PART 2

THE AAL OPERATIONS MANUAL

ANDREWSFIELD AVIATION LTD

MAIN SITE:(AAL)

Saling Airfield
Stebbing
Great Dunmow
Essex CM6 3TH

SITE 2 :(NAC)

240 Aviation Drive North
Naples, FL 34104
USA

Though the existing EASA regulatory framework ceases to apply, all substantive EU requirements current and valid on 31 December 2020 have been retained in UK domestic regulation. All EASA certificates, approvals and licences in effect on 31 December 2020 for use in the UK aviation system and on UK-registered aircraft will be recognised by the CAA for up to two years.

Any Training/Instructional flight or any Flight Test or Exam that takes place from Andrewsfield must be done with the knowledge and agreement of the Directors of Andrewsfield Aviation Ltd

KEY PERSONNEL/INSTRUCTORS

Andrewsfield (Main Site)

Airfield Manager & Safety Manager	Mr M Rowland
Operations Manager	Mrs S. Willett
Accountable Manager & Head of Training	Miss C. Cooper
Chief Flying Instructor for CPL (A) & FI Training	Miss C. Cooper
Chief Flying Instructor for PPL & Multi Training	Miss C. Cooper
Compliance Monitor Manager	Mr N.Boniface (AAL) M Rowland (NAC)
Flying Instructors	Paul Slater Steve Wilkes Tim Senior Robert Gardner Mike Naylor Tom Newell Norman Anderson Mike Rowland Andy Yeomans Ian Laws Sean Reynolds Mick Pitcher Mike Harris Dave Gauntlett Mike Derrett

Naples Air Centre (Site 2)

Deputy Safety Manager	Richard Gentil
Operations Manager	Scott Williams
Deputy Accountable Manager	Nicola J. Gentil
Chief Flying Instructor/Head of Training	Nicola J Gentil
Deputy Compliance Monitor Manager	Danielle Clarke
Deputy CFI (NAC)	Victor Caliva

PREFACE

All pilots are required to have read and understood the contents of this manual annually and on amendment and then to sign and date on the sheets provided.

All pilots are required to sign the manual prior to their first flight as pilot in command.

Instructors authorising "First Solo's" should ensure their students have signed the manual.

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Notice of Changes

For Manual /Amendment ~~Approval~~*

Document Ref. No: Ops Manual Version 5

Original Issue Version 5*
Amendment Revision No.: .....1&2....*

Date	*Ref. [page no]*	*Remove*	*Insert*	*Brief Details of Amendment*

Approved By: Airfield Manager

Compliance Manager
Part-ORA ANDREWSFIELD AVIATION LTD.

Date:

* delete as required

FOR UK CAA USE ONLY
Approved By:

For the UK Civil Aviation Authority:

Date:

Following investigation and approval by the UK CAA, a signed & stamped copy of this page shall be returned to the Part-ORA ANDREWSFIELD AVIATION LTD.**for inclusion in all copies held by the company.**

DOCUMENT AMENDMENT RECORD

Amendment No	*Date*	*Date Embodied*	*Signature*
Original Issue			
Version 1	*1 Sep 2012*		*MPR*
Version 2	*1 Sep 2013*		*MPR*
Version 3	*1 Sept 2014*		*MPR*
4	*1 March 2020*		*MPR*
5	*1 Jan 2021*		*MPR*
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1 General

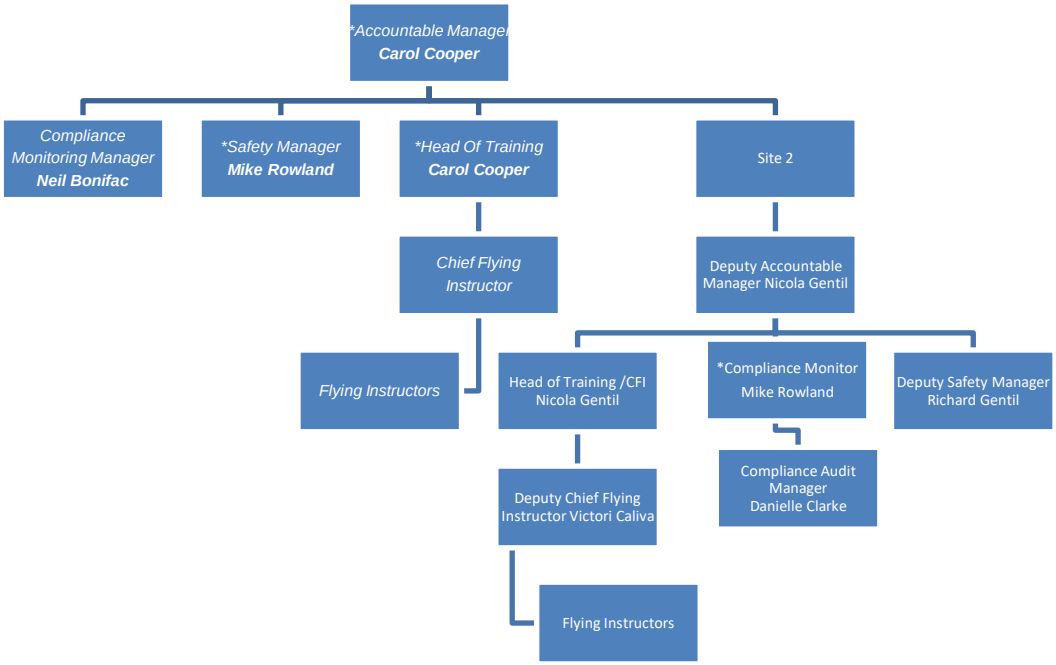
1.1 List & Description of the Operations Manual

Part	Title	Contents
1	General	General information describing the organisation and structure of the ATO.
2	Technical	Information related to the servicing and maintenance of the ATO's aircraft and to normal, abnormal and emergency handling procedures
3	Route	Instructions relating to flight planning, performance and loading of the ATO's aircraft
4	Personnel Training	Information regarding the induction, refresher and induction training of ATO staff and evaluation of instructional standards

1.2 Administration

All Pilots and aircraft owners based at Andrewsfield must hold current membership and landing cards or pay the monthly membership or per landing. They must abide by the terms laid down in this Manual and the Operations Manual and sign the Operation Manual yearly. If membership is not current then insurance may be invalid.

1.2.1 ATO Structure



*Note: * Roles may be combined*

The responsibilities of the Accountable Manager, Compliance Monitor Manager, CFI and HT will be carried out by the nominated deputies in Site 2 (NAC)

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Main Site ANDREWSFIELD

AIRFIELD MANAGER	OPERATIONS MANAGER	Accountable Manager CFI/HT
Michael Rowland	Mrs. Sue Willett	Carol Cooper
8 Woolpits Road,	Mrs. Sue Willett	8 Woolpits Road,
Saling,	14 St. Neots Road	Saling,
Braintree,	Sandy	Braintree,
Essex.	Beds.	Essex.
CM7	SG17 1LB	CM7
Telephone 01371 850955	Telephone 01767 683922	Telephone 01371 850955

Site 2 NAPLES AIR CENTRE

AIRFIELD MANAGER	OPERATIONS MANAGER	Deputy Accountable Manager CFI/ HT
Naples Airport Authority	Scott Williams	Nicola Gentil
160 Aviation Dr. N	379 Gabriel Circle	993 Tivoli Court,
Naples, FL 34104	Naples, FL 34104	Naples, FL 34104
USA	USA	USA
Telephone +1-239-643-0404	Telephone +1-239-784-0934	Telephone +1-239-289-7737

1.3 Responsibilities

1.3.1 Accountable Manager

The Accountable Manager is responsible to Board of Directors,

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)

The HT is responsible to the Accountable Manager for:

- Ensuring that the training provided is in compliance with Part-FCL.
- Ensuring the satisfactory integration of flight or synthetic flight training with theoretical knowledge training.
- Supervising the progress of individual students
- Fostering the highest degree of safety awareness throughout the organisation
- Liaison with the competent authority.

1.3.2.1 Chief Flying Instructor (CFI)

The Chief Flying Instructors reporting to the Airfield Manager/Safety Manager on safety issues is responsible for maintaining a safe and efficient operating environment on the Airfield. This is achieved through effective management of operations and close liaison with the Airfield Manager and the Operations Manager.

Accountabilities

- To manage staff and resources to ensure compliance with and maintenance of safety standards and practices in accordance with the requirements of the Aerodrome Licence, CAP168 and guidance contained in CAP642.

- To ensure safe movement of aircraft by liaising with the Airfield Manager, Operations Manager and ensuring that the procedures and practises listed in the Operations Manual adopt safety as a primary issue.

- To co-ordinate, supervise and organise resources during emergency incidents, aircraft salvage operations, adverse weather conditions, equipment unserviceabilities etc.

- To control aircraft movements by day and night, the movement area works programme, airfield obstruction safeguarding in accordance with statutory regulation and company policy.

- To prepare and disseminate operational information through the appropriate agencies.

1.3.3 Safety Manager

The Safety Manager is responsible to the Accountable Manager for:

- Acting as the focal point for safety issues.
- 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
- Providing advice on safety matters
- Ensuring the initiation and follow-up of internal occurrence/accident investigations

1.3.4 Compliance Monitoring Manager

The Compliance Monitoring Manager is 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 Operations, Training and Safety Management Manuals
- Ensuring that the compliance monitoring program is properly implemented, maintained and continually reviewed and improved
- Ensuring that audits are conducted by suitably trained and independent personnel

1.3.5 Approved Signatories

Carol Cooper (CFI/HT) and Mike Rowland (Airfield Manager/Safety Manager) are the approved signatories for main site.

Nicola Gentil (HoT) and Richard Gentil (Deputy Safety Manager) are the approved signatories for site 2.

1.4 Student Discipline

Each student has the responsibility to be fully acquainted and to comply with the provisions of the ATO Operations and Training Manuals

If a student displays an irresponsible attitude or demonstrates a clear and distinct lack of aptitude or any other behavior not consistent with the qualities required of a pilot, suspension from training may be considered.

. In particular, termination of training is likely in the event of:

- A deliberate and unjustifiable breach of Regulation 216/2008 or its implementing rules.
- Repeated failure to comply with the provisions of the ATO Operations and Training Manuals

  Any behaviour or attitude that endangers flight safety
- Where the student has not made satisfactory progress

The Head of Training will decide on one of the following courses of action:

- The issue of a formal verbal warning (A further disciplinary verbal warning will result in the termination of training)
- Formally advise student of concerns and possible termination
- Immediate termination of training

1.5 Alcohol

No pilot shall fly in an ATO aircraft if he/she has consumed any alcohol within eight hours of take-off.

1.6 Drugs

Recreational drug use is not compatible with aviation safety and any student found to be indulging in such drug use is liable to immediate suspension from training.

No pilot is to fly an ATO aircraft if he has taken any medication, whether prescribed or not, unless approval has been given by an Aero-Medical Examiner (AME).

1.7 Reporting and Documentation

Details of a student's suspension shall be recorded in the trainee training file. Trainee must be advised in writing of any intention to suspend or terminate his training.

1.8 Approval and Authorisation of flights

In accordance with FCL.020, a student pilot shall not fly solo unless authorised to do so and supervised by a flight instructor.

All flights in ATO aircraft are to be authorised in writing on the Flight authorisation sheet/ Technical log and are to include full details of the intended flight and the limits of the authorisation.

Students on solo cross-country flights are to carry with them evidence of their authorisation.

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

Appointment	*Authorizing Powers*
Head of Training	All flights
Chief Flying Instructor	All flights
Flight Instructors (Unrestricted)	All training flights and student solo flights including land-away flights to airfields approved by the Company
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.

1.9 Requirements for Flying Solo

Students must have read and signed the Operations Manual before their first solo flight. They must also check the Operations Manual before any flight to ensure there have been no amendments. Students must be in possession of a valid medical certificate for their type of licence (PPL or NPPL) before any solo flight. Before a Students FIRST SOLO they must have taken and passed the written examination in AIR LAW .

Before a Students First Solo Cross Country /Navigation Flight they must have passed Air Law and Ops Procedures and should have taken and passed the written examination in Navigation and Comms.

Before a Students Qualifying Cross Country flight they should have taken and passed the written examination in Human Performance.

PPL or NPPL Holders must be in possession of a valid medical certificate for their type of licence and their twenty-four month Certificate of Experience must be valid before they are able to hire an aircraft or fly solo.

In order for a PPL Holder to hire an aircraft and fly it solo they must be current. The currency periods are as follows: PPL Holders Must have flown in the preceding 28 days.

If a PPL Holder does not meet the criteria above they will be required to have a dual check flight with an Instructor before solo flying will be allowed. This criteria may be waived at the discretion of the CFI/Duty FI.
If a PPL Holder is current on the Cessna 172 and has been checked out previously on the Cessna 152, they are permitted to fly the Cessna 152 even if not current on the type.

Additional requirements for Site 2

Students shall have completed a FAA pre-solo written exam

Students shall have attained an FAA student medical that has been endorsed by the relevant flying instructor for solo and or solo cross country privileges.

Solo students shall have received a logbook endorsement from an FAA instructor as required per FAA document Ac 61-65e

Solo flights are annotated in a turquoise colour on the computer flight schedule and will only be dispatched when student provides a solo permission slip that pertains to each solo flight issued by students' instructor or supervising instructor who will verify that no more than two consecutive solo flights occur. When a solo flight involves multiple

sectors each sector will be listed under one authorization. This solo slip will include the following information:

a Student Name

b Aircraft Type

c Date of solo

d Start time of solo

e Destination

f Instructors Signature

The solo permission slip is valid for a departure of +/- 1 hour from start time.

Any member of Site 2 staff has the authority to subsequently cancel any previously issued authorisation

1.10 **Checkouts**

Any pilot who has not flown as pilot in command on type in the preceding 28 days will be required to complete a check flight with a Company approved flight instructor prior to solo flight. It is at the discretion of the HT or an appointed deputy to waive this requirement.

Any pilot who has not flown as pilot in command within the preceding 3 months will require a check flight with a Company approved instructor.

1.11 Deviating from an Authorisation

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.

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.

1.12 **Preparation of Flying Program**

Flight Instructors will prepare their individual programs for the students' needs and training requirements and unusual deviation from the training program must be approved by the CFI/HT. Flying training will not take place if the cloud base is below 1000ft QFE and/or the visibility is below 1800m (circuits may be carried out below this minima with CFI approval). Demonstrated cross wind limits for the aeroplane will also apply. Flight into known icing conditions is prohibited.

1.13 Restriction on Numbers of Aircraft in Poor Weather

The CFI or nominated Duty Instructor will be responsible for the supervision of the flying program on a daily or shift basis and will implement any restriction required due to poor weather.

1.14 Nomination of Pilot-in-Command of Aircraft

When authorising a flight in an ATO aircraft, the instructor is to nominate one person as pilot-in-command (PIC), bearing in mind the following requirements:

- On dual instructional flights the instructor will always be nominated as pilot in command.

1.15 Responsibilities of Pilot in Command

The pilot in command must take all reasonable steps to

- maintain familiarity with relevant national and international aviation legislation and agreed aviation practices and procedures;
- maintain familiarity with such provisions of the ATO Operations Manual as are necessary to fulfil his function.

1.16 Specific Responsibilities

The pilot in command shall:

- all flights to carry at all times the original OR copies of aircraft documentation
- must have a paper version or aircraft equivalent of a journey log
- all flights to have a location device, either an ELT or PLB
- be responsible for the safe operation of the aircraft and the safety of its occupants and cargo during flight;
- have authority to give all commands he deems necessary for the purpose of securing the safety of the aircraft and of persons or property carried therein, and all persons carried in the aircraft shall obey such commands;
- have authority to disembark any person, or any part of the cargo, which in his opinion, may represent a potential hazard to the safety of the aircraft or its occupants;
- not allow a person to be carried in the aircraft who appears to be under the influence of alcohol or drugs to the extent that the safety of the aircraft or its occupants is likely to be endangered;

a) ensure that all passengers are fully briefed on:

i. use of the seat belt or harness;
ii. the location and operation of emergency exits;
iii. the method of locating and jettisoning windows;
iv. the method of opening and emergency jettisoning of cabin doors;
v. the method of deploying life rafts and their subsequent operation (as appropriate);
vi. the method and use of life jackets (as appropriate)
vii. deployment and use of the radio beacon (as applicable);
viii. other type specific safety features;

ix. the need to read the passenger briefing card;
x. the prohibited use of portable electronic equipment such as mobile phones, laptop PCs etc.

b) ensure that all operational procedures and checklists are complied with, in accordance with the Operations Manual;

c) ensure that the weather forecast and reports for the proposed operating area and flight duration indicate that the flight may be conducted without infringing Company operation minima;

d) decide whether or not to accept an aircraft with unserviceability in accordance with the list of allowable deficiencies as detailed in 2.14

e) take all reasonable steps to ensure that the aircraft, and any required equipment is serviceable;

f) in the absence of a qualified engineer, ensure that aircraft refueling is supervised with particular attention being paid to:

i. the correct grade and amount of fuel;

ii. fuel water checks;

iii. fire safety precautions;

iv. checking filler caps for security and correct replacement after refueling;

g) take all reasonable steps to ensure that the aircraft weight and balance is within the calculated limits for the operating conditions;

h) confirm that the aircraft's performance will enable it to complete safely the proposed flight;

i) not permit any pilot to perform any activity during take-off, initial climb, final approach and landing except those duties required for the safe operation of the aircraft;

j) take all responsible steps to ensure that before take-off and before landing the flight crew are properly secured in their allocated seats;

k) take all reasonable steps to ensure that whenever the aircraft is taxiing, taking off or landing, or whenever he considers it advisable (e.g. in turbulent conditions), all passengers are properly secured in their seats, and all cabin baggage is stowed in the approved stowage;

l) ensure that the pre-flight inspection has been carried out.

1.17 Deviation from procedures in Emergencies

The pilot-in-command shall, in an emergency situation that requires immediate decision and action, take any action he considers necessary under the circumstances. In such cases he may deviate from rules, operational procedures, and methods in the interest of safety.

1.18 Responsibilities In Respect of Third Party Maintenance

In the event that third party maintenance of a Club aircraft is required away from base, the PIC is first to contact the Head of Training or his nominated deputy for authorisation. Any costs incurred for maintenance that has not been properly authorised will be wholly the responsibility of the PIC.

The responsibility and cost of the pilots return will only be covered by AAL if flight was a training flight

1.19 Carriage of passengers

Subject to the approval of the Head of Training and the privileges of his licence, a person may fly as PIC of a Club/School aircraft carrying passengers provided that the following conditions are complied with:

(a) He shall not act as pilot-in-command of an 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.

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

(c) 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.

ii. CAA inspectors may be carried on any dual instructional flight.

iii. 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.

iv. All Pilots and Passengers must be members and have completed a membership form

1.20 Aircraft documentation

1.21 Technical Log/Flight Authorisation Sheet

Main Site

It is the responsibility of all pilots to check the aircraft technical log prior to engine start in order to establish that the aircraft is serviceable for the proposed flight.

The Daily 'A' Check may be conducted only by a licensed pilot or engineer. The person conducting the first flight of the day confirms the "A Check by signing the acceptance box on the tech log for that flight.

The PIC of the aircraft is to sign the 'Pilots Acceptance Column' certifying that he is satisfied with the pre-flight inspection and fuel/oil states for the intended flight.

on completion of the flight, the PIC is responsible for entering the flying time, engine starts and any un-serviceability as soon as practicable after landing.

Flight times recorded will be "Brakes off" to "Brakes On" , in hours and minutes

Any defect recorded in the technical log shall be cleared or deferred by a licensed engineer, or CFI, prior to the next flight.

Care must be taken at all times to ensure that the technical log is completed accurately, legibly and in full.

Site 2

No flight is to be made in a Naples Air Center aircraft unless the flight has been correctly authorised. The NAC Flight Dispatch sheet is the normal method of Final Flight Authorisation. In the event of computer failure, the Manual Flight Dispatch Authorisation Sheet is to be used. The following information is included on the flight dispatch:

a Dispatchers identification.

b Date.

c Aircraft registration.

d Name of Student.

e Account name

f Nature of flight (dual-FI listed, solo – no FI listed)

g Authorised maximum duration.

Before flight, the PIC is to ensure that:

The PIC is responsible for ensuring that at the conclusion of each flight that the duration of the Hobbs meter and tachometer are to be entered in the aircraft dispatch log sheet and hard copy sheet found in the dispatch can.

If a defect has arisen and there is any doubt about the serviceability of the aircraft then either an engineer of an NAC Instructor is to be consulted before any further flight is undertaken.

A record of any defects that have arisen during the flight should be noted on the aircraft discrepancy sheet found in the aircraft dispatch can. This sheet should be clipped on

top of the aircraft for Operations Dept. To immediately handle.

PIC whose return flight arrival to base is delayed must inform the Operations Department as soon as practical by means of Company Frequency (129.25) or free phone (1-800-226-4000). This particularly applies when the delay is likely to involve the retention of Air Traffic Control staff beyond the normal hours of operation.

PIC is to ensure that they remain within the terms of the Customs and Excise Regulations on all overseas training flights. Concealment of goods can lead to forfeiture of the aircraft as well as the goods.

1.22 Documents to be carried in Flight

The following documents are to be carried on each flight as originals or copies unless otherwise specified:

i. Certificate of Airworthiness (original)
ii. Airworthiness Review Certificate *(Main site only)*
iii. Certificate of Registration (original)
iv. Noise Certificate, if applicable
v. List of specific approvals, if applicable
vi. Aircraft Radio Licence, if applicable
vii. Certificate of third party liability insurance *(Main site only)*
viii. Aircraft Technical Log (main site) Aircraft Can (Site 2)
ix. Details of the filed ATS flight plan
x. Current and suitable aeronautical charts for the route of the proposed flight
xi. Procedures and visual signals information for use by intercepting and intercepted aircraft *(Main site only)*
xii. The MEL (if applicable)
xiii. Aircraft Operators Handbook *(Site 2 only)*
xiv. Aircraft Weight and Balance *(Site 2 only)*
xv. Aircraft Equipment list *(Site 2 only)*

In the case of flights intended to take off and land at the same aerodrome and remaining within UK airspace, items iv to ix above may be retained at the aerodrome.

1.23 Retention of Documents

Technical Logs shall be maintained for the life of the aircraft plus 2 years. Completed Technical Logs will be archived by month and year.

Copies of Technical logs of non-ATO aircraft used for approved training shall be retained for a period of 3 years. When such aircraft are used only for short periods, copies of the relevant technical log pages are to be retained with the associated training record(s) for audit purposes.

1.24 Flight Crew Qualification Records

The Chief Flying Instructor is responsible for supervising and checking the validity of staff licences, ratings and certificates. He is to ensure that personnel are not permitted to fly if any required qualification is not valid.

1.25 Currency of Licences and Ratings

All pilots/instructor/examiners are to be in possession of a valid pilot licence/ratings and medical certificate before acting as pilot in command of an ATO aircraft. Student pilots shall hold a valid medical certificate. In order to be valid:

- The licence and medical certificate must be signed by the holder.
- The medical certificate expiry date must not have been exceeded.
- The licence must contain a valid Certificate of Revalidation for the aircraft type or class to be flown.
- The licence must contain a valid Language Proficiency Rating.
- For flight under IFR, the licence must contain a valid IR/IR(R)/IMC
- If the flight involves flight at night, the licence must contain a night rating or a night qualification (unless the pilot is undergoing training for a night qualification).

A pilot who holds a licence issued by another ICAO State shall ensure that the licence is valid in all respects demanded by that State. This includes a medical certificate valid in the state of licence issue.

1.26 Validity of Licence & Ratings

SINGLE ENGINE PISTON

The Single Engine Piston rating is valid for 24 months. In the 12 months preceding the rating expiry the requirements are: -

12 hours flying to include 6 hours Pilot in Command including 12 take-offs and landings as Pilot in Command and including a 1 hour Dual Training flight with a Flight Instructor.

OR

In the 3 months preceding the rating expiry a proficiency check with a Flight Examiner or Class Rating Examiner.

SINGLE PILOT MULTI ENGINE

The Single Pilot Multi Engine class rating is valid for 1 year and may be revalidated by

A proficiency check with an authorised Flight Examiner within 3 months preceding the expiry date, together with an experience requirement of at least 10 route sectors.

OR

Within 3 months preceding the expiry date a proficiency check and one route sector flown with an authorised examiner, which may be undertaken as part of the proficiency check.

(Note - A route sector is defined as a flight comprising take-off, departure, cruise of not less than 15 minutes, arrival, approach and landing.

1.27 Revalidation

It is the responsibility of each instructor to ensure that all licences, ratings and certificates necessary for the conduct of their duties remain valid at all times.

1.28 Flight Duty Period and Flight Time Limitations (Flight Instructors)

As in the Air Navigation Order, flight instructors are not to exceed 100 hours of flight time in any 28-day period, or 900 hours in 12 consecutive months. All commercial flying, including flight instruction, counts towards these totals.

Cumulative duty time must not exceed 190 hours in a 28 day period spread as evenly as practicable throughout this period and not to exceed 60 hours in any seven day period

Duty periods should not normally exceed 12 hours after which a rest period of at least 12 hours must be taken. Instructors should not work for more than 6 consecutive days without taking a rest period of at least 24 hours. When an instructor has to fly after 23:59 hours, no flying shall be planned for him until 13:00 hours the following day.

1.29 Flight Duty Period and Flight Time Limitations (Students) The normal length of a sortie for a student should not exceed 2 hours. Students shall not be scheduled to fly for more than 4 hours or 2 flight exercises per day. As best practice, a weekly total of student flying hours should not exceed 15.

Duty periods for students are 9 hours, after which a rest period of at least 12 hours must be taken. Students must not exceed 5 days of flight training without taking a rest period of at least 48 hours or under exceptional circumstance approved by the CFI

1.30 Pilots' Log Books

All pilots are to maintain their personal logbooks in accordance with the provisions of AMC1 FCL.050

In particular, pilots are to ensure that the following particulars are recorded in their current log book:

- The name and address of the holder.
- Particulars of the holders licence (if any) to act as a member of the flight crew of an aircraft.
- The name and address of the holder's employer (if any).

On completion of a course of training, the Chief Flying Instructor is to inspect each trainee's logbook and certify that it contains an accurate record of the flights carried out

1.31 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

1.32 Safety Responsibilities

The Safety Manager is responsible for monitoring the standards of flight safety within the ATO, and for ensuring that all information affecting flight safety is disseminated immediately to all flying personnel. All Students are to be given an initial Health & Safety brief and sign the Student Emergency training Record.(Appendix H)

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 contact the Safety Manager.

1.33 Safety Equipment

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

. Prior to each flight pilots are to ensure that the fire extinguisher and first aid kit have

been inspected within the preceding 12 months.

1.34 Radio Listening Watch

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.

1.35 Accidents and Incidents

Any pilot involved in an accident or incident in an ATO aircraft is to complete an internal Accident/Incident Report form, a copy of which is at Appendix F to this Part. Once completed, the report is to be passed to the Safety Manager.

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.

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.

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

1.36 Definition of an accident

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.

1.37 Definition of a serious injury

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

- Requires his stay in hospital for more than 48 hours commencing within seven days from the date on which the injury was received.
- Results in a fracture of any bone (except fracture of fingers/toes/nose).

- Involves lacerations that cause nerve, muscle or tendon damage or severe hemorrhage or involves injury to any internal organ.
- Involves second or third degree burns affecting more than five per cent of the body surface. Involves verified exposure to infectious substances or injurious radiation.

1.38 Reporting procedures

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

The following sequence must be observed.

- Inform the ATO immediately and by the quickest means possible - the person receiving the call will inform the HT.
- Inform the competent authority as soon as possible - in the UK this is the Chief Inspector, Air Accident Investigation, Department of Transport. In the US this is the FAA Principle Operations Inspector.
- Inform the local police as soon as possible - see Civil Aviation (Investigation of Accidents) Regulations 1996.

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 ATO.

For further information, see AIC P 55/2009 ‘Aircraft Accidents and Serious Incidents - Duty to Report’

1.39 Incident Reporting

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.

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

The following sequence must be observed. Inform the ATO 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 ATO.

1.40 Occurrence reporting

An 'occurrence' is any incident that is not a notifiable accident.

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.

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.

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/Hot.

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

1.41 AirProx

An air prox 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.

Pilots wishing to make an air prox 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 in the UK or by calling the FAA.

A follow-up report on Form CA 1094 should then be submitted to the UK Air Prox Board within seven days.

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

1.42 Bird strike

Any bird strikes or near miss is to be reported. Online reporting is preferred at www.caa.co.uk/birdstrikereporting and by following the FAA AC AC 150/5200-32B guidance when training at site 2. Where online reporting is not possible, reports may be made using Form SRG\2004 (see Chapter 5 of CAP 772 and Article 227 of the ANO 2009).

- the commander of an aircraft shall make a report to the CAA of any bird strike occurrence which occurs whilst the aircraft is in flight within the United Kingdom.
- The report shall be made within such time, by such means and shall contain such information as may be prescribed …
- Nothing in this article shall require a person reporting any occurrence … which he has reason to believe has been or will be reported by another person …
- A person shall not make any report … if he knows or has reason to believe that the report is false in any particular.
- 'bird strike occurrence' means any incident in flight in which the commander of an aircraft has reason to believe that the aircraft has been in collision with one or more than one bird.

1.43 Wake vortices

Any pilots experiencing wake vortex problems are to report the incident on Form SRG 1423. See AIC P072/2010 'Wake Turbulence'

1.44 General reporting

All accidents, occurrences and air proxes 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).

1.45 HM Revenue and Customs

HM Revenue and Customs Agreement

Andrewsfield Aviation Limited have approval to operate movements flight to and from the Channel Islands to and from other member states and flights to and from places outside the EU. All pilots operating from Andrewsfield are to adhere to the conditions listed in annex.

Operations from Site 2 are approved to conduct movements to and from the Bahamas and Canada. All flights must be verified by the Operations Manager or Head of Training.

1.46 Insurance claims

Main Site

If a Student is involved in an accident that involves an insurance claim then AAL will pay the excess premium due. If a pilot who has hired an aircraft is involved in an insurance claim then they as PIC must pay the access premium due.

Site 2

All operators involved in an accident that involves an insurance claim must pay the excess premium. Operators are given an optional per hour additional insurance premium to the aircraft rate to cover the excess in any instance that would normally require operator to do so.

All Pilots and aircraft owners based at Andrewsfield must hold current membership and landing cards or pay the monthly membership or per landing. They must abide by the terms laid down in this Manual and the Operations Manual and sign the Operation Manual yearly. If membership is not current then insurance may be invalid.

2 Technical

2.1 Aircraft Descriptive Notes

Technical details of the aircraft used for training can be found in the relevant Pilots Operating Handbook or Flight Manual, which are to be considered as Annexes to this Manual as follows:

	Type	*POH/FM Ref.*	*location*
A	C152	ALL POH/FM CAN BE FOUND IN CLUBHOUSE (MAIN SITE) OR INDIVIDUAL AIRCRAFT (SITE 2)	
B	C172		
C	Pa28 R		
D	Pa28		
E	PA44 DA42 NG	POH CAN BE FOUND IN INDIVIDUAL AIRCRAFT (SITE 2)	

2.2 Aircraft Handling

Checklists

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.

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

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

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

Special Operations Aerobatic C152 AerobatG-ECAD: An additional 2 page checklist must be used when aerobatic flights are intended (see Appendice I)

2.3 Limitations

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

Should any limitation be exceeded inadvertently, the fact is to be recorded in the technical log/Aircraft can and the Head of Training is to be informed without delay.

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 Head of Training.

2.4 Surface Wind and Taxi Limits

When wind gust exceed those listed below, taxying on these aircraft will be prohibited: -

Tail dragger	25knots
C150	30knots
C152	30knots
C172	35knots
PA28	35knots
B76	40knots
PA44	40knots
DA 42	25knots

2.5 Maintenance

All club aircraft are maintained by Part M organisations and are maintained for Aerial Work as per the ANO (Main Site)

All ATO aircraft are maintained by FAA Part 145 repair station and are maintained for Aerial work as per the FAR (Site 2)

2.6 Technical Logs/Flight Authorisation

It is the responsibility of all pilots, including trainee pilots on solo training exercises, to check the aircraft technical log/flight can prior to engine start in order to establish that the aircraft is serviceable for the proposed flight.

The PIC of the aircraft is to sign the 'Captain's Acceptance' certifying that he is satisfied with the pre-flight inspection and fuel/oil states for the intended flight. (Main Site)

The PIC of the aircraft is to sign the aircraft dispatch certifying that he is satisfied with the pre-flight inspection and fuel/oil states for the intended flight. (Site 2)

On completion of the flight, the PIC is responsible for entering the flying time and any un-serviceability. If a solo trainee has any doubts concerning the serviceability of the aircraft then the matter is to be discussed with an instructor or the Operations Department.

Any defect recorded in the technical log is to be cleared or deferred by a licensed engineer, or other authorised person, prior to the next flight.

Care must be taken at all times to ensure that the technical log is completed accurately, legibly and in full.

Any recorded defects must be signed off and released before any further flights. (Site 2)

Flight Times recorded will be "Brakes Off" to "Brakes On" in hours & minutes

2.7 Acceptable Deferred Defects (not applicable to site 2)

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

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

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.

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

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.

Operational defects are considered to be failure or malfunction of aircraft instruments, equipment or systems not required to comply with Schedule 4 and 5 of the Air Navigation Order 2009, as amended.

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

2.8 Emergency procedures

2.9 General

All pilots must at regular intervals read and learn the following emergency drill as stated in the aircraft check list or handling notes. E.F.A.T.O, Crash Action, Fire in the Air, Fire on the ground, Forced Landings with- without power, Ditching, Radio Failure.

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.

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

2.10 Radio and radio navigation aids

2.11 General

All aircraft are fitted with VHF radio and basic navigational aids. No aircraft is to fly without at least one VHF radio operational.

2.12 Allowable deficiencies

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.

2.13 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

2.14 Acceptable Defects/ Aircraft without an established MEL (not applicable to Site 2)

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.Allowable Deficiencies – Single-Engine Aircraft

(1) Deficiency	Acceptable		(4) Remarks
	(2) Day	(3) Night	
Cockpit or cabin lights	✓		
Strobes/Flashing beacon	✓		
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			
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/ No solo student flights permitted
Turn Co-ordinator	✓	✓	VMC only. No spin/stall awareness/avoidance training permitted. No solo student flights permitted
Directional gyro	✓	✓	No solo student flights permitted
VHF Comms	✓	✓	Continue to destination only if no requirement for radio at destination
Intercom	✓	✓	For non-instructional flights only
Radio/Navaids/GPS	✓	✓	Subject to legal requirement for the flight
Transponder	✓	✓	Subject to legal requirement for the flight. No solo flights permitted
Fuel contents gauge	✓	✓	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)
Flaps	✓	✓	Dual Instructor only flights
Stall Warner	✓	✓	Dual Instructor only flights

3 Route

3.1 Performance

Article 87 of the Air Navigation Order 2009 places on the pilot in command of an aircraft the responsibility to ensure that having regard to the performance of the

aircraft in the conditions to be expected on the intended flight, and to any obstructions at the places of departure and intended destination and on the intended route, it is capable of safely taking off, reaching and maintaining a safe height thereafter and making a safe landing at the place of intended destination.

Prior to each flight in an ATO aircraft, pilots are to ensure that the calculated performance of the aircraft is sufficient to allow the intended flight profile to be completed.

3.2 Take-off

Pilots must ensure that they have adhered to the following:

Required to calculate take-off performance POH/Safety Leaflet 7

Calculate minimum performance required for take-off POH/Safety Leaflet 7

Ensure safety factors to be applied (aeroplanes only) POH/Safety Leaflet 7

3.3 Route

Instructions specific to the category and type/class of the ATO's aircraft covering: Minimum performance required for en-route flying (sufficient for en-route climb) POH/Safety Leaflet 7

3.4 Landing

Pilots must ensure that they have adhered to the following:

Requirement to calculate landing performance POH/Safety Leaflet 7

Minimum performance required for landing POH/Safety Leaflet 7

Safety factors to be applied (aeroplanes only) POH/Safety Leaflet 7

3.5 Landing at unauthorised or Unintentional areas

The club/flight school must be informed immediately that an unscheduled landing has been made, or a long delay is about to occur.

Student pilots having made an unscheduled stop must not proceed without:

1. Permission from the HT or an Andrewsfield flight instructor (main site)

or

2. Permission from endorsing Instructor has been received in written form (site 2)

The pilot must telephone a member of the instructional staff as soon as possible after landing, explaining the full circumstances of the landing, giving his location and reporting any damage.

He must then return to the aircraft and safeguard it until the company can send a retrieve crew.

If a flight plan has been filed the pilot must inform the intended destination no later than 30 minutes after his ETA there. This will prevent a SAR alert.

3.6 Care of aircraft away from base

If it is intended to leave aircraft for long periods of time, and especially overnight, it must be authorised by the duty instructor, and it is the pilots responsibility to ensure that the aircraft is either hangared, or correctly tied down with due regard to likely weather conditions. The pilot is also responsible for the safety and security of the aircraft.

3.7 Flight planning

General Procedures The aircraft are to be free from ice or contamination before taxying for flight.

Check the NOTAMS for the route of the flight and any airports or diverts that will or might be used.

Check the weather actual reports and forecasts are above the club/school minima for all stages of the flight (weather minima are included further on in this Section).

Ensure that the flight has been authorised by an instructor qualified to do so.

Flights are also to be fully prepared regarding controlled airspace, prohibited and restricted areas and so-forth.

3.8 Fuel

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 reserve fuel

3.9 Oil

Before starting the engine of an ATO aircraft, the pilot is to ensure that the engine oil level exceeds the minimum stated in the Pilot's Operating Handbook /Flight Manual. Never less than 4.5 quarts in C152

3.10 Minimum Safe Altitude

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.

Minimum safe altitude is to be calculated as follows:

- Locate the highest obstruction 5nm either side of track/turning points/destination.
- Round up to the nearest 100ft then add 500ft.

3.11 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 ATO MEL, that the student ensures that they carry with them the necessary equipment (stopwatch, chart, plotter etc.).

3.12 Loading

3.13 General

No ATO 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 3.2 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.

3.14 Load Sheets

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 center 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 center of gravity.

3.15 Weather Minimum for Local and Cross-country flight

The following weather minima must be observed: -

CIRCUIT TRAINING

Solo -	Cloud base 1000ft	8km Visibility
Dual -	Cloud base 800ft	5km Visibility

NAVIGATION

Solo -	Cloud base 2000ft	8km Visibility
Dual -	Cloud base 1500ft	8km Visibility

MAXIMUM SURFACE WIND

Dual Single Engine	30 knots
Solo Single Engine	25 knots
Dual Multi Engine	40 knots

3.16 Training Routes/Areas

3.17 Aerodrome Opening Hours

Main site is subject to the following:

(a) The published hours of operation are 0830-1730 (Winter) 0900 1800(Summer) Strictly PPR.

(b) Operations outside of published hours are solely at the discretion and risk of the PIC but all flights must cease by 2100hrs for flight from main site.

(c) No flights should depart earlier than the published opening hours unless permission has been given.

(d) Airfield diagram at Appendix 1

Site 2 operates from a field that is open 24 hrs

3.18 Circuit Operations (Main Site only)

All circuits day and night must cease by 2100 local. This includes school and private aircraft. Instructors should try to plan circuit training to finish as early as possible in the evening.
Movements are permitted after 2100 local as long as only one take-off and/or landing per aircraft occurs and the flight leaves the Andrewsfield ATZ

The aerodrome licence for night use will carry the following conditions and restrictions: -
1. Only runway 27 is licensed for night training.
2. No circuits after 2100hours
3. Andrewsfield is PPR H24.

Circuit Operations (Site 2 only)

Naples Municipal Airport is open to movements 24 hrs/day. The Air Traffic Control Tower operates on a part time opening at 0600 and closing at 2200. All operations revert to uncontrolled procedures when the tower is closed.

3.19 Precautions When Starting an Aircraft

When approaching the aircraft with the intention to start an engine the pilot must ensure that the aircraft is clear of obstructions, not standing on gravel, and not facing any buildings, vehicle or person who is not connected with the start procedure. He/she will also check behind the aircraft to see that nothing will suffer damage from the slipstream.

When the pre-flight check is being carried out, pilots must remain clear of the propeller arc.

When the pilot enters the cockpit to complete the engine start up checks, he/she must again visually inspect the area around the aircraft to see that no person is in the vicinity of the propeller immediately prior to starting the engine. The rotating beacon must be selected ON and a loud warning of “CLEAR PROP” must be given.

As soon as the engine is running on both magnetos and is steady at the recommended rpm the pilot must check the oil pressure. If no oil pressure is indicated within 30 seconds that engine must be shut down immediately.

High power settings must not be applied to the engine immediately after it has been started. No a/c propellers should not be hand swung.

3.20 Taxiing Procedures

Care must be taken before taxying to ensure that persons, aircraft or vehicles do not present a hazard.
Low power settings should be used whenever possible to prevent damage to propellers and aircraft.

Main Site

The Right of Way on the ground (Rule 37) shall be observed.

(a) R/T calls required after start up

(b) Taxi routes are the marked taxi ways unless otherwise directed-road crossing points are to be used when possible

(c) Taxi speed to be adhered to ie Walking Pace

(d) Run-up area(s) are at the end of both taxi ways

Site 2

During the hours of operation of ATC, pilots shall obtain permission from the ATC unit, before taxiing any aircraft on any area where a control service is in operation.

(a) A functional check of the aircraft braking system shall be carried out as soon as practicable after starting to taxi and prior to entering the apron after landing. The check shall be conducted in an area such that in the event of brake failure or partial brake failure there is no possibility of collision with any other aircraft or object.

(b) Taxiing shall be carried out at a speed that will enable the aircraft to be brought to a safe halt in the stopping distance available.

(c) Aircraft shall not be taxied into or out of hangars.

(d) Aircraft run ups shall be completed in the designated areas at the hold short point of all runways.

3..21 Turns After Take Off (Main site only)

Turns after take-off will be no more than 15 degrees of bank and commenced not below 300ft. for runway 27 and 500ft. for runway 09 above aerodrome elevation. Speed must not be below Vy during these turns

3.22 Circuit procedures

Main Site

(a) Circuit height/altitude 700ft (QFE)

(b) R/T calls required (including EFATO)

(c) Avoid areas/noise complaint spots

(d) Bad weather circuit procedures

500ft (QFE) - a/c configured for slow safe cruise- Keep airfield in sight-inform Air Ground

(e) Procedures for first solo (Progress Check 1 completed satisfactory)

(f) Diagram at Appendix D

Site 2

(a) Circuit height/altitude 1000’ (QFE)

(b) 2 Way communication are required with ATC

(c) Avoid areas/noise complaint spots

(d) Bad weather circuit procedures

500ft (QFE) - a/c configured for slow safe cruise- Keep airfield in sight-inform Air Ground

(d) Procedures for first solo (Progress Check 1 completed satisfactory)

3.23 VFR Circuit Departure

Site 1

(a) Unless briefed otherwise it is recommended that all departures are via Braintree

(b) R/T calls required to inform air ground that you are leaving the circuit

Site 2

(a) All aircraft departing the circuit shall follow ATC instructions when "Tower" is in operation.

(b) Upon "ready for departure" call, a direction of flight should be given. At all other times, departing aircraft shall use standard departure practice using runway most favourable to current weather conditions and broadcasting actions on the Common Traffic Advisory Frequency.

3.24 Noise Abatement

(a) Local noise abatement procedures are in place please see appendices

3.25 Local Flying Area

(see appendices)

3.26 Standard Cross-country Routes

Main Site

(a) Training routes- Initial cross country –

1. EGSL-Hanningfield Res – Abberton Res-EGSL
2. EGSL--SUDBURY—GT OAKLEY-EGSL
3. EGSL- EGSC--EGUW-EGSL

(b) 80nm cross country (LAPL) route(s) EGSL-EGSH-EGSL

(c) 150nm cross-country (PPL (A)) route(s) EGSL- EGSE-EGSH-EGSL

(e) Chart extracts at Appendix

Site 2

(a) Training routes- Initial cross country –

1. KAPF - KPHK (Pahokee) - KAPF
2. KAPF - KPGD (Charlotte County) – KAPF
3. KAPF - X14 (La Belle) - KAPF
4. KAPF - 2IS (Airglades) - KAPF

(b) 80nm cross country (LAPL) route(s) KAPF – KVNC – KAPF, KAPF–KPHK-KAPF

(c) 150nm cross-country (PPL (A)) route(s) KAPF – KPHK – KPGD - KAPK

(e) Chart extracts at Appendix

3.27 Prohibited and Danger Areas

Main Site

Prohibited and danger areas within 30nm of the base aerodrome are Southend Class D, D138a/b/136 to the east of EGMC – Bradwell Bay Power Station R156 and D139 and any alternative base aerodrome is Southend(EGMC)

3.28 Circuit Rejoin Procedures (all circuits RH)

Main Site

(a) R/T calls are required when joining the circuit

(b) Acceptable joining procedures (Overhead/dead side/downwind/base leg/straight-in)

(c) Pilots to be aware of training aircraft when Integration with circuit traffic

Site 2

(a) Unless under a radar or approach control service, or, if transiting an non-towered airfield, less than 3,000 feet above aerodrome level all aircraft shall contact the published communications frequency of the primary airfield within 10 NM of the aircrafts current position. All aircraft rejoining the circuit shall follow ATC instructions when Tower is in operation. At all other times aircraft shall join midfield downwind in accordance with recommended operating procedures.

3.29 After Flight Procedures

Main Site

(a) Taxiing route(s) using the marked taxi ways and crossing points

(b) Parking must be in the designated area as directed by air ground

(c) Fuelling must be carried out in the refueling area by the fuel pumps

(d) Securing the aircraft after the last flight and when adverse weather is predicted is mandatory.

Site 2

(a) Taxiing route(s) using the marked taxi ways as directed by ATC during operating hours or following standard taxi ways after ATC hours.

(b) Parking must be in the designated place for each aircraft.

(c) Fuel and oil must be annotated on the dispatch sheet.

(d) Securing the aircraft after the last flight and when adverse weather is predicted is mandatory.

3.30 Aerobatics, Spinning, Stalling and Other Unusual Manoeuvres

Pilots will not perform aerobatic or other unusual manoeuvres without authorisation from an Andrewsfield flight instructor.

All manoeuvres in club/school aircraft must be in accordance with the limitations shown in the flight manual. All manoeuvres must be commenced at such a height as to ensure completion above 3000ft.AGL –

Aerobatic Training and Introduction flight to Aerobatics must be completed above 2000ft AGL

Stalling (CPL) may be carried out with recovery not below 2000ft AGL

Prior to executing any of the above exercises, a safety check must always be carried out using the mnemonic HASELL.

H. Height – Recovery to Straight and level above 3000ft. AGL

A Airframe – Brakes, Flaps, Gear.

S. Security – Hatches, Harness, Loose articles.

E. Engine – T's and P's, mixture, carb heat, fuel pump, contents and tank selection.

L. Location – Airfields, other aircraft, built up areas, cloud and controlled airspace. Danger and prohibited areas.

L. Lookout- A satisfactory lookout in all directions

Spinning exercises are not to be carried out over cloud.

3.31 Practice Forced Landings

Practice forced landings should be undertaken by PPL holders, and student pilots who have reached the cross-country stage of the syllabus. Pilots must be careful not to allow concentration on the conduct of the exercise to override safety considerations.

When forced landings are practised away from an airfield, instructional sorties and qualified pilots must comply with Rule 5. Students must go around at 500ft or higher.

The company has not designated a specific area for this training. Pilots are expected to behave in a reasonable and considerate manner when selecting locations to commence a PFL so as not to cause annoyance.

Engine Handling.
Pilots must give the following consideration to the handling of the engine during extended glide descents. Cruise power must be applied at approximately 1000ft intervals to prevent overcooling and sooting. The carb heat should always be set to HOT on extended glide descents.

Note Low flying rule.

3.32 Flight In The Vicinity Of High Ground

All pilots must be familiar with the contents of Pink 148 AIC 82/2008 (Appendix B)

3.33 Heavy Landings

Any heavy landings incurred by pilots in Club/School aircraft must be brought to the attention of a member of the instructional staff. The pilot who carried out the heavy landing has an obligation to the next pilot who flies the aircraft to ensure that it is checked by licensed engineering personnel before being declared fit for that planned flight.

3.34 Instrument Flying

When simulated instrument flying is taking place the aircraft must have dual flying controls. A second pilot who has an adequate field of vision for lookout must be carried to assist the other pilot. If the observer does not have an adequate field of vision then a second observer must be carried.

When instrument approach practice is being carried out in VMC at the main site, ATC must be informed.

3.35 Go-Around Action

Pilots will go-around if they are unsure of their approach or if there is an obstruction on the runway or the runway is occupied (Rule 17 section 7b)

Low level circuits following a go-round are forbidden except due to weather conditions.

Go-around action must be initiated at or before 200ft. AGL for solo students (normal power) and 300ft. AGL (asymmetric power).

Pilots may be required for reasons of safety to go-around from any stage of the approach or the landing roll.

Go-arounds will always be carried out with the engine (s) at full power and with the carb air/ alternate air in the cold position where applicable.

No attempt to raise the flaps should be made during a go-around until the aircraft is established in a climb attitude. If extended, full flap should be retracted as soon as it is safe to do so. While climbing, the remainder should be retracted in stages, the attitude adjusted and the aircraft re-trimmed at each stage.

3.36 Refuelling Procedure

Pilots will ensure that the aviation fuel (Avgas 100LL) delivered to the aircraft is of the correct type or grade.

Pilots must ensure that a static line is connected to the aircraft and that the parking brakes are released before refuelling commences.

No person is to remain on board during refuelling.

There is to be no smoking or the use of mobile phones within 50ft of the refuelling area.

3.37 Practice Asymmetric Flight

Practice asymmetric flights will not be carried out except under the supervision of a suitably qualified instructor.

Propellers will not be feathered below 3000ft. The use of zero thrust must be used below

3000ft.

Asymmetric go-rounds must be commenced at a height of not less than 300ft. (Asymmetric committal height).

Engine failures at take-off are not permitted below 500ft.

Important points on practice feathering.

1. Avoid practice feathering in very cold temperatures.
2. Limit engine shut down time to a minimum, close cowl flaps on the engine with the feathered propeller.
3. With one propeller feathered, monitor the “live engine” temperatures and pressures closely.
4. During un-feathering strong surges in RPM should be avoided. After starting, the pitch lever(s) must be set to low RPM and manifold pressure at approx. 15” / 2000RPM to allow the engine to warm up.
5. Practice feathering drills should be carried out in the vicinity of a suitable aerodrome for Landing.

See AIC 100(Pink 90)/2005

3.38 Low Flying Regulations

When special VFR clearances are given to pilots they must conduct the flight in accordance with clearance and they should aim to fly at the highest sensible level. A special VFR clearance absolves the pilot from the 1000ft rule but not from the ‘glide clear’ rule.

When clear of controlled airspace on cross country flights ,pilots must plan their flights such that they will be flown in accordance with rule 5.

Calculation of Minimum Sector Altitude:- This will be achieved by measuring for each leg.

(1) 1000ft above the highest obstacle 5nm either side of track.

(2) Taking a 5nm radius of departure, destination or turning point.

For flight over high ground (above 3000ft AMSL) the MSA will be calculated by adding 1500ft to the highest published obstacle within 5 nautical miles of the intended flight path.

At the main site, navigation flights in class F and G airspace above 3000ft (RPS Datum) pilots must set 1013mb and fly at levels in accordance with Semi Circular rules and good aviation practices.

At site 2, Navigation exercises in Class E above 3000ft (RPS Datum) pilots will maintain QNH and fly at Odd thousands on 0 to 179 degree headings and even altitudes on 180 to 359 degree headings.

Pilots are reminded of their duty to ensure that they do not violate controlled airspace.

If forced to fly below the legal limit (e.g. due to adverse weather) a note of the occurrence must be made on the flight authorisation record sheet after landing, and a verbal report must be made to the HT as soon as possible.

3.39 Radio Failure

In the event of a complete radio failure pilots should endeavour to return to home base if in the vicinity otherwise land at a suitable alternate airfield.
Transponder code 7600 should be selected.
VFR Local Flights, SSR equipped aircraft, outside Controlled Airspace
• Select 7600
• Return to overhead the field via the appropriate procedure at 1200ft QFE (main site), 1500 ft QFE (site 2), or cloud base, whichever is lower. Circle twice and join downwind right-hand for the runway looking for light gun signals (site 2) or listening to speechless code (Main site).

Speechless Code

No Of Transmission	Meaning
One Short	Yes (or an acknowledgement)
Two Short	No
Three Short	Say again
Four Short	Request homing
One Long (2 secs)	Manoeuvre complete

3.40 Night Flying Supervision & Recency

All night flying training must be supervised by an FI with night flying endorsement. PPL night flying is subject to prior permission and adhering to all booking out procedures.

All instructors who are detailed for night instruction must ensure that they have fully briefed the student and that the students are made aware of 4.12 and 4.13 of this document.

Students on night instruction may only fly under authorised supervision

NIGHT RECENCY REQUIREMENT

Pilots must be aware that to carry passengers at night they must have carried out three take-offs and landings in the previous ninety days of which at least one must be at night.

4 Personnel Training

4.1 Responsibilities

The Chief Flight Instructor is responsible for the supervision of all flight and synthetic instructors and the standardisation of all flight instruction. They are also responsible for maintaining appropriate records..

4.2 Flight Training Courses

- PPL- LAPL-NIGHT-*IMC/IR(R)-AEROBATIC-MEP-SEP

  **This is an Instrument Metrological Conditions (IMC) rating, which can be endorsed as an Instrument Rating (restricted), the I/R(R) on a Part-FCL licence.*
- Instructor Courses for FI(R) CRI SE-CRI ME-AEROBATIC FI – NIGHT FI-IRI (main site only)
- CPL – CPL FOR IR HOLDERS
- Examiner Courses for PPL FE & LAPL/PPL & MEP (main site only)

4.3 Initial Training

(a) Details of the initial training given to flight instructors before commencing instructional duties in the ATO. To include at least:

i. Company organisation, procedures and standardisation

ii. Theoretical knowledge instruction on the aircraft types on which instruction is to be given

iii. ATO documentation (Operations Manual, Training Manual, Organisation Management Manual, etc.)

iv. Maintenance procedures including allowable deficiencies/MEL

v. Theoretical knowledge training programme

vi. Flight training program

vii. Emergency and safety training

viii. Local area familiarisation/standardisation check unless FI trained at Andrewsfield

(b) Details of the initial training given to theoretical knowledge instructors before commencing instructional duties in the ATO, including a test lecture unless trained at Andrewsfield

4.4 Refresher Training

(a) Refresher training given to all instructors, via regular Instructor standardization meetings at least quarterly. If instructor has carried out less than 3 hours of instruction during the 3 months then a dual instructor flight will be carried out

4.5 Standardisation Training

(a) See 4.3

4.6 Proficiency Checks

(a) The CFI or a designated examiner will carry out flight instructor proficiency checks?

(b) The results of checks will be recorded by the ATO in the instructors records

Integration of proficiency checks with refresher/standardisation training is recommended

4.7 Upgrading Training

(a) Details of upgrading training can be found in the Andrewsfield Combined Training Manual

4.8 ATO Personnel Standards Evaluation

As The Head of training carries out the revalidation of FI certificates and monitors instructor student records and standards evaluations will be recorded in the instructors' record

4.9 Requirements for Mutual FI Flights

Mutual flying in relation to pilots undergoing an FI course may be done with another FI course student, but only under the direction of the approved FIC instructor.

When a mutual flight is authorised the student instructor will occupy the right hand seat and will be detailed as the Aircraft captain. He must sign the authorisation sheet as such and he will be the legal commander of the aircraft.

The other pilot will occupy the left hand seat and will not log the flight. Only up to 5 hours mutual flying may be carried out by trainee instructors as part of the 30 hours dual specification in the course syllabus

4.10 List Of Instructors and Qualifications

NAMES	CAN INSTRUCT	CAN EXAMINE
Carol Cooper	LAPL/PPL- FIC -MULTI - RT CPL-CRI-MULTI	LAPL/PPL-IMC-MULTI-RT-CRI/FI
Paul Slater	LAPL/PPL –CPL-FIC-IMC-NIGHT	LAPL/PPL/IMC
Robert Gardner	LAPL/PPL-CPL-IMC-FIC/AERO	LAPL/PPL/IMC
Mick Pitcher	LAPL/PPL	
Steve Wilkes	LAPL/PPL-MULTI-IMC	PPL LAPL
Timothy Senior	LAPL/PPL – NIGHT-IMC	PPL/IMC
Dave Gauntlett	LAPL PPL	
Norman Anderson	LAPL/PPL/	
Mike Naylor	LAPL/PPL/NIGHT	PPL LAPL IMC(IRR)
Julie Westhorp	LAPL/PPL-MULTI-IMC/CPL	PPL/IMC
Mike Rowland	LAPL-CRI- GROUNDSCHOOL	
Mike Derrett Tom Newell	LAPL/PPL LAPL/PPL	
Sean Reynolds	LAPL/PPL	
Andy Yeoman Ian Laws	PPL/LAPL PPL/LAPL	
Nicola Gentil (Site 2)	LAPL/PPL-MULTI - CPL -MULTI	LAPL/PPL-IMC-MULTI
Victor Caliva (Site 2)	LAPL/PPL-MULTI - Night CPL -MULTI	LAPL/PPL-IMC-MULTI
Massimo Iacopino (Site 2)	LAPL/PPL	
Keith Pogmore (Temporary Cover)	FIC/AERO	FI-AERO

4.11 List of Club/School Aircraft

Main Site	Site 2	Site 2 cont.
G-BNSG PA 28 R (200)	*N946AC Cessna 152*	*N977AC Pa28-161 Warrior*
G-BGND C172	*N920AC Pa28-161 Warrior*	*N978AC Pa28-161 Warrior*
G-BMFG PA 28 Warrior(160)	*N960AC Pa28-161 Warrior*	*N953AC Cessna 172*
G- BNFR Cessna 152	*N965AC Pa28-161 Warrior*	*N954AC Cessna 172*
G- BNRL Cessna 152	*N970AC Pa28-161 Warrior*	*N955AC Cessna 172*
G-EGSL Cessna 152	*N971AC Pa28-161 Warrior*	*N980AC Pa28R-201 Arrow*
G-BOFC-Duchess B76	*N974AC Pa28-161 Warrior*	*N991AC Pa44-180*
G-BZHE Cessna 152	*N975AC Pa28-161 Warrior*	*N725SA DA 42 NG*
G-ECAD Cessna 152 Aerobat	*N976AC Pa28-161 Warrior*	
G-BSJX PA 28 (161)		
G-AZRL PA 18 (CUB)		

4.12 STUDENT TRAINING RECORDS

Individual instructors are responsible for completing student training records to the satisfaction of the HT.

PPL training is to be carried out in accordance with the AOPA approved syllabus.
FI training is to be carried out in accordance with the Andrewsfield approved syllabus.

CPL training is to be carried out in accordance with the Andrewsfield approved syllabus.

M/E training is to be carried out in accordance with the Andrewsfield approved syllabus.

APPENDICES A

ANDREWSFIELD INSTRUCTOR PERSONAL RECORD

Name:	***CAA Ref No:***
Address:	***Next of Kin:***
	Address:
Tel No	***Tel No:***

Details of Licences Held.

Issuing Authority:	***Type/Class of Licence:***	***Licence No:***	***Expiry Date:***

Details of rating Held

Aircraft Type/Class	*Expiry Date:*	*Aircraft Type/Class*	*Expiry Date:*
Medical Class 1 Y/N	*OML Y/N*	*Expiry Date*	

Rating	*Expiry Date:*	*Rating:*	*Expiry Date:*
Night		*CRI*	
IMC		*Aerobatic FI*	
IR(A)		*IMC FI*	
FIC		*Night FI*	

FI Restrictions:

Flying Experience

Total	*PIC*		*Instructional*	
	SEP	*MEP*	*SEP*	*MEP*

Signed:	*Date:*

APPENDICES B

ANDREWSFIELD STANDARDS EVALUATION FORM

ANDREWSFIELD INSTRUCTOR STANDARDS EVALUATION FORM

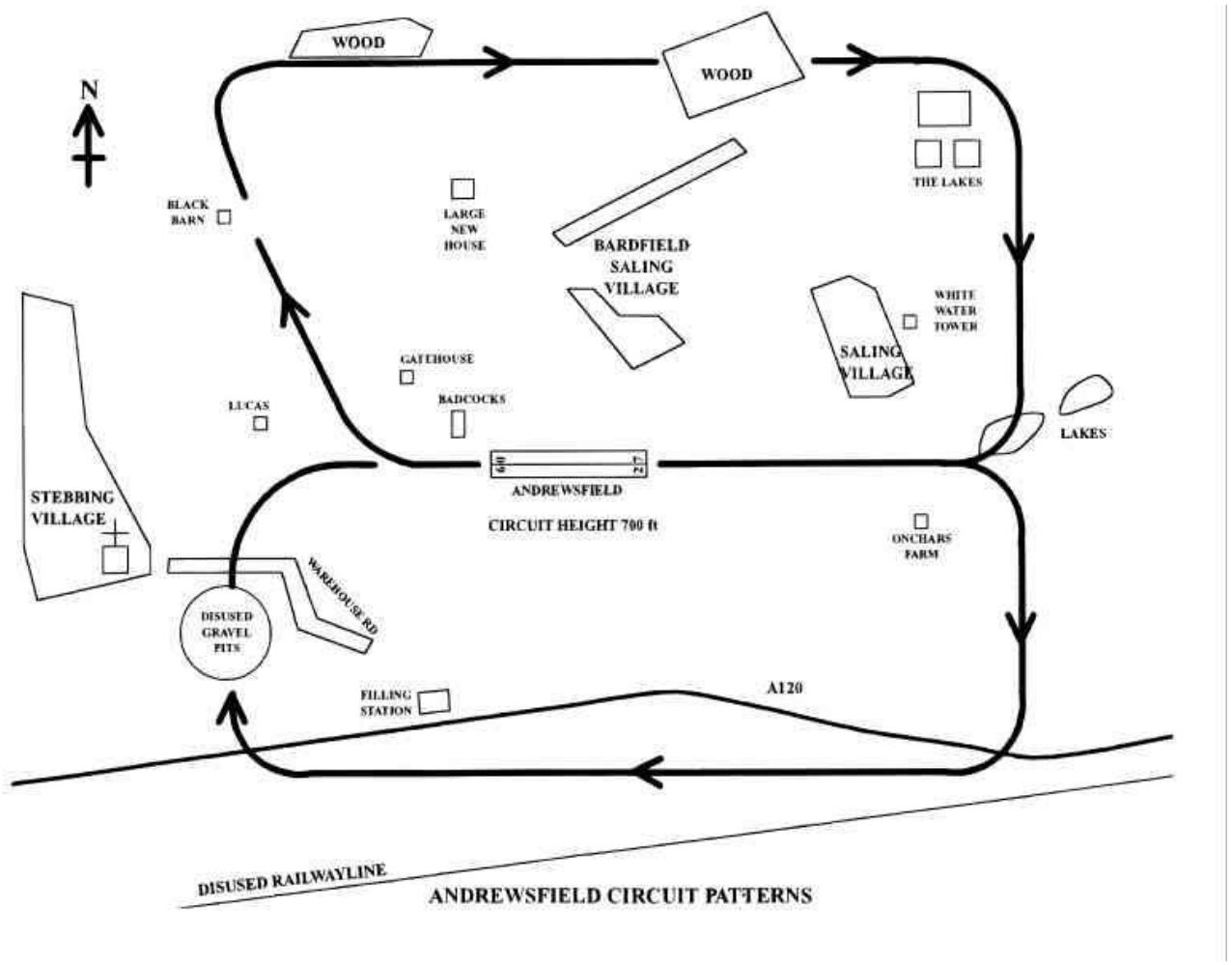
Date:	*Name of Trainer:*		
A/C Reg:	*Name of Instructor:*		
	Reason For Evaluation:		
Brakes Off:	*Take Off:*	*Land:*	*Brakes on:*
Exercise Covered:			

Pre Flight Briefing		
Standard shown:		*Remarks:*
Poor:		
Average:		
Good:		
Excellent:		
Flying:		
Standard Shown:		*Remarks:*
Poor:		
Average:		
Good:		
Excellent:		
Instructional Technique		
Standard Shown:		*Remarks:*
Poor:		
Average:		
Good:		
Excellent:		

De Brief			
Standard Shown:			
Poor:			
Average:			
Good:			
Excellent:			
Signature of Instructor receiving training		*Signature of Instructor giving training*	

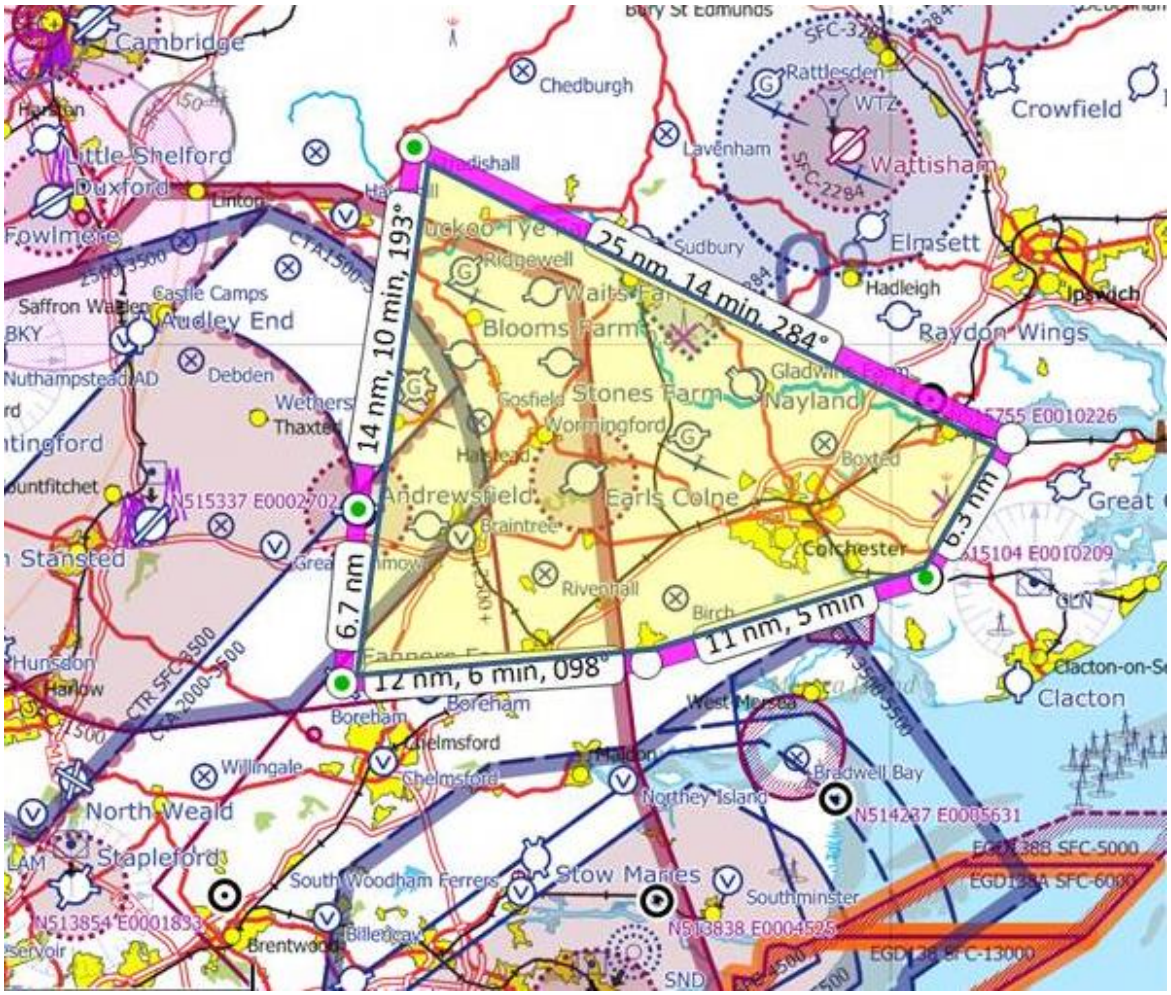
APPENDICES C

ANDREWSFIELD CIRCUIT AND NOISE ABBATEMENT PLAN



APPENDICES D

ANDREWSFIELD LOCAL TRAINING AREA



APPENDICES D1

NAPLES LOCAL TRAINING AREA

APPENDICES E

ACCIDENT & INCIDENT REPORT FORM

PART A: INFORMATION ABOUT THE INCIDENT

SECTION 1: DETAILS OF INCIDENT		
Date: / /	*Time:*	*Location (e.g. Main Building) :*
Describe how the incident occurred: (use a separate sheet if necessary)		
List any machinery or equipment, protective clothing or equipment being used:		

SECTION 2: DETAILS OF INJURED PERSON		
Full Name (Prof/Dr/Mr/Mrs/Ms/Miss):		
Home Address and Contact Number:		
☐ *Staff* ☐ *Contractor* ☐ *Visitor* ☐ *Other (Please state).....*		
Occupation:		
Hours worked on day of Incident: *(24-Hour Clock)*	*From:*	*To:*
Describe type and position of injury: (e.g. left leg bruised, cut to right index finger etc)		

SECTION 3: DETAILS OF WITNESS(ES)
Name and Contact Details of any Witness(es):

SECTION 4: DETAILS OF TREATMENT
Details of treatment received: (e.g. Wound cleaned with non-alcohol wipe and sterile dressing applied)
☐ *First Aider* ☐ *Self-treatment* ☐ *None Required*
Likelihood of absence from work: ☐*None* ☐ *Less than 3 days* ☐ *More than 3 days*

SECTION 5: PERSON COMPLETING PART A	
SIGNED:	*DATE:* / /
PRINT NAME:	*CONTACT NO:*

PART B: INFORMATION ABOT THE INVESTIGATION

SECTION 6: CAUSE OF ACCIDENT

SECTION 7: ACTIONS TAKEN FOLLOWING INCIDENT
Immediate actions taken to remove hazard(s):

SECTION 8: PERSON COMPLETING PART B	
SIGNED:	*DATE:* / /
PRINT NAME:	*CONTACT NO:*

SECTION 9: TYPE OF INCIDENT		***FOR OFFICE USE ONLY!***	
	Struck by moving or flying object		*Contact with moving machinery*
	Struck by moving vehicle		*Struck against something fixed or stationary*
	Drowning or Asphyxiation		*Trapped by something collapsing or overturning*
	Exposure to an explosion		*Exposure or contact with a harmful substance*
	Exposure to fire		*Contact with electricity or electrical discharge*
	Injured while handling/lifting/carrying		*Handling glass or sharps*
	Injured by an animal		*Physically assaulted by another person*
	Slip, trip or fall on same level		*Slip, trip or fall on stairs*
	Reportable diseases		*Contact with hot/cold surface*
	Fall from height (.....metres)		*Hand tools*
	Other.....(Specify)		*No injury incident*

SECTION 10: FOR USE BY MANAGEMENT	
Date recorded in the Accident Book BI510: / /	*Actual days lost:*
SIGNED:	*Date of Birth:*
PRINT NAME:	*Date Completed:*

APPENDICE F

Andrewsfield Aviation Ltd - Airfield Group Aircraft Rules

Dear Member

Following an incentive which has been introduced at Earls Colne by the owner to protect his business from stealth leasing and hiring.

I am writing to advise you of the new rules which we are introducing regarding new group ownerships forming or relocating to Andrewsfield Airfield after 1st July 2014.

As you are an established home-based group with an agreement, the new rules have little or no impact on your group as it is at present, but they set out clearly the home-based group ownership conditions/limits etc for the future. The records on G-INFO CAA website must confirm that all aircraft jointly used must be registered as a trustee group. This protects the club and the individual group owners.

Many thanks for your custom and support over the years and we look forward to providing continued services to you and your group.

Established Home Based Group Owned Aircraft

Equity / Non Equity aircraft groups based at EGSL Prior to 1st July 2014.

1. *Continue as currently agreed with no increases beyond the established group membership.*
2. *If established group owned aircraft wish to increase membership ALL members must be PPL Licence holders and hold an equity share ie no non flying members or owners of aircraft.*

New Group Owned Aircraft 1st July 2014 Onwards

Applications / Enquiries from aircraft owners to base their aircraft at EGSL after 1st July 2014 the following amended rules apply.

1. *Equity Aircraft Group Rules.*

*Maximum number of group owners per aircraft is **Six** (but may be increased with club approval). Each group member must hold an equity share in the aircraft of **NO LESS than 1/6th** % of the aircraft market value at the time of joining the group. This can be increased if the group member wishes but cannot be gradually defrayed. The records on G-INFO CAA website must confirm that all aircraft jointly used must be registered as a trustee group.*

2. *Each group member has to be a member of Andrewsfield Aviation Ltd, abide by club and airfield operational rules.*

3. *Non Equity Aircraft Group Rules: Applications / Enquires to base such aircraft at EGSL will no longer be accepted and politely refused.*

Thank you for your understanding

Regards
Mike Rowland

APENDICES G

MEMBERSHIP APPLICATION

Name……

Address……

……..Postcode……

Occupation……

Telephone (Home)…….(Work)……

Mobile……

e-mail……

Date Of Birth …… Form of ID No……..Yes/No

Fax to:- 01245-452697 Yes / No Date:-……

I hereby agree, in consideration of my being admitted as a Flying Member and of my being permitted to make use of the Company's aircraft as a pilot, passenger or otherwise that I shall comply with the Air Navigation Order and Regulations, the Rules of the Air Regulations and any other provisions of English or Foreign law, the Andrewsfield JAR Operations Manual, Aerodrome Rules and Regulations, as amended and in force from time to time and any instructions given by any officer of the Company or by any instructor employed by the Company. I have read the Andrewsfield JAR Operations Manual and signed on the sheets provided.

FLYING QUALIFICATIONS

Medical Class……Expires……

Medical Limitations……

Class Ratings…….……Licence No……

Certificate of Test/Check or Experience expires on……

IMC Rating expires on……

Night Rating……

Total Flying Hours…….Hours Dual……..Hours Solo……..

Signed……..**Date**……

APENDICES H

Andrewsfield

AIRCRAFT EMERGENCY TRAINING & HEALTH & SAFETY RECORD

Student..... *Instructor* .....

Emergencies to be completed:

Engine failure before and after Take Off

Engine Fire on the ground

Engine Fire in the air

Electrical Smoke/Fire

Fire in the cabin on the ground

Fire in the cabin in the air

Health & Safety Brief

Building Emergency Exits

Fire Extinguishers

Aerodrome Safety

Accident Reporting

Aircraft Familiarisation

EMERGENCY	***DATE COMPLETED***	***COMMENTS***
Engine failure before and after Take Off		
Engine Fire on the ground		
Engine Fire in the air		
Electrical Smoke/Fire		
Fire in the cabin on the ground		
Fire in the cabin in the air		
Alternator Failure		
Door open in flight		
Health & Safety Brief		*Signed* *Instructor:* *Student:*

TRAINING RECEIVED Date.....

STUDENT ..... *INSTRUCTOR* .....

APENDICES I- Special Operations (Aerobatics)

C152 Aerobat Special Ops CHECKLIST ***Page 1***

Operations

1. Check Weather–Good visibility and cloud base.

2. Aircraft Checked. (A.I. Caged)

3. Notams checked.

4. Threats considered. -Good Forced Landing area available

5. Aerobatic area and noise abatement (Vary the area)

6. HASELL checks carried out prior to commencing Aerobatics. Repeat Lookout and height checks regularly

7. Recover by safe height–3000 feet AGL (2000 feet dual)

8. Squawk 7004 while doing aerobatics–unless ATC require A different squawk.

9. Brief all Manoeuvre's and where to look

10. Important to maintain orientation and situational awareness

11. After flight–leave 'G' meter for next crew to show max/min 'G' pulled and carry out a good external check looking for any signs of stress.

Aerobatic entry speeds–Cessna 152.

Roll–Aileron and Barrel ……..115 Kts

4 point roll……120 Kts

Loop……120 Kts

Flick Roll……80 Kts

Cuban 8……130 Kts

Reverse Half Cuban……100 Kts

Roll of the top (Immelmann) 130 Kts

Aerobatic Operations

Aircraft:

1. Read POH/AFM and know aerobatic manoeuvres permitted (No Stall Turns C152)

2. Know applicable Limitations–RPM/'G'/Va and check Mass and Balance. (Rear C of G may make spin recovery more difficult)

3. Thorough External Pre-Flight Check Looking for Loose Rivets (graphite stains)/wrinkles in the skin (especially at The strut and Landing gear junction)/missing screws, top of the wings, elevator and rudder stops. Listen for 'cracking' Noises when moving wings and tailplane up and down.

4. Check under seats and around rudder pedals for obstruction

Equipment:

1. Fire extinguisher,First aid kit and PLB to be left behind for aerobatic flights. Nothing to be carried in the baggage area.

2. No small items to be carried–coins, keys, mobile phones or Pens unless in zipped pockets of jacket or flying suit.

3. For solo aerobatics the passenger harness should be done up And secure.

4. Sick bags should be carried–especially for passengers.

rew.

1. Fit for aerobatic flight? - 'Im Safe' checklist

A) Good physical and mental condition for aerobatic flight -Rapid changes in Altitude, Attitude and 'G'

B) Well fed and hydrated (no hangover!)

C) Check passengers regularly for feeling unwell

D) Ensure you are strapped in securely (strap ends tucked Away) and you have full rudder and control authority– Full and Free checks.

2. Proficiency and 'G' tolerance decays without regular practice. Take refresherTraining if out of practice -especially in spin Recovery!