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

MotorGlide.co.uk

STANDARD OPERATING PROCEDURES

Recent Changes Book

Procedures 2 of 2

MotorGlide.co.uk
Making flying more affordable

Standard Operating Procedures
2019

SECTION ONE
Authorisation and Documentation

SECTION TWO
Licensing

SECTION THREE
Aircraft

SECTION FOUR
Flying

SECTION FIVE
Weather

SECTION SIX
Pilot Briefing

SECTION SEVEN
Charges

SECTION EIGHT
Club Procedures

SECTION NINE
Airfield Procedures

SECTION TEN
Cross-Country Flights

SECTION ELEVEN
Emergency Procedures

SECTION TWELVE
Accidents, Incidents, Airprox

**** These SOP's do not over ride common sense, good airmanship ****
**** and the aircraft flight manual ****

Updated July 2024

Authorisation and Documentation

1.1 Air Navigation Order and Rules of the Air

All pilots and student pilots are to be conversant with the Air Navigation Order and Rules of the Air, Flight Rules and Procedures and Air Traffic Control Procedures and duly comply with the regulations and conditions in the MotorGlide Aircraft Hire Agreement.

1.2 Solo Flight Authorisation

- All MotorGlide flights must be authorised by a MotorGlide instructor, unless the pilot holds a valid license **and has flown a minimum of 20 hours P1.**
- **A pilot must have flown P1 in the previous 30 days, otherwise they must report to the CFI or Head of Training where a line check maybe required**.
- The CFI or Head of Training has the power to refuse a pilot self-authorising from flying solo or with passengers no matter their experience.
- None licensed pilots must be authorised by a club instructor before flying solo.
- It is the duty of all pilots and students using club aircraft to complete the tech log before and after each flight.
- When a flight involves multiple sectors each sector shall be separately authorised.
- Flights may only be conducted in VFR conditions.

1.3 Pilot Responsibilities

The Pilot in Command responsible for:

- Checking suitability of the weather for the proposed flight.
- The aircraft and its equipment is serviceable for the flight
- Check A has been completed in accordance with the Maintenance Schedule for that aircraft.
- There is sufficient time remaining on the aircraft to complete the flight before the next scheduled maintenance.
- All NOTAMS relevant to the proposed flight have been checked.
- Checking the AIP before flight.
- Current Maps, charts and navigational equipment are available.
- All other crew members and passengers have been briefed on possible contingencies affecting the safety of the flight.
- Any CAA prosecution that may occur due to the pilot in command’s actions.

1.4 Aircraft Documents

- All aircraft documentation can be found in the MotorGlide office.
- Aircraft documents should only be remove from the MotorGlide office with permission from the Head of Training.
- Aircraft log sheet folders are to remain in the aircraft.

1.5 Restricted Instructors

- All restricted instructors must be supervised by a un-restricted instructor who is onsite.
- Restricted instructors who wish to send someone solo must seek an un-restricted instructor permission before sending the student solo.

Licencing

2.0 Licence

- All Pilots must hold an Part-FCL license.
- NPPL holders are not permitted to fly MotorGlide aircraft (unless authorised by the Head of Training and Part-FCL derogation for NPPL SLMG is in force).

2.1 Ratings:

All Pilots must hold a class rating for the type of aircraft why wish to fly, such as:

- TMG rating to fly SF25
- SEP for the Eurofox,
- NPPL or PPL ratings must be valid as per the ratings page of your license.
- LAPL you must have completed 12 hours flying in the past 24 months from today.
- All pilots must have completed a flight with an instructor as per the terms of their license.

2.2 Medical:

All pilots must hold:

- LAPL – LAPL or higher medical
- PPL – Class 2 medical
- NPPL – Self-declaration or higher
- Pilots are responsible to ensure their own licences are current in all aspects.

2.3 Medical - Fitness to Fly

Pilots are to comply with Article 52 of the Air Navigation Order regarding consumption of alcohol and other drugs before flight. Student pilots flying club aircraft may be grounded if the Head of Training or CFI feels they are in breech of the regulations concerning alcohol and drugs.

2.4 Currency:

If you have not flown as **P1 within 30 days you must report to the CFI** or Head of Training who may ask you to complete a line check.

2.5 Annual Checks:

Year 1 you will be required to complete a 'Line Check' with a MotorGlide instructor.
Year 2 you will be required to complete a 'Base Check' with a MotorGlide Instructor.
These checks will alternate each year.
Line Check: To assess your basic ability to fly club aircraft.
Base Check: CAA Bi-Annual flight with instructor – 1 hour flight.

AIRCRAFT

3.0 Bookings

- All flights shall be booked in advance via the Head of Training.
- Cancelation of a booking may incur a cancellation fee, certainly on the day.

3.1 Aircraft

All aircraft must be operated in accordance with their specific flight manual, Air Navigation Order and MotorGlide SOP.

3.2 Aircraft Insurance

- Full details of the insurance policy are provided with the copy aircraft documents.
- 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.
- 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 the club or third parties and injuries to passengers or third parties.
- In the event of damage being caused to the aircraft by the pilot in command, they will be liable for meeting the costs required to repair the aircraft.
- If damage is caused by negligence then the full value of the aircraft my be sort from the pilot in command.

3.3 Refuelling Procedure

- Fuel to be used: AvGas 100LL, UL91 or MoGas 98.
- All aircraft requiring fuel must be filled at by MotorGlide bowser containing MoGas 98.
- When operation away from Aston Down all fuel must be obtained from the aerodrome fuel pumps.
- The aircraft shall be properly positioned and the electrical system is to be switched OFF whilst refuelling.

3.4 Pre-Flight Actions

- All pilots and students will ensure that the aircraft is inspected before each flight in accordance with Article 35 of the Air Navigation Order, and that he/she is satisfied with the inspection and Daily Inspection book signed.
- 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.

AIRCRAFT CONTINUED…….

3.5 Acceptable Deferred Defects List

The following are allowable deferred defects to assist in the continued operation of the aircraft for club operations at the member pilots discretion.

- Oil temperature gauge – provided that the oil pressure gauge is serviceable.
- Fuel gauges – provided a careful check of consumption is made and contents are physically checked before flight.
- Navigation lights – provided no portion of the flight is planned at night.
- Fin beacon, anti collision, landing and taxi lights.
- Transponder.
- Intercom (solo flying only).
- Turn co-ordinator
- Artificial Horizon.
- Cabin heating system.
- Vertical speed indicator
- VHF radio – provided pilot has been briefed by the tower controller.
- Light airframe damage – not affecting the airworthiness of the aircraft.

Only flight instructors or experienced pilots, adequately briefed, are authorised to carry out a flight with any of the defects listed below.

- Oil pressure gauge – provided the oil temperature gauge is serviceable.
- RPM gauge.
- VHF radio – provided pilot has been briefed by the tower controller.
- Battery charging system.

3.6 Notification of Defects

It is the duty of all pilots and student pilots using club aircraft to make known all defects. These are to be entered in the defect section of the Tech Log and reported to an instructor in the case of a student. The decision to fly any club aircraft with a known fault is at the discretion of the pilot in command only

3.7 Hand Swinging of Propellers

The hand swinging of aircraft propellers is <u>strictly forbidden.</u>

3.8 Run-up Procedures

- 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 and that no loose material or stones are present that could damage the aircraft.

FLYING

4.0 Operational Territory

- MotorGlide aircraft shall ONLY be flown within England, Scotland and Wales.
- Pilots wishing to operate MotorGlide aircraft outside of these areas shall seek permission from the Head of Training and undergo ground or flight training for the purpose of carrying out such a flight.

4.1 Carriage of Passengers

- Student pilots may not carry passengers when flying solo.
- Licensed pilots will ensure that their passengers complete a temporary membership form (if the PAX is not a club member) before each flight.
- Passengers may not be carried unless the pilot has completed at least three take-offs and landings as P1 within the preceding 90 days.
- Carriage of a passenger is permitted but no charge may be made.
- New LAPL holders must complete 10 hours P1 before carrying a passenger.
- Reasonable cost sharing is acceptable.

4.2 Go-Round Procedures

- A pilot of an aircraft on an approach to land shall satisfy himself that a continued approach below 300 ft 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.
- Actions for go-round will be to apply full power and climb straight ahead, conforming to any noise abatement procedures in force, to a circuit height of 1000ft, then to join the normal circuit pattern. The commander is also to make an appropriate R/T call once safely established in the go around.
- Pilots must only conduct touch & goes with an instructor onboard.

4.3 Aerobatics

- Aerobatics are <u>not</u> permitted in any club aircraft.
- Flight manual limitations must be observed before carrying any unusual manoeuvres including stalling and spinning.
- Specific instruction and authorisation for such manoeuvres is required from the CFI or Head of Training.

4.4 Practised Forced Landings

- Club aircraft are not to descend below 500 ft above ground level on a practised forced landing
- All pilots must obey the minimum low flying rules of ANO.

FLYING CONTINUED…….

4.5 Instrument Flying

- An aircraft shall not be flown on a simulated instrument flight 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.
- All MotorGlide aircraft are for VFR flight only.

4.6 Flying over Water

Life jackets, sufficient for the number of people on board, must be carried in all aircraft when flights over the sea are planned.

4.7 Night Flying

Not permitted in any club aircraft.

WEATHER

5.0 Weather Minima

- All pilots must be aware of and adhere to the weather minima as stated in the AIP ENR section 1.2.
- Pilots must also take into account the privileges of their licence and their own personal limitations and as laid down in the flight manual for the aircraft they are flying.

MotorGlide aircraft shall only be flown in:

- Wind less than 15kts headwind & crosswind 10kts.
- Visibility greater 5km (5000m)
- Cloud higher that 1500ft AGL
- Temperate greater than -3°C
- VFR conditions
- **AeroWeather app must show VFR for Brize Norton and Gloucester.**

Flights maybe conducted outside of the above limits only at the discretion of the CFI and/or Head of Training but still with VFR conditions only.

PILOT BRIEFING

6.0 Pilot Briefing

The Pilot in Command responsible for self-briefing to include:

- Checking suitability of the weather for the proposed flight (see 5.0)
- The aircraft and its equipment is serviceable for the flight (see 3.0)
- Check A has been completed in accordance with the Maintenance Schedule for that aircraft (see 3.)
- There is sufficient time remaining on the aircraft to complete the flight before the next scheduled maintenance.
- All NOTAMS relevant to the proposed flight have been checked (using www.skydemonlite.co.uk or www.ais.org.uk
- Checking the AIP before flight.
- Current Maps, charts and navigational equipment are available.
- GPS with current charts must be turned on for every flight.
- All other crew members and passengers have been briefed on possible contingencies affecting the safety of the flight.

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CHARGES

7.0 Pilot is liable for the following charges: -

- Membership which can be paid monthly or annually.
- Membership entitles the use of MotorGlide aircraft at the rates as listed at www.motorglide.co.uk/price-list all prices are per hour and wet.
- If hired by the day, the aircraft will be charged at a minimum of 3 hours per day unless the weather was too poor to fly, or allow a landing back at the home airfield during that time, in which case only the flying done will be charged.
- Purchase of fuel away from a MotorGlide base.
    - The purchase of fuel away from MotorGlide's home base will be reimbursed at fuel cost for MotorGlide's mogas fuel cost.
    - The aircraft should be provided with at least 30 litres of fuel on board, and is to be returned to the hangar with at-least 30 litres of fuel on board. Or as otherwise agreed.
- All landing fees.
- Bicester Aerodrome Company will charge per landing or you can purchase an annual landing card (once a licensed pilot).
- In the event of an accident or incident, the repair costs or the insurance excess of £5,000.
- Increase in insurance premium following the year of the pilots' accident / incident.
- Full cost of any loss or damage to the headsets, operator's manual, fuel sampler, cleaning equipment provided with the aircraft.
- Cost of replacement aircraft if insurers decline to pay following an accident if the reason is the responsibility of the pilot.
- Payment should be made by bank transfer following receipt of invoices.

Club Procedures

8.1 Membership
It is a requirement that all pilots and student pilots using club aircraft are members of MotorGlide. The minimum membership term is 12 months. Temporary membership is deemed to be granted for one-off trial lessons and members of other BGA clubs on completion of a temporary membership form.

8.2 Smoking
Smoking is prohibited everywhere, including near aircraft and buildings.

8.3 Care of Flying Equipment
At all times club members and all personnel shall ensure that all property and goods shall be treated with care. All persons causing damage to any property or goods may, at the discretion of the club, be required to cover replacement or repair of such goods.

8.4 Action for Breach of Club and Airfield Regulation
All persons who have been in breach of the local regulations may have their membership terminated.

8.5 Charges
Flying charges are displayed on the MotorGlide website. All flying charges and other charges will be paid before leaving the premises unless other pre-paid account arrangements are in place.
Charges are calculated according to engine tachometer. A record of the start and finish airtime and tacho reading should be made for every leg of every flight.

8.6. Hiring of Aircraft:
Whilst every effort is made to ensure serviceability of all aircraft, the club 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 the clubhouse.

8.7. Dogs
Dogs are not permitted in the club house or club aircraft at any time. Dogs are permitted on the patio area if on a lead and accompanied by their owner.

Aerodrome Procedures

9.0
Please read Aston Down Aerodrome procedures at:
https://members.cotswoldgliding.co.uk/sites/default/files/Site%20Briefing%20for%20Power%20Pilots%20V2%20March%202024.pdf

9.1 Aerodrome Layout
There are two unlicensed grass & tarmac runway directions available on the aerodrome, demarcated as mown grass areas.

9.2 Taxiing Procedures
Taxiing speed is to be no more than a fast walking pace. Caution should be taken when taxiing to and from paved to grass parking areas or at grass airfields. It is the Pilots responsibility to ensure clearance between the ground and propeller.

9.3 Circuit and Joining Procedures
The following circuit patterns are currently operating at Aston Down aerodrome:

- Runway 20/20 left or right hand – do not cross the runway centreline
- Runway 08/26 left or right hand – do not cross the runway centreline
- Circuit height is 1000 ft agl.
- Traffic patterns must avoid over flying all local villages.
- When joining the circuit pattern all pilots are responsible for their own separation and avoidance of other aircraft.

9.4 Actions after Landing
All pilots and student pilots must radio their taxi intensions to Cotswold Traffic after landing. Checks may only commence when clear of the active runway. Collision avoidance on the ground is the responsibility of the commander of the aircraft.

9.5 Use of the Radio
All transmissions over the radio must be made in accordance with procedures as laid down in CAP 413.

9.6 Local Noise Abatement Procedures

- All pilots and student pilots shall ensure that they do not over fly any local villages.
- Climb-out and circuits to be flown as per Skydemon procedures

SECTION TEN
Preparation for Cross Country Flights

10.1 Weather and NOTAMS
A current met forecast for the route is to be obtained. The latest actual for each destination is also required. The weather minima are specified under section 1.2 of the AIP ENR.
Before take off, all NOTAMS relevant for the cross-country flight must be checked.

10.2 Route
The cruising altitude shall maintain a terrain clearance of 1000 ft above the highest obstacle within 5 nm of the desired track and be known as the safety altitude.
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.
Pilots are reminded of the requirement to file a flight plan when crossing flight information region (FIR) boundaries. Pilots are also advised to file a flight plan if the flight exceeds 10 nm outside the coastline.

10.3 Aircraft
The pilot should check the aircraft's serviceability and be satisfied that the aircraft is loaded within the limitations of the flight manual. The fuel carried shall be in accordance with calculated requirements, including sufficient fuel for diversions. Fuel requirements and actual amounts carried shall be recorded on the navigation log.

10.4 RT
Student pilots should be conversant with the procedures for transiting zones if applicable.
Where possible it is encouraged that Listening Squaks are used.
In the event of inadvertent penetration of controlled airspace, all student pilots shall report to the CFI on their return.

10.5 Destination
The pilot is to be familiar with the joining procedure, position reporting and knowledge of landing runways at his destination aerodrome, including the procedure for booking in and out.

10.6 Fuel Uplifts
Pilots should be familiar with the refuelling procedures at their destination airfield. All fuel uplifts authorised by the pilot in command will be reimbursed providing the original receipt is provided. Only AvGas 100LL, MoGas 98 or UL91 maybe used in club motor-gliders.

10.7 Action in the Event of Diversion and/or Fuel Shortage
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.

CROSS-COUNTRY CONTINUED…….

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

10.8 Action on Becoming Lost

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

10.9. Action in the Event of an Unscheduled Landing

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 the CFI.

SECTION ELEVEN
Emergency Procedures

All pilots and student pilots using club aircraft should make themselves familiar with the emergency procedures before flight. The drills to be covered are:

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

SECTION TWELVE
Accident, Incident and Airprox Reporting

12.1 Notifiable Accidents
Pilots are reminded to be conversant with regulations in the Air Navigation Order.
A notifiable accident is an accident which, under the 1969 regulations, occurs from the point when any person boards an aircraft with the intention of flight and such times as all persons have disembarked, where:
a) Any person suffers death or serious injury while in or upon the aircraft, or by direct contact with the aircraft or anything attached thereto
b) The aircraft receives substantial damage. The term 'substantial damage' is defined to include any damage, which necessitates the replacement or extensive repair of any major component.
The commander can give the notification but all student pilots involved with a notifiable accident should make a report to the CFI who will then report to the AAIB.
It should be noted that the chief inspector of the AAIB could require information from the commander as necessary.
If an aircraft is damaged it should be not removed or interfered with in any way until authorisation has been given from the AAIB.

12.2 Incidents
Incidents and defects that hazard the safety of aircraft operation (other than notifiable accidents) are designated as 'reportable occurrences' in the legislation governing incidence reporting. Form CA1673 should be used to report an incident, these are available from the tower.
All pilots are reminded of their responsibility for making occurrence reports.
The reasons for occurrence reporting are:
a) To ensure the Authority is aware of hazardous incidents and defects
b) To disseminate information so that other organisations may learn from them
c) To enable the Authority to evaluate the safety implications of occurrences in order to take action, to issue advice or instructions to others, and to monitor actions.

12.3. Airprox
Special forms are available for airprox in UK airspace, bird strikes and wind shear and micro bursts. Airprox reports are to be made in compliance with article 82 of the Air Navigation Order 1980 and regulation 17 of the Air Navigation (General) Regulations 1981. Information circulars 11/85 and 24/89P refer. Forms are available from the tower.
Bird strikes shall be reported on Form CA 1282 to the Safety Data Unit. Bird strikes should be reported whatever the type of aircraft involved or the degree of damage. Strikes, which result in no damage, are used in statistically assessing the potential damage. If forms are not available, the strike can be reported by telephone to the Civil Aviation Authority.
Reports should be sent to:
Civil Aviation Authority
Aviation House , South Area, Gatwick Airport, Gatwick, West Sussex