



PROPERTY OF FULL SUTTON AIRFIELD
REVISED PILOTS ORDER BOOK: JULY 2021

FULL SUTTON FLYING CENTRE LTD
PILOT'S ORDER BOOK

2021

TO BE READ IN CONJUNCTION WITH THE CONDITIONS OF
CLUB MEMBERSHIP AND AIRCRAFT RENTAL AGREEMENT



CONTENTS

- SECTION ONE Authorisation and Documentation
 - 1 Air Navigation Order and Rules of the Air
 - 2 Flight Authorisation
 - 3 Notification of Defects
 - 4 Possession of a Current Licence
 - 5 Carriage of Passengers

- SECTION TWO General Flying Orders
 - 1 Aircraft
 - 2 Pre-Flight Actions
 - 3 Hand Swinging of Propellers
 - 4 Run up Procedures
 - 5 Aerobatics and Unusual Manoeuvres
 - 6 Practised Forced Landings
 - 7 Instrument Flying
 - 8 Weather Minima for club Aircraft
 - 9 Go-around Procedures
 - 10 Refuelling Procedures
 - 11 NOTAMS
 - 12 Flying over Water
 - 13 Fitness to Fly
 - 14 Night Flying

- SECTION THREE Procedures
 - 1 Membership
 - 2 Smoking
 - 3 Care of Flying Equipment
 - 4 Action for Breach of Club and Airfield Regulations
 - 5 Aircraft Insurance
 - 6 Charges
 - 7 Hiring of Aircraft
 - 8. Dogs

- SECTION FOUR Airfield Procedures
 - 1 Airfield Operating Hours
 - 2 Taxiing Procedure
 - 3 Circuit and Joining Procedures
 - 4 Actions After Landing
 - 5 Use of the Radio

- SECTION FIVE Preparation for Cross Country Flight
 - 1 Weather and NOTAMS
 - 2 Route
 - 3 Aircraft
 - 4 RT
 - 5 Destination
 - 6 Fuel Uplifts
 - 7 Action in the Event of Diversion and/or Fuel Shortage
 - 8 Action on Becoming Lost
 - 9. Action in the Event of an Unscheduled Landing
 -

- SECTION SIX Emergency Procedures

- SECTION SEVEN Accident, Incident and Airprox Reporting
 - 1 Notifiable Accidents
 - 2 Incidents

SECTION ONE Authorisation and Documentation

1 Air Navigation Order and Rules of the Air

All pilots and student pilots are to be conversant with the Air Navigation Order and Rules of the Air, Flight Rules and Procedures and Air Traffic Control Procedures and duly comply with the regulations and conditions in the FSFC Aircraft Hire Agreement.

2 Flight Authorisation It is the duty of all pilots and students using school aircraft to complete the tech log before flight. Students must be authorised by an FSFC instructor. Consequently, all flights that might contain an element of instruction, whether formal or informal, pre- or post- PPL or rating issue, must be delivered only by an approved FSFC instructor, and compliant with all procedures applying to instructional flights that are specified in the Flying Order book. Failure to comply with this rule may invalidate insurance cover, and may have other serious regulatory consequences. A tech log for each aircraft is in the clubhouse. Whilst every effort is made by FSFC to ensure the suitability of club aircraft for flight because of the nature of a 24 hour 7 day a week operation it is the member pilots responsibility to check the serviceability of the aircraft and validity of documentation.

3 Notification of Defects It is the duty of all pilots and student pilots using school aircraft to make known all defects. These are to be entered in the defect section of the Tech Log and reported to an instructor in the case of a student. The decision to fly any club aircraft with a known fault is at the discretion of the pilot in command only.

4 Possession of a Current Licence Pilot licence holders must have a current licence; a current medical certificate and a valid rating and are in current flying practice. It is the responsibility of all pilots to ensure that their licences are current in all aspects. Students must be in possession of a current medical certificate before making any solo flight, which must be authorised by a FSFC Instructor only.

5 Carriage of Passengers Pilots will ensure that the passengers names are entered on booking before each flight. Student pilots may not carry passengers when flying solo. Passengers may not be carried unless the pilot has completed at least three take-offs and landings as PI within the preceding 90 days. If passengers are to be carried at night, one of the three qualifying landings has to take place at night.

SECTION TWO General Flying Orders

- 1 Aircraft** All aircraft must be operated in accordance with their specific flight manual.
- 2 Pre-Flight Actions** All pilots and students will ensure that the aircraft is inspected before each flight in accordance with Article 35 of the Air Navigation Order, and that he/she is satisfied with the inspection. Checklists must be used. The pilot or student will ensure when starting the engine that the aircraft is safely positioned so as not to cause any damage to other aircraft. No aircraft engine is to be started whilst on the gravelled areas of any airfield.
- 3 Hand Swinging of Propellers** The hand swinging of aircraft propellers is strictly forbidden.
- 4 Run-up Procedures** All run-ups are to be made on the grass or taxiway of the airfield near the holding point of the runway in use. The commander of the aircraft shall also ensure that the area behind the aircraft is clear so as not to damage other aircraft and that no loose material or stones are present that could damage the aircraft.
- 5 Aerobatics and Unusual Manoeuvres** Aerobatics are not permitted in any club aircraft. Flight manual limitations must be observed before carrying any unusual manoeuvres including stalling and spinning. Specific authorisation for such manoeuvres is required from an FSFC Instructor.
- 6 Practised Forced Landings** Club aircraft are not to descend below 500 ft above ground level on a practised forced landing and all pilots must obey the minimum low flying rules, see Rules of the Air section 5.
- 7 Instrument Flying** Aircraft shall not be flown on a simulated instrument flight unless a safety pilot is carried in the second control seat of the aircraft. The purpose of the safety pilot is to render any assistance as may be necessary to the pilot flying the aircraft.
- 8 Weather Minima for FSFC Aircraft** All pilots must be aware of and adhere to the weather minima as stated in the AIP ENR section 1.2. They must also take into account the privileges of their licence and their own personal limitations.
- 9 No club aircraft should fly** when the cloud base is less than 1000 ft. No club aircraft should fly when the wind exceeds 30 kts, however, the crosswind component must be within the limits of the aircraft, as laid down in the flight manual. Weather minima for students will be at the discretion of the instructor.

10 Go-Round Procedures A pilot of an aircraft on an approach to land shall satisfy himself that a continued approach below 300 ft does not endanger in any way the safety of the aircraft. If the landing area is blocked by another aircraft, or the aircraft is unlikely to touch down within the first third of the runway, or is drifting off the centreline, go-around action must be initiated. This action will be to apply full power and climb straight ahead on the dead side of the runway, conforming to any noise abatement procedures in force, to a circuit height of 1000 ft, then to join the normal circuit pattern. The commander is also to make an appropriate R/T call once safely established in the go around.

11 Refuelling Procedure All aircraft requiring fuel will be filled at the aerodrome fuel pumps. The aircraft shall be properly positioned and the electrical system is to be switched OFF whilst refuelling. • BAT / ALT switches off • Keys out • Brakes off • All persons out of the aircraft whilst refuelling is taking place All fuel uplift to be recorded are to be left in the file supplied at FSFC Aviation.

12 NOTAMS Pilots are responsible for checking up to date NOTAMS prior to flight. Access to NOTAMS is available in the clubhouse via the Internet.

13 Flying over Water Life jackets, sufficient for the number of people on board, must be carried in all aircraft when flights over the sea are planned.

14 Fitness to Fly Pilots are to comply with Article 52 of the Air Navigation Order regarding consumption of alcohol and other drugs before flight. Student pilots flying school aircraft may be grounded if the company feels they are in breach of the regulations concerning alcohol and drugs. Pilot that are unfit must not fly.

15 Night Flying Pilots must be aware of the current requirements for night flying. All currency rules apply. In order to carry passengers, pilots must have completed one of the three mandatory take offs and landings in the last 90 days, at night. Members may be required to be checked out at night prior to any solo hire if they are not current within the last 90 days.

SECTION THREE Club Procedures

1 **Membership** It is a requirement that all pilots and student pilots using club aircraft are members of FSFC. The minimum membership term is 12 months. Temporary membership is deemed to be granted for one-off lessons on completion of a temporary membership form.

2 **Smoking** is prohibited in FSFC buildings or in club aircraft.

3 **Care of Flying Equipment** At all times club members and all personnel shall ensure that all property and goods belonging to, or in the care of, FSFC shall be treated with care. All persons causing damage to any property or goods may, at the discretion of the Company, be required to cover replacement or repair of such goods. FSFC does not accept any liability for personal property left at the premises.

4 **Action for Breach of Club and Airfield Regulation** All persons who have been in breach of the local regulations may have their membership terminated.

5 **Aircraft Insurance** Full details of the insurance policy are provided with the copy aircraft documents keep with the tech log. It should be noted that aviation policies might not include personal injury cover for the pilot in command. Members are advised to take out their own insurance to cover personal accident. If any member is in breach of the Air Navigation Order, Air Navigation (General) Regulations or the Rules of the Air, the insurance cover may be affected or negated. In this case the pilot in command will be responsible for all losses and liabilities resulting from any damage to either aircraft, losses to FSFC or third parties and injuries to passengers or third parties. The member pilot in command is responsible for the excess applicable to the insurance policy. The insurance policy is to protect the club and member for genuine accidents. Any damage caused by reckless operation of the aircraft whilst flying, taxing or with disregard to rules laid out in the Pilots Order Book will not be met by an insurance claim.

6 **Charges** Flying charges are displayed in the clubhouse. All flying charges and other charges will be paid before leaving the premises unless other pre-paid account arrangements are in place. Charges are calculated according to Hobbs meter. A record of the start and finish Hobbs time and tacho reading should be made for every leg of every flight. Any discrepancies will be investigated and times checked with those recorded. Any deliberate attempt to defraud the company would result in immediate termination of membership.

7. **Hiring of Aircraft:** Whilst every effort is made to ensure serviceability of all aircraft, FSFC Limited cannot be held responsible for any costs incurred by the hiring pilot and/or passengers, resulting from the breakdown of said aircraft and/or equipment. Aircraft may be hired for self-fly hire subject to the experience and currency of the pilot in command. Hiring of the aircraft is subject to the conditions of the aircraft hire agreement available at the clubhouse and on the FSFC web site.

8. **Dogs** are permitted in the club house but not in club aircraft. Dogs are permitted only when supervised by their owner at all times.

SECTION FOUR Aerodrome Procedures

1 **Aerodrome Operating Hours** as published, however private flights can continue outside the published aerodrome hours at the discretion of the Responsible Manager. Airfield Lights may be requested with the airfield operator out of hours by prior arrangement.

2 **Taxiing Procedures** Where possible, taxiing shall be confined to the grassed and paved surface of the aerodrome. Taxiing speed is to be no more than a fast-walking pace. Caution should be taken when taxiing to and from paved to grass parking areas or at grass airfields. It is the Pilots responsibility to ensure clearance between the ground and propeller.

3 **Circuit and Joining Procedures** – A Standard Overhead join should normally be followed when other aircraft are already in the circuit (Overhead 2000 ft then RH 22 LH 04 at 1000ft and avoiding overflying prison)

4 **Helicopters** are forbidden other than police helicopters (Prison Restricted Area)

4 **Collision avoidance on the ground** is the responsibility of the commander of the aircraft.

5 **Use of the Radio** All transmissions over the radio must be made in accordance with procedures as laid down in CAP 413.

SECTION FIVE Preparation for Cross Country Flights

1 Weather and NOTAMS A current met forecast for the route is to be obtained. The latest actual for each destination is also required. The weather minima are specified under section 1.2 of the AIP ENR. Before take-off, all NOTAMS relevant for the cross-country flight must be checked.

2 Route The cruising altitude shall maintain a terrain clearance of 1000 ft above the highest obstacle within 5 nm of the desired track and be known as the safety altitude. Pilots must be aware of the regional altimeter setting area or areas in which they will be flying. Terrain clearance must be maintained by selecting the regional QNH. Pilots are reminded of the requirement to file a flight plan when crossing flight information region (FIR) boundaries. Pilots are also advised to file a flight plan if the flight exceeds 10 nm outside the coastline.

3 Aircraft The pilot should check the aircraft's serviceability and be satisfied that the aircraft is loaded within the limitations of the flight manual. The fuel carried shall be in accordance with calculated requirements, including sufficient fuel for diversions. Fuel requirements and actual amounts carried shall be recorded on the navigation log.

4 RT Student pilots should be conversant with the procedures for transiting zones if applicable

5 Destination The pilot is to be familiar with the joining procedure, position reporting and knowledge of landing runways at his destination aerodrome, including the procedure for booking in and out.

6 Fuel Uplifts All fuel uplifts authorised by the pilot in command will be reimbursed at the current litre price operating at FSFC on that date providing the original receipt is provided.

7 Action in the Event of Diversion and/or Fuel Shortage During a cross-country flight, a diversion may be necessary. A sound decision will need to be made early so as to avoid a hazardous situation, either to continue to the destination, return to the point of departure airfield or proceed to an alternative airfield. Continuing to the destination shall not be attempted if the aircraft cannot be flown clear of cloud at or above the selected safety altitude. Diverting to a pre-planned alternate airfield is recommended in case of aircraft malfunction or running into bad weather, when turning back is not practicable. An early decision to divert is advisable. If this plan is initiated, care must be taken to double check headings and ETA for the diversion. In the event of running low on fuel, a diversion should be considered to the nearest airfield, taking into account the weather.

8 Action on Becoming Lost During any navigation exercise there will be times when a pilot cannot fix his exact position by reference to the chart or ground features. GPS devices are available as back-up. Contact ATC for position or a QDM if lost procedure fails to resolve this.

9. Action in the Event of an Unscheduled Landing If an unscheduled landing has been made, all pilots shall secure the aircraft, report in the normal fashion to ATC or the operator of the airfield and then telephone FSFC in the case of a student at FSFC for further instructions.

SECTION SIX Emergency Procedures

All pilots and student pilots using school aircraft should make themselves familiar with the emergency procedures before flight.

The drills to be covered are:

- Engine failure before and after take-off
- Failure of brakes and steering
- Crash drill
- Fire in the air
- Fire on the ground
- Forced landing without power
- Precautionary landing with power
- Ditching procedure
- Radio failure

SECTION SEVEN Accident, Incident and Airprox Reporting

I Notifiable Accidents

Pilots are reminded to be conversant with regulations in the Air Navigation Order.

A notifiable accident is an accident which, under the 1969 regulations, occurs from the point when any person boards an aircraft with the intention of flight and such times as all persons have disembarked, where:

- Any person suffers death or serious injury while in or upon the aircraft, or by direct contact with the aircraft or anything attached thereto
- The aircraft receives substantial damage. The term 'substantial damage' is defined to include any damage, which necessitates the replacement or extensive repair of any major component. The commander can give the notification but all student pilots involved with a notifiable accident should make a report to the CFI who will then report to the AAIB. It should be noted that the chief inspector of the AAIB could require information from the commander as necessary. If an aircraft is damaged it should be not removed or interfered with in any way until authorisation has been given from the AAIB.

2 Incidents

Incidents and defects that hazard the safety of aircraft All pilots are reminded of their responsibility for making occurrence reports. The reasons for occurrence reporting are:

- a) To ensure the Authority is aware of hazardous incidents and defects
- b) To disseminate information so that other organisations may learn from them
- c) To enable the Authority to evaluate the safety implications of occurrences in order to take action, to issue advice or instructions to others, and to monitor actions.

EMERGENCY CONTACT NUMBERS

SIMON POCKLINGTON – 07595 218560

FULL SUTTON FLYING CENTRE – 01759 372717

NATS – 01489 616001

CIVIL AVIATION AUTHORITY – 0330 022 1972

FOR FURTHER INFORMATION OR QUESTIONS REGARDING THIS DOCUMENT PLEASE EMAIL SIMON POCKLINGTON AT simon@fullsuttonairfield.co.uk



PROPERTY OF FULL SUTTON FLYING CENTRE



PAGE LEFT BLANK
END OF DOCUMENT