

# PILOTS FLYING ORDER BOOK



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Issue No. 4, 10 October 2014

*Preface*

**Preface**

Cotswold Aero Club Ltd

PILOTS FLYING ORDER BOOK

All pilots are required to comply with The Air Navigation Order, Air Navigation (General) Regulations and the Rules of the Air. These rules and regulations are established to encourage a high standard of flying discipline and ensure flight safety.

The Pilots Flying Orders give additional guidance to aid compliance with the rules and regulations. They also lay down procedures for the efficient day to day operation of the Cotswold Aero Club.

**All pilots must read this document and sign to indicate that they have done so upon first joining the Cotswold Aero Club and thereafter on an annual basis and when amended.**

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RECORD OF AMENDMENTS

Copy No .....			
Amendment No.	Date Applicable	Date Entered	Entered By

Distribution:

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***Preface***

Copy No. 1	Head of Training  (Master copy to be signed by all CAS staff and students)
2	CAA
3	Cotswold Aero Club Ltd Directors
4	Instructors
5	Students
6	Operations
7	Spare

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**Signature Record**

All Pilots are to sign in the table below to confirm that they have read this Flying Order Book upon initial arrival at Cotswold Aero Club Ltd, and thereafter at January each year.

Additionally, each Pilot is to initial in the table below to confirm that they have read each new amendment.

SIGNATURE RECORD												
Name	Signature	Initials at Amendment No. or Annual Check										

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*Section I*

**Section I - Authorisation and Documentation**

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**Section I****Flying Order I.1 Air Navigation Order and Rules of the Air**

- 1 The Air Navigation Order **2012** and the Rules of the Air Regulations 2007 contain most of the legal requirements applicable to General Aviation. In particular, pilots should be familiar with and are required to comply with the following.

**Air Navigation Order**

Article 16	Certificate of airworthiness to be in force
Article 50	Requirement for appropriate licence to act as member of flight crew of EASA aircraft registered in the United Kingdom
Article 50A	Requirement for appropriate licence to act as member of flight crew of non-EASA aircraft registered in the United Kingdom
Article 64	Grant, renewal and privileges of United Kingdom flight crew licences
Article 67	Maintenance of privileges of aircraft ratings specified in Section 1 of Part B of Schedule 7 in United Kingdom aeroplane Licences
Article 68	Maintenance of privileges of other ratings specified in Section 1 of Part B of Schedule 7
Article 69	Maintenance of privileges of ratings in Sections 2 and 3 of Part B of Schedule 7
Article 72B	Requirement for a Part MED medical certificate for a Part-FCL Licence
Article 73	Medical declaration for the National Private Pilots Licence
Article 74	Action if unfit to fly
Article 76	Person not fit to fly after failing a flight test
Article 79	Personal flying log book
Article 88	Passenger briefing by commander
Article 137	Endangering safety of an aircraft
Article 138	Endangering safety of any person or property
Article 139	Drunkenness in aircraft
Article 140	Smoking in aircraft Article
Article 142	Acting in a disruptive manner

**Rules of the Air Regulations**

Rule 4	Reporting hazardous conditions
Rule 5	Low flying prohibitions
Rule 6	Exemption from low flying prohibitions
Rule 7	Weather reports and forecasts
Rule 8	Avoiding aerial collisions
Rule 9	Converging
Rule 10	Approaching head on
Rule 11	Overtaking
Rule 12	Flight in the vicinity of an aerodrome
Rule 15	Aerobatic manoeuvres
Rule 16	Right-hand traffic rule
Rule 17	Notification of arrival and departure
Rule 23	Simulated instrument flight
Rule 24	Practice instrument approaches
Rule 40	Movement of aircraft on aerodromes
Rule 42	Right of way on the ground
Rule 45	Flights within aerodrome traffic zones
Rule 64	Distress, urgency and safety signals

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The Air Navigation Order **2014** and the Rules of the Air Regulations 2007 are contained in CAP 393, Air Navigation: The Order and Regulations, which is available in the briefing room or at [www.caa.co.uk](http://www.caa.co.uk).

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*Section I*

**Flying Order I.2      Flight Authorisation**

- 1 No member may fly as pilot-in-charge of an aircraft owned or operated by the Cotswold Aero Club without the permission of the Chief Flying Instructor or one of the authorised instructors given for the specific flight in question.
- 2 Notwithstanding paragraph 1 above, members with sufficient experience (normally at least 100 hours total flight time) and proficiency may, at the discretion of the Chief Flying Instructor, be authorised to fly aircraft without either booking or receiving specific permission at the time of the flight in question providing the rules for booking the aircraft are observed.
- 3 In all cases where members are given permission to authorise their own flights such authorisation shall remain valid only providing the member has flown the aircraft on which he or she is so authorised within the flying currency period laid down for that member.
- 4 This self-authorisation, as indicated above, may be withdrawn by the Chief Flying Instructor at any time and the member concerned may be required to undertake a further check flight with the Chief Flying Instructor or one of the authorised Instructors.
- 5 Members whose self authorisation has lapsed as a result of not having flown during the required currency period may be required to take a check flight with the Chief Flying Instructor or one of the Instructors.
- 6 Student Pilots holding a valid medical certificate may only fly as pilot-in-command on the authorisation of an authorised Instructor for the specific flight in question.
- 7 No pilot (other than a student) may act as pilot-in-command on a flight in an aircraft owned or operated by the Cotswold Aero Club unless that pilot's licence includes a Flight Radio Telephony Operators Licence.
- 8 All flights in aircraft operated by the Cotswold Aero Club must be authorised before the flight takes place. In addition to this written authorisation, which must be shown on the Record of Flight sheet before departure, the following requirements must also be satisfied before the pilot can take to the air.
  - (a) There is evidence that appropriate periodic maintenance for the aircraft concerned has been completed.
  - (b) The aircraft has been externally and internally inspected and found serviceable for flight.

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- (c) That sufficient fuel and oil has been loaded for the flight to be made in safety.
  - (d) The pilot's flying licence, certificate of renewal or revalidation, medical certificate and any required ratings are valid.
  - (e) The pilot has obtained the Met. Forecast covering the area within which the flight is to be carried out.
  - (f) The pilot is familiar with the Rules and Flying Orders.
  - (g) That the flight is notified to all interested parties (Booking Out/Flight Plan/PPR).
  - (h) The pilot has entered details of the intended flight on the appropriate Technical Log.
- 9 Self-authorisation only applies to flights within the local area (that is within 25nm of Gloucestershire Airport). All pilots must fly in accordance with Pilots Flying III.2 (Weather Minima).
- 10 Flights outside the local area are subject to authorisation on all occasions.





*Section I*

**Flying Order I.3      Flying Currency Periods**

1 The currency periods for single-engine aircraft are defined as follows:

**Class A - One Month**

Members who have less than 60 hours flying experience.

**Class B -Two Months**

Members who have 60 hours or more flying experience.

**Class C - Four Months**

Members who have 100 hours or more flying experience and at least 1 flight as pilot-in-command of any aircraft from the same class rating group within the preceding 2 months.

Note: Pilots who qualify for Class C currency, but are unable to meet the full requirements of the category must operate in accordance with Class B currency.

2 The currency periods for microlight aircraft are defined as follows:

**Class A - One Month**

Members who have less than 50 hours flying experience.

**Class B -Two Months**

Members who have between 50 and 79 hours or more flying experience.

**Class C -Three Months**

Members who have between 80 and 99 hours or more flying experience.

**Class D - Four Months**

Members who have 100 hours or more flying experience and at least 1 flight as pilot-in-command of any aircraft from the same class rating group within the preceding 2 months.

Note: Pilots who qualify for Class D currency, but are unable to meet the full requirements of the category must operate in accordance with Class C currency.

3 In the case of aircraft having a tail wheel undercarriage configuration, no member shall be deemed to be within his or her currency period unless that member has made at least one flight as pilot-in-command of a tail wheel type within the preceding month.

4 In the case of multi-engine aircraft, members will be assessed individually and allocated a currency period based on individual experience and ability.

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- 5 Notwithstanding paragraphs 1 to 4 of this order, any authorised Instructor may, if he or she considers it necessary, require a member to undergo a check flight before that member flies as pilot-in-command of a club aircraft.
- 6 Any member who is within his or her currency period may request a check flight with an authorised Instructor or Check Pilot at any time.
- 7 **Student Pilots:**  
Student pilots with less than 2 hours solo flying shall fly with an instructor prior to each solo flight. Thereafter, a student pilot shall not fly solo if they have not flown a Cotswold Aero Club Ltd aircraft within the past 14 days. No student pilot shall fly more than 4 hours solo between dual instructional flights.

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*Section I***Flying Order I.4 Aircraft Maintenance and Technical Log****Aeroplanes**

1. **Certificate of Airworthiness.** No aircraft may fly unless it has a valid Certificate of Airworthiness (C of A).

An EASA C of A does not expire. However it must be validated every 12 months and an Airworthiness Review Certificate (ARC) must be issued to confirm that process has been completed.

Aircraft that fall into EASA Annex II will be maintained with a C of A that is valid for 3 years. Evidence of the Annual Inspection being completed will be the issue of a **Certificate of Maintenance Review**. A Star Annual (C of A) renewal will be completed every 3 years.

2. All Cotswold Aero Club Ltd aeroplanes are maintained in the Transport Category (Passenger). Routine maintenance takes place as follows:

<b>'A' check:</b>	Before each day's flying or on return from maintenance, in accordance with the LAMP (Light Aircraft Maintenance Programme).
<b>50 Hour Check:</b>	Not exceeding 50 hours or 6 months.
<b>150 Hour Check:</b>	Not exceeding 150 Hours
<b>Annual Check/ARC Renewal:</b>	Every 12 calendar months

4. In addition to the above servicing, some out of phase servicing may be required on certain components or where aircraft are subject to manufacturers' service bulletins or ADs, it is the captains responsibility to ensure that aircraft are not flown over any limiting hours.
5. In exceptional circumstances an extension of up to 10% may be granted to both hourly and calendar based servicing. Only HoT or Cotswold Aero Club Ltd Directors will make any request for an extension.



## Section I

### Microlights

1. **Permit to Fly.** No microlight (other than those deemed to be classified as Deregulated) may fly unless it has a valid Permit to Fly (PtF). The PtF is valid for one year from the date of issue.
2. Routine maintenance takes place as follows:  

<b>'A' check:</b>	Before each day's flying or on return from maintenance
<b>50 Hour Check:</b>	Not exceeding 50 hours
<b>Annual Check/PtF Renewal:</b>	Every 12 calendar months
3. In addition to the above servicing, some out of phase servicing may be required on certain components or where aircraft are subject to manufacturers' service bulletins, MPDs or ADs, it is the captains responsibility to ensure that aircraft are not flown over any limiting hours.
4. In exceptional circumstances an extension of up to 10% may be granted to both hourly and calendar based servicing. Only HoT or Cotswold Aero Club Ltd Directors will make any request for an extension.

### Record Keeping

1. Before each flight the Captain authorised to fly the aircraft is to check that:
  - 1) Sufficient flying hours are available to complete the intended flight before the next check is due.
  - 2) The date when the next check is due has not been reached.
  - 3) The hours when major component changes are due have not been exceeded (e.g. engines, heater etc.).
  - 4) Any 'A' defects have been rectified and signed off by the appropriate Inspector.
  - 5) Any Deferred Defects will not affect the safety or the instructional value of the flight about to be undertaken.

Before flight the Captain is to enter the date in the appropriate column, enter the airfield of departure and initial that he accepts the aircraft as being fit to fly.

2. After each flight the Captain must enter the following details on the Technical Log:
  - 1) Airfield of landing.
  - 2) Time of take-off and landing.
  - 3) Total flight time in hours and minutes, to the nearest 5 minutes.

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- 4) The pre-flight and post flight fuel and oil states.
  - 5) If there are any 'A' defects the Captain is **not** to initial the column "Certified nil' A' Defects" but is to enter details of the defect in the space provided, sign and add his name in capitals.
  - 6) The Captain is to enter in the Deferred Defect Log, with the date, details of any defect occurring during flight which does not affect the safety of the aircraft and which does not require immediate rectification (see minimum equipment lists at Appendix A). He is to sign in the space provided and add his name in capitals. In addition he should enter the appropriate number in the spaces provided on the main Technical Log.
3. Minor Defects are defects that can be rectified without requiring independent inspection by a licensed engineer. Only the following are considered to be minor defects:
- 1) Lights
  - 2) Cowling clips
  - 3) IF screens
  - 4) Stop Watches
  - 5) Internal aircraft trim etc.

These defects will be rectified at the first opportunity.



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*Section I***Flying Order I.5      Carriage of Passengers and Cockpit Organisation**

- 1 Passengers may only be carried in aircraft where the Pilot-in-Command holds a valid National Private Pilot's Licence, Private Pilot's Licence, or licence of higher grade.
- 2 To comply with **EASA and NPPL** recency requirements the Pilot-in-Command shall have completed 3 take-offs and landings in the 90 days preceding any passenger carrying flight. If the flight is to be at night, one of these take-offs and landings must be at night.
- 3 Holders of Restricted Microlight licences may not carry passengers.
- 4 In accordance with the requirements of the Air Navigation Order the Pilot-In-Command is required to ensure that all persons on board are familiar with the correct use of seat belts, emergency exits and any other safety equipment as required.
- 5 The Pilot-in-Command shall ensure all loose articles are either adequately stowed or removed before flight.
- 6 Where any seat is unoccupied its lap belt or harness must be securely fastened so that it does not cause interference with any equipment or controls.
- 7 No person may be carried in aircraft owned or operated by Cotswold Aero Club unless they have completed and signed a membership application form and hold at least temporary passenger membership. Membership is subject to approval of the Directors of Cotswold Aero Club.

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*Section I***Flying Order I.6 Medical Certificate, Ratings and Pilots' Log Books****A - Aeroplanes – EASA FCL including CAA Lifetime PPL**

1. **Medical Certificate.** A valid Class 1 or Class 2 medical shall be kept at all times. A medical can be revalidated up to 45 days prior to expiry.
2. **Single-Engine Piston (SEP) Class Rating.** The SEP Class Rating is valid for 24 months and may be revalidated by passing a Licensing Proficiency Check (LPC) with an authorised Flight Examiner or Class Rating Examiner within 3 months of expiry without loss of validity period.
3. Alternatively, the SEP Class rating may be revalidated on flying experience by producing logbook evidence of having completed the following within 12 calendar months preceding the expiry date of the rating: -
  - 12 hours** of flight time in SEP aircraft to include;
    - a) **6 hours** PIC
    - b) **12** take-offs and landings
    - c) At least **1 hour** with a Flight Instructor\* This requirement may be achieved in up to 3 flights.

**\* This instructional flight may be replaced by any other class or type rating proficiency check**

4. **Multi-Engine Piston (MEP) Class Rating.** The multi-engine piston Class Rating is valid for 12 months. To revalidate the rating requires a proficiency check within the 3 months preceding the expiry. Additionally:
  - 1) Complete **10 sectors\*** as PIC on the relevant class of aeroplane; **or**
  - 2) Complete **1** sector with an Examiner, which may be undertaken as part of the proficiency check.

*\* A sector is defined as a take-off and landing and at least 15 minutes in the cruise.*

JAR FCL licences need to be re-issued every 5 years. CAA Lifetime PPLs and Part FCL PPLs remain valid for the lifetime of the holder

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**Section I****B - Aeroplanes – Light Aircraft Pilot Licence (LAPL)**

- 1 **Medical Certificate.** A valid Class 1, 2 or LAPL medical shall be kept at all times. A medical can be revalidated up to 45 days prior to expiry.
- 2 **The privileges of the licence may only be exercised when, in the last 24 months, the pilot has completed in aeroplanes or touring motor gliders:**  
At least 12 hours of flight time as PIC, including 12 take-offs and landings and;  
A refresher training flight of at least 1 hour with a flying instructor.
3. Where there is a shortfall in hours the pilot may make up the hours under the supervision of a flying instructor, flying dual or solo or a Proficiency Check may be undertaken.

**C - Aeroplanes – NPPL**

- 2 **Medical Certificate.** A valid Class 1 or Class 2 medical or GP Medical declaration shall be kept at all times. A medical can be revalidated up to 45 days prior to expiry.
- 3 **Simple Single-Engine Piston (SSEA) Class Rating.** The SSEA Class Rating is valid for 24 months and may be revalidated by passing a General Skill Test (GST) with an authorised Flight Examiner or Class Rating Examiner within 3 months of expiry without loss of validity period.
3. Alternatively, the SSEA Class rating may be revalidated on flying experience by producing logbook evidence of having completed the following within validity period of the rating: -
  - 12 hours** of flight time in SSEA aircraft to include;
    - a) **8 hours** PIC
    - b) **12** take-offs and landings
    - c) At least **1 hour** with a Flight Instructor. This hour may be achieved over two or more flights.





## Section I

### D - Microlight - NPPL

- 1 **Medical Certificate.** A valid Class 1 or Class 2 medical or GP Medical declaration shall be kept at all times. A medical can be revalidated up to 45 days prior to expiry.
- 2 **Microlight Class Rating.** The Microlight Class Rating is valid for 24 months and may be revalidated by passing a General Skill Test (GST) with an authorised Flight Examiner or Class Rating Examiner within 3 months of expiry without loss of validity period.
- 3 Alternatively, the Microlight Class rating may be revalidated on flying experience by producing logbook evidence of having completed the following within validity period of the rating: -
  - 12 hours** of flight time in Microlight aircraft to include;
    - a) **8 hours** PIC
    - b) **12** take-offs and landings
    - c) At least **1 hour** with a Flight Instructor. This hour may be achieved over two or more flights.

**For both C and D above at least 6 or the 12 hours must be achieved in year 2 of the rating period.**

- 4 Holders of CAA PPL (Microlight) may elect to revalidate via the '13 month' route. That is to show that:
  - 1) **5 Hours** has been achieved in the 13 months since the last Certificate of Test or Experience was signed.
  - 2) Of the **5 Hours**, **3** must be as Pilot in Command
  - 3) Should the hours not be achieved in the validity period, a General Skill Test will be required.

**The information above summarises the main requirements for Rating validity. For full information consult CAP 804 and any other supporting documentation.**

### E - PILOTS' LOG BOOKS

**All pilots** are to maintain a personal flying log book in accordance with article 79 of the ANO 2014 as amended. Where appropriate the log book must be EASA compliant.

- 1 Logbooks must be kept up to date and entries should be made as soon as practicable after a flight or simulator exercise.
- 2 Logbooks must be retained for at least 2 years from the date of the last entry.

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*Section II*

**Section II - Aircraft Handling Orders**

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**Section II****Flying Order II.1 Checks and Captain's Responsibilities**

1. A pre-flight or transit inspection, as appropriate, is to be carried out before each flight in accordance with the checklist. A "Check A" is to be carried out in accordance with the LAMP, a copy is kept in the Operations Room. Irregularities, damage and defects are to be recorded in accordance with Flying Order I.3 and Appendix A.
2. Before flight the Captain is to ensure that:
  - 1) The current weather reports and forecast enable the flight to be safely made with regard to the route to be flown and the aerodromes to be used. Particular consideration is to be given to flight in Instrument Meteorological Conditions, the freezing level and the icing index.
  - 2) The load carried by the aircraft is of such weight, and is so distributed and secured as to be within the mass and centre of gravity envelope.
  - 3) The quantities of fuel, oil and de-icing fluid carried are as specified in these Orders.
  - 4) In the expected conditions, the aircraft's performance is sufficient to clear any obstructions on the proposed flight.
  - 5) The wings and control surfaces are free of ice, snow and hoarfrost.
  - 6) Windscreens are clean and smear free.
  - 7) The documents as specified by the ANO Schedule 9 are on board the aircraft.
  - 8) The navigation equipment as specified by the ANO Schedule 5 is on board the aircraft.
  - 9) The flight has been properly authorised.
  - 10) For overseas flights, ensure that all the appropriate customs, immigration and special branch notifications are made.
  - 11) At airfields having an Air Traffic Control Unit, the flight must be "booked in" and "booked out".
  - 12) For flights requiring a flight plan that the plan is submitted within the required timescales.



**Section II**

4. **Documents to be carried.** An aircraft shall not fly unless it carries the documents prescribed by Schedule 9 of the ANO 2014 as amended. If a flight is intending to begin and end at the same aerodrome the documents may be kept at the aerodrome.
- 1) Certificate of Maintenance Review.
  - 2) Certificate of Airworthiness.
  - 3) Radio Licence and Certificate of Approval of radio installation
  - 4) Crew Licences. Part FCL also requires that photographic identification be carried.
  - 5) Technical Log.
  - 6) Load sheet. (if required)
  - 7) Flight Manual

If the flight is international air navigation, in addition:

- 1) Certificate of Insurance.
- 2) Fuel Carnet (if available).
- 3) Certificate of Registration.
- 4) Interception Signals.
- 5) Noise Certificate (if applicable)



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*Section II***Flying Order II.2      Ground Handling of Aircraft**

- 1 The following are some of the points to be observed to minimise the risk of accidents and to avoid unnecessary inconvenience to others:
- 2 Always enter the cockpit from behind the wing (unless aircraft configuration dictates otherwise).
- 3 Crew/passenger changes will not normally be permitted with the engine(s) running. The only exception to this will be disembarkation of a flying instructor when student solo flight is authorised.

**4 Starting:**

- (a) Engines(s) must not be started or run whilst the aircraft is in the hangar.
- (b) Face the aircraft into wind if possible.
- (c) Ensure the aircraft is standing on a firm surface — this avoids loose particles striking the propeller and/or other parts of the aircraft.
- (d) Ensure there is sufficient space to manoeuvre the aircraft under power.
- (e) See that the area behind the aircraft is clear and ensure no other personnel are standing near enough to get injured in any way.
- (f) Ensure the slipstream does not enter an open building or blow over other aircraft or vehicles.
- (g) Always guard the brakes during the starting operation and watch for creep after the engine has started. Ensure chocks in place if no brakes fitted.
- (h) Always give verbal warning before contact by shouting “CLEAR PROP” through the open hatch.
- (i) Never “Swing Start” unless you have been cleared and authorised to do so.
- (j) Never under any circumstances “SWING START” unless you have an authorised person sitting in the pilot’s seat.
- (k) Red Anti-collision lights must be on whilst the engine is running. White strobes are **not** to be used on the Apron or in the vicinity of other aircraft.



**Section II**

**5 Taxying:**

- (a) Always close the throttle before releasing the brakes.
- (b) Test the brakes and steering at start of the taxi run and at frequent intervals whilst taxying.
- (c) Taxi at a speed that is suitable for the area you are in.
- (d) Avoid taxying the aircraft against the brakes. Use of power against brake should only arise when a turn in a confined area is required.
- (e) Make sure you have read and understood the rules for taxying as set out in the various publications.
- (f) Never enter or cross any active runway without permission from ATC.
- (g) If your radio fails stop and watch the Tower for light signals and make sure you know what they mean.
- (h) Obey any ground signals displayed.

**6 Manoeuvring in Confined Spaces:**

- (a) Where there is any risk of collision with any building, other aircraft, vehicle or object the aircraft must be manoeuvred by hand.

**7 Run Up:**

- (a) Pay special attention to siting. Ensure slipstream is directed away from any aircraft behind you.
- (b) Ensure that the brakes prevent the aircraft moving forward.
- (c) Ensure engine oil temperature and, if relevant, cylinder temperatures are adequate to carry out the power check.
- (d) Run up engine(s) as instructed by aircraft checklist.

**8 After Landing Checks:**

Ensure checks are completed once all runways are vacated.



**Section II**

**9 Closing Down:**

- (a) Stop well clear of the hangar.
- (b) Run down as instructed by aircraft checklist for type.
- (c) Ensure all switches are OFF. Do not leave keys in unattended aircraft.
- (d) Try to leave the aircraft in such a position so as not to inconvenience others.
- (e) Do not apply the brake when the aircraft is parked in the hangar.

**10 Parking and Security:**

- (a) Aircraft should only be parked in designated areas and wherever possible parked into wind. Have due consideration persons and other aircraft nearby.
- (b) Ensure doors/canopy are locked when leaving an aircraft unattended when away from base.
- (c) Ensure all switches are OFF. Do not leave keys in unattended aircraft.



*Section II*

**Flying Order II.3      Turns after Take-off**

- 1 Manoeuvring at low speed immediately after take-off must be done with caution. In circumstances where turns are required the maximum bank angle used should be that equating to a rate 1 turn, typically 14-15° bank at normal climb speeds. On no account attempt steep turns at low speed or altitude.
- 2 Apart from any noise abatement procedure requirements and going around, wherever possible avoid turning manoeuvres below 500ft AGL.





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*Section II***Flying Order II.4      Aerobatics, Spinning and Other Unusual Manoeuvres**

- 1 No flying manoeuvre is to be attempted solo unless adequate dual instruction by a flying instructor has been received.**
- 2 Pilots should refer to the appropriate flight manual for information on approved manoeuvres, limiting load factors and weight and balance.
- 3 Review HASELL or HELL checks as appropriate.
- 4 In certain circumstances, pilots are permitted to practice aerobatics at lower levels e.g. when practicing for an aerobatic competition (under supervision). In this case, pilots should adhere to the BAA guidelines at all times. Club pilots are not self-authorising for aerobatics below 3000ft. agl.
- 5 Pilots should be mindful of the increase in noise pollution caused by aircraft participating in aerobatics (particularly at low level) and should therefore avoid practicing adjacent to or over noise sensitive or built up areas.
- 6 Club members who fly aerobatics are encouraged to fly with an aerobatic instructor during their EASA PPL check.
- 7 All pilots are advised to read the general aviation safety sense leaflet 'Aerobatics'.
- 8 Formation flying or station keeping with a separation of 1000 ft or less is not permitted except when authorised by a club instructor. Formation flying must not be carried out unless participating pilots have briefed on and have agreed to the manoeuvres to be flown.
- 9 From 8<sup>th</sup> April 2015 Part FCL requires that an aerobatic rating be included in the licence if aerobatics are to be flown in an aircraft with an EASA C of A.**

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*Section II***Flying Order II.5 Practice Forced Landings**

1. PFLs are to take place only over areas where a successful landing could be made in the event that the engine fails to respond when a go-around is initiated.
2. Go-arounds from PFLs are to be initiated at such a height as to ensure compliance with Rule 5 of the Rules of the Air.
3. Engine clearances are to be carried out every 1000 ft in descent by selecting carb heat OFF and increasing to full power for a minimum of three seconds, adjusting the aircraft attitude to maintain glide speed. In the event that rough running is experienced during an engine clearance, full power is to be maintained until smooth running is achieved.
4. Gloucester Airport is positioned adjacent to the RAF low-level route. Pilots should be aware of the increased probability of encountering military aircraft/helicopters at low level.
5. **Simulated Engine Failure after Take-off (Fan Stop)**
  - 1) Engine failures after take-off (EFATO) may only be practised on dual flights. The engine failure is to be initiated not below 500 feet agl and is to be simulated by closing the throttle. Simulated EFATOs are to be requested from Air Traffic Control using the phrase 'fan stop'.
  - 2) The preferred runways for simulating EFATO drills are R/W 04 & 36. Simulated EFATOs are not permitted when R/W 22 or 18 is in use. Simulated EFATOs from R/W 04 or 09 are not to be initiated until after crossing the M5 motorway. Simulated EFATOs from R/W 27 are not to be initiated until west of Innsworth.
  - 3) Instructors are to ensure that the aircraft's flight path, subsequent to a Simulated EFATO, remains clear of built up areas until the aircraft is re-established in the normal circuit pattern. Every effort is to be made to ensure that the minimum of noise disturbance is caused to the local residents.



*Section II*

**Flying Order II.6      Low Flying Rules**

- 1 Rule 5 of the Rules of the Air sets out the minimum heights and separation distances that we must obey. Pilots should be aware that penalties for being found guilty of a breach of these regulations can be severe.
- 2 Any pilot forced to breach the low flying regulations must report the circumstances to the Chief Flying Instructor as soon as possible in case follow up action is required.

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*Section II***Flying Order II.7 Instrument Flying Actual and Simulated**

- 1 Student pilots and pilots not holding an instrument qualification are not permitted to fly in cloud or out of sight of the surface unless they are under dual instruction from a suitably qualified flying instructor.
- 2 Pilots intending to fly in IMC conditions must ensure that the aeroplane is equipped with suitable COM and NAV equipment and that they are fully conversant with the relevant Rules of the Air and any Instrument Approach and Departure Procedures that may apply.
- 3 Where instrument conditions are to be simulated, by use of a visor or screens, then a safety pilot must be carried to act as lookout. Practice instrument approaches may only be carried out during the hours of watch of Air Traffic Control with their permission and only following a published approach procedure.

**4 Safety Pilots.**

A safety pilot is a pilot who is qualified to act as PIC on the class/type of aeroplane and carried on board the aeroplane for the purpose of taking over control should the person acting as PIC, holding a special medical certificate restriction, becomes incapacitated.

Pilots wishing to carry a safety pilot in order to carry out either simulated or practice instrument approaches should familiarise themselves with the provisions of Rules 23 and 24 of the Rules of the Air Regulations 2007.

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**Section II**

**Flying Order II.8      Go-Around Action**

1. A runway approach by any single engine aircraft or a multi-engine aircraft with a simulated engine failure, is not to be continued below 200 ft AAL unless:
  - 1) A landing clearance has been obtained from ATC.
  - 2) The runway is clear or a "land after" instruction has been received.
  - 3) The aircraft is established on a stabilised approach path.
- 2 Fly the go around in accordance with Standard Operating Practice for the aircraft concerned.

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**Flying Order II.9 Refuelling**

- 1 Pilots may uplift AVGAS 100LL at Gloucestershire Airport as required using the aircraft specific self-service keys. AVGAS 91UL is also available for aircraft with approved engine installations. If keys are not available seek assistance from the fire crew.
- 2 General precautions to be taken whilst refuelling are:
  - (a) switch off mobile telephones;
  - (b) NO SMOKING AT ANY TIME;
  - (c) check magnetos and all aircraft electrics are off;
  - (d) check brakes off;
  - (e) all occupants out of aircraft;
  - (f) check for correct grade of fuel;
  - (g) properly bond aircraft to fuel installation;
  - (h) check fuel caps properly fitted after refuelling;
  - (i) carry out a drain check for contamination/fuel grade - checking a few minutes after refuelling;
  - (j) record fuel uplift on Record of Flight sheet.
- 3 Once refuelling is complete move the aircraft clear of the fuel pumps before carrying out any walkround checks or starting up.
- 4 When obtaining fuel away from base pilots must purchase the fuel required and then submit the invoice to the accounts department for reimbursement. Reimbursement will normally be as detailed in Pilots Flying Order VIII.9

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*Section II*

**Flying Order II.10    Harnesses and Seat Belts**

- 1 All persons on board Cotswold Aero Club aircraft or aircraft hired by the Cotswold Aero Club must be securely strapped in during flight.
- 2 Belts attached to any unoccupied seat should also be fastened to ensure that there is no interference with any controls or seat adjusting mechanism.

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*Section II*

**Flying Order II.11    Electrical Equipment**

- 1 To reduce unnecessary load on the aircraft electrical system, pilots should adopt the following guidelines.
  - (a) When carrying out the walkround check obey the checklist. Only leave the electrics on whilst the lights, pitot heat, etc. are checked. Switch everything off before you carry out the detailed airframe inspection.
  - (b) Always ensure that the radio is OFF before starting the engine.
  - (c) Never switch any service ON unless it is really needed at that time.
  - (d) Switch OFF any service when it is no longer required.





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*Section II***Flying Order II.12 Practice Asymmetric Flight****General**

- 1 Pilots of multi-engine aircraft should regularly practice emergency drills in particular those drills covering engine failure.
- 2 This flying order gives guidance on the methods to be used to secure the highest possible standard of safety in such exercises.

**Preparation for Flight**

- 3 Thorough briefing of all crew members is essential. Particular emphasis should be placed on minimum heights and control speeds, the conduct of skills, the method of simulating engine failure and all aspects of the prevailing weather conditions. The use and effects of systems particularly relevant to asymmetric flight should be discussed in detail.
- 4 Account must be taken of the possible effects on the circuit pattern caused by other traffic, particularly where aircraft with widely varying performance characteristics are using the same runway. Touch-and-go landings demand a particularly high level of crew co-ordination and the briefing should include precise details of the action to be taken by the trainee and instructor respectively in relation to the initiation of drills and the setting of throttles, flaps and other controls.
- 5 Practice asymmetric landings should always be to a full stop. It is inadvisable to touch-and-go because additional factors, particularly resetting displaced rudder trim, could result in a significantly increased ground roll and would be extremely hazardous to the subsequent take-off if overlooked.
- 6 When training is to be conducted away from the aerodrome of departure pre-flight planning should take account the need for ready access to a diversion aerodrome. This is particularly important where engine shutdown is to be completed in a twin-engine aeroplane.

**In-Flight Procedures**

- 7 Engine failure during or immediately after take-off will be simulated only by reducing power and never by complete shutdown of the engine.

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**Section II****Performance Considerations**

- 8 Simulated engine failure on take-off in crosswind conditions may only be carried out when it is certain that the speed at which the simulated failure is initiated will, in the prevailing conditions, allow an adequate margin of control.
- 9 On no occasion should an engine failure before V1 be followed by a continued take-off; it must be followed by a rejected take-off.

**Actual Engine Shutdown**

- 10 For the majority of pilots an actual engine failure or pre-meditated shutdown is a rare event. It is particularly important therefore that all pilots allocate time for refresher training in the relevant drills and procedures. Ideally this training will take place annually and should emphasise the need to complete drills calmly and methodically and stress the importance of acting without haste. A check of pilot proficiency in emergency drills forms part of the annual revalidation flight test. It should be remembered that during certification tests a reasonable allowance is made for pilot reaction time and that incomplete and over-hasty drills are known to have been the cause of a significant number of accidents and incidents. The importance of the methodical completion of drills cannot be over-emphasised.
- 11 Practice engine shutdown for training purposes will only be carried out at or above 3000 ft AMSL and if icing conditions can be avoided throughout the exercise.



*Section II*

**Flying Order II.13 Carburettor Icing**

1. Every year engine induction system icing is assessed as being a likely contributory factor in several aircraft accidents. Unfortunately the evidence rapidly disappears.
2. Some aircraft/engine combinations are more prone to icing than others and this should be borne in mind when flying different aircraft types.
3. The aircraft flight manual is the primary source of information for individual aircraft.
4. Pilots should also familiarise themselves with the guidance given in CAA Safety Sense Leaflet Number 14.

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*Section III*

**Section III – General Flying Orders**

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**Section III**

**Flying Order III.1 Altitudes/flight levels for training**

All air exercises will be carried out at an altitude/flight level that provides a safe margin above ground. Minimum altitudes for various exercises are listed below.

**Aeroplanes**

(a) Stalling (Aeroplanes).....At least 3000 ft AGL at commencement.

Recovery must be completed with the aircraft no lower than 2000 ft AGL.

(b) Spinning.....At least 4000 ft AGL at commencement.

(c) Aerobatics.....At least 4000 ft AGL at commencement.

Recovery must be completed with the aircraft no lower than 3000 ft AGL.

(d) Steep turns/Unusual Attitudes.....At least 2500 ft AGL at commencement.

Recovery to be completed with the aircraft no lower than 2000 ft AGL.

(e) Engine practice shutdown in a multi-engine aircraft Not below 3000 ft AGL.

**Microlights**

(f) Stalling (Aeroplanes).....At least 2000 ft AGL at commencement.

(g) Steep turns/Unusual Attitudes.....At least 2000 ft AGL at commencement.

Recovery to be completed with the aircraft no lower than 1500 ft AGL.

Single engine cross-country flights are to be planned at an en-route altitude no lower than 1000 ft AGL

Circuit flying to be conducted at a height of not less than 500 ft above aerodrome level.

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**Section III****Flying Order III.2 Weather Minima**

The following weather minima are to be adhered to at all times.

**1. Cloudbase & Visibility****1.1 Student Pilots:**

Dual sorties .....	at the instructor's discretion
Solo circuit flying .....	1200 ft cloudbase, 6 km visibility
Solo local flying .....	2000 ft cloudbase, 10 km visibility
Solo X/C .....	2500 ft general cloudbase, with cloud not less than 1000 ft AGL along the route, 10 km visibility

**1.2 NPPL, PPL and licences of higher grade**

Holders of PPL, NPPL, CPL, and ATPL will be authorised to operate within the privileges of their licence. However, where cloudbase is 1000 ft AGL or less, and the pilot concerned does not hold any instrument qualification, flight authorisation will be at the discretion of a flying instructor, taking into account that pilot's overall flying experience and the general weather at the time.

Pilots holding an instrument qualification wishing to fly in IMC must abide by the relevant Aerodrome Operating Minima as published from time to time in the UK Aeronautical Information Publication (AIP). Pilots are also reminded that provision is made for diverting should the weather deteriorate below limits at destination.

**2. Wind Strengths and Crosswinds**

2.1 All club owned or operated aeroplanes must be operated in accordance with limitations laid down in the relevant flight manual.

2.2 Pilots should be critical of their limitations with respect to handling cross winds or strong winds. If not in recent practice set a sensible limit below the limit for the aircraft or microlight that you are flying.

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**Section III****3. Weather Hazards.**

3.1 **Icing.** The forecast icing index is reported as being 'slight', 'moderate' or 'severe'.

These terms refer to an accretion rate of 1/2 inch in 40 nms, 1/2 inch in 20 nms and 1/2 inch in 10 nms respectively. Single-engine aircraft are to avoid flying in conditions where airframe icing is possible. Multi-engine aircraft may fly in icing conditions as specified in the Pilots Handbook. Inlet manifold icing may occur in or out of cloud provided that particular temperature and humidity conditions exist. Carburettor heat and alternate air are to be operated if any loss of RPM or manifold pressure is observed. Icing of this type may occur in OATs as high as +20°C.

3.2 Application of carburettor heat causes the engine to run over-rich and, if icing is present in the induction system, pilots should expect rough running to continue and, perhaps, increase until the induction icing has cleared.

3.3 Opening the throttle with carburettor heat applied, especially if throttle movement is excessively fast, may lead to a 'rich cut'. When carburettor heat has been applied in the descent, it will be selected to COLD prior to slowly opening the throttle.

3.4 **Lightning Strikes.** Light aircraft wing tips are frequently made of insulating material that may be vulnerable to lightning strikes. Pilots are to avoid flying in conditions where lightning strikes are likely especially flying in, or close to, cumulonimbus clouds where the temperature is between +10° and -10°C.

3.5 **Contaminated Runways.** Operation on runways contaminated with water, slush, snow or ice implies uncertainties with regard to runway friction and contaminant drag. The first option for a pilot is to **wait until the runway is cleared**. If this is impracticable, take-off may be considered provided that the performance adjustments are applied.

1) Take-off is not to be attempted in precipitation depths greater than 15 mm of wet snow, slush or water, or greater than 60 mm of dry snow.

Take-off from a contaminated is not to be attempted with any tailwind component, or with a crosswind component greater than 10 kt

2) When a take-off is made from a contaminated runway, the pilot should use normal rotation and take-off safety speeds. Captains should be familiar with the normal acceleration with distance characteristics of the aircraft, and if there is any suspicion that acceleration during the early part of the take-off run is significantly reduced, the take-off is to be abandoned at once.

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**Section III**

- 3) Aquaplaning is likely if depths of water or slush exceed 3mm over considerable portions of the runway. Aquaplaning on landing will give problems maintaining directional control and braking. Once started it may well continue at speeds lower than these and in precipitation depths as small as 0.5 mm.
- 4) Landing is not to be attempted when the depth of slush, water or wet snow is greater than 5 mm, when the depth of dry snow is greater than 60 mm, with any tailwind component, or with a crosswind component greater than half those specified in the flight manual.
- 5) The landing runway will have an adequate length margin over the normal landing distance (normally 100%).

3.6 **Standing Water RWY 04/22:** This runway is particularly prone to standing water (pooling) after heavy rain.





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*Section III***Flying Order III.3 Flight Planning**

1. Flight planning facilities are available within the Cotswold Aero Club Ltd Operations room and at all Licensed Airports visited by Cotswold Aero Club Ltd aircraft. At unlicensed airports facilities may be basic to nonexistent. Additionally the following is available via the Internet:
  - 1) TAFs and METARS, SIGMET, F214 and 215. From [www.metoffice.gov.uk](http://www.metoffice.gov.uk) or other proprietary websites.
  - 2) Royal Flights, NOTAMS, interactive Flight Plan Form (CA48), AIP, AIC etc. From [www.ais.org.uk](http://www.ais.org.uk) or other proprietary websites.
2. If the aerodrome does not have an ATS unit a flight plan form CA48 can be sent using AFPEX or by fax to the master ATS unit: Swanwick 01489 612793. Flight plans submitted for flights beginning and ending at Gloucestershire should include the estimated time of return to base in plain language at item 18 of the flight plan.
3. **Pre-flight Check List**
  - 1) Valid medical, type/class rating?
  - 2) 90-day rule for passengers?
  - 3) Map/charts in date? Frequencies changed?
  - 4) Flight Plan required? /PPR?
  - 5) File CANP/PINS?
  - 6) Mass/balance calculations
  - 7) Weather forecast – Area? TAFs/METARS?
  - 8) NOTAMS/NAV warnings?
  - 9) Take off/landing calculations?
  - 10) RA(T)s? Royal flights? (free phone 0500 354802)
  - 11) Aircraft serviceable?

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**Section III****4. Fuel and Oil.**

- 1) The minimum fuel that must be carried at the start of any flight is to be calculated based on forecast conditions:

**Taxi/Take-off and Landing Fuel** (normally 15 minutes), plus

**Trip Fuel** (at appropriate aircraft consumption rate), plus

**Contingency fuel** of 10% of trip fuel, plus

**Fuel for 45 minutes**, plus

Extra fuel if required by commander

5. The minimum oil that must be carried at the start of any flight is to be the quantity that indicates maximum minus two US quarts on the dipstick in each engine. A lower quantity can be accepted in exceptional circumstances as laid down in the Flight Manual. The oil to be used as indicated on or near the filler cap.

6. **In-Flight Fuel Management.** A commander must ensure that fuel checks are carried out in flight at regular intervals. The fuel remaining must be recorded and evaluated to:

- 1) Compare actual consumption with planned consumption.
- 2) Check that fuel remaining is sufficient to complete the flight **and**
- 3) Determine the expected fuel remaining on arrival at destination.

*If, as a result of an in-flight fuel check, the expected fuel remaining at destination is less than the required alternate fuel plus fuel for 45mins, the commander must plan to continue or divert so as to land with not less than fuel for 45mins.*



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**Section III****Flying Order III.4 Safety Altitude**

- 1 To calculate the Minimum Safe Altitude to be used by all pilots flying Cotswold Aero Club owned or operated aircraft in VFR, or in IFR:
  - (a) take the area 5 nm either side of track and within 5nm of departure, destination and any turning points;
  - (b) allow 300 ft for any unmarked obstructions then take the higher of terrain + 300 ft or any marked obstruction;
  - (c) Add to this figure 800 ft (VFR) or 1000 ft (IFR) (the safety margin) to arrive at the MSA.  
  
*\* **Mountain Waves.** When flying within 20nm of terrain having a maximum elevation exceeding 2000ft the calculated MSA must be increased to account for possible mountain wave activity. As a general rule an additional 500ft will be required for wind speeds up to 30kts. For wind speeds over 30kts an additional 1000ft is required.*
- 2 Provided you can see the terrain and obstacles within a radius of 5 nm, it is permissible to fly below MSA. However, especially over hills or inhospitable terrain, the MSA is a good guide to the minimum altitude you should plan to fly at.
- 3 If required by low cloud or bad weather to fly below MSA to have clear sight of the terrain ahead, you should divert or turning back.
- 4 For operations at Gloucestershire Airport pilots must be able to maintain at least 500 ft AGL when VFR and abide by published MSAs when IFR.



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**Section III****Flying Order III.5 Action When Uncertain of Position**

1. In the local area assistance is to be sought from Approach Control and headings to the airport are to be requested. (Radar or VDF)
2. On a cross-country flight, the nearest ATC facility or the Distress and Diversion cell at London ATCC is to be contacted for navigational assistance to the nearest suitable airport.
3. If no contact can be made with ATC or LATCC, squawk 7700 and transmit "blind" on the emergency frequency 121.5 MHz.
4. In all cases of uncertainty of position action is to be taken as early as possible, before the aircraft's fuel state becomes critical. It is suggested that you adopt action based upon the following guidelines:

✈ CLIMB, CONFESS, COMPLY – the golden rule when you are lost.

**CLIMB** If not already at MSA, climb to it. If you're not sure about the area use at least the MSA for the last known position and if possible add another 1000 ft. Remain VMC at all times. Reduce speed to low safe cruise speed and weaken the mixture to increase endurance. Check that the DI is aligned to the compass, estimate remaining endurance and decide if daylight remaining is a consideration.

**CONFESS** You are lost. Tell somebody. Start on the frequency currently being used. Don't mince words, say you are lost and give your qualifications so that ATC can tailor their service to your experience. If you cannot make contact then contact Distress and Diversion on 121.5 MHz. At reasonable heights you should receive a swift reply and a prompt position fix.

**COMPLY** Having made contact comply with ATC instructions. If necessary swallow your pride and ask ATC to guide you home, or to a suitable airfield.

✈ If you have to land away from base allow enough time to collect your thoughts and settle the adrenaline flow before getting airborne again.



***Section III***

Following the above actions in good time will reduce the chances of the situation getting worse, such as by flying into controlled airspace or running low on fuel.

All pilots are to familiarise themselves with the Safety Sense Leaflet 5 VFR Navigation.

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**Section III**

**Flying Order III.6 Landing at Unauthorised or Unintended Destination**

- 1 If a landing is made at an unauthorised or unintended aerodrome, report to the aerodrome operator, normally Air Traffic Control or the Flight Briefing Room, to complete the necessary arrival formalities. At any other landing ground report to the owner/operator if possible.
- 2 Inform your planned destination of the reason for your non-arrival to ensure that overdue or search and rescue action is not initiated.
- 3 Inform the duty instructor at Cotswold Aero Club. It will be the duty instructor's responsibility to discuss the incident, offer advice about remedial action and to authorise, if it is considered prudent to do so, the return to Gloucestershire Airport. Subject to the circumstances of the incident it may be that a more experienced pilot or club instructor will be required to ferry the aircraft back to base.
- 4 The pilot must at all times take reasonable steps to safeguard the aeroplane and to look after the well being of any passengers.

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**Section III**

**Flying Order III.7 Care of Aircraft away from Base**

- 1 The pilot hiring an aircraft from Cotswold Aero Club is responsible for safeguarding it when away from base.
- 2 Take care of all items of equipment carried. In particular ensure all items of moveable equipment are kept secure when the aircraft is unattended.
- 3 When the aircraft is left outside ensure that the flying controls are locked, the aircraft is parked facing into wind and that suitable tie downs are attached. Fit covers and intake blanks where appropriate. At airfields where large aircraft operate ensure that the aircraft will not be affected by jet blast or propeller wash.
- 4 Give consideration to hangarage in very strong winds or bad weather.
- 5 In very hot weather give consideration to covering the cockpit with a thermal insulation blanket.
- 6 When the aircraft is left overnight or for long periods ensure the fuel tanks are full.
- 7 When carrying out a walk round when the aircraft has been left outside pay particular attention to pitot head, static vents and fuel tank vents to ensure there are no blockages.

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**Section III**

**Flying Order III.8      Forced Landing and Precautionary Landing**

1. In the event of a forced landing or precautionary landing, the pilot in charge of the aircraft shall:
  - (a) take all necessary steps to safeguard the aircraft and to prevent risk of damage or increase of damage by sight-seers, cattle, wind etc. In securing the aircraft take reasonable steps to minimise any damage to crops which may be present;
  - (b) take all necessary steps to look after the well being of any passengers carried, including obtaining first aid if necessary;
  - (c) inform the landowner of your arrival. Take steps to assure the landowner that any damage to crops will be covered by the aircraft insurance;
  - (d) inform the duty instructor by telephone or fax giving full details of the incident.  
Telephone (01452) 713924, fax (01452) 855223;
  - (e) inform ATC at the intended destination.
  
2. In no circumstances shall a pilot attempt to take-off again after a forced or precautionary landing unless:
  - (a) Any required engineering inspection has been completed.
  - (b) it has been ascertained from the take-off performance data in the aircraft flight manual that the field is long enough;
  - (c) the surface of the field is suitable for operation of the aircraft;
  - (d) the flight is authorised by the Chief Flying Instructor.





**Section III**

**Flying Order III.9 Aircraft Performance and Mass and Balance**

- 1 It is the responsibility of the pilot in command to ensure that the aircraft is operated at all times in accordance with the performance data and the Mass and Balance limitations contained in the aircraft Flight Manual. Failure to abide by these guidelines will invalidate both the Certificate of Airworthiness and the aircraft insurance. Copies of the aircraft flight manuals are available in the Operations Room.
- 2 Aircraft Flight Manuals do not always give information to cover every condition met; in particular with respect of take-off and landing performance. Pilots should follow the guidance given in CAA Safety Sense Leaflet 7, General Aviation Aeroplane Performance, to determine take-off and landing performance.
- 3 Pilots should carry out a mass and balance calculation to ensure that for each flight the aircraft can be operated within mass and balance limits. For this purpose, load sheets are available in the Operations Room. Pilots should also consider the guidance given in CAA Safety Sense Leaflet 9, General Aviation Weight and Balance.



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*Section III***Flying Order III.10 Flying over the Sea**

- 1 Flight over water whilst out of sight of land has its own particular hazards. You should bear in mind the following.
- 2 Whilst visibility may be quite reasonable, when hazy conditions prevail the visual horizon will be indistinct or non-existent. It is quite possible to fly VFR over water but it is recommended that all pilots should be sufficiently conversant with use of the flight instruments, in particular the attitude indicator, to enable adequate attitude control to be maintained. With no ground features to aim at particular care should be taken over heading holding.
- 3 Flying at an appropriate height to remain in contact with Air Traffic Control Units and to use radio navigation aids.
- 4 Height will also be useful in providing more time in the event of an in-flight emergency.
- 5 Carry proper survival equipment. As a minimum wear life jackets. Life jackets should not be inflated in the aircraft. Wherever possible carry a life raft and stow it so that it is easily accessible.
- 6 A flight plan is mandatory if you intend to cross an international boundary. You should file a flight plan (CA48) if you intend to fly more than 10nm away from land.
- 7 A PLB/ELT radiating on 406 MHz will be required on a flight crossing an international boundary.
- 8 Pilots should be familiar with and follow the guidance in CAA Safety Sense Leaflet 21, General Aviation Ditching...



*Section III*

**Flying Order III.11 Winter Operations**

- 1 Pilots should be familiar with and follow the guidance given in CAA Safety Sense Leaflet 3, General Aviation Winter Flying.

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**Section III**

**Flying Order III.12 Alcohol and Drugs**

1. No alcohol is to be consumed by any member of an aeroplane's crew during the **12**-hour period before take-off on a EASA approved training flight.
2. When alcohol is consumed on the evening prior to a flight, all pilots are to bear in mind the body's limited ability to dissipate alcohol (approx. 1oz per hour).
3. Any Pilot presenting himself for either flight or ground training while under the influence of alcohol is liable to instant suspension from duty or training.
4. The use, possession or distribution of narcotics is **ABSOLUTELY PROHIBITED**. Any Pilot found to be in possession of narcotics will be instantly suspended from duty or training and the CAA and appropriate law enforcement agencies will be informed.
5. The use or possession of any other drug is prohibited except under the prescription and direction of a physician. Where a physician has prescribed drugs, the HoT is to be informed.
6. Pilots are to read AIC 99/2004 (Pink 72).

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**Section III**

**Flying Order III.13 State of Health**

1. No pilot is to fly whilst suffering from any medical complaint, no matter how minor, without first obtaining permission from a medical physician. Students are to be aware of the long- term damage that may be caused by flying with a cold.
2. Licence holders shall not exercise the privileges of their licences, ratings or authorisations at any time when they are aware of any decrease in their medical fitness which might render them unable to safely exercise those privileges. Medical certificate holders should familiarise themselves with the procedures to be followed in case of decrease in medical fitness, printed on the reverse of their medical certificate.
3. Pilots shall read ANO Article 74.

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*Section III*

**Flying Order III.14 Supervision of Night Flights**

- 1 Night flying by members of the Cotswold Aero Club will normally be overseen by a Flying Instructor holding a night flying qualification. Pilots who are self-authorising will not require direct supervision, but should always be aware of a point of contact should a problem develop.
- 2 Unless the pilot holds an IR, one of the three take-offs and landings required every 90 days for passenger carrying recency must have been completed at night.
- 3 Pilots are reminded of the following additional considerations at night.
  - (a) Reduced availability of airfields.
  - (b) Always carry sufficient fuel for a diversion even if the flight only entails circuits. For example, if the runway lights fail (there is no back up) what would you do?
  - (c) Visibility at night may be such that cloud may not be apparent until you are in it.
  - (d) On nights where there is a high relative humidity and clear sky beware of fog.
  - (e) If the OAT drops to 0°C or below beware of frost/ice forming on aircraft parked in the open, even for short periods.



*Section III*

**Flying Order III.15 Wake Turbulence**

1. All pilots are to familiarize themselves with AIC **P003/2014** dealing with Wake Turbulence. The minimum separation standards described in the AIC are to be observed at all times.
2. If in any doubt always use **4** minutes for departure and **8nm** separation for arrival. The B757 produces a significant wake vortex, so extra care should be taken when carrying out approaches at the larger Airports.
3. There is also a significant danger from heavier helicopter operations, particularly during their landing flare. Merlin, Chinook and Puma helicopters use Gloucester for refuelling and aircraft should avoid the helicopter approach path at all times.

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*Section III*

**Flying Order III.16 Charity Flights**

1. Fund raising flights on behalf of registered charities are not to be conducted in Cotswold Aero Club Ltd aircraft unless:
  - 1) The pilot contemplating the flight has ensured that legislation does not indicate the flight will fall into the category of a public transport flight
  - 2) Prior authority has been given by the Head of Training.
  - 3) The necessary permission has been obtained from the CAA in accordance with AIC White 104/2012.

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*Section III*

**Flying Order III.17 Use of Unlicensed Aerodromes and Farm Strips**

1. Pilots should follow the following guidelines given in CAA Safety Sense Leaflet 12, Strip Sense.

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**Section IV - Rules of the Air and ATC**

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**Section IV**

**Flying Order IV.1 Aerodrome Opening Hours**

- 1 All pilots must know the published Aerodrome Opening Hours of any airfield at which they wish to operate. Gloucestershire Airport operating hours are posted on the notice board in the club Operations Room.
- 2 Flying must not take place outside Aerodrome Licensing Hours at any aerodrome unless prior arrangements have been made between Air Traffic Control and a Flying Instructor.
- 3 Pilots wishing to fly outside of Aerodrome Licensing Hours at Gloucestershire Airport must be fully conversant with and obey the terms and conditions of Indemnity Operations. See Pilots Flying Order Appendix A

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*Section IV*

**Flying Order IV.2 Requirement to Abide by the Conditions of Aerodrome Licence**

- 1 Where an aerodrome is licensed pilots are reminded that they must obey any conditions as required that are related to that aerodrome licence. This information will normally be found in the UK Aeronautical Information Publication.

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**Section IV**

**Flying Order IV.3 Booking Out**

- 1 Rule 17(2) of the Rules of the Air Regulations, 2009 states:  

‘The commander of an aircraft arriving or departing from an aerodrome in the United Kingdom shall take all reasonable steps to ensure upon landing or prior to departure, as the case may be, that notice of that event is given to the person in charge of the aerodrome, or to the air traffic control unit or aerodrome flight information unit at the aerodrome.’
- 2 At Gloucestershire Aerodrome the Tower and Approach R/T will not be used for this purpose. Captains of aircraft, or their representative, will fulfil this requirement either by telephone or personally reporting themselves to the Pilots reporting Point in the Terminal Building
- 3 When booking out Air Traffic Control will require the following information:
  - (a) Type of flight – i.e. Local, circuits, land away
  - (b) callsign;
  - (c) Aircraft Type
  - (d) POB
  - (e) Fuel Endurance
  - (f) Flight duration
  - (g) If landing away, what time returning

**Note** ATC must be advised of any circuit slot cancellation. Circuit slots will be reallocated after 20 minutes if the pilot has not called for taxi.



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*Section IV***Flying Order IV.4 Taxying Procedures**

1. Pilots are reminded of the basic rules governing movement of aircraft on the ground.
  - Flying machines and vehicles shall give way to aircraft which are taking off or landing.
  - Vehicles and flying machines which are not taking off or landing shall give way to vehicles towing aircraft.
  - Vehicles which are not towing aircraft shall give way to aircraft.
  - When two flying machines are approaching head on each shall alter course to the right.
  - When two flying machines are on converging courses, the one which has the other on its right shall give way.
2. A flying machine overtaking another shall do so by altering course to the left.
3. The following guidelines must be followed when operating at Gloucestershire Airport.
  - (a) Due to taxiway width normal practice should be to follow the marked centrelines. This is especially important when taxiing through the maintenance area as numerous unmarked obstructions may be close to the edge of the taxiway.
  - (b) Taxiway Hotel does not give access to or from the maintenance area. Access to the 36, 04 and 09 holding points is via taxiway Alpha, Bravo and Charlie respectively, or if traffic permits by backtracking runway 09 and/or 04.
  - (c) When using the maintenance area taxiway extreme care must be exercised at all times in this area as the taxiway also provides vehicular access to various premises. Consequently a large amount of uncontrolled traffic, and pedestrians may be present, many of whom are unfamiliar with aerodrome rules and operations.
  - (d) When using the Taxiway Foxtrot do not move north of the yellow edge line. This marks the edge of the useable area.
  - (e) Pilots are reminded that when parking on the main apron or in any open areas within the maintenance area that aircraft must be at least 7m clear of the taxiway edge.
  - (f) When queuing at a holding point pilots are required to “move-up” as the aircraft ahead departs. Don’t sit yards back from the holding point and create an unnecessarily long queue.
  - (g) After landing checks are to be completed on the taxiway once clear of all runways.
4. See also Pilots Flying Order II.2 - Ground Handling of Aircraft.

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## Section IV

## Flying Order IV.5 Visual Signals from ATC

1. Gloucestershire Airport does not normally accept non-radio aircraft.
2. Standard light signals may be displayed from the Control Tower from time to time to control vehicle movement on the manoeuvring area and also to control/give clearance to aircraft suffering radio failure.
3. Pilots must be familiar with the meaning of the various light signals in case it becomes necessary to rely on them in the event of radio failure.

Aircraft Position	Light Signal		Meaning
In flight	Steady Green		Authorised to land
	Steady Red		Give way to other aircraft and continue circling
	Green flashes		Return and wait for permission to land
	Red flashes		Do not land – aerodrome not available for landing
	White flashes		Land at this aerodrome after receiving continuous green light
On the ground	Steady Green		Authorised to take-off
	Steady Red		Stop
	Green flashes		Authorised to taxi
	Red flashes		Taxi clear of landing area in use
	White flashes		Return to starting point on aerodrome



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**Section IV****Flying Order IV.6 Circuit Procedures**

1. A maximum of 5 aircraft are permitted on circuit training at any one time. This is reduced to 4 aircraft at night.
2. Pilots are to conform to the recommended circuit patterns shown in the diagrams on display in the Club Operations Room. Within the limitations of the ground tracks please abide by the following guide lines.
  - (a) After take-off continue straight ahead or follow the noise abatement track until reaching 600 ft on QFE before turning crosswind.
  - (b) Continue the climb on the crosswind leg until reaching the circuit height of 1000 ft on QFE, then turn downwind and report position when abeam the upwind end of the runway.
  - (c) If delaying action is required by ATC to fit in an aircraft on a straight in approach then circuit traffic will be instructed to extend downwind leg until the straight in traffic is observed and then position behind. If there is only one aircraft downwind then this aircraft will be instructed to carry out an orbit on the downwind leg.
  - (d) Pilots that extend their circuit unnecessarily and cause problems to others will be instructed by ATC to proceed to the dead side and rejoin the circuit.
  - (e) Solo students may expect a full stop landing when a radar approach is required. A departure for further circuits will be authorised once the radar approach is complete.
  - (f) For noise abatement follow the latest information displayed on the notice board in the Club Operations Room.
  - (g) When RWY 22 is in use, RWY 27 may be used for departures going off-circuit, to climb straight ahead subject to ATC.
  - (h) Final approaches on RWY 22 and 27 to be not below PAPI glide path.
- 3** For practice engine failure after take-off (fanstop):
  - (a) the instructor/examiner will request ATC permission;
  - (b) commence the go-around above 400 ft - open the throttle gradually;
  - (c) maximum of 3 per detail;
  - (d) preferred runways are RWY 04 and RWY 36. None on RWY 22 and RWY 18;
  - (e) if on RWY 04 or RWY 09 commence after crossing M5. If on RWY 27 commence west of Innsworth.

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**Section IV**

**Circuit Directions**

4 Unless otherwise instructed by ATC circuit directions are:

RWY 27, RWY 36.....RH

RWY 04, RWY 09, RWY 18.....LH

RWY 22.....variable, as directed by ATC, but predominantly RH.

5 When a left hand circuit is in force for RWY 22 climb past Chosen Hill before turning crosswind.

**Runway Thresholds**

6 RWY 22 and RWY 27 have displaced landing thresholds. Pilots must not land before the numbers. However the full length of the runways is available for take-off.

7 Runway 18/36. The useable area is outlined by white lines. When using RWY 18 do not land or commence take-off until you have reached the white line that marks the beginning of the runway.

8 Runway 22. Do not use the section of taxiway leading up to the runway for take-off.

9 Operating outside of any defined runway area will invalidate our insurance.



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**Section IV****Flying Order IV.7 Leaving and Joining the Circuit****Leaving the Circuit**

1. Aircraft leaving the circuit are to maintain the runway heading (subject to noise abatement) until reaching 600 ft. QFE before commencing a turn. Aircraft departing RWY 09 may, subject to traffic, turn before reaching 600 ft to avoid flying low over Cheltenham.
2. Setting course overhead may only be carried out with ATC permission which should be sought when obtaining take-off clearance.
3. To alleviate long queues at Holding Points, pilots may request another runway for departure for off-circuit flights. Should the request be granted, clear the ATZ before commencing any turns unless authorised by ATC.
4. Pilots should expect handover from Tower to Approach control at approximately 1000 ft QFE after departure.
5. Clearing the circuit from RWY 22: climb out past Chosen Hill before turning.

**Joining the circuit**

6. The R/T call requesting rejoin (state whether direct or overhead join required) should be made, whenever possible at least 5 min (VFR) or 10 min (IFR) before reaching the ATZ. Pilots should expect handover from Approach to Tower control when approximately 3 nm from the airfield.
7. Aircraft positioning for an overhead rejoin will maintain 2000 ft QFE to overhead the airfield. Direct joins will normally be at 1500ft QFE with further descent subject to ATC approval.
8. For an Overhead Join, 2000 ft QFE must be maintained until the aircraft has overflown the downwind end of the duty runway onto the dead side.
9. All turns within the ATZ must be made in the same direction as the circuit direction, unless otherwise instructed by ATC.
10. The descent on the dead side to the circuit height of 1000 ft QFE must be completed before reaching the upwind end of the duty runway taking care to observe other aircraft which may be going around or taking off.
11. The crosswind leg will be flown across the upwind end of the runway in use at 1000 ft. QFE taking care to look out for crosswind and downwind traffic which could be on your outside

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**Section IV**

and below you. It may be necessary to alter the crosswind heading to position behind this traffic.

12. Continue as for circuit flying.

**Joining the circuit in poor weather**

13. Whenever the cloud base is at or above 2500 ft AGL the height for rejoining the circuit is 2000ft.

14. If the cloud base is lower than 2500 ft AGL the correct height for rejoining the circuit is 500 ft below cloud base. This rule should be followed until the cloud base lowers to 1500 ft AGL. It can be seen from this that the circuit rejoin now takes place at 1000ft, i.e. circuit height.

15. From an airmanship point of view, a cloud base that is lower than 1500 ft AGL calls for the rejoin at such a height that will give adequate safe clearance from cloud.

16. When positioning to the dead side at low level keep well clear of the live side of the circuit and in particular avoid flying through either the climb out or approach paths of the runway in use without ATC approval. An extra special lookout reduces the element of surprise.

17. Normally when cloud base falls below 1500 ft AGL, ATC will give direct joins to the most appropriate leg of the circuit. Joining aircraft may be required to hold clear of the airfield until a suitable gap in the traffic flow is available.



**Section IV**

**Flying Order IV.8 The Local Flying Area**

- 1 For the purposes of this Flying Order Book the local flying area is defined as the area within 25 nm radius of Gloucestershire Airport.
- 2 Local flights must remain clear of the Holding Pattern and instrument approaches at Gloucestershire Airport which extend out to 10 nm, unless in two way communication with Approach Control.
- 3 The local area is frequently used by low flying military aircraft, fast jets, transports and helicopters. If you plan to operate below 1500 ft QNH be especially vigilant and consider displaying landing lights as well as strobes to make the aeroplane more visible.
- 4 As VHF communication requires line of sight, operating at the extremities of the local flying area at low level may put you out of range of Gloucestershire Airport. This is especially so when flying to the east and south.
- 5 ATC will normally only provide an Air Traffic Service in accordance with ATSOCAS within 10 nm of Gloucestershire Airport. Outside 10 nm pilots should consider alternative methods of obtaining Flight Information such as Brize Radar, Bristol Approach, Birmingham Approach, etc.
- 6 The Brize Norton and Control Zone and Fairford MATZ lie within the local flying area. Pilots must not penetrate these control zones without clearance from the appropriate authority.
- 7 The Kemble Aerodrome Traffic Zone lies within the local flying area. Pilots must not penetrate the ATZ without clearance from the appropriate authority.
- 8 Nympsfield, Aston Down and Bidford gliding sites lie within the local flying area. Do not directly overfly any of these sites below 3600ft AGL.



**Section IV**

**Flying Order IV.9    Airspace Restrictions**

- 1 There are numerous airspace restrictions within the UK. A full list can be found in the ENR section of the UK AIP.
- 2 To highlight a couple of major points.
  - (a) Pilots must not enter or cross a Danger Area unless it has been ascertained that the said area is inactive and it is safe to overfly the area. Entry or crossing clearance may be obtained from the promulgated controlling authority, usually by RTF or telephone.
  - (b) Prohibited areas may not be entered at any time. Unless otherwise indicated restricted areas may be usually entered with ATC approval for the purpose of take-off or landing at a nearby airfield.
- 3 Summarised in Appendix B are the airspace restrictions that may be found in the Local Flying Area.



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*Section IV***Flying Order IV.10    Lookout Near and Within the Circuit**

- 1 Maintaining a good lookout is of paramount importance. The Aerodrome Traffic Zone can be a busy and although ATC may be able to tell you about some or all aircraft in the ATZ the pilot is responsible for seeing and avoiding.
- 2 When rejoining the circuit the onus is on the joining aircraft to spot other aircraft already in the circuit and to integrate safely into the existing traffic pattern. Note that the control tower roof at Gloucestershire Airport creates a blind spot for the controllers, so they cannot watch what goes on directly overhead.
- 3 The key lookout points around the circuit are:
  - before take-off check final approach path and runway;
  - before turning crosswind check for other aircraft joining the crosswind leg, those ahead and helicopters in the helicopter circuit;
  - before turning downwind, check for aircraft joining the downwind leg and those ahead;
  - on the downwind leg, check for aircraft joining from the dead side;
  - before turning base leg, check for aircraft joining the base leg, those ahead and helicopters in the helicopter circuit;
  - before turning onto final, check for aircraft joining on final and those ahead;
  - on final, for lower aircraft on final and aircraft on the runway.



**Section IV**

**Flying Order IV.11 Action after Landing**

1. After landing, unless otherwise instructed by ATC, the runway is to be vacated without delay at the first available taxiway. Aircraft are not to stop or reverse course on the runway without permission from ATC.
2. The runway is vacated when the aircraft has passed the painted yellow taxiway holding markings or, at large Airports, the alternate yellow/green taxiway centre line lights. When the runway has been vacated the aircraft should be stopped and the after landing checks completed.
3. When asked to expedite vacation of the runway, do so without undue delay but do not use excessive speed or braking when turning.
4. When parking always face the aircraft into wind.
5. Lock the controls if the wind speed is to exceed 20 kt.
6. Ensure the key is removed from the magneto switch after shutting down to confirm the magnetos are off. Confirm electrics and master switch are off before leaving the aircraft.
7. Make sure all loose items are properly accounted for before you leave the aircraft.
8. Have due consideration for the next user. Does the aircraft need fuel/oil? Report any defects.

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**Section IV****Flying Order IV.12 Use of RTF**

1. **Radio and radio navigation equipment** to be carried in aircraft is detailed in Schedule 5 to the ANO 2012 as amended.
2. No person shall operate an aircraft radio either in the air or on the ground unless that person holds a valid Flight Radiotelephony Operators Licence (FRTOL), or is operating under the supervision of the holder of a FRTOL. Student Pilots on solo flights are exempt under (ANO) Art 51 from the requirement to hold a FRTOL whilst undergoing training for a pilot licence
- 3 At Gloucestershire Airport several radio facilities are available. They are:

Automatic Terminal Information Service (ATIS) ..... 127.475 MHz

Gloucestershire Tower ..... 122.900 MHz

Approach/VDF ..... 128.550 MHz

Radar ..... 120.975 MHz

- 1 Approach and Tower service may be combined on 128.550 at various times.
- 2 The ATIS (127.475) is available for both departure and arrival. Pilots are required to indicate the version received and to quote the altimeter setting being used when first making contact.

**Radio failure**

- 3 The procedures to adopt at most airports outside controlled airspace are as follows.

*At the Holding Point*

- (a) Return to dispersal. If this necessitates crossing runways(s) hold short of each runway in turn and await the appropriate light signal (see FO IV.6).

*In the Circuit*

- (b) Continue in the circuit making blind transmissions and after receiving a steady green light on final approach, carry out a full stop landing on the runway in use and vacate as soon as possible avoiding any backtracking.

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**Section IV***During Local Flying Detail or when Inbound from another Airfield*

- (c) Squawk 7600. Proceed to overhead the aerodrome at 2000 ft and complete a standard rejoin and full circuit. Make blind transmissions and keep a good lookout for other aircraft. After receiving a steady green light on final approach, carry out a full stop landing on the runway in use and vacate as soon as possible avoiding any backtracking.
- (d) Except in an emergency, any light signals must be obeyed. If no light signal is received on final approach, carry out a go around and continue in the circuit until the requisite light signal is received.
- (e) Procedures may vary from airfield to airfield. Make it a point of your flight preparation to note any variations to the above procedures.

*In controlled airspace*

- (f) Procedures associated with controlled airspace generally require that for VFR flight;
    - i) if you are outside of the zone, with or without a clearance, stay out and find a suitable alternative airfield;
    - ii) if you are in the zone, with a clearance, continue and land obeying any light signals displayed.
- 4 Be aware that variations exist, so check to be sure. Consult the AIP.
- 5 For IFR radio failure procedures consult ENR Section, UK AIP.



*Section IV*

**Flying Order IV.13 Noise Abatement**

1. Cotswold Aero Club Ltd aircraft are to be operated in such a manner as to cause the minimum noise nuisance to any airport environment.
  
2. Pilots are to familiarise themselves with any noise amelioration procedures applicable to the departure or destination airport prior to flight.
  
3. See Appendix C for a summary of noise abatement procedures at Gloucestershire Airport.

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**Section IV****Flying Order IV.14      Night Flying – General Points**

- 1 Listed below are general points relating to night flying at Gloucestershire Airport.
- 2 Only RWY 27/09 has lighting. No other runways are available for use at night. Consequently be aware of crosswind limitations.
- 3 ATC may ask whether an IFR clearance is required for departure or arrival. If flying visually this will not be required.
- 4 A maximum of 4 aircraft will be allowed in the circuit for training at night.
- 5 Taxiways Alpha, Bravo and Charlie have green centre line lights. Elsewhere taxiway centre lines are marked with green cat's eyes. It is important to ensure that the landing light is serviceable. Without it, finding your way may be difficult.

**System Failures and Other Emergencies****6. Radio Failure**

- 1) In the event of two-way radio failure, the ATC transponder is to be set to code A 7600. The Captain is then to fly the ICAO procedure detailed in the Radio Communications Failure section of the Aerad flight manual, including any special procedure published for the aerodrome at which he is flying.
- 2) **Radio Failure in the Circuit.** Complete normal circuit making "blind" transmission calls. Flash landing light(s) several times on finals not below 300 feet AAL. Land on receipt of green light from tower. If green light is not seen, go-around and repeat procedure.
- 3) **Radio Failure in the Local Area.** Set the transponder to 7600; return to Gloucestershire remaining clear of Regulated Airspace and carry out an overhead join, giving way to other aircraft; carry out the procedure for radio failure in the circuit.

**7. Failure of Aerodrome Ground Lighting (AGL) Systems.**

- 1) Pilots should ascertain, before carrying out night circuits at any aerodrome, if a standby lighting system is available. If the aerodrome does **not** have standby lighting a suitable alternate aerodrome within 30 minutes flying time must be available before flight. In the event of a failure of the AGL pilots are to ask ATC

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**Section IV**

for an indication of the time of outage. If no time is available pilots should divert to the chosen alternate.

- 2) PAPI/APAI/VASI are an essential element of a licensed aerodrome at night and do not have standby systems. In the event of a PAPI/APAPI/VASI failure approaches should not be made and diversion considered. In the event of a failure of a single outer unit on a PAPI system the lighting can be used as an APAPI system.

**8. Failure of Tower frequency.**

- 1) Aircraft should maintain a listening watch on the tower frequency and wait for ATC to make contact using a mobile transmitter. If no contact is made within a reasonable time then pilots should attempt to contact ATC on another frequency.

**9. Runway Obstructed.**

If an emergency develops that causes the runway to be obstructed aircraft while you are still airborne, you will initially be required to hold pending resolution of the problem or to divert if it is expected that the obstruction may take time to move

**10. Aircraft System failure.**

- 1 Navigation Lights - Inform ATC and land as directed.
- 2 Red Anti - Collision Light - Inform ATC and proceed as directed
- 3 Landing Light – Inform ATC (if appropriate). Consider how this may affect taxiing.
- 4 Cockpit Lights - Use torch to illuminate instrument panel and inform ATC and land as directed.
- 5 Total Electrics Failure - Complete normal circuit (keep good lookout for other aircraft). Position aircraft between in-use runway and control tower at 500ft AAL and fly past tower opening and closing throttle. Complete a normal circuit and land on a green from the tower. After landing, turn off runway as soon as possible. Taxi aircraft 50 metres clear of runway lights and stop.



**Section IV**

**Flying Order IV.15 Infringements of Controlled Airspace**

- 1 Pilots are reminded that flight in any controlled airspace (CAS) may only be carried out with the permission of the controlling authority.
- 2 Pilots flying in close proximity to CAS should obtain at least a Basic Service from the controlling authority whenever possible. The transponder is to be selected on with MODE C (ALT) selected.
- 3 Give consideration to using 'Listening Squawks' when operating close to CAS.
- 4 Any pilot who has reason to believe that they have entered controlled airspace without permission must take the following action.
  - (a) Leave the controlled airspace by the most direct route.
  - (b) Inform the ATCU of the infringement by RTF as soon as possible. By informing ATC as soon as possible you will give them the opportunity to identify you and to take steps to separate you and other aircraft as necessary. If you are unable to make contact by RTF, telephone as soon as possible after landing.
  - (c) Inform the duty instructor at Cotswold Aero Club. It will be the duty instructor's responsibility to discuss the incident, offer advice about remedial action and to take any follow up action deemed necessary.



*Section V*

**Section V – Checklist**

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**Section V**

**Flying Order V.1      Checklists**

- 1 All pilots must be in possession of a copy of the checklist for the type of aircraft they wish to fly and must abide by the checks and technical detail contained therein.
- 2 Copies of the currently authorised checklists are issued separately.
- 3 A couple of points about checklists that are worth considering are:
  - (a) Cockpit checks and vital actions are best called out whilst being done. It is not enough to simply call out the checks; the pilot must make a positive action to see that what is being called out is in fact as it should be. Even when the pilot is extremely familiar with the aircraft concerned, to reduce the cockpit checks to a parrot fashion mumble is a very dangerous practice.
  - (b) Student pilots are taught to call out cockpit checks whilst undergoing flying training.



*Section VI*

**Section VI – Emergency Drills**

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## Section VI

## Flying Order VI.1 Summary of Aircraft Emergency Drills

1. Emergency drills are to be carried out in accordance with the appropriate aircraft checklist.

Pilots are to learn the following Emergency Drills from memory:

R2100/DR400 Engine Fire Before Start

Engine Fire After Start

EFATO & Crash Drills

Emergency Descent

Eurostar Engine Fire Before Start

Engine Fire After Start

EFATO & Crash Drills

Emergency Descent

PA-28R Engine Fire Before Start

Engine Fire After Start

EFATO & Crash Drills

Emergency Descent

Propeller Over speed

- 2 All other drills in the emergency checklist may be done by reference to the relevant aircraft checklist:-

PA-28R Cabin Fire Drill

Loss of Oil Pressure/High Oil Temperature

Loss of Fuel Pressure

Landing Gear Fails to Retract

Landing Gear Remains Down

Emergency Gear Lowering Drill

Alternator Failure/ Lo Bus Warning

Failure of Static Pressure System

Failure of Vacuum Pump

Open Door in Flight

R2100/DR400 Cabin Fire Drill

Loss of Oil Pressure/High Oil Temperature

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**Section VI**

Loss of Fuel Pressure  
Alternator Failure/ Lo Bus Warning  
Failure of Static Pressure System  
Failure of Vacuum Pump  
Open Canopy In Flight

Eurostar

Cabin Fire Drill  
Loss of Oil Pressure/High Oil Temperature  
High Cylinder Head Temperature  
Loss of Fuel Pressure  
Alternator Failure  
Failure of Static Pressure System  
Open Canopy In Flight



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**Section VI****Flying Order VI.2 Forced Landing**

- 1 Through practice, pilots should maintain the ability to successfully carry out a forced landing without power. For practice forced landings, always select an area where a landing could be made in the event that the engine fails to respond when a go-around is initiated.
- 2 Actions necessary to complete a successful practice forced landing are summarised here.
  - (a) Select carb heat (if fitted) on and reduce power to idle.
  - (b) Maintain height with the excess airspeed - trim for best glide speed.
  - (c) Select a suitable field. Remember to consider – size, shape, slope, surface and surrounds. A long flat surface into wind with good under and overshoot area, with no power or other cables or high trees on the approach and near habitation if possible is the ideal! Identify the initial aiming point about a third of the way into the field.
  - (d) Plan the approach. Pick a spot on the ground (cross-roads, railway bridge, conspicuous object etc.) from which it would be possible to carry out a normal glide approach and landing from 1000ft AGL. This is similar to the start of a tight base leg at an airfield. This spot is called 'low key'.
  - (e) Check for cause of engine failure. This includes carb heat selection, fuel quantity, fuel tank selection, fuel pump, mixture, magnetos, mechanical failure.
  - (f) If the cause of engine failure can be rectified, then take the necessary action and climb away. But if not, continue as below.
  - (g) Plan and fly the descent to reach the 'low key' position at 1000ft AGL.
  - (h) Transmit the 'Mayday' call. [NOTE— only simulate transmission when practising.] This call must be made in accordance with the instructions laid down in CAP 413. In a genuine emergency squawk 7700 unless you know that ATC have positive identification using another allocated code.
  - (i) Complete the pre-landing 'CRASH DRILL'.
  - (j) Manoeuvre to the 'low key' point.
  - (k) From the 'low key' point manoeuvre to land in the selected field. If undershooting, turn towards the field, and delay the use of flaps. If overshooting turn away from the field a little or carry out slipping turns or side slipping. Use flap to bring the touchdown point

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**Section VI**

nearer to the start of the field. Aim to use full flap for landing. To land in the field is vital. It is far better to hit the far hedge at a low speed than to strike the near one at high speed.

- 3 When carrying out Practice Forced Landings remember engine handling requirements. In particular warm the engine at regular intervals to avoid plug fouling/excessive cooling and remember to use a smooth throttle movement when applying power to climb away.
- 4 Consider those on the ground below you. Don't use the same field twice and avoid built up areas. Abide by the low flying rules (see Pilots Flying Order No II.7).



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*Section VI***Flying Order VI.3 Ditching**

- 1 This is on emergency for which there is no practice. There are factors to consider however, and precautions to take to avoid the possibility of a ditching.
- 2 In the event of an engine failure over water, head towards any land that is within glide range. If dry land is out of glide range, look for any shipping in the area. If possible, descend over a ship and land ahead and to one side, to increase your chances of being seen and picked up. Bear in mind that ships cannot just stand on the brakes and stop. Even a medium-sized ship may need half a mile to stop, while a super tanker can take up to five miles to come to a halt. If glide range is not a consideration, aim to descend at the best glide-endurance speed—about 25% slower than the best glide-range speed—to give the longest time airborne.
- 3 Make an early distress call with as accurate a position report as possible and squawk 7700 on the transponder unless you have been allocated a specific code by ATC. Your potential survival chances after the ditching are directly related to how quickly search and rescue services can locate and rescue you.
- 4 Unlatch the canopy and if possible wedge it with a shoe or something similar to avoid it being jammed shut if the fuselage structure deforms during the ditching. Make sure your passengers are well strapped-in and briefed to expect the sudden deceleration of a ditching. A cushion, rolled-up clothing or an arm should be used to protect the face and head during the actual ditching.
- 5 From 2000 ft the swell of the sea should be apparent. The swell of the sea is the undulation of the surface caused by some distant force. If you throw a stone in a pond, the ripples that spread out are the swell on a smaller scale. In most conditions your aim would be to land parallel to the swell, touching down on a crest if possible. Wind streaks across the surface will help confirm the wind direction, and it should be possible to land with an element of headwind to give a slower touchdown speed. In very strong wind conditions (more than 35 kt) it is best to land directly into wind to give a very slow touchdown speed. In this case, take care not to land directly into a rising swell or large wave. The massive deceleration could be disastrous.
- 6 A fixed-undercarriage nose wheel aircraft has a good chance of ‘nosing-in’ on touchdown. To reduce this danger, land in a shallow tail-down attitude at the slowest controllable

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**Section VI**

airspeed—but at all costs do not stall into the sea. With good technique - and a little luck - the tail should touchdown first, causing a gentle deceleration, followed by stronger deceleration as the nose wheel digs into the water.

- 7 If the aircraft ends up inverted, the cabin may well have to fill with water to allow the canopy to be fully opened. A light aircraft will usually float for a few minutes, so there should be time for an orderly evacuation.
- 8 There are some standard precautions to take to avoid having to ditch or to increase your chances of survival after ditching.
  - (a) Always fly the shortest sea crossing available.
  - (b) Fly as high as possible to reduce the time you are out of gliding range of dry land.
  - (c) File a flight plan whenever you are flying outside of gliding range of land. Always maintain contact with an ATC unit.
  - (d) Carry basic survival equipment — the absolute minimum should be life jackets and a dinghy. Life jackets should be worn at all times but must not be inflated inside the aircraft. Regard the dinghy as essential. In late winter/early spring, the sea temperature around North-West Europe is cold enough to kill a person in less than thirty minutes. Even in late summer, survival time in the water may be no more than a couple of hours. Additionally, a single life jacket in the water is far more difficult to spot than a dinghy. Always have the dinghy to hand—a dinghy out of reach in the luggage compartment may as well be left behind at the airfield.
  - (e) Consider the use of ancillary survival equipment, such as flares, smoke canisters or an Emergency Locator Transmitter
- 9 See also the CAA Safety Sense Leaflet 21 'Ditching'.



*Section VI*

**Flying Order VI.4    Radio Failure**

- 1 Check fault and rectify, otherwise ...
- 2 If in local flying area, return to base.
- 3 If on cross country, land at nearest suitable aerodrome.
- 4 Use standard non-R/T joining procedures.
- 5 Look out for lamp of Very signals.
- 6 Refer also to Pilots Flying Order IV.12.

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**Section VI**

**Flying Order VI.5 Electrical Failure**

1. Check Ammeter for load indication.
2. Alternator OFF.
3. Check FUSE/Circuit Breaker(s).
4. Change FUSE, reset circuit Breaker(s) if necessary.
5. Alternator ON.
6. If power not restored reduce electrical load to a minimum.
7. Land as soon as it is safe to do so.

Note: battery power will in most cases last approximately 30 minutes provided electrical services are used sparingly.

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*Section VII*

**Section VII – Accident, Incident and Airprox Reporting**

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**Section VII****Flying Order VII.1 Accident Reporting****Legal Requirements**

1. The Civil Aviation (Investigation of Accidents and Incidents) Regulations 1996 require that a reportable accident or serious incident should be notified as soon as possible.
2. All pilots are to familiarise themselves with the contents of AIC P55/2009.
3. Notification to the Chief Inspector of Air Accidents should have the identified abbreviation ACCID or INCID and state the following:
  - (a) aircraft type, model, nationality and registration;
  - (b) name of the owner, the operator and the hirer, if any;
  - (c) name of the commander;
  - (d) date and time (UTC) of the accident or serious incident;
  - (e) last point of departure and next point of intended landing;
  - (f) location of the accident or serious Incident;
  - (g) numbers of crew and passengers on board at the time of the accident or serious incident, the number of crew and passengers killed or seriously injured as a result of the accident and the number of other killed or seriously injured elsewhere than on the aircraft;
  - (h) the nature of the accident or serious incident and brief particulars of the damage to the aircraft.

*As much of this information as is immediately available should be sent to the Department by the quickest means available. In most cases this would be by telephone and the appropriate number is **01252-512299**. This number can be used on a 24-hour basis. If the accident has taken place in or over the UK the wreckage of the aircraft may not be removed or interfered with.*

*Any accident or incident involving a training flight must also be notified to CAA by Fax 01293 573996, for Head of Standards.*

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**Section VII**

**Flying Order VII.2 Occurrence Reporting**

1. There is a legal requirement to report all accidents and serious incidents involving aircraft to the Chief Inspector of Air Accidents. The occurrence reporting scheme, as detailed in CAP382, provides for a vehicle for reporting any other incident or defect which the reporter considers a hazard to aircraft.
2. The reporting form CA 1673 (obtainable from HoT) should be used for the mandatory reporting of occurrences to aircraft powered by turbine engines or being used for public transport. In all other cases, a letter, e-mail or fax will suffice.
3. A copy of CAP 382 is available via [www.caa.co.uk](http://www.caa.co.uk).



*Section VII*

**Flying Order VII.3 AIRPROX**

1. An AIRPROX report should be made whenever a pilot or controller considers that the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved was or may have been compromised.
2. Pilots wishing to report an AIRPROX should, whenever possible, make their initial report immediately by radio to the ATS Unit with which the pilot is in communication, prefixing the message with the word AIRPROX.
3. A follow-up report on form CA 1094 is to be sent to the United Kingdom AIRPROX Board (UKAB). Full details of procedures are contained the UK AIP section ENR 1.14.
4. The term 'avoiding action' is used infrequently, but when a pilot receives such an instruction it is expected that he or she will **initiate a response immediately** and **execute the manoeuvre briskly**. The Autopilot should be disengaged prior to commencing avoiding action.



**Section VII**

**Flying Order VII.4 Bird Strikes**

1. All bird strikes and near miss incidents need to be reported in accordance with the guidelines given in AIC P016/2011.
2. Where a strike or near miss occurs or carcass found on aerodromes that appear to have been struck by aircraft, the Aerodrome Authority the Aerodrome Authority should be informed without delay. The Airport Authority will then assist with any reporting action.

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*Section VIII*

**Section VIII – Local Regulations**

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**Section VIII**

**Flying Order VIII.1 Smoking**

- 1 The Club premises and all areas Air Side at Gloucestershire Airport are No Smoking areas.
- 2 ANO article 140 states “a person shall not smoke in any compartment of an aircraft registered in the UK at a time when smoking is prohibited in that compartment by a notice to that effect displayed by or on behalf of the commander of the aircraft”; it is Cotswold Aero Club policy that smoking is prohibited at all times.

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*Section VIII*

**Flying Order VIII.2 Care of Flying Equipment**

- 1 Members are expected to take good care of any equipment supplied by the Cotswold Aero Club. As stated in Pilots Flying Order III.7 members must be responsible for the safe keep of said equipment when away from base.
- 2 Where equipment is lost, stolen or damaged and the member responsible is deemed to be negligent in any way the Directors of Cotswold Aero Club may seek to recover the cost of repair or replacement from that member.

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*Section VIII*

**Flying Order VIII.3 Disciplinary Action for Breach of Local Orders and Regulations**

1. Any member causing damage to persons or property by reason of, or arising from, a breach of these regulations on his or her part shall be liable to make good such damage, and in the case of a claim in respect of any such damage against the company or the Club shall indemnify the company and/or the Club against the same. If such damage shall be caused by, or arise from, a breach of flying regulations by a guest, the member introducing such guest shall be liable under this rule as though he had himself been guilty of the breach.

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*Section VIII*

**Flying Order VIII.4 Indemnity for Personal Injury**

- 1 No responsibility is accepted by the company for damage to the persons or property of members or of guests introduced by members. A member joining Cotswold Aero Club agrees to indemnify the Club against any claim in respect of such damage, howsoever arising.

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**Section VIII**

**Flying Order VIII.5 Hangars and Aircraft**

- 1 Only suitably briefed and authorised persons may move aircraft into or out of a hangar.
- 2 When an aircraft is taken from the hangar and parked outside, the tow bar is to be removed from its attachment immediately following repositioning.
- 3 Under no circumstances must aircraft engine(s) be run whilst the aircraft is in the hangar.
- 4 When parked in the hangar, aircraft brakes are to be OFF and tow bars left attached.
- 5 When the aircraft is parked outside with the engine(s) running it should be positioned so that the propeller slipstream does not blow into the hangar.

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*Section VIII*

**Flying Order VIII.6 Vehicles on the Manoeuvring Area**

- 1 Under normal circumstances private vehicles are not permitted on the manoeuvring area.
- 2 Any person with a need to drive a vehicle airside must comply with airside driving requirements as laid down by the CAA and relevant Airport Authority.
- 3 This article is to be read in conjunction with Rule 36 of The Rules of the Air.

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**Section VIII**

**Flying Order VIII.7 Security of the Manoeuvring Area**

- 1 Access to this area is limited to authorised personnel only.
- 2 Access to this area by unknown personnel should be challenged; however personal security should always take priority.
- 3 Under no circumstances should items be left unattended in this area.
- 4 Report any unattended items left in this area to the relevant authority.
- 5 Any suspicious behaviour should be reported to the relevant authority.
- 6 Runway incursions can happen. Always ensure an up to date plan of the airfield is available in the front of the cockpit! Use it to keep orientated and minimise the risk of an incursion.

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*Section VIII*

**Flying Order VIII.8 Instruction using Privately Owned Aircraft**

- 1 Cotswold Aero Club Ltd instructors will conduct flight training in privately owned aircraft in accordance with the guidelines laid down in AICs.
- 2 Flight training in foreign registered aircraft in the UK is subject to both airworthiness and licensing restrictions. Candidates should ensure that ANO 2014, Article 223 and any Department of Transport requirements are complied with.

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**Section VIII**

**Flying Order VIII.9 Examinations and Tests**

- 1 Candidates for examination and test should satisfy themselves that the aircraft to be used for the examination and/or test is in an operative state with all necessary paperwork in place. Additionally any items of equipment required are confirmed to be on board the aircraft.
- 2 Flight training in foreign registered aircraft in the UK is subject to both airworthiness and licensing restrictions. Candidates should ensure that ANO 2014, Article [223](#) and any Department of Transport requirements are complied with.

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*Section VIII***Flying Order VIII.10 General Administration****Membership Categories**

1 The following categories are available for Cotswold Aero Club:

(a) **Full Flying Member**

Currently £90.00 per year. Any person wishing to fly CAC owned or operated aircraft.

(b) **Temporary Flying Member**

Currently £10.00 per month. Any person wishing to fly CAC owned or operated aircraft on a non-regular basis. This category may also be used by those persons who:

- i) Wish to undertake short courses for licence revalidation, IMC, Night, etc. but will not be regular flyers of CAC owned or operated aircraft once that course has been completed.
- ii) If not already a full member and wishing to receive training from a CAC instructor in their own aircraft.

(c) **Family Member**

Currently £115 per year. Allows full use of club facilities and aircraft by a family group (husband/wife and children)

(d) **Social Member**

Any person wishing to use CAC facilities or to fly as a passenger in CAC aircraft - £45.00 per year.

(e) **Temporary Passenger Member**

Any person wishing to fly as a passenger in a CAC owned or operated aircraft; completion of a membership form is required. This category may also be used to cover persons wishing to undertake a trial lesson or to cover pilots who may wish to experience CAC owned or operated aircraft on a 'one-off' basis. Any other type of flying must be covered by either full or temporary flying membership.

(f) Life or Honorary members may, from time to time, be appointed at the Directors' discretion.

2 All categories of membership allow use of the Club House and facilities offered by the CAC.

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### Section VIII

- 3 **Please Note:** The CAC year runs from 1st April to 31st March. Reductions to the annual Club membership fees will only be applicable from 1st September.

### Booking of Flights

- 4 Flights may be booked in advance or on arrival at the aerodrome. For local flights the member must be present at least 15 minutes before the time fixed to allow for flight preparation. This time is extended to at least 1 hour where cross-country flights are involved. Any member failing to follow these requirements without good reason will be subject to the appropriate cancellation fee (displayed from time to time on the CAC notice board). All bookings are subject to the discretion of the duty instructor as to the suitability of weather or other conditions. However this does not absolve the captain from his/her responsibilities as laid down in the Air Navigation Order.
- 5 Members are expected to adhere to their booked slot times. Should a slot overrun be deemed negligent the Club reserves the right to levy an overrun fee of based on 10% of the hours flown.

### Aircraft Hire - Terms and Conditions

- 6 The following terms and conditions apply to the hire of aircraft owned or operated by the Cotswold Aero Club.
- (d) All persons flying aircraft owned or operated by the Cotswold Aero Club Ltd must hold a valid membership.
  - (e) The aircraft will be hired at the current advertised wet rate. Airborne to Touchdown plus 10 minutes is to be used for the purpose of calculating payments due.
  - (f) The Club accepts pre-payment or payments due must be made immediately after each and every flight. There are no other credit facilities.
  - (g) All ab initio flying, whether dual or solo, will be charged at the dual rate.
  - (h) All landing and parking fees are to be met by the hirer.
  - (i) Any fees levied by Air Traffic Service Providers for a given flight will be met by the hirer.
  - (j) The minimum hire charge for a full day booking is:
    - i) 3 hours per day on a weekend or public holiday.
    - ii) 1 hour per day on a weekday.

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### Section VIII

- (k) Fuel purchases must not be deducted from payments due. Reimbursement for fuel purchased away from Gloucestershire Airport will be dealt with directly by our accounts department.
- (l) Fuel purchases will be reimbursed at cost where the price is the same as or less than that charged at Gloucestershire Airport. Where the price is greater than that charged at Gloucestershire Airport reimbursement will be based on the current price at Gloucestershire Airport.

### Cotswold Aero Club Insurance Cover

- 7 We review our insurance cover every year.
- 8 Whilst you are flying as a pupil or pilot in command in one of the CAC owned or operated aircraft your own life is not insured by us and you would be well advised to notify your own insurers that you have started flying. It is very rare indeed for insurers to increase your premium, but do tell them in writing and ask for confirmation.
- 9 Our present policy in respect of passenger and third party claims complies with EU minimum requirements...
- 10 Evidence of cover will be found in the flight document folder in the clubhouse. Each aircraft has its own folder.
- 11 There is currently a £750.00 excess on single-engine aircraft insurance policies. Should a claim be made the Club will look to recover this from the pilot.

### High Visibility Clothing

- 12 Health and Safety Executive and Civil Aviation Authority guidelines call for all persons engaged in tasks airside at an aerodrome to wear suitable high visibility clothing. Therefore all pilots must be prepared to wear at least a high visibility waistcoat when airside. Application of this rule varies from airfield to airfield. Make it a part of your flight preparation to check exact requirements.
- 13 Note also, that persons not wearing high visibility clothing must be escorted by a person wearing high visibility clothing.

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**Section VIII**

**Trial Flights (lessons)**

- 14 It is felt that guidance and advice should be given in the form of some simple rules which should be followed in order to avoid illegal operations in relation to the requirements of the current Air Navigation Order.
- (d) A Trial Flight may be a single flight in which the aircraft takes off and lands at the same aerodrome or may take in a brief stop at a nearby airfield provided the stopover is for training purposes only.
  - (e) The pilot in command must hold a valid assistant or flying instructor rating.
  - (f) To ensure that the flight is not interpreted by the courts as a public transport operation the flight is limited to the carriage (apart from the instructor) of one person and that person will be a potential student who is being given instruction in flying.
  - (g) The potential student should sit in the seat normally occupied by a student under training.
  - (h) One very clear area in law is that it is illegal to offer a Trial Lesson as an inducement to carrying a third person as a passenger during the flight and this applies whether the passenger pays or does not pay towards the cost of the flight.
  - (i) It is illegal to offer, under the cover of a Trial Lesson an aerobatic pleasure flight.
- 15 Where any member has cause to give information about trial flights to a potential customer the above points must be borne in mind.



APPENDIX

Head of Training Signed

A handwritten signature in black ink, appearing to be 'A. H. H.', written over a horizontal line.

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Appendix

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## Appendix A Indemnity Operations

- 1 Subject to certain terms and conditions of use, aircraft owned or operated by the Cotswold Aero Club may be operated outside of normal opening hours at Gloucestershire Airport. Pilots wishing to fly on Indemnity must comply with the normal authorisation procedures.
- 2 The following conditions must be complied with:
  - (a) the aircraft will not be engaged on a training flight (either ab initio or PPL continuation training), a test flight or any form of public transport;
  - (b) all flights will be conducted in accordance with standard aviation practice and without prejudice to any provision set out in any relevant legislation in force at the time of the flight, and that the following code of practice will be followed.
    - i) The airfield is available for local flying between the published closing time and sunset. Prior to airfield opening time local flights are not permitted. However departure to another airfield may be made except within the 30 minute period before official opening time.
    - ii) All movements must be notified to ATC. Details required include take-off and landing times, airfield of departure and destination, number of persons on board, aircraft call sign and type.
    - iii) No movement will take place:
      - (1) during the hours of official night;
      - (2) during any phenomenally created period of darkness;
      - (3) below the prescribed weather minima (see 3(c) below);
      - (4) with an aircraft which is not equipped for, or is unable to maintain two way R/T radio communication.
    - iv) Circuit height 1000 feet QFE.
    - v) All approach traffic to join the circuit from overhead the aerodrome at a height of not less than 1500 feet QFE.
    - vi) Blind approach R/T transmissions are to be made to Gloster Traffic on 128.550 MHz stating the pilot's intentions.



vii) Only runways 09 (left-hand circuit) and 27 (right hand circuit) may be used.

viii) The following types of flights are prohibited.

(1) Touch and go landings and take-offs.

(2) Straight in approaches to land.

(3) Simulated engine failures.

(4) Glide approaches to land.

(5) Simulated instrument approaches.

ix) After landing the runway will be vacated at the first convenient turn off. Backtracking is not permitted.

3 Cotswold Aero Club has agreed the following.

(c) That this consent may be withdrawn at any time, at the discretion of the Airport Chief Executive or his deputy.

(d) That this consent is automatically withdrawn if:

i) the weather is below the prescribed minima (see 3(c) below);

ii) there is a breach of any of the conditions as outlined in paragraph 2.

(e) That the weather minima are:

i) cloud base not less than 1500 ft QFE;

ii) surface visibility not less than 3000 metres;

iii) flight visibility not less than 3000 metres.

(f) That outside the Aerodrome operational hours, as published or otherwise, there are no facilities available whatsoever and that the Aerodrome is unlicensed within the meaning of Article 211 of the Air Navigation Order 2007 (as amended).

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FO Appendix A

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## Appendix B:            Airspace Restrictions in the Local Flying Area

Restricted Area R105 - Highgrove	Extends up to 2000 ft AMSL. Prohibits overflight by helicopters and microlights.
Restricted Area 154 – Oldbury Power Station	Extends up to 2000 ft AMSL.
Restricted Area 155 – Berkeley Power Station	Extends up to 2000 ft AMSL.
Restricted Area R204 - Long Lartin Prison	Extends up to 2,200 ft AMSL. Prohibits overflight by helicopters.
Danger Area D145 - Hullavington	Military training area extending up to 2,000 ft AMSL. Activated by NOTAM.
Danger Area D147 - Pontralis	Military training area extending up to 10,000 ft AMSL. Permanently active.
Danger Area D216 – Credenhill	Military training area extending up to 2300 ft AMSL and occasionally up to FL 150. Permanently active.
Bird Sanctuary - Severn Wildfowl Trust	Avoid flying within 3 nm of site below 4000 ft between September and April due to the high concentration of birds.
Free-fall Parachuting Drop Zones - South Cerney Redlands	Avoid direct overflight below FL 150, unless known to be inactive.
High Intensity Radio Transmission Areas. - Pershore, up to 6,000 ft	You may experience significant interference on COM and NAV equipment if you fly in this area.
Laser Site – Pershore	Unlimited vertical extent.
Gas Venting Stations – Broadway – Ross on Wye	Extends up to 2600 ft AMSL.

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## Appendix C Noise Abatement at Gloucestershire Airport

The following manoeuvres will be flown to comply with noise abatement at Gloucestershire Airport

1. Take-off from runway 27, turn 10° right at the end of the runway, fly the track to 600 ft QFE and west of Innsworth before making any further turn.
2. Take-off from runway 22, climb straight ahead, right turn as required after passing 600 ft QFE, left turn only after passing Chosen Hill.
3. Take-off from runway 18, 20° left turn at the end of the runway, fly the track to 600 ft QFE before making any further turn. Do not turn right before Chosen Hill.
4. Take-off from runway 04, climb straight ahead, right turn as required after passing 600 ft QFE, left turn only after passing Staverton Village.
5. Take-off from runway 09, climb straight ahead, turn as required after passing 600 ft QFE unless an early turn is needed to avoid flying low over Cheltenham
6. . Take-off from runway 36, climb straight ahead, turn as required after passing 600 ft QFE.

On all occasions when operating with the ATZ consideration should be given to minimising the noise impact over built up areas, in particular Down Hatherley and Staverton.

