

PILOTS FLYING ORDER BOOK

MULTIFLIGHT LIMITED
Flying School

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Amendments Page

Date	Affected Pages	Information
04/01/2000	Page 4	To include members of Yorkshire Aeroplane Club
15/07/2000	Page 6	Requirements for solo flying – currency changes, 4 weeks for <100 hours PIC, 6 weeks for > 100 hours PIC.
12/02/2001	Page 22	We reserve the right to charge a £30 cancellation fee if less than 24 hours notice of cancellation is given, or if a student / PPL Holder does not attend their booking within 14 minutes of its nominated time.
13/01/2003	Page 5	Change to allow PPL's to land at unlicensed aerodromes subject to authorisation by the Head of Training, Chief Flying Instructor or Duty Flight Instructor.
01/05/2003	Page 6	Validity period for certificate of experience has changed from thirteen to twenty four months.
12/03/2004	Page 23	Addition of Multiflight Terms and Conditions.

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14/01/2006	Pages 1-23 Pages 2-3 Pages 4-5 Page 6 Page 8 Page 6 Page 6 Page 6 Page 6 Page 6 Page 6 Page 6 Page 7 Page 7 Page 7 Page 8 Page 9 Page 9 Page 13 Page 16 Page 17 Page 17	<ul style="list-style-type: none"> • General reformatting of The Flying Order Book • Table of contents added • Reformatting of Amendments Page • Removal of requirement for membership to Multiflight • Requirement for passenger details moved to Section 1, Order 7 (Carriage of Passengers) • Removal of set hours of opening • To allow only PPL holding members of staff to authorise PPL Holders • Students, PPL Holders to initial pilot section of authorisation sheet • Inclusion for the requirement for the check A to be signed • Inclusion for the requirement to fill in the technical record • Defects to be stated to staff, NOT filled in on technical/authorisation sheet • Operation outside airport hours removed • Students going solo must have read and signed the Flying Order Book • Inclusion of NPPL medical requirement • Inclusion of the C152 and C172 cross currency • Inclusion that passengers names and details should be entered on authorisation sheet and passenger details log • Prohibition of hand swinging engines • Inclusion that aircraft are not to be taxied in the hangar • Inclusion of weather minima for solo student circuits • Inclusion of requirements for recreational drugs and drunk passengers • Inclusion of times at which flying may be conducted • Update to taxiing procedures to stop to accomplish checklist if need be.
14/01/2006	Page 17 Page 18 Page 18-19 Page 19 Page 22 Page 22 Page 23 Page 23	<ul style="list-style-type: none"> • Amended procedures for leaving the circuit • Update to action after landing • Amended use of R/T section (including radio failure procedures) • Amendment to anti-noise requirements • Amendment to smoking prohibitions • Clarification of flying charges • Added priority of flights • Amended cancellations and non-attendance

MULTIFLIGHT LIMITED
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SECTION 1

AERODROME AND FLYING REGULATIONS

ORDER NO 1. - OPENING HOURS

The Flying School will be open at times promulgated for flying instruction and hire of aircraft.

When considered necessary, the Flying School will open for early morning flying and night flying.

The times at which flying may be conducted are those which are stated in Section 4, Order 1.

ORDER NO 2. - COMPLETION OF FLIGHT & AUTHORISATION SHEETS

All flights are to be booked out on the flight authorisation sheet and to be authorised by an Instructor. Members of staff whom are PPL Holders are able to authorise PPL Holders.

Regardless of whether the Student or PPL Holder is flying solo they must sign the column on the authorisation sheet labelled "Pilots Initials Before Flight".

If the flight is the first one of the day Students / PPL Holders must ensure that the Check A of the aircraft is signed and dated, as well as initial fuel and oil states.

After each flight the technical record must be filled in correctly, ensuring any uploads of fuel or oil are annotated.

ORDER NO 3. – DEFECTS

If any Student / PPL Holders finds a defect they must immediately inform an Instructor or member of staff. This instructor or member of staff should then, if need be, enter the defect in the appropriate column on the authorisation sheet and fill in the defect notification sheet on the tech log. It is then the Instructor / member of staff's responsibility to alert engineering of the defect.

ORDER NO 4. – UNLICENSED AERODROMES/GRASS STRIP AIRFIELDS

PPL training is not allowed at an unlicensed Aerodrome.

A PPL Holder may land at an unlicensed, grass or special attention (i.e. short, narrow, etc) aerodrome only after seeking authorisation from Head of Training, the Chief Flying Instructor or the Duty Flight Instructor.

If the PPL Holder has not visited the aerodrome before a dual flight with an instructor must be conducted before going solo.

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SECTION 1 - AERODROME AND FLYING REGULATIONS - CONTINUED

ORDER NO 5. – REQUIREMENTS FOR SOLO FLYING

Students must have read and signed the Flying Order Book before their first solo flight. They must also check the Flying Order Book before any flight to ensure there have been no amendments.

Students must be in possession of a valid medical certificate for their type of licence (PPL or NPPL) before any solo flight.

Before a Students FIRST SOLO they must have taken and passed the written examination in AIR LAW.

Before a Students First Solo Cross Country / Navigation Flight they must have taken and passed the written examination in Navigation and Meteorology.

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

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

In order for a PPL Holder to hire an aircraft and fly it solo they must be current. The currency periods are as follows:

PPL Holders with less than 100 hours PIC	Must have flown in the preceding 28 days.
PPL Holders with 100 hours or more PIC	Must have flown in the preceding 42 days.

If a PPL Holder does not meet the criteria above they will be required to have a dual check flight with an Instructor before solo flying will be allowed. This criteria may be waived at the discretion of the CFI/Duty FI.

If a PPL Holder is current on the Cessna 172 and has been checked out previously on the Cessna 152, they are permitted to fly the Cessna 152 even if not current on the type.

ORDER NO 6. – POSSESSION OF CURRENT LICENCE

PPL Holders must present their licence to the PPL Examiner at the same time as the logbook if requiring signature for the Certificate of Experience (i.e twenty-four months).

In addition, it will be a mandatory requirement to read and sign the Pilot's Order Book **before** the logbook signing takes place.

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SECTION 1 - AERODROME AND FLYING REGULATIONS – CONTINUED

ORDER NO 7. – CARRIAGE OF PASSENGERS

Student pilots are **not** permitted to carry passengers.

Subject to the discretion of the CFI / Duty FI or staff member and the privileges of the licence, a School Member may fly as pilot-in-command of a School aircraft carrying passengers.

Passengers are **not** permitted on Trial Lessons unless approved by an Instructor

No dual instruction may be given in a School aircraft except by duly appointed instructors.

Passengers must be briefed before flight by a pilot on the safety harness, entry and exit, location of First Aid box, fire extinguisher, survival equipment, and emergency procedures applicable to the flight. All passenger names must be entered on the authorisation sheet and the passenger forms must be completed.

ORDER NO 8. – LOG BOOKS

All pilots are to ensure that their personal logbooks are kept up to date and available for inspection if required.

ORDER NO 9. – REQUIREMENTS FOR MUTUAL FLYING

Student mutual flying is only to be carried out with the CFI's permission and is normally for advanced training purposes only.

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SECTION 2

AIRCRAFT HANDLING ORDERS

ORDER NO 1.

Aircraft must be checked before flight as per the relevant checklist for that type of aircraft.
Note oil level minimum (full less 1 litre only).

Before the first flight of the day, the fuel drains must be checked.

Before starting the engine, the pilot must ensure that his taxiing will not be impeded by obstructions and that there are no loose stones, etc that may damage the propeller.

Pilots must be familiar with the commander's responsibilities as laid down in Article 43 of the ANO.

ORDER NO 2. – PRECAUTIONS WHEN STARTING ENGINES

When normal engine starting, pilots must adhere to the relevant checklist.

ORDER NO 3. – HAND SWINGS

Under no circumstances is anyone allowed to hand swing propellers to start engines.

ORDER NO 4. – RUNNING UP PROCEDURES

UNDER NO CIRCUMSTANCES will engines be started, operated or aircraft taxied in the hanger. Pilots must use designated areas on the airfield for running up engines. Aircraft must be into wind and clear behind before running engines up.

ORDER NO 5. – TURNS AFTER TAKE-OFF

Climbing turns after take-off must not be initiated below 500ft A.A.L. with a maximum angle of bank of 15 degrees. If an early turn out is requested by A.T.C this must be done by the Instructor only.

ORDER NO 6. – AEROBATICS, SPINNING & OTHER UNUSUAL MANOEUVERS

No member shall perform Aerobatics Manoeuvres in School aircraft unless they have been trained to do so and have satisfactory log book evidence of such training and completion. Any manoeuvres must only be those as authorised in the aircraft flight manual and within the limitations expressed therein.

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SECTION 2 - AIRCRAFT HANDLING ORDERS – CONTINUED

ORDER NO 7. – PRACTISE FORCED LANDINGS

PPL Holders or students must obtain specific authorisation from a Flying Instructor, including the area where it may be practised, before flight. Pilots must also have regard for low flying regulations. Refer to ANO Regulation 2, Section 2, Rule 5.

ORDER NO 8. – LOW FLYING REGULATIONS

All Instructors, Students and PPL Holders must comply with the relevant Low Flying Rules as published in the ANO. Refer to ANO Regulation 2, Section 2, Rule 5.

Any flying conducted below the legal limit due to adverse weather conditions must be reported to any Instructor or Operational Staff immediately upon landing.

ORDER NO 9. – GO-AROUND ACTION

If an Instructor, Student or PPL Holder is in any doubt about the stability of the approach, too close to the aircraft in front, or if ordered by ATC a go-around will be initiated.

Low long go-arounds are prohibited, pilots must adhere to the standard procedures.

ORDER NO 10. – FUEL UPLIFT

The PIC of any flight must ensure that there is sufficient fuel and oil on board for the duration of the flight plus any divert, plus any contingencies and they are of the correct grade.

If further oil is required it must either be carried or supplies gained away from base, and it must be of the correct grade.

If fuel uplift is required it must be ensured that it is of the correct grade, sufficient and does not place the aircraft outside weight and balance limitations.

Any paperwork related to the uplift of fuel / oil away from base must be presented to Operations Staff immediately upon landing.

Note: PPL flights must **NOT** commence with less than half a tank.

ORDER NO 11. – PILOTS RESPONSIBILITIES

All pilots are responsible for their own actions and any legal proceedings taken over contravention of regulations is entirely their responsibility.

ORDER NO 12. – PRACTISE ASYMMETRIC FLIGHTS

Practise asymmetric flights must not be attempted below 3000 ft AGL, if an engine is to be feathered. If below this height, engine settings for zero thrust must be used.

SECTION 2 - AIRCRAFT HANDLING ORDERS – CONTINUED

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ORDER NO 13. – INSTRUMENT FLYING (Actual & Simulated)

PPL Holders wishing to practise Instrument Flight without an Instructor must be accompanied by a suitable qualified pilot who should act as a safety pilot irrespective of whether the other pilot is flying under the hood or not.

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SECTION 3

GENERAL FLYING ORDERS

ORDER NO 1. – MINIMUM ALTITUDES/FLIGHT LEVELS OF TRAINING

SPINNING – This exercise will commence at a height which will ensure recovery by 3000 ft AGL when specifically authorised (see flight manual for height loss per turn and therefore minimum entry height).

E.G. C152 height loss per turn is 230 ft. Loss of height during recovery – allow 1000 ft. Therefore, 2 turn spin = 460 ft + 1000 ft for recovery which gives a minimum safe entry height of 4460 ft.

AEROBATICS – Only to be performed when authorised by CFI / Duty FI. The minimum height normally to be 3000 ft AGL. For experienced aerobatics pilots a lower minimum height may be authorised specifically by the CFI / Duty FI. If engine or airframe limits are exceeded, REPORT THIS IMMEDIATELY.

ORDER NO 2. – WEATHER MINIMA FOR LOCAL & CROSS COUNTRY FLIGHTS

The following criteria will apply:-

PPL HOLDERS WITH NO IMC RATING AND ALL STUDENTS

PPL holders with no IMC rating are reminded of the necessity to fly at all times within the VFR privileges of their Licence in accordance with the conditions laid down in the UK AIP (Air Pilot).

PPL HOLDERS WITH AN IMC RATING

PPL holders with an IMC Rating are reminded of the necessity to fly at all times within the VFR/IFR privileges of their Licence in accordance with the conditions laid down in the UK AIP (Air Pilot).

However, notwithstanding the above criteria the following Multiflight Flying School Rules will apply to **all** flights in School aircraft **except** at the discretion of a FI or in an Emergency or in the interests of safety, e.g. inadequate fuel endurance to divert to an alternative airfield.

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SECTION 3 - GENERAL FLYING ORDERS – CONTINUED

- | | | | |
|----|---|---|--|
| 1) | STUDENT (whatever level of experience) | - | Solo circuit flights will not be authorised if the visibility is less than 8 km (4nm). The cloud base (ceiling) is less than 1200ft A.A.L. Or if there is any probability of extreme weather conditions |
| | | | Solo cross-country flights will not be authorised if for any part of the intended route the in flight visibility is less than 15 km (8nm). The cloud base (ceiling) is less than the planned safety altitude or if there is any probability of extreme weather conditions. |
| 2) | PPL (less than 100 hours P1 with no IMC Rating) | - | 10 km in flight visibility, in sight of the surface, clear of cloud with a minimum cloud base of 1000 ft above aerodrome level. |
| 3) | PPL (more than 100 hours P1 with no IMC rating) | - | 8 km in flight visibility, in sight of the surface, clear of cloud with a minimum cloud base of 1000 ft above aerodrome level. |
| 4) | PPL (with IMC or Instrument Ratings) | - | At pilots discretion providing conditions are not below minima restrictions of operators licence. |

Wind speed limitations for the operation of company aircraft are as follows:-

C152	13kts crosswind and 30kts max surface
C172	15kts crosswind and 30kts max surface
PA28	17kts crosswind and 30kts max surface
Robin 200	18kts crosswind and 30kts max surface
BE76	25kts crosswind and 40kts max surface

For PPL holders and students the max surface wind is 25kts.

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SECTION 3 - GENERAL FLYING ORDERS – CONTINUED

ORDER NO 3. - PREPARATION FOR CROSS-COUNTRY EXERCISES AND NAVIATION FLIGHTS.

Full fuel must be used for solo student cross-country flights.

STUDENTS – must be briefed by a FI for cross-country flights and navigation exercises including turning points, weather, RT calls, danger areas, shortage of fuel and lost and uncertain of position procedures.

Students on the qualifying cross-country must be briefed according to the pre-formatted briefing certificate which must be signed by the FI or CFI.

PPL HOLDERS – must obtain authorisation from an instructor or operations personnel who are PPL Holders

ORDER NO 4. – ACTION WHEN UNCERTAIN OF POSITION

Pilots must:-

- (1) Read landmark from ground to the map and try to ascertain their position.
- (2) Make full use of the RT for Direction Finding facilities / transponder.

ORDER NO 5. – ACTION WHEN LOST

As for Order No. 5., make full use of 121.50 distress frequency. Keep a careful check of fuel remaining. If position can not be determined, land at nearest aerodrome. If fuel shortage or onset of darkness is imminent, land, secure aircraft and contact the School. **DO NOT PLAN TO TAKE-OFF WITHOUT PERMISSION.**

ORDER NO 6. - LANDING AT UNAUTHORISED OR UNINTENDED DESTINATIONS

If a pilot has landed at an unauthorised or unintended destination for any reason, they must contact Multiflight immediately and inform them of the circumstances. If a flight plan has been filed, they must inform ATC (within 30 minutes) to cancel the flight plan.

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SECTION 3 - GENERAL FLYING ORDERS – CONTINUED

ORDER NO 7. - FORCED LANDING – AIRCRAFT DAMAGE

In the event of a forced landing, the pilot-in-command shall immediately:-

- (a) Take all necessary steps to prevent damage by sightseers, animals and weather, etc.
- (b) Notify the local police, ATC and Multiflight by telephone.
Subsequent to any forced landing, the pilot shall be responsible for the safety of the aircraft until handed over to a Company Representative.

UNDER NO CIRCUMSTANCES SHALL A SCHOOL MEMBER ATTEMPT TO TAKE-OFF AFTER A FORCED LANDING OR UNAUTHORISED LANDING.

NO INFORMATION CONCERNING THE FORCED LANDING SHALL BE GIVEN TO THE PRESS OR ANY OTHER PERSON WITHOUT THE PERMISSION OF THE CFI.

ORDER NO 8. - A.U.W, C of G LIMITATIONS AND WEIGHT & PERFORMANCE SCHEDULES

The pilot-in-command of the aircraft is responsible for ensuring that the aircraft is correctly loaded in accordance with the weight and loading schedule for the aircraft, as contained in the relevant flight manual for that aircraft type.

ORDER NO 9. - FLYING OVER THE SEA

Pilots should ensure that adequate fuel is carried for the journey and all alternative destinations. Life jackets should be worn and dinghy carried in the aircraft. In addition the use of a survival suit is strongly recommended. Passengers must be briefed on their use and also ditching procedures and in exiting the aircraft in the event of ditching.

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SECTION 3 - GENERAL FLYING ORDERS – CONTINUED

ORDER NO 10. - CONSUMPTION OF ALCOHOL OR OTHER DRUGS BEFORE FLIGHT

Pilots are not permitted to drink any alcohol for a period of eight hours before they are due to fly. If the pilot has consumed a large amount of alcohol it is highly recommended that a greater than eight hour period will be required between drinking and flying. Pilots are reminded that it takes the body one-hour to eliminate one unit of alcohol, and sleep causes the elimination of alcohol to take even longer. Someone who is under the influence is not permitted to board an aircraft as a passenger.

If a pilot is on drugs prescribed by a doctor, a reference should be made to the relevant AIC PINK for guidance, as the drug may have an adverse effect on the ability to fly.

The taking of drugs for anything except medical conditions, such as recreational drugs is strictly prohibited.

Refer to the ANO Section 1, Part 5, Order 75.

ORDER NO 11. - STATE OF HEALTH

If a pilot has been ILL for a period of 20 days or more, his medical automatically lapses until re-examination by a CAA doctor. Reference to the ANO Article 19 should be made.

ORDER NO 12. - WAKE TURBULENCE

Pilots are reminded of the dangers associated with turbulence caused by aircraft wake vortices. Reference should be made to the relevant AIC PINK 95 `Wake Turbulence.

ORDER NO 13. - CHARITY FLIGHTS

Refer to the ANO Section 1, Part 14, Order 159.

ORDER NO 14. - CARE OF AIRCRAFT AWAY FROM BASE

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

ORDER NO 15. - NIGHT FLYING SUPERVISION

All night flying training must be supervised by an FI with night flying endorsement.

PPL night flying can be self-authorized subject to the duty instructor authorising the flight before they leave and also subject to all booking out procedures.

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SECTION 4

RULES OF THE AIR & ATC

ORDER NO 1. – TIMES AT WHICH FLYING MAY BE CONDUCTED

Training flights are not permitted to begin until 30 minutes after official sunrise. Training flights may then be conducted until official night. PPL Holders may fly solo from 30 minutes after official sunrise until 1 hour before official night, unless the PPL Holder has privileges on their licence which allow flight at night. These PPL Holders must have landed 1 hour prior to airport closure.

ORDER NO 2. – TAXIING PROCEDURES

Fast taxiing is prohibited, and must not exceed a fast walking pace. Aircraft must not be taxied within close proximity to any stationary objects, e.g. hangers petrol pumps, or any other aircraft without assistance on both wing tips. REMEMBER **LOOK OUT AND IF ANY DOUBT STOP AND SHUT DOWN THE AIRCRAFT TO SEEK ASSISTANCE.**

ORDER NO 3. – INSTRUCTIONS FROM ATC

Pilots must obey legitimate instructions from ATC, if in any doubt or if a particular instruction is regarded as dangerous, the pilot will contact ATC for alternate instructions. Pilots must book out by telephone before taxiing.

ORDER NO 4. – PROCEDURES FOR LEAVING THE CIRCUIT

Pilots will leave the circuit in the direction of the VRP or as directed by ATC. When clear of the zone, pilots will change to the relevant ATC provider.

ORDER NO 5. – LOCAL FLYING AREA

There is no specifically defined local flying area.

ORDER NO 6. – REJOINING CIRCUIT PROCEDURES AT BASE

Approach to land will be in accordance with ATC instructions. Overhead joining procedures at Leeds Bradford are the exception rather than the rule.

Pilots are reminded that the circuit is an area of highly concentrated operations and look out must be increased accordingly.

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SECTION 4 - RULES OF THE AIR & ATC – CONTINUED

ORDER NO 7. – ACTION AFTER LANDING

Pilots must taxi well clear of the duty runway before carrying out after landing checks as per the checklist. If required pilots should request to stop on the taxiway in order to accomplish the checklist if they are unable to do so while taxiing.

REMEMBER LOOK OUT.

ORDER NO 8. – USE OF RT

Due to the very busy frequencies at Leeds Bradford it is imperative that pilots are aware of what they wish to say before transmitting. Similarly a close listening watch should be maintained in order not to transmit over or interrupt another pilots transmission.

In the event of a radio failure pilots are to follow the procedures outlined below:

Extract from the Manual Of Air Traffic Services Part 2

.4 RADIO FAILURE PROCEDURES – (Multiflight Flying Club and Leeds Flying School aircraft only)

.4.1 VFR / Special VFR Departures leaving Leeds airspace and landing away

Aircraft are to comply with the clearance issued, leave controlled airspace and land elsewhere.

2.4.2 VFR / Special VFR Arrivals from other airfields

Aircraft are to remain clear of the zone and land elsewhere.

2.4.3 Local Flights – VFR Circuit Details

Observe light signals and land.

.4 VFR Local Flights, SSR equipped aircraft, inside or outside Controlled Airspace

- Select 7600
- Return to overhead the field via the appropriate VRP at 1200ft QFE, or cloud base, whichever is lower. Circle twice and join downwind left-hand for the illuminated runway
- Observe light signals and land

.5 Aircraft not SSR equipped outside Controlled Airspace

Land elsewhere

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SECTION 4 - RULES OF THE AIR & ATC – CONTINUED

.6 Aircraft not SSR equipped inside Controlled Airspace

- Return to overhead the aircraft via the appropriate VRP at 1200ft QFE, or cloud base, whichever is lower. Circle twice and join circuit downwind left-hand for the illuminated runway
- Observe light signals and land

ATCOs are reminded that blind transmissions should be made and the pilot requested to indicate if he is able to receive. Light signals should be given as laid down in MATS Part 1.

.7 Speechless Code

No Of Transmission	Meaning
One Short	Yes (or an acknowledgement)
Two Short	No
Three Short	Say again
Four Short	Request homing
One Long (2 secs)	Manoeuvre complete
One Long, two short, one long	The aircraft has developed another emergency

ORDER NO 9. – INFRINGEMENTS OF CONTROLLED AIRSPACE

Pilots must report to the CFI after any inadvertent penetration of controlled airspace.

ORDER NO 10. – LOCAL ANTI-NOISE REQUIREMENTS

Pilots must try and ensure that they do not overfly the villages of Bramhope, Collingham and Calverley. However if instructed by ATC or in order to ensure safety it is permissible.

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SECTION 5

CHECKLISTS

Pilots must make use of the checklists relevant to each different aircraft type.

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SECTION 6

EMERGENCY DRILLS

- (1) Engine failure after take-off
- (2) Crash action
- (3) Fire in the air
- (4) Fire on the ground
- (5) Forced landings without power
- (6) Forced landings with power
- (7) Ditching
- (8) Radio Failure

All the above are detailed in the relevant flight manuals and checklists and all pilots should memorise the necessary checks and drills to cover the above emergencies.

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SECTION 7

SCHOOL REGULATIONS

ORDER NO 1. – SMOKING PROHIBITIONS

Smoking is not permitted in any aircraft operated by the Flying School, nor inside any premises run by the Flying School.

ORDER NO 2. – CARE OF FLYING EQUIPMENT

If any pilot loses or damages flying equipment, they will be charged for the equipment at the current rate of that piece of equipment.

ORDER NO 3. – DISCIPLINARY ACTION FOR BREACH OF LOCAL ORDERS & REGULATIONS

If any pilot breaches local orders or regulations, the action, if any, taken against that pilot will be determined at the discretion of the CFI and / or Multiflight

ORDER NO 4. – FLYING CHARGES

The management at their discretion, at any time, can alter the scheme of charges for flying and goods. Students and PPL Holders will be advised of the new scheme of charges by posters located throughout the Flying School. A scheme of current charges should always be available at the School Office.

Any charges incurred at the Flying School must be paid immediately on completion of any flight / purchase of goods, unless alternative arrangements have been made with Operational Staff. Any unauthorised credit (i.e. non payment) will incur a 10% surcharge on top of their invoice.

Pilots are able to hold money on account (i.e. paying for flying before taking the flights) by talking to Operational Staff.

ORDER NO 5. – BOOKING FLIGHTS

Subject to availability, a Student or PPL Holder may book in advance, a time for instruction or hire of aircraft.

Students or PPL Holders may book as many lessons as required, however they are limited to 1 booking per day, unless authorised for more by Operational Staff. If there are still bookings available 7 days before the required booking day a Student or PPL Holder may book additional times on the same day.

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SECTION 7 – SCHOOL REGULATIONS – CONTINUED

ORDER NO 6. – PRIORITY OF FLIGHTS

If due to aircraft unavailability, instructor sickness, etc flights need to be cancelled the following priority will be enforced:

- (1) Examinations
- (2) Students
- (3) Solo Hiring
- (4) Trial Lessons
- (5) Any Additional Bookings (i.e. Students who have more than one lesson a day)

ORDER NO 7. – CANCELLATIONS AND NON ATTENDANCE

If less than 24 hours notice of cancellation is given the Flying School reserves the right to charge a £30 cancellation fee.

If a Student or PPL Holder fails to attend their booking the Flying School reserves the right to charge a £30 cancellation fee.

A Student or PPL Holder must be available at least 15 minutes prior to the time booked, and be ready to fly (i.e. any navigation planning done, etc). If the Student or PPL Holder is not ready to commence their flight at the time booked they forfeit their right to that flight and the Flying School reserves the right to use the aircraft and / or instructor for another student as well as the right to charge a £30 cancellation fee.