Section A: Authorisation and Documentation

Contents

1. Air Navigation and Rules and Regulations

1.1 Before flying any aeroplane operated by the Cornwall Flying Club Ltd (the company)persons are required to have read the current Air Navigation Order (CAP 393) with particular reference to the articles, schedules and rules relating to;

a) Technical Logs
b) Validation of Licences
c) Personal Flying Logbooks
d) Carriage of Dangerous Goods
e) Carriage of Persons
f) Exit and Break in Markings
g) Crew of Aircraft – Licences and Ratings
h) Low Flying

1.2 Any person, pilot or student pilot, flying a privately owned aircraft under the aegis of the company must comply with paragraph 1.1 above. Private aircraft must also carry insurance cover relevant to the type of operation required.

2. Flight Authorisation

2.1 All flights for the purpose of instruction, in company or private aircraft will be authorised as follow:

a) Dual instructional flights by the flying instructor in charge of the flight.
b) Solo flights by student must be authorised by the instructor in charge of the flight, except that instructors with a restriction may not authorise for solo flights or first solo cross country flights.
c) Solo flights by holders of a current licence may self authorise.
d) Solo flights by holders of a current licence on a new type of aircraft may require authorisation from an instructor
e) Solo aerobatic flights in aircraft operated by the company, for the purpose of aerobatic manoeuvres, may be authorised by the pilot holding the relevant certification to perform such manoeuvres, or the Chief Flying Instructor (CFI).
f) Authorisation for flights in and out of unlicensed airfield or strip (PPL holders only) will be made at the discretion of the duty manager or duty instructor.

2.2 Flight authorisations company aircraft will be entered in the aircraft technical and include:

a) Date
b) Sequential flight number for the day
c) Captains name
d) Name of student or passenger
e) Brief flight details
f) Captains authorisation signature

g) Estimated flight time
h) Signature accepting the aircraft in the OUT column

2.3 Flight authorisation after flight
a) The Hobbs meter start and finish to be entered
b) The flight time in hours and decimals thereof to be inserted
c) The in column to be signed

3. Notification of Defects

3.1 All defects must be reported to the duty manager or the duty instructor at the earliest opportunity.

3.2 The duty manager or duty instructor will enter the defect in the relevant log and inform engineering at the earliest opportunity.

3.3 The classification of defects are:
a) Deferred – Airworthiness not effected
b) AOG – Aircraft Officially Grounded

3.4 Deferred defects – Some defects may only be deferred following an inspection by the company's approved maintenance organisation

3.5 AOG – Aircraft grounded until released to service by the approved maintenance organisation.

4. Requirements for Solo Flying

4.1 A student pilot must be in possession of a current medical certificate before flying solo. The instructor must inspect and record details of the medical certificate in the student's records before flying solo.

4.2 Pilots are required to maintain a currency of within 35 days of the last flight before flying solo. Pilots who have failed to maintain currency will require a check flight with an instructor.

4.3 The duty manager and duty instructor reserve the right to insist that a dual check flight be conducted with any pilot prior to solo flights in company aircraft should they deem it necessary.

4.4 Licence holders must have a current medical certificate and a current certificate of validation to maintain the privileges of the licence.

4.5 The minimum age at which anyone may have solo control of an aircraft either in the air or on the ground is 16 years of age.

5. Maintaining a Current Licence

5.1 Licence holders are personally responsible for maintaining the currency of their own licence.

5.2 The JAR licence holder must submit their licence and log book to an authorised examiner **before** the 24 month expiry date.

5.3 To revalidate by experience the JAR licence holder must have flown 12 hours in the last 12 month, to include at least six hours solo and a 1 hour flight with an instructor.

5.4 To revalidate by proficiency check you must be within the 24 month validity and fly a 1 hour check flight with an examiner.

5.5 If the JAR licence holder has gone beyond the 24 month validation period they will have to do a skills test with an examiner, to include a navigation exercise.

5.6 NPPL licence holders require 6 hours in the last 12, of which at least 4 are pilot in command.

6. Carriage of Passengers

6.1 All passengers carried in company aircraft must be a member of the company. Non-members must fill in a temporary membership form and pay the required amount.

6.2 Unless, within the last 90 days a pilot has made 3 take-offs and landings as sole manipulator of the controls they are not permitted to carry passengers. In the case of night flying at least 1 of the take-offs and landings must have been at night.

6.3 The commander of the aircraft is responsible for ensuring that the passengers have been briefed accordingly.

6.4 The company does not permit the carriage of children under 3 years of age in aircraft operated by the company.

7. Pilots Flying Logbook

7.1 Pilots are required to maintain a flying logbook and record the following:

a) Pilots name
b) Students name (if applicable)
c) Current address
d) Licence particulars
e) Date, duration, place of departure and arrival of each flight
f) Type and registration of the aircraft
g) Holders operating capacity

h) Special conditions under which the flight was conducted- i.e. night or instrument flying
i) Particulars of any test

8. Booking Out Procedures

8.1 All pilots who intend to land at another destination must book out in the book In/Out book provided. Details to include:
a) Date
b) Aircraft Registration
c) Aircraft Type
d) Time of departure
e) Number of persons on board
f) Captains name

8.2 When returning to Bodmin pilots must remember to book in.

8.3 A General Aviation Report is required for flights to and from the Channel Island or flights from other countries. Consult the duty manager.

Section B: General Flying Orders

Contents

1. Weather Minima

1.1 All flights must be conducted within the weather minima applicable to the pilots licence and ratings held.

1.2 No aircraft may be flown in wind of over 35 knots, including gusts.

1.3 No flight may take place in visibility of less than 1800 metres or when the cloud base is less than 600'AGL.

1.4 Aerobatic flights may only take place when the in-flight visibility exceeds 8nm and the aircraft can remain 3nm horizontally and 1000' vertically from cloud.

1.5 It is the pilot's responsibility to study the meteorological conditions to ensure that the flight can be conducted within the privileges of their licence.

1.6 For licence holders without an IMC or Instrument Rating the visibility must exceed 3kms.

2. Crosswind Limitations

2.1 Student pilot must not attempt a landing where the crosswind component for the runway exceeds 10kts, regardless of aircraft type.

2.2 Qualified pilot must consult the Pilot Operators Handbook to ascertain the allowable crosswind for the aircraft they are flying. Although less experienced pilots should not fly up to the maximum allowable crosswind unless they are well practised in crosswind landings.

2.3 Qualified pilots do not require a licensed runway, so they may land into wind if it is safe to do so.

3. Minimum Altitudes

3.1 Local area training flights will be conducted at heights up to 5000' agl. When outside a radius of 5 nm from Bodmin pilots are expected to contact St Mawgan on 128.725 for Flight Information Service.

3.2 Aerobatic manoeuvres are to be carried at more than 3000' agl.

3.3 No aerobatics to be flown over the airfield without the consent of the duty manager.

3.4 Instrument training at airfields other than Bodmin are to be flown as required by the controlling authority.

4. Preparation for Navigation Exercises

4.1 Check the weather, local, en-route and destination.

4.2 Check NOTAMs, royal flights, nav warnings and restricted airspace.

4.3 Check safety altitude for en-route and alternatives by using the highest obstacle within 5 nm of track + 1000'.

4.4 Check current chart for Areas of Intense Aerial Activity (AIAA) and low level flying corridors.

4.5 Check the destination airfield and the alternates for serviceability and ensure that you have information from the AIP for each airfield.

4.6 Check the aircraft serviceability and ensure sufficient fuel and oil for the intended flight.

4.7 Check the survival equipment. It is the responsibility of the pilot to ensure the safety of the aircraft and passengers and should make provisions to ensure that adequate equipment is available relevant to the intended flight.

4.8 Student pilot must check that the solo navigation briefing certificate has been filled in correctly and signed by student and instructor.

4.9 Aircraft registered in the UK shall, when in flight carry documents in accordance with the CAP 393.

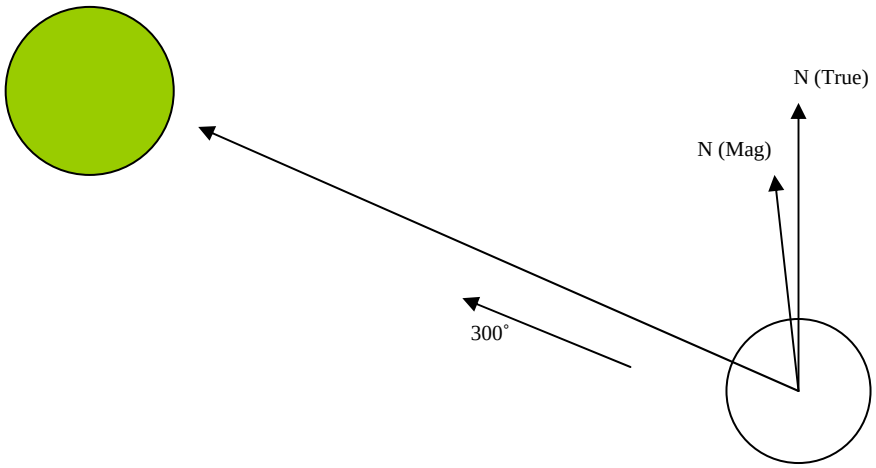
5. Action when lost

The first rule is to indicate early to someone on the ground that you are having navigation problems before things get out of hand. A person seeking help from the controlling agency will get far more respect than one who blunders into controlled airspace.

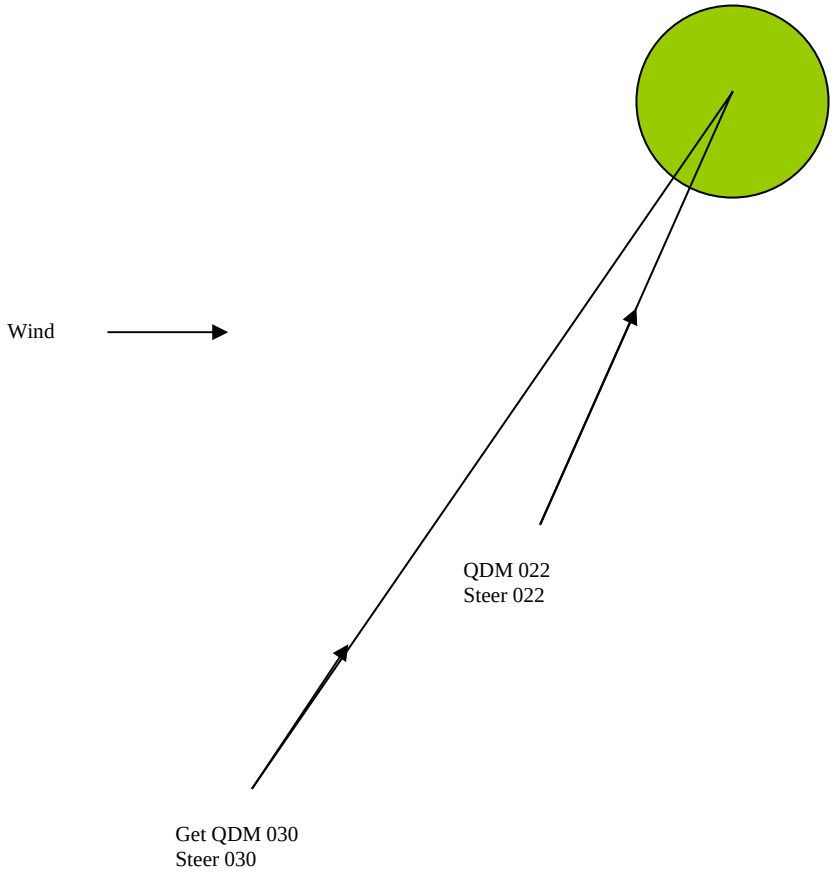
A controller can in some cases plot your location with a radar fix, or put your in contact with a controller who can locate your position. Alternatively the person with whom you are in contact may be able to locate your position using local knowledge and land features.

In some cases direction finding (D/F) equipment can be used by a controller to determine the heading required to steer to the airfield. Normally you will be given a QDM. Check your DI and steer the heading, if there is no wind it should take you straight to the airfield. If there is wind you will experience drift, in this instance you should keep steering the most recent QDM that was passed to you, the airfield will appear before long. When asked to transmit for D/F you should make a call long enough for the controller to obtain a bearing, for example, the aircrafts full call sign.

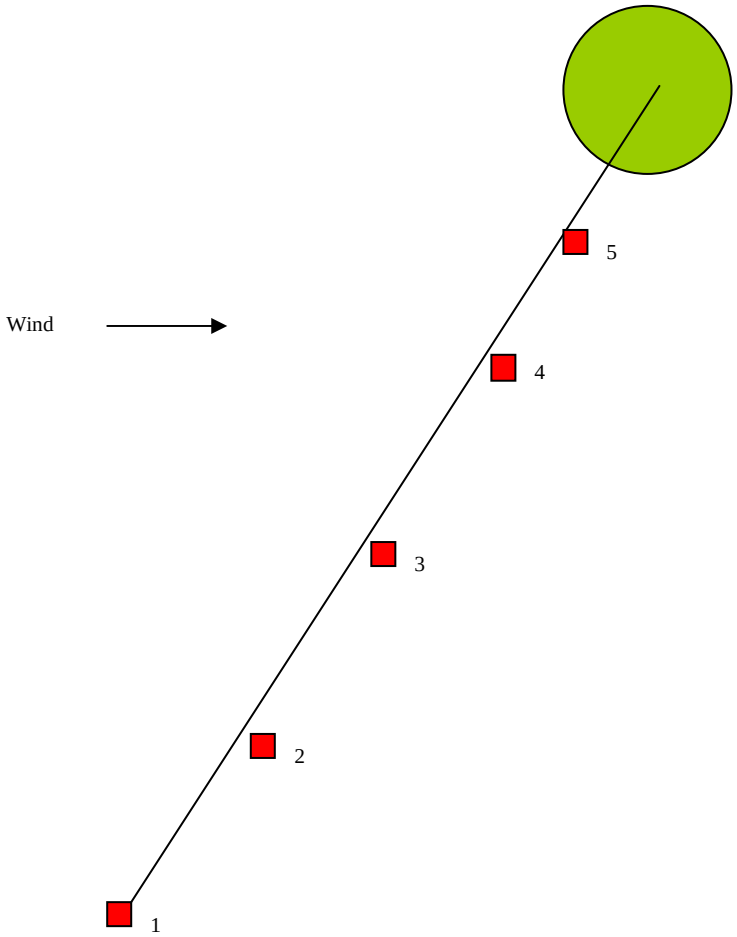
Homing using QDM



The QDM is the magnetic heading that points the aircraft at the airfield. In no wind conditions this heading would lead directly to the airfield.



Using QDM to find an airfield, ignoring the wind. The most recent QDM received should be steered.

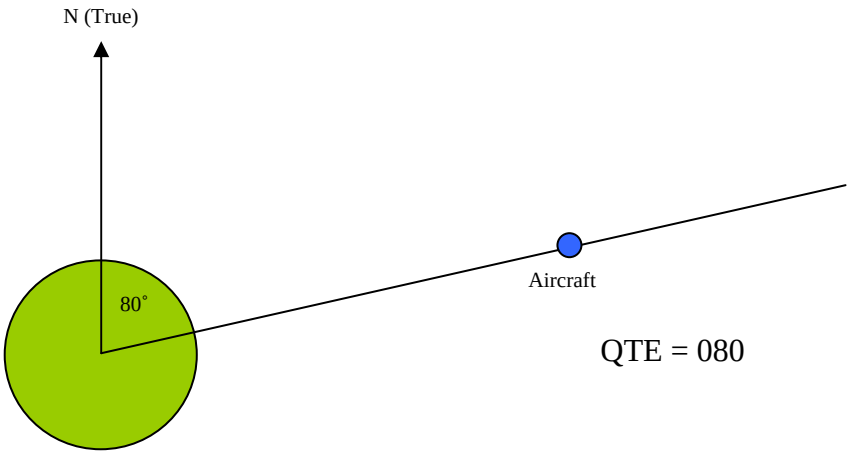


Using QDM to find an airfield, allowing for the wind.
The effect of the wind is overcome by steering a heading slightly into wind, so that the track of the aircraft over the ground is straight to the airfield.

(1) QDM 030 received. Wind is known to be fresh westerly, so guess the drift is 10˚, steer 020.
(2) Next QDM received 028. Wind has still drifted us slightly, increase drift from 10˚ to 12˚. Now steer 028 less 12, i.e. 016.
(3) QDM of 028 received. Drift correction is good.
(4) QDM of 022 received, so probably getting close to the airfield. Need to steer 022 corrected by about 12˚ of drift, 010 say.
(5) Airfield in sight.

Note: If you become confused simply revert to steering the most recent QDM received. Although drifted by the wind you will at least reach the airfield.

When an aircraft wishes to determine its position, a QTE may be given, or requested. The QTE is the true bearing from the D/F station:



As the grid on a map is related to true north the QTE may be plotted directly, giving a line that the aircraft is on. Additional information will be required for an actual position.

6. Landing at Unauthorised or Unintended Destinations

6.1 A pilot making an unauthorised or unintended landing away from Bodmin for whatever reason will contact the Duty Aerodrome Manager for further instructions.

6.2 In the event of a flight plan having been filed for the intended flight, the pilot must inform the controlling agency at the aerodrome of arrival.

6.3 In the event of a forced landing it is the pilots responsibility to report to the local police, whilst giving due consideration for article 142 of the ANO (preservation of evidence). The pilot should also contact the Duty Aerodrome Manager at the earliest convenience. There should be no contact or statements given to press agencies.

7. Care of Aircraft away from Base

7.1 It is the responsibility of the pilot in command to ensure the safety of an aircraft whilst parked away from base. Consideration is to be given to:

a) Weather forecast paying particular attention to the wind.
b) The aircraft should be parked into wind.
c) The aircraft should be chocked and tied down as required.
d) Control locks should be in place.

e) Ensure that the aircraft is generally secure.

7.2 The pilot in command is responsible for all airport charges away from Bodmin.

8. Aircraft Performance

8.1 It is the responsibility of the pilot in command to ensure that the aircraft can be operated within its performance limitations.

8.2 All pilots flying club aeroplanes are to complete the load sheets provided if there is any doubt.

8.3 Pilots of privately owned or group aircraft are reminded of their duty of care and must ensure that performance is not compromised.

8.4 It is recommended that all pilots read the CAA Safety Sense leaflet 7B and when appropriate apply the information contained within.

Note: Whilst the aerodrome manager may from time to time close the airfield when conditions are considered inappropriate for the safe operation of air traffic movements, it is ultimately the pilot's responsibility to ensure the safety of the aircraft and its occupants.

9. State of Health

9.1 A pilot can only exercise the privileges of their licence when it is accompanied by a valid medical certificate.

9.2 Medical certificates will be issued periodically by an Authorised Medical Examiner (AME) for the JAR/PPL and by a General Practitioner (GP) in the case of the NPPL.

9.3 It is a legal requirement for a pilot to contact the CAA if they have been incapacitated through illness or injury for 21 days or more.

9.4 Pilots are encouraged to carefully consider their physical and mental condition before attempting to perform such functions as required by the privileges of their licence.

9.5 Pilots must consider the legal implications of flying an aircraft whilst knowingly being in a poor state of health.

10. Consumption of Alcohol and Drugs

10.1 No person shall act as a member of crew or be carried in an aircraft for the purpose of so acting whilst under the influence of drink or drugs.

10.2 Persons taking prescribed medication must not fly if there is any doubt about potential side effects.

10.3 The side effects of over the counter drugs and remedies must be given due consideration.

10.4 A representative of the company has the right to refuse entry to any person who (in the opinion of the representative) is behaving in a manner consistent with excessive alcohol or drug consumption.

10.5 Any person who is found to be in deliberate contravention of the laws regarding the consumption of alcohol or drugs, whilst attempting to perform the functions afforded to them by their licence, may be barred from all company property.

11. Aerodrome Operating Minima

11.1 There are no published approach procedures for Bodmin Airfield.

11.2 The following weather limits must be complied with:

a) Departures

	Visibility	Cloud Base
PPL IR	600 Metres	600 Feet
PPL IMC	1000 Metres	600 Feet
PPL	5000 Metres	800 Feet
Student	10,000 Metres	1000 Feet

b) Arrivals

	Visibility	Cloud Base
PPL IR	1500 Metres	600 Feet
PPL IMC	2000 Metres	600 Feet
PPL	5000 Metres	800 Feet
Student	10,000 Metres	1000 Feet

11.3 For a student cross country flight to take place the cloud base must be at least 2500 feet or a base that allows 1000 feet clearance over the highest obstacle within 5 nm of the intended track, with a minimum visibility of 10 kilometres.

Note: The above minima, is for Bodmin Airfield which has no approach aids.

12. Night Flying

12.1 Night Flying is prohibited at Bodmin.

12.2 Night ratings can be arranged through the club, training at an appropriate facility.

13. Banner Towing

13.1 Banner towing may take place if so authorised by the duty Airfield Manager.

13.2 Banner pick up point should be selected so as not to interfere with other air traffic movements.

13.3 Banner towing pilots are to give due consideration to other aircraft in and around the circuit.

14. Helicopter Operations

14.1 Helicopter pilots are to conform to the circuit patterns used by fixed wing aircraft other than from time to time determined by the duty Airfield Manager.

14.2 Helicopter pilots should prefix their radio calls with ‘Helicopter’ and make their intention clear.

14.3 Helicopter pilots must remain well clear of other aircraft when hovering or taxiing giving consideration to the potential down draft.

14.4 When carrying out manoeuvres helicopter pilots should remain well clear of the active runway and in an area predetermined by the duty Airfield Manager.

14.5 Fix wing aircraft should give consideration to helicopter down wash when parking in close proximity.

Section C: Aircraft Handling Orders

Contents

1. Pre Flight Checks

1.1 Before any flight a pre flight check must be complete using a company approved checklist which also comply with the Pilot Operators Handbook (POH)

2. Engine Start – Precautions

2.1 Before starting the engine the aircraft should be positioned so as not to cause prop wash damage to other aircraft, persons, vehicles or structures.

2.2 Before starting the engine the pilot must ensure that the area around the aircraft is clear. The intention to start the engine must be made obvious by shouting the words ‘’CLEAR PROP’’

2.3 The swinging of propellers on company aircraft can only be permitted by person considered competent.

2.4 When hand swinging an aircraft the aircraft must be chocked and positioned facing away from other aircraft, persons, vehicles and structures. Consideration should also be given to the effect of prop wash.

3. Weight and Balance

3.1 Pilots are reminded of their responsibility to ensure that the aircraft can be operated within its performance and weight limitations. The weight and balance limitations can be found in the POH, Load Sheets and the aircraft Weight Schedule.

3.2 Pilots of privately owned or group aircraft are reminded of their duty of care to their passenger and should not over look the importance of weight and balance when operating from short grass runways.

4. Take-off and Turns after Take-off

4.1 The take-off and turns after take-off will be made in compliance with aerodrome operating procedures.

4.2 At Bodmin aircraft shall climb straight ahead to 500’ AAL before commencing a turn unless training requirements dictate otherwise, in which instance the turn will not be conducted below 300’.

5. Practice Forced Landings

5.1 Careful consideration should be given to the area selected for practice force landings taking care to avoid populated areas.

5.2 Practice forced landings (PFLs) does not make the pilot exempt from Rule 5 of the ANO.

5.3 Careful engine management is required during PFLs to ensure that rapid cooling of the engine does not occur. Every 1000' power should be applied for at least 5 seconds to ensure that it remains a practice.

5.4 Carburettor heat must be applied during PFLs.

5.5 Engine failure after take off should not be conducted on departure from runway 13R.

6. Low Flying Regulations

6.1 All pilots are to comply with Rule 5 of the ANO.

7. Go Around Action

7.1 Pilots should make an early decision to go around when making an approach to any short airfield.

7.2 When going around pilots should turn to the dead side and fly parallel to the active runway.

7.3 Appropriate R/T calls should be made to ensure that other air traffic in the circuit are aware of your intentions.

7.4 Go around procedures for the aircraft type should be available in the appropriate check list or POH.

8. Aerobatics

8.1 Aerobatics and unusual attitudes will be carried out in accordance with the limitations specified in the POH.

8.2 If the maximum permitted RPM is inadvertently exceeded it must be reported to the aerodrome manager or duty instructor immediately after landing.

8.3 Pilots who have not had appropriate training in aerobatic manoeuvres are not permitted to use company aircraft for such activities.

9. Engine Management

9.1 The lead scavenger in Avgas 100LL is ineffective at lower temperatures, pilots should therefore avoid allowing the engine to tick over for prolonged periods, typically keeping the RPM at 1200 or above. Failure to do so could result in the plugs fouling.

9.2 During prolonged descents the engine must be warmed every 1000 ft by applying full power for at least 5 seconds. Power should be applied slowly.

9.3 Prior to shutdown the engine should be run above 1200 RPM for 30 seconds to allow the lead scavenger to dissipate the lead deposits. Then the RPM should be set to 1200, check the mags and then select the mixture to idle cut off.

Note: The above is a general rule of thumb and in all cases the pilot should consult the POH for the aircraft being used.

10. Instrument Flying

10.1 There are no approach aids at Bodmin so instrument flying is generally limited to the unofficial NDB.

10.2 When conducting instrument flying at other airfields, pilots are to comply with the ANO and local aerodrome rules at all times.

10.3 When in the process of instrument training all flying exercises must be conducted in such a manner so as to fully comply with the ANO.

10.4 Pilots must fly within the criteria as stated in Section B 11.

11. Refuelling Procedures

11.1 All refuelling procedures must be in compliance with the CAP 748 and must not contradict Part 5 of the Aerodrome Manual.

11.2 Aircraft must not be occupied whilst refuelling is taking place.

11.3 All electrical equipment is to be off during refuelling operations.

11.4 The earth bonding cable must be attached to the aircraft prior to refuelling.

11.5 Helicopters are only to approach the fuel bay when all fixed wing aircraft have been removed or secured.

11.6 When refuelling away from Bodmin, it is the responsibility of the pilot in command to ensure that the correct fuel is supplied.

11.7 Pilots are to ensure that they have sufficient fuel to complete their journey with a 45 minute reserve.

Note: Whilst it is important to ensure that there is sufficient fuel for the journey as stated in 11.7, the pilot must also comply with part 3 of this section and plan their flight accordingly.

12. MOGAS

12.1 Pilots using MOGAS should read the safety sense leaflet number 4 and should also comply with the manufactures recommendation regarding the use of motor fuels.

12.2 Company aircraft are to be supplied with Aviation Gasoline (AVGAS) only.

13. Check flights

13.1 If a pilot wishing to hire a company aircraft has not flown for 35 days they will be required to complete a check flight with a company instructor before flying solo.

13.2 All pilots from other clubs wishing to hire a company aircraft will be required to complete a check flight with a company instructor.

13.3 Annual check flights required for the purpose of maintaining licence privileges will be carried out in accordance with the laws relating to the licence type held.