

KENT MICROLIGHT AIRCRAFT CLUB STANDING ORDERS

All club members must be fully aware of the standing orders that have been issued by the committee and updated February 2019.

No 1 – Documentation and Recording of Flying Time

- a] Every member will be responsible for filling in the technical log of their aircraft, and ensure that it complies with all airworthiness requirements of the CAA and BMAA.
- b] Holders of a Private Pilots Licence MUST have a valid Certificate of Experience, or Test, in their logbook (Valid 13 months). Logbooks must be up to date with each entry completed fully.
- c] All members' aircraft MUST be fully legal and have a current Permit to Fly.
- d] All pilots MUST have a valid Declaration of Health or higher medical certificate.
- e] The pilot in command of any flight is responsible for the flight authorisation in the airfield records booking-out book. This is kept in the caravan and is a legal requirement to be completed prior to flight.
- f] All pilots MUST have third party insurance at the specified level. Pilots must also be aware of the latest mandatory passenger liability regulations and apply where necessary.
- g] It is the responsibility of club members to ensure that all visitors to the club field possess a current airfield map, hold third party insurance, have had a briefing and obtained permission (PPR) on the day.

No2 – Flying Restrictions

- a] Passengers must not be carried unless the pilot holds a full valid licence. If the pilot has not flown for 90 days then he/she must not carry passengers until three take off and landings have taken place. This is now the law under the new JAR requirements.
- b] No Dual Instruction may be given on any aircraft except by appointed Instructors.
- c] All pilots in charge of tandem flexwing aircraft must be seated in the front seat and the passenger in the rear seat. In a side by side aircraft the pilot in command must be in the left-hand seat. If the Pilot in command wishes to allow the second seat person to experience handling of the aircraft's controls the control must be returned to PIC above 1000 ft agl.
- d] No student of solo standard may fly without the direct authorisation of the CFI. Students must conform with all the directions given by their Instructor in respect to the route, purpose, headings, heights and times.
- e] Members will not fly any aircraft if they have consumed alcohol within the previous eight hours.
- f] A qualified flying instructor must give all air experience flights (failure to comply with this rule will lead to membership being withdrawn). If you require further clarification on this point please discuss the matter with the CFI or any committee member. This does not apply if you are taking a friend for a flight and no money [other than shared fuel costs] is exchanged.
- g] If a pilot changes from flying weight shift to 3-axis or vice-versa, then conversion training must be undertaken. This will be followed by taking the simple alternative control test conducted by any QFI and their logbook endorsed. Please note this is a mandatory club rule not a recommendation. This important rule is to ensure we keep the highest possible level of safety in the club. Pilots flying without having undertaken proper conversion with an instructor have resulted in accidents in the past.
- h] If a pilot purchases a new aircraft which is different to the style they currently fly, it is recommended they fly with an instructor or person with suitable experience on the new aircraft type first to familiarise themselves with any subtle differences.
- i] Pilots must always fly in accordance with the placarded aircraft limitations and Permit to Fly

No3 – Cross-Country Flying

- a] Every member must follow the correct procedure in the respect of gaining the necessary permission for any proposed land-out, and details of the correct joining and circuit pattern. PPR means just that: prior permission must be requested before each flight.

- b] Knowledge of lost procedures is essential, together with the necessary action to take in the event of an unplanned land-out. Students will be briefed by their instructor.
- c] Members are responsible for obtaining all the necessary meteorological information for the flight, destination airfield data and en-route details. Students will be advised by their instructor .
- d] A contact telephone number should be left in the booking-out book together with the intended destination and estimated time of return. (We normally keep a Membership list with the signing in book which will have members phone numbers)
- e] Every pilot must ensure that they have sufficient fuel and oil for the intended flight, including an adequate safety reserve.
- f] If you use a radio then ensure you hold a radio operator's licence – this is required by law.
- g] A current map covering the intended flight must be carried; GPS alone is not sufficient.

No4 – Starting engine and taxiing and parking

- a] Pilots must start their aircraft in the designated area.
- b] A loud and clear warning of *Clear Prop!* must be shouted, after having first taken a careful look around. Remember to pause to wait for any reply.
- c] Aircraft must be positioned where there is a clear forward run-out. Do not point towards other aircraft, vehicles or people.
- d] Helmets, where applicable, must be worn and chocks put in place if the aircraft is not adequately braked.
- e] Do not start any aircraft where its slipstream could cause damage to another aircraft, hangar, caravan etc. Point the aircraft into a clear, open and safe space.
- f] For those aircraft that are started by hand swinging, or with the pilot positioned outside the aircraft: ensure the person swinging the propeller has had proper instruction in this potentially dangerous activity. Aircraft must be chocked.
- g] Never step out of an aircraft with the engine still running.
- h] Aircraft must be taxied slowly, considering the proximity of other aircraft, people, animals and other hazards.
- i] Taxiing aircraft *must* give way to aircraft landing or taking off.
- j] All landing aircraft must turn left to clear the runway – unless it is physically impossible.
- k] Parking must be in the designated areas; do not park on the runway.

Remember: Good airmanship starts on the ground

No 5 – Emergency Procedures

In the case of an accident at Harringe where the Emergency services are required then:

Assess the situation, stay calm and don't panic. The pilot *not* the machine is the priority.

A fire extinguisher, first-aid kit, wire-cutters and hacksaw are on site.

Use a mobile phone, or go to the farmhouse or model aircraft field. Give concise directions to the farm. The address, Postcode and co-ordinates are by the signing in book.

No 6 – Reporting Procedures

All accidents / incidents involving damage to an aircraft at any site used by the club member must be reported to the Safety Officer, CFI and, if applicable, the BMAA. Forms are available from the Safety officer and CFI.

No 7 – Local Flying at club field [see map and circuit procedures on club website <http://www.flyingadverts.co.uk/air-field.htm>]

Pilots are in sole charge of their aircraft and responsible for all pre-flight checks and passenger briefings.

Members may invite guests provided:-

- The guest is regarded as a safe, responsible and suitably experienced pilot
- The guest is advised that all flying from the club field is undertaken solely at the pilot's risk.
- The guest must have 3rd party insurance
- The guest must read the airfield instructions at <http://www.flyingadverts.co.uk/airfield.htm> and must bring a copy with him/her
- The club member is responsible for ensuring the above are in place and give a briefing to the guest - to include local circuit, exclusion areas, hazards such as power lines and model aircraft, condition of the field and possible presence of sheep or farm vehicles.
- Consideration must be given to how much runway they need. We are 380 metres.
- The guest will be expected to make blind calls on the microlight frequency 129.830
- We are normally microlight only, but make occasional exception if the plane looks like it might be a microlight or subject to agreement with a Committee member

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