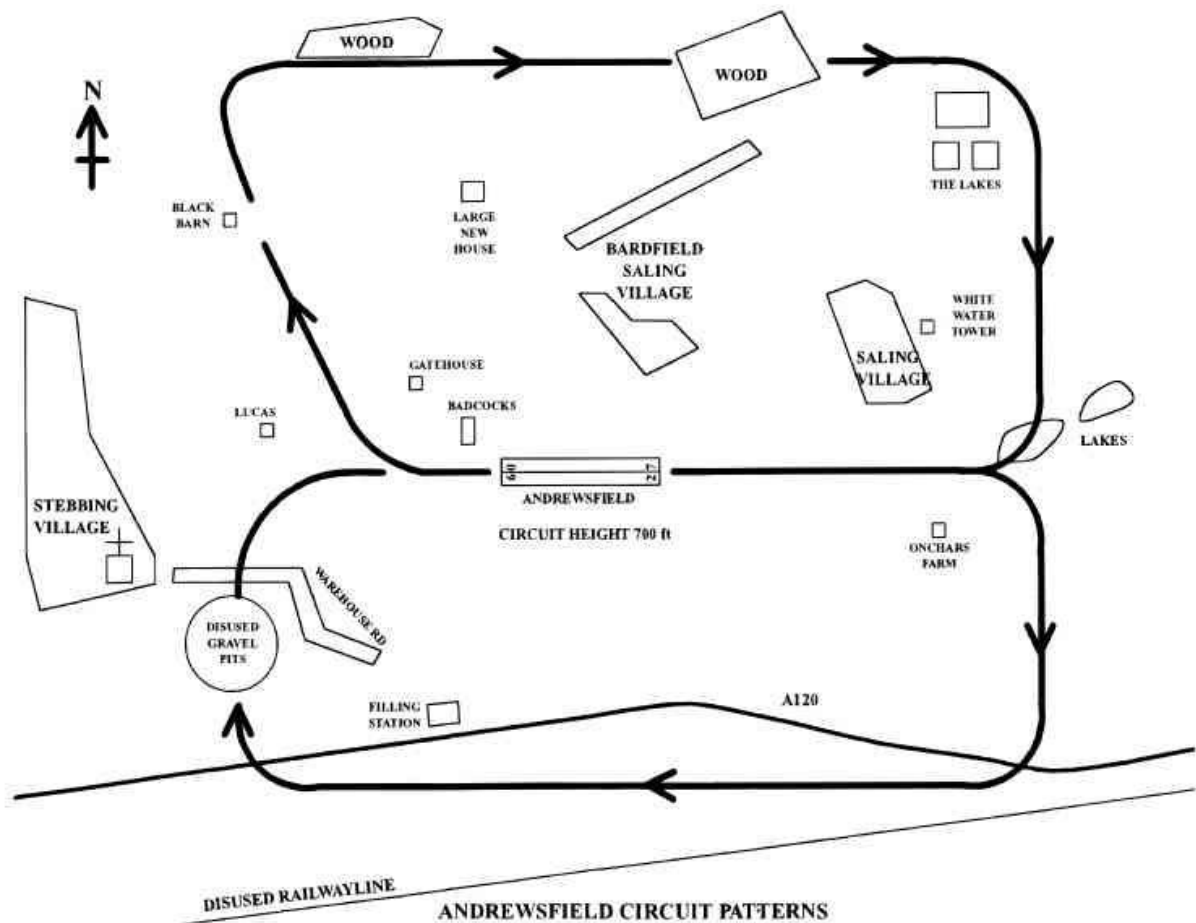
*Signature:*

### 4.3 CIRCUIT PROCEDURES.

After the run up procedures (see section 2.3) the aircraft must be manoeuvred such that a visual inspection of the circuit and particularly the approach for other aircraft. If the approach is clear then after the appropriate R/T call is made the aircraft may line up on the runway.

All circuits at Andrewsfield are right hand patterns and the circuit height is 700ft. AGL. Appropriate R/T calls must be made within the circuit to assist others of the aircraft position.

The Andrewsfield recommended circuit patterns are shown below.

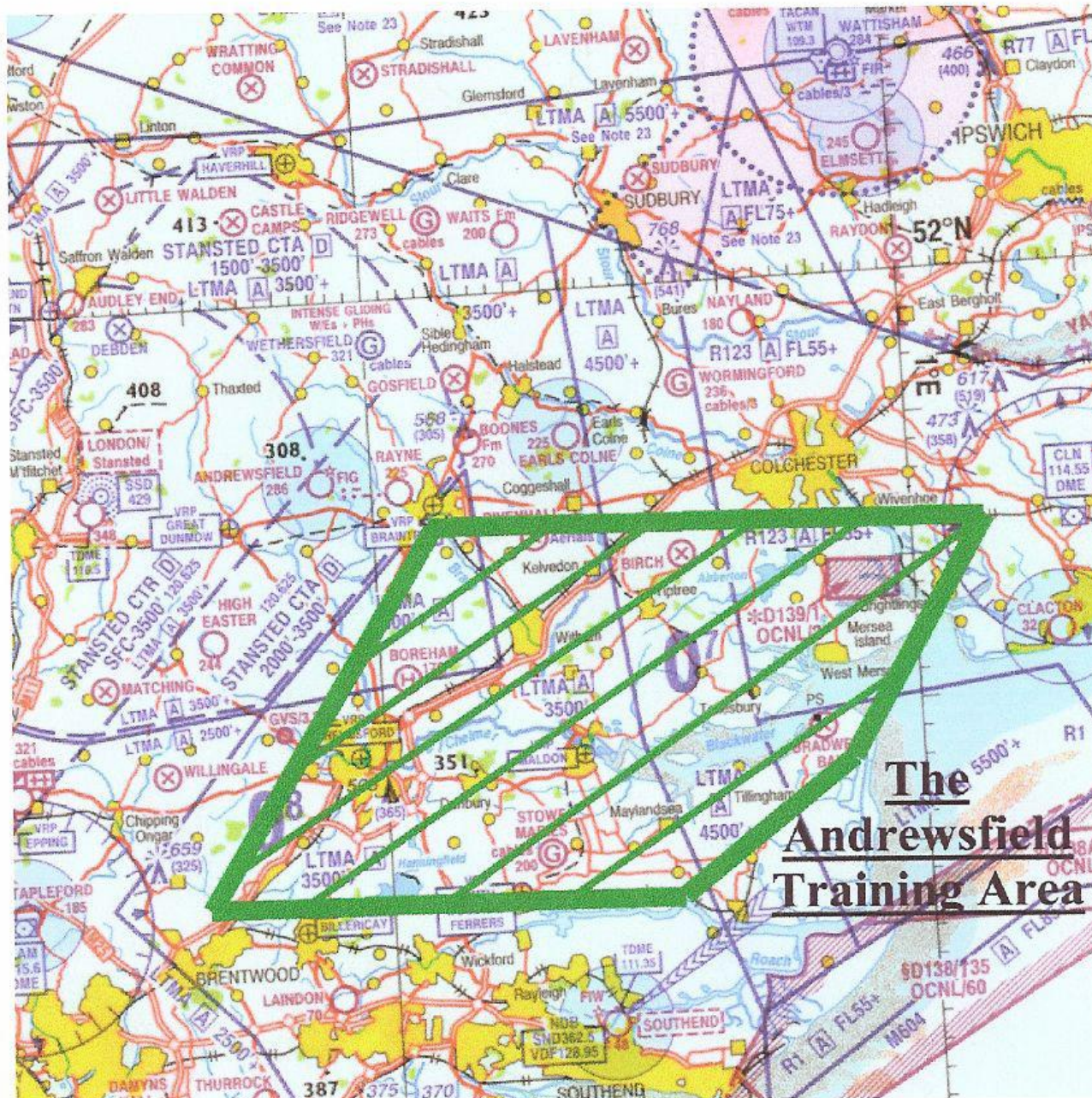


Date:

Signature:

## 4.4 LOCAL FLYING AREA.

The local flying area is shown below on the map.



Date:

Signature:

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Signature  
Date

#### 4.5 PROHIBITED AND DANGER AREAS.

Pilots must be aware of all Prohibited and Danger Areas, which are near to the route, which is to be flown.

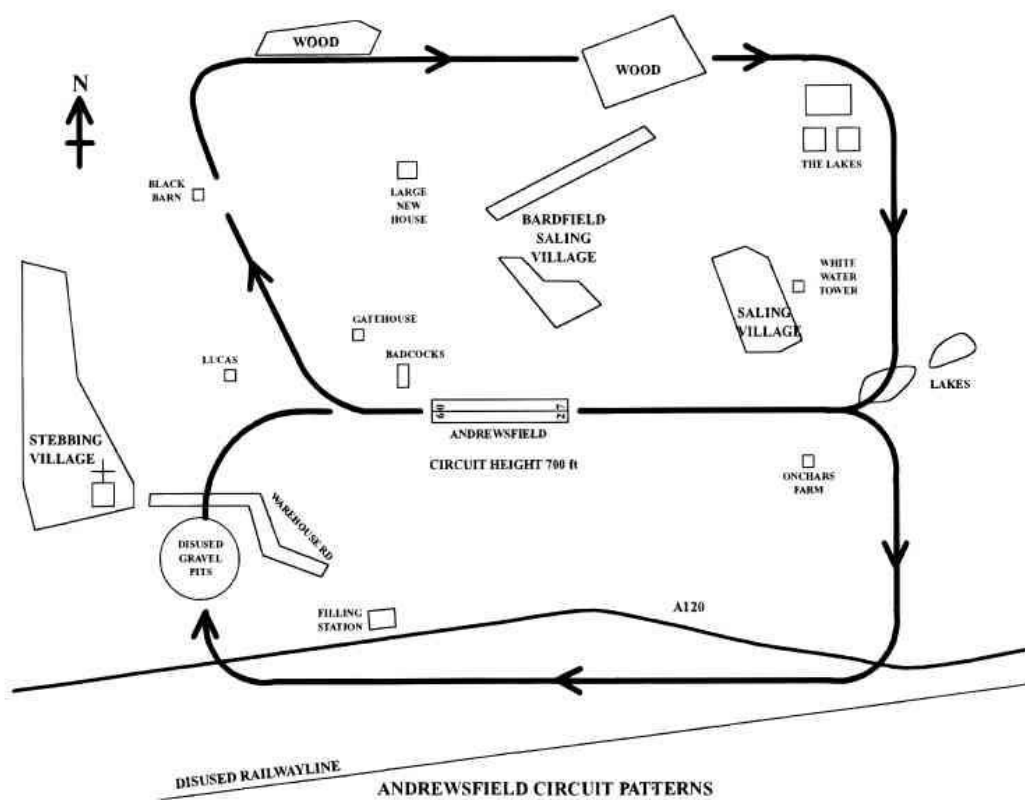
*Date:*

*Signature:*

#### 4.6 ANTI NOISE REQUIREMENTS

Pilots must be aware of the noise abatement rules, at Andrewsfield and any airfields that they intend to visit. Details of anti noise requirements are available at the operations office.

The Andrewsfield recommended circuit patterns are shown below.



Date:

Signature:

#### 4.7 SIGNALS, LIGHTS AND AIR TRAFFIC CONTROL

All pilots must understand light signals and signals used in the signal square. (Rules 57-64)

Air Traffic Control instructions are mandatory.

Aerodrome Flight Information Service can only give instructions on the ground not in the air.

Air Ground cannot give instructions either in the air or on the ground.

All students before first solo should pass the Air Law examination.

*Date:*

*Signature:*

#### 4.8 CHECK LISTS

All pilots must be in possession of a copy of the handling notes and check lists as used by the FTO and are required to abide by them. Handling notes and check lists must not contradict anything set out in the approved flight manual which forms part of the C of A.

*Date:*

*Signature:*

#### 4.9 ACTION AFTER LANDING.

After landing on runway 27 pilots must vacate to the right and after landing on runway 09 pilots must vacate to the left to the designated taxiways.

Aircraft should be parked sensibly, preferably into wind. During gusty conditions control locks and tie downs should be used.

*Date:*

*Signature:*

#### 4.10 THE USE OF R/T.

The correct use of R/T must be observed at all times (see CAP 413). It must be remembered that Andrewsfield is normally an Air/Ground service.

To use the radio students must be under the supervision of an instructor and pilots must hold an R/T licence.

*Date:*

*Signature:*

#### 4.11 SMOKING

No smoking is allowed when: -

Walking to, or when in club aircraft

Within 50ft.of parked aircraft, fuel installations refuelling bowsers, hangars, aprons and active parts of the aerodrome.

*Date:*

*Signature:*

#### 4.12 FLYING CHARGES

Flying charges for aircraft are payable after the flight and are calculated on a brakes-off to brakes-on basis.

A deposit may be required when a long flight is to be made.

*Date:*

*Signature:*

#### 4.13 BOOKING FLIGHTS

Aircraft can be booked in advance, but Andrewsfield can not be held responsible for an aircraft going out of service. Every effort will be made to honour a booking or to provide an alternative. Members should arrive in good time for their booking. Aircraft booking is to be made through the office staff.

All persons intending to fly in club aircraft must be at least short-term members of the club. Forms are available from the office

Where relevant, current licences, Medical and currency on type must be held.

Long-term trips are at the discretion of the HT or a responsible officer of the club.

Pilots and student pilots are responsible for the payment of landing fees and all charges away from base.

Should any aircraft develop a defect whilst on hire, or its return to base be delayed for any reason the club cannot and will not be responsible for any charges incurred in getting the pilot and or his passengers back.

Maintenance work to aircraft away from Andrewsfield must not be allowed without authority from the HT or Airfield Manager.

All flights are made at the discretion of the HT or an Andrewsfield flight instructor.

*Date:*

*Signature:*

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#### 4.14 OCCUPANCY OF PILOT SEATS

Whilst in command of an aircraft operated or deemed to be operated by the club the pilot must occupy the front left hand seat which is normally occupied by the pilot in command.

The only exceptions to this rule are: -

The pilot in command is a flight instructor

The pilot is being or has been trained to fly the aircraft from the right hand seat and is cleared to do so by an Andrewsfield flight instructor.

The pilot occupying the left-hand seat becomes incapacitated.

During the FI (Restricted) course

*Date:*

*Signature:*

#### 4.15 INSURANCE

The Pilot in Command of the club aircraft is not covered for personal insurance, therefore it is wise to check your own personal insurance policy for private flying.

All passengers who have filled out club membership forms are covered on the club insurance.

Andrewsfield will be liable for any aircraft insurance excess for “ab-initio student” flights only.

*Date:*

*Signature:*

## SECTION 5

### INSTRUCTION AND EMERGENCY PROCEDURES

#### 5.1 INSTRUCTION

The only flight instructors who are authorised to give instruction in club aircraft at Andrewsfield will be notified to club members via the club notice board.

Flying instruction includes all instruction given for the purpose of obtaining a licence or rating or aircraft type, checkout, recentcy checkout or differences training.

Cross channel checkouts are not normally required. However, if this is requested, an authorised club flight instructor will be required for this.

In addition to this checkouts into certain airfields may be required. These checkouts must be carried out by an authorised club instructor.

The responsibility for advising ATC for all Andrewsfield flights that become overdue will be the HT or duty operations person. For instructional flights which are solo, the initial responsibility will be the authorising signatory and then as soon as possible the HT.

In the event of a reportable accident, responsibility to co-ordinate resources will be the HT or duty operations person.

*Date:*

*Signature:*

## 5.2 EMERGENCY DRILLS.

All pilots must at, regular intervals, read and learn the following emergency drills as stated in the aircraft checklists or handling notes. These emergency drills must also be practised regularly.

1. Engine failure after take-off.
2. Crash action.
3. Fire in the air.
4. Fire on the ground.
5. Forced landing without power.
6. Forced landing with power.
7. Ditching.
8. Radio failure.

*Date:*

*Signature:*

### 5.3 ACCIDENTS AND INCIDENT REPORTING.

1. An accident must be notified in accordance with the provisions of the Civil Aviation (Investigation of accidents) regulations as amended, if between the time when any person boards an aircraft with the intention of flight and such time as all persons have disembarked therefrom:-
  - a. Any person suffers death or serious injury while in or upon the aircraft or by direct contact with the aircraft, or anything attached thereto.
  - b. The aircraft received substantial damage.
  - c. All accidents and occurrences involving training courses, including dual sorties with instructors must also be notified to Personnel Licensing Department (Head of Flight Crew Standards). Fax No. 01293 573996
  
2. An accident as in para 1. Must be reported to:-

The Chief Inspector,  
 Air Accident Investigation Branch,  
 Department of Transport,  
 Defence Research Agency,  
 Farnborough,  
 Hants, GU14 6TD.  
 Tel. 01252 512299 Fax. 01252 376999

If the accident occurs in or over the U.K., the local police authority should also be notified.

In the event of the commander being seriously injured or killed, the HT or Airport Manager is responsible for ensuring that para 2 has been complied with.

3. The following information must be passed to the authority when advising them of an accident.
  - a. The type, model, nationality and registration of the aircraft.
  - b. Name of owner, operator, and hirer of the aircraft.
  - c. Name of the commander.
  - d. Date/time (UTC) of the accident.
  - e. Position of the aircraft.
  - f. P.O.B. at the time of the accident.
  - g. The number of fatalities.
  - h. The number of seriously injured persons.
  - i. The number of fatalities and seriously injured persons elsewhere than on the aircraft.
  - j. Nature of accident, brief particulars of damage to the aircraft.

Further information:-  
 AIC 97/2002(Pink 43)

Date:

Signature:

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## 5.4 AIRPROX REPORTING

1a. An airprox report must be made whenever a pilot considers that his aircraft may have been endangered during flight by the proximity of another aircraft, to the extent that a risk of collision existed.

1b. All Airproxes involving approved training courses, including dual sorties with instructors are to be notified to Personnel Licensing Department (Head of Flight Crew Standards). Fax No. 01293 573996.

Initial report:-

An initial report of the incident should be made immediately by radio to the ATS unit with which the pilot is in communication, prefixing the message with the word AIRPROX.

If the incident cannot be reported on the radio at that time, an initial report should be made after landing in the U.K. by telephone or other means to any ATS unit but preferably to an ATCC. Whichever of the methods used it must be confirmed within seven days on the Airprox report (Pilots) Form CA 1094 and sent to:-

Director UK AIRPROX Board,  
Hillinden House,  
Uxbridge,  
Middlesex,  
UB10 ORU

Telephone Uxbridge 01895 815121 or 01895 815122  
Fax 01895 815124

Further information  
AIC 87/2002(Pink 39)

Date:

Signature:

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5.5 IN THE EVENT OF EMERGENCY PLEASE CONTACT ONE OF THE FOLLOWING: -

Carol Cooper 01371 850955

Mike Rowland 07710453927

*Date:*

*Signature:*




*Date:*

*Signature:*