

STANDARD OPERATIONAL PROCEDURES MANUAL

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Use of the term 'He' throughout this document, when referring to a pilot, is done merely to avoid the repetitious use of 'He/She'

GLOSSARY

A/G	Air/Ground
AFIS	Aerodrome Flight Information Service
AFM	Aircraft Flight Manual
AGL	Above Ground Level
AIC	Aviation Information Circular
AIP	Airport Information
AME	Aviation Medical Examiner
ANO	Air Navigation Order
AN(G)	Air Navigation (General) Regulations
ASC	Asymmetric Committal Height
ATC	Air Traffic Control
ATZ	Air Traffic Zone
ATPL	Airline Transport Pilots Licence
ATSU	Air Traffic Service Unit
CAA	Civil Aviation Authority
CFI	Chief Flying Instructor
CPL	Commercial Pilots Licence
CRI	Class Rating Instructor
DH	Decision Height
EASA	European Aviation Safety Authority
EFATO	Engine Failure after Take-off
FCL	Flight Crew Licencing
FDP	Flying Duty Period
FI (R)	Flight Instructor (Restricted)
FIR	Flight Information Region
FISO	Flight Information Service Officer
FNPT	Flight Procedure Navigation Trainer
FRTOL	Flight Radiotelephony Operators Licence
FTO	Flight Training Organisation
GA	General Aviation
HoT	Head of Training
IAS	Indicated Air Speed
ICAO	International Civil Aviation Organisation
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Certificate
IR	Instrument Rating

JAA	Joint Aviation Authority
JAR	Joint Aviation Requirements
LAMS	Light Aircraft Maintenance Schedule
LARS	Lower Airspace Radar
LDA	Landing Distance Available
MD	Managing Director
MDA	Minimum Decent Altitude
ME	Multi Engine
MEF	Maximum Elevation Figure
MEL	Minimum Equipment List
MEP	Multi Engine Piston (Land) Class Rating
METAR	Meteorological Report
MOGAS	Motor Gasoline
MSA	Minimum Safe Altitude
NFD	Nil Further Defects
NOTAMS	Notices to Airmen
PAT	Professional Air Training Ltd
PEC	Pressure Error Correction
PFL	Practice Forced Landing
PIC	Pilot in Command
P1/S	Pilot in Command Under Supervision
PLOG	Planning Log
RT	Radiotelephony
SE	Single Engine
SOP	Standard Operating Procedures
SSL	Safety Sense Leaflet
SSR	Secondary Surveillance Radar
TAF	Terminal Area Forecast
TOC	Top of Climb
TOD	Top of Descent
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions
VRP	Visual Reference Point

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Introduction

a) Applicability

This manual details the operation of aircraft used by Airtime. In the event that there is any conflict between this manual and the current ANO, AN(G) Regulations, or EASA regulations, then this manual is subordinate to the above, except when this manual is more limiting, in which case this manual shall apply.

b) Compliance

No customer or employee of Airtime shall be absolved from compliance with this manual or any other relevant notices or regulations because of ignorance of their existence, content, or effect.

e) Distribution

The Standard Operational Procedure Manual will be distributed to all pilots and instructors flying any of the Airtime aircraft.

Smoking Prohibitions

No smoking is allowed in any of the aircraft or at any time when airside. In addition, it is a legal requirement that there is no-smoking within our premises.

Care of Flying Equipment

Care must be taken at all times in the use of any flying equipment provided. In the event of loss or damage through negligence the last known user will be held responsible and may be required to compensate Airtime for that loss or damage.

The pilot-in command is responsible for returning to Operations all borrowed equipment, including life-jackets, headsets and security gate keys.

Indemnity for Personal Injury

All aircraft operated by Airtime are insured as Normal Category aircraft. Insurance cover complies with Regulation (EC) 785/2004 and includes legal liability to third parties and passengers up to a minimum of £2,500,000 combined limit and a £7,500,000 Crown Indemnity limit.

Building Fire Regulations

Smoke alarms are not installed in our buildings.

Fire exits are available at each end of the North and South side of Building 103 and are clearly marked.

Fire extinguishers are available around the building.

In the event of fire, all occupants of the building will leave immediately by one of the emergency exits and will congregate in the car park on the North side of the building.

Health and Safety Policy

Airtime has a Health and Safety Policy which is attached. All customers are requested to note the following two statements

- Airtime also requests that its customers are alert to any potential risk to health and safety, in the workplace or whilst using equipment or systems provided by Airtime, and to immediately notify a member of staff of any possible problem.

Cleanliness of Premises

All other refuse shall be disposed of in the waste paper bins provided.

Coffee and tea cups shall be returned to the kitchen after use and washed up.

All spillages of tea, coffee, sugar etc in the kitchen shall be washed up immediately they occur.

Mobile Telephones

Even in 'standby', portable telephones periodically transmit a signal. If carried on board an aircraft they must always be switched off. Their use is **NOT** permitted in any Airtime aircraft at any time other than extreme emergency.

Customer Accounts

Airtime requires customers to maintain their account either fully paid up or in credit at all times. Airtime reserves the right to immediately suspend services if a customer is not in credit and does not provide funds on request.

An administration fee of £15 will be charged if account is not paid after 48 hour post flight and will be increased by £15 per week of non payments.

Pilot in Charge Obligations

Amongst other things the PIC shall:

- a) Organise to meet an agreed departure time, taking into account the time for planning, briefing, preparation and pre-flight checks. This may mean planning and briefing on the previous day to meet an early time slot.
- b) Keep up-to-date with all relevant information e.g. actual and forecast weathers, including the forecast for the days ahead, NOTAMS, A.I.C.s, U.K. Air Pilot, A.N.O., and any relevant JAA/EASA documents.
- c) Sign the Technical Log record for each flight and report any defects found with the aircraft.

Authorisation of Flights

All flights that take place shall be authorised by an Airtime Instructor or Operations Staff.

- a) Dual Instructional Flights

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

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b) Hire Flights.

All hire flights made are to be authorised by an instructor or Operations Staff. The person authorising the flight is responsible for ensuring that the pilot is fully qualified and certified to carry out the flight.

c) Completion of Authorisation Sheets/Technical logs – Pre-flight

Before any flight the pilot will enter details and will sign the appropriate line on the Technical Log sheet for that day.

The Technical Log must be signed prior to any flight regardless of whether a hirer or, when the aircraft is being used for CAA test, by the examiner.

The pilot-in-command must check that all documents are to hand and correct before each flight.

d) Completion of Authorisation Sheets/Technical logs – Post-flight

Times recorded will be airborne and local. The duration will be determined by using the conversion minutes to decimals and Hobbs meter.

The relevant line on the Technical Log sheet must be completed immediately after flight by the pilot in command, together with a record of any defects that have arisen during the flight. Where there are no further defects, an 'NFD' entry shall be made and signed by the PIC.

Fuel usage must be calculated for the flight and fuel on arrival must be entered.

All aircraft defects must be notified to a member of Airtime staff. Where possible, any new defects must be discussed with Operations or the FI, before entering them into the Technical Log sheet and Deferred Defect Record. Where this is not possible and particularly if there is a potential safety issue, the defect must be entered.

If there are no further defects beyond those already recorded in the Technical Log/Deferred Defect Record, the commander will enter NFD (Nil Further Defects) and sign.

Aerodrome Opening Hours

- a) The opening hours of Bournemouth Airport are from 06:30 to 21:30 local time
- b) Flights conducted outside this period are subject to restrictions and substantial charges applied by the Airport Authority, Any intended flying outside the opening hours must be specifically agreed in advance with Airtime management or operations and paid for by the hirer.

Command of Aircraft

- a) All pilots are required to have demonstrated their competence and shall undergo a check flight with a Airtime instructor or suitably qualified member of staff prior to flying in a Airtime aircraft as pilot-in-command.
- b) A pilot who has not flown as pilot-in-command an aircraft within the previous 90 days shall undergo a check flight with an Airtime flying instructor or suitably qualified member of staff prior to acting as pilot-in-command.
- c) A pilot who has not flown from Bournemouth Airport in the past shall undergo a check flight with an Airtime flying instructor or suitably qualified member of staff prior to acting as pilot-in-command.
- d) A pilot who has not flown as pilot-in-command an aircraft of the same type within shall undergo differences training with an Airtime flying instructor prior or suitably qualified member of staff to acting as pilot-in-command.

Pilot Responsibilities

- a) Pilots are to comply with the Air Navigation Order 2009 (ANO), Air Navigation (General) Regulations and the Rules of the Air. In particular, pilots are to read and comply with the ANO articles and the Rules of the Air available in the Planning room.
- b) The Pilot in Command is to initial the Technical Log before any flight. This is to signify that the following actions have been performed:
 - i) The suitability of the weather, including that forecast for any proposed alternate, has been checked.
 - ii) The aircraft and the equipment required for the flight is serviceable, and the Check A has been or will be completed in accordance with the LAMS Schedule.
 - iii) There is sufficient time available on the aircraft to complete the flight before the next scheduled maintenance.
 - iv) All NOTAMS relevant to the proposed flight have been checked.
 - v) All maps, charts and navigational equipment will be available as required during the flight.
 - vi) All other crewmembers and passengers will be briefed before flight on all relevant safety matters e.g. wearing of harnesses, and actions in the event of possible in-flight emergencies e.g. emergency evacuation of the aircraft.

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- c) If a defect has arisen and there is any doubt about the serviceability of the aircraft then either an engineer, operations staff or an instructor are to be consulted before any further flight is undertaken.
- d) All defects are to be checked against the Deferred Defects Record; either an engineer, operations staff or an instructor may defer a defect which does not affect the airworthiness of the aircraft. Such defects, in addition to being entered on the technical log, shall also be entered on the Deferred Defect Record.
- e) Before flight, the pilot-in-command is to ensure that that all the required aircraft documents as described in Section 12 below are current and valid. .
- f) All uplifts of fuel and oil shall be entered in the Technical Log, together with the departure levels of fuel and oil, and the arrival levels of fuel.

Carriage of Passengers

- a) Passengers may be carried on 'Charity Flights', provided the flight is carried out in accordance with the relevant AIC.
- b) The pilot-in-command is fully responsible for the safety of all his passengers at any time when they are airside.
- c) A passenger briefing (refer to ANO) must be given before flight and will include/exit from the aircraft (including emergency actions), the use of safety belts and harnesses

If the flight is intended to go outside gliding distance from land, the pilot in command of the aircraft shall ensure that all passengers have been briefed in the donning and using of the lifejackets (and operation of the dinghy, if available). **Lifejackets should not be inflated inside the cabin.**

- d) 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 in the same class of aeroplane, one of these take offs and landings to be carried out at night if the aircraft is to be flown at night and the pilot does not hold a valid Instrument Rating.
- e) For the purpose of instructional flights, flying with an instructor he is considered to be crew not a passenger.

However, if the instructor has not carried out three take-offs and landings as the sole manipulator of the controls in the past 90 days in that class of aircraft, he should not carry any back-seat passengers other than another instructor.

- f) Pilots shall not carry passengers who may have acquired the right to fly by virtue of winning a competition or raffle. Such a flight may constitute a Public Transport Flight. Whilst there is a provision to fly passengers on Charity Flights, all such cases shall first be referred to operations.

- g) Any pilot wishing to conduct a Charity Flight in a Airtime aircraft shall obtain the permission of the operations staff in writing. Prior to such permission being considered the pilot shall have read and understood the relevant Article of the ANO, and the relevant AIC.

Aircraft Documentation

The Technical Log

Contains details of all information considered necessary to ensure continued flight safety. Such information includes:

- (i) The aeroplane type and registration mark.
- (ii) The date and place of take-off and landing.
- (iii) The times at which the aeroplane took-off and landed.
- (iv) The running total of flying hours, such that the hours to the next scheduled maintenance can be determined.
- (v) Details of any defect to the aeroplane known to the commander affecting airworthiness or safe operation of the aeroplane, including emergency systems. Provision is made for the commander to date and sign such entries. NFD should be entered where no defect, beyond those already recorded, is found.
- (vi) The quantity of fuel and oil uplifted and the quantity of fuel available in each tank, or combination of tanks, at the beginning and end of each flight; provision for the time when ground de-icing and/or anti-icing was started and finished, and the type of fluid applied, including mixture ratio fluid:water. NOTE: The performance of de-icing and anti-icing activities does not require a PART 145 approval.
- (vii) The pre-flight inspection signature.

Deferred Defects

The Deferred Defect Record sheets contain deferred defects that affect or may affect the safe operation of the aeroplane and should therefore be known to the aeroplane commander. Each page of this section must contain the company's name and page serial number and provision is made for recording the following:

- (i) a cross-reference for each deferred defect such that the original defect can be identified on the particular page of the Technical Log;
- (ii) the original date of occurrence of defect deferred;
- (iii) brief details of the defect;
- (iv) details of the eventual rectification carried out and its Certificate of Release to Service or a clear cross-reference back to the document that contains details of the eventual rectification.

Maintenance

- the Current Certificate of Airworthiness
- the current Certificate of Release to Service
- the current Airworthiness Review Certificate

General

- Certificate of Registration
- Radio Licence
- Noise Certificate if issued
- Mass and Balance Schedule
- Certificate of Insurance
- Minimum Equipment Lists
- Interception Procedures
- Aircraft CAA Test Approval Form 176

The aeroplane Technical Log System is a paper based system.

It is the aircraft commander's responsibility to ensure all sections of the technical log are completed after each flight. Only the commander or a licensed engineer are authorised to enter, defer and clear deferred defects.

List of Documents, Forms and Additional Information to be Carried

- (a) The following documents are to be carried on every flight, and the former is to be easily accessible to the crew:
 - (i) Aircraft POH
 - (ii) Certificate of Airworthiness (normally filed in the technical log book)
- b) The following documents or copies thereof belonging to the respective aeroplane are to be carried on each individual flight where the aircraft is landing away. When the aircraft is returning to the airfield of departure without a land-away it is not necessary to carry the documents:
 - (i) Certification of Registration;
 - (ii) Noise Certificate (if applicable);
 - (iii) Air Operator Certificate (if applicable);
 - (iv) Aircraft Radio Licence;
 - (v) Third Party Liability Insurance Certificate(s);
 - (vi) Weight and Balance Schedule;
- (c) Each flight crew member shall, on each flight, carry a valid flight crew licence with the appropriate and valid rating(s) required for that flight.

Retention of Documents

Copies of Technical logs of all aircraft used for approved training shall be maintained for a period of 5 years.

Possession of a Current Licence/Rating

- a) All pilots are to be in possession of a valid pilot licence and medical certificate before acting as pilot in command of an aircraft.

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- i) The licence and medical certificate shall be signed by the holder
 - i) The medical certificate expiry date shall not have been exceeded
 - ii) The licence shall contain a valid Certificate of Revalidation for the Class or Type of aeroplane to be flown.
 - iii) For flight in IMC, the licence shall contain a valid IMC rating, or a valid IR, or have embedded instrument flying privileges (UK CPL and ATPL).
 - iv) If the flight involves flight at night, the licence shall contain a night rating or qualification, or a valid IR.
- b) 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. This includes a medical certificate valid in the State of licence issue.
- c) Requirement for a Radiotelephony Licence.

No person shall operate an aircraft radio either in the air or on the ground unless that person holds a valid Flight Radiotelephony Operator's Licence (FRTOL), or is operating under the supervision of the holder of a FRTOL. Pilots holding ICAO pilot licences shall hold a valid Flight Radiotelephony Certificate with RT privileges in the English language.

PIC licences, medical forms, pass ports or a photo ID's are to be presented to Operations Staff for inspection prior to initial rental of Airtime Aircraft. If PIC is intending to travel abroad, pass ports of PIC and any passengers are to be presented to operations staff, all forms will be photo copied and held on file.

Compilation of Pilot's Log Books

Pilots are responsible for ensuring that they maintain a personal logbook in accordance with the ANO. Details of all flights are to be entered into the logbook as soon as practical after each flight.

Airside Safety Points

Airside safety points include the following:

- a) Any locks between landside and airside shall always be secured.
- b) The approved High Visibility jacket shall always be worn when airside, and secured at the front.
- c) The pilot in command or acting PIC shall visually check the fuel and oil before each flight.
- d) The actions defined in Part B, section 2.4, Precautions When Starting Engines shall be particularly noted.

- e) Great care shall be taken when taxiing out of and into the parking area, in particular looking out for loose objects, tie downs, concrete blocks, etc.
- f) The actions to be taken by student pilot, instructor/examiner, in a real emergency, shall be agreed before flight. Also, any back seat observer shall be involved as appropriate e.g. advising the crew of an unsafe situation, or assisting as required during a real emergency.
- g) All aircraft will be secured with the control lock, pitot cover, chocks and tie-downs if available, after each flight, and the aircraft cover shall be put in place after the last flight of the day.

Wake Turbulence

Bournemouth Airport handles a wide range of aircraft from basic training aircraft to jet aircraft such as the 767. Inevitably aircraft will be required to take-off or land behind medium to heavy aircraft. All pilots should familiarise themselves with the relevant pink AIC on wake turbulence.

Requirement to Report Accidents

- a) 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.
- b) The Captain or, if he is incapacitated, the Operator shall immediately notify:
 - . The Chief Inspector, Air Accidents Investigation Branch.
 - . Department of the Environment, Transport and the Regions
Tel (0 1252) 512299
 - . The local police authorities and
 - . Personnel Licensing Department (Head of Standards) FAX: 01293 573996.
- c) Pilots are to read the relevant AICs on reporting accidents

Requirement to Report Occurrences

- a) 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 in accordance with the requirements of CAP 382 (The Mandatory Occurrence Reporting Scheme: Information and Guidance) and the ANO. Such reports shall be forwarded to:

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Safety Investigation and Data Department
Civil Aviation Authority Aviation House
Gatwick Airport South
West Sussex.
RH60YR
Tel: 01293 – 573646
Fax: 01293 – 573972

Personnel Licensing Department (Head of Standards)
FAX 01293 573996

- b) Pilots are to read the relevant AIC on Occurrence Reporting

Requirement to Report an AIRPROX

- a) 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 should read the relevant AIC
- b) 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 7 days by completing the full AIRPROX reporting procedure
- c) 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
 - RAF Uxbridge
 - Middlesex
 - UB10 0RU
 - Tel: 01895-815121/2/5/8
 - Fax: 01895-815124
 - E-mail: ops@airproxboard.org.uk

Requirement to Report A BIRDSTRIKE or NEAR MISS Incident

- a) Under the ANO, it is mandatory to report any incident causing damage to an aircraft, which might affect flight safety. BIRDSTRIKE reporting is mandatory if significant damage has occurred.
- b) Details of all BIRDSTRIKES causing significant damage are to be reported using CAA Form CA 1282 and sent to:
 - Civil Aviation Authority

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Aerodrome Standards Department
Aviation House
Gatwick Airport
South West Sussex
RH6 0YR

- c) In order to increase the statistics database regarding less significant Birdstrikes and "near miss" incidents, pilots are requested to report them using Form CA 1282 when:
 - i) Bird aircraft collision is observed
 - ii) Direct physical evidence of a strike is found
 - iii) Any incident in which a flight is affected irrespective of whether an actual collision occurred
 - iv) For further details see the relevant AIC

Health and Safety Policy

Health and Safety Procedures

The management accepts its legal responsibilities under the Health and Safety at Work Act 1974 and associated legislation and Codes of Practice, and gives its full commitment to doing everything practicable to protect the safety, health and welfare of all its employees and customers, and any other persons whose health and safety may be affected by the company's business.

To this end this plan for the management of health and safety is communicated to all its employees and customers and put into effect by management.

We recognise the link between health and safety, quality and efficiency, and place high priority on effective management, and on adequate planning and investment, to ensure that health and safety objectives are met in the operation and maintenance of all equipment and systems of work.

We recognise that people are a vital resource, and priority will be given to the effective control of risks. In so doing, the support of all employees and customers is needed to avoid accidents and ill-health, and the associated cost and disruption.

All employees are reminded of their personal legal responsibilities and are asked to do everything they can to prevent injury to themselves and to others and, for our part, we will provide all necessary training, information and instruction to all our employees.

We also ask our customers to be alert to any potential risk to health and safety, in the workplace or whilst using equipment or systems, and to immediately notify a member of staff of any possible problem.

Adequate financial, human or other resources will be made available to ensure the effective implementation of this policy, and proper monitoring procedures will be established to monitor health and safety performance and ensure good communication and co-ordination.

We undertakes to:

- provide and maintain equipment and systems of work that are safe and without risks to health
- ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- provide such information, instruction, training, and supervision as is necessary to ensure the health and safety of employees and customers
- maintain all places of work under our control, including means of access and egress, in a condition that is safe and without risk to health

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- provide and maintain a working environment that is safe and without risk to health, and provide appropriate facilities for welfare
- identify and assess all risks, and their elimination or control
- comply with the statutory requirements as a minimum standard for health, safety and welfare of employees at work, all customers and all others for whom we have statutory obligations
- ensure that effective arrangements exist to deal with any large scale emergency
- ensure that the roles and responsibilities of individuals are clearly defined
- recognise the link between efficiency and safety and health, and minimise the costs, losses and disruption which arise from accidents, ill health and dangerous occurrences
- ensure that employees are aware that they are required to work safely and to co-operate with managers in all matters that affect their health and safety at work

Bournemouth Specific Radio Failure Procedures

LOCAL Radio Failure procedures have been advised by Bournemouth ATC and are as follows:

Aircraft who experience radio failure whilst in the circuit must orbit twice on the base leg to the runway being used, looking out for other circuit and joining traffic, then watch out for the appropriate signals from the Tower before proceeding to final and receiving the signal to land. Landing aircraft must vacate the runway at the nearest exit.

Depending upon whether the aircraft has been operating generally to the North or South of the airfield, the pilot will proceed to the northern zone boundary or Hengisbury Head and once there, orbit four times between 1500 and 2000ft looking out for other traffic that may be entering the zone and whom he may follow in towards the airfield. If no other aircraft are seen the pilot will proceed to the base leg of the main runway observed to be in use, having selected landing/taxi lights and orbit on base leg at 1500 ft, watching for the relevant light signals from the Tower.

Where an aircraft carries a transponder, the R/T squawk code 7600 must be used.

The above procedure may only be used when the weather conditions are such that the general airfield area is visible from the entry point and the cloud ceiling is no lower than 2000ft. Controllers should note, however, that the pilot may be experiencing some further emergency and will enter the zone at his discretion regardless of the weather limitations.

Light Signals

Continuous red light to a/c in flight: give way, continue circling

Flashing red light to a/c in flight: aerodrome not available for landing

Continuous green light to a/c in flight: you may land

Flashing green light to a/c in flight: await permission to land

