This document is integral to the European Union Part-DTO Declared Training Organisation Approval for:

MotorGlide.co.uk

PILOT ORDER BOOK

Procedures 1 of 2

CONTENTS 2
LIST OF EFFECTIVE PAGES 6
DOCUMENT AMENDMENT RECORD 7
DOCUMENT DISTRIBUTION LIST 7
1 Declared Training Organisation 8
1.1 Purpose and Scope of the Pilots Order Book 8
1.2 Part-DTO Declared Training Organisation scope 10
1.3 Organisation Structure and Responsibilities 10
1.4 Safety Policy and Safety Management System 13

2 Authorisation and documentation.....14

2.1 Air Navigation Order and the Rules of the Air 14
2.2 Approval and Authorisation for student flights.....14
2.2.1 Deviating from an authorisation 14
2.3 Approval and Authorisation for MotorGlide members flights…15
2.4 Possession of a current Pilots Licence & Medical Certificate.. 15
2.5 Carriage of passengers 15
2.6 Notification of defects.....16
2.7 Acceptable deferred defects list 17
2.8 Emergency procedures 19

3 General MotorGlide Aircraft Procedures 20

3.1 Aircraft Operation 20
3.2 Checklists 20
3.3 Limitations 20
3.4 Pre-Flight Actions 20
3.5 Hand swinging of propellers 20
3.6 Run-up Procedures 21
3.1 Aerobatics, Stalling, Spinning, and Unusual Manoeuvres 21
3.2 Practiced Forced Landings 21
3.3 Instrument Flying 22
3.4 Weather Minima for MotorGlide Aircraft 22
3.5 Go-Around Procedures.....23
3.6 Refuelling Procedure 23

3.7 Flight Planning (flight plan filing) 23
3.8 Notice to Airmen (NOTAM's) 24
3.9 Flying Over Water.....24
3.10 Fitness to Fly 24
3.11 Cold weather operations 25
3.12 Aircraft parking.....25

4 MotorGlide Club Procedures 26

4.1 Membership.....26
4.2 Smoking 26
4.3 Care of flying equipment 26
4.4 Action for breach of Club, Airfield, SERA or ANO regulations .26
4.5 Aircraft insurance.....26
4.6 Charges.....26
4.7 Hiring of aircraft 27
4.8 Type familiarity and differences training 27

5 MotorGlide Operating Base Airfield Procedures 28

5.1 Airfields 28
5.1.1 Airfield Operating Hours and procedures.....28
5.1.2 Taxiing procedures 28
5.1.3 Circuit procedures 29
5.1.4 Local noise abatement procedures 29

6 Flight Planning Procedures 31

6.1 Flight planning - general 31
6.2 Flight planning - specific 31
6.2.1 Fuel planning.....31
6.2.2 Aircraft Oil.....33

6.2.3 Minimum Safe Altitude....32
6.2.4 Navigation Equipment....32
6.3 Aircraft Loading....33
6.4 Weather Minima....33
6.5 Safety Responsibilities....33
6.6 Safety Equipment....33
6.7 Radio Listening Watch....33
6.8 Destination Airfield....34
6.9 Unlicensed Airfields and Farm Strips....34
6.10 Fuel Uplifts....34
6.11 Actions in the event of Diversion and / or Fuel Shortage....35
6.12 Actions on Becoming Lost....35
6.13 Actions in the event of an Unscheduled Landing....35

7 Safety Management, Accidents and Incidents....36

7.1 Emergency Response....36
7.2 Accidents and Incidents....36
7.3 Definition of an Accident....37
7.4 Definition of a serious injury....37
7.5 Reporting procedures....38
7.6 Incident Reporting....38
7.7 Mandatory Occurrence Reporting....38
7.8 AirProx....39
7.9 Bird Strike....40
7.10 Wake Vortices....40
7.11 General Reporting....40
7.12 Safety Management System Reporting....40

8 MotorGlide Pilot Currency and Experience Requirements....41

9 Appendices: Contents 49

9.1 Appendices: Safety Hazard Reporting Form 49

9.3 Appendices: Accident Incident report form 51

9.4 Appendices: MotorGlide Limitations 52

LIST OF EFFECTIVE PAGES

Page	Revision No.	Page	Revision No	Page	Revision No.
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21	Original	41	Original	62	Unused

DOCUMENT DISTRIBUTION LIST

This document should be made available to all personnel and members involved with the Declared Training Organisation.

It is suggested that the most effective distribution is via email.
A paper copy will be made available in the MotorGlide office.

The following is a list of those who require access to the documents:

All MotorGlide members
All MotorGlide staff

1 MotorGlide – a Declared Training Organisation

1.1 Purpose and Scope of the Pilots Order Book

MotorGlide is a gliding club dedicated to offering motor glider aircraft hire and general aviation flight training facilities to its members. MotorGlide offer a wide range of motor glider for hire and offer a diverse range of flying and recurrent training to suit all its members; from ab-initio to very experienced pilots. It ensures a wide range of activities, 24/7 365 days a year access for its members, which gives every available opportunity to partake in general aviation.

The Pilots Order Book is a reference document describing how MotorGlide is operated and managed to meet the needs of its members.

(a) it is the key instrument for describing MotorGlide's operating practices to all its staff and members;

(b) it documents aspects of flight training, aircraft operational requirements, outlines the safety policy, defines company objectives, and defines procedures and individual safety responsibilities;

(c) it will be distributed throughout the Company, in all MotorGlide operational bases and on the MotorGlide website, thereby ensuring:

i. That safety is a central component in our management system

ii. That safety is accounted for in all decisions and actions taken by all in the club

iii. The needs, requirements and expectations of customers and other parties are fulfilled

iv. To uphold high standards of airmanship and a professional reputation within the wider general aviation community

1.1.1 The 'Pilots Order Book' is to be read in conjunction with the 'Aircraft Rental Agreement', the 'Conditions of Club Membership', and the 'Aircraft Operating Handbook'.

1.1.2 MotorGlide regulation and compliance

The UK Civil Aviation Authority regulates MotorGlide. All activities of MotorGlide fully comply with the regulations laid out by the UK CAA. The specific regulations required for compliance are:

- Flight operations (aircraft hire) – EASA part NCO Non-Complex Operations
- Flight crew licencing – EASA part FCL Flight Crew Licencing
- Flying training – EASA part ORA Organisational Requirements for Aircrew; with the sub-part DTO Declared Training Organisations

- Aircraft Maintenance and Continued Airworthiness – EASA part M Maintenance providers

1.1.2 MotorGlide Operating Bases. MotorGlide has one operating/training base at Aston Down Airfield.

1.1.2.1 Aston Down Airfield

Aston Down Airfield is MotorGlide's primary operating base and headquarters. All administrative responsibilities are accomplished here and the majority of the MotorGlide aircraft fleet are based here.

- The main operations desk is contactable on 07976 985 689
- All training courses are available from Aston Down Airfield.
- The head of training is responsible for continued DTO compliance this operating base.

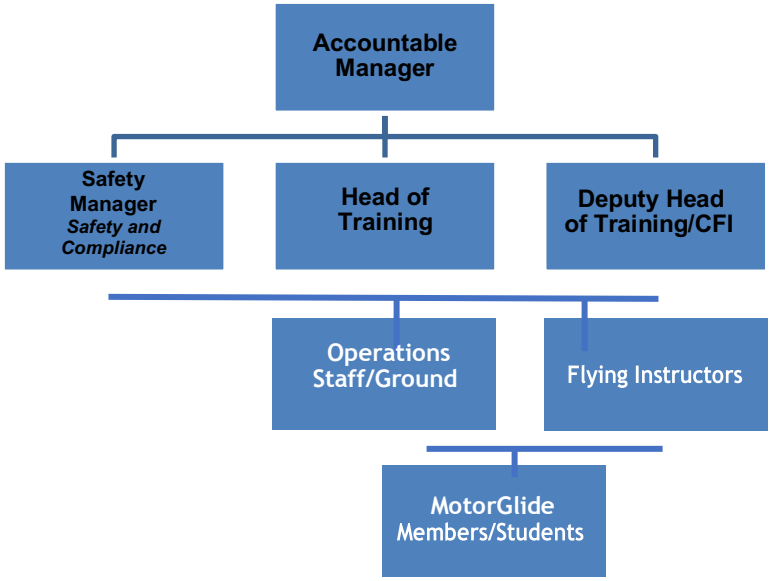
1.2 Part-DTO 'Declared Training Organisation' scope of operations

The purpose of the Declared Training Organisation is to ensure MotorGlide is capable of delivering general aviation flying training to meet the needs of its members, in accordance with EASA regulations.

The following courses are available:

- PPL Private Pilots Licence (A)
- LAPL Light Aircraft Pilots Licence (A)
- LAPL(A) to PPL(A) upgrade
- SEP Single Engine Piston (Land) Class Rating
- LAPL(S) & SPL extension to TMG
- Differences Training: Tailwheel Aircraft, Constant Speed Propeller Unit, Retractable Undercarriage, EFIS equipment
- Recurrent Training for any of the above courses
- Providing club check rides for new members that already hold a valid pilots licence and medical
- Familiarisation training for any aircraft on the MotorGlide Fleet

1.3 MotorGlide - Organisation Structure



Responsibilities

1.3.1 Accountable Manager

The Accountable Manager is responsible to MotorGlide for:

- Establishing and maintaining an effective management system
- Ensuring that the organisation has sufficient qualified personnel for the planned tasks and activities
- Promoting the highest degree of safety awareness throughout the organisation
- Ensuring that all activities can be financed

1.3.2 Head of Training (HT) / Chief Flight Instructor (CFI)

The HT/CFI is responsible to the Accountable Manager for:

- Ensuring that the training provided is in compliance with Part-FCL.
- Ensuring the satisfactory integration of flight training with theoretical knowledge training.
- Supervising the progress of individual students and instructors
- Fostering the highest degree of safety awareness throughout the organisation
- Liaison with the competent authority.
- All activities are in accordance with the MotorGlide Instructor employment contract, and the terms and conditions detailed therein.
- Ensuring Flight Examination requirements are met, and allocating examiners accordingly, and maintain all examination records for licence skills tests, renewal tests and ground examinations.
- Ensuring a record of examinations is provided for the annual DTO review.
- The head of training is responsible for continued DTO compliance at the primary (Bicester & Sandhill Farm Airfields) operating base.

1.3.3 Safety Manager / Deputy Chief Flight Instructor (DCFI) / Deputy Head of Training (DHT)

The Safety Manager/DCFI is responsible to the Accountable Manager for:

- Assisting in the supervision and progress of individual students and instructors, in accordance with part-FCL
- Acting as the focal point for safety issues and providing advice on safety matters
- The development, administration and maintenance of an effective safety management system
- Facilitating hazard identification, risk analysis and management
- Monitoring the implementation of actions taken to mitigate risk
- Providing periodic reports to the Accountable Manager on safety performance

- Ensuring the maintenance of safety management documentation
- Ensuring that safety management training is available and that it meets acceptable standards
- Ensuring the initiation and follow-up of internal occurrence/accident investigations
- All activities are in accordance with the MotorGlide Instructor employment contract, and the terms and conditions detailed therein.
- The deputy head of training is responsible for continued DTO compliance at the secondary (Oxford Airport) operating base.

1.3.4 Safety Management (and Compliance)

Will be co-ordinated by a Safety Management Secretary. At the very least this will include the Head of Training, the Safety.

The Safety Management (and Compliance) Committee Members are responsible to the Accountable Manager for:

- Monitoring the compliance of the organisation with all applicable regulatory requirements
- Monitoring the compliance of the organisation with the provisions of the Safety Management Manual, Pilots Order Book and Training Programme Manuals.
- Ensuring that the safety management programme is properly implemented, maintained and continually reviewed and improved
- Attending safety meetings, facilitating hazard identification, risk analysis and management
- Monitoring the implementation of actions taken to mitigate risk

1.3.5 Operations Team (Ops) / Ground Operations

The Operations team are responsible to the Accountable Manager for:

- Liaising with club members, answering questions and queries, facilitating bookings, with the highest level of customer service.
- Ensuring the satisfactory integration of flight training with instructor availability is best achieved
- Being familiar with company procedures and ensuring the implementation of the Emergency Response Plan can be achieved
- Fostering the highest degree of safety awareness throughout the organisation
- General tidiness of club areas and ensuring the day to day running of the club lounge and aircraft scheduling

1.3.6 Flight Instructors (FI) / Class Rating Instructors (CRI)

The Flight Instructors are responsible to the Accountable Manager, Chief Flight Instructor and Deputy Chief Flight Instructor for:

- Supervising and providing flight instruction to individual students.

- Delivering flight instruction in accordance with EASA part-FCL.
- Fostering the highest degree of safety awareness to members and students
- Operating all MotorGlide Aircraft in accordance with the Pilots Order Book, Pilot Operator Handbook, and being conversant and maintaining the Standardised European Rules of the Air and Air Navigation
- Ensuring good value for money in terms of completing training in a timely manner commensurate with student requirements
- All activities are in accordance with the MotorGlide Instructor employment contract, and the terms and conditions detailed therein.
- Hold at least the licence and medical certificate, where relevant, the rating for which instruction is to be given. Be entitled to act as PIC on the aircraft during flight instruction.
- For an FI(A): hold a valid FI(A) certificate issued in accordance with Part-FCL
- For a CRI(A): hold a valid CRI(A) certificate issued in accordance with Part-FCL. Training can only be given where the student already holds a valid class or type rating in which the training is to be provided.
- Being current and conversant in company procedures and the latest Pilots Order Book and the Safety Management System
- Being familiar with company procedures and ensuring the implementation of the Emergency Response Plan can be achieved
- The instructor will ensure a current and up to date licence and medical copy will be retained in the Instructor Records drawer in the briefing room at MotorGlide House

1.4 Safety Policy and Safety Management System

Details of the club Safety Hazard Reporting forms are available in section 7 and in the appendices (section 9) of the Pilots Order Book.

Members are encouraged to complete our online ‘safety hazard report form’ at www.motorglide.co.uk/safety

The Organisations Safety Policy represents commitment by the Accountable Manager that the organisation will:

- Improve towards the highest safety standards
- Comply with all applicable legislation, meet all applicable standards and consider best practice
- Provide appropriate resources
- Enforce safety as a primary responsibility of all managers and staff
- Not blame someone for reporting something that would not have been otherwise detected (Just Culture)

2 Authorisation and Documentation

2.1 Air Navigation Order and the Rules Of The Air

2.1.1 All pilots and student pilots are to be conversant with the EASA Standardised European Rules of the Air (SERA), the CAA Air Navigation Order (ANO) and Rules of the Air, Flight Rules and Procedures and Air Traffic Control Procedures and duly comply with the regulations.

2.1.2 Further details on the regulations can be found at www.easa.europa.eu/regulations or more conveniently in 'The Skyway Code' CAP 1535 available on the company website membership resources page, or on the UK CAA website at www.caa.co.uk/cap1535

2.2 Flight Authorisation

2.2.1 Approval and Authorisation of student flights

2.2.1.1 Student pilot flights must be authorised by a MotorGlide Instructor. In accordance with EASA Part-FCL.020, a student pilot shall not fly solo unless authorised to do so and supervised by a flight instructor. Students must be in possession of a current medical certificate before completing a solo flight. Students must have also completed the Air Law ground examination, as a minimum, before completing a solo flight.

2.2.1.2 Powers of authorisation for flights in MotorGlide aircraft are delegated to flight instructors as follows:

Appointment	Authorising Powers
Chief Flight Instructor	All flights
Deputy Chief Flight Instructor	All flights
Flight Instructors (Unrestricted)	All training flights and student solo flights including land-away flights to airfields approved by MotorGlide
Flight Instructors (Restricted)	As for unrestricted flight instructors but excluding first solo flight by day and night, and first solo cross country by day and by night.

2.2.2 Deviating from an Authorisation

2.2.2.1 The nature and limitations of the Flight Authorisation must be adhered to during the subsequent flight, except in case of emergency, or other extenuating circumstances.

2.2.2.2 In such circumstances the pilot shall, as soon as possible after the flight has ended, inform the instructor who authorised the flight of the details of the subsequent excursion from his authorisation.

2.3 Approval and Authorisation for MotorGlide members flights

2.3.1 Members are authorised to use MotorGlide Aircraft provided they hold, and have provided up to date copies of a valid pilots licence and medical certificate with a relevant and valid class rating.

2.3.2 It is the members responsibility to check the serviceability of the aircraft and validity of documentation as set out in the Aircraft Hire Agreement.

2.3.3 All members must have completed either; their pilot licence training and examination with MotorGlide satisfactorily or have completed a New Member Check Ride, with a qualified instructor, as detailed in section 8.8

2.3.4 It is the duty of all pilots using MotorGlide Aircraft to complete the aircraft technical log before each flight. An electronic tech log for each aircraft is maintained at MotorGlide at Aston Down Airfield.

2.3.5 A newly qualified pilot may not fly without an approval and authorisation from a MotorGlide instructor until they have received a valid flight crew licence and appropriate class rating. If authorised to fly by a flight instructor they MUST NOT carry passengers, and operate in accordance with sections 2.2.

2.3.4 MotorGlide members are only authorised to fly aircraft they have specifically been checked out in, and operate in accordance with the privileges of their licence.

2.4 Possession of a current Pilots Licence and Medical Certificate

2.4.1 Pilot Licence holders must have a current licence, a current medical certificate and a class rating (appropriate to type) and are in current flying practice. It is the responsibility of all pilots to ensure that their licences are current in all aspects. Details of the currency requirements for the MotorGlide fleet are detailed in section 8.

2.4.2 Up to date copies of licences and medical certificates must be provided to MotorGlide.

2.4.3 If a member incurs any licence or medical restrictions, they shall inform MotorGlide as soon as practical and before any further flight in a MotorGlide aircraft. The licence holder shall not exercise the privileges of their licence and related ratings in the event of failing to keep up, or having a medical certificate revoked. Any licencing action taken up by the authority, shall be reported to the accountable manager, in confidence, for consideration in relation to their continued membership status, as detailed in the aircraft hire agreement.

2.5 Carriage of passengers

Subject to the approval of the CAA and the privileges of their licence and the currency requirements in section 8, a person may fly as PIC of a Company aircraft carrying passengers provided that the following conditions are complied with:

(a) He shall not act as pilot-in-command of a aircraft carrying passengers unless within the preceding 90 days he has made 3 circuits, each to

include take-offs and landings, as the sole manipulator of the controls in an aircraft of the same type or class to be flown.

(b) If passengers are to be carried at night then at least one of the three landings in the last 90 days has been at night.

(c) Passengers may not be carried on student solo flights

(d) Passengers may not be carried on dual instructional flights with the following exceptions:

i. Another student on the same course of training may be carried if there is a training benefit to be gained. CAA inspectors may be carried on any dual instructional flight. Passengers may be carried on trial lessons provided that they have a clear and direct interest in the flight (e.g. parents, partner, etc.) and no remuneration of any kind is given in respect of their carriage.

2.6 Notification of Defects

2.6.1 **General:** It is the duty of all pilots and student pilots using school aircraft to make known all defects. These are to be entered on the defect sheet on the Tech Log and reported to an instructor in the case of a student. If the item cannot be rectified, it should be transferred to the Defect Log for that particular aircraft, this is situated with the Technical Log of each aircraft. A list of generally acceptable deferred defects is included in this section at 2.7.4. The aircraft are only to be flown at the discretion of the pilot in command when a deferred defect exists. The defect will come under one of two categories; **Deferrable, or Non-Deferrable (major defects).** In either case the defect must be recorded in the Technical Log system.

2.6.2.1 **Ascertaining defect status:** To ascertain if it is a deferrable defect then it must be checked against the Deferred defects list, see 2.7.4. If it is deferrable then additional restrictions may apply as per table 2.7.4.

2.6.2.2 **Defect notation style:** This must be clear and precise, while providing useful information to the engineer. Rhetoric and emotion need not be

applied. Typical examples of defect entries; “tailwheel tyre found flat on landing” (non-deferrable), “Garmin G5 inoperative, despite double checking function and resetting circuit breaker. Deferred in accordance with the POB section, flight to remain clear of known icing conditions” (deferrable)

2.6.3 Non-Deferrable / Major Defects

2.6.3.1 If the defect is not contained or easily described in the deferred defect list then it must be considered a non-deferrable / major defect. In this case the aircraft must not be flown under any circumstances until the Part M aircraft maintenance / continued airworthiness provider has been consulted. For student pilots: in all cases a flight instructor must be consulted, if necessary they can refer to the CFI, DCFI and the relevant Part-M maintenance organisation.

2.6.4 Deferred Defects

2.6.4.1 Any aircraft defect that seriously hazards flight safety is to be rectified before the aircraft’s next flight.

2.6.4.2 The decision as to whether a defect seriously hazards flight safety may be taken only by authorised certifying staff as defined in EASA Part M (the aircraft maintenance / continued airworthiness provider). The CFI or DCFI must be consulted if further guidance is required on the matter.

2.6.4.3 Rectification of any aircraft or operational defect that does not seriously hazard flight safety may be deferred but it must be rectified as soon as practicable after it is reported and within any time limits specified in the applicable maintenance data.

2.6.4.4 Any defect not rectified before flight is to be recorded on the Deferred Defect Record kept in the aircraft document folder. Rectification of aircraft defects may be deferred only by authorised certifying staff as defined EASA Part-M.

2.6.4.5 Aircraft defects are considered to be failure or malfunction of, or damage to, an aircraft’s structure, systems and associated equipment that may affect its airworthiness.

2.6.4.6 Deferred defects and the action taken to correct them must also be recorded in the relevant aircraft logbooks

2.6.4.7 No aircraft is to fly without at least one VHF radio operational.

2.7 Acceptable Deferred Defects List

2.7.1 Aircraft are to meet the minimum airworthiness requirements at all times and all equipment required by European and national legislation, appropriate to the type of flight intended, is to be fitted and working.

2.7.2 Aircraft with an established Minimum Equipment List

Under Part-NCO of the Air Operations Regulation an approved Minimum Equipment List is not mandatory for training aircraft. However, if an approved MEL is required under any other Part of the Regulation (e.g. if the aircraft is also used for commercial air transport), its provisions are to apply to the aircraft when used for training. The established Minimum Equipment List, if available, will be found in the aircraft Pilots Operator Handbook.

2.7.3 Aircraft without an established MEL

For dual instructional flying in aircraft that do not have a minimum equipment list established under the Air Operations Regulation, the component or system listed in column 1 of the following tables may be inoperative prior to the flight commencing, taking account of the environmental conditions indicated in columns 2 and 3, subject to the remarks in column 4.

2.7.4 Allowable Deferred Defects – Single-Engine Aircraft			
(1) Deficiency	Acceptable		(4) Remarks
	(2) Day	(3) Night	
Cockpit or cabin lights	✓	✓	
Strobes/Flashing beacon	✓		Either of strobes (if fitted) or flashing beacon must be serviceable
Landing light/Taxi light	✓		
Navigation (Position) lights	✓		
OAT gauge	✓	✓	Flight to remain clear of known icing conditions
Pitot heater	✓	✓	Flight to remain clear of known icing conditions
Cabin heating	✓	✓	
Airspeed indicator	✓		1 x ASI if 2 x ASI are fitted
Altimeter	✓	✓	One may be unserviceable if two are fitted, subject to legal requirement for the flight
VSI	✓	✓	No solo student flights permitted
Attitude indicator	✓		Day VMC only, provided the turn co-ordinator is serviceable
Turn co-ordinator	✓	✓	VMC only provided the attitude indicator is available. No spin/stall awareness/avoidance training permitted. No solo student flights permitted
Directional Indicator (gyro)	✓	✓	No solo student flights permitted
*VOR/ILS Navigation	✓	✓	Continue to destination only if no en-route VOR requirement or requirement for VOR/ILS navigation at destination
*ADF Navigation	✓	✓	Continue to destination only if no en-route ADF requirement or requirement for ADF navigation at destination
*DME Navigation	✓	✓	Continue to destination only if no en-route DME requirement or requirement for DME navigation at destination
*GPS Navigation	✓	✓	Continue to destination only if no en-route PBN requirement or requirement for GPS navigation at destination
Intercom	✓	✓	For non-instructional flights only
Radio/navaids/GPS	✓	✓	Subject to legal requirement for the flight
Transponder (modes A, C or S)	✓	✓	Subject to legal requirement for the flight. No solo flights permitted. No flight in Transponder Mandatory Zones (TMZ)
Fuel contents gauge	✓	✓	No solo student flights permitted Visual inspection must be carried out before every flight (Fuel for the planned flight with normal reserves, plus one hour contingency fuel is the minimum departure load)

Oil Temperature Gauge	✓	✓	Provided that the oil pressure gauge is still serviceable
VHF Radio	✓	✓	1x VHF radio, provided 2 VHF radios are fitted
Light Airframe Damage E.g. Scratches and small dents	✓	✓	Providing not affecting the airworthiness of the aircraft
Toe Brakes	✓	✓	Provided there are two independent systems from left and right-hand seat, of which one is serviceable, and the parking brake is serviceable.
Parking Brake	✓	✓	Provided the toe braking system is serviceable, and the PIC confirms the parking brake is definitely OFF and RELEASED before taxi and before Take-Off.
*=Asterix			* *Only one item allowed if flying in IMC conditions is proposed. If only one (1) VOR/ILS or one (1) DME or one (1) ADF or one (1) GPS is fitted none are deferrable if a flight in IMC conditions is proposed.*

2.8 Emergency procedures

2.8.1 General

2.8.2 In case of emergency, the procedures laid down in the relevant checklist are to be followed. Where any conflict is found between the checklist and the Pilot's Operating Handbook, the latter is to take precedence.

2.8.3 Any conflict between the checklist and the Pilot's Operating Handbook is to be reported to the Head of Training without delay.

2.8.3 All pilots and student pilots using MotorGlide aircraft should make themselves familiar with the following emergency procedures before flight. The procedures to be covered are to be, in addition to any others in the appropriate aircraft operating handbook:

- **Engine failure before and after take-off**
- **Failure of brakes and steering**
- **Spin Recovery**
- **Fire in the air**
- **Fire on the ground**
- **Forced landing without power**
- **Precautionary landing with power**
- **Ditching procedure**
- **Radio failure**

3 General MotorGlide Aircraft Procedures

3.1 Aircraft Handling

Technical details of the aircraft used for training and hire can be found in the relevant Pilots Operating Handbook or Flight Manual, which are to be considered as the authoritative document on how that particular aircraft should be operated.

3.2 Checklists

3.2.1 Aircraft are to be operated in accordance with the relevant checklist. Where any conflict is found between the checklist and the manufacturer's Pilot's Operating Handbook, the latter is to take precedence.

3.2.2 Any conflict between the checklist and the Pilot's Operating Handbook is to be reported to the Head of Training without delay.

3.2.3 All pilots are to be in possession of the appropriate checklist for the aircraft they are flying.

3.2.4 Pilots are to comply with the handling notes and checklist for each specific aircraft type flown.

3.3 Limitations

3.3.1 Aircraft are to be operated within the limitations laid down in the Pilot's Operating Handbook and any relevant national legislation.

3.3.2 Should any limitation be exceeded inadvertently; the fact is to be recorded in the technical log and the CFI and/or DCFI is to be informed without delay.

3.3.3 If any structural or engine operating limitation is exceeded, the aircraft is to be landed as soon as is practicable and is not to be flown again except with the permission of the CFI and/or DCFI.

3.4 Pre-Flight Actions

3.4.1 All pilots and students will ensure that the aircraft is inspected before each flight in accordance with the pilot operator handbook and that he/she is satisfied with the inspection.

3.4.2 The pilot or student will ensure when starting the engine that the aircraft is safely positioned so as not to cause any damage to other aircraft. No aircraft engine is to be started whilst on the gravelled areas of any airfield.

3.4.3 An Emergency Locator Transmitter (ELT) must be carried on all flights, in the absence of an ELT at least one personal locator Beacon (PLB) must be carried.

3.5 Hand Swinging of Propellers

3.5.1 The hand swinging of aircraft propellers is strictly forbidden.

3.6 Run-up Procedures

3.6.1 All run-ups are to be made on the taxiway of the airfield near the holding point of the runway in use. The commander of the aircraft shall also ensure that the area behind the aircraft is clear so as not to damage other aircraft.

3.7 Aerobatics, Intentional Spinning, Stalling and Unusual Manoeuvres

3.7.1 Aerobatics are only approved in aircraft approved by the manufacturer for such manoeuvres, unless specified they are not permitted. Aerobatic training must have been received by the pilot and they must hold a valid aerobatic rating and/or an aerobatic instructor must be on board. Flight manual limitations must be observed before carrying any unusual manoeuvres including intentional spinning. Specific instruction and authorisation for such manoeuvres is required from the CFI, DCFI or a qualified and current aerobatic instructor. **Any aerobatic manoeuvres flown by members must be completed by 3000ft AGL (above ground level).** Aerobatics in the airfield overhead are ONLY authorised for qualified and current MotorGlide aerobatic instructors. Aerobatic manoeuvres below altitude 3000ft AGL are only authorised for qualified and current MotorGlide aerobatic instructors provided they are competent to AOPA Standard Certificate standard, and then only to a minimum altitude of 1500ft AGL.

3.7.2 The minimum height for stalling is 3000ft AGL (above ground level) for solo student and members. It is 3000ft AGL for full stalling and incipient spin recovery training. The minimum height for stalling when under dual instruction for recovery from the incipient phase is 2000ft above ground level.

3.8 Practised Forced Landings

3.8.1 Club aircraft are not to descend below 500 ft above ground level on a practised forced landing and all pilots must obey the minimum low flying rules, see SERA.5005(f)(2). The aircraft must not be flown lower than 150 metres (500feet) to any person, vessel, vehicle or structure except with the permission of the CAA.

3.9 Instrument Flying

3.10 Instrument flying is generally not permitted in MotorGlide club fleet, however simulated IMC maybe conducted by MotorGlide's unrestricted FI(A).

3.10.1 IFR rules must be observed and the aircraft not flown below 1000 feet above the highest obstacle en-route minimum safe altitude, or below the relevant specified sector minimum safe altitude unless descending and safely established on an instrument approach detailed in the IAIP.

3.10.2 An aircraft shall not be flown on a simulated instrument flight rules (IFR) unless a safety pilot is carried in the second control seat of the aircraft. The purpose of the safety pilot is to render any assistance as may be necessary to the pilot flying the aircraft. If the safety pilot's field of vision is not adequate both forward and to each side of the aircraft, a third person, being a competent observer, must be carried from which his field of vision makes good the deficiencies in that of the safety pilot. The competent observer must be able to readily communicate with the safety pilot.

3.10.3 For instrument flying training the safety pilot is the instructor.

3.10.4 The pilot will not intentionally fly into IMC unless they have a valid IR or IR (Restricted) and comply fully with the privileges of the rating.

3.11 Weather Minima for MotorGlide Aircraft

3.11.1 All pilots must be aware of and adhere to the weather minima as stated in the AIP ENR section 1.2 (Visual Flight Rules). They must also take into account the privileges of their licence and their own personal limitations.

3.11.2 Access to weather information is available in the clubhouse via the Internet. Weather information for pilots is available from the UK Met Office General Aviation briefing website. Further reference can be found in The Skyway Code (CAP1535).

3.11.3 The weather must be checked by the Pilot In Command (and student pilot if on a training flight) before departure and assured to be above the weather minima at least one hour prior to and one hour after ETA at destination.

3.11.4 A licensed pilot must have a minimum of 5000m visibility for take-off and flight.

3.11.5 No club aircraft should fly when the cloud base is less than 1500 ft AAL.

3.11.6 No club aircraft should fly when the overall wind exceeds 15 kts headwind & 10kts crosswind, unless authorised by a MotorGlide FI(A).

3.11.7 The crosswind component must be within the demonstrated crosswind limits of the aircraft, as laid down in the flight manual. Generally this is 13 kts.

3.11.8 Weather minima for students will be a minimum visibility of 8000m and cloud base of 1500' AAL, or at the discretion of their instructor, whichever is the greater, commensurate with their skill level and experience.

3.12 Go-around Procedures

3.12.1 A pilot of an aircraft on an approach to land shall satisfy himself that a continued approach path, at an aerodrome, below 300 ft AAL, does not endanger in any way the safety of the aircraft. If the landing area is blocked by another aircraft, or the aircraft is unlikely to touch down within the first third of the runway, or is drifting off the centreline, go-around action must be initiated.

3.12.2 This action will be to apply full climb power and climb straight ahead initially and then manoeuvring to parallel the dead side of the runway, conforming to any noise abatement procedures in force, to a circuit height of 1000 ft AGL, then to join the normal circuit pattern once past the upwind end of the runway. The commander is also to make an appropriate R/T call once safely established in the go around.

3.13 Refuelling Procedure

3.13.1 All aircraft requiring fuel will be filled at the aerodrome fuel pumps. The aircraft shall be properly positioned, with a grounding wire/bonding strap attached, and the electrical system is to be switched OFF whilst refuelling. Specifically, the aircraft when refuelling must have:

- Battery Master switch off
- Key out
- Brakes off
- All persons out of the aircraft whilst refuelling is taking place

3.13 Flight planning

3.13.1 A VFR flight plan will be filed for all flights over water that are beyond the gliding range of the aircraft. A flight plan will be filed for any flight beyond the UK Flight Information Region (FIR). Details on how to file a flight plan (VFR and IFR) can be found in The Flight Planning Guide (CAP 694).

3.13.1 Local customs and immigration procedures when flying outside the UK FIR. Further reference can be found in The Skyway Code (CAP1535).

3.14 Notice to Airmen (NOTAM's)

3.14.1 Pilots are responsible for checking, and acting in accordance with, up to date NOTAM's prior to flight. Access to NOTAMS is available in the MotorGlide flight planning areas via the Internet. NOTAM information is available from the UK National Air Traffic Services, Aeronautical Information Service website. Further reference can be found in The Skyway Code (CAP1535).

3.15 Flights over Water

3.15.1 Life jackets, sufficient for the number of people on board, must be worn by all aircraft occupant when flights over the sea are planned. In the event of an emergency there will be neither time nor space to put one on. The PIC and crew members should be briefed and familiar with their use.

3.15.2 It is strongly recommended that a suitable dinghy with capacity for all on board be carried. This significantly increases the chances of survival in the event of ditching. The PIC and crew members should be briefed and familiar with their use. It must be noted that these are relatively heavy items and included in weight and balance calculations.

3.15.3 In the event of ditching the ELT or PLB carried (mandatory) should be activated, and any auto activation should be checked, where practical.

3.15.4 A VFR flight plan will be filed for all flights over water that are beyond the gliding range of the aircraft. Where possible, flights over water will be flown below established airways routes or flown on advisory routes illustrated on a VFR navigation chart. This facilitates much easier and expedient search, rescue and recovery by the Coastguard in the event of ditching.

3.15.5 Pilots are to remain in contact with an appropriate aeronautical radio frequency at all times, and be familiar with the ditching procedures of their aircraft.

3.16 Fitness to Fly

3.16.1 Pilots are to comply with the Standardised European Rules of the Air regulations and the Air Navigation Order regarding consumption of alcohol and other drugs before flight. Student pilots flying school aircraft may be grounded if the company feels they are in breach of the regulations concerning alcohol and drugs. Further reference can be found in The Skyway Code (CAP1535).

3.16.2 The 'IM SAFE' mnemonic described in The Skyway Code is a good guide for self-assessment of fitness to fly. This conveniently covers the significant factors of: 'Illness, Medication, Stress, Alcohol, Fatigue, Eating'.

3.17 Cold Weather Operations

3.17.1 Pilots are to ensure that all MotorGlide aircraft are completely de-iced before flight. Such that ALL traces of ice, snow, slush, frost or freezing rain are fully removed before the aircraft is started. ANY traces of ice related airframe contamination are extremely detrimental to aircraft performance. Attention must be paid to wing upper surfaces that may normally be out of sight and in or behind control surfaces and their hinge lines. A check will be made of the propeller and spinner to ensure no accumulated rainwater has frozen inside the spinner.

3.17.2 Pilots are not to operate MotorGlide aircraft, or intentionally fly, into known icing conditions. None of the aircraft on the MotorGlide fleet are certified for flight into icing conditions.

3.17.3 Pilots are not to operate MotorGlide aircraft on contaminated runways. Specifically, this is: water, slush, ice or snow covering the surface of the runway to a depth of 3mm (1/8”) or greater and covering more than 25% of the surface of the runway. Operation on snow/ice covered runways will only be at the discretion of the CFI or DCFI.

3.18 Aircraft Parking

3.18.1 Pilots are to ensure that all MotorGlide aircraft are parked into the prevailing wind or protected from the wind if parked otherwise.

3.18.2 The SF25 fleet are always to be parked on the allocated tie down points and secured by the tie down point available under each wing. The tie down parking spaces at Aston Down Airfield are specifically reserved for this purpose. When away from base the aircraft will be chocked, front and rear, under at least two wheels.

3.18.3 Pilots are to ensure aircraft are parked straight and in a presentable manner with the steerable wheel straight and rudder centralised. If the temperature is likely to drop below freezing point then the propeller will be left vertical so accumulated rainwater can drain out of the spinner before freezing.

3.18.4 Where aircraft are provided with a cover this must be replaced after the last planned flight of the day. The aircraft key has a red to tag labelled ‘cover’ if the aircraft used has a designated cover. All attachments and fastening straps must be securely fastened, and loose ends of straps restrained to prevent them chaffing the paintwork when flapping around in the wind.

4 MotorGlide Club Procedures

4.1 Membership

4.1.1 It is a requirement that all pilots and student pilots using MotorGlide aircraft are members of MotorGlide.

4.2 Smoking

4.2.1 Smoking is prohibited in the MotorGlide building whilst airside or in club aircraft.

4.3 Care of Flying Equipment

4.3.1 At all times club members and all personnel shall ensure that all property and goods belonging to, or in the care of, MotorGlide shall be treated with care. All persons causing damage to any property or goods may, at the discretion of the Company, be required to cover replacement or repair of such goods. MotorGlide does not accept any liability for personal property left at the premises.

4.4 Action for Breach of Club, Airfield, SERA and ANO Regulations

4.4.1 Any persons who have been in breach of the Orders laid out in the Pilots Order Book, local Airfield regulations, the EASA SERA or CAA ANO may have their membership terminated.

4.5 Aircraft Insurance

4.5.1 Full details of the insurance policy are provided with the aircraft documents kept with the tech log. It should be noted that aviation policies might not include personal injury cover for the pilot in command. Members are advised to take out their own insurance to cover personal accident.

4.5.1 If any member is in breach of the Air Navigation Order, Air Navigation (General) Regulations or the Rules of the Air, the insurance cover may be affected or negated. In this case the pilot in command will be responsible for all losses and liabilities resulting from any damage to either aircraft, losses to MotorGlide Limited or third parties and injuries to passengers or third parties.

4.5.1 The member pilot in command is responsible for the excess applicable to the insurance policy.

4.6 Charges

4.6.1 Flying charges are displayed on the MotorGlide website. All flying charges and other charges will be paid before leaving the premises unless other account arrangements are in place.

4.6.2 Charges are calculated according to Hobbs meter. A record of the start and finish Hobbs time and tacho reading should be made for every leg of every flight.

4.6.3 Any discrepancies will be investigated, and times checked with those recorded in the towers of the airfield/s.

4.6.4 Any deliberate attempt to defraud the company would result in immediate termination of membership.

4.7 Hiring of Aircraft

4.7.1 Whilst every effort is made to ensure serviceability of all aircraft, MotorGlide cannot be held responsible for any costs incurred by the hiring pilot and/or passengers, resulting from the breakdown of said aircraft and/or equipment. Aircraft may be hired for self-fly hire subject to the experience and currency of the pilot in command. Hiring of the aircraft is subject to the conditions of the aircraft hire agreement available at MotorGlide.

4.8 Type Familiarity and Differences Training

4.8.1 Where a member has never flown a different type on the club fleet then a familiarisation flight will be given with an instructor. The flight will generally cover the items laid down in flying standards prescribed in Standards Document 19 (A).

4.8.2 Where the member is new to the club but experienced on type, with at least 5 hours PIC on the same type in the last 1 year period, then for the simple SEP / TMG fleet (fixed pitch propeller, fixed tricycle undercarriage, standard instrument fitment), of that type then access can be assessed and granted by a MotorGlide instructor on logged experience alone.

4.8.3 Where the member requires access to a complex SEP aircraft then differences training MUST be undertaken and signed off in the student records with a suitably qualified MotorGlide instructor. Specifically, aircraft with any of; Constant speed propeller unit, retractable undercarriage, tailwheel configuration undercarriage, aerobatic flight category, EFIS equipment.

4.8.4 Successful completion will then allow that member to have access that aircraft and the booking system in MotorGlide clubhouse.

4.8.5 Flying currency requirements are detailed in section 8 of the Pilots order Book, and must be adhered to.

5 Airfield Procedures

5.1 Aston Airfield

Aston Airfield is MotorGlide's primary operating base and headquarters. All administrative responsibilities are accomplished here and the majority of the MotorGlide aircraft fleet are based at Aston Down Airfield.

- The main operations desk is contactable on 07976 985 689
- All flight training courses are available from Sandhill.
- Further information on operating from Aston Down airfield can be found, if required, in the Integrated Aeronautical Information Package, available online at www.nats-uk.ead-it.com

5.1.1 Airfield Operating Hours and procedures

5.1.1.1 Winter Daily 08:00 to sunset +30 mins or 17:30 whichever is the earlier. Summer Mon – Fri 07:00 to 21:30. All times UTC.

5.1.1.2 Night flying is not permitted at Aston Down Airfield.

5.1.1.3 All instruction and flights shall use the aerodrome only during the published hours, or by prior permission from the club.

5.1.1.4 Private flights can continue outside the published aerodrome hours at the discretion of the Head of Training.

5.1.1.5 Pilots using the aerodrome outside published hours shall put out a general broadcast call to 'Cotswold Traffic' to notify any pilots in the area who may be listening, of their intentions.

5.1.2 Aston Down taxiing procedures

5.1.2.1 Taxiing speed is recommended to be no more than a fast walking pace (5 to 7 knots ground speed).

5.1.2.1 All aircraft movements are at the pilots discretion. Further information can be found in CAP1535 'The Skyway Code' or the Eurocontrol Manual for Radio service at www.eurocontrol.int

5.1.3 Aston Down circuit procedures

5.1.3.1 The following circuit patterns are currently operating at Aston Down aerodrome:

- Left or Right hand circuits
- Keep good lookout for gliders
- Gliders may not be radio equipped

5.1.3.2 These traffic patterns avoid over flying local villages & properties in the local area.

5.1.3.3 The circuit height is 1000 ft QFE (agl). Standard overhead joins are preferred, this allows for far greater situational awareness, integration with circuit traffic and safe flight operations.

5.1.3.4 Orbiting in the circuit is not only illegal but positively dangerous. A ‘go - around’ is a much safer option and can be initiated from the circuit height of 1000ft QFE.

5.1.3.5 Strictly VFR traffic only. There are no published instrument approaches for Aston Down. Aircraft are to contact/announce their position at least 10 minutes before ETA to the airfield.

5.1.3.6 It must be stressed that when joining the circuit pattern that all pilots are responsible for their own separation and avoidance of other aircraft. It is therefore important that a good look out be kept at all times.

5.1.4 Local noise abatement procedures

5.1.4.1 All pilots and student pilots shall ensure that they do not over fly all village

6 Flight Planning

6.1 Flight Planning (General)

Prior to each flight, the pilot-in-command is responsible for the proper planning of the flight. In particular the PIC is to take into account:

- Current meteorological reports and forecasts
- Weather minima
- NOTAMs
- Aerodrome information
- Current charts and amendments
- Aircraft mass and balance

6.2 Flight Planning - specific

6.2.1 Fuel Planning

6.2.1.1 Prior to each flight the PIC is to ensure that sufficient fuel has been loaded to complete the intended flight profile and to allow the aircraft to land with sufficient fuel to fly for:

6.2.1.2 At least 1 hour of fuel remaining (at cruise power setting burn rate) on landing, whether for training flights or solo hire flights

6.2.1.3 Please note, this incorporates the following; Approach fuel, go-around fuel, diversion fuel including joining a circuit and making an approach plus one further go-around, VFR daytime minimum reserve.

6.2.1.4 If a member wishes to land with less than 1 hour of fuel then they must provide a fuel plan for the flight.

6.2.1.5 The fuel plan must account for at least**:**

- Start up and taxi fuel,
- Trip (Destination) fuel,
- Go-around and diversion fuel (including fuel to make an approach and landing at a diversion airfield)
- 5% Contingency fuel (based on destination and diversion fuel combined),
- Minimum VFR reserve fuel
- Any additional fuel at the discretion of the Commander

6.2.1.6 Minimum VFR reserve is 30 minutes for daylight flying, and 45 minutes for night flying, including if the ETA falls in night time (>30 mins after sunset).

6.2.2 Aircraft Oil

6.2.2.1 Before starting the engine of a MotorGlide aircraft, the pilot is to ensure that the engine oil level exceeds the minimum stated in the Pilot's Operating Handbook /Flight Manual.

6.2.3 Minimum Safe Altitude

6.2.3.1 Before departing on a cross-country flight, pilots are to calculate a minimum safe altitude for the intended route: If, during the flight, the weather conditions are such that the minimum safe altitude cannot be maintained in VMC with good ground reference, the flight is to be terminated and the aircraft landed as soon as practicable.

6.2.3.2 Minimum safe altitude is to be calculated as follows:

- Locate the highest obstruction 5nm either side of track/turning points/destination.
- Highest obstacle in the CAA aeronautical chart quadrant - rounded up to the next 100ft then add 1000ft, calculated as Altitude above Mean Sea Level.

6.2.3.3 Pilots must be aware of the regional altimeter setting area or areas in which they will be flying. Terrain clearance must be maintained by selecting the regional QNH when flying en-route.

6.2.4 **Navigation Equipment.** The PIC should ensure that before departure the aircraft's navigational equipment is checked for serviceability relevant to the lesson plan and in accordance with the Pilots order Book MEL (section 2.7) or the aircraft MEL, whichever is most restrictive. The student or member pilot must ensure that they carry with them the necessary equipment (stopwatch, chart, plotter etc).

6.3 Aircraft Loading

6.3.1 General

6.3.1.1 No MotorGlide aircraft is to take-off at a mass greater than the maximum authorised Take-Off Mass (MTOM). To achieve this it may be necessary to reduce the fuel load carried (with due regard to the fuel required for the flight as detailed in the flight planning requirements at paragraph 6.2 above) or to reduce the payload. In addition, pilots are to ensure that:

(a) The aircraft mass will be below the Maximum Landing Mass (MLM) before the first landing or touch and go.

(b) The crew/passenger/baggage/ballast distribution results in a C of G position within the flight envelope published in the Pilot Operating Handbook/Flight Manual.

(c) A copy of the aircraft's latest Mass and Balance Report is held in the aircraft Technical Log or the aircraft's documents folder.

6.3.2 Load Sheets/Calculations

6.3.2.1 It is the responsibility of the PIC to ensure that an aircraft is loaded in such a way as to meet the limitations related to all up weight and centre of gravity detailed in the appropriate flight manual or pilot's operating handbook. If any doubt exists as to the proper distribution of an aircraft's load, a load sheet is to be prepared, in accordance with the instructions in the relevant Pilot's Operating Handbook/ Flight Manual, showing both longitudinal and lateral centre of gravity.

6.4 Weather Minima

6.4.1 Weather must be at or greater than the minima described in section 3.10 of the Pilots Order Book. The weather should be above the minima quoted at departure point, the route, destination and diversion airfield for at least the ETA +/- 1 hour.

6.5 Safety Responsibilities

6.5.1 The Safety Manager is responsible for monitoring the standards of flight safety within MotorGlide Ltd, and for ensuring that all information affecting flight safety is disseminated immediately to all flying personnel.

6.5.2 Notwithstanding the above, all personnel have a personal responsibility towards flight safety. Anyone who discovers a factor affecting flight safety, or who wishes or discuss any matter affecting safety, should file a Safety Hazard Report Form and contact the Safety Manager if they feel it necessary.

6.6 Safety Equipment

6.6.1 All pilots are to ensure that they are familiar with the use of the fire extinguishers fitted to the ATO's aircraft.

6.6.2 Prior to each flight pilots are to ensure that the fire extinguisher and first aid kit have been inspected within the preceding 12 months.

6.6.3 Life jackets must be worn, by all occupants, on all over water flights beyond the gliding range of the aircraft. Life jackets must be checked as serviceable before departure.

6.6.4 An Emergency Locator Beacon must be fitted, if one is not fitted then a Personal Locator Beacon must be carried. The function of either devices should be familiar and checked prior to flight.

6.7 Radio Listening Watch

6.7.1 Pilots are to ensure that a listening watch is maintained on a suitable radio frequency throughout the flight. In normal circumstances, pilots are to be in receipt of at least a Basic Service at all times. Details of listening watch frequencies and transponder codes are contained in The Skyway Code CAP1535.

6.7.2 Student pilots should be conversant with the procedures for transiting controlled airspace, military air traffic zones and using danger area crossing services when applicable. In the event of inadvertent penetration of controlled airspace, all student pilots shall report to the CFI or DCFI on their return and file a Safety Hazard Report.

6.8 Destination Airfield

6.8.1 Pilots The pilot is to be familiar with the joining procedure, reporting positions and routings, visual reference points and knowledge of landing runways at his destination aerodrome, including the procedure for booking in and out.

6.8.2 Further information on operating from or arriving at any UK Airport can be found, if required, in the Integrated Aeronautical Information Package, available online at www.nats-uk.ead-it.com

6.9 Unlicensed Airfields and Farm Strips

6.9.1 All pilots are required to obtain permission before flying to an unlicensed airfield or farm strip in a MotorGlide aircraft. This can be obtained from any one of: Accountable Manager, Head of Training or CFI.

6.9.2 PPR (prior permission required) must be obtained from the operator of any unlicensed or farm strip that is intended to be visited. As much information as possible should be obtained from the airfield owner/operator. To include: details of nearby obstacles, livestock, airfield grass length and surface condition, ensuring overshoot/undershoot are clear, local weather phenomena; downdraughts, effects from trees, barns, windshear etc.

6.9.3 The pilot is to be familiar with the joining procedure, reporting positions and routings, visual reference points and knowledge of landing runways at the airfield/farm strip, including the procedure for booking in and out, and paying any applicable landing or overnight fees.

6.9.4 Performance calculations must be calculated based on POH data and submitted to the respective authoriser of the flight (Accountable manager/CFI/DCFI) before departure. All safety factors should be applied e.g. grass, slope, temperature etc. It is strongly advised to add an additional 30% safety factor to TODR and LDR on top of the figures obtained.

6.9.5 Pilots must not land on a grass airfield unless they have previously received instruction on grass landing techniques. A flight with an instructor is strongly advised if there is any doubt over the correct techniques to use, including performance (short field) take-off and landing techniques.

6.9.4 Pilots must be courteous and considerate to landowners and local residents, countryside activities and field sports, and agricultural/farming activities.

6.10 Fuel Uplifts

6.10.1 Pilots should be familiar with the refuelling procedures at their destination airfield. All fuel uplifts authorised by the pilot in command will be reimbursed at the current litre price operating at Sandhill Farm Airfield.

6.11 Action in the Event of Diversion and/or Fuel Shortage

6.11.1 During a cross-country flight, a diversion may be necessary. A sound decision will need to be made early so as to avoid a hazardous situation, either to continue to the destination, return to the point of departure airfield or proceed to an alternative airfield.

6.10.2 If the aircraft has the equivalent of or less than the VFR minimum, by day or night, then an emergency must be declared. The phraseology 'fuel emergency' should be used.

6.10.3 Continuing to the destination shall not be attempted if the aircraft cannot be flown clear of cloud at or above the selected safety altitude. Diverting to a pre-planned alternate airfield is recommended in case of aircraft malfunction or running into bad weather, when turning back is not practicable. An early decision to divert is advisable. If this plan is initiated, care must be taken to double check headings and ETA for the diversion.

6.10.4 In the event of running low on fuel, a diversion should be considered to the nearest airfield, taking into account the weather.

6.11 Action on Becoming Lost

6.11.1 During any navigation exercise there will be times when a pilot cannot fix his exact position by reference to the chart or ground features. Pre-planning for a cross-country flight will fix various waypoints en-route. If a particular point is not identified on time, it may be due to a number of reasons. Within the UK, it can be generally assumed that when a pilot is not able to establish his position for approximately 10 minutes, his situation changes from being 'temporarily unsure of position' to being lost.

6.12.2 It is strongly encouraged that a radio navigation fix be obtained on every leg flown and the navigational aids be tuned in appropriately to achieve a fix whenever possible. This will aid situational awareness and significantly reduce the chances of becoming lost. You are not a banana.

6.12.3 It is recommended that the pilot initially assesses the situation taking into account fuel state, compass / DI alignment, headings flown and remaining hours of daylight.

6.12.4 The pilot should establish contact with the distress and diversion cell on 121.5 MHz and initiate a pan call. Practice emergency calls on this frequency, including obtaining a position fix, are normally included in training to familiarise students with the procedures. Further reference on lost and emergency procedures can be found in The Skyway Code (CAP1535).

6.13 Action in the Event of an Unscheduled Landing

6.13.1 If an unscheduled landing has been made, all pilots shall secure the aircraft, report in the normal fashion to ATC or the operator of the airfield and then telephone MotorGlide and inform them. In the case of a student at MotorGlide for further instructions from the CFI, or DCFI, or their instructor.

7 Safety Management, Accidents and Incidents

7.1 **Emergency Response:** When an accident or incident occurs, contact the following phone number **AS SOON AS POSSIBLE**, if not already in MotorGlide Operations at MotorGlide House.

MOTORGLIDE on +44 (0) 7976 985 689

The instructor receiving the call must note as much information as possible regarding the incident. If required a call to the Emergency Services, including the local Police, should be made as soon as possible on the telephone number: **999**

All MotorGlide Staff and Contractors have been trained to deal with accidents and follow an EMERGENCY RESPONSE PLAN. A copy of this is kept behind the operations desk at both MotorGlide bases.

7.2 Accidents and Incidents

7.2.1 Any pilot involved in an accident or incident in a MotorGlide aircraft is to complete an internal Accident/Incident Report form, a copy of which is at Appendix of the Pilots order Book. Once completed, the report is to be passed to the Safety Manager.

7.2.2 The Safety Manager is to investigate any incident or occurrence involving School aircraft or any other operational matter. This in no way absolves the School or aircraft PIC from their duty, under the Air Navigation Order, to report accidents or incidents.

7.2.3 The object of an internal investigation of an accident or incident is as follows.

- To find out what happened.
- To find out why it happened.
- To recommend measures to prevent it happening again.

7.2.4 It is not the purpose of an investigation to find a scapegoat or to allocate blame.

7.3 Definition of an accident

7.3.1 The following is the ICAO definition of 'accident' and also the UK definition of 'reportable accident'.

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

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

The aircraft incurs damage or structural failure, other than:

Engine failure or damage, when the damage is limited to the engine, its cowling or accessories;

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

The aircraft is missing or is completely inaccessible or

Significant damage is caused to property of the Company or any third party.

7.4 Definition of a serious injury

7.4.1 Serious injury means an injury that is sustained by a person in a reportable accident and which:

i. Requires his stay in hospital for more than 48 hours commencing within seven days from the date on which the injury was received.

ii. Results in a fracture of any bone (except fracture of fingers/toes/nose).

iii. Involves lacerations that cause nerve, muscle or tendon damage or severe haemorrhage or involves injury to any internal organ.

iv. Involves second or third-degree burns affecting more than five per cent of the body surface.

v. Involves verified exposure to infectious substances or injurious radiation.

7.5 Reporting procedures

7.5.1 Following an accident, it is the responsibility of the pilot concerned to ensure that the appropriate reporting procedures are followed.

7.5.2 The following sequence must be observed.

- Inform the DTO immediately and by the quickest means possible - the person receiving the call will inform the Safety Action Team.
- Inform the competent authority as soon as possible - in the UK this is the Chief Inspector, Air Accident Investigation, Department of Transport.
- Inform the local police as soon as possible - see Civil Aviation (Investigation of Accidents) Regulations 1996.

7.5.3 The accident report form should be completed as soon as possible, and submitted to the responsible authority (with a copy to the HT) within 72 hours. This form will be supplied by the DTO.

7.5.4 For further information, see AIC P 55/2009 'Aircraft Accidents and Serious Incidents - Duty to Report', and for further reference see the procedures in The Skyway Code (CAP1535)

7.6 Incident reporting

7.6.1 An 'incident' is an occurrence that has

- jeopardised the safety of passengers, crew or aircraft, but which has terminated without serious injury or damage,
- was caused by damage to, or failure of, any major component, not resulting in serious injury or damage.

7.6.2 Following an incident, it is the responsibility of the pilot concerned to ensure that the appropriate reporting procedures are followed.

7.6.3 The following sequence must be observed.

- Inform the DTO immediately and by the quickest means possible - the School will inform the HT.
- Complete an incident report form, and submit it to the HT within 3 days - the relevant form will be supplied by the DTO.

7.7 Mandatory Occurrence Reporting (MOR)

7.7.1 An 'occurrence' is any incident that is not a notifiable accident. MotorGlide operate in accordance with the EU rules on Mandatory Occurrence Reports (EU376/2014).

7.7.2 A 'reportable occurrence' is

- any defect or malfunction of any part of an aircraft or its equipment which, if not corrected, would have endangered the aircraft, its occupants or any other person,
- failure or inadequacy of facilities or services on the ground used, or in connection with, the operation of the aircraft,
- any incident arising from the loading or carriage of passengers, cargo or fuel.

7.7.3 The overriding criterion to determine whether an occurrence is reportable is if it has endangered or, if uncorrected would have endangered, the aircraft, occupants or other persons. Reports of any serious incidents or accidents must be reported to the CAA within 10 days.

7.7.4 All pilots or any persons must report such occurrences on the CAA Occurrence Report form SRG 1601 and submit it to the CAA with a copy to the CFI/Head of Training or the Safety Manager / DCFI.

7.7.5 Even if the incident is not serious enough to be reported to the AAIB, it may still be required to be reported under European incident reporting regulations (EU2015/1018). This is known as a mandatory occurrence report. Information and online MOR reporting can be made at www.caa.co.uk/mor and www.aviationreporting.eu. Typical examples of incidents are:

- Airspace infringements
- Loss of control events
- Runway incursion or excursion
- Declaration of emergency
- Collision or near collision on the ground or in the air

7.7.6 For further information, see CAP 382 ‘MOR Scheme’.

7.8 AirProx

7.8.1 An airprox report shall be made whenever a pilot or controller considers that the horizontal or vertical distance between aircraft has been such that the safety of the aircraft was, or may have been, compromised.

7.8.2 Pilots wishing to make an airprox report should immediately inform ATC. If this is not possible, then the report should be made as soon as possible after landing, by telephone, to any UK ATCC.

7.8.3 A follow-up report on Form CAP1094 should then be submitted to the UK AirProx Board within seven days.

7.8.4 For further information, see General Aviation Safety Sense leaflet 13A and UK AIP, ENR Section 1.14.

7.9 Bird strike

7.9.1 Any bird strikes or near miss is to be reported. This is to be done in conjunction with an Minor Occurrence Report.

7.10 Wake vortices

7.10.1 Any pilots experiencing wake vortex problems are to report the incident on Form SRG 1423. See AIC P072/2010 'Wake Turbulence'. This can be done in conjunction with a Minor Occurrence Report.

7.11 **General reporting:** All accidents, occurrences and airproxes involving approved training courses, including dual sorties with instructors, are to be notified to Approvals Support, CAA Licensing and Training Standards Department (Fax: 01293 573996).

7.12 **Safety Management System – Reporting:** Individuals can make a report on any safety related issues at MotorGlide. These reports can be made on the MotorGlide website : https://form.jotform.com/52254712788361 or manually.

7.13 'Accident/Incident Report Form' (see appendices) can be found in our Post Accident Procedures booklet available in the MotorGlide office. Where required a Mandatory Occurrence Reporting form will be filed the UK CAA or EASA. Completed forms should be submitted to the Accountable Manager or Head of Training/CFI or Safety Manager/DCFI as soon as practicable after the accident or incident has occurred.

7.13.1 **Communicating:** The Safety Notice board is provided in the flight planning area to communicate safety related issues and should be referred to by all staff and students.

7.13.2 Just Culture

7.12.2.1 Safe flight operations is MotorGlide's most important commitment. To ensure that commitment, it is imperative to have uninhibited reporting of all incidents and occurrences that compromise safety. Whilst negligence or deliberate violation of the rules is unacceptable, it is recognized that people make mistakes and systems must be designed to be error tolerant.

7.12.2.2 The investigation of Accident, Incident and Safety reports will be entirely non-punitive. The prime objective of the investigative process is to ensure the highest possible degree of safety and not to apportion blame.

8 Currency and Standards

8.1 Currency Requirements for Single Engine Piston: Non-Complex

8.1.1 By definition a non-complex single engine piston aircraft has a monoplane wing, fixed pitch propeller, fixed undercarriage in the tricycle configuration, a naturally aspirated internal combustion engine, standard instrument fitment. No differences training was required in addition to a Single Engine Piston (SEP) Class Rating, under the guidelines in EASA part-FCL in order for the type of aircraft to be flown.

8.1.2 A member shall not act as pilot-in-command of an aircraft unless within the preceding 90 days he/she has made 3 circuits, each to include take-offs and landings, as the sole manipulator of the controls in an aircraft of the same type or class to be flown.

8.1.3 If the aircraft is to be flown at night then at least one of the three landings in the last 90 days has been at night.

8.1.4 This is in addition to the 90 day 3 take-off and landings no passengers rule, and the requirements of EASA part-FCL.

8.1.5 If a greater timescale has elapsed then the member must fly with a suitably qualified instructor to meet the requirement. There is no minimum hours requirement other than those defined for SEP validation in EASA part-FCL.

8.2 Currency Requirements for Single Engine Piston: Complex

8.2.1 By definition a MotorGlide complex single engine piston aircraft has required differences training in addition to a Single Engine Piston (SEP) Class Rating, under the guidelines in EASA part-FCL in order for the type of aircraft to be flown. Typically these include: a variable pitch propeller/constant speed propeller unit, retractable undercarriage, tailwheel (conventional) undercarriage configuration, a turbocharged or supercharged internal combustion engine, non-standard instrument fitment such as EFIS.

8.2.3 A member shall not act as pilot-in-command of an aircraft unless within the preceding 90 days he/she has made 3 circuits, each to include take-offs and landings, as the sole manipulator of the controls in an aircraft of the same type or class to be flown.

8.2.4 If the aircraft is to be flown at night then at least one of the three landings in the last 90 days has been at night.

8.2.5 If a greater timescale has elapsed then the member must fly with a suitably qualified instructor to meet the requirement.

8.2.6 Where the member has less than 5 hours on type then they shall not go longer than 28 days / 4 weeks between flights on a complex single, whereby the specific difference is new to the member.

8.2.7 Where the member has less than 10 hours on type then they shall not go longer than 42 days / 6 weeks between flights on a complex single, whereby the specific difference is new to the member.

8.2.8 If the hours requirement has not been met and the more restrictive timescale elapsed then the member must fly with a suitably qualified instructor to meet the requirement, or complete a satisfactory familiarisation check flight.

8.2.9 This is in addition to the 90 day 3 take-off and landings no passengers rule, and the requirements of EASA part-FCL.

8.3 Currency Requirements for operating Tailwheel Undercarriage Aircraft

8.3.1 Where the member has less than 10 hours on type then they shall not go longer than 28 days / 4 weeks between flights on MotorGlide Tailwheel aircraft.

8.3.2 Where the member has less than 20 hours on type then they shall not go longer than 42 days / 6 weeks between flights on MotorGlide Tailwheel aircraft.

8.3.3 If the hours requirement has not been met and the more restrictive timescale elapsed then the member must fly with a suitably qualified instructor to meet the requirement, or complete a satisfactory tailwheel check flight with a flight instructor.

8.3.4 If the aircraft is to be flown at night then at least one of the three landings in the last 90 days has been at night. A night check flight must be completed in MotorGlide Tailwheel aircraft before any solo hire.

8.3.5 This is in addition to the 90 day 3 take-off and landings no passengers rule, and the requirements of EASA part-FCL.

8.3.6 The instructors used for tailwheel training must be specifically authorised for training and checking tailwheel pilots by the aircraft owners.

8.3.7 An annual (maximum 12 month interval) tailwheel aircraft check is to be completed by all club members and instructors wishing to use the tailwheel aircraft. This will require a minimum of three circuits including circuit emergencies and a rejected take-off from the tail up position, and high-speed tail-up taxiing. A record of this will be noted in the student log book, and instructor logbook, respectively.

8.3.8 Members not trained by MotorGlide in tailwheel aircraft for the purposes of tailwheel differences training must have at least 50 hours total tailwheel aircraft time logged before they may solo hire the tailwheel aircraft. A tailwheel differences training check flight is required that will be not less than 2 hours and cover at least 10 circuits in varying weather conditions, including

all circuit emergencies, rejected take-offs, and grass field operations. This is in addition to the guidance laid down in CAP804.

8.3.9 The tailwheel aircraft must always be parked into the prevailing wind and tied down at secure anchor points and chocked after flight. This is due to the easy weather-cocking nature of tailwheel aircraft. The aircraft cover must be refitted after planned flying is completed on a given day. The cover is to be kept in its holdall in the aircraft at all times when not in use.

8.4 Currency Requirements for Instrument Rating Restricted / IMC Rating Holders

8.4.1 An annual (maximum 12 month interval) instrument approach check is to be completed by all club members and instructors wishing to exercise the privileges of the IMC/ IRR rating. This will include a let-down, approach to minima, go-around and missed approach using a different approach aid from that used in their last flight test. This must be signed in the pilots logbook by an instructor qualified to give instrument flight instruction. It should be noted that this annual flight check can be used as part of the CAA mandatory requirement for the IRR / IMC rating revalidation process, just at annual interval. This would reduce the length of a subsequent successful revalidation flight test, by one approach procedure. There is a maximum 25 months between mandatory revalidation flight tests.

8.4.5 This is in addition to the 90 day 3 take-off and landings no passengers rule, and the requirements of EASA part-FCL.

8.4.5 The annual instrument approach check not a requirement for holders of a full Single Pilot Aircraft Instrument Rating for either single or multi engine piston aircraft. The revalidation process of a full Instrument Rating is already more restrictive.

8.5 Currency Requirements for operating Aerobatic Aircraft

8.5.1 Where the member has less than 10 hours aerobatic experience on MotorGlide aerobatic aircraft, then they shall not go longer than 28 days / 4 weeks between aerobatic flights.

8.5.2 Where the member has less than 20 hours aerobatic experience on MotorGlide aerobatic aircraft, then they shall not go longer than 42 days / 6 weeks between aerobatic flights.

8.5.3 If the hours requirement has not been met and the more restrictive timescale elapsed then the member must fly with a suitably qualified instructor to meet the requirement, or complete a satisfactory familiarisation check flight.

8.5.4 An annual (maximum 12 month interval) spin check is to be completed by all club members and instructors wishing to exercise the privileges of the aerobatic rating. This will cover a spin recovery, unusual attitude recoveries and a sequence of the basic aerobatic manoeuvres. A record of this will be noted in the student logbook, and instructor logbook, respectively.

8.5.5 In addition to 8.5.1 to 8.5.4, to satisfy the insurance requirements, the pilot must have completed at least 5 hours of flying time, including at least 1 hour as PIC in the last 12 months in the aerobatic aircraft.

8.5.6 This is in addition to the 90 day 3 take-off and landings rule, and the requirements of EASA part-FCL.

8.5.7 **Aerobatic manoeuvres flown by members must be completed by 3000ft AGL (above ground level).** Aerobatics in the airfield overhead are ONLY authorised for qualified and current MotorGlide aerobatic instructors. Aerobatic manoeuvres below altitude 3000ft AGL are only authorised for qualified and current MotorGlide aerobatic instructors provided they are competent to AOPA Standard Certificate standard, and then only to a minimum altitude of 1500ft AGL.

8.6 Additional Requirements for operating Aerobatic Aircraft

8.6.1 Club members are able to hire the aerobatic aircraft under the same terms and conditions as the other MotorGlide aircraft, save for any additional terms outlined here in 8.6.2 to 8.6.18.

8.6.2 **Uses for Aircraft for Aerobatics**: A MotorGlide instructor must all ways be on board.

8.6.3 Irrespective of a Pilot's licence permissions and experience, the CFI or Authorised Instructor will sign-off pilots following a check-out flight separately for:

a) General handling
b) Aerobatics
c) Instrument flying
d) Night flying

8.6.4 Pilots must operate the aircraft within the prescribed limits as specified in the approved flight manual, and have read and understood the manual.

8.6.5 Pilots must ensure the aircraft is operated in accordance with the Standardised European Rules of the Air (SERA) and Air Navigation Order (ANO) and when undertaking aerobatics squawk the appropriate transponder code. Any civil or military pilot carrying out aerobatic manoeuvres is advised to use the 7004 squawk with Mode C. Pilots should select this squawk 5 mins before commencing aerobatics, and deselect it when finished. Pilots are also encouraged to contact ATS units and advise them of the lateral, vertical and temporal limits.

8.6.6 **Any aerobatic manoeuvres flown by members must be completed by 3000ft AGL.** Aerobatics in the airfield overhead are ONLY authorised for qualified and current MotorGlide aerobatic instructors. Aerobatic manoeuvres below altitude 3000ft AGL are only authorised for qualified and current MotorGlide aerobatic instructors provided they are competent to AOPA Standard Certificate standard, and then only to a minimum altitude of 1500ft AGL.

8.6.7 Intentional spinning is prohibited.

8.6.8 Cleaning & husbandry The Pilot is responsible for ensuring that after flight the aeroplane is left in a clean and tidy state, both inside and out, with the canopy, prop and leading edges of all flying surfaces cleaned of flies/debris etc. and any oil residue from an aerobatic sortie removed, so as to retain the aircraft in its current excellent condition. Only those cleaning chemicals that are suitable for use on a composite construction aircraft should be used (soapy water).

8.7 Additional Requirements for Flight Instructors

8.7.1 Instructors are members of MotorGlide and are required to comply with all licencing and currency requirements in section 8 of the Pilots Order Book, including; annual aerobatic/spin, instrument approach and tailwheel checks where applicable.

8.7.2 The MotorGlide 90 day rule for instructor members can be self-instructed where required to become current, providing the EASA part-FCL regulation for SEP currency is maintained. For example: flying a MotorGlide complex single or different type when the SEP element has been maintained. The exception to this is the tailwheel aircraft as per section 8.3, and for aerobatic flight as per section 8.5, thus no self-instruction allowed.

8.7.3 Instructors are required to keep up to date copies of licences and medicals together with a completed MotorGlide Instructor Record Form on the office PC. The records must be completed on the date of the flight and countersigned by the student and instructor once completed.

8.7.4 Instructors are to teach flying training in accordance with the prescribed syllabus, these are approved for use by MotorGlide to operate as a Declared Training Organisation, and they MUST be adhered to at all times. This is essential in achieving EASA part-DTO compliance with EASA part-FCL.

8.7.5 The flight techniques, methodology, sequence and checklists will be as per the approved syllabus used by MotorGlide. The check lists will only be superseded by the aircraft manufacturer checklist, where applicable, and this is accounted for in the ones supplied by MotorGlide. If any error in a check list is found it is to be brought to the attention of the Head of Training/CFI.

8.8 New members flight check / new type familiarisation flight check

8.8.1 All new members are required to keep up to date licences and medicals and next of kin details and provide copies of any updated information to MotorGlide.

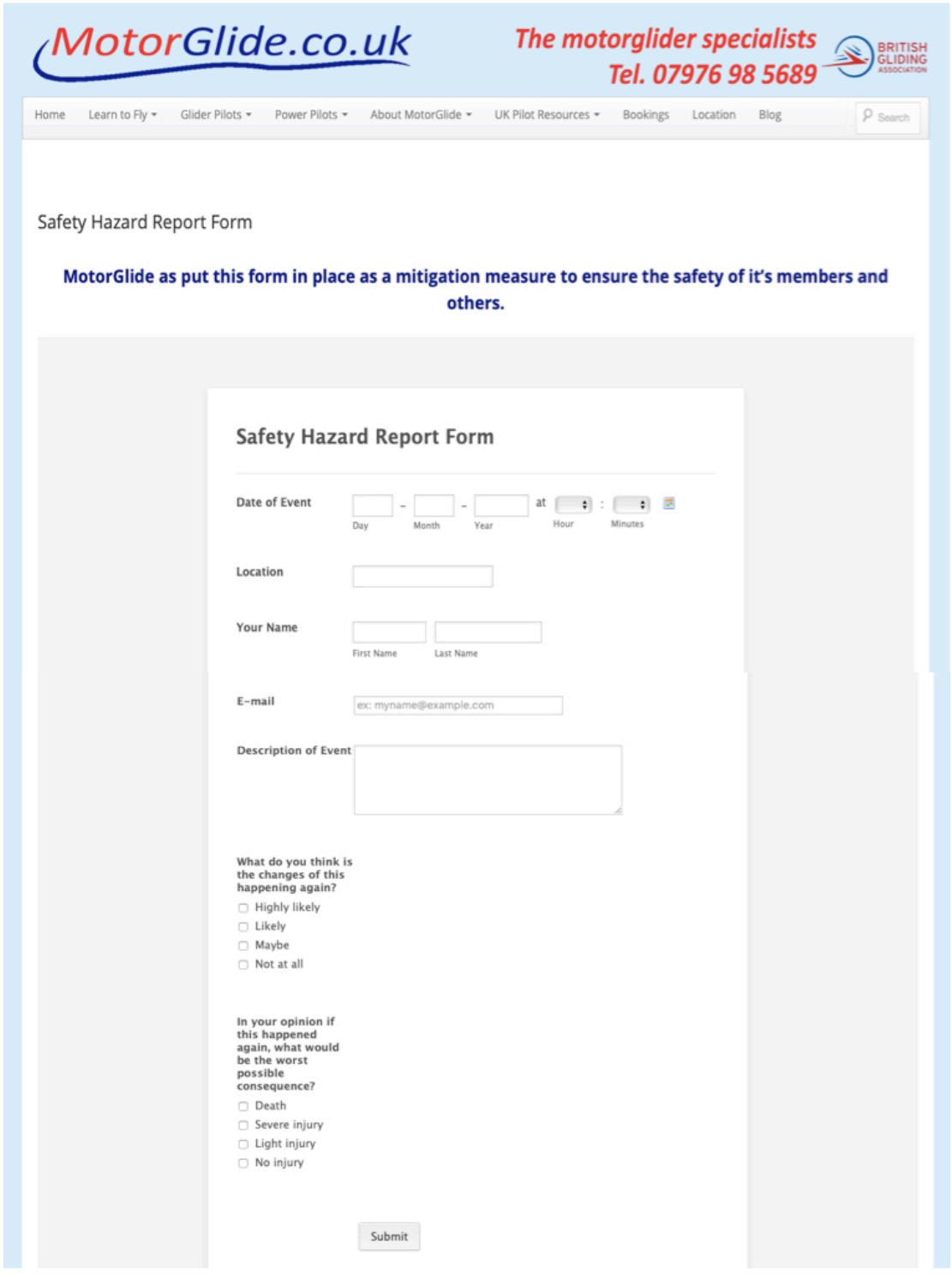
8.8.2 New members who already have an EASA pilots licence are required to complete a check ride in accordance with New Members Check Ride form (see 9.4).

8.8.3 New members who wish to fly a new type on the MotorGlide Fleet must complete a check ride.

9 Appendices

9.1 Appendices: Safety Hazard Reporting Form 49
9.2 Appendices: Company online portal Safety Reporting Form (screen shot) .. 49
9.3 Appendices: Accident Incident report form 55
9.4 Appendices: New member Flight Check / New Type Familiarisation form 56
9.5 Appendices: MotorGlide Instructor Records form 57
9.6 Appendices: MotorGlide Limitations memory card 58

9.1 Safety Report Form (online)



Part C: To be completed by the Safety Manager

Rate the likelihood of the event occurring or re-occurring?

Extremely improbable				Frequent
1	2	3	4	5

Rate the worst-case consequences?

Negligible				Catastrophic
1	2	3	4	5

What action or actions are required to ELIMINATE, MITIGATE or CONTROL the hazard to an acceptable level of safety?

Resources required?

Responsibility for action?

Agreed and accepted (signed)

Accountable Manager: Date:

Head of Training Date:

Safety Manager Date:

Appropriate feedback given to staff by safety officer, or nominated key safety person.

Sign: Date:

Follow up action required? If so, When: Who:

Hazard log updated: When:

9.2 Company safety reporting form:

9.3 Incident/Accident Briefing Form

(Also see 'Post Accident Procedures' booklet)

Aircraft Registration	
Departure Point	
Destination	
Departure Time (UTC)	
TIME OF INCIDENT (UTC)	
LOCATION OF INCIDENT	
Aircraft Type	
Number of Crew	
Number of Passengers	
Type of Flight (Trng/hire)	
Casualties	
DETAILS	
Completed by (name)	
Date	
Time (UTC)	

9.4 MOTORGLIDE– KEY LIMITATIONS

CAT	MIN VIS	MIN BASE	WIND (Steady kts+50% Gust)	XWIND
Student	5000	1500ft	Instructor advice	
Licensed Pilot	5000m	1500ft	15kt Headwind & 10kt Crosswind	10kts
Minima	Required at departure, en route, destination & diversion for +/- 1 Hr of ETA			
Fuel	Must land with 1 hour fuel remaining, otherwise: Fuel Plan: Taxi + Trip + Go around/Diversion + 5% Contingency + discretionary Whatever: must land with min VFR = 30 min Day, 45 min Night			

Minimum Safe Altitude	1000 ft above highest obstacle 5nm either side of track, or CAA chart grid highest obstacle rounded up to nearest 100 + 1000ft
Minimum Altitude for Stalling	3000 ft above ground – solo student/member and dual for fully stalled conditions and spin avoidance training. 2000ft above ground - dual only – incipient stall recovery only
All Pilots	Max R/W contamination: 3mm slush/ice/snow over 25% of R/W surface
New A/C Type	Instructor familiarisation flight and training as required
New member, Min 5 hrs on type in last 1yr	SEP Non-complex: Clearance on logged experience and CFI/DCFI in conjunction with accountable managers decision. HOWEVER: SEP Complex, TW, Aero: Compulsory differences training/check.
Unlicensed Airfields and Farm Strips	EGBW grass open to members for instruction. All others require permission from Acc. Manager/CFI/DCFI. Performance calcs, PPR, and grass exp reqd.
Currency, SEP Non-Complex	Last 90 days, 3 T/O & Ldgs, sole manipulator of controls in same type or class a/c. For night flight, one of these ldgs at night.
Currency, SEP Complex (Variable pitch or retractable U/C aircraft)	Last 90 days, 3 T/O & Ldgs, sole manipulator of controls, same type or class a/c. For night flight, one of these ldgs at night. ALSO: < 5 Hrs on type: 28d max between flights 5-10 Hrs on type: 42d max between flights
Currency, Tailwheel	Last 90 days, 3 T/O & Ldgs, sole manipulator, same type or class a/c. For night flight, one of these ldgs at night. ALSO: < 10 Hrs on type: 28d (4 weeks) max between flights 10-20 Hrs on type: 42d (6 weeks) max between flights Annual TW check (3 cx, emergencies, tail up rejected T/O & taxi) New member, not TW trained by TF: 50 hrs TW, 2 hrs trg min, 10 cx varying weather, emergencies, rejected T/O, grass
Currency, IRR	Annual Instrument approach check (different aid to last check)
Currency, Aerobatics	Last 90 days, 3 T/O & Ldgs, sole manipulator, same type or class a/c. For night flight, one of these ldgs at night. ALSO: ALL: 5 hrs (min 1hr P1) in last 12 months (Insurance req) Annual spin, unusual att. recovery & sequence check Min QNH recovery 3000 ft (instructors 1500 ft) Sqk 7004 recommended 5 min before aeros & to end < 10 Hrs Aeros on MotorGlide aero a/c: 28d max between flts 10-20 Hrs Aeros on MotorGlide aero a/c: 42d max between flts Instructor dual spin only with: other instructor, qual. aero pilot, student learning aeros