

## Hunsdon Microlight Club

### **STANDING ORDERS – REV 3 Nov 2018**

#### **1. Operating procedures & documentation.**

- a) Visiting pilots must obtain authorisation (PPR) from the Chief Flying Instructor (CFI) or his qualified deputy for all flights to Hunsdon Airfield. If the CFI or his deputy is unavailable, permission should be obtained from another member of the committee and a suitable briefing obtained (see the contacts list)
- b) An up to date aeronautical chart of the area to be flown must be carried in the aircraft at all times. This is in addition to Skydemon and digital charting means in case of failure.
- c) Pilots are responsible for completing the booking out/booking in sheet, aircraft technical logs (including those of hired/club aircraft) and personal log books.
- d) Pilots are required to ensure that personal & aircraft documentation including pilots licences, certificate of registration, permit to fly, medical certificates or declarations, proof of insurance & personal/aircraft logbooks are kept safe, current and in good order.
- e) Aircraft & engines must be operated & serviced in accordance with the requirements laid down in the aircraft & engine handbooks.
- f) Pilots must carry out a thorough pre- and post- flight inspection & also follow the instructions contained in any checklist appropriate to the aircraft type before take-off, during flight & after flight.

#### **2. Reporting defects and unusual occurrences.**

- a) In compliance with the A.N.O. (Air Navigation Order) the pilot in command must immediately after landing make an entry of any defect in the aircraft and engine log book or the service record defect report sheet for the aircraft. In addition, for hired/club aircraft they shall make a verbal report to the CFI or his deputy of any defects found, its engine, equipment or any circumstances e.g. heavy landing, rough running of the engine, sluggishness of control, nose or tail heaviness or lack of flying trim etc which may render advisable an inspection or adjustment of the engine or airframe.
- b) In event of a defect occurring in a hired/club aircraft whilst away from base, the pilot MUST contact the CFI or his deputy for instructions. Assistance MAY also be sought if a problem arises with a privately-owned aircraft away from base.
- c) Major defects to hired/club aircraft must not be rectified without authorisation.

### 3. Passenger carrying

- a) Subject to the privileges of his licence, a member may fly as pilot in charge (P1) of a privately-owned aircraft with a passenger as long as the aircraft is designed for the purpose. Additionally, the permission of the CFI or his deputy will be required before a member is permitted to carry a passenger in a hired/club aircraft.
- b) No flying instruction may be given except by appointed instructors of the Club/School.
- c) All pilots in charge of tandem aircraft must be seated in the front seat and the passenger in the rear seat. In a side by side aircraft the pilot in command must take the left seat unless the aircraft manual gives instructions to the contrary. The only exception to the foregoing is in the case of a Club/School appointed instructor carrying out instruction.
- d) Pilots may not carry passengers if within the previous 90 days they have not made as PIC at least 3 takeoffs and landings as sole commander of a microlight of the same type. (A.N.O.)

### 4. Restriction of flying

- a) Flying at an unnecessarily low altitude is liable to cause annoyance and antagonism towards flying, amongst persons on the ground. No flights to be made closer than 500 feet to person, vessels, vehicles or structures unless taking off or landing in accordance with normal aviation practice.
- b) Pilots must not fly if their alcohol content is more than 9 micrograms of breath, 27 micrograms of urine and 20 milligrams per 100 millilitres of blood. This is very nearly the normal naturally occurring alcohol content of the body.
- c) Student pilots are forbidden to fly solo unless they hold a valid medical certificate or declaration, have read and fully understand these standing orders and are under direct supervision of the CFI or his qualified appointee.
- d) Pilots must fly at all times within the privileges of their licence and shall fly during the hours of daylight only and at no time whatsoever in a flight visibility of less than 1.5 km. ***Pilots should understand that 1.5 km visibility is the minimum for VFR flight and consideration should be given if these minimums are suitable for their experience, aircraft type etc. CAA Safety Sense leaflets are available on the CAA website as well as the Skyway code***

e) For their initial two hours solo training, student pilots may only fly with the following conditions prevailing:

- No Precipitation
- Maximum Surface Wind - 5 knots
- Maximum Wind Gust - 0 knots
- Maximum Cross Wind Component - 0 knots Minimum Cloud Base - 1500 feet
- Minimum Flight Visibility - 10 km

f) Pilots must observe and respect the Hunsdon Airspace environment with at attention to the close proximity of Stansted, its CTR/CTA and TMZ and fly in accordance with the Letter of Agreement that is on display in the clubhouse. All take offs and landings are to be made on the designated runway only

g) All circuits are always to the North or the East of the runways and overhead joins are compulsory. Circuits are to be flown at 500' above aerodrome level (QFE, approx 750' QNH).

h) Smoking is expressly prohibited at all times in or near aircraft, inside or near the hangars, manoeuvring areas, parking areas, maintenance areas and fuel stores.

i) Pilots must exercise extreme caution when flying from Hunsdon in windy conditions due to areas of severe rotor caused by the proximity of the trees.

The CFI's decision on any matter related to safety is final. The CFI's decision on any matter related to a student pilot's flying is final.

## **5. Cross Country & Local Flying**

a) The pilot must have planned any intended flight suitably, including but not limited to, routing, fuel plan, landing point etc.

b) The pilot is responsible for obtaining weather forecasts, checking NOTAMS, telephoning the destination aerodrome for local rules and procedures, ensuring that the proposed route takes into account terrain clearance, airspace restrictions and daylight hours available. Student pilots will be required to demonstrate they've carried these procedures out to the CFI or his qualified deputy before being signed off for any Qualifying Cross country flight.

c) The pilot should satisfy himself that the aircraft has adequate and correct fuel, oil and water for the intended journey and that adequate reserves are kept available in the tank at all times (min. 30 minutes) during any flight.

d) The pilot is strongly advised to carry a mobile telephone at all times during flight.

e) On any cross-country flight involving a landing away from base the pilot shall take total responsibility for the any hired/club aircraft. He/she should park it safely, in a hangar if possible, picket it or if a flexwing, de-rig if the weather conditions render it unsafe to leave rigged.

f) The pilot should telephone Hunsdon if they consider it unsafe for any reason to return to base before the intended estimated time of arrival (ETA) has elapsed.

## 6. Landing Away from Base Aerodrome in Hired/Club Aircraft

a) Unless authorised by the CFI or a Syndicate Agreement, landings shall not be made away from the aerodrome in a hired/club aircraft.

b) Hired/club aircraft not returned to base by the agreed time will result in the pilot being charged for loss of use in line with any syndicate agreement.

c) No hired/club aircraft shall be landed in any place other than an aerodrome unless the pilot has the permission of the CFI.

## 7. Forced landings

a) Aircraft must be flown at all times within gliding range of a suitable forced landing area.

b) Members should practise forced landings to keep skill levels at a high level.

c) In the event of an actual forced landing the pilot should take necessary steps to picket or de-rig and protect the aircraft so as to prevent the risk of damage by wind, rain and sightseers etc. Student pilots must telephone the CFI for help & assistance. Qualified pilots are advised to do 'phone the CFI or other club member.

## 8. Aerodrome Movements

a) The CFI or his qualified deputy are the authorities for movement of aircraft at Hunsdon Airfield.

b) All airfield movements are confined to the parking areas, taxiways and runway.

c) Engine running operations must be carried out in the appropriate areas and **always pointing away from other aircraft and buildings.**

d) No aircraft may proceed onto the runway unless the pilot has carried out the pre-takeoff off checks and ensured that it is safe and clear to do so.

e) The runway should be cleared as soon as possible after landing and all turns where possible shall be made to the left (taxiing on the right once clear)

## **9. Loading**

The pilot in charge of an aircraft must insure that the weights and loads are within the limits laid down in the aircraft manual.

## **10. Engine Starting**

- a) Before starting an engine the pilot must ensure that the aircraft is parked in a suitable and safe position clear of persons or property taking into account potential hazards caused by propeller slipstream.
- b) Prior to engine start the aircraft should have the brakes applied (if fitted) and there should be a suitably qualified person seated in the aircraft able to operate the controls at all times.
- c) Before taxiing the pilot should ensure that there is a clear path by which the aircraft can move from the starting point to the holding point.
- d) Engines must not be started or run inside the hangars.
- e) Pilots or passengers must not embark or disembark whilst engines are running.
- f) Aircraft engines must not be started or run in any hangar.
- g) Flexwing pilots should wear all safety equipment for running engines regardless of intention to fly or not

## **11. Steep Turns and Stalling**

- a) All steep turns and stalling exercises must be carried out clear of the circuit, congested and populated areas. Student pilots must be authorised by the CFI to carry out such exercises.
- b) All manoeuvres involving potential loss of height must be completed before 1000' agl.
- c) Pilots are reminded that the aircraft placard limitations must not be exceeded at any time.

## **12. Harnesses, Belts, Security and Controls**

- a) The pilot is responsible for ensuring the safety of himself and the passenger at all times.
- b) Seat belts (and, in open cockpit aircraft, helmets) of the correct type are to be worn properly secured at all times.
- c) All loose objects, fittings and accessories including glasses are to be properly secured. Open-ended scarves must NOT be worn in open-cockpit propeller aircraft.
- d) The pilot must ensure that ballast & cushions, if required, are properly secured . If fitted to hired/club aircraft, these should be removed after flight.
- e) Pilots must ensure that they can reach the controls that they operate fully and freely in the correct sense before each flight.

## **13. Refuelling**

- a) Pilots should refuel hired/club aircraft at the end of the flight using the correct grade of fuel/oil and using a filter. This ensures the aircraft is ready for the next pilot.
- b) Refuelling must be undertaken outside the hangars.
- c) Pilots must note the location of all fire extinguishers and familiarise themselves with the correct operation procedure including accident/fire procedure.