

PILOTS ORDER BOOK

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

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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.

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 a Take Flight instructor. A tech log for each aircraft is kept in the clubhouse. It is the members responsibility to check the serviceability of the aircraft and validity of documentation as set out in the Aircraft Hire agreement.

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 column of the Tech Log and reported to an instructor in the case of a student . If the item cannot be rectified, it should be transferred to the Defect Log for that particular aircraft, this is situated with the technical log in the clubhouse. The decision to fly any club aircraft with a known fault is at the discretion of the pilot in command only. A list of generally acceptable deferred defects is appended to this section.

4 Possession of a Current Licence

Pilot licence holders must have a current licence; a current medical certificate and a valid single engine piston rating (SEP) 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 Take Flight Instructor.

5 Carriage of Passengers

Pilots will ensure that the passengers log is complete 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 P1 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.

6. Acceptable Deferred Defects List

The following are allowable deferred defects to assist in the continued operation of the aircraft for club operations at the member pilots discretion.

- 1 Oil temperature gauge – provided that the oil pressure gauge is serviceable.
- 2 Fuel gauges – provided a careful check of consumption is made and contents are physically checked before flight.
- 3 Panel and interior lights – provided no portion of the flight is planned at night.
- 4 Navigation lights – provided no portion of the flight is planned at night.
- 5 Fin beacon, anti collision, landing and taxi lights.
- 6 VOR*
- 7 ADF*
- 8 Transponder.
- 9 Intercom.
- 10 Turn co-ordinator – provided the attitude indicator is serviceable.
- 11 Pitot heat – provided the outside air temperature is not less than +5° C if flight in visible moisture is anticipated (cloud, rain, drizzle, mist etc).
- 12 Cabin heating system.
- 13 Vertical speed indicator
- 14 Outside air temperature gauge.
- 15 1 x VHF radio – provided 2 VHF radios are fitted.
- 16 Light airframe damage – not affecting the airworthiness of the aircraft.
17. Other items deemed allowable by an unrestricted flight instructor.

** Only one item allowed if flying in IMC conditions is proposed. If only one (1) VOR or one (1) ADF is fitted neither one is deferrable if a flight in IMC conditions is proposed.*

Only flight instructors or experienced pilots, adequately briefed, are authorised to carry out a flight with any of the defects listed below.

- 1 Oil pressure gauge – provided the oil temperature gauge is serviceable.
- 2 RPM gauge.
- 3 VHF radio – provided no other requirement to carry a VHF radio.
- 4 Toe brakes – provided the hand brake is working and no oil leaks present.
- 5 Flaps – provided that they are locked in the up position and there is sufficient runway available for take off and landing in accordance with the performance section of the pilots operating handbook (POH) / aircraft flight manual.
- 6 Attitude indicator – provided that the turn co-ordinator is serviceable.
- 7 Vacuum system.
- 8 Stall warning system.
- 9 Battery charging system.
- 10 Passenger seat belts.
- 11 Door locks.
12. Any item not affecting the airworthiness of the aircraft for the proposed ferry flight.

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 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.

5 Aerobatics and Unusual Manoeuvres

Aerobatics are not permitted in any club Piper aircraft. Flight manual limitations must be observed before carrying any unusual manoeuvres including stalling and spinning. Specific instruction and authorisation for such manoeuvres is required from the CFI. Aerobatics may be performed in the club Cessna 150 Aerobat but only after completion of the AOPA aerobatic certificate and after being checked out and signed off by a Take Flight 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

An 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. If the safety pilot's field of vision is not adequate both forward and to each side of the aircraft, a third person, being a competent observer, must be carried from which his field of vision makes good the deficiencies in that of the safety pilot. The competent observer must be able to readily communicate with the safety pilot. See Rules of the Air, sections 6 and 7.

8 Weather Minima for School 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.

A PPL with no IMC rating must have a minimum of 3 km visibility.

A PPL with an IMC rating must have a minimum of 1800 m visibility

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.

9 Go-around 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.

10 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 receipts are to be left in the box at Take Flight Aviation.

11 NOTAMS

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

12 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.

13 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.

All pilots and student pilots shall inform the CAA in writing if:

- a) He or she suffers any personal injury involving incapacity to undertake his or her functions as a member of the flight crew.
- b) He or she suffers any illness involving incapacity to undertake these functions throughout a period of 20 days or more
- c) In the case of a woman, she has reason to believe she is pregnant.

14 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.

15. Emergency Locator Beacon

Pilots must be aware of the current requirements for the ELB's. An ELB is available for loan from the club and can be ordered on e-allocator with aircraft booking.

SECTION THREE

Club Procedures

1 Membership

It is a requirement that all pilots and student pilots using school aircraft are members of Take Flight Aviation Flying Club.

2 Smoking

Smoking is prohibited in the Take Flight building whilst airside 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, Take Flight Aviation 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. Take Flight Aviation Limited 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 Take Flight Aviation Limited 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.

6 Charges

Flying charges are displayed in the clubhouse. All flying charges and other charges will be paid before leaving the premises unless other 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 in the towers of the airfield/s. 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, Take Flight Aviation 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 Take Flight Aviation web site.

SECTION FOUR

Aerodrome Procedures

1 Aerodrome Operating Hours

Winter Daily 09:00 to sunset +30 mins or 17:30 whichever is the earlier

Summer Mon – Fri 08:00 to 16:30

Sat – Sun and PH 08:00 – 19:00 (aerodrome is unlicensed between 16:30 – 19:00)

Night flying happens during winter months on set days subject to demand. All times UTC.

All instruction and flights for the purpose of public transport / aerial work shall use the aerodrome only during the published hours, or by prior permission from the company.

Private flights can continue outside the published aerodrome hours at the discretion of the member.

2 Taxiing Procedures

Where possible, taxiing shall be confined to the paved surface of the aerodrome. Taxiing speed is recommended to be no more than a fast walking pace.

3 Circuit Procedures

The following circuit patterns are currently operating at Wellesbourne aerodrome:

Runway 18, right hand pattern, runway 36, left hand pattern.

Runway 23, right hand pattern, runway 05, left hand pattern.

The circuit height is 1000 ft agl.

These traffic patterns avoid over flying Wellesbourne village.

It must be stressed that when joining the circuit pattern at Wellesbourne, or penetrating the air traffic zone, that all pilots are responsible for their own separation and avoidance of other aircraft. It is therefore important that a good look out be kept at all times.

4 Actions After Landing

All pilots and student pilots must taxi in accordance with AFIS requests after landing. Checks may only commence when clear of the active runway. 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. Wellesbourne Information is available during the published hours of operation for the purpose of dissemination of information to assist the pilot.

Pilots using the aerodrome outside published hours shall put out a general broadcast call to 'Wellesbourne Traffic' to notify any pilots in the area who may be listening, of their intentions.

6 Local Noise Abatement Procedures

All pilots and student pilots shall ensure that they do not over fly Wellesbourne village.

Runway 36 Once airborne turn right onto a track of 030 degrees, to ensure that you do not over fly the villages of Hampton Lucy and Charlecote. Once you are sure of remaining clear, turn left onto a track of 270 degrees.

Runway 18 Once airborne, climb straight ahead making sure you are past the village of Loxley before turning right onto a track of 270 degrees.

Runway 05 Once airborne, make a slight turn to the left to avoid over flying the village of Wellesbourne. Ensure that you remain outside the villages of Hampton Lucy and Charlecote on the downwind leg.

Runway 23 Remain outside the villages of Hampton Lucy and Charlecote on the downwind leg.

7. Wellesbourne Market

A market is held on the disused part of runway 05 / 23 every Saturday and bank holiday. Prior to the market taking place a fence is erected across the disused part of the runway close to the threshold of 23, beyond which the market cannot be placed.

All pilots should be aware that the fence is erected the day before the market at any time in the afternoon. If a pilot returns to the airfield after licensed hours and the fence is in place, then runway 23 is not usable.

On bank holiday weekends, the fence will be erected on the Friday afternoon ready for the Saturday market and will stay in place all day Saturday, Sunday and bank holiday Monday. Runway 05 / 23 is not usable during this time.

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. In the event of inadvertent penetration of controlled airspace, all student pilots shall report to the CFI on their return.

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

Pilots should be familiar with the refueling procedures at their destination airfield. All fuel uplifts authorised by the pilot in command will be reimbursed at the current litre price operating at Wellesbourne Airfield.

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. Pre planning for a cross-country flight will fix various waypoints en route. If a particular point is not identified on time, it may be due to a number of reasons. Within the UK, it can be generally assumed that when a pilot is not able to establish his position for approximately 10 minutes, his situation changes from being 'temporarily unsure of position' to being lost.

It is recommended that the pilot initially assesses the situation taking into account fuel state, compass / DI alignment, headings flown and remaining hours of daylight.

The pilot should establish contact with the distress and diversion cell on 121.5 MHz and initiate a pan call. Practice emergency calls on this frequency, including obtaining a position fix, are normally included in training to familiarise students with the procedures.

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 Take Flight Aviation or the CFI in the case of a student at Take Flight Aviation 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

1 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:

- 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 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 operation (other than notifiable accidents) are designated as 'reportable occurrences' in the legislation governing incidence reporting. Form CA1673 should be used to report an incident, these are available from the tower.

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.

Special forms are available for airprox in UK airspace, bird strikes and wind shear and micro bursts. Airprox reports are to be made in compliance with article 82 of the Air Navigation Order 1980 and regulation 17 of the Air Navigation (General) Regulations 1981. Information circulars 11/85 and 24/89P refer. Forms are available from the tower.

Bird strikes shall be reported on Form CA 1282 to the Safety Data Unit. Bird strikes should be reported whatever the type of aircraft involved or the degree of damage. Strikes, which result in no damage, are used in statistically assessing the potential damage. If forms are not available, the strike can be reported by telephone to the Civil Aviation Authority.

Reports should be sent to:

Civil Aviation Authority
Aviation House
South Area
Gatwick Airport
Gatwick
West Sussex
RH6 0YR