

Feb 2012

**LYNEHAM FLYING CLUB**

**CONSTITUTION**

1. The Lyneham Flying Club (LFC) Constitution is published to inform and direct the membership on the management of the LFC, and its flying and ground support operations. The Constitution is written in 3 self-standing but mutually supporting parts: Part 1 - Club Rules, Part 2 - Flying Orders, and Part 3 - Terms of Reference.
2. All LFC members, Service or Civilian, are to comply with rules, regulations, orders and instructions contained in the LFC Constitution; this compliance is mandatory. Should any conflict arise as a result of mandatory regulations imposed by the Civil Aviation Authority (CAA), other Government departments, or the Ministry of Defence, such conflict is to be referred to the Officer IC (OIC) as soon as possible. LFC members are to follow those higher authority regulations pending formal amendment as appropriate.
3. The LFC Constitution is to be reviewed by the OIC annually. Members proposing amendments should raise the matter with the appropriate LFC committee member before ratification by the OIC.

B COE  
Flt Lt  
OIC LFC

Distribution:

Stn Cdr BRIZE NORTON  
OIC LFC  
DOIC LFC  
LFC CFI  
LFC Secretary  
LFC Treasurer  
LFC Ops Room

**Intentionally Blank**



# LYNEHAM FLYING CLUB CONSTITUTION – PART 1 – CLUB RULES

## SUMMARY OF CHANGES RAF Lyneham Flying Club at Lyneham to RAF Lyneham Flying Club at Kemble

Rule/Order Number	Change
Many	To reflect the new operating environment

# LYNEHAM FLYING CLUB CONSTITUTION – PART 1 – CLUB RULES

## CLUB RULES

References:

- A. AP3223.
- B. GAI 5070
- C. Lyneham Flying Club Flying Orders – Part 2 - Flying Order Book.
- D. JSP 360.
- E. CAP393 UK Air Navigation Order.
- F. Cotswold Airport Aerodrome Manual
- G. GAI 1032

## INTRODUCTION

**The Mission Of The Lyneham Flying Club Is To Foster The Spirit Of Aviation And To Make Varied And Affordable Flying Available To All.**

1. The object of the Lyneham Flying Club (LFC) is to allow HM Forces personnel, along with a limited number of civilian members and others deemed eligible for membership, an opportunity to obtain flying instruction and recreational flying in light aircraft as economically as possible. The LFC is open to all ranks, and provides a chance to acquire flying skills whilst developing airmanship and promoting an interest in flying. The LFC aims are to:
  - a. Provide facilities that enable members to engage in flying and related activities.
  - b. Offer flying instruction leading to the award of a civil flight crew licence or rating.
  - c. Encourage and promote an interest in aviation.
  - d. Provide social facilities for members.
2. The LFC enjoys charitable status in accordance with Reference B, to which end it shall control its membership composition. Flying operations are carried out within the requirements of References C, D, E, F and G.

## THE COMMITTEE

3. The management and control of the LFC rests with the Club Committee, of which the OIC is Chairman. All decisions of the Committee will be by simple majority of those serving Committee members present at a meeting, save that the OIC may exercise his/her authority to direct a Committee decision where it is deemed to conflict with the best interests of the Service or the Club.
4. The Committee will comprise between 6 and 10 persons who must be LFC members and who have been appointed by the Committee (for later ratification) or elected by the members at a General Meeting. The exception to this is the appointment of the OIC who is appointed by the Stn Cdr Brize Norton, and the CFI and FSO who should be appointed by the Stn Cdr Brize Norton or the Committee. The core Committee posts are: Chairman/OIC, Flight Safety Officer (FSO) / DOIC, Chief Flying Instructor (CFI), Club Secretary, Treasurer, Ops Room Manager, Membership Secretary, Aircraft Owner Member. Any full member may nominate a person to be elected to the Committee by giving written notice to the Club Secretary not less than 14 days before the Annual General Meeting (AGM). The Club Secretary will display a list of nominations for election or appointments to the Committee on the LFC notice board and transmit the same via e-mail 7 days in advance of the AGM. Where a core post falls vacant between AGMs, the OIC may appoint a member to the post; the appointment must be ratified at the next AGM.
5. With the exception of the OIC, CFI, and FSO, each person elected to serve on the Committee shall resign his/her position on or before the third anniversary of the appointment but may be nominated for re-election. Any willing member may be co-opted to act in place of a Committee member who has resigned his/her position; however, the co-opted member must retire at the next AGM at which he/she may then stand for election. Terms of Reference for LFC Committee members are provided at Part 3 of the LFC Constitution.
6. If exceptionally required, an individual committee member can authorise unusual expenditure up to £100, 3 committee members may jointly authorise unusual expenditure up to £1000. Any expenditure in excess of this must be referred to the voting members for a vote.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 1 – CLUB RULES

## MEMBERSHIP

7. Any individual who is to fly in a LFC aircraft must possess membership of the LFC in one of the following forms:
- a. Full Membership. Is available to HM Forces personnel, including Volunteer Reserve, and any person acting as an official of the LFC i.e. Committee Members, Instructors, Examiners, Check Pilots and Authorisers. Only full membership carries voting rights at LFC general meetings.
  - b. Guest Membership. Is available by approval of the Club Committee by consideration of each application within the limitations set by Reference B, to:
    - i. Members' spouses and their children.
    - ii. Members of allied Services.
    - iii. Other persons who are in a position to give valuable assistance in the operation of the LFC or in recognition of valuable services to the LFC.
    - iv. Other persons recommended for membership at the discretion of the OIC and Committee.
- Membership will not be granted to any person under the age of 18 years without written consent from their parent or legal guardian. Members in this category may be non-pilots who regularly fly with a sponsoring full member.
8. To meet aircraft insurance requirements temporary passenger membership is provided for non-members who fly as passenger in LFC aircraft. This membership is only valid for each flight specified by the host member. An examiner who performs flight tests for LFC members with the purpose of issuing or renewing a Flight Crew Licence must take out temporary passenger membership.
9. The power to grant membership, except temporary passenger membership, is vested in the Committee and all such applications are to be made on the appropriate LFC form available from the Membership Secretary and on the website. Passenger membership is achieved by the hosting LFC member and their passengers completing the LFC passenger membership form (Annex A to Part 2 Order 2-1-7). By exercising any privilege of membership, an individual shall be deemed to have contracted with the LFC to be bound by the LFC Constitution (and as amended from time to time).
10. An individual's membership shall terminate:
- a. Immediately upon the Membership Secretary receiving a member's written request to resign.
  - b. When the Committee issues written notice to that member indicating that his/her membership has been terminated. In such case, notification of this decision is to be given at the next general meeting by inclusion as an agenda item. In such circumstances the subject member may give written notification to the LFC Secretary within 14 days of the decision, indicating his wish to be heard at a general meeting of the members. Such a meeting shall take place within 40 days of the expelled member's request and a vote taken whether or not to uphold the Committee decision. Note that any refund of fees for the un-expired portion of a year as a result of the termination of a membership will be at the discretion of the Committee.
  - c. Immediately upon the member being declared bankrupt.
  - d. 60 days after unpaid membership fees are due. (i.e. 1<sup>st</sup> Sept)

# LYNEHAM FLYING CLUB CONSTITUTION – PART 1 – CLUB RULES

## **SUBSCRIPTIONS**

11. Annual membership fees will be set by the Committee. They are subject to revision and will be displayed on the LFC notice board and on the website:
- a. The Committee shall give not less than 28 days notice of a proposal to change subscription fees.
  - b. If 20% or more of LFC voting members provide the LFC Secretary with written opposition to any change in subscription, not less than 10 days before the change is due to take effect, then said change will not take effect until approved by the members at a general meeting. At such a general meeting, an alternative variation of the subscription may be proposed and approved, whereupon it shall take effect without further reference.
12. All members are to pay the appropriate membership fees in advance with the exception of:
- a. Persons providing services as a Flying Instructor. The LFC CFI is to ensure that such individuals have valid and appropriate qualifications before instructing on LFC aircraft. Where the Flying Instructor wishes to use LFC facilities as an individual member he/she is to pay the instructor membership fee.
  - b. Persons flying as Passenger members. Sponsoring members are to comply with paragraph 14.

## **GENERAL MEETINGS**

13. An Annual General Meeting (AGM) will be held at intervals not exceeding 13 months on a date set by the Committee. All eligible members will be sent e-mail notification of the AGM at least 21 days beforehand, and a notice will be displayed in the LFC premises and on the website by the same advance period.
14. Extraordinary General Meetings (EGM) may be called at any time by the Committee, which will provide at least 21 days prior notification of the event. Alternatively, if more than 40% of the voting members provide written requests to the LFC Secretary then the Committee will arrange an EGM to take place within 40 days of the initial request.

## **GUESTS**

15. Members intending to fly with non-members in LFC aircraft are to ensure that Passenger Membership Forms (Annex A to Order 2-1-7) are completed for each guest. Members are responsible for the conduct of their guests at all times whilst those guests are on LFC premises. No person who has been refused membership of LFC or whose membership has been withdrawn may be introduced as a guest.

## **OPERATION OF AIRCRAFT**

16. The OIC LFC will promulgate flying orders in the LFC Constitution - Part 2 - Flying Order Book (LFCFOB). All members are to sign the signature sheet provided for confirming the re-reading of the LFCFOB and Reference C, every 12 months. Any amendment made to the LFCFOB is immediately to be brought to the attention of members by notices in the LFC Operations Room and via e-mail. Any member who contravenes the provisions of flying orders is automatically deemed to be in contravention of the LFC Constitution and is liable to have his/her membership terminated in accordance with the procedure at paragraph 8b. This may be reduced to a period of withdrawal of access to LFC facilities at the discretion of the OIC and CFI.

## **HIRE OF AIRCRAFT**

17. Hiring Priority. The priority for the hire of Club aircraft is ultimately at the discretion of the OIC and CFI, however, this will be on the basis of the following priority order:
- a. Test or diagnostic flights for ensuring the airworthiness of a LFC aircraft.
  - b. Examination flights for the purpose of the issue of a licence or rating.
  - c. Students undergoing a recognised course of flying instruction.
  - d. Hire of aircraft to qualified pilots for recreational flying.

## LYNEHAM FLYING CLUB CONSTITUTION – PART 1 – CLUB RULES

18. Recording of Flight Time. Flight time for the purpose of calculating aircraft hire charges is to be recorded according to the following regime:
- a. All Aircraft. The time for charging purposes is to be the RPM Gauge tacho time from start-up to final shut down (after any final taxi following refuelling).
  - b. Logbooks. The time used for recording logbook entries is to be the actual brakes off to brakes on times.
19. Conditions of Hire. No member may fly as pilot-in-command (PIC) of a LFC aircraft unless he or she has:
- a. Full or Guest LFC membership.
  - b. Authority to carry out the flight from the OIC, CFI or a deputy delegated by him, after a check/conversion flight carried by a suitably qualified member appointed by the OIC or CFI for the purpose.
  - c. A valid medical certificate.
  - d. A Pilot Licence with at least valid Private Pilot privileges unless undertaking a recognised course of flying instruction. In all cases, the member concerned must meet the currency requirements laid down by the LFC and detailed in Order 2-1-9.
  - e. Read the LFC Constitution and FOB and signed as having understood the regulations laid down in reference D, part 1 and 2, (signed annually at the front of the FOB).

Members are to ensure they arrive sufficiently in advance of their booking to complete all administrative activities (i.e. checking weathers, NOTAMS and booking out) such that the aircraft is not booked while it is not required.

### **CHARGES FOR FLYING**

20. All flying fees will be set by the Committee. They are subject to revision in the same manner as annual subscriptions, and are to be displayed on the LFC notice board. All flying fees are payable at the end of each flight unless a series of flights are made over a continuous period. In such a case the balance due is to be presented at the end of the last flight in the series. Cash may not be left in the clubroom. Cheques are to be left in the locked box attached to the club wall and they are to be accompanied by a completed payment voucher so cheques can be easily traced.

21. Members may share the cost of any flight in a LFC aircraft only if such cost sharing complies with the restrictions contained in Article 267(3) of the Air Navigation Order CAP393 Amendment 1/2010 (or such other regulation as shall be applicable from time to time).

### **SERVICES AT OTHER AIRFIELDS**

22. Reimbursement to members who have personally paid for services to LFC aircraft at land-away airfields will only be made:

- a. If prior approval in principle has been agreed has been obtained from the OIC or CFI (or his/her nominated deputy).
- b. If a receipt is obtained by the organisation providing the service. The only services that will normally be refunded will be fuel and oil uplifts away from Kemble. Any get you home maintenance must be agreed with the aircraft owner before it is commenced.

23. Reimbursements for services rendered at an away field will be at a rate that the LFC could reasonably expect to pay for the same services through normal arrangements at Kemble. A small allowance (approximately 10%) may be added to cover reasonable higher costs at other airfields; therefore, reimbursement may not equal charges at other airfields. The full claims procedure is detailed in Part 2 Order 3-8.

# **LYNEHAM FLYING CLUB CONSTITUTION – PART 1 – CLUB RULES**

## **AIRCRAFT MAINTENANCE AND SERVICING**

24. LFC aircraft are maintained strictly in accordance with maintenance schedules laid down by the CAA and EASA. Consequently, no repairs or modifications to LFC aircraft may be made or authorised by any member without prior consent from the nominated engineering contractor (Air Stratus, Covair and TGB Aviation at Oaksey Park Airfield for the Freedom Aviation Ltd aircraft). This consent will be obtained by the aircraft owner.

25. All pilots are to satisfy themselves before flight that the aircraft they are to fly is airworthy and has sufficient hours remaining before any servicing requirement to complete the flight as planned. Every PIC is to complete the Technical Log entry for the aircraft after each flight in accordance with the UK Air Navigation Order. It is preferable that, whenever possible, either a LFC Instructor or the aircraft owner are consulted before any defects noted as the result of flying a LFC aircraft are recorded on the Deferred Defects List. In all cases entries are to be reported by telephone to the aircraft owners.

26. All pilots must obtain at least a verbal briefing on procedures to be used before refuelling or replenishing the oil in a LFC aircraft for the first time. The briefing will be given by the OIC, a LFC Instructor or the pilot appointed to carry out the check/conversion flight as part of the sortie brief.

## **LAWS AND STATUTORY REGULATIONS**

27. Members shall at all times in LFC premises, occupying LFC aircraft, or otherwise at Kemble, obey all laws and statutory regulations including (without limitation):

- a. The provisions of the Civil Aviation Act 1982 and the regulations made thereunder.
- b. All regulations relating to the use of Kemble airfield.
- c. All flying orders as laid down in Reference C.

## **LIABILITY AND INSURANCE**

28. A copy of all insurance policies held by LFC will be available to members for inspection upon request to the LFC Secretary (copies of the insurance certificates for each aircraft are kept in the individual aircraft 'flyaway' documents folders). Members will be deemed to have knowledge of the extent of cover provided by such policies and under no circumstances are to act so as to render any policy invalid or prejudice the rights of the LFC under said policies.

29. The LFC takes no responsibility for loss or damage to the property of a member (including privately owned aircraft) or personal injury to him/her whilst on LFC premises or in LFC aircraft. Individual members will however be responsible to the LFC for any loss or damage to LFC property (or property on loan to the LFC e.g. aircraft) or damage to LFC premises caused by them or their guests.

## **SECURITY**

30. The combination to the Flying Club office should be closely guarded and the office should be secured whenever it is left unoccupied. Any theft or loss of equipment must be reported immediately to the OIC and the Police.

## **DISSOLUTION OF THE CLUB**

31. The club is a non-profit making organisation. All profit and surpluses will be used to maintain or improve the club's facilities. No profit or surplus will be distributed other than to another non-profit making body (RAFFCA) or to members on winding up or dissolution of the club.

OIC LFC  
FEB 12

# LYNEHAM FLYING CLUB CONSTITUTION – PART 1 – CLUB RULES

**Intentionally Blank**

**LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK  
SECTION 2-1**

**AUTHORISATION AND DOCUMENTATION**

<b><u>ORDER</u></b>	<b><u>SUBJECT</u></b>
2-1-1.	Orders and Instructions
2-1-2.	Flight Authorisation and Authorisation Sheets
2-1-3.	Completion of Technical Log and Notification of Defects
2-1-4.	Requirements for Solo Flying
2-1-5.	Requirements for Mutual Flying
2-1-6.	Possession of Current Licence
2-1-7.	Regulations for the Carriage of Passengers
2-1-8.	Completion of Pilots' Log Book
2-1-9.	Currency Requirements and Changes to Pilot Status

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

**Intentionally Blank**

## ORDERS AND INSTRUCTIONS

### Background

1. The Convention on International Civil Aviation was signed in Chicago in 1944 ('The Chicago Convention'). Each state participating in the convention undertook to collaborate in securing the highest practicable degree of uniformity with respect to regulations, standards, procedures and organisation in order to facilitate air navigation. This was to be done through membership of a body known as the International Civil Aviation Organisation (ICAO).
2. In the United Kingdom, the Civil Aviation Act 2006 was originally passed by government in 1949, and it empowered the Air Navigation Order (ANO) to give effect to the ICAO guidelines. The ANO is therefore the basis of aviation law in the UK, and it is supported by other pieces of legislation, principally the Rules of the Air Regulations, the Air Navigation (General) Regulations and the Civil Aviation (Investigation of Accidents) Regulations.
3. The Civil Aviation Authority, in accordance with ICAO conventions, also produces the United Kingdom Air Pilot (UK AIP). This document provides information on aeronautical facilities, regulations and ground organisation for the safe conduct of civil aviation in the UK.
4. The Lyneham Flying Club Flying Order Book (LFC FOB) contains orders and instructions covering flying operations at Kemble. The LFCFOB also contains orders and instructions directly pertinent to the operation of LFC aircraft and draws from the documents listed above.

### Applicability

5. All LFC flying operations are bound in the first instance by the provisions of the ANO and LFC pilots are to abide by them at all times. Additionally, when operating as a Service organisation from a government airfield, the LFC is obliged to abide by directives laid down by the Service in the form of Station Flying Orders, Defence Council Instructions (DCI) and General Administrative Instructions (GAI). In such instances, it is important to recognise that the ANO takes precedence regarding the operation of aircraft should any conflict arise.
6. Whilst the Service for the most part conforms with procedures adopted by the ANO/UK AIP, operations at active military airfields do differ slightly to their civil counterparts. LFC pilots are to adopt those procedures laid down in the ANO and UK AIP, whilst conforming to any local procedures as may be promulgated from time to time providing flight safety is not compromised. All LFC pilots planning to visit an operational military airfield (especially during opening hours) are to make themselves familiar with military operating procedures. This is to be done in the first instance by obtaining a briefing from a LFC instructor and then by reference to the appropriate military documents prior to departure. LFC pilots must carry the appropriate military documents and be prepared to conform to military operating procedures if necessary when visiting active Service airfields.
7. Signature for having read and understood the LFCFOB includes compliance with this order.

## FLIGHT AUTHORISATION AND AUTHORISATION SHEETS

1. No member may fly as Pilot-in-Command (PIC) in a LFC aircraft without authorisation from the OIC, CFI or members appointed by him for this purpose. Powers of authorisation are to be displayed in the LFC premises at all times, and are shown at Annex A to this order. In any case, only LFC FI's may authorise the flights of unqualified pilots. Authorisation will be given only after a full Out-Brief IAW Order 2-3-16 has been delivered. The Authorising Officer may be Out-Briefed face-to-face, by telephone or by e-mail; a completed Out-Brief Form (Annex A to Order 2-3-16) is to be handed to the Authorising Officer or left in the container provided in the LFC premises.
2. Instructors appointed by the OIC or CFI with powers of authorisation may authorise their own flights and are limited to authorising flights of others within the privilege of their own licence. In any case, no pilot is to be authorised to fly beyond the limitations of his or her licence. LFC PPL holders with 100 hours (or more) PIC on Single Engine Piston (SEP) aircraft, who meet the currency requirements at Order 2-1-9 and have been listed on the Self Auth list are granted powers of self-authorisation IAW Annex A to this Order.
3. Instructions for completion of the LFC Technical Log are given in Order 2-1-3; this document forms the basis of authorisation for pilots to undertake flights in LFC aircraft. A flight is not deemed to be authorised until the following details have been entered in the Technical Log:
  - a. Date of Flight.
  - b. Serial number of flight.
  - c. PIC.
  - d. Details of Flight.
  - e. Authorisation.
4. The PIC is to complete the remainder of the entry as part of the post-flight actions. Note that the PIC is required to complete:
  - a. Tacho start and stop and brakes off time and brakes on time. (*GMT/UTC*)
  - b. Details of any additional defect found or a '*Nil Defects*' entry and sign as such.
5. Defects are recorded in the LFC Deferred Defects Log given at Annex C to Order 2-1-3. Note that the Technical Log column titled 'Number of Defects' is to contain only the quantity of new (additional) defects reported for that flight or the words '*Nil Defects*'. Defects are to be raised only once, that is after the flight during which they were found. Provided the aircraft remains airworthy, subsequent flights will make a '*Nil Defects*' entry unless a new, previously unreported, defect is discovered.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ANNEX A TO  
ORDER 2-1-2

## POWERS OF AUTHORISATION

1. The following may authorise flights, with the proviso that instructors who are not night current may not authorise night flights:

- |   |  |
|---|--|
| a. Flight Instructor Course Instructors             | All flights  |
| b. Flight Instructors                               | All flights except FI training course flights  |
| c. Flight Instructors (Restricted)                  | All flights within the UK except first day or night solo, first solo out of the circuit and FI(R) training course flights. |
| d. LFC PPL holders with 100 hours (or more) PIC SEP | Their own flights within the UK  |
| e. Experienced pilots approved by the CFI or OIC.   | Their own flights.   |

2. LFC Pilots with less than 100 hours PIC SEP are not specifically restricted to local area flying, but sorties outside the local area must be discussed with the authoriser. Such discussion does not itself constitute authorisation; the flight must be authorised by a LFC authoriser in the Flight Authorisation Sheets before the flight is made. The Flight Authorisation Sheets must be correctly completed both BEFORE and AFTER flight.

3. Pilots who are self-authorising are also self-supervising and do not need an instructor to be present when they fly.

4. All solo student flying must be supervised by an instructor who is immediately available to ATC.

5. The only exceptions to the above apply to local induction/airfield familiarisation pilots approved by the CFI or OIC for the purposes of inducting a new member who holds a current PPL and class rating. In such cases the inducting/familiarisation pilot can authorise the flight for the purpose of inducting the new pilot (who will fly the aircraft as P1 in the left hand seat) on the aerodrome, its procedures and surroundings. The nominated induction/famil pilots are:

- a. Kev Turner

## COMPLETION OF TECHNICAL LOG AND NOTIFICATION OF DEFECTS

1. The LFC is required by law to keep a Technical Log for every aircraft it operates which holds an EASA Certificate of Airworthiness and is maintained in accordance with Public Transport category maintenance requirements. It is to be carried in the aircraft unless the flight is intended to begin and end at the same airfield, in which case it may remain on that airfield.

2. An example of the LFC Technical Log is given at Annex A and, in order to comply with the legal requirement, is to be completed as follows:

a. The pre-flight details to be entered in order to complete the authorisation process are:

(1) Date of Flight. The format is to be DD/MM/YY.

(2) Serial No of Flight. This is pre-printed on the form.

(3) PIC. The surname of the pilot designated to be the PIC. An initial may be suffixed to the surname entry to avoid confusion between members with the same surname.

(4) Passenger or Student. The surname of the passenger or student to be carried on the flight. If no passenger / student is carried, the word 'Solo' is to be entered.

(5) Details of Flight.

(a) Instructional Flights. Details must use the prefix 'Ex' followed by AOPA/CAA exercise number(s) being taught. For exercises that include a practice diversion, the prefix 'PD' followed by the ICAO designator of the diversion airfield is also to be included. For example, a navigation exercise which includes a practice diversion to Brize Norton would be entered as 'Ex' 18 PD EGVN'. If a full-stop landing was intended (a touch-and-go would constitute a PD) then each leg of the flight must occupy a separate entry in the technical log. The details of the first entry would be 'Ex 18 (EGUY-EGVN)' and the second would be 'Ex 18 (EGVN-EGUY)'. If no ICAO designator exists for a destination then the locality is to be written out in full.

(b) Non-Instructional Flights. The format given in (a) above is also to be used by licensed pilots when carrying out any form of refresher flying. Flights that begin and end at the same airfield may use the descriptor 'LOCAL'. Cross-country flights involving an intermediate landing must use one line of the technical log for each leg of the flight between landings (do not include exercise number).

(6) Auth. Must include the initials of the person authorising the flight. Where authorisation is given verbally, by e-mail or by telephone, the PIC is to enter the initials of the person authorising the flight.

## LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

b. The post-flight details to be entered are:

- (1) Brakes off Time. The *GMT/UTC* time of releasing the brakes for taxi.
- (2) Brakes on Time. The *GMT/UTC* time of application of the brakes at the end.
- (3) Tacho Start. The Tachometer reading prior to starting the engine. It should be the same as the 'Tacho Stop' time from the previous flight.
- (4) Tacho Stop. The Tachometer reading on shut-down.
- (5) Duration (Tacho). The mathematical difference between Tacho Stop and Tacho Start.
- (6) Number of defects. If a reportable defect is discovered during a flight the PIC is to enter details of that defect in the LFC Deferred Defects Log (an example is given at Annex B to Order 2-1-3). The first defect entry in a Deferred Defects Log sheet is always to be '01' and continue sequentially until the last entry on that sheet. Sheets are to be numbered consecutively starting with the first sheet of the year being '01/YY' (where YY are the last two digits of the year). Note that a 'Defect' is only to be entered once in the Technical Log following the flight in which it was discovered. Subsequent entries are to use a 'Nil' qualifier unless a new defect is entered.
- (7) PIC Sign. The PIC is to initial certifying that the entry is correct.
- (8) Account Charge. Enter the name of the crew member who will be paying for the flying in the Account charged to section.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

**Intentionally Blank**



LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ANNEX B TO  
ORDER 2-1-3

Aircraft Type: \_\_\_\_\_

Registration: \_\_\_\_\_

**DEFECTS LOG**  
**LYNEHAM FLYING CLUB**

Defect Sheet Serial No: \_\_\_\_\_

Serial	Date	Details of Defect	Action Taken/Flight Limitations

REQUIREMENTS FOR SOLO FLYING

1. No individual may act as PIC of a LFC aircraft unless he/she:
  - a. Is at least 17 years of age.
  - b. Holds at least a valid medical certificate appropriate to the licence privileges to be exercised.
  - c. Is either:
    - (1) The holder of a pilot licence with at least valid Private Pilot (PPL) privileges, or
    - (2) Undergoing a course of instruction for the issue or renewal of a CAA licence or rating and:
      - (a) No other person is carried in the aircraft.
      - (b) The flight has been authorised by a LFC instructor.
      - (c) Has passed the CAA examination in Air Law at least at the PPL level.
  - d. Is either a full, guest or reciprocal (i.e. From another Service Flying Club) member of the LFC.
  - e. Complies with the currency requirements contained in Order 2-1-9.

REQUIREMENTS FOR MUTUAL FLYING

1. Before two members holding valid pilot licences are to occupy control seats of the same LFC aircraft on a **non-instructional flight**, one is to be designated PIC by the Authorising Officer. The designated PIC is to be held responsible for the safety of the aircraft and compliance with all provisions of the ANO/UK AIP and the LFC Constitution.
2. The aircraft is not to be flown from the right-hand seat whilst flying below 500' AGL, except as required during an emergency or flying instruction. Note that you can claim logbook hours as supernumerary if you occupy the right hand seat subject to the provisions of the CAA.
3. Notwithstanding the above, pilots may be authorised to make an intermediate landing(s) to change the PIC; however, this must be reflected in the authorisation.
4. The PIC may **not** fly for the purposes of regaining currency, as contained in order 2-1-9, with any other pilot than a LFC instructor who meets the currency criteria laid down in the same order.

POSSESSION OF A CURRENT LICENCE

1. No member may exercise the privileges of his/her licence in a LFC aircraft unless that member has:
  - a. At least a valid CAA Class 2 Medical/NPPL medical declaration or FAA class 3 medical as appropriate to the licence they hold.
  - b. A valid Certificate of Test/Experience or Revalidation and therefore a valid class rating.
  - c. A Flight Radio Telephone Operator licence if the aircraft radio equipment is to be used.
  - d. Met LFC requirements for flying proficiency (LFC Check and currency).
  - e. Their Pilot's licence on his/her person.
  - f. Obtained the appropriate authorisation from a LFC Authorising Officer in accordance with Order 2-1-2.
2. The privileges attached to any rating held on a licence may not be exercised unless that rating is valid and the member concerned has had **current practice** in the type of flying to be undertaken. In the context of a rating 'current practice' is deemed to be IAW with the requirements of Order 2-1-9.
3. The holder of any licence is required to produce the licence within 5 working days, if requested to do so by an authorised person. In this context an authorised person is:
  - a. Any Police Officer.
  - b. Any person authorised by the Civil Aviation Authority.
  - c. Any person authorised by the Secretary of State with responsibility for civil aviation.
  - d. HM Customs Officers.
4. Additionally, LFC members are to have their licence available for inspection prior to being authorised to fly a LFC aircraft or if requested by the OIC or CFI (*or his nominated deputy*).

REGULATIONS FOR THE CARRIAGE OF PASSENGERS

1. All passengers to fly in LFC aircraft are to complete a Temporary Membership form, which remains valid for one day only; a further form must be completed for each subsequent day of flying. A copy of this form is at Annex A to Order 2-1-7 and when complete is to be given to the Authorising Officer or left in the container provided in the LFC premises.
2. Members may carry passengers in LFC aircraft only within the limitations of their licence. Prior to take-off the PIC is to brief passengers on:
  - a. The location and operation of the:
    - (1) Canopy/exits.
    - (2) First Aid Kit.
    - (3) Fire extinguisher.
    - (4) Safety harness.
    - (5) Parachute (if carried).
    - (6) Lifejacket (if carried).
    - (7) Sick bags.
  - b. Action to be taken in the event of an in-flight emergency including:
    - (1) Bracing position in case of a forced landing/ditching.
    - (2) Order and method of evacuation.
    - (3) Aircraft abandonment (if applicable).
3. In addition, aircraft commanders are strongly advised to brief passengers new to light aircraft but familiar with travel on jet airliners on the following:
  - a. Higher noise levels.
  - b. Effect of turbulence.
  - c. Pressure changes in the ears.
  - d. Possibility of warning horns.
  - e. How to help with additional lookout.
  - f. Actions to take on feeling unwell.
  - g. Lack of toilet facilities in-flight.
4. It is an EASA requirement that a pilot intending to carry passengers must have carried out 3 take-offs and landings in that class of aircraft within the 90 days preceding the proposed passenger flight.

# Temporary Membership Form



LYNEHAM FLYING CLUB  
TEMPORARY MEMBERSHIP FORM

This form is to be completed for all persons without full Club membership prior to flight in club aircraft. There is no charge for Temporary Membership. Aircraft captains are reminded that they are responsible for safety briefings and that they must have completed at least three landings in the 90 days preceding any proposed passenger flight. When Completed this form is to be left with the authorising Officer or in the container provided in the LFC premises.

\*Please complete in block capitals

Forename(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## NEXT OF KIN

Forename(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I have received a safety briefing and hereby apply for Temporary Membership of the Lyneham Flying Club

Temporary  
Member

Signature: \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ (if under 18)

Date: \_\_\_\_\_

I have given the required safety briefings to the above-nominated Temporary Member and hereby proposed her/him for temporary membership of the Lyneham Flying Club valid on the date of signature only.

Pilot (Current club member)

Signature: \_\_\_\_\_ Name: (in block capitals) \_\_\_\_\_

Date: \_\_\_\_\_

Lyneham Flying Club,

**LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK**

**Intentionally Blank**

COMPLETION OF PILOTS' LOGBOOK

1. Authorising Officers have a duty to ensure that pilots intending to use LFC aircraft meet the licensing and currency requirements for the proposed flight. Pilots are to be prepared to present their personal flying logbook for inspection by the Authorising Officer. On completion of the flight (or series of flights over the course a day) pilots are to transfer the details recorded in the LFC Technical Log to their personal flying logbook in accordance with Appendix G to Part 1 of JAR-FCL 1.
2. In addition, pilots undergoing a course of instruction for the issue or renewal of a CAA licence or rating are to consult their instructor before making the entries in their personal flying logbook as required by paragraph 1 above. This is to ensure that PIC hours are not claimed twice.
3. Any person who keeps a flying logbook is required by law to be able to produce it on request within reasonable time up to two years after the date of the last entry. To this end, pilots are advised to carry their logbook on any landaway sortie.

## CURRENCY REQUIREMENTS AND CHANGES TO PILOT STATUS

1. In order to enhance flight safety and supervisory aspects of flying the LFC has certain currency requirements that must be adhered to by members wishing to use LFC aircraft. These requirements are based on pilot experience, allowing greater latitude to more experienced pilots and opportunities to progress as experience grows.

2. The LFC currency requirements are as follows:

a. **Student Pilot prior to award of PPL:**

A logged qualifying flight in an IDENTICAL TYPE within last 28 days.

b. **PPL holder with less than 60 hours PIC SEP:**

A logged qualifying flight in a similar type or class\* within last 31 days.

c. **PPL holder with more than 60 hours but less than 100 hours PIC SEP:**

A logged qualifying flight in a similar type or class\* within the last 43 days.

d. **PPL Holder with 100 Hours or more PIC SEP Listed for self authorisation:**

A logged qualifying flight in a similar type or class\* within last 60 days.

e. **LFC Instructor, and/or induction Pilot:**

A logged qualifying flight in a similar type or class\* within last 60 days.

\* Currency for flight in aircraft with variable pitch propellers qualifies for currency in fixed pitch propeller aircraft, however, currency flights in fixed pitch propeller aircraft does not qualify for currency in variable pitch propeller aircraft. i.e. a flight in an aircraft with a variable pitch propeller will keep a member current on all club fixed gear aircraft, but a currency flight in a Warrior will not maintain currency for the variable pitch propeller aircraft.

For the purposes of establishing currency a qualifying flight must be at the rating concerned and include ***airborne handling*** of the aircraft for at least ***20 minutes*** and for at least ***one take-off*** and ***one landing***.

3. LFC Instructors and induction Pilots will be invited to take up these appointments by the OIC or CFI. Pilots wishing to be considered for these appointments should apply to the OIC or CFI, including evidence of suitable qualification with their application. Appointment will be made on criteria of flying experience, ratings and supervisory experience; formal and informal qualifications will be taken into account.

4. The LFC is a registered training facility for flying instruction; any member wishing to instruct on LFC aircraft must apply to the OIC or CFI with proof of qualification before starting any instruction.

5. Should a member be unable to meet the currency requirements in paragraph 2 he/she is to arrange for a currency check with a LFC Full Instructor or Currency Check-Pilot (not to be confused with induction pilots). The check flight may include any aspect of flying requested by the pilot to be checked but must meet the minimum duration and content criteria at paragraph 2. As the currency requirements are a LFC measure, the pilot being checked may fly as PIC and log the time as such. The nominated Currency Check Pilots in addition to LFC Full instructors are:

- a. Guy Jolleys
- b. Dave Jelly

6. On joining the LFC, all PPL holders are to be given an acceptance check; however, **where a new member with a PPL does not meet the currency requirements in Paragraph 2, the new member is to arrange for a currency check with a LFC Instructor, as detailed in para 5 above, and not an induction flight.**

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

## SECTION 2-2

### AIRCRAFT HANDLING

<u>ORDER</u>	<u>SUBJECT</u>
2-2-1.	Aircraft Pre-Flight Preparation
2-2-2.	Precautions to be Taken When Starting Engines
2-2-3.	Engine Run-Up (Power Assurance Check) Procedures
2-2-4.	Turns After Take-Off
2-2-5.	Stalling, Spinning and Aerobatics
2-2-6.	Practice Forced Landings (PFL)
2-2-7.	Low Flying Regulations
2-2-8.	High Flying Limitations
2-2-9.	Instrument Flying – Actual and Simulated
2-2-10.	Go-Around Action
2-2-11.	Refuelling Procedures
2-2-12.	Taxi and Parking

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

**Intentionally Blank**

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

ORDER 2-2-1

## AIRCRAFT PRE-FLIGHT PREPARATION

1. The PIC of a LFC aircraft is to ensure before the aircraft takes off that:
  - a. The flight has been authorised by a LFC instructor or a member designated by the OIC or CFI in accordance with the provisions of Order 2-1-2.
  - b. He/she is entitled to operate as PIC in accordance with the solo provisions of Order 2-1-4 or is licensed in accordance with Order 2-1-6.
  - c. All persons flying in a LFC aircraft are LFC members (passengers must be members or have taken out Temporary Passenger Membership).
  - d. The weather along the intended route will be within licence limitations of the PIC for the duration of the flight.
  - e. The aircraft is airworthy and the documentation for it reflects this.
  - f. Any load to be carried is safely secured and can be legally carried within the provisions of the Weight and Balance Schedule.
  - g. Sufficient fuel, oil and other consumable fluids are carried to enable the aircraft to fly to the destination airfield and then to a suitable alternate should the destination become unavailable. In any case, the minimum reserve flight time is to be 45 minutes.
  - h. Performance calculations are completed to show that the aircraft is capable of safely taking off, climbing to and maintaining safety altitude (i.e. at least 1000' clear of any obstacle), and then safely landing at either the destination or alternate airfield with the given performance criteria.
  - i. The PIC meets the currency requirements of Order 2-1-9. However, IAW Order 2-1-5 paragraph 4, the PIC may fly **without** complying with the currency requirements contained in Order 2-1-9 for the purpose of regaining currency, when accompanied by another pilot. The accompanying pilot must be one of those designated by the OIC or CFI for the supervision of currency flights and must himself meet the currency requirements of Order 2-1-9. Additionally, if the pilot has not completed 3 or more take-offs and landings in the last 90 days, the currency flight **MUST** be flown with a LFC instructor.
  - j. The Out-Briefing at Order 2-3-16, also displayed in the LFC premises, has been completed and all items have been complied with.

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

ORDER 2-2-2

## PRECAUTIONS TO BE TAKEN WHEN STARTING ENGINES

1. Prior to starting the engine of a LFC aircraft, the PIC is to ensure that the aircraft is parked in a suitable position in case of brake failure.
2. The LFC approved checklist for the aircraft is to be used which will ensure:
  - a. The aircraft is in a suitable place to start.
  - b. The rotating beacon or navigation lights (navigation lights should be used in cases where there is no beacon or the beacon is on the same switch as the wing strobes) are switched on (if fitted) and strobe lights are off IAW the advice in Pilots' Notes.
  - c. The brakes are on/parked.
3. All LFC members are to assume that the propeller of an aircraft displaying navigation lights or a red rotating beacon is **LIVE** and are to remain clear. Note that the CAA approved Pilots' Notes may contain a statement to the effect that strobe lights are not to be used 'in cloud, mist or on the ground'. Where use of the red beacon also switches on High Intensity Strobe Lights (HISLs) then the beacon is not to be used on the ground where it might cause eye damage to any person (in practice, this means anyone within 20m of the HISLs).
4. LFC aircraft are not to be started by hand-swinging the propeller unless this is specifically authorised by the OIC, CFI or performed by the aircraft owner. If an aircraft battery is incapable of supplying sufficient power to start then the preferred method of starting is to use a booster battery (stored in the club room) for external power plugged into the external ground power. Should it become necessary to hand-swing the propeller then a pilot is to remain at the controls and is to be thoroughly briefed by the CFI or other person nominated by the CFI on the procedure to be used. The Park Brake must be set and/or the aircraft chocked (refer to AFM).

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

ORDER 2-2-3

## ENGINE RUN-UP (POWER ASSURANCE CHECK) PROCEDURES

1. Pilots of LFC aircraft are to carry out a Power Assurance Check prior to the first flight of the day and are advised (in the Pilots' Notes) to do so on all subsequent flights. Pilots are to ensure that:
  - a. The aircraft is parked in a suitable position into wind such that if the brakes fail at high power sufficient time will be available to regain control and bring it to a stop.
  - b. The canopy/exit(s) are locked closed.
  - c. The controls are firmly restrained in the central position.
  - d. The engine oil temperature has reached an acceptable value - see aircraft type specific notes.
  - e. There are no loose stones which might damage the propeller. Power checks may be done on grass and this will extend the life of propellers by reducing stone damage.
2. The run-up procedure is to be carried out in accordance with the LFC approved checklist (as approved by the OIC/CFI for use in LFC aircraft) and the engine RPM is not to exceed the normal fast idle (usually 1200 RPM - see ac type specific notes) for more than two minutes. If at any stage during the run-up:
  - a. Engine parameters exceed those permitted in the LFC approved checklist, or
  - b. Rough running is experienced, or
  - c. The PIC has reason to doubt engine serviceability he is not to take off. He should consider shutting down to prevent further damage and arrange to have the aircraft pulled back to dispersal. The PIC should consider the implications of shutting down the engine(s). e.g. would shutting down in the present position cause an obstruction, etc. The PIC is to report the fault and any actions taken to the OIC, CFI or a LFC Instructor.

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

ORDER 2-2-4

## TURNS AFTER TAKE-OFF

1. Unless good airmanship should dictate otherwise, LFC aircraft are not to be turned away from the extended runway centreline after take-off until a minimum of 500' AGL is attained. At airfields with air traffic control, ATC may ask for an early turn after departure. This permits aircraft to clear the extended centre runway centre line as soon as possible and allows ATC to clear a subsequent aircraft to land or roll. If you are asked for an early turn, wait until at least 200 ft QFE and then apply no more than 10° angle of bank in the appropriate direction to turn gently through about 20°. Ensure that you do not overfly built-up areas below a height which would allow you to clear them in the event of engine failure. There is no need to turn any earlier or tighter than this. Practice turnbacks are not to be carried out in LFC aircraft or by LFC members flying any aircraft.

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

ORDER 2-2-5

## STALLING, SPINNING AND AEROBATICS

1. For all manoeuvres within the provision of this Order the PIC is to:
  - a. Complete the HASELL checks from the LFC approved checklist appropriate to the manoeuvre to be performed before the first manoeuvre in a series, and then the FREDA checks once the series is completed.
  - b. Ensure that the aircraft remains clear of (ABCCD) Active airfields, Built-up/congested areas, Controlled airspace, Cloud (legal VFR must be maintained) and airspace reservations (Danger areas) at all times.

### Stalling

2. A 180° lookout turn is to be made before the first stalling manoeuvre (this can comprise two 90° turns) and the aircraft is to be recovered to controlled flight by not lower than:
  - a. 2000' AGL - With a suitably qualified instructor
  - b. 2500' AGL - Solo (including licensed pilots undertaking refresher flying)
3. When the aircraft has recovered from the stall and is safely climbing away, the After Take-Off Checks from the LFC approved checklist are to be performed. Between each stalling manoeuvre in a series the HASELL checks are to be updated and a lookout turn of at least 90° is to be made.

### Spinning (IN CERTIFIED AIRCRAFT)

4. Spinning may only be performed with a suitably qualified instructor or by pilots who have been awarded the AOPA STANDARD Aerobatics Certificate and have been listed on the LFC aerobatics approved list under the AOPA Standard level. Spin practice, unless as a specific aerobatic manoeuvre (this is considered to be a spin of less than 2 turns), is to be carried out under instruction. Prior to spinning a LFC aircraft, which is certified for spinning, the PIC is to additionally check that:
  - a. The aircraft is approved for spinning in the AFM
  - b. There is no mist or ice on the canopy/windows.
  - c. The flaps are selected up.
  - d. The aircraft is not positioned over a monochromatic surface or the sea.
  - e. There is a good horizon.
5. A 360° lookout turn is to be made before commencing the entry to the spin. **Minimum entry height is to be calculated using the aircraft operators manual (normally 5000' AGL) and the aircraft is to be recovered to controlled flight by 3000' AGL, if the aircraft cannot be recovered from the spin by 3000' AGL all occupants are to abandon the aircraft.** The technique for both spin entry and recovery is to be that laid down in the flight manual, failure to comply with the exact recovery laid down in the T67 manual will cause a high rotational spin. **Spinning is not to be performed unless emergency parachutes are worn by all occupants.**

### Aerobatics

6. Aerobatics may only be performed if specifically approved in the AFM.
7. Pilots must be specifically authorised to carry out aerobatics by the OIC, CFI or nominated deputy.
8. Parachutes are to be worn and a 360° lookout turn is to be made before the first manoeuvre in a sequence (this can comprise two wing-over manoeuvres) and the aircraft is to be recovered to controlled, level flight by not lower than:
  - a. 2500' AGL - With a suitably qualified instructor
  - b. 3000' AGL - Solo
9. The above limits may be waived only at the discretion of the OIC, CFI or FSO if the pilot is participating in, or practising for, a recognised and approved competition or display. For display flying, the PIC MUST hold a CAA display permit.

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

Intentionally Blank

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

ORDER 2-2-6

## PRACTICE FORCED LANDINGS

### Engine Failure After Take-Off (EFATO)

1. Practice EFATO may only be carried out **dual, during the hours of daylight**. The Practice EFATO is to be initiated by the LFC Instructor or Check-Pilot in the following manner:
  - a. The carburettor heat is selected to the HOT position.
  - b. The throttle is smoothly retarded to the idle position.
  - c. The word “FANSTOP” is clearly stated over the intercom.
  - d. The RT transmission “<callsign> FANSTOP” is made over the radio frequency in use.
2. Rule 5 still applies in the case of practice EFATO so the aircraft must not break 500’ minimum separation distance (MSD) from person, vessel, vehicle or structure. When climbing away on completion of the exercise the transmission “<callsign> Climbing Away” is to be made over the RT frequency in use.
3. Notwithstanding the provisions of Order 2-2-4, pilots are to restrict their choice of landing area to within 30° of the extended runway centreline unless good airmanship would dictate otherwise. Practice turnbacks are not allowed IAW Order 2-2-4.

### Practice Forced Landing Without Power (PFLWOP)

1. Practice forced landing exercises can be carried out:
  - a. Outside the Visual Circuit. PFLWOP are not to be commenced from below 1500’ AGL and the aircraft is not to break rule 5 stating that the aircraft may not come within 500’ Minimum Separation Distance (MSD) of person, vessel, vehicle or structure. The engine is to be warmed **every 1000’** of the descent by smoothly increasing power to full, checking the temperatures and pressures and then retarding it back to idle. Carburettor Heat is to be selected to HOT whenever the engine is at idle.
2. Passengers are not to be carried when intending to carry out PFLWOPs.

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

ORDER 2-2-7

## LOW FLYING REGULATIONS

1. The low flying regulations are laid down in the ANO and LFC pilots are to abide by these at all times. In addition, the PIC of a LFC aircraft is to ensure that it is not flown below 500' AGL, or within 500' MSD of person, vessel, vehicle or structure outside the visual circuit unless:
  - a. In an emergency
  - b. A precautionary landing is being made in bad weather, when lost, or if the serviceability of the aircraft is uncertain.
  - c. Directed to do so by ATC.
  - d. Flying under the provisions of special VFR.
  - e. Complying with a recognised aircraft arrival/departure procedure.
2. Before entering the low level environment (that is, below 2000' AGL outside the visual circuit) the PIC is to carry out a set of FREDA checks and in addition ensure that:
  - a. The auxiliary fuel pump (*as fitted*) is switched on.
  - b. SSR is selected as appropriate.
  - c. All harnesses are secured.
  - d. All external lighting is switched on, including the landing lamp.
  - e. A series of lookout turns are made in the descent to clear the area into which the aircraft is descending.

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

ORDER 2-2-8

## HIGH FLYING LIMITATIONS

1. Flying aircraft without pressurisation systems above 10,000 feet AMSL can cause hypoxia to be experienced by the pilot. Since hypoxia is difficult to detect and can cause cognitive failure without proper use of oxygen flight above 10,000' in LFC aircraft is prohibited.

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

ORDER 2-2-9

## INSTRUMENT FLYING – ACTUAL AND SIMULATED

1. Unqualified pilots are only to practice instrument flying when receiving dual instruction as part of a recognised course of flying instruction. Pilots holding suitable licences may simulate instrument flying conditions as PIC provided:
  - a. A safety pilot who holds at least a valid PPL occupies the other control seat and has an unrestricted field of vision outside the aircraft.
  - b. The aircraft remains VMC at all times unless the following conditions can be met:
    - (1) The pilot simulating IMC holds a valid IMC or Instrument Rating, is in current practice (at least one IMC flight in the last **31,43 or 60** days IAW Order 2-1-9), and the limitations of that rating are not exceeded.
    - (2) The aircraft is in receipt of a traffic or deconfliction service from an ATC unit.
  - c. The authorising officer holds instrument qualifications at least equivalent to that of the PIC.
2. Licensed pilots intending to fly in IMC must hold a valid IMC or Instrument Rating and the limitations of that rating are not to be exceeded. In addition:
  - a. Instrument flying currency is to be in accordance with para 1(b)(1) above.
  - b. The aircraft is in receipt of a deconfliction service from an ATC unit.
  - c. The authorising officer holds instrument qualifications at least equivalent to that of the PIC.

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

ORDER 2-2-10

## GO-AROUND ACTION

1. Pilots of LFC aircraft are to initiate go-around action (overshoot action) when:
  - a. Good airmanship necessitates such action.
  - b. Instructed to do so by ATC, **or if not given landing permission by 200' AGL on finals.**
  - c. Terminating a PFL or EFATO procedure.
  - d. Ordered to do so by a LFC Instructor during a dual flight.
2. The procedure for initiating go-around action is to:
  - a. Apply full power, roll wings level and rotate the aircraft to the climb attitude.
  - b. Ensure the carburettor heat is cold.
  - c. Move over onto the 'dead-side' of the extended centreline if at an airfield (or IAW local procedures, for example, some airfields which operate both fixed wing and helicopters don't have a dead side ) and transmit "<Callsign> Going Around". Where specific go-around procedures are published they are to be adhered to by PICs of LFC aircraft.
  - d. Carry out the After Take-Off Checks from the LFC approved checklist.
  - e. Individual aircraft operating procedures may differ. In this case then the AFM procedures should be adhered to.
3. If at any time on the final approach pilots are in doubt about their approach then they are to execute a go around. A go around may be executed from any height prior to touchdown.
4. Long and low go arounds are not to be flown.

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

ORDER 2-2-11

## REFUELLING PROCEDURE

1. A fire extinguisher is to be available outside the aircraft when refuelling is taking place. The aircraft electrics and ignition systems are to be switched off and there are to be no occupants on board.
2. The area within 15m of the refuelling bowser is classified as a hazardous area and no matches, cigarette lighters or other sources of ignition are to be brought inside this perimeter. Smoking is prohibited within 50m of the refuelling area and the airside use of mobile phones is prohibited.
3. If the aircraft fuel state is less than full on the Bulldog, less than 75 Litres ( $\frac{3}{4}$  tanks) on the Robin or below tabs on the Warriors or Arrow, the PIC is to ensure the aircraft is refuelled. The normal practice is for the user to refuel the Bulldog to full, the Robin to 75 litres ( $\frac{3}{4}$  tanks) and for the Warrior or Arrow to “tabs”; if a different fuel state is required (weight and balance considerations) the next PIC is to make a timely arrangement with the previous user.
4. Before the first refuelling of the day the PIC is to satisfy himself that a fuel drain and water check has been carried out to ensure the quality of fuel being uplifted, at Kemble this will have been completed if the bowser is available.
5. Should a pilot not require an aircraft to be refuelled to full for the Bulldog, 75 litres ( $\frac{3}{4}$  tanks) in the Robin, or “Tabs” for Warrior or Arrow, before their flight, then they should make every effort to communicate this to the PIC of the preceding detail.
6. **The PIC is to ensure that his aircraft is refuelled in locations approved for the purpose only.**
7. Do not refuel the aircraft in Lightning Risk 1. In Lightning Risk 2, contact Kemble Information and determine how close to the airfield the thunderstorms are. Refuelling is then at the discretion of the senior instructor present.

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

ORDER 2-2-12

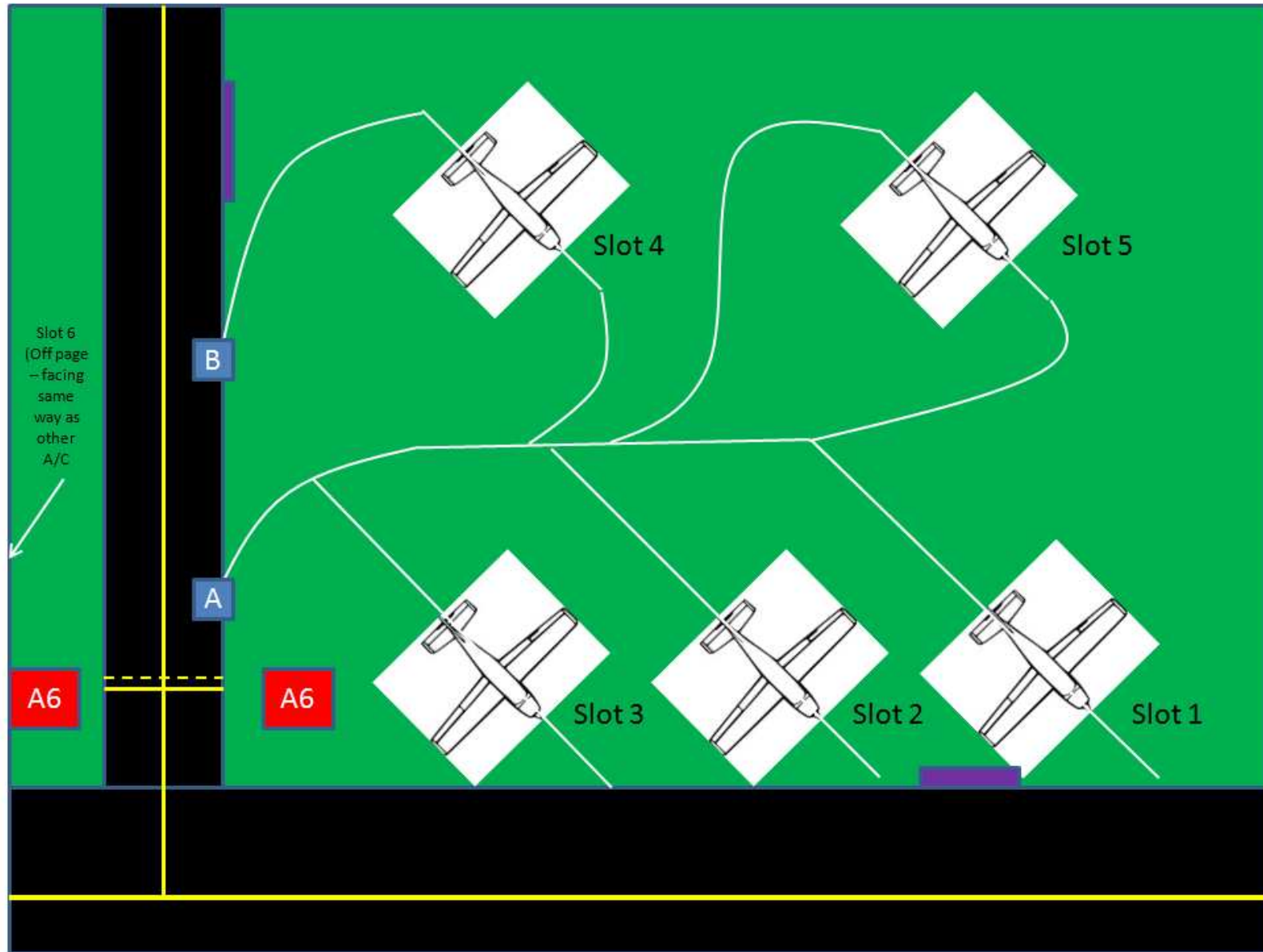
## TAXI AND PARKING AT KEMBLE

1. Where possible, aircraft are to be returned to the same area as they were when the sortie commenced.
2. Care must be taken when taxiing between hard and grass surfaces, standard procedures must be adopted.
3. Parking areas are as marked in annex A.
4. The end of sortie tacho reading which must be used for payment purposes is the tacho reading showing when the aircraft is finally parked.

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

## KEMBLE HOTEL APRON PARKING PATTERN

ORDER 2-2-12 ANNEX A



2-2-12-A-1

**LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK**

**Intentionally Blank**

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

## SECTION 2-3

### GENERAL FLYING ORDERS

<u>ORDER</u>	<u>SUBJECT</u>
2-3-1.	Minimum Operating Altitudes
2-3-2.	Weather Minima
2-3-3.	Preparation for Cross Country Flights and Navigation Exercises
2-3-4.	Safety Altitudes
2-3-5.	Action When Uncertain of Position
2-3-6.	Action When Lost
2-3-7.	Landing at Unauthorised or Unintended Destination
2-3-8.	Care of Aircraft Away from Base
2-3-9.	Forced Landing – Aeroplane Damaged
2-3-10.	Weight and Balance/Performance
2-3-11.	Flying Over the Sea
2-3-12.	Consumption of Alcohol and/or Drugs Before Flight
2-3-13.	State of Health
2-3-14.	Night Flying – Supervision
2-3-15.	Wake Turbulence
2-3-16.	Minimum Content of Out-Brief

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

**Intentionally Blank**

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-1

## MINIMUM OPERATING ALTITUDES

1. The PIC of a LFC aircraft is to ensure that the aircraft is not flown below the minima stated below.
  - a. Stalling. The aircraft is not to descend below:
    - (1) **2000' AGL** - With a suitably qualified instructor
    - (2) **2500' AGL** - Solo (including licensed pilots undertaking refresher flying)
  - b. Spinning. **Minimum entry height is 5000' AGL and the aircraft is to be recovered to controlled level flight by 3000' AGL.**
  - c. Aerobatics. The aircraft is not to descend below:
    - (1) **2500' AGL** - With a suitably qualified instructor
    - (2) **3000' AGL** - Solo

*\*Unless the pilot is participating in, or practising for, a recognised competition or display. For those pilots taking part in a recognised display, then a CAA display permit must be held. Flying in displays, competitions, and to lower limits than above must be specifically authorised in writing by the OIC, CFI or FSO. A copy of this authorisation, and any display permit or proof of competition participation must be left with the authorising officer (or if a pilot is self authorising with the duty instructor). See previous section for Stalling / Aeros base hts.*
  - d. Low Level. The minimum height for low level training is **500' Min Separation Distance (MSD)**.
  - e. Engine Failure Training. In all cases, except the following case, aircraft are not to descend below 500' MSD. Within the airfield boundary flight is permitted down to 100' AGL from a safe approach.
  - f. Circuits at Kemble. Circuit training sorties are to be booked with ops before departure.
  - g. All Other Flying. The aircraft is not to descend below 500' MSD in accordance with the provisions of Order 2-2-7 para 1.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-2

## WEATHER MINIMA

### Cloud and Visibility

1. Licensed pilots flying as PIC of LFC aircraft are to at all times maintain the cloud and visibility minima dictated by the most limiting of:
  - a. The provisions of their licence and any valid rating contained therein.
  - b. The category of airspace within which they are flying for the given flight rules.
2. Unqualified pilots are not to fly in conditions worse than:
  - a. Within the Visual Circuit. Cloud base 1500' AGL and 5 km visibility.
  - b. Outside the Visual Circuit. Cloud base 2500' AGL and 8 km visibility, unless ordered to divert, with a defined horizon and in sight of the surface.

### Wind Limitations

3. LFC instructors are permitted to operate the aircraft in winds not exceeding the aircraft limitations. Other pilots shall be limited as follows:
  - a. **All Pilots – until cleared by LFC for operation in crosswinds.** All pilots operating LFC aircraft are limited to **7 knots crosswind component** for any planned flight until cleared by LFC Flight instructor (FI) to land in crosswinds exceeding 7 knots crosswind component. This clearance **may** require some airborne training. Once cleared the following limitations apply.
  - b. **Licensed pilots.** Maximum surface wind speed **24 knots** and crosswind component not exceeding **20 knots** or any lesser limits contained in documents associated with specific aircraft (17 knots crosswind in the case of Warrior aircraft).
  - c. **Unqualified Pilots.** Maximum wind speed **15 knots** and crosswind component not exceeding **10 knots** or any lesser limits contained in documents associated with specific aircraft.
4. Notwithstanding the above, the OIC, CFI, FSO or Authoriser may impose more limiting conditions, at his discretion, in the interests of flight safety.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-3

## PREPARATION FOR CROSS-COUNTRY FLIGHTS AND NAVIGATION EXERCISES

1. All pilots booking a LFC aircraft for cross-country flights and navigation exercises are to have the route planned in advance and are to arrive at the LFC no later than one hour before the booked slot commences. No more than one slot may be booked for a cross-country flight or navigation exercise without consulting the OIC or a LFC Instructor. Where the aircraft is required for longer periods, e.g. weekend tours or overseas flights, the OIC is to be consulted prior to planning in order to deconflict bookings. The PIC is to ensure that flight planning is completed prior to the start of the aircraft booking slot time; it is unacceptable to be planning a flight during the time in which the aircraft is booked thus denying availability to others.

2. A suggested planning list follows:

- a. Flight Log completed for wind of the day, frequencies noted, minimum safe altitude calculated for each leg, diversion plan made.
- b. Fuel Plan completed.
- c. Map prepared and marked, route checked by the Authoriser, at least as part of the Out-Brief. Pilots, particularly for inexperienced pilots, are encouraged to consult the Authoriser and/or a LFC Instructor during the planning process.
- d. Destination notified, permission granted (PPR), noted in the out briefing sheet, services booked, weather checked (including return).
- e. Weight & Balance calculated (special fuel state requirement notified to Refuelling Operator).
- f. Performance criteria checked for departure and destination.
- g. Documents available. Certificate of Airworthiness, Certificate of Maintenance Review, Aircraft Radio Certificate, Certificate of Insurance, Licence of PIC, MOD Insurance & Fees Waiver.
- h. Weather checked, meteorological brief obtained.
- i. NOTAMS and Royal Flights checked and initialled on Auth Sheet.
- j. Navaid serviceability checked along route.
- k. Work in Progress checked at departure and destination.
- l. Authorisation completed.
- m. Technical Log and Deferred Defects Log checked, aircraft 'in hours'.
- n. Headsets (with spare batteries if required) and aircraft keys are available.

3. Useful Telephone Numbers/Web Sites

RAF Brize Norton Met Forecaster	01993 897536
NOTAMS – US DoD by FIR	<a href="http://www.notams.jcs.mil/">www.notams.jcs.mil/</a>
CAA UK AIS	<a href="http://www.ais.org.uk">www.ais.org.uk</a> Weather (for Info only)

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-4

## SAFETY ALTITUDE

1. Pilots on cross-country flights or navigation exercises are to calculate the minimum safety altitude (MSA) for each leg. This is to be done by adding 1000' to the elevation (AMSL) of the highest obstacle over which there is any possibility of the aircraft passing rounded up to the nearest 100'. If the flight is to take place over mountainous terrain (defined as terrain of 3000' AMSL or higher) the increment is to be increased to 2000'. It is mandatory that the area at least 5 nm either side of the intended track be considered when calculating MSA.
2. There is no requirement for VFR flights to operate at or above the route MSA if in sight of the surface, however the level of safety is increased by doing so. Pilots should consider operating at or above the route MSA in conditions of limited visibility providing it is still possible to maintain VFR.
3. CAA low-level charts contain a Maximum Elevation Figure (MEF) in quadrangles bounded by graticule lines for each half-degree of latitude and longitude. Each MEF is represented in thousands and hundreds of feet (AMSL) based on information available concerning the highest known feature including terrain and obstacles. These are NOT safety altitudes and do not allow for non-notifiable structures i.e. there may be a mast of up to 200' above the highest terrain elevation if this is higher than the highest notifiable structure. However, MEFs may be used to calculate a MSA figure by addition of the safety factors given in para 1 **plus an additional 300'**.
4. If the wind speed at the MSA is in excess of 50kts, then the Minimum Operating Altitude must be adjusted in order to allow for turbulence and mountain waves etc. A figure of 1000' is suggested.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-5

## ACTION WHEN UNCERTAIN OF POSITION

1. LFC pilots are to take the following steps in order to avoid becoming uncertain of position:
  - a. Carry out a pre-HAAT check before positioning the aircraft accurately over every turning point/entry point then carrying out a post-HAAT check.
  - b. Perform regular FREDA checks taking care to align the DI with the compass.
  - c. Maintain the required wind-corrected heading, height and the planned airspeed, ensuring that balance is maintained and that the other parameters are monitored.
  - d. Plan and take regular position fixes (no further than 5-10 minutes apart) at unique features prominent from the planned cruising altitude – use funnel features and work big to small. Take prompt corrective tracking action and adjust headings and ETAs accordingly.
  - e. Obtain a basic, traffic or deconfliction service from a radar unit throughout the route if possible.
  - f. Avoid 'over map reading', concentrate on accurate flying of the plan and do not constantly try to make ground features fit the plan on the chart. Pick up the chart at approximately 1 minute to run to the next fix or turning point and use the **clock-to-map-to-ground** technique to fix position and determine changes in drift and groundspeed. {The mantra on the Bulldog was "Pre-HAT, (hack), post-HAT, next event, air and ground avoids" - "One min to the TP. The TP is a crossroads running left right. Lead in feature is a wood to the left and a lake to the right – map down, looking"}
2. Providing all of the above steps are taken and a sound navigation technique is employed, the likelihood of position uncertainty is very remote indeed. In the event that the situation does arise however, pilots should take the following steps:
  - a. Note present heading (off the magnetic compass – DI might be de-synched) and establish an orbit at a safe height at the nearest prominent feature.
  - b. Stop the stopwatch.
  - c. Ascertain the last known position and the time at that position.
  - d. Try to establish the reason for the uncertainty:
    - (1) Inaccurate flying?
    - (2) **Wind not as forecast or applied incorrectly?**
    - (3) Plotting/planning error?
  - e. Calculate the distance flown from the last known fix given the time and groundspeed. Plot this along the heading noted at para 2a. above to produce a probable position.
  - f. Orientate the chart to the probable position and attempt to establish position by reference to local features. Avoid making the features fit the chart – cross check against other information/features.
  - g. If still unable to fix position, plot a 'circle of probable position' at the distance along the planned track calculated in para 2e above using a radius 20% of the distance. Repeat para 2f, widening the area of interest to the 'circle of probable position'.
  - h. If unsuccessful, then carry out the Action When Lost procedure given in Order 2-3-6.
  - i. If successful, check fuel remaining and either continue or divert.
  - j. Carry out FREDA and HAAT checks prior to setting heading (corrected to account for the error causing the initial uncertainty). Do not forget to restart the stopwatch.
  - k. If diverting carry out the procedure at Order 2-3-7.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-6

## ACTION WHEN LOST

1. LFC pilots who become lost within UK airspace are to:
  - a. Maintain assigned Squawk and advise ATC.
  - b. Inform ATC & if no other Squawk assigned, then Squawk 7700 with Mode C. Listen out on Guard??
  - c. Establish contact with a radar unit and clearly state that the aircraft is 'lost' and requiring radar assistance to find either the destination or base. Advise ATC of fuel remaining in minutes.
  - d. If unable to contact a radar unit then transmit an urgency call on 121.5 MHz using the following format:
    - (1) "Pan Pan, Pan Pan, Pan Pan"
    - (2) <Callsign and aircraft type>
    - (3) "Lost"
    - (4) "Request radar assistance to "<location>"
    - (5) <Number of persons on board>
    - (6) <Fuel remaining in minutes>
  - d. Remain VMC unless instrument qualified and in current instrument flying practice. Note that there is no overriding requirement to accept an ATC heading outside of controlled airspace; if it is unacceptable, due to the risk of inadvertent entry into IMC, explain why and request vectors to destination or a diversion in a suitable direction.
  - e. Check the fuel state and calculate the remaining endurance and range.
  - f. Cancel the Pan call when safe.
2. If unable to obtain any form of assistance over the radio adopt the following procedure:
  - a. Remain VMC.
  - b. Check the fuel state and calculate the remaining endurance.
  - c. Locate a suitable area and carry out a Precautionary Forced Landing. If a suitable airfield is discovered, carry out an Overhead Rejoin and 'no radio' circuit to land off a green signal from the tower.
3. Pilots are to continue at all times to attempt to re-establish the position of the aircraft using the techniques outlined in Order 2-3-5 but without detriment to the principle of 'flying the aircraft'. However, the overriding priority is to monitor endurance and if a Precautionary Forced Landing becomes inevitable the decision is to be made in plenty of time to position for a safe, controlled and unhurried landing at the best available site.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-7

## LANDING AT UNAUTHORISED OR UNINTENDED DESTINATION

1. In the event of an emergency necessitating a landing as soon as possible, pilots are to select the nearest suitable airfield available. In any case, after landing from an unplanned diversion the PIC is to:
  - a. Contact the airfield operating authority/Air Traffic Service as soon as possible but certainly within 30 minutes of arrival and inform them of the reason for the diversion.
  - b. Inform the original destination of the change as soon as possible but certainly within 45 minutes of the ETA there.
  - c. Contact the LFC OIC, CFI, FSO, or other instructor as soon as you have completed the above actions.
  - d. Solo students are not to take-off again until the LFC has been contacted and further advice sought from an instructor; the authorisation for the initial flight is automatically terminated on landing away.
  - e. In the event of an actual forced landing, captains are not to make any admission of liability for any damage caused and are not to promise any payment. After any forced landing the aircraft is not to be flown again without the personal permission of the CFI, DCFI or an examiner.**
  - f. In the event that the actual forced landing occurs away from an active airfield then the police are to be informed and where possible the aircraft is to be guarded until assistance arrives. See orders 2-3-9 (Forced Landing – Aeroplane Damaged) and 2-5-3 (Accident Procedure).**

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-8

## CARE OF AIRCRAFT AWAY FROM BASE

1. The PIC is responsible for a LFC aircraft from the time it is accepted at authorisation until the Technical Log entry for the last flight is signed rendering it available for hire by another member. Pilots landing away from base are to take at least the following measures to ensure the security of the aircraft.
  - a. After taxiing in and shutting down at the airfield away from base, carry out a thorough post-flight examination of the airframe for damage.
  - b. Refuel and oil the aircraft for the following flight as soon as possible after landing. If night stopping, in order to minimise the risk of condensation forming, aircraft are to be refuelled prior to being left overnight, especially if they are to be left outside.
  - c. Secure the control surfaces using the aircraft control lock or seatbelts.
  - d. If the aircraft is to be left unattended:
    - (1) It is to be tied down and chocked with the brakes on.
    - (2) Portable radios, GPS and headsets are to be removed.
  - e. The canopy/exits/baggage compartments are to be locked closed.
2. Hangaring the aircraft is always preferable to leaving it outside overnight, however this is rarely possible at civil airfields. At military airfields hangarage is a more likely possibility; however, pilots should ensure that they could gain access to the aircraft when required.
3. Payment of all fees associated with landing at other airfields is the responsibility of the PIC. The LFC will refund the difference between fuel/oil costs at base and those at an away field up to approximately 10% over the normal LFC rate. On return to Kemble, pilots are to pay for the tachometer hours used at the normal LFC rate and submit to the LFC Treasurer a receipt showing quantity and price of fuel/oil uplifts at the away field. The Treasurer will then calculate a suitable refund and credit the member's flying account. Members should note that the LFC cannot refund the whole difference where it is deemed that the consumables concerned were unreasonably expensive; however, each case will be considered individually and any circumstances brought to the attention of the Treasurer will be given due consideration. Every effort will be made to meet legitimate expenses in full without unduly penalising other members of the LFC.
4. Should there be a technical problem with the aircraft preventing it from leaving the away base, the PIC is to make attempts to contact either the aircraft owner, the OIC or the DOIC. If attempts to contact any of the above cannot be made in a reasonable time (nominally 2 hours) and there is suitable support at the away base, assistance may be sought from the on-site engineering company. Costs are to be covered by the PIC and will be refunded, provided suitable attempts have been made to contact the above listed personnel. If no contact can be made with the above and no support is available on site, the aircraft is to be secured and may be left at the away base pending repair.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-9

## FORCED LANDING – AEROPLANE DAMAGED

1. Any incident involving injury or aircraft damage should be considered reportable unless excluded as indicated in Order 2-5-3, therefore, the LFC accident procedure as laid down in Order 2-5-3 is to be carried out.
2. An occurrence report is to be filed for any accident that leads to a forced landing or emergency diversion. The CFI is to be consulted before filing any such report. See also Order 2-3-7 (Landing at unauthorised or unintended destination).

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-10

## WEIGHT AND BALANCE/PERFORMANCE

### Weight and Balance

1. LFC aircraft are to be operated within the limitations of their Weight and Balance Schedule at all times. Failing to do so is dangerous, illegal and invalidates the aircraft insurance as this document forms part of the Certificate of Airworthiness.
2. Prior to every flight the PIC is to check that the weight and centre of gravity are within designated limits for the flight to be undertaken. In particular, attention should be paid to spinning/aerobatic flights where the envelope may be more restrictive.

### Performance

3. LFC pilots are urged not to become complacent in assuming adequate take-off/landing performance after operating from airfields with long prepared runway surfaces. Prior to departure for any landaway airfield, including those with long prepared runway surfaces, the PIC is to make a quantitative check from the aircraft flight manual of:
  - a. LDR and compare it to LDA at that airfield.
  - b. TODR and compare it to TODA at that airfield.
4. Appropriate factors to account for ambient meteorological conditions and runway slope, surface and dryness are to be applied to the limitations stated in the flight manual data to produce an accurate analysis of likely performance in those conditions. Where application of these factors shows a performance that does not allow an adequate safety margin the projected flight is not to be attempted. Factors can be found in CAA LASORS Safety Sense 7 "Aircraft Performance".

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-11

## FLYING OVER THE SEA

1. LFC aircraft are not to be flown over the sea or any inland waterway outside gliding range of land unless all of the following conditions can be met:
  - a. Pilots and passengers in SE aircraft intending to operate beyond gliding range from a safe landing area must wear life preservers for the duration of the flight. Pilots and passengers in ME aircraft intending to operate over water must have life preservers readily available for use in emergency. Advice on suitable survival equipment may be obtained from the OIC, CFI or any LFC members serving as aircrew in HM Forces.
  - b. Radio communication can be maintained with an ATC unit.
  - c. A FREDA check is carried out prior to crossing the shoreline outbound and the PIC is satisfied with the aircraft/engine performance.
  - d. A flight plan is filed for journeys over the sea more than 5 nm from the UK coast.
2. Students under training on Approved Courses in SE aeroplanes must not fly outside gliding range from a safe landing area.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-12

## CONSUMPTION OF ALCOHOL AND/OR DRUGS BEFORE FLIGHT

1. No LFC member is to fly a LFC aircraft whilst the influence of alcohol or any drug liable to impair his/her ability to do so. Additionally, no member is to fly in or contribute to the operation of any LFC aircraft whilst under the influence of such a substance. PICs of LFC aircraft are to satisfy themselves that any passengers they may wish to carry are not under the influence of alcohol or drugs. LFC pilots are not to consume alcohol in the 12-hour period prior to take-off in a LFC aircraft. As a guide, no more than 2.5 pints of ordinary strength beer, or the equivalent, should be consumed in the 24 hr period preceding flight.
2. LFC members taking prescription medication must provide written evidence from a CAA appointed medical practitioner that he/she is fit to act as pilot of aircraft before being authorised to fly. LFC members are not to self-medicate in the 24-hours prior to take-off in a LFC aircraft.
3. More information can be obtained from AIC 114/96 (Pink 128), and ANO Article 57 refers.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-13

## STATE OF HEALTH

1. Notwithstanding the provisions of Order 2-3-12, no member is to fly in a LFC aircraft when he/she is suffering from any form of physical or mental illness.
2. Medical certificate holders are required by law to inform the CAA in writing of any change in their medical status caused by the following situations:
  - a. Personal injury preventing the person acting as a flight crew member – immediately.
  - b. Illness preventing the person acting as flight crew member – after 20 days of the illness.
  - c. When a person has reason to believe that she is pregnant – immediately.
3. The medical certificate is deemed to be suspended either when the injury happens, or after 20 days of illness, or on confirmation of the pregnancy.
4. If in doubt, do not fly!

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-14

## NIGHT FLYING – SUPERVISION

1. The PIC of a LFC aircraft will, before flying at night, ensure that:
  - a. The aircraft meets the equipment requirements laid down in the ANO for operation at night.
  - b. He/she holds a valid night qualification or is undertaking a course of instruction for the issue of one.
  - c. The aerodrome from which the flight is to take place is established for night flying or is a government aerodrome equipped and manned for night operations.
  - d. The flight has been authorised by a LFC member authoriser who holds a valid night qualification.
2. Solo flights at night by unqualified pilots or licensed pilots flying to maintain the validity of a night rating are to be supervised on the ground by a LFC instructor who is qualified to instruct at night. It is highly preferable that the supervising instructor has access to a ground-air radio throughout the period when solo flying is taking place.
3. Night flying is not normally available at Kemble.
4. All Commanders shall be in possession of a serviceable torch when flying by night.
5. All external aircraft navigation lighting and red anti-collision lights must be fully serviceable for night operation. However, unserviceable wing strobes may be accepted at the Commander's discretion.
6. To minimise noise disturbance, only the minimum necessary night visual circuits to maintain proficiency should be flown.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-15

## WAKE TURBULENCE

### References:

- A. UK CAA AIC 17/1999 (Pink 188).
  - B. Royal Air Force Flight Information Publication – Flight Information Handbook ('Yellow Book').
1. Full details of Wake Turbulence Minima and their application together with an explanation of aircraft Wake Turbulence characteristics are contained in Reference A. A summary of this data is contained in Reference B. Pilots of LFC aircraft are to familiarise themselves with this data and ensure that they adhere to the minima laid down.
  2. All pilots are to be aware of the hazards posed by wake turbulence. All aircraft leave an invisible wake behind them when flying, consisting of 2 counter rotating vortices separated by about 3/4 of the aircraft wingspan. The rotational force of these vortices is dependant on the size and weight of the aircraft making them, but a vortex from a large transport aircraft is easily powerful enough to roll a light aircraft upside down regardless of any control inputs the light aircraft pilot may make.
  3. The vortex system from an aircraft slowly sinks down, dissipating about 1,000 ft below the aircraft. In the circuit this means that the vortices can reach the ground where they move sideways over the airfield usually at a height about equal to the wingspan of the aircraft that generated them. A particular dangerous situation exists if there is a 5 kt crosswind because this tends to hold one of the vortex cores over the runway. Should a light aircraft take off into this core it might easily be overturned and, at such a low altitude, a crash would be inevitable. This has happened to a Cherokee in the recent past and there were no survivors.
  4. There are two ways of dealing with wake turbulence:
    - a. Wait until it disperses; for take offs from the runway intersection, wait 3 minutes from the time that the heavy or medium aircraft becomes airborne before starting the take off run. If taking off from the same point as the heavy or medium aircraft, wait 2 minutes. If landing behind a large aircraft (greater than 136,000kg) and following the same path on finals the minimum separation is 8 miles.
    - b. Avoidance. If following a large aircraft in to land it is possible to assess where the wake will start and finish and to plan an approach that will avoid it. The technique is to remain above the other aircraft's approach path and to touchdown beyond its touchdown point. If cleared to land behind a large aircraft which is taking off the same logic dictates that the touchdown point shall be well before the heavy aircraft rotation point.
  5. All aircraft other than light aircraft should be regarded with caution for wake turbulence consideration.
  6. Student pilots are to wait for the wake turbulence to decay rather than attempting to fly to avoid it.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ORDER 2-3-16

## MINIMUM CONTENT OF OUT-BRIEFING

1. The PIC of LFC aircraft is to ensure that the Out-Brief given to the Authorising Officer prior to authorisation being granted contains the elements shown in Annex A to this order. Where the PIC holds Self-Authorising status, or the Out-Brief is passed by means other than face-to-face, the PIC is to leave a completed copy of Annex A in the container provided in the LFC premises.

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

ANNEX A TO  
ORDER 2-3-16

LFC OUT-BRIEF – MINIMUM CONTENTS AND RECORD SHEET			
TO BE HANDED TO THE AUTHORISING OFFICER AND/OR LEFT IN THE CONTAINER PROVIDED			
NAME	DATE OF FLIGHT	AIRCRAFT	
ITEM	REMARKS	CARRIED OUT (✓)	
<b>GENERAL</b>			
CALLSIGN/REGISTRATION			
NATURE OF FLIGHT			
DESTINATION	INCLUDE PPR REF		
INTERMEDIATE LANDINGS	INCLUDE PPR REF		
INTERMEDIATE LANDINGS	INCLUDE PPR REF		
INTERMEDIATE LANDINGS	INCLUDE PPR REF		
IFR/VFR			
FLIGHT PLAN FILED			
ROUTE			
FUEL PLAN AND REFUEL PLAN			
<b>WEATHER</b>			
BASE TAF AND METAR			
ENROUTE WEATHER			
ENROUTE TAFs AND METARs			
DESTINATION TAF AND METAR			
ZERO DEGREE LEVEL			
BAD WEATHER PLAN			
NAVIGATION WARNINGS			
<b>NOTAMS</b>			
NOTAMS / ROYAL FLIGHTS			
<b>CREW</b>			
PIC			
QUALIFICATIONS			
CURRENCY			
FATIGUE			
<b>PASSENGERS</b>			
BRIEFING			
TEMPORARY MEMBERSHIP FORMS			
<b>EQUIPMENT</b>			
ADEQUATE CLOTHING			
LIFEJACKETS			
<b>DINGHIES</b>			
PICKETING KIT			
AIRCRAFT COVERS			
TOWING ARM			
CHOCKS			
TORCHES			
HEADSETS AND BATTERIES			
<b>ADMINISTRATION</b>			
OPS/ATC/FIRE SECTION INFORMED			
TECHNICAL LOG COMPLETED			
AIRCRAFT DOCUMENTS CARRIED			
MOBILE PHONE			
PERSONAL DOCUMENTS			
AIRCRAFT CHECKLIST	LANDAWAY ONLY		
<b>PASSED TO (INSERT NAME)</b>			
PIC NAME		<b>SIGNED</b>	<b>PIC</b>

# LYNEHAM FLYING CLUB CONSTITUTION – PART 2 – FLYING ORDER BOOK

**Intentionally Blank**

# LYNEHAM FLYING CLUB FLYING ORDERS – PART 2 – FLYING ORDER BOOK

## SECTION 2-4

### RULES OF THE AIR AND AIR TRAFFIC CONTROL

<u>ORDER</u>	<u>SUBJECT</u>
2-4-1.	Kemble – Hours of Use
2-4-2.	Taxy Procedures
2-4-3.	Visual Signals to Aircraft at Aerodromes
2-4-4.	Circuit Procedures
2-4-5.	Local Flying Area
2-4-6.	Lookout in the Circuit Area
2-4-7.	Action After Landing
2-4-8.	Use of RTF
2-4-9.	Local Noise Restrictions
2-4-10.	Night Flying Emergencies
2-4-11.	Infringements of Controlled Airspace

**Intentionally Blank**

**KEMBLE - HOURS OF USE**

1. **LFC operations are permitted at Kemble during hours published in UK AIP.** And may be extended provided indemnity forms have been submitted by the pilot. Daylight hours are defined by UK regulations as:

'Half an hour before sunrise to half an hour after sunset, sunrise and sunset being determined at surface level.

Notwithstanding the above, the OIC & CFI may impose further limitations on LFC hours of operation as he sees fit in the interests of flight safety. Illumination tables are available from any Met Office.

2. Night flying may not be undertaken at Kemble without suitable runway lighting functioning.

3. The PIC of a LFC aircraft who is intending to land at Kemble when it is not lit is to do so by sunset; that is one half hour before legal 'night' commences. Where a LFC aircraft is still airborne and unable to reach Kemble by sunset the PIC is to divert in order to make a landing prior to sunset. If a landing cannot be made by sunset the PIC is to divert to an open airfield established for night operations. After landing the PIC is to comply with the provisions of Orders 2-3-7 and 2-3-8.

4. Any PIC of a LFC aircraft who undertakes unauthorised night flying is to report the facts and circumstances of the incident to the OIC as soon as possible. The CAA may act against the individual concerned; the OIC may also consider action if a breach of LFC rules or the orders contained in the LFCFOB is deemed to have taken place.

TAXY PROCEDURES

1. Pilots of LFC aircraft are to carry out the Taxy checks from the LFC approved checklist prior to take-off. Specifically, pilots are to ensure that:
  - a. The brakes are tested as soon as possible after the aircraft first moves under its own power. Dual flights are to check the operations of both sets of brake activators when fitted.
  - b. The nose wheel steering linkage is connected and/or adequate directional control is available.
  - c. Full left and right rudder movement is available (both sets of rudder pedals if dual).
  - d. The flight instruments (turn co-ordinator, slip ball, DI, compass and AH) give correct indications during turns on the ground.
  
2. LFC pilots are to taxi at a safe speed at all times, a general guide for which is a fast walking pace. Pilots should use discretion however, on the apron where a slower speed may be appropriate in contrast to a long straight taxiway where a slightly higher speed may be acceptable, in the interests of preventing plug oiling. During any extended period of taxy on a main runway, LFC pilots are to use the right hand side of that runway in the taxy direction. Consideration must be given at all times on the ground to the possibility of brake failure, the recovery action for which is:
  - a. Select throttle closed and mixture to ICO (idle cut off) immediately.
  - b. Steer the aircraft clear of any obstacles.
  - c. When stopped, carry out the shutdown checks from the LFC approved checklist.
  
3. Pilots are reminded that the quickest method of stopping the propeller in an emergency is to switch off the ignition; however, the aircraft should never be put in a position whereby this becomes necessary in the event of brake failure.

VISUAL SIGNALS TO AIRCRAFT AT AERODROMES

1. LFC pilots are to be familiar with the following visual signals to aircraft as laid down in the ANO:
  - a. Aerodrome signals in the Signals Area.
  - b. Meaning of lights and pyrotechnic signals.
  - c. Marshalling signals.
  - d. Distress, urgency and safety signals.

## CIRCUIT PROCEDURES

1. The PIC of a LFC aircraft is to comply with procedures laid down in the UK AIP for all operations at civil airfields. At MOD airfields LFC pilots are to conform to military traffic procedures IAW Order 2-1-1.
2. When flying in the Kemble circuit, the PIC of a LFC aircraft is to ensure compliance with the procedures detailed in the LFC FOB.
3. At civil airfields LFC pilots are to conform to the civil 'square circuit' whilst at military airfields they are to adopt 'oval circuits' unless directed to do otherwise by ATC. Specific procedures apply at RAF COLERNE: make turns at 500' and no wide circuits. Circuits are to be no wider than 1 mile downwind.
4. The PIC of a LFC aircraft is to comply with the VFR departure and arrival procedures established for Kemble. LFC pilots are not to carry out 'run-and-break' manoeuvres without advising Kemble Information and having being previously taught the manoeuvre by a LFC Instructor.

# LYNEHAM FLYING CLUB FLYING ORDERS – PART 2 – FLYING ORDER BOOK

ORDER 2-4-5

## LOCAL FLYING AREA

1. The PIC of a LFC aircraft is to ensure that it is not operated below 500' MSD within the Kemble vicinity except when flying in the visual circuit.

LOOKOUT IN THE CIRCUIT AREA

1. Kemble has a lot of airborne activity requiring pilots of aircraft operating in the vicinity of the airfield maintain a high standard of airmanship and lookout. Prior to joining the circuit pilots must establish the current air activity at Kemble before proceeding into the circuit. Pilots of LFC aircraft are to ensure that they are familiar with the circuit procedures contained in the LFC FOB.

ACTION AFTER LANDING

1. Pilots are to vacate the runway in use as advised by Kemble Information. Once clear of the runway pilots are to:
  - a. Transmit "<Callsign> Runway Vacated".
  - b. Stop in a suitable position such that the runway is not blocked.
  - c. Carry out the After Landing checks from the LFC approved checklist.
2. When the After Landing checks have been completed the aircraft should be taxied back to the parking location and parked in a position which will not obstruct other aircraft and which will allow convenient taxiing by the next user. The aircraft should be shut down using the Shut Down checks from the LFC approved checklist.
3. On vacating the aircraft pilots are to carry out an external examination of the airframe for any possible damage incurred on the previous flight before returning directly to the LFC premises to complete and sign the Technical Log. These details are to be transferred to the personal flying logbook as soon as possible in accordance with Order 2-1-8.

## USE OF RTF

1. Pilots are not to operate the radio equipment in LFC aircraft unless he/she either:
  - a. Holds at least a valid Restricted FRTTO Licence, or
  - b. Is on a course of flying instruction for the issue of a CAA licence or rating.
2. When operating from civil airfields, LFC pilots are to adopt those procedures recommended in the UK AIP and CAP 413. At active military airfields those procedures laid down in JSP 318A and any local Flying Order are to be adhered to.
3. At Kemble, LFC pilots are to comply with the instructions for use of RT in CAP 413.
  - a. **After Start up:** 'Kemble Information <Callsign>, Request radio check and airfield information.'
  - b. **Taxy:** '<Callsign>, Request Taxi,
  - c. **Pre Take-Off:** 'Kemble Information, <Callsign>, Ready for departure .
  - d. **Taking-Off:** 'Roger; <Callsign>,'
  - e. **In the Circuit Down wind:** '<Callsign>, downwind to touch and go/full stop.'
  - f. **At the end of the Downwind Leg / In the Finals Turn:** '<Callsign>, finals - to land/touch-and-go.'
  - g. **Departing the Circuit & Switched to Approach/Zone:** 'Kemble Information, <Callsign>, going en route.
  - h. **Prior to Rejoining:** 'Kemble Information, <Callsign>, request airfield information to join.'

LOCAL NOISE RESTRICTIONS

1. Pilots are to comply with Kemble noise abatement procedures.
2. Pilots are to minimise noise in the local area of Kemble, general handling, aerobatics and other noise intensive activities, where possible, should be carried out at least 5 miles from the airfield.

## NIGHT FLYING EMERGENCIES

1. The PIC of a LFC aircraft is to ensure that a suitable alternative airfield is always available before flying at night. In the event of an emergency at night the procedures below are to be adopted.

a. Radio Failure. Remain VMC and join the circuit on the 'dead side' at circuit height, switching on and off the landing/navigation lights when passing the tower. Fly a normal circuit to go-around from a low pass during which the landing/navigation lights are repeatedly switched on and off. Maintain a good lookout for other traffic, land and vacate the runway as soon as possible.

b. Runway Lighting Failure. Aircraft on the ground are to abort the ground roll, unless flight safety considerations dictate otherwise, and vacate the runway taking care in doing so. Airborne aircraft are to calculate fuel endurance until diversion is necessary. Those in the circuit are to maintain circuit height and continue to fly the circuit pattern whilst those joining overhead are to orbit in the circuit direction at 2000' AGL.

c. Aircraft Lighting Failure. There are two cases to consider:

(1) External. Providing the minimum legal requirements are met for night operations, pilots in current practice may continue at their discretion however, an entry must be made in the Deferred Defects Log.

(2) Internal. Two systems are usually available, one to illuminate the instruments, the other to provide lighting to the cockpit area. Failure of the former necessitates an immediate landing; however, it is unlikely that failure of cockpit area lighting would severely affect the flight. All LFC pilots flying at night are to carry a serviceable torch, which may be used to supplement available lights or replace failed lighting during recovery.

d. Total Electrical Failure. Regular FREDAs checks will ensure that alternator serviceability is monitored. Should a failure occur pilots are to carry out Alternator Failure drills from the LFC approved checklist and join the circuit to land as soon as possible, if necessary using the Radio Failure procedures given in para 1a above.

INFRINGEMENTS OF CONTROLLED AIRSPACE

1. LFC pilots who discover that they have inadvertently entered controlled airspace are to take the following measures:

a. Class A Airspace

- (1) *Maintain assigned Squawk and advise ATC. If no squawk assigned, then Squawk 7700 with Mode C.*
- (2) Leave controlled airspace as directly as possible.
- (3) Contact the controlling agency or if unknown, D&D via 121.5 MHz and advise them of the infringement.
- (4) On arrival at the destination contact the LFC and seek advice from an instructor.

c. Class D Airspace

- (1) Leave controlled airspace as directly as possible.
- (2) Contact the controlling agency or if unknown, D&D via 121.5 MHz and advise them of the infringement.
- (3) On arrival at the destination contact the LFC and seek advice from an instructor.

**Intentionally Blank**

# LYNEHAM FLYING CLUB FLYING ORDERS – PART 2 – FLYING ORDER BOOK

## SECTION 2-5

### ACCIDENT, INCIDENT AND AIRPROX REPORTING

<u>ORDER</u>	<u>SUBJECT</u>
2-5-1.	Reminder of the Legal Requirement to Report Notifiable Incidents
2-5-2.	Requirement to Report Occurrences and Use of Local System
2-5-3.	Action in the Event of an Aircraft Accident Involving a LFC Aircraft

**Intentionally Blank**

## REMINDER OF THE LEGAL REQUIREMENT TO REPORT NOTIFIABLE INCIDENTS

1. LFC members are to comply with the legal requirement to report Notifiable Incidents. The details of any 'reportable' accident are required by law to be given to the Air Accidents Investigation Branch (Tel: 01252 512299), and the local police if the accident occurs within the UK, by the quickest means of communication available. A reportable accident is clearly defined in the Air Navigation Order as follows:

"It is an occurrence associated with the operation of an aircraft which takes place between the time when any person boards the aircraft with the intention of flight and such time as persons have disembarked there from in which:

a. Any person suffers death or serious injury while in or upon the aircraft or by direct contact with any part of the aircraft (including any part which has become detached from the aircraft) or by direct exposure to jet blast, except when the death or serious injury is from natural causes, is self-inflicted or is inflicted by other persons or when the death or serious injury is suffered by a stowaway hiding outside the areas normally available in flight to the passengers and members of the crew of the aircraft, or

b. The aircraft incurs damage or structural failure, other than:

(1) Engine failure or damage where the damage is limited to the engine, its cowling or accessories or

(2) Damage limited to propellers, wing tips, antennae, tyres, brakes, fairings, small dents or punctured holes in the aircraft skin, other than that which adversely affects its structural strength, performance or flight characteristics and which would normally require major repair or replacement of the affected component, or

c. The aircraft is missing or is completely inaccessible."

2. It is important to be sure of the correct action to take with regard to 'reportable' accidents. Under no circumstances may the wreckage be moved from the accident site unless this has been cleared by the AAIB.

3. Pilots are reminded that the fundamental purpose of accident investigation is to determine the circumstances and causes of the accident with a view to the preservation of life and the avoidance of accidents in the future. It is not the purpose to apportion blame or liability.

## REQUIREMENT TO REPORT OCCURENCES AND USE OF LOCAL SYSTEM

1. General. LFC pilots are to furnish an Occurrence Report for any incident, which is not reportable by the criteria repeated in Order 2-5-1 but which affects the safety of an aircraft either on the ground or in the air. This is to be done on an Occurrence Reporting Form (CA1673) or if this is not available, a letter will suffice. Before initiating an Occurrence Report on behalf of LFC, members are to consult the OIC or CFI.
2. Airprox. If any pilot considers that a risk of collision with another aircraft exists he/she is to carry out the following airprox procedure:
  - a. Make an initial report by radio prefixed by the word 'AIRPROX'.
  - b. Confirm the report in writing within 7 days using the form 'Airprox Report – Pilots' (CA 1094).
3. Bird strike. Any bird strike is to be reported using form CA 1282 (although an Occurrence Report form may be used). Note that any bird remains from the strike must be sent, double wrapped, to the Department of Environment, Farming and Rural Affairs at Guildford.
4. Wake Turbulence. A report should be given over the radio to the ATC agency controlling the airfield.
5. Windshear. A report is to be given over the radio to the ATC agency controlling the airfield.

## ACTION IN THE EVENT OF AN AIRCRAFT ACCIDENT INVOLVING A LFC AIRCRAFT

1. In the event that a LFC operated aircraft should experience an accident it is important that any LFC member receiving the first report is able to initiate the accident event cycle. It is imperative that all information pertaining to the accident is written down in a diary of events. LFC members are to use the following checklist as a guide, modifying it to meet the particular circumstances of the accident in question but adhering to the essential elements stated: **NOTE THE ACCIDENT SITE IS NOT TO BE DISTURBED EXCEPT UNDER EXTREME CIRCUMSTANCES UNTIL APPROVED BY AAIB.**

- a. Start the diary of events by writing down as many of the following details as possible from the person reporting the accident:
  - (1) Name, address and contact number
  - (2) Location and time of the accident
  - (2) Identification of the aircraft (registration, colour, markings)
  - (4) Location of the pilot/passengers and details of any injuries
  - (5) Details of any emergency services already contacted (Ambulance/Police/Fire Services, Coastguard etc)
- b. Ensure that the following services are informed, and record the time each was notified:
  - (1) Civil Police on 999 (if an emergency situation exists), or local number if not an emergency.
  - (2) Other Emergency Services on 999 if necessary.
  - (3) Air Accidents Investigation Branch (01252 512299)
- c. Contact any of the following air traffic agencies likely to have been in contact with the aircraft involved and ask to speak to the Duty Supervisor. Obtain any information they may have regarding the accident. Be prepared to pass on any details listed in a. above.
  - (1) Kemble Information 01285 771177
  - (2) Distress and Diversion Cell 01489 612406
- d. If the accident is in the local area, dispatch at least one club member with a first aid kit and a camera to be subject matter expert (SME). Brief them not to disturb the accident site in any way, unless required to preserve life or prevent further injury, or if the aircraft is causing a hazard to transportation or air navigation, however any photographs that may assist subsequent analysis may prove useful.
- e. Impound the all the aircraft documents, and all crew documents held by LFC.
- f. Contact the following individuals and appraise them of the situation:
  - (1) LFC OIC
  - (2) LFC CFI
  - (3) LFC FSO
  - (5) LFC Secretary
- g. Contact at least two of the following meteorological offices and obtain actual weather reports for the area at the time of the accident:
  - (1) Benson 95261/01491 837766 Ext 7418
  - (2) Brize Norton 95461/01993 842551 Ext 7536

## LYNEHAM FLYING CLUB FLYING ORDERS – PART 2 – FLYING ORDER BOOK

(3) Odiham

95235/01256 702134 Ext 2111

h. Ascertain whether or not the accident is reportable (Order 2-5-1). If so, contact the Civil Aviation Authority during working hours on (01252) 510300 or if outside working hours on (01252) 512299. In such cases, the wreckage cannot be moved until cleared to do so by the AAIB who may require the following details:

- (1) Aircraft type, model, country of registration and registration.
- (2) Names of owner, operator, and hirer.
- (3) Name of the PIC.
- (4) Date, Time (UTC) and location of the accident.
- (4) Last point of departure and intended destination.
- (6) Brief account of the accident from details collected so far.

i. If the accident is not reportable, consider making an Occurrence Report to the CAA using the Occurrence Reporting Form (if this is not available, a letter will suffice). The value of reporting incidents to the CAA which do not qualify under reportable accident criteria is that there may well be some safety message which can be passed on to others.

j. Contact the insurance agent through one of the LFC officials to confirm that he/she has no objection to moving the wreckage.

k. Following an accident, the aircraft concerned is not to be flown until a licensed engineer has made a check and declared the aircraft fit to fly. The first flight following this check must be specifically authorised by the OIC or CFI.

# LYNEHAM FLYING CLUB CONSTITUTION - PART 2 – FLYING ORDER BOOK

## SECTION 2-6

### LOCAL REGULATIONS

<u>ORDER</u>	<u>SUBJECT</u>
2-6-1.	Smoking Prohibitions
2-6-2.	Care of Flying Equipment
2-6-3.	Disciplinary Action for Breach of Local Orders and Regulations
2-6-4.	Indemnity for Personal Injury
2-6-5.	General Administration

**Intentionally Blank**

SMOKING PROHIBITIONS

1. LFC members are to note that smoking is prohibited inside all buildings at Kemble; designated smoking areas exist and LFC members wishing to smoke will be directed to one of these. Members wishing to smoke are to comply with all smoking prohibition notices and are to dispose of used smoking materials in a safe and considerate manner.
2. Specifically within LFC, smoking is prohibited at all times in LFC aircraft and when inside LFC premises. Members wishing to smoke are to do so outside the LFC building but must remain well clear of any refuelling activity (i.e. outside of a 50m radius perimeter centred on the refuelling bowser).

CARE OF FLYING EQUIPMENT

1. Headsets. LFC pilots are to return the LFC headsets to the storage drawer after each flight. Headset plugs must be pulled out of their sockets by holding the plug bodies, not by pulling on cables.
  
2. GPS Equipment. A GPS system is available for use by LFC members and is kept in the desk drawer in the briefing room. There is also an adapter to allow temporary mounting to a control yoke. LFC members wishing to use this equipment are to ensure that they are familiar with its operation and that it is correctly, safely and securely fitted prior to flight. LFC pilots are reminded that GPS should not be used without regular cross checking against at least one other approved navigation system (including visual methods). The GPS unit should be booked using Flight Schedule Pro if the member intends to use it.

DISCIPLINARY ACTION FOR BREACH OF LOCAL ORDERS AND REGULATIONS

1. The Committee may terminate the membership of any individual who wilfully disregards the Orders contained in the LFCFOB. This by no means affects the liability of the individual to legal action taken by the Civil Aviation Authority for breach of civil air law or actions brought by other individuals or organisations.

INDEMNITY TO PERSONAL INJURY

1. To be issued later.

GENERAL ADMINISTRATION

1. To be issued later.

**Intentionally Blank**