

BAY FLYING CLUB

at Cockerham

STANDING ORDER BOOK

2008

The purpose of the Standing Orders is to remind all of us of the need to be safe, legal, and to have consideration for others in all activities of the club.

It includes extracts from the Air Navigation Order and Rules of the Air, as well as local airfield procedures and general advice on good airmanship. It does not pretend to cover all aspects of safety in flight or on the ground and it cannot cover all legal requirements or good practice guidance.

Members should take care to observe the standing orders, but should also be aware that it is their own responsibility through their training, knowledge and good sense, to ensure safety, legality and consideration for others at all times.

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A - AUTHORISATION AND DOCUMENTATION

A1) PILOT LICENCES

- All pilots must know the extent of the privileges of their licence and fly within those privileges.
- It is the responsibility of the licence holder to ensure that they have a current Certificate of Experience or Test as appropriate.
- The licence must be available for inspection by the Club if requested.
- All pilots must hold an appropriate RT licence if they wish to operate an aircraft radio. They should hold the appropriate base RT licence if they wish to operate the base radio.

A2) PILOT HEALTH

- All licensed pilots and solo student pilots must be in possession of a valid medical certificate or declaration of health as required by their particular licence.
- It is the pilot's responsibility to ensure that the certificate/declaration is current.
- Pilots should only fly when in good health.
- Pilots should be aware of the side effects of some medication on their ability to operate the aircraft.
- The current regulations concerning alcohol and flying impose a limit that is one quarter of the allowed limit for driving a car in the UK.

In detail the prescribed limits are:

When acting as a pilot of an aircraft during flight;

- In the case of breath: 9 microgrammes of alcohol in 100 millilitres.
 - In the case of blood: 20 milligrammes of alcohol in 100 millilitres.
 - In the case of urine: 27 milligrammes of alcohol in 100 millilitres.
- It is suggested that no pilot or passenger should fly in an aircraft from this club site within ten hours of consuming any amount of alcohol.

A3) INSURANCE

- ❑ Solo students and club pilots must have valid third party insurance for ground and flight operation of the aircraft.
- ❑ Club pilots must have valid passenger insurance for ground and flight operation of the aircraft, unless flying solo only.
- ❑ The current EU minimums equate to £80,000 passenger insurance and £750,000 third party liability.
- ❑ Owners of aircraft hangared at Rossall Field should be aware that security cannot be guaranteed and should consider insurance against theft/damage.
- ❑ Be aware that vehicles on the active side of the airfield may not be covered by any insurance.

A4) CHECK FLIGHTS

- ❑ Solo students and licensed Club members who have not flown for 90 days or more as P1 will be required to undergo a dual check flight to the satisfaction of the CFI/Fl.

A5) PASSENGERS

- ❑ Pilots are reminded that the law requires that to carry a passenger the pilot must have carried out at least 3 take offs and landings as the sole manipulator of the controls of an aircraft of the same type within the previous 90 days.
- ❑ Pilots wishing to carry passengers are responsible for briefing the passenger before flight as required by law.

A6) STUDENT SOLO AUTHORISATION

- ❑ Solo students may not fly unless authorised by an instructor and may only fly authorised exercises.
- ❑ Student pilots must have their booking entry countersigned by the authorising instructor before flight.

A7) LOG BOOKS

- ❑ The completion of flight records including pilot and aircraft log books is required by law. Club members should note the following requirements:
- ❑ Pilots should complete log books post flight showing any training exercises carried out and passenger / instructor name as applicable.
- ❑ Log books must be kept for a minimum of 2 years after the date of the last entry.

A8) CHARITY FLIGHTS

- ❑ It is only legal for payment to be made for flight in a microlight aircraft when the flight is an *instructional or examination* flight.
- ❑ Raffle and draw prizes where the winner has paid for a ticket are deemed to be public transport flights if the flight is not instructional or an examination. Public transport flights *cannot* be given in microlight aircraft.
- ❑ Charity flights are flights where money has been paid to a registered charity for the purpose of the flight and which would otherwise be considered to be aerial work. There are strict conditions applied to the conduct of charity flights, which are explained in an Aeronautical Information Circular. The circular can be read on the AIS web site at www.ais.org.uk

A9) AIRCRAFT OPERATION

- ❑ Pilots must be in possession of aircraft manuals and have knowledge of the operational limits and required procedures.
- ❑ Pilots must know the registration and airworthiness requirements for their aircraft and comply with them.

B - PREPARATION FOR FLIGHT

B1) FLIGHT SAFETY

- ❑ It is the pilot's responsibility to always operate the aircraft in a safe manner.
- ❑ Pilots must not fly in a manner likely to endanger people, property or the aircraft.

B2) WEATHER

- It is the pilot's responsibility to obtain weather forecasts for the route to be flown and destination airfields.
- Students must obtain authorisation for cross-country flights from the appropriate CFI/FI before take off.
- No aircraft may be flown unless the weather minimum with regard to licence and aircraft requirements can be complied with.

B3) OPERATING HOURS – ROSSALL FIELD

- Flights from Rossall Field may only be made during the following times.
 - **Take off:** *Monday to Saturday* 0800hrs to 2100hrs
 Sunday and Bank Hols 1000hrs to 2100hrs
 - **All flying:** *Sunrise - 30mins to Sunset + 30mins*
 - **Closed:** *Christmas Day only*

NB All times are local.

B4) BOOKING OUT/IN AND LANDING FEES

- **Before** all flights pilots are required to book out on the flight record sheet giving details of intended take off time, pilot and passenger names and area to be flown or destination airfield.
- **After** all flights pilots are required to book in on the flight record sheet giving details of landing time.
- Failure to book out or in may lead to missing aircraft not being noticed and aircraft safely in the hangar being reported as missing.
- For Club members with aircraft hangared at Rossall Field, landing fees are included in their hangarage rental. Others must pay the correct landing fee (currently £3.00) per landing.

B5) CLOTHING

- Safety helmets should be worn at all times when in an open cockpit aircraft including during ground engine runs and taxiing for position.

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- An exemption from this rule may be available for certain aircraft by agreement with the Chief Flying Instructor.

- Suitable shoes should be worn at all times in aircraft. Sandals have straps that make them unsuitable footwear.

B6) SMOKING

- Smoking is forbidden in or near the hangar or the fuel store.

- Smoking in or near aircraft is bad practice and dangerous.

- Smoking is forbidden in the Pilot's Lounge and in any other enclosed spaces around the farm.

B7) AIRCRAFT PREPARATION

- All aircraft must be thoroughly checked and prepared before flight in accordance with manufacturers manuals, the permit to fly conditions and air law requirements.

- Pilots must ensure that their aircraft does not exceed the authorised MTOW and in the case of fixed wing aircraft that it is within weight and balance limits.

B8) FUEL

- Aircraft must not be re-fuelled:
 - In the hangar.
 - Whilst still running.
 - Whilst still hot.

B9) STARTING ENGINES

- Engines must never be started or run:
 - In the hangar.
 - In congested areas.
 - Outside the hangar where propeller wash will go into the hangar doorway.

- Where propeller wash will cause a problem to other people or aircraft.
- From outside the aircraft unless secured by trained persons and never with a passenger only seated in the aircraft.

B10) TAXYING

- With consideration to the poor brakes often fitted to microlights taxiing aircraft should not taxi above a jogging pace.
- Taxiing aircraft should follow ground collision avoidance regulations.

C – FLIGHT

C1) CIRCUIT PATTERN AND JOINING PROCEDURES

- All pilots must follow the joining and circuit pattern as displayed in the Pilot's Lounge:-
 - 02 RH 20 LH
 - 10 RH 28 LH
- Arriving aircraft should join overhead at 1200ft QFE and then descend deadside to join the circuit on the downwind leg at 700ft QFE.
- Departing aircraft should climb to circuit height, 700ft QFE, on the runway centre-line then follow the circuit pattern at that height until departing the circuit on the desired track.
- If in doubt on approach or landing a pilot should execute a GO AROUND climbing to circuit height and clearing the runway centre line towards the deadside before rejoining the circuit on the crosswind leg.
- No aircraft is to orbit within the circuit.
- No turns after take off may be made below 300 feet unless for cross wind considerations.
- RT is not mandatory at Rossall Field but it is a great advantage at all times and particularly when the circuit is busy. Ideally there will be a response from the ground station, Rossall Radio, but if not please make blind calls throughout.

C2) NOISE SENSITIVE AREAS

- All flights must avoid overflying noise sensitive properties as shown on the local area map and should avoid flying over built up areas in general as required by law.
- All flights should observe the height minimums shown on the local area map in respect of bird populations except when landing/taking off. In particular avoid the roosting sites shown. Between December and March, beach landings should be made as near as safely possible to the ramp on Pilling beach and the cafe on Middleton beach.

C3) LOCAL AREA FLYING

- Aircraft should be flown at least 1000 feet above ground level when operating in the local area unless carrying out forced landing practice in a designated area or landing at another airfield.
- Stall and unusual attitude training should be flown to ensure recovery is achieved above 1000 feet above ground level.
- Pilots must be aware of the following local airspace restrictions:-
 - The Cockerham Parachute Zone – pilots should assume that this is active at all times.
 - Heysham power station Restricted Zone – pilots wishing to land on Middleton beach must be in possession of the authorisation card, must phone the Heysham Security number on the card before take-off and must observe the boundaries of the exempt sector.

C4) LOW FLYING

- Low flying rules must be observed at all times. Any flights below 500 feet above ground level within 10 miles of the airfield must be reported to the Chief Flying Instructor on landing.
- Practice forced landings may only be made with specific authorisation from the Chief Flying Instructor and in authorised areas.

C5) STUDENT PILOTS LANDING OUT

- Student pilots landing out at other than the planned destination must not take off again without first informing the authorising instructor of the circumstances of the landing.

C6) AIRSPACE INFRINGEMENTS

- Any airspace infringements must be reported to the Chief Flying Instructor on landing.

C7) AIRPROX REPORTS

- Airprox reports should be made on landing to the Chief Flying Instructor and an Air Traffic Control Centre.
- A written report on form CA 1094 must be completed within 7 days.

C8) ACCIDENTS and INCIDENTS

- All accidents and incidents must be reported to the Safety Officer in writing.
- Notifiable accidents must be reported to the AAIB on 01252 512299 and also should be reported to BMAA on 01869 338888

C9) LIVESTOCK

- Be aware that we fly from a farmstrip and there may be livestock grazing on the field and/or other hazards.

If you are NOT happy with the take-off or landing conditions, then DO NOT take-off or land. It is YOUR decision. [ANO Article 43]

D - CLUB RULES

D1) CLUB MEMBERSHIP

- | | | |
|----------------------|--|---------------|
| Full Member | 1 st November to 31 st October | Currently £20 |
| Social Member | 1 st November to 31 st October | Currently £10 |
- Membership is FREE for all students up to and including their second hours formal training, but only under the strict supervision of the FI. All other pilots based at Tarn Farm **must be fully paid up members** of The Bay Flying Club and agree to observe these Standing Orders and the Constitution of the Club.

D2) GUESTS OF MEMBERS

- ❑ Members are reminded that they are responsible for the safety and behaviour of their guests whilst on the airfield and should **NOT** leave them unattended, unless they are in the clubhouse area.
- ❑ Whilst children are welcome, they **MUST** be supervised at **ALL** times by a responsible adult. Please note that taxiing areas, runways, inside the hangars and farm buildings are out of bounds to children

D3) QUAD-BIKE

- ❑ All drivers of the ATV must hold a current full driver's licence and have been passed as competent by either the Safety Officer or the CFI. This vehicle must not carry any passengers and is used at the driver's own risk. **THIS VEHICLE IS NOT COVERED BY ANY INSURANCE.** The speed limit for this vehicle on the airfield is 10 MPH

D4) GENERAL SAFETY

- ❑ Remember there are children living at the farm. Drive cautiously at all times and observe the speed limit on the farm drive and car park – 5mph for all vehicles.
- ❑ Fuel must not be stored in the hangars or elsewhere at the farm. Likewise poisonous or noxious chemicals should not be left at the farm.
- ❑ The club Safety Officer is mandated to advise on any matters of safety at Rossall Field. You must observe any instruction issued by the Safety Officer in relation to such.
- ❑ All club members also have a responsibility for their own and others safety and should at all times report any hazard or breach of safety they might observe.

D5) DISCIPLINARY ACTIONS

- ❑ **Pilots found to be in breach of these Standing Orders, the Club Constitution or the ANO may be suspended from flying from this site and may have their membership withdrawn. The membership subcommittee would make this decision (see Club Constitution).**