

**STAVERTON FLYING SCHOOL**

**FLYING ORDER BOOK**

# **FLYING ORDER BOOK**

## **INTRODUCTION**

The instructions contained herein are intended to form the basis of The Staverton Flying School Flying Order Book. Under no circumstances whatsoever are they to be regarded as an authority to supersede any relevant official document or legislation, appertaining to the section concerned.

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**REVISION RECORD**

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**SECTION 1**

**AUTHORISATION AND DOCUMENTATION**

- 1.1 CAPTAIN'S RESPONSIBILITIES AND OPERATING STANDARDS
- 1.2 FLIGHT AUTHORISATION AND BOOKING OUT
- 1.3 COMPLETION OF TECHNICAL LOG AFTER FLIGHT & NOTIFICATION OF DEFECTS
- 1.4 AUTHORISING OFFICERS
- 1.5 REQUIREMENTS FOR SOLO FLIGHT
- 1.6 POSSESSION OF CURRENT LICENCES
- 1.7 REGULATIONS FOR THE CARRIAGE OF PASSENGERS
- 1.8 REQUIREMENTS FOR THE CARRIAGE OF AIRCRAFT DOCUMENTS
- 1.9 PILOT'S FLYING LOGBOOK
- 1.10 FORMAT OF CHECKOUTS



Flying Order Book

**1.1 CAPTAIN'S RESPONSIBILITIES AND OPERATING STANDARDS**

1.1.1 It is the aircraft captain's responsibility to ensure the safe and efficient operation of the aircraft in all stages of flight. To this end all flights must comply with the following documentation and provisions, as amended from time to time.

- a) The Air Navigation Order 2016 (Amendment 2017)
- b) UK Aeronautical Publication
- c) PART. FCL
- d) The Airfield Operating Terms and Conditions
- e) The Aircraft Flight / Operating Handbook
- f) The Aircraft Insurance Requirements
- g) The Privileges of the Captain's Licence and any Ratings
- h) The Flying Order Book
- i) The Instructor's Briefing and Authorisation

1.1.2 Captains should apply greater margins of safety than specified if they consider it necessary.

Signed: .....

Date: .....

Head of Training

**1.2 FLIGHT AUTHORISATION & BOOKING OUT**

1.2.1 Before flight all pilots are to ensure that their flights have been properly authorised and the details have been correctly entered in the Technical Log and that they sign as having accepted and understood the authorisation, and that the details have been booked out with Air Traffic Control. Once the details have been entered, the flight must be conducted in accordance with the authorisation except in emergency.

1.2.2 In the case of solo students, all flights must be authorised by a Full Rated Flying Instructor

1.2.3 After the flight (s), the pilot must complete the Technical Log with the relevant information And report any defects found which will be written in by the Duty Manager.

Signed: .....

Date: .....

Head of Training

**1.3 COMPLETION OF THE TECHNICAL LOG AFTER FLIGHT & NOTIFICATION OF DEFECTS**

- 1.3.1 The times of each flight (brakes off to brakes on) and the number of landings are to be recorded in the appropriate columns after flight. Any defects must be reported so they can be written on the “defects sheet” (verbally reported to a Company Instructor or Aircraft Owner). If in doubt, or in the absence of an instructor, place a note in the aircraft stating the aircraft is unserviceable and the reason why.
- 1.3.2 The aircraft must not fly until the appropriate rectification has taken place, the relevant paper work entries completed by the engineering staff as applicable, and been cleared for further flying by an Instructor of the Company.

Signed: .....

Date: .....

Head of Training

**1.4 AUTHORISING OFFICERS**

- 1.4.1 Only persons approved by the Company may authorise flights, as detailed below:-
- a) Company Instructors
    - i) Chief Flying Instructor – All flights
    - ii) Qualified Flying Instructor (Full Rating) - All PPL training flights and club flights including away landings at airfields approved by the Company.
    - iii) Qualified Flying Instructors (Assistant Rating) – Club flights excluding student training, away landings or first solo at night.
    - iv) Approved Personnel – Those persons approved by the Company, but not holding an Instructors Rating, may authorise PPL flights only.

Signed: .....

Date: .....

Head of Training

## 1.5 REQUIREMENTS FOR SOLO FLIGHT

### 1.5.1 STUDENT PILOTS

Before flying solo all students must be in possession of a valid CAA Medical Certificate, or NPPL Medical Certificate or CAA Pilot Medical Declaration, have passed the CAA Aviation Law exam and Operational Procedures exam and have signed the Flying Order Book. Furthermore, the student must have flown within a period of fourteen days preceding the flight and also must have flown dual within a period of twenty eight days preceding the flight.

#### 1.5.1.1 Additional requirements for solo by Student Pilots :-

- a) Solo flights are subject to a pre-flight briefing by a Qualified Flying Instructor.
- b) The CAA Human Performance and Limitations, Communications and Navigation exams are to have been passed before first solo navigation flight. .
- c) The CAA Meteorology and Flight performance and Planning exams are to have been passed before the Qualifying Cross Country.
- d) All other CAA exams, including the Aircraft and General Knowledge and Principles of Flight exams are to have been passed before being recommended for the Skills Test.
- e) Prior to solo navigation, a solo navigation briefing certificate must be completed and a copy carried in the aircraft if the flight is a land away.
- f) A 'Qualifying Cross Country Certificate' must be carried on the qualifying cross country.

### 1.5.2 PRIVATE PILOTS

1.5.2.1 Before flying as Captain of a Company aircraft (with or without passengers) all Private Pilots must be in possession of a valid Private Pilots Licence (refer to Order 1.6 of this Flying Order Book) and a current rating appropriate to the type of flight to be carried out, e.g. night, IMC etc.

#### 1.5.2.2 Recency Requirements

If a pilot has not flown a Staverton Flying School aircraft during the preceding two months, or has not flown on type during the preceding three months, or in the case of a night flight has not flown at night during the preceding six months, or at the Chief Flying Instructors discretion, then he or she must have a dual check with a Company Qualified Flying Instructor before acting as Captain.

1.5.2.3 Any flying for the purpose of re-validating an expired PPL is in accordance with PART.FCL and at the discretion of the Chief Flying Instructor.

### 1.5.3 COMMERCIAL AND AIR TRANSPORT PILOTS

At the discretion of the Chief Flying Instructor.

### 1.5.4 ALL FLIGHTS

All flights must be properly planned including a check of current NOTAMS, Nav Warnings, Royal Flights and the Meteorological Forecasts. Weather conditions must be within those limits specified in Section 3 of this Flying Order Book.

Signed: .....

Date: .....

**1.6 POSSESSION OF CURRENT LICENCES**

1.6.1 Pilots are responsible for ensuring that they are in possession of a valid Pilots Licence containing a current CAA Medical Certificate or Medical Declaration , current Certificate of Experience or Test and Aircraft Rating appropriate to the type of flight to be carried out, and they are to be available for inspection by a Company Instructor whenever requested.

Signed: ..... Date: .....

Head of Training

**1.7 REGULATIONS FOR THE CARRIAGE OF PASSENGERS**

1.7.1 Subject to the approval of a company authorised person and the privileges of his/her licence, a Club member may fly as captain of an aircraft carrying passengers provided that the following conditions are complied with :-

- a) No dual instruction is to be given by any Club member unless the person giving the instruction is a Qualified Flying Instructor holding a current Instructors Rating.
- b) All passengers must fill in the appropriate Membership Form before flight, in the case of a person under the age of 18 the parent’s or legal guardian’s signature is also required.
- c) Provided that no more than four persons are carried on a flight, the direct cost of the flight may be shared providing that each person bears a proportionate share of the costs.
- d) When two qualified pilots wish to share the flight time on any one flight, the charges will be apportioned according to the P1 time logged by each pilot.
- e) When flying an aircraft fitted with dual controls adequate precautions must be taken to ensure that they are not fouled and the passenger concerned must be briefed accordingly.
- f) All aircraft propellers **must** be stationary before any passenger is allowed to embark/disembark the aircraft.
- g) In accordance with ANO (Non part 21) & Air Operations Regulation (Part 21 aircraft) – all passengers must be briefed on the use of seat belts, position and use of first aid kit, fire extinguisher, emergency exits and the evacuation procedures in the event of an emergency. Also on any additional safety equipment that may be carried for the particular type of flight.
- h) The holder of a PPL shall not act as PIC of an aircraft carrying passengers unless within the preceding 90 days that person has made 3 take-offs and landings as sole manipulator of the flying controls in flight an aeroplane of the same type or class. In the case of flight at night one of the take-offs and landings must have been completed at night.

Signed: ..... Date: .....

Head of Training

**1.8 REQUIREMENTS FOR THE CARRIAGE OF AIRCRAFT DOCUMENTS**

1.8.1 On a flight, being International Air Navigation, for the purpose other than Commercial Air Transport or Aerial Work, the following documents must be carried :-

- a) The valid licence (under the Wireless Telegraphy Act 1949) for the aircraft radio.
- b) The valid Certificate of Airworthiness, including the flight manual for the aircraft.
- c) The Certificate of Registration for the aircraft.
- d) The Licences of the members of the flight crew.
- e) The valid Insurance Certificate in respect of the aircraft.
- f) A copy of the procedures to be followed when an aircraft is intercepted.

1.8.2 Aircraft Logbooks and Pilot’s Flying Logbook should not normally be carried on any flight.

Signed: .....

Date: .....

Head of Training

**1.9 PILOT’S FLYING LOGBOOK**

1.9.1 Every member of the flight crew of an aircraft registered in the United Kingdom and every person who engages in flying for the purpose of qualifying for the grant or renewal of a licence shall keep a personal flying logbook in which the following particulars shall be recorded .:

- a) The name and address of the holder of the log book.
- b) Particulars of the holder’s licence (if any) to act as a member of the flight crew on an aircraft.
- c) Particulars of each flight during which the holder of the log book acted either as a member of the flight crew of an aircraft or for the purpose of qualifying for the grant or renewal of a licence shall be recorded including :-
  - i) the type and registration marks of the aircraft.
  - ii) the date, places of departure and arrival and the duration of each flight.
  - iii) the capacity in which the holder acted in flight.
  - iv) particulars of any special conditions under which the flight was conducted, including night flying and instrument flying.
  - v) any test or examination undertaken whilst in flight.
  - vi) in the case of training flights, these must be certified as being correct by a Qualified Flying Instructor. In the event of the application for a licence the flying must be certified by the Chief Flying Instructor. (Continuous training with one establishment can be certified at the end of the course. Flights at different establishments will need individual signatures).

Signed: .....

Date: .....

Head of Training

**1.10      FORMAT OF CHECKOUTS**

1.10.1    The general format of a checkout, whether as new members to the School, type conversion, or dual check will be as follows :-

- i)        General handling off the circuit to include:-
  - a)        practice forced landing
  - b)        stalling and spin recovery (if applicable)
  
- ii)       General circuit procedures to include :-
  - a)        different types of approach and landing ( as applicable to type)
  - b)        practice engine failure after take-off
  - c)        crosswind landings

or at the discretion of the Chief Flying Instructor.

Signed : .....

Date :.....

Head of Training

**SECTION 2**

**AIRCRAFT HANDLING ORDERS**

- 2.1 GROUND HANDLING
- 2.2 AIRCRAFT CHECKS BEFORE FLIGHT
- 2.3 SAFETY BELTS, HATCHES AND CONTROLS
- 2.4 PRECAUTIONS WHEN STARTING ENGINES
- 2.5 RUNNING UP PROCEDURES
- 2.6 TURNS AFTER TAKE-OFF
- 2.7 AEROBATICS, SPINNING AND OTHER UNUSUAL MANOEUVRES
- 2.8 PRACTICE FORCED LANDINGS
- 2.9 LOW FLYING REGULATIONS
- 2.10 INSTRUMENT FLYING
- 2.11 GO-AROUND PROCEDURES
- 2.12 REFUELLING PROCEDURES
- 2.13 ENGINE STARTING BY 'HAND-SWINGING'
- 2.14 NIGHT FLYING
- 2.15 WINTER FLYING - PRECAUTIONS

**2.1 GROUND HANDLING**

2.1.1 When handling aircraft on the ground, whether under power or being man-handled, all pilots are to do so in a manner which ensures the safety of the aircraft and persons in the area. The following limitations are to be observed :-

- a) propellers are not to be turned by hand – unless the person has been trained and authorised to do so.
- b) aircraft are not to be started in the hangar.
- c) under no circumstances are Pilots to taxi an aircraft into a hangar.
- d) care should be taken when starting in the vicinity of the hangars or other aircraft that the slipstream will not blow over other aircraft or into a hangar.
- e) taxiing at excessive speed is prohibited.
- f) manoeuvring under power in confined spaces should only be carried out under the supervision of an aircraft marshaller or other suitably qualified person when possible. If any doubt exists about the safety of such a manoeuvre the engine must be stopped and the aircraft man-handled into a safe position before restarting the engine.
- g) caution and consideration must be exercised in the SFS dispersal area due to the close proximity of helicopter operations.

Signed : .....

Date : .....

Head of Training

**2.2 AIRCRAFT CHECKS BEFORE FLIGHT**

2.2.1 The Captain is responsible for ensuring that the aircraft is properly checked in accordance with the current checklist before **every** flight and as appropriate to the type of flight to be carried out.

2.2.2 The aircraft Technical Log should be signed to indicate that the relevant checks have been completed.

Signed : .....

Date : .....

Head of Training



**2.3 SAFETY BELTS, HATCHES AND CONTROLS**

- 2.3.1 The Captain is responsible for ensuring that the current procedures for securing safety belts and hatches are observed. All seat belts must be securely fitted for take-off and landing and all hatches must remain closed for the duration of the flight unless specifically authorised by the Chief Flying Instructor, or in the case of an emergency.
- 2.3.2 All controls are to be handled solely by the authorised Captain of the aircraft except where a Qualified Flying Instructor is giving dual instruction.

Signed : .....

Date : .....

Head of Training

**2.4 PRECAUTIONS WHEN STARTING ENGINES**

- 2.4.1 Pilots should avoid starting and running the engine on ground where loose stones etc. could be picked up by the propeller
- 2.4.2 All passengers must be aboard and the doors closed and secured before starting the engine. It is the Pilot's responsibility to ensure that the pre-starting checks have been carried out, and that the area is clear around the aircraft and that the slipstream from the propeller will not cause damage or injury to any person, aircraft or structure. A call of " **CLEAR PROP** " should be carried out just prior to starting the engine.

Signed : .....

Date : .....

Head of Training

**2.5      RUNNING UP PROCEDURES**

- 2.5.1      Engine runs before flight are to be carried out in accordance with the current checklist. The aircraft must be parked into wind, in an area free from stones and debris etc. and adequate precautions are to be taken to ensure that the slipstream from the propeller does not cause damage or nuisance to other aircraft, persons or structures.
  
- 2.5.2      Adequate steps are to be taken to ensure that the aircraft does not roll or slip forward during running-up, especially when the taxiway is wet or icy.

Signed : .....

Date : .....

Head of Training

**2.6      TURNS AFTER TAKE-OFF**

- 2.6.1      Turns after take-off are not to be executed below a height of 500 feet above airfield level, except when required by noise abatement procedures or specifically requested by Air Traffic Control or a Qualified Flying Instructor of the Company.

Signed : .....

Date : .....

Head of Training

**2.7 AEROBATICS, SPINNING AND OTHER UNUSUAL MANOEUVRES**

- 2.7.1 Aerobatics, spinning and other unusual manoeuvres are not to be carried out unless specifically authorised, and then only in an aircraft approved for such manoeuvres in accordance with the aircraft flight manual. All manoeuvres must be completed, i.e. the aircraft having regained level flight, at an altitude **not less** than 3000 feet above **ground level**.
- 2.7.2 The only exception to the altitude limit in 2.7.1 above, will be aerobatic training when authorised by the Chief Flying Instructor.

Signed : ..... Date : .....

Head of Training

**2.8 PRACTICE FORCED LANDINGS**

- 2.8.1 Practice forced landings may be carried out by students when specifically authorised during training and by Qualified Pilots during continuation training. The following limitations must be observed :-
  - a) the aircraft must be flown in accordance with the Rules of the Air regarding minimum heights to fly, and in any case not below a height of 500 feet above **ground level**.
  - b) the engine must be checked for operation by smoothly opening and closing the throttle every 500 feet during the descent.
  - c) the aircraft must be flown so as not to cause a nuisance to any member of the public, (or distress to animals) i.e.
    - i) keep away from built up areas.
    - ii) never use the same field twice.
    - iii) keep a good lookout especially in respect of the military aircraft flying in our local area.

Signed : ..... Date : .....

Head of Training

**2.9 LOW FLYING REGULATIONS**

- 2.9.1 All pilots are to be aware of the regulations. Low flying in School aircraft is **prohibited** and disciplinary action will be taken against any pilot found guilty of low flying.
- 2.9.2 Should bad weather force any pilot to low fly, a company representative and the Duty Instructor must be informed as soon as possible after landing.

Signed : .....

Date : .....

Head of Training

**2.10 INSTRUMENT FLYING**

- 2.10.1 All pilots are to be aware as to the privileges of their licences and ratings as appropriate. No pilot is to fly in Instrument Meteorological Condition unless he/she possesses a current IR(R). Rating or Instrument Rating and when flying in such conditions Instrument Flight Rules must be complied with.
- 2.10.2 When flying under simulated IMC for training purposes a safety pilot must be carried. The safety pilot may be either a Qualified Flying Instructor or other Qualified Pilot provided that the pilot has been specifically briefed and his/her capability checked by the Chief Flying Instructor.

Signed : .....

Date : .....

Head of Training

**2.11 GO-AROUND PROCEDURES**

- 2.11.1 A Go-around, in accordance with standard operating procedures, must be carried out whenever :-
  - a) there is doubt that a safe landing will result from any approach.
  - b) a landing or ‘touch and go’ clearance has not been received, or the runway is still occupied, by 200 feet.
  - c) When instructed to do so by ATC (except in an emergency).
- 2.11.2 ATC may give non standard go-around instructions depending on the traffic situation.
- 2.11.3 If a pilot has not received a landing clearance, or his/her approach is not satisfactory, or the runway is still occupied, the go-around procedure must be initiated at a height not below 200 feet above airfield level.

Signed : .....

Date : .....

Head of Training

**2.12 REFUELLING PROCEDURES**

- 2.12.1 Whenever refuelling takes place the following actions **must** be taken :-
  - a) smoking is prohibited.
  - b) radio or mobile phone transmissions are prohibited.
  - c) all passengers and crew must have disembarked before refuelling takes place.
  - d) magnetos and all other switches are off.
  - e) brakes are off.
  - f) aircraft is parked correctly.
  - g) static line is attached to the aircraft.
  - h) never taxi straight at the pumps.
  - i) it is also the Captain’s responsibility to ensure that the correct type and quantity of fuel is being put into the aircraft, and that the fuel caps are correctly replaced after refuelling has finished.
  - j) check grade is correct and quantity is realistic before signing

Signed : .....

Date : .....

Head of Training

**2.13 ENGINE STARTING BY “HAND-SWINGING”**

2.13.1 The following actions are to be taken whenever “hand-swinging” a propeller :-

- a) two persons are required for hand-swinging: a Qualified Pilot or Engineer in the cockpit and a person trained in hand-swinging at the propeller. The person at the propeller must have a firm foothold.
- b) a member of this School is not regarded as a qualified person for engine starting by hand-swinging of the propeller unless he/she has demonstrated their ability satisfactorily to an Instructor of this School.
- c) it is advisable to have chocks in position as well as the aircraft brakes applied wherever possible. In the absence of aircraft brakes, chocks **must** be in position before attempting to start the engine.
- d) the aircraft must be so positioned on firm ground that the slipstream will not cause danger or inconvenience on engine start.
- e) in tail-wheel aircraft, the control column must be held fully aft when starting.

Signed : .....

Date : .....

Head of Training

2.14 **NIGHT FLYING**

- 2.14.1
- a) All pilots **must** carry a torch in good working order, plus either spare batteries or a second torch.
  - b) All pilots are to avoid wearing headsets or helmets, except inside their aircraft.
  - c) All I/F screens must be removed before night flying unless instrument flying is being carried out under the supervision of a Qualified Flying Instructor.
  - d) The anti-collision light and the navigation lights are to be switched on before starting the engine.
  - e) Full R/T control is mandatory.
  - f) Winter precautions – pilots are reminded that it is their responsibility to ensure that their aircraft is free of snow, ice and hoar frost before flight. Normal precautions should be taken against carburettor icing which can occur any time, including on the ground.
  - g) Starting – extra care is needed during starting procedures.
  - h) Taxiing – extra care is needed when taxiing at night, and the most important rule is to taxi **slowly**.
  - i) At the holding point – aircraft must not park directly behind another.
  - j) All aircraft leaving the circuit are to climb straight ahead to 1000 feet above airfield level before turning left or right, unless required by noise abatement procedures.
  - k) Aircraft remaining in the circuit at Gloster – remember where “Chosen Hill” is.
  - l) All aircraft must come to full stop **before** turning off or backtracking the runway.
  - m) All strobe lights must be switched **off** whilst the aircraft is in dispersal or taxiing.
  - n) Pilots must memorise the signals given in ‘Rules of The Air Regulations 2007’, Rule 46 – The Meaning of Lights and Pyrotechnic Signals.
  - o) The holder of a PPL with a night rating shall not carry passengers at night unless within the preceding 90 days that person has made 3 take-offs and landings, one of which must be at night, as the sole manipulator of the flying controls of an aircraft in flight.
  - p) Cross wind limit - 8 knots
  - q) Emergencies :-
    - i) **R/T Failure** – The pilot will space him/herself safely in the circuit, fly above and to one side of the flarepath at or not below 500 feet above airfield level, flashing the navigation lights in an irregular manner. Go-around to 1000 feet for continuation of circuit pattern. Permission to land will be given by a green light from ATC.
    - ii) **Complete Electrical Failure** – As for (i) above, but close and open the throttle at least three times, maintaining a safe height and airspeed, instead of flashing the navigation lights.

Signed : .....

Date : .....

Head of Training

## 2.15 WINTER FLYING - PRECAUTIONS

### 2.15.1 Instruments

Always use the pitot heater and stall warmer heater if fitted. Switch on before take-off if the weather conditions are appropriate.

### 2.15.2 Engine Handling

- a) Before start, ensure that the wheels and chocks are not resting on a slippery or frozen surface – if necessary use sand under wheels and chocks, or move the aircraft by hand.
- b) Check minimum oil and cylinder head temperatures (if instrument is fitted) are obtained before power checks and take-off.
- c) The use of carburettor hot air is even more important in winter, especially during descents.
- d) Warm and clear engine by opening the throttle fully for 2 or 3 seconds once every 500 feet of descent during practice forced landings or any prolonged descent.
- e) More engine priming will be needed in cold weather: remember that this increases the risk of engine fire when starting.

### 2.15.3 Aircraft

- a) Our single – engine aircraft are not cleared for flight in icing conditions.
- b) Flights **must not** be planned through regions or at heights for which airframe icing is forecast.
- c) If icing conditions are encountered inadvertently, height and/or heading must be altered to clear the icing area, bearing in mind any ATC clearance.

### 2.15.4 Take-off and Landing

- a) **Never** attempt to take-off with rime or frost deposits, snow, ice or mud on **any** aircraft surface.
- b) Check before you enter the aircraft and before moving any control surface, that packed ice or snow is not obstructing control gaps. Check just before take-off that you have full and free movement of all the controls.
- c) Ice or frost must be removed from all windscreens before any taxiing.
- d) Beware of the tendency to nose over when taking-off or landing on soft snow or muddy ground.
- e) Beware of the tendency to ‘hold off’ too high when landing over smooth snow.
- f) Remember, before and after landing, that brake failure may have occurred because of frozen drums or brake pads. Wheels may also ‘lock solid’ due to frozen slush.

Cont ...



Cont...

2.15.5 **Performance**

- a) If ice does form on your aircraft – remember :-
  - i) drag will increase
  - ii) acceleration will be poor
  - iii) rate of climb will decrease
  - iv) lift will decrease
  - v) stalling speed will increase
  - vi) fuel consumption will increase
  - vii) range will decrease
  - viii) stability will decrease
- b) Before commencing an approach, assess the ice accretion and adjust the approach speed accordingly.
- c) The go-around, especially with flap, may be very critical. Prior to flight check the aircraft flight manual regarding the recommended use of flap in these conditions.

2.15.6 **Taxying**

- a) Braking action may be poor or non-existent on icy surfaces.
- b) The field may become very rough if the surface becomes frozen.
- c) Snow surface may be quite smooth, but the snow may be hiding deep ruts.
- d) When brakes are being used, snow may pack up in front of the wheels and tend to have the same effect as chocks.
- e) Generally, taxi more slowly and pay great attention to the surface ahead of you. Remember marker boards and curbs may be hidden in the snow.

2.15.7 **General**

- a) Make sure you are wearing sufficient clothing to keep warm during flight.
- b) In cold weather it is advisable to have a meal before flying.
- c) Do not stand in line with propeller discs in case ice deposits are flung off.

2.15.8 **Further Information**

- a) Safety Sense leaflet 03 – Winter flying – produced by CAA.

Signed : .....

Date : .....

Head of Training

## **GENERAL FLYING ORDERS**

- 3.1 MINIMUM ALTITUDE/FLIGHT LEVELS FOR TRAINING (Stalling, Spinning & Aerobatics)
- 3.2 WEATHER MINIMA FOR LOCAL FLYING AND CROSS COUNTRY FLIGHTS
- 3.3 PREPARATION FOR CROSS COUNTRY EXERCISES AND NAVIGATIONAL FLIGHTS
- 3.4 SAFETY ALTITUDE
- 3.5 USE OF AIRFIELDS/LANDING SITES
- 3.6 ACTION WHEN UNCERTAIN OF POSITION
- 3.7 ACTION WHEN LOST
- 3.8 LANDING AT UNAUTHORISED OR UNINTENDED DESTINATION
- 3.9 CARE OF AIRCRAFT AWAY FROM BASE
- 3.10 FORCED LANDING – AIRCRAFT DAMAGED
- 3.11 M.A.U.W. AND C OF G LIMITATIONS & MASS AND PERFORMANCE LIMITATIONS
- 3.12 FLYING OVER THE SEA
- 3.13 CONSUMPTION OF ALCOHOL AND TAKING OF OTHER DRUGS BEFORE FLIGHT
- 3.14 STATE OF HEALTH
- 3.15 NIGHT FLYING – SUPERVISION
- 3.16 FLIGHT PLANS
- 3.17 WAKE TURBULENCE
- 3.18 CHARITY FLIGHTS

**3.1 MINIMUM ALTITUDE/FLIGHT LEVELS FOR TRAINING**

- 3.1.1 All pilots must be aware of the minimum heights, altitudes or flight levels as appropriate to the exercise to be carried out and must adhere to them. Non IMC rated pilots must remain in VMC at all times.
- 3.1.2 Pilots under training must adhere strictly to the minimum heights laid down by the Instructor Authorising the flight.
- 3.3 In the case of spinning, stalling and aerobatic training the minimum is :- Recovery from the manoeuvre must be complete at a height not below 3000 feet above ground level.

Signed : .....

Date : .....

Head of Training

**3.2 WEATHER MINIMA FOR LOCAL FLYING & CROSS COUNTRY FLIGHTS INCLUDING MAXIMUM WIND & CROSS-WIND LIMITS –DUAL AND SOLO**

**3.2.1 Local VFR**

3.2.1.1 Wind Limitations

Aircraft Type	Private Pilot	Student Pilot
Cessna 152	25 kts inc. gusts Max x-wind 12 kts	20kts inc.gusts Max x-wind 8 kts
Cessna 172	25 kts inc. gusts Max x-wind 15 kts	20 kts inc. gusts Max x-wind 8 kts
PA-28-161 Warrior II	25 kts inc. gusts Max x-wind 17 kts	20 kts inc. gusts Max x-wind 12kts

3.2.1.2 Cloud Base & Visibility

	Private Pilot	Student Pilot
Cloud Base	1500 feet above ground level	1500 feet above ground level
Visibility	5 kms	10 kms

Note: These minima are adjustable at the discretion of the Chief Flying Instructor or Deputy.

Cont ...

### 3.2.1.3 IFR

To fly in IMC you must hold a current IR(R) Rating or Instrument Rating and be authorised to fly IMC in club aircraft by an Instructor. The CAA recommended minima for precision and non-precision approaches will apply viz.:-

	Non-precision	Precision
Type of Approach	NDB, VOR, SRA, VDF ILS (G/S OUT) NDB/DME, VOR/DME, GPS	ILS, PAR
Decision Height / Minimum Descent Height	MDH + 200ft	DH + 200 ft
Absolute Minimum QFE	600 ft	500 ft

- 3.2.1.4 Minimum Visibility :- The minimum visibility for IFR flights with an IMC Rating 1800 m.
- 3.2.1.5 Safety Altitude :- For flight in IMC the minimum Safety Altitude (SA) shall be 1000 ft above the highest fixed obstacle within 5 nms of track.
- 3.2.1.6 These are absolute minima and you will be expected to adjust them if you are out of practice with any particular approach aid.
- 3.2.1.7 Refer to article 109 of the Air Navigation Order – “Non Public Transport Aircraft – Aerodrome Operating Minima”.

### 3.2.2 Cross Country Flights

- 3.2.2.1 All cross country flights will be at the discretion of, and require authorisation by, a Company QFI.
- 3.2.2.2 For VFR cross country flights the weather minima will be as to fly in accordance with the “Minimum Planned Altitude” requirement of Order 3.4 of this Section and not less than the Requirements for VMC Local Flying as previously stated in this order.

Cont ....

**3.2.3 Indemnity Flights**

3.2.3.1 Indemnity flights may only take place with the authorisation of the Chief Flying Instructor or Deputy.

3.2.3.2 The weather minima will vary from airfield to airfield.

3.2.3.3 The absolute minima for take-off and landing at Gloucestershire Airport on Indemnity are as follows :-

- a) Cloud ceiling not less than 1500 feet above aerodrome level
- b) Ground visibility not less than 3000 m.
- c) Flight visibility not less than 3000m.

3.2.3.4 For full details of Indemnity flights at Gloucestershire Airport refer to Section 4.1 of this Flying Order Book.

Signed : ..... Date : .....

Head of Training

## FLIGHTS

3.3.1 Pilots intending to carry out navigational cross country flights are responsible for adequate flight planning and on request produce evidence of such to the authorising instructor. Items to be included in flight planning are :-

- a) **Weather** -
  - i) Current met. forecasts for route and destination.
  - ii) Destination (s) and alternate/diversion actuals and forecast.
  
- b) **Route-**
  - i) Altitude to fly and terrain clearance (MPA/Safety Altitude)
  - ii) Need and method for maintaining VFR flight (unless authorised for IFR)
  - iii) Military zones and procedures for crossing (if applicable)
  - iv) Danger Areas, Restricted Areas and Prohibited Areas.
  - v) Altimeter Setting Regions.
  - vi) Applicable NOTAMS.
  - vii) Current Navigational Warnings including ROYAL FLIGHTS
  
- c) **Destination**
  - i) PPR, joining procedures, position reports, knowledge of landing runways/areas.
  - ii) Land away procedures (including refuelling, booking in & out).
  
- d) **Abnormal and Emergency Procedures**
  - i) Knowledge of Controlled Airspace and related Minimum altitudes and levels.
  - ii) Action in the event of intrusion into Controlled Airspace.
  - iii) Action in the event of weather deterioration and/or fuel shortage.
  - iv) Action on becoming lost.
  - v) Use of R/T including position reports – Use of D.F and 121.5
  - vi) Action in the event of unscheduled landing.
  
- e) **Radio** -
  - i) Use of Radio (when applicable) if lost
  - ii) Selections and noting of COM & NAV frequencies for normal and emergency operation,
  
- f) **Aircraft**
  - i) Fuel and oil, aircraft serviceability, mass & balance & performance

Note: Fuel planning must include:- Fuel to destination +  
Fuel to alternate aerodrome +  
45 mins holding +  
10% of route fuel

Signed : .....

Date : .....

Head of Training

3.4 **SAFETY ALTITUDE**

3.4.1 When flying IMC / IFR the statutory “Minimum Safety Altitudes” (MSA) must be observed at all times.

3.4.2 When flying VMC / VFR the “Minimum Planned Altitude” (MPA) must be observed at all times, unless a situation arises where ‘operation at minimum level’ is required then “Minimum VFR Height” (MVH) must be observed.

3.4.3 Definitions:

MSA – is defined as 1000 ft above the highest obstacle within 5 nm of track.

MPA – is based on 1000 ft above the highest obstacle within 10 nm of track or 1500 ft over continuous high ground.

MVH – is based on 500 ft above the highest obstacle within 10 nm of track but may necessitate track deviation to avoid built up areas.

Signed : ..... Date : .....

Head of Training

3.5 **USE OF AIRFIELDS / LANDING SITES**

3.5.1 All School aircraft are permitted to land at licensed aerodromes listed in the AIP provided it is in accordance with the local regulations for the aerodrome.

3.5.2 Unlicensed airfields listed in the AIP may be used only after a thorough briefing and authorisation by a person approved by The School. Pilots must obtain the required permission of the airfield operator before flying.

3.5.3 Use of airfields not listed in the AIP may be permitted but only with the permission of a person approved by The School. Pilots must obtain the required permission of the airfield operator before flying.

Signed : ..... Date : .....

Head of Training



3.6 **ACTION WHEN UNCERTAIN OF POSITION**

3.6.1 Although the actual course of action to be taken in each case can not be laid down as a hard and fast rule should a pilot become uncertain of his/her position a positive attempt to re-establish his/her position should be made. In any case an early decision to use radio, D/F and Air Traffic Control assistance, including the Distress & diversion service on 121.50, to prevent the situation becoming worse should be made.

Signed : ..... Date : .....

Head of Training

3.7 **ACTION WHEN LOST**

3.7.1 Should a pilot become completely lost, and Air Traffic Control assistance is unavailable, Then consideration must be given to carrying out a forced landing with power.

3.7.2 The basic factors to be considered, which have been covered in training, are reiterated here:-

- a) Remaining fuel
- b) Hours of daylight remaining
- c) Weather
- d) Location and choice of field / landing site
- e) R/T Urgency call
- f) Procedure after landing

Signed : ..... Date : .....

Head of Training

**3.8 LANDING AT UNAUTHORISED OR UNINTENDED DESTINATION**

- 3.8.1 Any landing away from the intended destination can be construed as being a type of forced landing. Pilots who land at an aerodrome or landing site other than the authorised destination must inform a company representative or the Duty Instructor as soon as possible.
- 3.8.2 In the event of a flight plan having been filed adequate steps to inform the Air Traffic Control Unit concerned must be taken.

Signed : ..... Date : .....

Head of Training

**3.9 CARE OF AIRCRAFT AWAY FROM BASE**

- 3.9.1 Pilots are responsible for the care of School aircraft when away from base and where possible arrange for suitable hangar accommodation. If hangarage is not available then –
  - a) the aircraft must be made secure with tie-downs.
  - b) the aircraft should be locked, if possible, and the aircraft documents removed.
  - c) in the event of a forced landing, in addition to the above, the pilot should contact the local police and ensure that a guard is place over the aircraft for security until arrangements can be made by the School authorities for its collection. Staverton Flying School should be notified as soon as possible.

Signed : ..... Date : .....

Head of Training

**3.10 FORCED LANDING – AIRCRAFT DAMAGED**

- 3.10.1 If a pilot has landed at an aerodrome, field or landing site away from base and the aircraft has suffered damage or becomes unserviceable, he/she **must** contact a company representative, as soon as possible, who will take the necessary actions.

Signed : ..... Date : .....

Head of Training

3.11 **MAXIMUM ALL UP WEIGHT/CENTRE OF GRAVITY/WEIGHT AND PERFORMANCE LIMITATIONS**

3.11.1 The Captain of an aircraft is responsible for ensuring the limitation regarding Maximum All Up Weights and Centre of Gravity positions (for take-off and landing) issued by the Manufacturer as promulgated on the Aircraft Flight Manual (and Weight & Balance Schedule) are complied with.

Signed : ..... Date : .....

Head of Training

3.12 **FLYING OVER THE SEA**

3.12.1 Flight Plans must be filed with air Traffic Control for **all** cross country flights involving a sea crossing.

3.12.2 If it is intended to fly off the coast on **any** flight, then life jackets must be worn by all persons aboard the aircraft before the aircraft crossed the coast outbound. Two way radio contact must also have been established with an Air Traffic Control Unit unless specifically authorised by a company representative.

Signed : ..... Date : .....

Head of Training

**3.13 CONSUMPTION OF ALCOHOL & TAKING OF OTHER DRUGS BEFORE FLIGHT**

3.13.1 A pilot will not be authorised to fly unless the authorising officer is satisfied that the pilot is in a proper mental and physical state and not suffering from fatigue. The following conditions must prevail :-

- a) Pilots intending to fly an aircraft must not consume alcohol during the eight hours immediately preceding the time of take-off. Also if a pilot appears to still be affected by alcohol consumed more than eight hours before the time of take-off the authorising officer will refuse to allow the person to fly an aircraft
- b) Passengers may also be refused permission to enter a School aircraft for the same reasons given in 3.13.1.(a) above.
- d) Taking of Drugs – Pilots who have taken drugs, including any drugs taken for medical reasons, will not be authorised to fly unless a certificate to the effect that there are no side effects of the , signed by an aviation doctor, is produced.

3.13.2 Further information on CAA website.

Signed : ..... Date : .....

Head of Training

**3.14 STATE OF HEALTH**

3.14.1 In order that a person is flying in a fit state of health they must comply with the requirements as laid down in Article 72 of the Air Navigation Order 2016.

Signed : ..... Date : .....

Head of Training

3.15 **NIGHT FLYING - SUPERVISION**

- 3.15.1 All night flying must be carried out under the supervision of a Night Qualified Flying Instructor.
- 3.15.2 Unless flying solo for the purposes of gaining or renewing a Night Rating under the authorisation of a Night Qualified Flying Instructor, no one may fly an aircraft in command at night without a valid Night Rating.

Signed : ..... Date : .....

Head of Training

3.16 **FLIGHT PLANS**

- 3.16.1 Flight plans can be filed on any flight. In School aircraft it is recommended over sparsely Populated areas such as Dartmoor, Wales, and Scotland etc. It is also recommended for any Flight which involves flying more than 10 miles from the coast.
- 3.16.2 It is mandatory if crossing an International FIR boundary when entering or leaving UK airspace.

Signed : ..... Date : .....

Head of Training

3.17 **WAKE TURBULENCE**

3.17.1 It is quite common that light aircraft use airfields in conjunction with more powerful and larger aircraft including airlines. This mixing of aircraft creates the hazards of encountering powerful 'prop wash', 'rotor wash' and 'jet blasts' plus 'wake turbulence'. AIC No. P 72/2010 details clearly the causes and recommended procedures to reduce these effects.

3.17.2 'Prop Wash' and 'Jet Blast'

All pilots must be aware of the hazard when taxiing close to larger aircraft. Remain well clear of them and if there is any doubt whether the jet/engine is running or not and you cannot maintain a safe distance, ask Air Traffic Control, they may re-route you or have the offending engine reduced to idle thrust or shout down. Do not take risks – a light aircraft can end up on its back and so can you.

3.17.3 'Rotor Wash'

All pilots must be aware of the hazard from the down wash from the rotor blades of even a small helicopter. Remain well clear of them and if necessary hold your position rather than get too close to an arriving or departing helicopter.

3.17.4 'Wake Turbulence'

This is generated by all aircraft but it is most powerful during take-off and landing. The rotating vortices from a heavy aircraft may reach 150 knots or more and any light aircraft encountering them would be uncontrollable.

- a) When taking off behind a HEAVY aircraft DELAY take-off for at least 2 - 3 minutes, rotate and lift off before the point of the departing aircraft's lift off. Intersection take-offs are therefore inadvisable in these circumstances.
- b) When landing behind a HEAVY aircraft DELAY THE FINAL APPROACH as long as possible ( 4 minutes or 8 miles, whichever is the greater) and maintain a HIGH approach path in order to stay above any wake turbulence. Try to land beyond the larger aircraft's touchdown point.
- c) With light crosswinds it is possible that the vortices will remain along the runway for longer than normal periods.
- d) The vortices created by Medium to Heavy helicopters is significantly greater than aeroplanes.

3.17.5 Ensure that you read and become familiar with the contents of AIC P 083/2020 and the relevant 'Safety Sense' leaflet produced by the CAA.

Signed : .....

Date : .....

Head of Training

3.18 **CHARITY FLIGHTS**

3.18.1 The Charity must receive all proceeds from the flight and the cost be covered by the pilot.  
Further information on CAA website

Signed : .....

Date : .....

Head of Training

## **SECTION 4**

### **RULES OF THE AIR AND A.T.C.**

- 4.1 AERODROME OPENING HOURS
- 4.2 INDEMNITY OPERATION OUTSIDE OF NORMAL OPENING HOURS
- 4.3 TAXYING PROCEDURES
- 4.4 SIGNALS SQUARE & SIGNALS/INSTRUCTIONS FROM A.T.C.
- 4.5 CIRCUIT PROCEDURES WITHIN GLOUCESTER AIR TRAFFIC ZONE
- 4.6 LOCAL FLYING PROCEDURES
- 4.7 PROCEDURES FOR FLYING AT OTHER AIRFIELDS
- 4.8 PROHIBITED, RESTRICTED AND DANGER AREAS
- 4.9 KEEPING A LOOKOUT
- 4.10 ACTION AFTER LANDING
- 4.11 BOOKING OUT
- 4.12 USE OF RTF
- 4.13 LOCAL ANTI-NOISE REQUIREMENTS
- 4.14 NIGHT FLYING ATC AND EMERGENCIES
- 4.15 LETTER OF AGREEMENT
- 4.16 REQUIREMENT TO ABIDE BY CONDITIONS OF AERODROME LICENCE
- 4.17 INFRINGEMENTS OF CONTROLLED AIRSPACE

### **APPENDIX A**



4.1 **AERODROME OPENING HOURS AT GLOUCESTERSHIRE AIRPORT**

4.1.1 No pilot is to take-off from or land at any airfield outside of normal opening hours unless a prior arrangement has been made and he/she has been specifically authorised to do so by the Chief Flying Instructor, except in the case of an emergency.

4.1.2 Current times should be checked before flying, the normal opening hours for Gloucestershire Airport are as follows :-

All times given are Local Time.

SUMMER

Monday – Friday	0830 - 1930
Saturday & Sunday	0900 - 1930

WINTER

Monday – Friday	0830 - 1930
Saturday & Sunday	0900 - 1800

Signed : ..... Date : .....

Head of Training

**4.2 INDEMNITY OPERATIONS OUTSIDE OF NORMAL OPENING HOURS  
AT GLOUCESTERSHIRE AIRPORT**

4.2.1 In the case of an Indemnity Movement at Gloster this has to be authorised by the Chief Flying Instructor, or in his/her absence by the Duty Instructor.

4.2.2 In addition to the weather minima stated in Section 3.2.3 of this Flying Order Book, the following criteria must be observed for all Indemnity flights in/out of Gloster.

- a) All flights will be conducted in accordance with standard aviation practice and the Local Code of Practice.
- b) All movements are to be booked with Air Traffic Control prior to flight (no later than 30 minutes before official airfield closing time on the day of, or the day preceding the flight) and the details of the flight to be notified to ATC.
- c) No movement will take place –between sunset and sunrise: during any phenomenally created period of darkness: below the prescribed weather minima: with an aircraft which is not equipped for, or is unable to maintain two way R/T communication: within the 30 minutes immediately prior to the published opening hours unless permission has been obtained from ATC by radio.
- e) No ‘Local’ flight will commence before the official opening times.
- f) Blind R/T transmissions are to be made on the Approach frequency of 128.550 stating the pilots intentions, (i.e. joining information, which runway or helipad is being used, position in the circuit and on the ground etc.).
- f) The following types of flight are prohibited (unless in an emergency) :-
  - i) circuits
  - ii) touch & go
  - iii) straight in approaches to land
  - iv) simulated engine failures
  - v) glide approaches to land
  - vi) simulated instrument procedures
- g) Only runways 09 (left hand circuits) and 27 (right hand circuits) will be used.
- h) Circuit height is 1000 ft QFE.
- i) All joins to the circuit are to be from the overhead at a height of not less than 1500 feet QFE.
- j) Backtracking of active runways is not permitted.

4.2.3 The above conditions for Indemnity Flight are laid down by the Gloucestershire Airport Authorities and are part of the agreement which enables us to have the Indemnity Concession. Anyone found in breach of these conditions will result in the School losing the concession for ALL aircraft operated by the School.

Signed : .....

Date : .....

Head of Training

**4.3 TAXYING PROCEDURES**

4.3.1 All pilots are to conform to the normal taxi pattern and/or proceed in accordance with Air Traffic Control instructions given either by radio or light signals. Excessive taxiing speeds are prohibited and due allowance for weather conditions such as strong cross-winds, rain, snow and ice must be made. Pilots must exercise extreme caution when manoeuvring in confined areas or near obstructions, buildings or other aircraft.

Signed : ..... Date : .....

Head of Training

**4.4 SIGNALS SQUARE & SIGNALS /INSTRUCTIONS FROM A.T.C. (Where applicable)**

4.4.1 All pilots must understand and be aware of the signals displayed in the signals square at airfields, and the light signals and messages transmitted for Air Traffic Control by radio. These signals must be complied with, except in an emergency.

Signed : ..... Date : .....

Head of Training

**4.5 CIRCUIT PROCEDURES WITHIN GLOSTER AIR TRAFFIC ZONE**

4.5.1 The following are the normal procedures for flying within the Gloster Air Traffic Zone and should always be complied with, unless otherwise instructed by Air Traffic Control, or you have requested an alternative procedure which is granted approval by Air Traffic Control.

**4.5.2 Circuit Training**

- a) The circuit direction is left hand runways 04 & 09 and right hand on runways 22 & 27 unless otherwise instructed by ATC.
- b) After take-off continue straight ahead until reaching 600 ft on QFE (700ft QNH) before turning crosswind, except on runway 27 where for noise abatement the following procedures are required –
  - i) on runway 27 a track change of 10 degrees to the right immediately after crossing the upwind end of the runway.
- c) Continue the climb on crosswind leg until reaching the circuit height of 1000 ft on QFE, the turn downwind and report position.
- d) The downwind leg should be parallel to and between 1 & 1.5 nms from the runway.
- e) Base leg should commence at a position which will ensure a turn onto final approach at 1.5 nms from touchdown.
- f) A go-around must be undertaken on the “dead” side irrespective of the circuit direction. (i.e. to the right for a left hand circuit and to the left for a right hand circuit)
- g) If delaying action is required by A.T.C. to fit in an aircraft on a straight in approach, then circuit traffic may be instructed to extend the downwind leg until the straight in traffic is observed and position behind; if there is only one aircraft downwind then this aircraft may be instructed to carry out an orbit on the downwind leg; alternatively aircraft may be instructed to carry out a go-around to accommodate following traffic. In the event of a Radar or other Instrument Approach taking place it will be at the discretion of the D.A.T.C.O. to instruct solo students to make a full stop landing until the radar traffic has landed and then continue circuit training.

**4.5.3 Leaving the Circuit**

4.5.3.1 Unless otherwise instructed, all aircraft are to maintain runway heading until reaching 1000 feet QFE before commencing to turn.

4.5.3.2 Unless otherwise instructed, all turns when leaving the circuit must be the same as the circuit direction.

Note : Both 4.5.3.1 and 4.5.3.2. above may be waived by a request to A.T.C. when obtaining departure clearance.

**4.5.4 Circuit Joining**

4.5.4.1 Unless a direct approach is approved by ATC then a standard overhead join is to be carried out as follows :-

- a) All aircraft to position overhead the airfield at 2000 ft on the QFE and in such a manner that all turns will be in the same direction as the circuit.
- b) 2000 ft must be maintained until the aircraft is positioned onto the dead side of the runway in use.
- c) The descent on the dead side to circuit height of 1000 ft on the QFE must be completed before reaching the upwind end of the duty runway, taking care to observe any other aircraft which may be going around or taking off.
- d) The crosswind leg will be flown across the upwind end of the runway in use at 1000 ft of the QFE taking care to look out for downwind traffic which could be on your outside. It may be necessary to alter the crosswind heading to position behind this traffic.
- e) Continue as for circuit training.

Signed : .....

Date : .....

Head of Training

**4.6 LOCAL FLYING PROCEDURES**

4.6.1 All pilots must familiarise themselves with the Local Flying Area, and be aware of local restrictions i.e. Military Air Traffic Zones to the south, Bird Sanctuary to the southwest, Low Level Military Flying Activity all around the area, Instrument Approach Lanes to Gloucester Airport

4.6.2 Whilst flying in the local area a listening watch must be maintained on Gloucester Approach Frequency unless Gloucester ATC has been notified of a frequency change.

Signed : .....

Date : .....

Head of Training

**4.7 PROCEDURES FOR FLYING AT OTHER AIRFIELDS**

- 4.7.1 The procedures to be used when flying at other airfields must be in accordance with the local flying regulations for that airfield as laid out in the Air Pilot. If no specific regulations are laid down then use the standard 2000 ft overhead rejoin as for Gloster, checking the signals square for circuit direction and flying at 1000 ft.
- 4.7.2 Aircraft operation into an airfield with two way radio communication may dispense with the standard joining procedure provide they comply with Air Traffic Control instructions.
- 4.7.3 At most airfields with Classified Airspace, Air Traffic Control will position an aircraft straight into the circuit at the most convenient point to fit into their traffic flow.

Signed : .....

Date : .....

Head of Training

**4.8 PROHIBITED,RESTRICTED AND DANGER AREA**

- 4.8.1 Pilots are warned that they must not enter Prohibited, Restricted or Danger Areas. NOTAMS and Navigation Warnings must be checked.

Signed : .....

Date : .....

Head of Training

**4.9. KEEPING A LOOKOUT**

- 4.9.1 All pilots are responsible for maintaining an adequate lookout at all times, and especially when flying in congested areas such as an aerodrome traffic circuit.
- 4.9.2 Even when in radio communication with ATC it is the Captain's responsibility to maintain a sensible spacing from other aircraft to maintain safety standards, and to assist in the smooth flow of traffic in the circuit.

Signed : .....

Date : .....

Head of Training

**4.10 ACTION AFTER LANDING**

- 4.10.1 After the landing run has been completed pilots are to maintain a good lookout and conform to standard taxi patterns or comply with Air Traffic Control instructions. When the aeroplane has reached a safe area, clear of all runways, the after landing checks must be completed.
- 4.10.2 All pilots must maintain a listening watch on the appropriate frequency until parked in the dispersal / parking area and the flight has terminated.

Signed : ..... Date : .....

Head of Training

**4.11 BOOKING OUT**

- 4.11.1 All pilots are required to book out their intended flight (s) with Air Traffic Control before commencing the flight.
- 4.11.2 At Gloucester this is required to be carried out by phone, direct to either the briefing room or the A.T.C. depending on the type of flight to be carried out. Instructions are displayed on the notice board and at reception.
- 4.11.3 If a flight plan is required to be filed, then this will be in addition to the requirements listed in 4.11.2 above.
- 4.11.4 All flights are required to be entered in the School's Technical Log before flight with the necessary authorisation signature.
- 4.11.5 At other airfields pilots must conform with the local booking out procedures.

Signed : ..... Date : .....

Head of Training

Flying Order Book

4.12 **USE OF RADIO**

4.12.1 All use of the Radiotelephone shall be in accordance with CAP 413.

Signed : .....

Date : .....

Head of Training

4.13 **LOCAL ANTI-NOISE REQUIREMENTS**

4.13.1 All School aircraft are to be operated in such a manner as to be giving due consideration to populated areas.

4.13.2 The circuit patterns and turning points to be used at Gloucestershire Airport, under normal circumstances incorporating the departure noise abatement procedures detailed in 4.5.2 (b) of this Section and subject to A.T.C. are posted in the School.

4.13.3 Practice “engine failures after take-off” are not permitted on runway ‘22’ .

4.13.4 It is the commander’s responsibility to check on anti-noise requirements when flying at other airfields.

Signed : .....

Date: .....

Head of Training

4.14 **NIGHT FLYING A.T.C. AND EMERGENCIES**

4.14.1 **R/T Failure** – The pilot will space him/herself safely on the circuit, fly above and to one side of the flarepath at or not below 500 ft above airfield level, flashing the navigation lights in an irregular manner. Go-around to 1000 feet for continuation of circuit pattern. Permission to land will be given by a green light from ATC.

4.14.2 **Complete Electrical Failure** – As for 4.14.1 above, but close and open the throttle at least three times, maintaining a safe height and airspeed instead of flashing the navigation lights.

Signed : .....

Date : .....

Head of Training  
5 September 2013

Staverton Flying School

4/9



**4.15 LETTER OF AGREEMENT**

4.15.1 A copy of the signed “Byelaws and Terms & Conditions of Use” for Gloucestershire Airport is shown at Appendix A to this Section.

Signed : .....

Date : .....

Head of Training

**4.16 REQUIREMENT TO ABIDE BY CONDITIONS OF AERODROME LICENCE**

4.16.1 All pilots are required to abide by the terms, conditions and regulations as laid down by the Management of every Airfield that they use and comply with the requirements of that Aerodrome Licence.

Signed : .....

Date : .....

Head of Training

**4.17. INFRINGEMENTS OF CONTROLLED AIRSPACE**

4.17.1 If any pilot suspects or knows that they have inadvertently penetrated controlled airspace, in addition to the requirement to report it immediately to the responsible ATCU by radio they are also required to report the incident to the Chief Flying Instructor, or in his/her absence the Duty Instructor, as soon as possible after landing.

Signed : .....

Date : .....

Head of Training

**SECTION 4**

**APPENDIX A**

**GLOUCESTERSHIRE AIRPORT**

**BYELAWS 2005**

**&**

**TERMS AND CONDITIONS OF USE**

**SECTION 5**

**CHECKLISTS**

5.1 CHECKLISTS

Flying Order Book

5.1 **CHECKLISTS**

5.1.1 All pilots must be in possession of, and familiar with, a copy of the following as issue and used by the School :-

- i) External Checklist – as applicable to type
- ii) Internal Checklist - as applicable to type
- iii) Handling Notes - as applicable to type
- iv) Map of Gloucestershire Airport

5.1.2 All pilots must aid by the approved Pilot's Operation Handbook / Flight Manual, as Applicable to type, which forms part of the Certificate of Airworthiness.

Signed : - .....

Date : - .....

Head of Training

Flying Order Book

**SECTION 6**

**EMERGENCY DRILLS**

6.1 EMERGENCY DRILLS

6.1 **EMERGENCY DRILLS**

6.1.1 All emergency drills are as laid out in the aircraft operating manuals.

6.1.2 As the School operates more than one type of aircraft, pilots are required to make sure that they are aware of the relevant emergency actions, as appropriate to the type they intend to fly, before flight.

6.1.3 The emergency drill to be known, as applicable to type , are :-

- a) Engine Failure After Take-off
- b) Crash Action
- c) Fire in the Air
- d) Fire on the Ground
- e) Forced Landing Without Power
- f) Forced Landing With Power
- g) Ditching
- h) Radio Failure
- i) Electrical Failures
- j) Hydraulic Failure
- k) Interpretation of Warning Lights

Signed :- .....

Date : .....

Head of Training

**SECTION 7**

**ACCIDENT, INCIDENT AND AIRPROX REPORTING**

- 7.1 REMINDER OF THE LEGAL REQUIREMENTS TO REPORT NOTIFIABLE ACCIDENTS
- 7.2 REQUIREMENT TO REPORT OCCURENCES AND USE OF THE LOCAL SYSTEM
- 7.3 RELEVANT REFERENCE MATERIAL
- 7.4 OFFICAL REPORTING FORMS

APPENDIX A

**7.1 REMINDER OF THE LEGAL REQUIREMENT TO REPORT NOTIFIABLE ACCIDENTS**

- 7.1.1 Accidents or Serious incidents must be reported to the Air Accident Investigation Branch AAIB on 01252 512299. Accidents must also be reported to the police. For further Information see [www.aaib.gov.uk](http://www.aaib.gov.uk).  
For definition of accidents/incidents see Regulations (EU) 996/2010
- 7.1.2 Should the situation arise in a School aircraft, then not only must the Department of Transport, Air Accident Investigation Branch and the local police be informed, but also the Chief Flying Instructor or, in his/her absence, the Duty Instructor as soon as possible.

Signed : - .....

Date : - .....

Head of Training

**7.2 REQUIREMENT TO REPORT OCCURRENCES AND USE OF THE LOCAL SYSTEM**

- 7.2.1 The Airprox Reporting procedures are as laid out in the UK AIP – ENR Section page ENR 1 – 14
- 7.2.2 The definition and procedures to be followed for a Reportable Occurrence

Signed : .....

Date : .....

Head of Training



7.3 **RELEVANT REFERENCE MATERIAL**

7.3.1 In addition to the reference material mentioned in order 7.3.1 and 7.3.2 of this Section, the following Aeronautical Information Circulars should be read :-

- a) caa.co.uk/reporting Reporting of Bird Strikes On Aircraft
- b) P 083/2020 Wake Turbulence
- c) caa.co.uk/reporting Airprox Reporting – UK & Foreign Airspace
- d) P056/2020 Occurrence Reporting

Signed : .....

Date : .....

Head of Training

7.4 **OFFICIAL REPORTING FORMS**

7.4.1 Copies of the following relevant reporting form are shown in Appendix A of this Section

- a) SRG 2004 - Bird Strike Report - withdrawn
- b) SRG 1423 - Wake Turbulence Report - withdrawn
- c) CA 1094 - Airprox Report
- d) SRG 1601 - Occurrence Report - withdrawn

Signed : .....

Date : .....

Head of Training

## **SECTION 8**

### **LOCAL (SCHOOL) REGULATIONS AND ADMINISTRATION**

- 8.1 SMOKING PROHIBITIONS
- 8.2 CARE OF FLYING EQUIPMENT
- 8.3 DISCIPLINARY ACTION FOR BREACH OF LOCAL ORDERS AND REGULATIONS
- 8.4 INDEMNITY FOR PERSONAL INJURY
- 8.5 GENERAL ADMINISTRATION
- 8.6 DEFINITION

8.1 **SMOKING PROHIBITIONS**

8.1.1 No smoking or Vaping is allowed on or in Company property.

Signed : .....

Date : .....

Head of Training

8.2 **CARE OF FLYING EQUIPMENT**

8.2.1 Flying equipment, especially electrical items such as headsets, is to be maintained in a clean and serviceable condition, and stored in a suitable place when not in use. Pilots should take care when stowing equipment and articles in the aircraft that they cannot in anyway hinder the use of or get tangled up with the controls, emergency equipment, or upset the functioning of the Magnetic Compass or Radios etc.

Signed : .....

Date : .....

Head of Training

**8.3 DISCIPLINARY ACTION FOR BREACH OF LOCAL ORDERS AND REGULATIONS**

8.3.1 The School reserves the right to take any disciplinary action it may feel necessary in the event of a person being in breach of a local School/Company/Aerodrome Order or Regulation.

8.3.2 To conform to Airport Regulations; a high visibility vest must be worn by anyone going airside.

Signed : .....

Date : .....

Head of Training

**8.4 INDEMNITY FOR PERSONAL INJURY**

8.4.1 The Company will not be responsible for any personal injury incurred whilst using the School's aircraft, property or premise, notwithstanding the third party and passenger liability insurance carried by the aircraft, or any statute of English Law.

Signed : .....

Date : .....

Head of Training

8.5        **GENERAL ADMINISTRATION**

8.5.1      The conditions for the booking, hiring and charges of School aircraft are available from the office and as amended from time to time.

Signed : .....

Date : .....

Head of Training

8.6        **DEFINITION**

8.6.1      Any references made to the School and or Club and or Company are synonymous.

8.6.2      Aircraft refers to all aeronautical machines that may at any time be operated by Staverton Flying School.

Signed : .....

Date: .....

Head of Training

Flying Order Book

Flying Order Book

## **SECTION 9**

### **REGISTER OF SIGNATURES**

#### **9.1 REQUIREMENTS**

Flying Order Book

9.1        **REQUIREMENTS**

9.1.1       All pilots, whether a Student Pilot or in possession of a Private Pilots Licence, Basic Commercial Pilots Licence, Commercial Pilots Licence or Air Transport Pilots Licence are required to read and sign as having read the Staverton Flying School Flying Order Book.

9.1.2       This Section is the register of signature and pilots will be required to re-sign the register every twelve months and when any new orders or amendments come into force, or when asked to do so by a Company Instructor.

Signed : .....

Date : .....

Head of Training

**FLYING INSTRUCTORS**

I CERTIFY THAT I HAVE READ THE STAVERTON FLYING SCHOOL FLYING ORDER BOOK

Date:

Name: (Block Capitals)

Signature:



**PILOTS AND STUDENT PILOTS**

I CERTIFY THAT I HAVE READ THE STAVERTON FLYING SCHOOL FLYING ORDER BOOK

Date:

Name: (Block Capitals)

Signature:

Flying Order Book

**SECTION 7**

**APPENDIX A**

**SRG 2004 – Bird Strike Report**  
**SRG 1423 – Wake Turbulence Report**  
**CA 1094 – Airprox Report**  
**SRG 1601 – Occurrence Report**

