



**FLYING ORDER  
BOOK**

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## **Applicability**

These Flying Orders detail the operation of Club Aircraft, and Standard Operating Procedures at Phoenix Aviation. In the event that there is any conflict between these orders and the current Air Navigation Order, Air Navigation (General) Regulations or the Rules of the Air Regulations, then these orders are subordinate to the above except when these orders are more limiting, in which case these orders shall apply.

## **Phoenix Aviation Aircraft**

References in these orders to 'Club Aircraft' mean any aircraft which, from time to time, are owned or operated by Phoenix Aviation.

## **Compliance**

No member or employee of Phoenix Aviation 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 Phoenix Aviation will indicate their knowledge of the contents of these orders by signing this Flying Order Book prior to first flying, or giving instruction in, a Club Aircraft, and thereafter by signing annually or whenever any amendment is introduced, whichever is the sooner.

## **Amendments**

No amendments to these orders shall be made by handwritten changes. All amendments are to be made by reissuing the relevant page(s) and by updating the Amendment Record.

The amendment record shall be signed by the Chief Flying Instructor to indicate that it reflects the current revision status of these orders.

## **Phraseology**

Throughout these orders where the male pronouns he, him, and his are used they should be read as he/she, him/her, and his/hers etc.. The use of the male pronouns is intended to make the text less cumbersome.

## **Copyright**

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**I agree to the Terms & Conditions published by Phoenix Aviation and the Orders within this Flying Order Book. I acknowledge and am satisfied that MCA Daedalus Aerodrome, Lee-on-Solent has adequate facilities for the safe conduct of flights for the purpose of private hire and instructional purpose. In addition, I agree to ensure that any aerodrome I intend to operate into or out of has adequate facilities for the safe conduct of Club Aircraft.**

**This book must be signed by everyone on an Annual basis to confirm his or her understanding of the orders.**

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PHOENIX AVIATION FLYING ORDER BOOK

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>

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## RECORD OF AMENDMENTS

Amendments to Phoenix Aviation Flying Order Book will be published at least once a year, on January 1<sup>st</sup>. Marginal lines are used to indicate new or revised text.

AMENDMENT NUMBER	AMENDMENT DATE	INCORPORATED BY	INCORPORATED ON
1			
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## DISTRIBUTION LIST

COPY NUMBER	INDIVIDUAL COPY
1	Master
2	Portacabin
3	Steve Cockshott
4	Spare

## Section 1 General

### 1.1 Description

Phoenix Aviation is a CAA Registered Training Facility based at MCA Daedalus Aerodrome, Lee-on-Solent (an unlicensed airfield), providing aircraft hire and tuition, including ground exams, for PPL and NPPL students.

Club Aircraft available include the Piper Warrior II, and Piper Archer III.

### 1.2 Flying Order Book

All members of Phoenix Aviation (Instructors, PPLs and Students) must sign this Flying Order Book to confirm that they agree to and understand the following, *BEFORE* they fly solo, or with students on PPL or NPPL training.

Additional information regarding the hire of Club Aircraft may be found in the 'Terms & Conditions of Hire' which are available on the Booking page at the Web site - [www.phoenixaviation.net](http://www.phoenixaviation.net).

### 1.3 Aerodrome Manual

All pilots are to be conversant with the specific procedures published in the MCA Daedalus Aerodrome Manual and the Power Pilots Guide (available at <http://www.eghf.co.uk/>), and all relevant and appropriate legislation and guidance material prior to operating Club Aircraft.

### 1.4 Smoking

Smoking is prohibited:

- a) In the vicinity of fuel installations
- b) Anywhere near aircraft in the process of being refuelled
- c) In any aircraft
- d) On the area of the apron
- e) Inside the portacabin

### 1.5 Care of Flying Equipment

The PIC shall be responsible for flying equipment belonging to Phoenix Aviation and shall return any such equipment in the same condition as it was supplied.

If any such equipment is damaged or becomes unserviceable, this shall be reported to the CFI or any Phoenix Aviation director at the earliest possible opportunity. Any damage not deemed to be fair wear and tear may be charged to the hirer.

No equipment normally carried on a Club Aircraft is to be removed without the prior permission of the CFI or a Phoenix Aviation Director.

## **1.6 Breach of Local Orders & Regulations**

Members who do not comply with the Flying Order Book or any other Rules published by Phoenix Aviation, or who bring the club into disrepute shall be liable to disciplinary action, including expulsion from the club.

## **1.7 Indemnity for Personal Injury/Aircraft Insurance**

All Club Aircraft are comprehensively insured for the hull value, and the third party passenger and legal liability up to a combined single limited of £4,000,000 with £7,500,000 Crown Indemnity. However, in all cases an insurance excess of £750 is payable. It should be noted that the commander of an aircraft involved in an incident in any Club Aircraft where an insurance claim is made may be liable for the insurance excess.

The aircraft commander will remain liable for insurance excess and other liabilities in respect of the aircraft hull, its contents and any third party claim of liability arising from the following acts or deeds: the illegal operation of any aircraft, aircraft operation outside the terms & conditions and operating limitations of the aircraft and its pilots operating manual, operation of any aircraft outside the geographical limitations of the policy or policies of insurance of the aircraft, any accident or incident occasioned by the willful wanton, negligent or illegal act of the commander or any of its occupants.

PPL holders and Instructors should check their own insurance policies with regard to validity whilst flying private aircraft, as not all personal insurance policies cover this activity. The age limit for pilots flying Club Aircraft is 80. Additional restrictions apply on G-BWUH in that all pilots must have at least 100 PIC, and ab-initio flying training is not permitted. All pilots fly at their own risk.

## **1.8 Membership**

No person may act as PIC in a Club Aircraft unless he has:

- a) Completed a membership form applying for Ordinary Membership, and
- b) Been accepted by Phoenix Aviation as a member in that category, and
- c) Paid such membership fees as required.

No person shall fly in a Club Aircraft unless he has completed a membership form as either an Ordinary or Temporary member.

## **1.9 Aircraft Booking and Cancellation**

Aircraft booking and cancellation is via a secure electronic 'on-line' reservation system, administered by the Chief Flying Instructor.

## **1.10 Payment for Aircraft Hire/Flying Services**

Email invoices will be sent in relation to any hire or purchases made, and preferred methods of payments include cash, cheque or bank transfer. Credit Card facilities are available on request.

## **Section 2 Authorisation and Documentation**

### **2.1 Air Navigation Order and Rules of the Air**

Pilots are required to familiarise themselves with the rules and regulations affecting Civil Aviation, with particular reference to the Air Navigation Order, the Rules of the Air Regulations and the Air Navigation (General) Regulations.

For ease of reference, some of the more important extracts of the above legislation are included in later paragraphs of this Flying Order Book.

### **2.2 Flight Authorisation**

All flights in Club Aircraft must be authorised. Qualified pilots with a valid pilot's licence may either self-authorise, or be authorised by a Phoenix Aviation Instructor. Student pilots must always be authorised by a Phoenix Aviation Instructor. The authorisation confirms that the nature of the intended flight is in accordance with these orders.

The pilot in command is to initial the tech log before the flight to signify:

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

### **2.3 Completion of Booking Out Form**

Details of all flights outbound from Lee-on-Solent (even if 'local') must be entered onto the Booking Out Form prior to departure. One of the main purposes of this document is to maintain a record of the pilot and passengers on-board an aircraft should, for example, overdue action become necessary. Together with the completed membership forms this provides all the required information.

### **2.4 Flying Tuition from MCA Daedalus and Bembridge Aerodromes**

Training Flights are permitted at MCA Daedalus during normal hours of operation and are subject to the same safety regime as 'standard' GA flights.

There is a provision that resident aircraft "...may operate outside of these times **with permission and subject to oversight by a third party** who will witness the movement and be responsible for calling the emergency services in the event of an accident."

A Rescue Fire Fighting Service (RFFS) is not required at unlicensed aerodromes. However, note that RFFS via both HPASU and MCA **ARE** available during normal operating hours at Lee-on-Solent Airfield.

There are three caveats relating to circuit training at Lee-on-Solent:

- a) No solo student flying.
- b) No dual circuits when PNGC are operating without the specific agreement of the PNGC Duty Instructor.
- c) All circuits to be 'wide' – i.e. the normal GA circuit which remains clear of Stubbington.
- d) Bembridge **MUST** be contacted for PPR prior to departing for circuit training there, especially at the weekends: **ATC 01983 873331**.

## 2.5 Completion of Aircraft Technical Log and Notification of Defects

- a) At the conclusion of each flight the aircraft tech log must be completed, along with a record of any defects that have arisen during the flight. When landing away from Lee-on-Solent the aircraft tech log must accompany the aircraft for this purpose.
- b) If a defect has arisen and there is any doubt about the serviceability of the aircraft then the CFI or a director of Phoenix Aviation must be consulted before any further flight is undertaken.
- c) All defects are to be checked against the Deferred Defects List. Any defect which does not affect the airworthiness of the aircraft may be deferred by either an engineer or an instructor.

## 2.6 Requirements for Solo Flying

Pilots hiring aircraft for solo flying, with or without passengers, shall meet the requirements in 2.7 below relating to licence, ratings and medical currency.

All licensed pilots on joining Phoenix Aviation shall undertake an initial dual check flight with a Phoenix Aviation Instructor before being allowed to fly as PIC in Club Aircraft. (Note: This rule applies regardless of the pilot's previous experience).

No pilot shall fly a Club Aircraft unless they possess, and if required produce, logbook evidence of having flown as PIC during the immediately preceding one calendar month in an aircraft of similar type to the Club Aircraft. (Phoenix Aviation Instructors need not comply with this requirement, but must verify the suitability of their currency with the CFI).

If this requirement cannot be met, a dual flying check shall be flown with a

Phoenix Aviation Instructor. These check flights shall be kept as short as possible consistent with safety, and will be conducted in as helpful and constructive a manner as possible to provide maximum benefit.

## **2.7 Possession of Current Licence, Ratings and Medical**

Pilots are to be in possession of a valid pilot's licence, relevant ratings and medical certificate before acting as pilot in command of a Club Aircraft. In order to be valid:

- a) The licence and medical certificate shall be signed by the holder.
- b) The medical certificate expiry date shall not have been exceeded.
- c) The licence or log book shall contain a valid Certificate of Test or a valid Certificate of Experience for the Class or Type of aeroplane to be flown.
- d) For flight in IMC, the licence shall contain a valid IMC rating or a valid IR or have embedded privileges (UK CPL and ATPL) unless under instruction.
- e) If the flight involves flight at night, the licence shall contain a night qualification (unless the pilot is undergoing training for a night rating).

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.

Student pilots flying solo shall have a valid medical certificate.

## **2.8 Regulations for Carriage of Passengers**

Pilots shall not carry a passenger in a Club Aircraft unless, prior to the flight, each passenger has completed a membership form as a temporary member. There is no charge for temporary membership.

Pilots are responsible for ensuring that their passengers are fully briefed regarding emergency procedures and exits and are able to exit the aircraft safely in the event of an emergency.

A pilot shall not fly as pilot in command, with passengers, unless within the preceding 90 days they have made at least 3 takeoffs and 3 landings. For the purpose of carrying passengers at night the PIC shall hold a night qualification and shall have conducted at least 1 take off and landing at night in the preceding 90 days.

## **2.9 Compilation of Pilot's Log Books**

All pilots shall keep a personal flying logbook in accordance with the requirements of the Air Navigation Order. This order states that every member of the flight crew of a UK registered aircraft and every person who engages in flying for the purpose of qualifying for the grant or renewal of a licence under this order, shall keep a personal flying logbook in which the following particulars shall be recorded:



- a) Name and address of the holder of the logbook.
- b) Particulars of the holder's licence (if any) to act as a member of the flight crew of an aircraft.
- c) Name and address of employer (for professional pilots).
- d) Particulars of all flights made as a member of the flight crew of an aircraft, or while flying for the purpose of qualifying for the grant or renewal of a licence under this order, shall include:
  - i) Date, duration and places of arrival and departure of each flight.
  - ii) The type and registration marks of the aircraft.
  - iii) The capacity in which the holder acted in flight.
  - iv) Particulars of any special conditions under which the flight was conducted, including night flying and instrument flying.
  - v) Particulars of any test or examination undertaken whilst in flight.
  - vi) Particulars of any test or examination whilst in a flight simulator, including:
    - i) The date of the test or examination.
    - ii) The type of simulator.
    - iii) The capacity in which the holder acted.
    - iv) The nature of the test or examination.
    - vii) Entries are to be made in black or blue ink, neatly and legibly.

## **Section 3 Aircraft Handling**

### **3.1 Introduction**

The procedures within this section are in addition to standard aircraft operating procedures for the safe conduct of flight.

### **3.2 Aircraft Check Before Flight**

The commander shall reasonably satisfy himself before the aircraft takes off:

- a) That the flight can safely be made, taking into account the latest information available as to the route and aerodromes to be used, the weather reports and forecasts available and any alternative course of action, which can be adopted in case the flight cannot be completed as planned;
- b) NOTAMs, Navigation warnings, Bulletins, Royal Flights have been checked;
- c) That the equipment (including radio apparatus) required to be carried in the circumstances of the intended flight is carried, and is in a fit condition for use;
- d) That the aircraft is in every way fit for the intended flight, and that where a certificate of maintenance review is required to be in force, it is in force and will not cease to be in force during the intended flight;
- e) All up to date maps and charts are used with adequate coverage for navigational errors, and that tracks etc. are clearly marked;
- f) Where necessary the PIC has completed a weight & balance calculation, referred to the relevant performance graphs & tables and applied the necessary public transport safety factors to ensure that the flight can be carried out safely;
- g) A flight plan has been prepared (if applicable);
- h) There are sufficient flying hours and calendar days before the next check to allow the aircraft to complete the intended flight and return to Lee-on-Solent;
- i) All appropriate documentation required under the ANO is carried on the flight.

### **3.3 Precautions when Starting Engines**

Before starting an aircraft, pilots shall check the following:

- a) Tie downs, control locks and covers are removed.
- b) Chocks are removed and clear of the parking area.
- c) The aircraft is so positioned that the slipstream will not cause damage to

property, persons or other aircraft, and that the propeller is clear of stones and loose chippings.

- d) Tyre pressures are normal.
- e) There is a clear path by which the aircraft may be taxied off the apron.

If, after starting the engine, the oil pressure has not registered within thirty seconds, the engine shall be shut down. The CFI or a director of Phoenix Aviation shall be informed as soon as possible.

Under no circumstances is an engine to be started or run without a qualified pilot at the controls.

Pilots shall not start the engine by hand swinging the propeller.

### **3.4 Manoeuvring & Taxiing of Aircraft**

Pilots are required to exercise extreme caution whilst manoeuvring aircraft on the apron or manoeuvring area due to the limited space available. Aircraft are not to be taxied or moved in wind speeds exceeding the laid down weather minima for the type of flight being conducted.

Unless obstructed, aircraft must be taxied on and off the Phoenix Aviation apron across the white concrete strip.

Due to the proximity of the blue fence, rudder/instrument checks **must not** be carried out while taxiing parallel to it – always maintain the centerline.

Aircraft must not be taxied by PPLs/Students in ground windspeeds above 25 knots. The absolute limit for taxiing is a ground windspeed of 30 knots.

Owing to limited gate width on the Western taxiway this must not be used, and Club Aircraft must be backtracked on the runway. It is likely that this requirement will be changed during 2010 once a safe and satisfactory operating procedure is developed.

### **3.5 Running up Procedures**

Power checks and pre takeoff checks shall only be carried out where permitted in the Aerodrome Manual, clear of other aircraft and where the slipstream will not cause damage or disturbance to other aircraft, persons, buildings or installations.

### **3.6 Runway Backtracks**

All pilots flying Club Aircraft are required to take a full length backtrack on Runway 05 at Lee-on-Solent. Instructors are able to exercise their own discretion in order to expedite a departure, subject to traffic conditions.

Note that, when gliding is in operation, a full length backtrack is denoted by the position of the white cones, as per the Aerodrome Manual.

### **3.7 Turns After Takeoff**

Pilots shall not make turns immediately after take-off below 500ft AGL unless required as part of a noise abatement procedure or for purposes of terrain clearance.

When taking off from Runway 05 at Lee-on-Solent, a left hand turn should be delayed to avoid flying over any part of Stubbington village.

When noise abatement procedures require a turn below 500 ft, no turn shall be commenced until the aircraft has passed the screen height of 50 ft, or the end of the runway. No turns are to be commenced until the aircraft has achieved the published climb speed. The angle of bank shall not exceed 15 degrees in the climbing turn for single engine aircraft.

### **3.8 Unusual Manoeuvres**

A pilot authorised to carry out practice aerobatics or stalling shall do so at a height that will enable him to recover not below 3000 feet AGL, or 2500 feet AGL in the case of an instructor.

Aerobatics stalls or spins shall not be carried out over aerodromes, populated areas, in controlled airspace or danger areas and clear of cloud.

Under no circumstances shall aerobatics or spinning be carried out in any Club Aircraft not specifically cleared for these manoeuvres.

Solo spinning practice is prohibited.

Formation flying is not permitted in Club Aircraft, unless both aircraft are occupied by instructors and both aircraft are flying for the purpose of formation flying practice, or specific authorisation has been given by the CFI.

Should an aircraft's limiting speeds or stress limits be exceeded the pilot is to notify an instructor immediately on completion of the flight.

Should any pilot make a heavy landing or swing excessively after landing, an instructor is to be notified immediately.

### **3.9 Practice Forced Landings**

Practice forced landings shall only be carried out when authorised by a Phoenix Aviation instructor. Pilots are to ensure that the practice forced landing is carried out over open countryside away from built-up areas, clear of controlled airspace, danger or restricted areas and well clear of active airfields.

Pilots are to comply with Rule 5 of the UK Rules of the Air when carrying out practice forced landings – see 3.10 below.

### 3.10 Low Flying Regulations

Pilots shall at all times comply with Rule 5 of the UK Rules of the Air as detailed below. Where more than one prohibition applies, the greatest height required must be used.

The low flying prohibitions are as follows:

- (a) Failure of power unit  
An aircraft shall not be flown below such height as would enable it to make an emergency landing without causing danger to persons or property on the surface in the event of a power unit failure.
- (b) The 500 feet rule  
Except with the written permission of the CAA, an aircraft shall not be flown closer than 500 feet to any person, vessel, vehicle or structure.
- (c) The 1,000 feet rule  
Except with the written permission of the CAA, an aircraft flying over a congested area of a city town or settlement shall not fly below a height of 1,000 feet above the highest fixed obstacle within a horizontal radius of 600 metres of the aircraft.
- (d) The land clear rule  
An aircraft flying over a congested area of a city, town or settlement shall not fly below such height as would permit the aircraft to land clear of the congested area in the event of a power unit failure.
- (e) Flying over open-air assemblies  
Except with the written permission of the CAA, an aircraft shall not fly over an organised open-air assembly of more than 1,000 persons below the higher of the following heights:
  - (i) 1,000 feet; or
  - (ii) such height as would permit the aircraft to land clear of the assembly in the event of a power unit failure.
- (f) Landing and taking off near open air assemblies  
An aircraft shall not land or take-off within 1,000 metres of an organised, open-air assembly of more than 1,000 persons except:
  - (i) at an aerodrome, in accordance with procedures notified by the CAA; or
  - (ii) at a landing site which is not an aerodrome, in accordance with procedures notified by the CAA and with the written permission of the organiser of the assembly.

Any pilot who flies below 500 feet AGL other than during take-off or landing (e.g. due to adverse weather conditions) shall submit a written report to the CFI.

### 3.11 Exemptions from Low Flying Prohibitions

The exemptions from the low flying prohibitions are as follows:

- (a) **Landing and taking off**

- (i) Any aircraft shall be exempt from the low flying prohibitions in so far as it is flying in accordance with normal aviation practice for the purpose of:
  - (aa) taking off from, landing at or practising approaches to landing at; or
  - (bb) checking navigational aids or procedures at, a Government or licensed aerodrome.
- (ii) Any aircraft shall be exempt from the 500 feet rule when landing and taking off in accordance with normal aviation practice or air-taxiing.
  - (aa) Landing and taking off at a training aerodrome
- (i) Any aeroplane of which the maximum total weight authorised does not exceed 2730kg shall be exempt from the low flying prohibitions in so far as it is flying in accordance with normal aviation practice in the circumstances specified in sub-paragraph (iii).
- (ii) Any helicopter or gyroplane of which the maximum total weight authorised does not exceed 3175kg shall be exempt from the low flying prohibitions in so far as it is flying in accordance with normal aviation practice in the circumstances specified in sub-paragraph (iii).
- (iii) An aeroplane or helicopter or gyroplane flies in the circumstances specified in this sub-paragraph if:
  - (aa) it is flying for the purpose of taking off from, landing at or practicing approaches to landing at a training aerodrome; and
  - (bb) the flight is one on which instruction in flying is being given to a person or a flying test is being performed by a person for the purpose of becoming qualified for the grant of a pilot's licence or the inclusion or variation of an aircraft rating, a night rating or a night qualification in a licence.
- (iv) For the purposes of sub-paragraph (iii), a "training aerodrome" means an aerodrome which the commander of the aircraft is satisfied on reasonable grounds has adequate facilities for the safe conduct of flights on which instruction in flying is being given to a person for the purpose of becoming qualified for the grant of a pilot's licence or the inclusion or variation of any rating or qualification in the licence.

**(b) Captive balloons and kites**

None of the low flying prohibitions shall apply to any captive balloon or kite.

**(c) Special VFR flight and notified routes**

- (i) Subject to paragraph (ii), any aircraft shall be exempt from the 1,000 feet rule if:
  - (aa) it is flying on a special VFR flight; or
  - (bb) it is operating in accordance with the procedures notified for the route being flown.

- (ii) Unless the written permission of the CAA has been obtained, landings may only be made by an aircraft flying under this exemption at a licensed or Government aerodrome.

### **3.12 Weather Minima**

Phoenix Aviation does not impose minima for the hire of Club Aircraft, but note that the weather minima at Lee for non public transport flights are 800ft cloud base and flight visibility of 1500 metres.

However, pilots are required to ensure they conduct all flights within the limitations of their individual licence and the limitations of the aircraft.

### **3.13 Instrument Flying (Actual and Simulated)**

Pilots wishing to fly a Phoenix Aviation aircraft in IMC shall hold a valid IMC rating, an IR, or a UK professional pilots licence with embedded IMC privileges. All pilots shall be in current flying practice.

Pilots wishing to practice instrument flying or approaches shall comply with the provisions of Rule 6 and 7 of the Rules of the Air Regulations.

When instrument practice and approaches are conducted in VFR, with or without screens, a safety pilot shall be carried. The safety pilot shall be qualified to act as PIC on the class or type of aircraft being flown. Where practice is conducted in IMC, the safety pilot shall hold a valid instrument qualification.

### **3.14 Go-Around Actions**

Pilots shall go-around whenever it is apparent that it would be unsafe to continue the approach or attempt a landing.

In the event of a go-around the pilot shall select full power and select an attitude which will give the correct climbing speed. Carburettor air shall be selected fully cold. Drag flap shall be retracted immediately and the remaining flap retracted in stages. The aircraft's climbing attitude shall be adjusted and trim level to maintain the correct climbing speed.

### **3.15 Aircraft Checks After Flight**

The commander of the aircraft of the last flight of the day shall ensure that the aircraft is secure with parking brake on, controls secured as appropriate and that the aircraft cover is put on at all times.

### **3.16 Refuelling Procedure**

Aircraft shall not be taxied directly towards fuel pumps or fuel bowsers, and shall have at least ten feet clearance between the fuel pump and any part of the

aircraft.

Aircraft shall be properly "shut down" with all switches, including magnetos, off and (where present) keys out.

Pilots or passengers are not permitted in the aircraft during refuelling.

The pilot is to ensure that the correct type, grade and quantity of fuel is loaded – 100LL in the case of the Warrior IIs and Archer III.

Fuel quantities must always be verified by visual inspection and/or physical measurement. No reliance should be placed on aircraft tech log entries made by a previous pilot, or by fuel consumption calculation alone.

Fuel uplifted at any aerodrome away from base will be refunded at a maximum price corresponding to its base airfield, subject to a corresponding invoice being provided by the pilot.

### **3.17 Running Changes**

PPL holders and passengers are forbidden to embark or disembark with engine running.

### **3.18 Night Flying**

Night flying at MCA Daedalus is not permitted.

Night flying away from Lee-on-Solent shall only be undertaken by a suitably qualified pilot.

Pilots shall not carry passengers by night unless they have conducted 3 takeoffs and landings in an aircraft of the same class or type as sole manipulator of the flying controls in the previous 90 days. One of the takeoffs and landings shall have been conducted at night, unless the pilot holds a professional pilot licence with a valid IR.

Pilots who are not within the 90-day recency shall conduct any necessary takeoffs and landings under the supervision of a Phoenix Aviation Instructor.

### **3.19 Flying over the Sea**

Pilots who have not previously flown as PIC to an over-water destination outside Great Britain shall undertake a check flight with a Phoenix Aviation Instructor, or as otherwise authorised by the CFI, before taking an aircraft on such a journey.

Lifejackets are to be carried for each person on board and shall be worn throughout the time that the aircraft is over water.

Where appropriate an EPIRB must be carried, and consideration should also be given to the carriage of a liferaft.



In addition to the normal briefing given to passengers, the pilot in command of the aircraft shall ensure that they have been briefed regarding the donning and use of lifejackets and, where appropriate, the deployment and operation of the liferaft. Lifejackets (and the liferaft) shall not be inflated inside the cabin.

For all flights planned to exceed 5 nm from the coast or when crossing an international FIR boundary, a flight plan (form CA48) shall be filed prior to departure - see CAP 694.

If a personal AFPEX account is not held for submission of the flight plan, you may use Phoenix Aviation's account.

### **3.20 Care of the Aircraft away from Base**

The PIC shall take all reasonable precautions to ensure the safety and security of the aircraft. This shall include securing the aircraft, using chocks and tie downs if available, installing gust locks, pitot covers and aircraft covers, if available, removing the key and locking the aircraft.

### **3.21 Consumption of Alcohol, taking other Drugs before Flight**

Pilots wishing to fly in a Club Aircraft, either dual or solo, shall not consume alcohol within the 8-hour period before the flight.

Passengers must not be allowed to enter a Club Aircraft when drunk, or to become drunk during flight.

Anyone wishing to fly a Club Aircraft, whether dual or solo, shall not take or have taken or be under the influence of any drug or any form of medication which could adversely affect their ability to control the aircraft or could imperil the safety of the flight in any way.

### **3.22 State of Health**

A pilot shall not fly as PIC of Club Aircraft if he knows or suspects that his physical or mental condition renders him temporarily or permanently unfit to act in that capacity.

A pilot who suffers 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.

### **3.23 Wake Vortex Turbulence**

Pilots flying Club Aircraft shall adhere to the UK minimum distance and time separation requirements when taking off or landing.

### **3.24 Safety Altitude**

#### **IFR Flight**

All flights conducted under IFR shall be planned to operate at a quadrantal level above the safety altitude. The Safety altitude shall be 1000ft above the highest obstacle within 5nm of track. Maximum elevation figure (MEF) may be used to calculate the Safety Altitude (SA) by adding 1000 feet to the MEF value. In some cases this may result in a higher flight level than desirable.

#### **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 3nm of the aircraft.

### **3.25 Charity Flights**

Charity flights shall not be conducted in Club Aircraft without the specific written permission of the CFI.

### **3.26 Flights of Club Aircraft not Based at Lee-on-Solent**

Where a Club Aircraft is flown from a base which is other than MCA Daedalus, Lee-on-Solent, then these orders will apply insofar as they are applicable to Phoenix Aviation's standard operating procedures.

Additional check flights may be required for both familiarisation with the Airfield in question, the aircraft and any specific local procedures, at the discretion of the CFI.

Aerodrome standing operating procedures and minima will be those applicable at the Airfield in question.

## Section 4 Unusual Circumstances

### 4.1 Action when Uncertain of Position

A pilot may be considered to be "**uncertain of position**" as opposed to lost if all of the following conditions are true:

- a) A ground feature, which should have been observed, was not sighted and at least 10 minutes has passed since the ETA for that point.
- b) No other ground feature is visible which is sufficiently unique to confirm position.
- c) The actions described in this order have not yet been carried out.

A pilot may be considered "**lost**" when any of the following conditions are true, in addition to those above:

- a) 20 minutes or more has elapsed since the last known position.
- b) Attempts have been made by the pilot to establish his position (e.g. by checking the flight log for obvious errors, trying to identify one or more ground features, using radio navigation aids) without success.
- c) There are other factors which add to the urgency of the situation, e.g. poor visibility, low cloud, approaching nightfall, low fuel, technical problems, possibility of inadvertent entry into controlled airspace or danger zone, or anxiety of the pilot or any passenger.

Pilots who are uncertain of their position are to:

- a) Conduct a FRED A check to assess endurance, fuel balance and DI synchronised.
- b) Maintain VMC, and avoid flight into deteriorating weather.
- c) Ensure the correct heading is being flown according to the flight log.
- d) Check the flight log to ensure the times/headings appear to be sensible, i.e. no gross obvious errors.
- e) Look for features on the ground which may be identifiable on the chart. If it requires taking up a different heading to investigate a feature, this should be noted, with the time, on the flight log.
- f) Use radio navigation aids and other equipment to help identify position, provided the pilot is familiar with their correct operation.

If the actions above do not succeed in resolving the position, the pilot is to either:

- a) Contact a ground station in the known vicinity, which can offer assistance, e.g. by providing a radar or VDF service. The pilot is to advise the station that he is uncertain of position, request assistance in determining position,

and comply with subsequent instructions, or

- b) Contact Distress and Diversion on 121.5 MHz, advise them of the situation, then comply with subsequent instructions.

## **4.2 Action When Lost**

The pilot shall ensure that the actions of 3.5 have been complied with, assuming that the radio is working correctly. This should resolve the "lost" status, and allow the pilot to either continue to his destination or divert to a suitable alternate.

In the event that the radio communications are unsuccessful, the pilot shall squawk 7700 (emergency) and:

- a) Climb to a higher altitude which may give better visibility and radio range.
- b) Assuming communications are not established, put out a blind call on 121.5 MHz giving the details regarding the flight including persons on board, and pilot's intentions.

The pilot should consider flying in a direction which he believes should lead to an area which is safe (e.g. no high ground, no controlled airspace) and/or conducive to easy recognition (e.g. the coast).

If a suitable airfield/airport is found, the pilot should land there, using good airmanship and non-radio procedures if the correct frequency is not known or the radio does not work.

If no suitable airfield/airport is found, the pilot shall carry out a precautionary landing, before problems are encountered due to other hazards such as worsening weather, nightfall, or fuel starvation.

## **4.3 Landing at an Unintended Destination**

If a landing is made, other than at the original intended destination, the pilot is to contact the nearest ATC unit and notify them of the diversion. If a flight plan has been filed, the pilot is to ensure that the ATC unit at the original destination aerodrome is informed within 30 minutes of the planned ETA.

In the event of a forced landing, the captain of the aircraft shall ensure that Phoenix Aviation and the police are notified. The aircraft's safekeeping is the captain's responsibility.

## **4.4 Forced and Precautionary Landing**

The highest priority of the pilot is to minimise the risk to human life, by taking whatever actions are appropriate, given the circumstances. Once this has been accomplished, action should be taken to minimise the risk of further damage to aircraft and property.

The pilot shall notify Phoenix Aviation with details of the incident and ensure the local police have been informed. The pilot shall not attempt to take-off from the

landing site, and shall ensure that the aircraft is left safe with magnetos off, key removed, fuel off and brakes on.

If 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 nor any passenger shall make any admission of liability or offer or promise of payment.

#### **4.5 Controlled Airspace Infringements**

Pilots who find themselves in controlled airspace without ATC clearance shall immediately leave that airspace by the safest route available and if at all possible contact the relevant ATSU at the time.

Pilots who realise that they have entered controlled airspace, as above, shall inform the Air Traffic Control Unit responsible for that airspace, as soon as possible. In addition, they shall also report the infringement to the CFI, immediately after landing at Lee-on-Solent.

## Section 5 Check Lists and Emergency Drills

### 5.1 Use of Check Lists

Pilots shall operate to an 'approved checklist' appropriate to the aircraft.

In flight, checks may be carried out from memory but shall conform to the checklist.

An 'approved checklist' is one that complies with the aircraft certification document and has been written in conjunction with the pilots operating handbook for that aircraft.

### 5.2 Use of Emergency Check Lists

All pilots shall be familiar with the emergency drill and checks in accordance with the approved checklist for that aircraft. These shall include:

- a) Engine failure after take off
- b) Crash action
- c) Fire in the air
- d) Fire on the ground
- e) Forced landing without power
- f) Forced landing with power
- g) Ditching

### 5.3 Flights Over Water

Pilots planning a flight over water are to read GA Safety Sense Leaflet No 21 "Ditching". A copy of this leaflet is included in the aircraft documents. In the event of ditching pilots are to comply with the procedures laid down in SSL 21.

Where specified procedures are included in the Aircraft manual then those techniques shall override all others.

### 5.4 Radio Failure – General

Pilots are to remain familiar with radio failure procedures. In the event of suspected radio failure check:

- a) Correct frequency selected and volume is correctly set,
- b) Check intercom ON,
- c) If a second radio is available try that radio,
- d) If a second headset is available try that headset, or switch the radio from 'headset' to 'speaker' (if functioning).

Pilots experiencing a total radio failure are to squawk 7600 and return to base, or

divert and land at the nearest suitable airfield. Pilots shall comply with light signals.

## **5.5 Radio Failure – In the Circuit**

- a) Continue in the circuit maintaining position in traffic sequence
- b) Transmit blind circuit position reports
- c) Observe tower for light signals
- d) Vacate runway
- e) In the event of a go-around, subject aircraft shall fly a further circuit, complying with light signals (if any).

## Section 6 Accident, Incident and Airprox Reporting

### 6.1 Requirement to Report Accidents

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.

For full details, see the Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 1996 at [http://www.opsi.gov.uk/si/si1996/Uksi\\_19962798\\_en\\_1.htm](http://www.opsi.gov.uk/si/si1996/Uksi_19962798_en_1.htm).

The captain, or if he is incapacitated the Operators, shall immediately notify the:

Air Accidents Investigation Branch  
Berkshire Copse Road  
Aldershot  
Hampshire  
GU11 2HH  
Tel: 01252 510300  
Fax: 01252 376999  
Email: [enquiries@aaib.gov.uk](mailto:enquiries@aaib.gov.uk)

**Tel: 24 hour Accident Reporting line: 01252 512299**

**and** the local Police Authorities.

### 6.2 Mandatory and Voluntary Reporting of Occurrences

A reportable occurrence in relation to an aircraft includes any incident which endangers or which, if not corrected, would endanger an aircraft, its occupants or any other person. If in any doubt as to whether or not an occurrence should be reported the pilot should seek the advice of the CFI.

Full details may be found at <http://www.caa.co.uk/docs/33/CAP382.PDF>.

These occurrences shall be reported on CAA Occurrence Report Form SRG 1601 - <http://www.caa.co.uk/docs/33/SRG1601active.pdf> - within 96 hours of the event.

Reports shall be forwarded to:

Safety Data  
Civil Aviation Authority  
Safety Regulation  
Group Aviation House  
Gatwick Airport South  
West Sussex RH6 0YR

e-mail: [sdd@caa.co.uk](mailto:sdd@caa.co.uk)



Fax: 01293 573972 Tel: 01293 573220

### **6.3 Requirement to Report an AIRPROX**

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.

Pilots wishing to report an AIRPROX should, whenever possible, make their initial report by RTF to the appropriate ATSU (prefixing the call 'AIRPROX') 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.

The AIRPROX reporting procedure is mainly designed to investigate incidents inside controlled airspace. However, an AIRPROX may be reported outside controlled airspace.

All report forms shall be sent to:

The Director  
UK Airprox Board  
RAF Northolt  
West End Road  
Ruislip Middlesex

HA4 6NG

Tel: + 44 (0)208 842 6051 Fax: + 44 (0)208 842 6056

The AIRPROX procedures are detailed in UK AIP ENR Section 1.14 and the UK AIP (MIL) ENR 1.14.

In addition, when operating a Club Aircraft, the Airprox shall be reported by the pilot to Phoenix Aviation as soon as the aircraft lands at Lee-on-Solent, or at the intended destination.