

PILOTS FLYING ORDER BOOK (ROTARY)

**AFTER READING THE PILOT'S ORDER BOOK,
PLEASE SIGN TO THIS EFFECT,
ON THE SHEET ATTACHED AT THE FRONT.**

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1. INTRODUCTION

1.1 Applicability

These Flying orders detail the operation of aircraft operated by MULTIFLIGHT Flight Centre. In the event that there is any conflict between these orders and the current ANO, AN(g) Regulations or the Rules of the Air then these orders are subordinate to the above except when these orders are more limiting, in which case these orders shall apply.

1.2 Compliance

No member or employee of MULTIFLIGHT Flight Centre shall be absolved from compliance with these orders or any other relevant notices or regulations because of ignorance of their existence, content or effect.

All members or employees of MULTIFLIGHT Flight Centre will indicate their knowledge of the contents of these orders by signing the acceptance form at the beginning of the flying order book prior to first flying a MULTIFLIGHT Flight Centre aircraft solo, and thereafter by signing the acceptance form annually or whenever any amendment is introduced whichever is the sooner.

1.3 Amendments

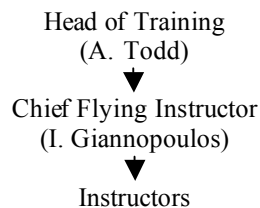
The CFI is responsible for initiating amendments to the Operations Manual. Amendments when issued consist of :

1. Manuscript Amendments
2. Issue of Amended page(s)
3. Issue of Amended section(s)

Each amendment is to be incorporated in manuals on receipt and noted in the amendment record sheet.

1.4 Standards

The Head of Training / Chief Flying Instructor (HT / CFI) is responsible to the Multiflight Management for the administration and conduct of PPL training. The HT / CFI is responsible for ensuring compliance with the Quality System



The CFI will carry out annual checks on all flight instructors. These flights will be conducted in two parts. The first part of the flight will be to test the flight instructors ability to teach a relevant course exercise chosen by the CFI. The second part of the flight will be to cover any necessary standardisation areas or change to the flying syllabus.

1.5 Distribution

The Flying Orders will be distributed as follows:

1. CAA
2. CFI
3. School

2. AUTHORISATION AND DOCUMENTATION

2.1 Air Navigation Order and Rules of the Air

- 2.1.1 Pilots are to comply with the Air Navigation Order 2005 (ANO as amended), Air Navigation (General) Regulations and the Rules of the Air.
- 2.1.2 No order or instruction in this order book or any other publication shall override the ANO.

2.2 Flight Authorisation

- 2.2.1 All flights that take place under the jurisdiction of the MULTIFLIGHT Flight Centre shall be authorised by a MULTIFLIGHT Flight Centre Instructor. When a flight involves multiple sectors each sector shall be separately authorised.

2.2.2 Dual Instructional Flights

The instructor conducting the flight shall self-authorise the flight.

Student Solo Flights

All solo flights made by student pilots will not take place until the student has completed a minimum of 20 hours dual instruction and must be authorised by an instructor. The instructor authorising the flight is responsible for ensuring that the student has been fully briefed for the flight. When the instructor is a FI (R) or AFI, a FI shall be present or available.

2.2.4 Flights by Qualified Pilots

Flights by qualified pilots shall be authorised by a MULTIFLIGHT Flight Centre instructor. Such authorisation only confirms that the nature of the intended flight is acceptable to MULTIFLIGHT Flight Centre.

2.2.5 Pilot Responsibilities

The Pilot in Command is to initial the authorisation sheet before flight. This is to signify that the following actions have been performed:

- a) checked suitability of the weather for the proposed flight.
- b) the aircraft and its equipment is serviceable for the flight, that the Check A has been completed in accordance with the LAMS Schedule.
- c) there is sufficient time available on the aircraft to complete the flight before the next scheduled maintenance.
- d) all NOTAMS relevant to the proposed flight have been checked.
- e) maps, charts and navigational equipment are available.
- f) all other crew members and passengers have been briefed on possible contingencies affecting the safety of the flight.

2.3 Technical Log and Authorised Defects

- 2.3.1 At the conclusion of each flight the takeoff and landing times are to be entered in the aircraft tech log along with a record of any defects that have arisen during the flight. The number of landings shall also be recorded.
- 2.3.2 If a defect has arisen and there is any doubt about the serviceability of the aircraft then either an engineer or a Flight Centre instructor is to be consulted before any further flight is undertaken.
- 2.3.3 Any defects deemed deferred by an engineer shall be entered in the deferred defect sheet in the aircraft technical log.

2.4 Solo Flying Requirements

- 2.4.1 All pilots shall have demonstrated their competence to a MULTIFLIGHT Flight Centre Instructor and have read and signed the Flying Order Book prior to flying solo in a MULTIFLIGHT Flight Centre aircraft.
- 2.4.2 **Qualified Pilots**

A qualified pilot who has not flown a Flight Centre aircraft within the past 28 days shall undergo a check flight with a Flight Instructor prior to any further solo flight.
- 2.4.3 Pilots who do not hold a Night Qualification or meet the night recency requirements shall not fly after sunset. (Night commences 30 minutes after sunset)
- 2.4.4 **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 Flight Centre aircraft within the past 14 days. No student pilot shall fly more than 4 hours solo between dual instructional flights.
- 2.4.5 All solo flying by a student pilot shall be arranged to terminate 30 minutes prior to sunset.

2.5 Possession of a Current Licence

- 2.5.1 All pilots are to be in possession of a valid pilot licence and medical certificate before acting as pilot in command of a Flight Centre aircraft. Student Pilots shall have a valid medical certificate. In order to be valid:
- the licence and medical certificate shall be signed by the holder
 - the medical certificate expiry date shall not have been exceeded
 - the licence or log book shall contain a valid Certificate of Test for the Type of aircraft to be flown.
 - if the flight involves flight at night, the licence shall contain a night qualification (unless the pilot is undergoing training for a night rating).
- 2.5.2 A pilot who holds a licence issued by another ICAO State shall ensure that the licence is valid in all respects demanded by that State.

2.6 Carriage of Passengers

- 2.6.1 Subject to the privileges of his licence a member of the Flight Centre may fly as pilot in command of a Flight Centre aircraft carrying passengers provided that:
- each passenger must fill in the relevant passenger details log prior to flight
 - each passenger shall be briefed in the use of the seat belts, normal exit and if fitted emergency exit (in accordance with ANO Article 53).
 - when the flight involves flight over water, each passenger shall be briefed in the use of life jackets and dinghies (ANO Article 53).
 - any passenger occupying the front seat shall be adequately briefed to avoid any interference with the controls.
- 2.6.2 Before carrying passengers pilots shall have conducted **3 take offs and landings as the sole manipulator of the flying controls in the previous 90 days.**
- 2.6.3 Passengers who have acquired the right to fly by virtue of a competition or raffle prize **shall only be flown by a Flight Training Centre instructor.** Such a flight may constitute a Public Transport Flight. Whilst there is a provision to fly passengers on Charity Flights, all such cases shall be referred to the CFI (See Section III Order No 16 Charity Flights).

2.7 Completion of Pilot's Log Book

- 2.7.1 Pilots are responsible for ensuring that they maintain a personal log book in accordance with the ANO (Art 35). Details of all flights are to be entered into the log book as soon as practical after each flight.
- 2.7.2 Student Pilots are to log all flight details including the exercise numbers appearing on the Authorisation Sheet. In the case of a navigation flight (Exercise 22) the turning points are also to be logged.
- 2.7.3 Pilots are to log the number of landings when more than one is conducted on any flight.

3. AIRCRAFT HANDLING ORDERS

3.1 Aircraft Checks Before Flight

- 3.1.1 Prior to each flight the aircraft shall be checked in accordance with the specified checklist for the type of aircraft. Whilst all checks are important particular attention shall be paid to the following:
- a) In winter ensure that the airframe is free of all ice, snow and frost prior to attempting to move any control surfaces.
 - b) on the first flight of the day ensure that the fuel has been properly checked for the presence of water.
 - c) Immediately prior to takeoff ensure that the door and all seat belts are secure.
 - d) Immediately prior to takeoff ensure that the flying controls have full and free movement, particularly if the aircraft has an auto-pilot.
- 3.1.2 Pilots are to comply with ANO Article 52 which details the pre-flight actions by the commander of an aircraft.

3.2 Precautions When Starting Engines

- 3.2.1 Prior to starting the aircraft engine(s) the pilot shall ensure that he is aware of the nearest fire extinguisher in addition to the aircraft fire extinguisher.
- 3.2.2 No engines are to be started when the aircraft is wholly or partly inside a hanger, or when the downwash will be directed through open hanger doors.
- 3.2.3 Consideration shall be given to the area in front of the aircraft to ensure that there is sufficient space to taxi the aircraft.
- 3.2.4 At night the navigation lights shall be on prior to engine start, and the landing light shall be flashed twice to warn ground personnel.
- 3.2.5 Pilots are to shout “Clear” prior to starting any engine in a manner such that any person near the aircraft can hear the warning.

3.3 Aerobatics

- 3.3.1 No aerobatic manoeuvres are permitted in any of the Multiflight aircraft.

3.4 Practice Forced Landings

- 3.4.1 Students shall practice forced landings under the supervision of a Flight Centre instructor. Solo forced landings are only to be carried out following a briefing from a MULTIFLIGHT Flight Centre instructor. The briefing shall include:
- a) Minimum altitude for training
 - b) Location
 - c) Requirement not to use the same field twice
 - d) Requirement to comply with Rule 5
 - e) Use of Carb Heat
 - f) Requirement for LOOKOUT
- 3.4.2 Repeated practice forced landings shall not be carried out in the same area to minimise disruption to people on the ground.

3.5 Low Flying Regulations

- 3.5.1 Pilots shall at all times comply with Rule 5.
- 3.5.2 Flight Centre aircraft shall not be flown below 500ft agl except when taking off and landing and when conducting a PFL under the supervision of a Flight Centre instructor
- 3.5.3 If for any reason such as bad weather a pilot has reason to fly below 500ft above ground level, the circumstances shall be reported in writing to the CFI immediately after landing.
- 3.5.3 Pilots on cross country flights are to comply with the 1500 ft and glide clear parameters of Rule 5. Pilots flying over a built up area are to ensure that there are suitable fields for a forced landing to take place. Pilots who cannot comply with this requirement shall adjust either their altitude or track to ensure that they can glide clear should an engine failure occur.

3.6 Instrument Flying

- 3.6.1 Students undergoing instrument training may not fly in IMC even if they are accompanied by a Flight Centre instructor qualified to give instrument flight instruction.
- 3.6.2 Instrument flight and approaches may only be conducted in VMC with a Multiflight Training Centre Instructor acting as safety pilot, who is qualified to do so.

3.7 Go-around action

3.7.1 Pilots shall initiate go-around action if there is any doubt regarding the ability to land the aircraft safely. In particular, go-around action shall be initiated:

- a) if the landing area is obstructed
- b) the approach path or speed is unsatisfactory
- c) the prevailing wind or weather exceeds his limits or ability
- d) When initiated by Air Traffic Control

3.7.2 In the event of a go-around. The pilot shall:

- a) Apply full power (ensure Carb Heat Cold)
- b) In the case of an aircraft with retractable undercarriage raise the gear
- c) Establish a safe climb
- d) Climb either above the runway, or where permitted, turn onto the dead-side and parallel the runway
- e) Advise ATC
- f) Either complete another circuit or divert

3.8 Refuelling Procedure

3.8.1 Refuelling is carried out from a bowser which will come to the aircraft. At airfields with a fixed fuel installation the aircraft shall, unless local rules dictate otherwise, Ground handle the aircraft to the installation.

3.8.2 Prior to refuelling the aircraft engine(s) shall be stopped, and the battery master shall be selected to off. All passengers are to disembark.

3.8.3 During refuelling, the refuelling installation bonding wire is to be attached to the aircraft and a fire extinguisher, other than the aircraft extinguisher, shall be readily available.

3.8.4 Flight Centre aircraft shall not be refuelled with MOGAS or any fuel that is not specified in the flight manual.

3.9 Running Changes

3.9.1 Changes of crew or passengers with the engine running may only be undertaken by Multiflight staff trained to do so and with a prior briefing from the PIC.

4. GENERAL FLYING ORDERS

4.1 Minimum Altitude for Training

- 4.1.1 The minimum altitude for dual vortex ring training shall be such that recovery can be completed by at least 1000 ft above ground level.
- 4.1.2 The minimum planned altitude for solo VFR navigation exercise shall be 2000 ft agl. Dual navigation training flights shall not be planned below 1500 ft agl unless the intention to practice minimum level operation is entered in the Authorisation Sheet.
- 4.1.3 The minimum altitude for circuit training shall be 500 ft, with the exception that practice low level circuits may be conducted at 300 feet agl

4.2 Weather Minima and Wind Limits

4.2.1 The weather minima and wind limits quoted below are the minimum limits that may be used for any planned flight in a Flight Centre aircraft. Occasionally a pilot may encounter worse conditions in which case he is to consider whether to continue with the flight, return to base, or carry out a diversion. The Flight Centre weather limits may be more restrictive than the legal minima.

4.2.2 Weather Minima VFR

a) Student Pilots

Phase	Cloud base	Visibility	Max S/W (Inc Gusts)
Circuit	1500 Feet	5 Km	15 Kts
Solo Navigation	2000 Feet	10 Km	15 Kts

b) PPL with less than 100 hours post licence

Circuit	1000 Feet	5 Km	25 Kts
Solo Navigation	2000 Feet	5 Km	25 Kts

c) PPL with more than 100 hours PIC No IMC

Circuit	1000 Feet	4 Km	25 Kts
Solo navigation	2000 Feet	4 Km	25 Kts

d) Holders of professional pilot licences shall be limited by the privileges of their licence.

4.3 Preparation for Cross Country and Navigation Flights

4.3.1 Pilots are to ensure that cross-country flights are planned in accordance with the following instructions:

- a) Pilots are to obtain a met forecast covering the route to be flown including TAFs & METARS for the destination and alternate aerodromes.
- b) Pilots are to prepare a PLOG for all flights, except those remaining within the local flying area. The PLOG shall include: headings: estimated times for each leg and all relevant navaid and communication frequencies.
- c) Pilots are to ensure that the proposed flight does not infringe any Prohibited Area; applicable Restricted Area or any active Danger Area, unless a Danger Area Crossing Service can be obtained.
- d) NOTAMS and Temporary Navigation Warnings shall be checked to ensure that the proposed flight is not affected by Purple Airspace, Air Displays, Temporary Restricted Airspace etc.
- e) Pilots planning a sea crossing exceeding 10 nm, or a flight over sparsely populated areas, then a Flight Plan (form CA48) shall be filed with the appropriate ATSU. For the purposes of these Flying Orders the whole of Scotland (except the Forth/Clyde valley), the whole of Wales and Southwest England west of Airway A25 are considered to be sparsely populated.
- f) Pilots are to use the UK AIP to obtain en-route information and for details of en-route, destination and alternate aerodromes.
- g) Student Pilots shall not depart on a solo cross-country flight until the accuracy of the PLOG has been checked by a Flight Centre instructor. The instructor is to complete the Solo Navigation Briefing Certificate for all student solo flights.
- h) Pilots are to complete a Weight and Balance schedule prior to departure. Fuel planning shall take into account the fuel burn for the entire route plus ten per cent. Additional fuel shall be carried to permit flight to the nominated alternate from overhead the destination and a further 45 minutes reserve shall be carried.

4.4 Safety Altitude

4.4.1 VFR Flight

Safety Altitude does not apply to VFR flight, however pilots are to calculate the SA for all flights as this will lead to an awareness of any high ground. Pilots should not plan to fly lower than 500 feet above the highest ground within 3 nm of the aircraft.

4.5 Action When Uncertain of Position

- 4.5.1 The difference between being uncertain of one's position or being lost is simply a matter of time. If it is less than 20 minutes since the last known position then the pilot may be considered to be Uncertain of his position. If more than 20 minutes has elapsed the Lost procedure is to be adopted.
- 4.5.2 The pilot should not panic and should adopt a logical approach to resolving any degree of uncertainty. Bad weather may be an important factor in determining the course of action.
- 4.5.3 The principal cause of uncertainty of position is human error and can occur because the pilot believes he is lost because of the non-appearance of some ground feature which may have passed undetected in poor visibility or which may actually be directly under the aircraft. Other causes are:
- a) Directional gyro incorrectly set
 - b) Steering incorrect heading (e.g. steering the ground speed figure instead of the compass heading or steering the heading for the previous leg)
 - c) Failure to steer an accurate heading
 - d) Incorrect use or failure of radio navigation equipment.
 - e) Failure to time from the last turning point
 - f) Continuing flight in unsuitable weather
- 4.5.4 Pilots who are uncertain of their position are to:
- a) Maintain VMC
 - b) Check the directional gyro against the compass and reset if necessary
 - c) Check that the correct heading is being flown and if not then fly the correct heading
 - d) Check the time since the last known position
 - e) Turn on time at next turning point if possible
 - f) look for recognisable features ground to map
 - g) Climb, if possible to enhance visual range, if necessary to the appropriate safety altitude
 - h) Assess fuel state, time to nightfall, and weather and if any of these preclude safe continuation of the flight then carry out a precautionary landing.
 - j) Do not continue into deteriorating weather.

If you can determine your position then continue the flight from that position or divert to the nearest suitable airfield. If after a reasonable time (20 minutes since last known position) you cannot determine your position then pilots are to carry out the Lost Procedure you can assume that you are lost and the actions listed below shall be undertaken.

4.6 Action When Lost

- 4.6.1 Pilots who believe when they are lost should:
- a) Try to establish radio contact with any nearby ATC unit that has radar or VDF. If unsuccessful then try to contact the Distress and Diversion (D&D) cell on 121.50 MHz by making a PAN

PAN PAN call. Squawk 7700.

- b) Pilots are to consider the weather, light remaining and fuel state. Climb if necessary to enhance visibility and radio range.
- c) Fly a cardinal heading towards an identifiable line feature.
- d) Fly along the feature until you can fix your position.
- e) Divert to the nearest suitable airfield.

4.7 Landing at an Unauthorised or Unintended Destination

- 4.7.1 Pilots who land at an unauthorised or unintended destination are to inform the Flight Centre at the earliest opportunity of their location. Pilots are responsible for reporting their arrival to the nearest ATSU and where necessary pay any landing fees due.
- 4.7.2 The aircraft shall not subsequently take-off without the permission of the CFI or a nominated Flight Centre Instructor.
- 4.7.3 The pilot shall ensure that the aircraft is secured on arrival and subsequently parked in such a position that it will not incur any weather damage.

4.8 Care of Aircraft Away From Base

- 4.8.1 Pilots on any flight involving a landing away from Base are to take all reasonable precautions for the aircraft's safety and protection on the ground. At night in high wind conditions the aircraft shall be placed in a hangar if one is available. If no hangar is available, then the aircraft shall be properly picketed in a sheltered position.
- 4.8.2 All charges, except for fuel and oil, incurred as a result of landing at an airfield other than base are the responsibility of the pilot and shall be paid for at the time incurred. Fuel and oil shall also be paid for at the time of purchase but such costs may be deducted from the pilot's invoice on production of the relevant receipt.
- 4.8.3 Pilots who are unable to recover the aircraft to Base will be responsible for the costs incurred in recovering the aircraft.

4.9 Forced or Precautionary Landing

4.9.1 In the event of a forced or precautionary landing the pilot of the aircraft shall:

- a) Take all necessary steps to picket and protect the aircraft so as to prevent the risk of damage by sightseers, cattle, wind, rain etc.
- b) Notify the local Police and the landowner.
- c) Notify MULTIFLIGHT Flight Centre by the quickest possible means.

4.9.2 Subsequent to any forced or precautionary landing the pilot in charge shall be responsible for the aircraft until it has been handed over to an authorised official of MULTIFLIGHT Flight Centre.

4.9.3 A pilot shall not take off after a forced or precautionary landing without having first obtained the consent of the Chief Flying Instructor.

4.9.4 No information concerning the forced or precautionary landing shall be given to the press or any other unauthorised person without express permission from either the Chief Flying Instructor or a director of the Flight Centre.

4.9.5 Aircraft Damaged

In the event that the aircraft is damaged as a result of a forced or precautionary landing it shall not be moved except in order to save life or avoid further injury until permission has been given by the Air Accident Investigation Branch. In the event that the aircraft has directly or indirectly caused injury or damage to the person or property of third parties neither the pilot or any passenger shall make any admission of liability or offer or promise of payment.

4.10 Aircraft Loading and Weight and Performance Limitations

4.10.1 The pilot in command of the aircraft is to ensure that the aircraft is correctly loaded and that it is operated in accordance with the weight or performance limitations.

4.10.2 The pilot is to ensure that the maximum allowable all up weight is not exceeded and that the centre of gravity remains within limits for all stages of the flight. Seatbelts are to be secured and the PIC is to ensure that any freight or baggage is securely fastened.

4.10.3 Weight and Centre of Gravity calculations are to be made for all flights:

- a) where more than two persons are carried
- b) if baggage is carried
- c) if any person of above average size or weight is carried

4.10.4 Care shall be taken to ensure that the forward C of G limit is not exceeded even though the Max AUW may not have been reached.

4.10.5 Take-off and Landing Performance shall be calculated for all flights

4.10.6 Pilots are to read General Aviation Safety Sense leaflets

4.11 Flying Over the Sea

4.11.1 All pilots planning to fly across the English Channel shall undertake a check flight with a MULTIFLIGHT Flight Centre instructor.

4.11.2 Lifejackets are to be carried for each person on board, and in the case of single engine aircraft they shall be worn throughout the time the aircraft is over the sea. Whenever possible a dingy shall be carried.

4.11.3 In addition to the normal briefing given to passengers the pilot in command of the aircraft shall ensure that they have been briefed in the donning and using of the lifejackets and operation of the dinghy.
Lifejackets shall not be inflated inside the cabin

4.11.4 Pilots are to read Safety Sense Leaflet No 21A DITCHING before flying overseas.

4.11.5 For all flights planned to exceed 5 nm from the coast or when crossing an international FIR boundary, a flight plan (CA48) shall be filed prior to departure

4.12 Consumption of Alcohol and Taking of Drugs Before Flight

4.12.1 A pilot shall not fly any MULTIFLIGHT Flight Centre aircraft within a period of eight hours after consuming any alcoholic drink. Pilots are to increase this period if anything other than moderate amounts of alcohol have been consumed.

4.12.2 No passenger may fly in on any MULTIFLIGHT Flight Centre aircraft when under the influence of alcohol.

4.12.3 Many drugs (even common non-prescription drugs such as aspirin) may have an adverse effect that may not be apparent at the time they are taken. If for any reason it is necessary to take drugs then advice from a doctor approved by the CAA shall be obtained before flying.

4.12.4 The use of recreational drugs, is incompatible with flying and any pilot who has used such drugs shall not fly a MULTIFLIGHT Flight Centre aircraft until he has been certified as fit by a CAA authorised doctor.

4.12.5 Pilots are to read AIC 99/2004 (Pink 72).

4.13 State of Health

4.13.1 Pilots shall not fly as PIC of a MULTIFLIGHT Flight Centre aircraft if he knows or suspects that his physical or mental condition renders him temporarily or permanently unfit to act in that capacity. Pilots shall read ANO Article 32.

4.13.2 Pilots who suffer any illness or injury which causes incapacitation for a period greater than 21 days shall notify the CAA and shall not act in any capacity until cleared to do so by the CAA medical department. ANO 32

4.14 Wake Turbulence

4.14.1 Pilots landing MULTIFLIGHT Flight Centre helicopters to a runway shall adhere to the UK minimum distance and time separation requirements published in AIC 17/99 (Pink 188) when taking-off or landing whether operating in the UK or not. These criteria are:-

When approaching to land:

Behind a Heavy aircraft		8nm	4min
Behind a Medium aircraft	6nm	3min	
Behind a Small aircraft		4nm	2min
Behind a Light aircraft		N/A	N/A

When departing from:

the same position behind other than a Light aircraft	2min
an intermediate position behind other than a Light aircraft	3min

4.15 Night Flying - Supervision

4.15.1 All solo night flying being undertaken to gain a Night Qualification shall be supervised by a MULTIFLIGHT Flight Centre instructor who is qualified to give night flying instruction. The instructor supervising the flying shall sign the pilot's log-book to certify that the number of take-offs and landings claimed is correct.

4.15.2 Pilots shall not carry passengers by night unless they have a night rating (Helicopter)

4.15.3 Pilots who are not within 90 day recency shall conduct any necessary take-offs and landings under the supervision of a Flight Centre Instructor. These may be flown dual or solo.

4.16 Charity Flights

4.16.1 The carriage of a passenger on a private flight assumes that no money has changed hands for the purpose of the flight, other than cost sharing as described in ANO Art 160. Occasionally, unsuspecting pilots may offer a flight as a raffle prize at the local school or fete. Such a flight then becomes a public transport flight under UK law. Where the money paid for the ticket goes to a registered charity, then subject to meeting certain requirements this flight may be conducted by a private pilot. The circumstances and requirements for Charity Flights are published in AIC 79/2005 (White 114)

4.16.2 Any pilot wishing to conduct a Charity Flight in a MULTIFLIGHT Flight Centre aircraft shall obtain the permission of the Chief Flying Instructor in writing. Prior to such permission being considered the pilot shall have read and understood Article 159 of the ANO, and AIC79/2005 (White 114)

5. RULES OF THE AIR AND ATC

5.1 Opening Hours

- 5.1.1 The flying school will be open at time promulgated for flying instruction and hire of aircraft. When considered necessary, the Flying School, will open for early morning flying and night flying.
- 5.1.2 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 with allow flight at night. These PPL holds must have landed 1 hour prior to airport closure.
- 5.1.3 Airport opening hours are available as listed in the UK AIP

5.2 Taxiing Procedures

- 5.2.1 Pilots shall obtain permission from the ATSU before taxiing any aircraft.
- 5.2.2 Taxiing shall be carried out at a speed that will enable the aircraft to be brought to a safe halt in the stopping distance available.
- 5.2.3 Aircraft shall not be taxied into or out of hangers.

5.3 Signals Square and Signals / Instructions from ATC

- 5.3.1 The Signals Square is located in the grass parking area adjacent to the Control Tower. Normally the only signal displayed is a landing 'T'. It shall be noted that the 'T' is only valid during the hours of operation of the Tower, since outside these hours the wind direction could change and make the indicated landing direction no longer appropriate.
- 5.3.2 Signals may be given to an aircraft at any aerodrome by the use of lights. Pilots are to be familiar with all light signals and shall comply with all light signals given by the ATSU.
- 5.3.4 Pilots are to comply with all instructions given by ATC unless it is impossible or unsafe to do so. Where it is not possible to comply or it would be unsafe to comply with an ATC instruction, the pilot shall notify ATC of the reason for non compliance immediately. Pilots are ultimately responsible for their aircraft.
- 5.3.5 Where an Aerodrome Flight Information Service is provided, the FISO may only give instructions to an aircraft up to the holding point prior to departure, and after the landing roll. Pilots are to read back all instructions given by a FISO. Pilots should read back safety related numbers, and acknowledge all messages containing information. All actions in the circuit are at the pilots discretion.
- 5.3.6 An Air/Ground Service only provides basic information and may not give instructions. Pilots shall notify the A/G station of their intentions at all stages of the taxi, take-off and whilst in the circuit or ATZ. Pilots are responsible for deciding the course of action in all circumstances.
- 5.3.7 Pilots are to comply with Rules 17 (7) and 39.

5.4 Circuit Procedures

- 5.4.1 Circuits are not permitted at Leeds / Bradford Airport
- 5.4.2 All circuits shall be flown at 500 feet QFE at Fenton and Dishforth. The circuit direction is variable.

5.4.3 Pilots shall report circuit calls unless advised negative RT

5.4.4 Departing aircraft shall not climb in the overhead unless cleared to do so by ATC

5.5 Zone Exit and Entry Procedures

5.5.1 Pilots are recommended to leave the zone via the following VRPs

- a) To the North – via Harrogate
- b) To the East – via Eccup
- c) To the South – via Dewsbury
- d) To the West – via Keighley

5.5.2 Pilots should request zone entry from Leeds Approach / Radar at least 10nm or 5 minutes from the zone boundary.

5.6 Prohibited and Danger Areas

5.6.1 Pilots shall check the activity state of all Danger Areas adjacent to their intended route when planning cross country flights.

5.6.2 Pilots are to avoid all prohibited areas by at least half a mile horizontally and 500 feet vertically.

5.6.3 The following danger / Restricted areas are within 30 miles of Leeds

- a) R321
- b) R320
- c) R315
- d) D442

5.7 Action after Landing

- 5.7.1 After landing the runway shall be vacated (if used) as expeditiously as possible, consistent with good airmanship. Remember that you are not clear of the runway until you have passed the holding point. Pilots are to advise ATC “Runway Vacated”.
- 5.7.2 On shut down pilots are to ensure the magnetos are not live, the master switch is selected off and the fuel turned off.
- 5.7.3 Pilots shall remove all personal equipment and rubbish from the aircraft and complete the flight details in the Technical Log.
- 5.7.4 After the last flight of the day, the PIC shall ensure that the aircraft is refuelled if required. Covers shall be installed where appropriate, and the aircraft shall be tied down.

5.8 Use of RTF

- 5.8.1 No person shall operate an aircraft radio either in the air or on the ground unless that person holds a valid Flight Radio-Telephony Operators Licence (FRTOL), or is operating under the supervision of the holder of a FRTOL. Student Pilots on solo flights are exempt under (ANO) from the requirement to hold a FRTOL whilst undergoing training for a pilot licence
- 5.8.2 All persons operating an aircraft radio station shall use standard phraseology and procedures in accordance with CAP 413 The Radio Telephony Manual.
- 5.8.3 Pilots are to be familiar with the differences between ATC, AFIS and A/G radio communication services. Pilots shall not request instructions from AFIS and A/G stations as they are only licensed to give information. AFIS may issue instructions up to the holding point prior to departure, and after the landing roll.
- 5.8.4 The phrase “At your Discretion” may be used by a FISO to indicate that he has no controlling responsibilities. The phrase “.....At my Discretion” shall not be read back by the pilot. Pilots shall acknowledge with either the aircraft call-sign, or Roger and the aircraft call-sign.
- 5.8.5 Pilots of radio equipped aircraft shall notify entering and leaving an ATZ and shall maintain a listening watch on the nominated aerodrome frequency whilst they are in the ATZ. (Rule 39)
- 5.8.6 Operation of Aircraft Radios
 - a) Pilots are to ensure that all radio equipment is switched off prior to starting engines. At airfield where start clearance is required the radio shall be switched on to obtain the clearance and then switched off prior to engine start.
 - b) After engine start the radio(s) shall be switched on and the volume/squelch controls adjusted to a comfortable level. Note: the squelch cannot be set correctly whilst the radio is receiving a signal.
 - c) Prior to transmitting a check shall be made to ensure that no other station is using the frequency before transmitting. Operators are to speak clearly and at a speed which permits the recipient to write down any relevant information.
 - d) All radios shall be checked on transmit and received before departure.

5.9 Local Anti-Noise Requirements

- 5.9.1 There are no specific noise procedures at Leeds however, pilots are to avoid attracting attention by

flying unnecessarily low over or adjacent to built up areas. In particular pilots are to comply with the following noise rules:

- a. Always enter / exit the Zone via published VRP's
- b. Avoid overflying Bramhope
- c. Avoid overflying East Carlton
- d. PFLs are not to be practised into the same field twice on the same flight.
- e. Fly at the maximum altitude ATC and weather permits.

5.10 Night Flying - ATC and Emergencies

5.10.1 Night flight in the UK shall be conducted in accordance with IFR. Pilots planning cross country flights at night shall plan their route to be above the safety altitude at all times. Flights are to be flown at Quadrantal levels. Unless a LARS service is available for the entire flight, a flight plan (CA48) shall be filed for the flight. The flight rules shall be IFR however, if the pilot is not instrument qualified the following remark shall be entered in Item 18:

RMK: This flight is required to remain clear of cloud and in sight of the surface at all times.

5.10.2 No Flight Centre aircraft shall take off or land at any aerodrome at night without the agreement of the management. The aerodrome shall be equipped with lighting which is in operation for all take-offs and landings. Instructors may request "restricted" lighting when conducting training for a night qualification.

5.10.3 Engine failures shall not be conducted at night.

5.10.4 Pilots are to ensure that suitable diversion aerodromes are available during the hours of any planned night flights.

5.11 Infringement of Controlled Airspace

5.11.1 Infringement of controlled airspace could at the worst lead to a fatal accident. In any event, even a minor incursion observed by a controller may result in re-direction of a public transport aircraft causing delay and considerable expense to the operator. Pilots are to use all available navigation aids to ensure that they remain clear of controlled airspace unless they have obtained a clearance to enter.

5.11.2 Pilots flying in close proximity to controlled airspace are to obtain a flight information service from the controlling authority whenever possible. The transponder is to be selected on with MODE C (ALT) selected.

5.11.3 In the event that a pilot enters controlled airspace without clearance he shall:

- a) leave controlled airspace by the quickest safe means.
- b) attempt to contact the controlling authority, any nearby ATSU or if unsuccessful London/Scottish Centre, and report the occurrence; Squawk 7000 with Mode C
- c) report the circumstances to the Chief Flying Instructor on landing.

5.12 Checklists

5.12.1 All pilots shall be in possession of the MULTIFLIGHT Flight Centre Check List for the aircraft they are flying.

5.12.2 Pilots shall abide by the handling notes and check-list for each specific aircraft type flown.

5.12.3 The handling notes or check-lists shall not contradict anything set out in the Pilots Operating Handbook or Flight Manual which form part of the aircraft Certificate of Airworthiness.

6. EMERGENCY DRILLS

6.1 Engine Failure after Take-off (Single Engine)

6.1.1 Wherever possible pilots should attempt to land back on the runway if there is sufficient runway remaining or alternatively, land slightly to one side of the runway. **DO NOT ATTEMPT TO TURN BACK.**

6.1.2 If this is not possible carry out the following actions:

- a) Plan to land straight ahead or within 30 degrees
- b) Select Autorotational speed
- c) Advise ATC.

6.1.3 **FLY THE Aircraft FIRST AND FOREMOST.**

6.2 Crash Action

6.2.1 If time permits the following shall be carried out prior to a crash landing:

- a) Turn off fuel and master switch
- b) Check harnesses are as tight as possible
- c) Open the cabin door
- d) Advise all passengers to adopt the brace position
- e) After aircraft comes to rest.... **Evacuate Upwind.**

6.3 Fire in the air

6.3.1 In the event of an Engine fire in the Air, the PIC shall carry out the following actions:

a. Shut down the Engine:

1. Throttle CLOSED
2. Mixture CUTOFF
3. Fuel Selector OFF
4. Fuel Pump OFF
5. Magnetos OFF
6. Heater /Demister OFF

b. MAYDAY CALL – FORCED LANDING, DO NOT RESTART

7. Door UNLATCH
8. Harnesses SECURE
9. Battery master Switch OFF

6.3.2 In the event of a Cabin Fire the PIC shall commence an Emergency Descent, The following drill shall be completed:

1. Electrics OFF (if cause of FIRE)
2. Heater/Demister OFF
3. Air Vents OPEN
4. Fire Extinguisher OPERATE AS REQUIRED

6.4 Fire on the Ground

6.4.1 In the event of a Fire on the ground the PIC shall carry out the following Drill:

- | | | |
|----|-----------------------------------------|---------|
| 1. | Throttle | CLOSED |
| 2. | Mixture | CUT OFF |
| 3. | Fuel Selector | OFF |
| 4. | Fuel Pump | OFF |
| 5. | Magnetos | OFF |
| 6. | Brakes | OFF |
| 7. | Battery master Switch | OFF |
| 8. | EVACUATE ASAP (CONSIDER WIND DIRECTION) | |

6.5 Forced Landing Without Power

6.5.1 In the event of an engine failure at height the pilot shall take the following actions:

- a) Adopt the Autorotation speed.
- b) If height permits, investigate reason for failure: Fuel – Pressure; Pump ON; QTY – Tanks; Mixture Rich; Ignition BOTH; Carb Heat ON
- c) Attempt Restart using Starter Motor
- d) Look for suitable field - Size; Shape; Slope; Surface; Surrounds WIND
- e) MAYDAY CALL
- f) Plan descent into field aiming to land one third in.
- g) If engine fails to start by 1000 ft agl carry out engine shut down:

- | | | |
|----|---------------|---------|
| 1. | Fuel | OFF |
| 2. | Magnetos | OFF |
| 3. | Throttle | Closed |
| 4. | Mixture | CUT OFF |
| 5. | Master switch | OFF |
| 6. | Door | OPEN |
| 7. | Brakes | OFF |
| 8. | Electrics | OFF |

6.6 Forced Landing With Power

- 6.6.1 A forced landing with power, or a precautionary landing, is usually made necessary due to deteriorating weather, the approach of darkness or a low fuel state. With proper pre-flight planning and in-flight monitoring precautionary landings can normally be avoided.
- 6.6.2 If a precautionary landing is necessary then the decision to conduct such a landing shall be taken early enough to allow as much time as possible for executing the landing.
- 6.6.3 Pilots shall take the following actions in the event of making a precautionary landing:
- a) In the event of deteriorating visibility the aircraft should be flown at a safe slow speed
 - b) In the event of lowering cloud the aircraft shall be flown below cloud but at or above the minimum safe altitude and towards the direction where the cloud is highest
- 6.6.4 The following procedure for landing shall be adopted once a safe landing site has been found:
- a) Fly the Helicopter at a safe slow speed
 - b) Over fly the landing site, in the landing direction, examining the site for any obstructions which might preclude a landing
 - c) on finals to the landing site examine the suitability of the surface for landing.

6.7 Ditching

- 6.7.1 Pilots planning flight over water are to read GA safety Sense Leaflet No 21A Ditching. In the event of ditching pilots are to comply with the procedures laid down in SSL 21A. Where specific procedures are included in the Aircraft manual then those techniques shall override all others.

6.8 Radio Failure

- 6.8.1 Pilots are to be familiar with the radio failure procedures. In most cases radio problems are more likely to be induced by the operator. In the event of a suspected radio failure the following shall be checked:
- a) Ensure that the correct frequency has been selected and that the volume control is correctly set. Check intercom ON.
 - b) If a second radio is available try that radio.
 - c) If a second headset is available try that headset, or try the Aux PTT button
- 6.8.2 Pilots experiencing a total radio (communications) failure are to squawk 7600 and return to base or divert and land at the nearest suitable airfield. Pilots shall expect and comply with light signals.

7. ACCIDENT, INCIDENT & AIRPROX REPORTING

7.1 Requirement to Report Accidents

- 7.1.1 A reportable accident means an occurrence associated with the operation of an aircraft which takes place between the time when any person boards the aircraft with the intention of flight and such time as all persons have disembarked there from, in which anyone associated with the aircraft, or a third party, is killed or injured or the aircraft sustains damage or structural failure which requires major repairs or replacement of the affected component.
- 7.1.2 The captain or, if he is incapacitated, the Operators shall immediately notify the Chief Inspector, Air Accidents Investigation Branch, Department of the Environment, Transport and the Regions **Tel (01252) 512299** and the local police authorities. .
- 7.1.3 Pilots are to read AIC 97/2002 (Pink 43).

7.2 Occurrence Reporting

- 7.2.1 Any person should report any occurrence which hazards or if not corrected could hazard an aircraft, its occupants or any other person. These occurrences shall be reported on CAA Occurrence Report Form 1673. (ANO article 142.)

Such reports shall be forwarded to :

Safety Data Department, Civil Aviation Authority, Safety Regulation Group
Aviation House, Gatwick Airport South, West Sussex. RH60YR

Tel: 01293 573220
Fax: 01293 573972

- 7.2.2 Pilots are to read AIC 26/2006 (Pink 96).

7.3 Requirement to Report An AIRPROX

- 7.3.1 An AIRPROX report shall 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.' AIC 15/1999 (Pink 186)
- 7.3.2 Pilots wishing to report an AIRPROX should, whenever possible, make their initial report by RTF to the appropriate ATSU with a follow -up report on form CA 1094 to the United Kingdom AIRPROX Board. This will help to ensure that all parties are identified, thus enabling a prompt investigation to be carried out. Initial reports must be confirmed in writing within seven days by completing the full AIRPROX reporting procedure.

7.3.3 The AIRPROX reporting procedure is mainly designed to investigate incidents occurring inside controlled airspace.

All report forms shall be sent to:

The Director UKAB
Hillingdon House
Uxbridge
Middlesex
U1310 ORU

Tel: 01895 815121
Fax: 01895 815124

The AIRPROX procedures are detailed in UK AIP ENR Section 1. 14 and the UK Manual Of Air Traffic Services (MATS) Part 1, Section 6, Chapter 2.

8. LOCAL REGULATIONS

8.1 Smoking Prohibitions

- 8.1.1 Smoking is prohibited anywhere on the Multiflight site

8.2 Care Of Flying Equipment

- 8.2.1 The PIC shall be responsible for all equipment loaned or borrowed from the Flight Centre. Equipment whether or not included as part of the hire of an aircraft, shall be returned to the company in the same condition that it was supplied in.
- 8.2.2 Any loss or damage, whether accidental or otherwise, shall be reported to the Chief Flying Instructor. Any damage that is deemed not to be fair wear and tear may be charged to the borrower.

8.3 Disciplinary Action for Breach of Local Orders And Regulations

- 8.3.1 Members who do not comply with the Flying Order Book or any other Rules published by the Flight Centre shall be liable to disciplinary action.
- 8.3.2 Members who enter into the dispute with Flight Centre or bring the Flight Centre into disrepute shall also be liable to disciplinary action.
- 8.3.3 Students undergoing training who breach the Flight Centre Rules shall in the first instance be interviewed by the Head of Training who shall enter the details of any flying related breaches in the student training record.
- 8.3.4 In the case of practices being followed by any student, member or employee which have been deliberately designed or have the effect of endangering aircraft, persons or property, the Company shall take all steps it deems necessary under the Air Navigation Order to prosecute those concerned and to seek adequate reparations.

8.4 Indemnity For Personal Injury

- 8.4.1 It is the individual responsibility of pilots to ensure that adequate insurance is carried and that all such policy certificates are valid and current. Details of the precise terms of the insurance cover under which Company aircraft are operated may be supplied on request.
- 8.4.2 Pilots are reminded that, in line with most aircraft insurance policies, personal injury cover is only extended to third parties and passengers. Pilots shall make their own arrangements for personal accident insurance.
- 8.4.3 A list of recommended insurance brokers is available on request.

8.5 Priority of Flights

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

- a) Examinations
- b) Students
- c) Solo Hiring
- d) Trial Lessons
- e) Any Additional Bookings (i.e. Students who have more than one lesson a day)

8.6 Cancellations and Non Attendance

If less than 24 hours notice of cancellation is given the Flying School reserves the right to charge a £50 cancellation fee.

If a Student or PPL Holder fails to attend their booking the Flying School reserves the right to charge a £50 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 £50 cancellation fee.