

COPY NO: 1
Civil Aviation Authority - P.L.D.

WEST LONDON AERO CLUB FLYING ORDER BOOK

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ABBREVIATIONS

AGL	Above Ground Level
AIC	Aeronautical Information Circular
Airfield	Aerodrome
AOPA	Aircraft Owners and Pilots Association
ATC	Air Traffic Control
ATZ	Air Traffic Zone
CAA	Civil Aviation Authority
CAP	Civil Aviation Publications
CFI	Chief Flying Instructor
CTR	Control Zone
FI	Flying Instructor
FI (R)	Flying Instructor Restricted
FIR	Flight Information Region
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Conditions
JAR-FCL	Joint Aviation Requirements - Flight Crew Licencing
LDA	Landing Distance Available
MATZ	Military Air Traffic Zone
NOTAMS	Notices to Airman
PA28-161	Piper Warrior Aircraft
PAN Call	An Urgency Message
PPL (A)	Private Pilots Licence (Aeroplane)
QFE	Barometric Pressure at Aerodrome Level
QNH	Observed Barometric Pressure at Mean Sea Level
SVFR	Special Visual Flight Rules
TORR	Take Off Run Required
WLAC	West London Aero Club

RECORD OF AMENDMENTS

Amendment no.	Date	Initials
FOB01	September 2002	DC
FOB02	November 2003	
FOB03	January 2004	
FOB04	July 2004	
FOB05	September 2004	
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FOB10	October 2006	
FOB11	November 2006	
FOB12	November 2007	
FOB13	March 2008	
FOB14	October 2008	

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INTRODUCTION

1. Purpose of the Order Book

1.1 This Order Book has been produced to meet the requirements of the Civil Aviation Authority Publication CAP 682 Part 5 App.7. It is intended for the instruction and guidance of all persons who use White Waltham Airfield

1.2 In this Order Book the terms 'is to' 'are to' and 'shall' require compliance while 'may' and 'should' allow pilot discretion.

1.3 Any reference to the male gender shall be taken to mean either male or female.

1.4 Applicability

Pilots who fly aircraft based at White Waltham must be members of the West London Aero Club (WLAC): members are required to comply with these Orders.

1.5 Distribution

Copy No 1 - Civil Aviation Authority - P.L.D
2 - Chief Executive
3 - Chief Flying Instructor WLAC
4 - Operations WLAC
5 - Instructors Crewroom
6 - Briefing Room
7 - Airfield Manager
8 - Web Site: \www.wlac.co.uk

1.6 Amendment of the Order Book

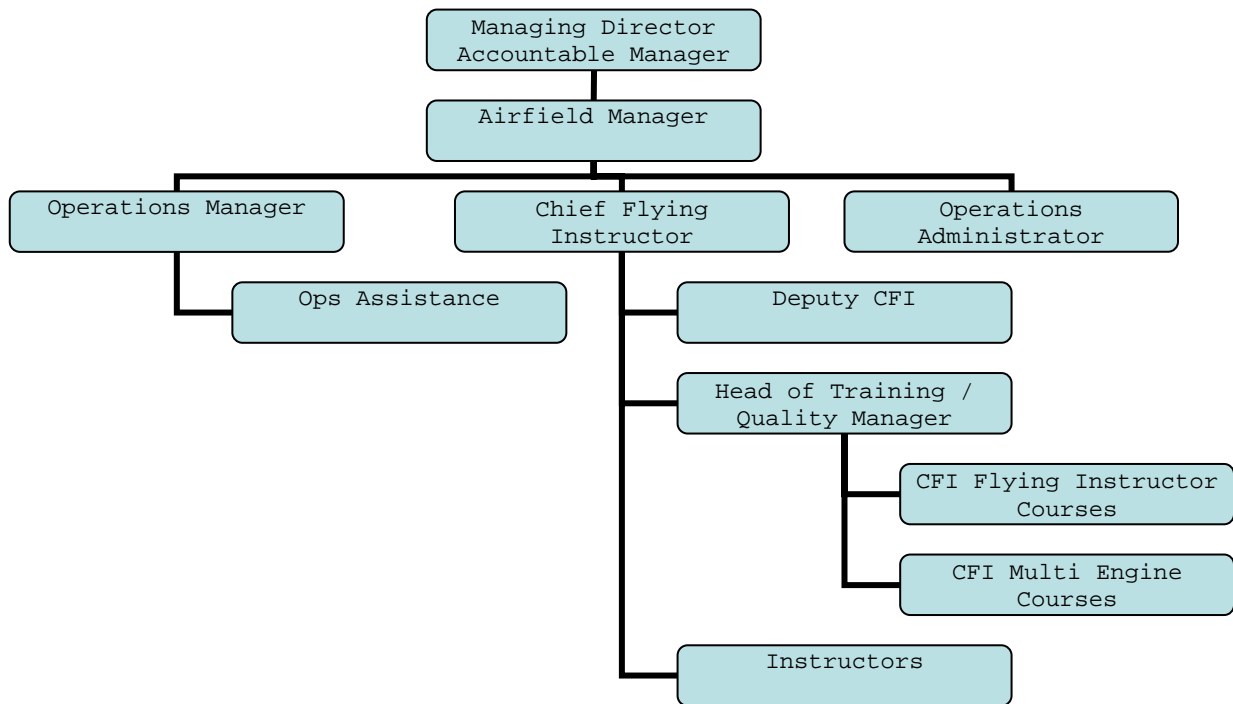
The Chief Flying Instructor WLAC is responsible for the amendment of the Flying Order Book. The manual is to be amended by change sheets. Manuscript amendments are not permitted

1.7 Membership of WLAC

Pilots flying aircraft based at White Waltham whether operated by WLAC or privately owned shall be flying members of WLAC. It is a condition of membership that members comply with orders and instructions set out in both the Flying Order Book and the Club Rules. All flying members of WLAC shall read and sign the Flying Order Book annually - Copy in Ops. All Student pilots must have read and signed the Flying Order book before carrying out their first solo navigation flight. Passengers carried in aircraft owned and operated by WLAC shall take out temporary membership of the club. Visiting pilots and their passengers may also take advantage of temporary membership. This would normally be included in their landing fee.

Date:

1.8 West London Aero Club Management Structure



1.9 Private Owners

Private Owners are required to advise WLAC of the names and addresses of any person they authorise to fly their aircraft as pilot in command. Where multiple ownership of an aircraft is registered with the CAA the person who signs the hangarage or parking agreement for the aircraft shall submit the information. For flying groups the person specified in the Certificate of Registration as the Trustee of the assets of a group shall provide WLAC with an updated list of all persons authorised to fly in command of the group aircraft.

Part 1Section IAuthorisation and Documentation**1. Air Navigation Order and Rules of the Air**

- 1.1 Nothing contained in this Flying Order Book shall supersede instructions given in the Air Navigation Order and the Rules of the Air.
- 1.2 The following subjects with the relevant Articles and Schedules in the Air Navigation Order 2005 are of importance to club members:

Registration of Aircraft (Art. 3 and 4; Sch. 2)
Airworthiness of Aircraft (Art. 8,9,10,11 and 12; Sch. 2 and 3)
Aircraft, Engine and Propeller Logbooks (Art. 22; Sch. 6)
Aircraft Weight Schedule (Art. 23)
Crew Composition (Art. 25)
Licences and Ratings (Art. 26,27,28,29,30,31 and 32; Sch. 8)
Personal Flying Logbooks (Art. 35)
Instruction in Flying (Art. 36)
Pre-flight Actions (Art.52) and passenger briefing by commander (Art.53)
Operation of Radio in Aircraft (Art. 55)
Dropping of Animals and Articles (Art. 66)
Dropping of People (Art. 67)
Carriage of Weapons and Munitions of War (Art. 69)
Carriage of Dangerous Goods (Art. 70)
Method of Carriage of Persons (Art. 71)
Endangering Safety (Art. 73 and 74)
Drunkenness in Aircraft (Art. 75)
Smoking in Aircraft (Art. 76)
Authority of Commander of Aircraft (Art. 77)
Documents to be carried (Art. 86 and Sch. 10)
Production of Documents (Art. 88)
Offences Relating to Documents (Art. 94)
Rules of the Air (Art. 95)
Use of Aerodromes for Flying Instruction and Testing (Art. 126)
Aviation Fuel (Art 137)
Penalties (Art. 148)
Interpretation (Art. 155)

Articles 8, 26, 27, 28, 29, 30, 31, 32, 73, 74 and 76 are considered to be of special importance.

1.3 The following rules of the air are of special importance to club members:

- Interpretation (Rule 1)
- Application of the Rules (Rule 2)
- Misuse of Signals and Markings (Rule 3)
- Reporting Hazardous Conditions (Rule 4)
- Low Flying (Rule 5)
- Simulated Instrument flight (Rule 6)
- Practise Instrument Approaches (Rule 7)
- Lights on Aircraft (Rules 8 to 15)
- Weather Reports and Forecasts (Rule 16)
- Aerial Collision Avoidance (Rule 17)
- Aerobatics (Rule 18)
- Right-Hand Traffic Rule (Rule 19)
- Notification of Arrival and Departure (Rule 20)
- Flight in class A Airspace (Rule 21)
- Choice of VFR or IFR (Rule 22)
- Visual Flight Rules (Rules 24 to 27)
- Instrument Flight Rules (Rules 28 to 32)
- Application of Aerodrome Traffic Rules (Rule 33)
- Visual Signals (Rule 34)
- Movement of Aircraft on Aerodromes (Rule 35)
- Access on Aerodromes (Rule 36)
- Right of Way on the Ground (Rule 37)
- Flight Within Aerodrome Traffic Zones (Rule 39)
- Use of Radio Navigation Aids (Rule 40)
- Aerodrome Signals and Markings (Rules 41 to 46)
- Marshalling Signals (Rules 47 and 48)
- Distress, Urgency, Safety and Warning Signals (Rule 49)

Of these Rules, 5 - Low Flying and 17 - Aerial Collision Avoidance are the most important.

1.4 No order or instruction in this Order Book or in any other publication overrides the ANO or the Rules of the Air Regulations made under the Order.

Section I

Authorisation and Documentation

2. Flight Authorisation and Authorisation Sheets

2.1 Flights in aircraft owned or operated by WLAC are to be authorised by a WLAC instructor or by the duty Operations Controller. Only WLAC instructors are to authorise flights by student pilots. Before a flight is authorised the pilot is to produce for examination by Operations:

- (a) Personal flying logbook with entries showing currency on type
- (b) Pilots Licence containing current class rating including Certificate of Test / Check or experience
- (c) Valid medical certificate
- (d) Valid WLAC membership card (Flying)

NOTE: ALL FLYING LOGBOOKS ANNOTATED IN ACCORDANCE WITH ANO SECTION 1 ARTICLE 35.

2.2 Recency: A pilot shall be current on type before operating WLAC aircraft. This requirement is that a pilot shall have flown a type within a 28-day period prior to the proposed flight. If this period has lapsed the pilot is to undertake a suitable flight check with an instructor. A Pilot with more than 100 hours experience as pilot in command may apply for a Green Card from the Chief Flying Instructor. The holder of a Green Card may allow two calendar months to elapse between flights without requiring a further check. A Green Card will only be issued to a pilot in regular flying practice.

2.3 Currency is specific to type with the following exceptions:

- i. Currency on PA32R-301 covers PA28-180R, PA28-181/161 and C172 if type previously flown. (Ground check required on WLAC C172S, C182 and PA28 181.)
- ii. Currency on PA28-180R covers PA28-181/161, C182 and C172 if type previously flown. (Ground check required on WLAC C172, C182 and PA28 181.)
- iii. Currency on PA28-161 covers C172 if type previously flown. (Ground check required on WLAC C172.)
- iv. Currency on C172 covers PA28-161 if type previously flown.
- v. Currency on 182 covers all aircraft if previously flown with the exception of the PA32R-301 (G-ELLA), the PA28-180R (G-WWAL) and PA18-150 Super Cub (G-WLAC).

2.4 These currency requirements are specific to the WLAC fleet. Pilots current on other aircraft types e.g. Piper Aztec or Boeing 757 must still meet recency/currency requirements on WLAC aircraft.

2.5 All flights on private aircraft are to be booked in and out on the sheets provided in Operations for this purpose. Booking in and out on the radio is not acceptable.

See also Section VIII 10 Insurance provision page 72.

Section I

Authorisation and Documentation

3. Completion of Technical Log and Notification of Defects

3.1 Prior to flight pilots are to check that any aircraft documents required for the flight are current.

These documents or copies of them will be found in the technical logs provided for WLAC aircraft found in Operations. Pilots are to check any deferred defects noted in the deferred defects log for the aircraft.

3.2 Pilots are responsible for the correct entry of details in the technical log. All defects found on the aircraft, if not previously noted, should be recorded in the technical log only after discussion with a WLAC instructor, Engineer or Operations. Defects, which are deferrable, are to be entered into the aircraft deferred defects log. Criteria for determining deferrable defects are outlined in the aircraft technical log. When a flight is completed with no defects the PIC is to enter the word "NIL" in the defects numbering column before signing in the last column.

The current deferred defects list published in the aircraft technical log is found in Appendix IV page 85.

Section IAuthorisation and Documentation**4. Requirements for Solo Flying**

4.1 Before first solo a student shall

- (a) Possess a valid NPPL or JAA medical certificate. This must be seen by the instructor
- (b) Pass the JAA examination in Air Law for private pilots
- (c) A circuit training detail flown on the day of the first solo and consisting of a minimum of three satisfactory circuits and landings is to precede any first solo flight.
- (d) First solo flights shall be authorised only by a flying instructor (not by a flying instructor restricted FI(R)) who must remain in a position of observation whilst the flight takes place.
- (e) Appropriate emergency drills e.g. EFATO must have been practised prior to first solo.
- (f) Student solo short field landing and flapless approaches are not permitted on runway 25 or 21

4.2 Post First Solo Flights

- (a) All post first solo flights by a student shall be authorised by an instructor (FI or FIR).
- (b) All post first solo flights must be preceded by a dual check ride to determine the suitability of the conditions and aircraft serviceability for the subsequent solo flight.
- (c) The instructor shall carry out a thorough pre flight briefing with the student who should be clear exactly what is expected of him/her.
- (d) If the flight is a solo navigational flight the instructor shall remain present at the airfield whilst the flight is taking place unless he has authorised (in writing) another instructor to supervise the flight. The authorised instructor shall remain present at the airfield whilst the flight is taking place.
- (e) The student must be back at the airfield 30 minutes before the airfield goes unlicensed or 30 minutes before sunset whichever is the earlier.
- (f) All PPL students must have read and signed the Flying Order book before carrying out their FIRST solo navigation flight.

See Appendix 1 Page 74 for West London Aero Club Cross Country Training Program.

Section I

Authorisation and Documentation

5. Possession of Current Licence

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 WLAC aircraft. Student Pilots shall have a valid medical certificate. 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 SEP Class Rating 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).

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.

A pilot who is flying a WLAC aircraft on such a licence must only fly the aircraft DAY VFR in U.K. airspace.

Section IAuthorisation and Documentation**6. Regulations for the Carriage of Passengers**

- 6.1 Subject to the privileges of his licence a member of WLAC may fly as pilot in command of a WLAC aircraft carrying passengers provided that:
- (a) each passenger is a member of WLAC. (Temporary membership for passengers is available from Operations.)
 - (b) 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)
 - (c) when the flight involves flight over water, each passenger shall be briefed in the use of life jackets and dinghies (ANO Article 53)
 - (d) any passenger occupying the front seat shall be adequately briefed to avoid any interference with the controls.
- 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. See Section III 13.16 for passenger flying at night.**
- 6.3 **Passengers who have acquired the right to fly by virtue of a competition or raffle prize.** Such a flight may constitute a Public Transport Flight. Whilst there is provision to fly passengers on Charity Flights, all such cases shall be referred to the CFI. (See Section III Order No 15 Charity Flights)
- 6.4 A passenger may be carried on dual instruction flights with the consent of the instructor.
- 6.5 No passenger is to be carried on dual instruction flights, which include slow flight, stall awareness, unusual attitudes or spinning.

Section I

Authorisation and Documentation

7. Compilation of Pilots Log Book

- 7.1 Pilots are responsible for ensuring that they maintain a personal log book in accordance with the ANO Section 1 Article 35. Details of all flights are to be entered into the log book as soon as practical after each flight.
- 7.2 Student Pilots are to log all flight details including the exercise numbers. In the case of a navigation flight (Exercise 18) the turning points are also to be logged.
- 7.3 Details of all flight tests and proficiency checks are to be entered in the log book together with details of any instrument flying. Before claiming any flight time as P1S, the PIC shall sign the entry in the logbook to verify the details.
- 7.4 Where a dual training flight is carried out for revalidation of a rating the instructor's signature is required for revalidation purposes.

Section I

Authorisation and Documentation

8. Mutual Flying for Flying Instructor Courses

- 8.1 All mutual flying by student flying instructors shall be authorised by the nominated FIC instructor.
- 8.2 For each flight one student flying instructor will be authorised as pilot in command and will occupy the right hand seat. This pilot will log the flight as P1. The student instructor occupying the left hand seat will behave as a student pilot. Such flying shall not be entered in this pilot's logbook.

Section II

Aircraft Handling Orders

1. Aircraft Checks before Flight

- 1.1 Pilots are to remove all covers and tie downs before flight. (These should normally be stowed in the aircraft.)
- 1.2 Pilots are to remove all ice from aircraft before flight.
- 1.3 A 'check A' is to be carried out before the first flight each day. A copy of the requirements for the Check A is in each of the aircraft's 'Go bag'. The Check A will be signed for in the Technical Log.
- 1.4 A pre-flight check in accordance with the WLAC checklist will be carried out before each flight.
- 1.5 Pilots are to use the WLAC checklists provided for each aircraft.
- 1.6 Pilots are to be mindful of excessive battery usage before starting in cold weather.
- 1.7 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 of the 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 take-off ensure that the door and all seat belts are secure.
 - (d) Immediately prior to take-off ensure that the flying controls have full and free movement, particularly if the aircraft has an auto-pilot.
- 1.8 Pilots are to comply with ANO Article 52, which details pre-flight actions by the commander of an aircraft.

Section II

Aircraft Handling Orders

2. Precautions when starting Engines

- 2.1 Aircraft engines are to be started by student pilots only under the direction of a WLAC instructor. In winter months students should not start engines.
- 2.2 A good lookout is to be maintained when starting an engine and a call "clear prop" is to be made prior to engine starting. The call is to be made in such a manner that a person near the aircraft can hear the warning.
- 2.3 Club members shall not start the engines of WLAC aircraft by hand swinging the propeller.
- 2.4 Pilots are to be alert to the possibility of engine fire due to over priming and backfire especially in cold weather. Pilots must seek advice from an instructor if they are unclear about any aspect of engine starting. Pumping the throttle must never be used as a method of priming. Pilots should all understand how to start a fuel injected engine. The POH must be followed at all times. Pilots are to be clear as to the location and use of fire extinguishers.
- 2.5 In the event of an engine fire the pilot and passengers shall vacate the aircraft immediately. The incident shall be reported to the Duty Operations Controller and the Duty Instructor.
- 2.6 No engines are to be started when the aircraft is wholly or partly inside a hangar, or when the slipstream will be directed through open hangar doors.
- 2.7 Consideration shall be given to the area in front of the aircraft to ensure that there is sufficient space to taxi the aircraft.
- 2.8 At night the navigation lights shall be on prior to engine start, the landing light will be flashed twice to warn ground personnel.
- 2.9 A pilot or passenger shall neither board nor vacate an aircraft whilst the engine is running i.e. a "running change" is not permitted. This rule may only be rescinded with the written permission of the CFI.

Section II

Aircraft Handling Orders

3. Running up Procedures / Power Checks

- 3.1 Running up is to be carried out clear of other aircraft and a good lookout is to be maintained before commencing the procedure.
- 3.2 Power checks are to be carried out away from the flight line; usually at the holding area for the runway in use.

Section II

Aircraft Handling Orders

4. Turns after Take-Off

- 4.1 All turns after take-off are to follow the direction of the circuit unless for good noise abatement reasons it is possible to depart straight ahead from the climb out, e.g. Runway 25.
- 4.2 Climbing turns shall be restricted to a bank angle of no more than 20°.
- 4.3 Pilots shall not make turns immediately after take-off below 500ft above ground level unless required as part of a noise abatement procedure or for purposes of terrain clearance.
- 4.4 When noise abatement procedures require pilots to turn below 500ft, no turn shall be commenced until the aircraft has passed the screen height of 50ft, or the end of the runway. No turns are to be commenced until the aircraft has reached the published climb speed.
- 4.5 Pilots shall level off at 800 feet a.g.l and not continue their climb until well clear of the circuit and joining traffic.
- 4.6 Helicopters are to depart the ATZ low level and should avoid climbing until well clear of circuit and joining traffic.

See also Section IV 4. Circuit Procedures Page 43.

Section II

Aircraft Handling Orders

5. Spinning and Aerobatics

5.1 Spinning

WLAC will provide instruction in spin recovery both for its members and private owners as required.

Solo spinning practice in aircraft owned or operated by WLAC is not permitted. All spinning exercises are to be conducted in accordance with the Approved Flight Manual for the aircraft with operation in the Utility Category if appropriate. Spinning practice shall not take place over built up areas and restricted or prohibited areas. A minimum height of 4000 feet a.g.l. is required before spinning commences. Spinning practice shall be conducted clear of cloud and in sight of the surface.

Spinning is an integral part of the Flying Instructor Course and will normally be carried out in C172 or PA28-180 aircraft.

5.2 Aerobatics in the Aerodrome Traffic Zone

The number of aerobatic sorties in the airfield overhead is limited to a maximum of three 15 minutes sorties per weekday between the hours of 1000 and 1600 local. These will fall into three 20 min slots at the following times: 1100 - 1120, 1300 - 1320, 1500 - 1520. Exceptionally, and with prior permission of the CFI, this number may be extended to 6 sorties per week day and occasional usage at weekends.

Aerobatics in the overhead are to be confined to that part of the Aerodrome Traffic Zone (ATZ) that is to the West of the Heathrow Control Zone. The maximum and minimum heights for aerobatics in the overhead are 2300ft AAL and 800ft AAL respectively. Unless individual pilots display authorisation allows a lower height and this has been previously agreed in writing by the CFI. Not by telephone.

The weather minima for aerobatics in the overhead are 2500ft cloud base and 5km visibility.

Aerobatic pilots are to obtain prior permission of WLAC Operations before commencing an aerobatic sortie, and their slot times will be posted on the airfield information board in operations.

At all times during an aerobatic sortie, pilots are to be in two way radio communication with an observer on the ground. The observer's job is to monitor the ATZ for possible incursion by non radio or unauthorised traffic and to warn the aerobatic pilot accordingly. The observer is also to be in two way communication with White Waltham Air Ground Radio on 122.6MHz.

If a transponder is fitted the aircraft shall SQUAWK 7004

West London Aero Club offers an air to ground radio service and non-radio aircraft use White Waltham. Therefore the airfield management cannot accept responsibility for warning the pilot of an aerobatic aircraft of the presence of other aircraft entering the ATZ. Separation from other aircraft must remain the responsibility of the pilot undertaking aerobatics.

When aerobatics are in progress, WLAC Operations will endeavour to advise arriving aircraft accordingly. When non-radio traffic requests permission by telephone, Operations will tell them when aerobatic activity is planned, by referring to the aerobatic information board found in Operations.

5.3 Aerobatics in the Local Area

Prior to an aerobatic sortie outside the White Waltham ATZ, pilots are to inform WLAC Operations of their flight and indicate the areas they intend practising in. This is to be done by annotating the relevant column on the booking out sheets and indicating on the map in Operations which 4km box they intend to operate in.

The purpose of this is to ensure that any noise nuisance is not concentrated in one area and therefore pilots are to avoid using a box that has previously been used that day.

After an aerobatic sortie, if a different area was used, the pilot is to amend both map and booking sheet.

Should a noise complaint be received concerning an aerobatic sortie, the pilot concerned will undertake to contact the complainer if appropriate by telephone upon their return to the club.

Pilots are reminded that aerobatics are not allowed over a congested area. Aerobatics are allowed in controlled airspace only with the consent of the appropriate ATC unit. (Rule 18)

Section II

Aircraft Handling Orders

6. Practice Engine Failures / Practice Forced Landings

- 6.1 Practice engine failures after take-off shall only be made by WLAC instructors. Appropriate radio call "Fanstop" and "Climbing away" shall be made
- 6.2 Practice engine failures after take-off are not permitted on either Runway 03 or Runway 07.
- 6.3 Practice forced landings off the circuit should only take place in suitable noise insensitive areas and must always comply with Rule 5. Low Flying Rule. Pilots are reminded of the necessity of warming the engine in the descent to avoid excessive cooling.

Section II

Aircraft Handling Orders

7. Low Flying Regulations

White Waltham Airfield is surrounded by a number of small villages and several towns of varying size. Pilots are reminded that an aircraft should not fly over any congested area below a height that would allow it to land clear of the area without danger to people or property should the engine fail, or less than 1000' above the highest fixed object with 600m, whichever is the higher.

Pilots are also reminded that an aircraft shall not fly closer than 500 feet to any person, vessel, vehicle or structure (Rule 5).

Section II

Aircraft Handling Orders

8. Instrument Flying - Actual and Simulated

- 8.1 Pilots wishing to fly a WLAC 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 practise.
- 8.2 Students undergoing training may fly in IMC provided they are accompanied by a WLAC instructor qualified to give instrument flight instruction.
- 8.3 Pilots wishing to practise instrument flying or approaches shall comply with the provisions of Rule 6 and Rule 7.
- 8.4 When instrument practise and approaches are practised 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 practise is conducted in IMC the safety pilot shall hold a valid instrument qualification.
- 8.5 Instrument approaches shall not be conducted in VFR without the permission of ATC.
- 8.6 Pilots should obtain a radar service before deliberately entering IMC.
- 8.7 Pilots are reminded that when operating under Instrument Flight Rules they must not generally fly at less than 1000ft above the highest obstacle within 5 nautical miles of track.

Section II

Aircraft Handling Orders

9. Go around Action (Missed Approach)

9.1 Pilots should initiate a go-around if there is any doubt regarding the ability to land safely from the approach.

9.2 Pilots are reminded that an aircraft must not land on a runway which is not clear of other aircraft. If the runway is not vacant the landing aircraft is to go around. A radio call "G:XX Going around" should be made.

9.3 A typical Go around Action is as follows:

- (i) Throttle Full Power
 - (ii) Flaps Raise to 25°
 - (iii) Position On dead side of runway
 - (iv) RT Call Going around
 - (v) Safe Speed Safe height Flaps up in stages
- Positive Climb

Note: The flap setting of 25° is for a PA28-161. Check your Pilots Operating Handbook for the appropriate figure for your aircraft.

Section IIAircraft Handling Orders**10. Refuelling Procedures**

- 10.1 Fuel is available from 0800 local to 30 minutes before sunset. Only authorised WLAC staff may operate the fuel pumps. Smoking is prohibited on the refuelling island or adjacent refuelling area.
- 10.2 Wing-tip strobe lights shall be turned off when approaching the fuel pumps.
- 10.3 Ensure that the engine(s) is stopped and the magnetos are switched off. All radio transmitters shall be switched off.
- 10.4 The bonding wire shall be attached to an appropriate point on the aircraft while refuelling takes place.
- 10.5 Mobile phones shall not be used within 30m of the refuelling facility.
- 10.6 Pilots shall remain with the aircraft while refuelling is taking place and shall taxi the aircraft clear when refuelling is complete. To avoid congestion near the refuelling area, pilots are requested to taxi well clear so that other users can safely access the fuel pumps.
- 10.7 Pilots shall be responsible for the care of passengers at the refuelling facility.

11. Carburettor Icing

- 11.1 Carburettor icing can occur even on warm days particularly if the air is humid.
- 11.2 Pilots must make regular checks for carburettor icing. A FREDA check every 15 minutes will normally be sufficient.
- 11.3 Some aircraft/engine combinations are more prone to carburettor icing than others and this should be borne in mind when flying different aircraft types. Check the POH for specific advice about dealing with carburettor icing.
- 11.4 Safety sense leaflet, 14, piston engine icing, provide excellent advice about conditions for ice formation and also recognition and pilot procedures for dealing with carburettor icing. REF LASORS 2006. Also AIC 145/1997 (Pink 161) contains relevant information.

Section III

General Flying Orders

1. Minimum Altitude for Stall/Spin Awareness/Navigation/Circuit Flying

- 1.1 The minimum altitude for dual stall and spin training shall be such that recovery can be completed by at least 2000ft above ground level.
- 1.2 The minimum altitude for solo stall training shall be such that recovery can be completed by at least 3000ft above ground level.
- 1.3 Solo spin training is not permitted in WLAC operated aircraft.
- 1.4 The minimum planned altitude for solo VFR navigation exercises shall be 2000ft agl. Dual navigation training flights shall not be planned below 1500ft agl unless the intention to practise minimum level operation is entered in the Authorisation Sheet.
- 1.5 The minimum altitude for circuit training shall be 800ft, with the exception that practise low level circuits may be conducted at 600ft agl.

Section IIIGeneral Flying Orders**2. Weather Minima for WLAC Aircraft**

The pilots who operate aircraft owned or operated by WLAC are to operate to the following minima:

- (a) Holders of a Private Pilots Licence (PPL): A cloud base that allows compliance with rule 5 along any proposed route i.e not below 500 feet a.g.l. Wind speeds en route and at any aerodrome of destination or diversion to be less than 20 knots steady, gusting 25 knots or a steady speed that permits landing in accordance with the provisions of the Authorised Flight Manual for the type.
- (b) Holders of a PPL with Instrument Meteorological Conditions (IMC) Rating: A runway visibility of 1800 metres and a cloud base of 600 feet above aerodrome level for departure and arrival from any airfield. Wind speed limits as (a) above.
- (c) Instrument Arrivals; IMC rated pilots are to observe the following minima for arrivals at aerodromes with published let down procedures. 600' for a non precision approach, 500' for a precision approach.
- (d) Holders of a professional licence (BCPL, CPL, ATPL) with or without an instrument rating shall operate within the privilege of that licence/rating.
- (e) The following limits apply to student pilots at all stages of training
 - i) For all instructional flights; no weather warnings in force, a maximum steady wind of 20 knots with gusts allowed to 25 knots and a maximum steady cross wind component of 15 knots.
 - ii) For solo circuit flying; a cloud base of 1000 feet AAL and a minimum in-flight visibility of 7kms. A steady crosswind component of 10kt maximum.
 - iii) For solo flying outside the circuit a cloud base that will allow rejoining at 1300 feet QFE. For solo cross-country flights a cloud base of 2500 ft along the entire route and an in-flight visibility of 10 kms, including provision for diversion
 - iv) Students flying solo cross country flights are to land not later than 30 minutes before sunset or 30 minutes before the airfield goes unlicensed, whichever is the earlier.

Note: A FI may, if he is satisfied that the actual conditions are better than those specified in a weather warning, approve a student flight based upon his own judgement to the local training area.

Section IIIGeneral Flying Orders**3. Preparation for Cross Country exercises and Navigation Flights**

- 3.1 Flights are to be fully prepared with due reference to weather, NOTAMS, controlled airspace, prohibited and restricted areas etc. Sufficient fuel for the flight together with a reserve of one hours endurance must be carried. A weight and balance calculation is to be computed using the flight manual and a navigational flight log is to be kept during the flight.
- 3.2 Cross Channel Checks: A dual check flight with a WLAC instructor is required before a flight to the near continent, the Channel Islands or Ireland can be made. Such a flight may be shared with another pilot also requiring a cross channel check. Life vests shall be worn and a dingy may be carried if weight and balance permits. A flight plan shall be filed and the following documents are to be carried on board the aircraft.
- a) the licence for the aircraft radio
 - b) the Certificate of airworthiness
 - c) the licences of members of the crew
 - d) One copy of each Certificate of Maintenance Review in Force
 - e) the technical log
 - f) the Certificate of Registration of the aircraft
 - g) a copy of the procedures to be followed when the aircraft is intercepted.

For WLAC aircraft appropriate documents are to be found in the aircraft "go bag" available through Operations.

Section III

General Flying Orders

4. Safety Altitude

4.1 IFR Flight

All flights under IFR shall be planned to operate at a quadrangle level above the safety altitude. The safety altitude shall be 1000ft above the highest obstacle within 5nm of the aircraft. MEF figures may be used to calculate the SA by adding 1000ft to the MEF value. In some cases this may result in a higher flight level than desirable.

MEF values are the Maximum Elevation Figures shown in blue on the map e.g. 1³.

4.2 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 500ft above the highest ground within 3nm of the aircraft.

Section IIIGeneral Flying Orders**5. Action When Uncertain of Position**

- 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 (Order 6) is to be adopted. If operating in close proximity to Controlled Airspace then these procedures should be adopted after 10 minutes.
- 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.
- 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.
- 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 the correct heading is being flown and if not then fly the correct heading.
 - (d) Check the time since the last known position, use thumb to measure time distance (End of thumb to knuckle = 10nm approximately 6 minutes at 100kt groundspeed)
 - (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.
 - (i) Do not continue into deteriorating weather.
 - (j) Squawk 7000.

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, 10 minutes if operating close to Controlled Airspace**) 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 at Order 6 Actions when Lost shall be undertaken.

6. Action When Lost

If you have been uncertain of your position for 20 minutes you should consider yourself lost.

- (a) Check remaining fuel endurance, remaining daylight, Safety Attitude and weather.
- (b) Make a note of the time. Possibly select slow safe cruise
- (c) Check compass / DI. Check headings for **Gross Error**
- (d) Use the radio PAN call to 121.5
- (e) If unable to make radio contact consider climbing. Transmit blind and squawk 7600
- (f) One procedure to follow is to fly a cardinal heading to a line feature and then to follow the feature to a fix.
- (g) Consider a precautionary landing if the situation becomes critical.

Section III

General Flying Orders

7. Landing at Unauthorised or Unlicenced Destinations

7.1 If an aircraft is expected at an aerodrome and subsequently lands elsewhere contact the original destination A.S.A.P. This should also be done if arrival is delayed by more that 45 minutes. If the pilot has filed a flight plan and lands at an aerodrome other than the destination specified the original destination must be notified within 30 minutes of the E.T.A. The flight plan must be cancelled.

If flying a WLAC aircraft contact Ops by telephone A.S.A.P and inform them of your problem. An instructor will advise care of aircraft away from base.

A student pilot shall only take off if the flight has been specifically authorised by a WLAC instructor.

7.2 Operation Into Unlicensed Airfields

No Club Aircraft to land at unlicenced airfields.

Section III

General Flying Orders

8. Forced Landing - Aircraft Damage

Telephone Ops and talk to an instructor and seek advice. Do not take off again until cleared to do so. If aircraft damaged it **must not** be flown. WLAC will advise on aircraft and pilot / passenger recovery.

Section III

General Flying Orders

9. Weight, Balance and Performance Calculations

All WLAC aircraft are to be operated within limits specified in the aircraft flight Manual. Copies of weight and balance schedules are available for all aircraft in Ops. If you are unclear how to carry out these calculations ASK. An instructor will help you. Also consider performance charts for the aircraft. Compare TORR/TORA and LDR/LDA. Can a safe and legal take off and landing be made?

Section III

General Flying Orders

10. Flying Over the Sea

Life jackets shall be worn when flying over the sea. If it is intended to fly more than 10 miles from the UK coast, a pilot shall file a flight plan. A flight plan must be filed when the intention is to cross the F.I.R boundary e.g. to the near continent, Channel Islands, Ireland etc.

See Section III. 3.2 Cross channel Checks Page 26

Section III

General Flying Orders

11. Consumption of Alcohol and the taking of other Drugs before Flight

11.1 Alcohol

The rules on the consumption of alcohol and flying have changed. It is now the case that no alcohol should be consumed prior to any flight. See FODCOM 28/2003 page 86 (Appendix V).

11.2 Medication and Flying

Pilots should be aware that many prescribed drugs can cause drowsiness, nausea or fatigue and many reduce resistance to even minor levels of 'g' force. Some quite simple 'over the counter' products carry warnings not to operate machinery and may react strongly with other medication even if prescribed.

Refer to General Aviation Safety Sense leaflet No 24 Pilot Health

Section III

General Flying Orders

12. State of Health

A pilot shall not fly knowing or suspecting that he or she is unfit to fly (either physically or mentally). Pilots should also consider whether any medication they may be taking might interfere with their fitness to fly.

Pilots who suffer injury affecting their ability as flight crew, or any illness involving incapacity to undertake their flight crew functions for a period of 20 days or more, or in the case of women who have reason to believe they are pregnant, must tell the CAA in writing, as soon as possible in case of injury or pregnancy, and as soon as the period of 20 days has elapsed in the case of illness. The pilots medical certificate is deemed to be suspended from the date of the occurrence until such time as the individual is re-examined and certified medically fit again.

Section IIIGeneral Flying Orders**13. Night Flying**

- 13.1 General. The airfield is equipped for night flying by aircraft which require the use of a licensed aerodrome. All aircraft using the night flying facilities must be equipped with radio.
- 13.2 Operating Hours. The night lighting facility will be available on Tuesday and Thursday evenings. Night operations by the West London Aero Club (WLAC) fleet will be restricted to a period from sunset +30 minutes to 2100 hours. The airfield will normally be licenced only for 2 hours after last landing.
- 13.3 Private Flights. Flights by aircraft in the Private Airworthiness Category will be permitted outside the operating hours of the WLAC; each movement will require the prior permission of WLAC. The Visual Tower will not be manned nor safety facilities available for such flights unless prior arrangements have been made with the Aerodrome Management.
- 13.4 Provision of Lighting. The Aerodrome Authority reserves the right to decide on which occasions the lighting system is to be available. The decision is to be made by the CFI or his appointed deputy and advised to Operations by 1500 hours on the day. Therefore, pilots intending to arrive at night must confirm that the lights will be available by contacting WLAC Operations.
- 13.5 Prior Permission Required. All aircraft visiting White Waltham require Prior Permission (PPR). PPR at WLAC at night will only be available from Operations. Such requests must be made by telephone or fax. Permission will only be given by R/T in exceptional circumstances e.g., danger or difficulty.
- 13.6 RFFS Services. Category One RFFS will be provided for night flying only during the night operating hours of WLAC or by agreement with the aerodrome management.
- 13.7 Visual Observation. The Visual Tower may be manned during the night operations hours of the WLAC.
- 13.8 Communications. Waltham Radio on 122.6Mhz will be manned during the night operating hours of the WLAC. Provision of such cover outside those hours of operation must be negotiated with the Ground Operations Manager
- 13.9 Radio Calls. Pilots are to carry out a Radio Check before moving onto the manoeuvring Area. Standard calls for an uncontrolled airfield will be expected by White Waltham Radio. In addition it is recommended that aircraft departing the circuit should call 'Airborne', 'Clear of the Circuit' and at the ATZ boundary.
- 13.10 Proximity to the London Control Zone. The Eastern half of the Aerodrome Traffic Zone lies within the London CTR and is subject to a height limit of 1500 QNH. Pilots must ensure that circuits at night are contained within that area particularly when operating on Runway 29 or Runway 11.

- 13.11 Circuits. A maximum of three aircraft in the Circuit. Other aircraft should leave and join as appropriate. Please liaise with one another.
- 13.12 Joining Procedure. Aircraft inbound to the aerodrome are to call at a Visual Reporting Point for entry into the Aerodrome Traffic Zone. The Standard Rejoin Procedure, as described at Section IV point 4.5 of this manual, is to be used during all night operations.
- 13.13 Movement on the Manoeuvring Area. No taxi routes will be designated for night operations nor will taxi paths be provided. Pilots must therefore use caution when moving on the manoeuvring area. Landing lights must be used from Off Chocks to coming to rest in the parking area after the flight. Consequently a serviceable landing light is a mandatory requirement for any movement during night operations. If the landing light becomes unserviceable while an aircraft is manoeuvring on the ground, the pilot must Stop and request assistance from Operations. An escort vehicle will be provided to guide the aircraft to a suitably safe position.

NOTE: PILOTS MUST TAKE CARE TO ENSURE THAT THEIR LANDING LIGHTS ARE NOT A HAZARD TO OTHER AIRCRAFT, EITHER ON THE GROUND OR ON THE FINAL APPROACH.

- 13.14 Weather Minima. All night operations, both WLAC and Private, must be conducted in Visual Meteorological Conditions (VMC). For WLAC Operations the required VMC minima are a cloud-base of 1000 feet above airfield level and an in-flight visibility of five kilometres for operations in the circuit. For cross country flights the minima are a cloud-base of Minimum Safe Altitude (MSA) plus 500 feet and an in-flight visibility of eight kilometres.
- 13.15 Noise Abatement. Pilots should take care that operating noise is kept to a minimum. During circuit flying the APAPI should be captured at 500 feet inbound to the runway on final approach. It is recommended that pilots flying variable pitch aircraft should set climb pitch as soon as it is safe after take-off and during landing leave the selection of fine pitch until 'Short Finals'.
- 13.16 Pilots may take WLAC aircraft away from White Waltham overnight to carry out night flying.

Pilots must hold a night qualification.

Pilots are reminded of the recency requirement. A pilot shall not act as pilot in command of an aeroplane carrying passengers by night unless within the preceding 90 days that person has made 3 take-offs and landings, one of which must be at night, as the sole manipulator of the controls in an aeroplane of the same type or class. Note that this can be dual.

Section III

General Flying Orders

14. Wake Turbulence

- 14.1 Pilots should be aware that a limited number of helicopters operate from the airfield. Generally there should be no conflict between helicopters and fixed wing operations but pilots should take note of the possibility of wake turbulence. Pilots should also be aware of the presence of large commercial traffic above the airfield.
- 14.2 All aircraft generate vortices at the wing tips as a consequence of producing lift. The heavier the aircraft and the slower it is flying, the stronger the vortex. Vortices are especially persistent in calm conditions.
- 14.3 Hazardous wake vortices begin to be generated by fixed wing aircraft when the nosewheel lifts off the runway on take-off and continues until the nosewheel touches down on landing.
- 14.4 When helicopters are in forward flight the downwash from the main rotor(s) is transformed into a pair of trailing vortices similar to the wing tip vortices of a fixed wing aircraft. There is some evidence that these vortices are more intense than for comparable fixed wing aircraft.
- 14.5 When the helicopter weight is transferred from the landing gear to the rotor a strong downwash is created in all directions, although this can be moved by the wind.
- 14.6 Refer to General Aviation Safety Sense leaflet 15A Wake Turbulence.
- 14.7 Pilots flying WLAC aircraft 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

Section IIIGeneral Flying Orders**15. Charity Flights**

Refer to AIC 25/2007 white 136 where the regulations governing charity flights are clearly set out. All charity flights shall be approved by the CFI at White Waltham. Note that a passenger winning a flight by purchase of a raffle ticket makes such a flight Public Transport. The charity flight is a means by which such a flight can be made legally.

The basic requirement for charity flights in aeroplanes with passengers are as follows:

- (a) The Pilot
Valid PPL and aircraft type/class rating age under 65 years; 200 hours PIC; 25 hours on type. Recency: at least 3 hours PIC and 3 flights as handling pilot on type within 30 days prior to the proposed flight; a Proficiency Check/Skills Test within 24 months (SEP).
- (b) The Aircraft
Valid Certificate of Airworthiness in Transport Category (Passenger). Aerial Work or Private Categories; Scheduled Maintenance, inspection must have been completed and certified by a licensed engineer at a maximum of 62 days or 50 flying hours, whichever is the more recent, prior to the flight.
- (c) The Aerodrome
Licensed or Government; of sufficient size to meet recommendations in AIC 67/2002 Pink 36 using the recommended Public Transport Safety Factors.
- (d) Licence and Weather Conditions
In accordance with pilot's licence privileges. Minimum 2000 ft cloud ceiling; minimum 8 km visibility; surface wind and cross-wind to be no more than 75% of maximum values quoted in Pilot's Operating Handbook, Flight Manual or equivalent document.
- (e) Operating Limitations
VFR only; no aerobatic manoeuvres or extreme attitudes; no wing riding. Local flights only from and to departing aerodrome not extending beyond 25 nm from that aerodrome; not more than pilot plus 3 passengers on any flight, no embarking/disembarking with engine(s) running; not more than 3 flights, per pilot, per day.

Section IV

Rules of the Air and ATC

1. Aerodrome Operating Hours

1.1 White Waltham is notified as Prior Permission Required (PPR) in the United Kingdom Air Information Publication (AIP) The licensed hours of operation for the airfield are from 0800 hours local until Sunset plus 30 minutes or 2000 hours local, whichever is the earlier. Pilots wishing to operate to or from White Waltham outside licensed hours are to obtain prior permission from WLAC. Fire cover is not available outside licensed hours except by prior arrangement.

1.2 When operating outside the licensed hours pilots are to observe all the regulations contained in these orders and those contained in the Airfield Manual. Normal circuits must be flown and pilots must continue to make standard radio calls at the appropriate times.

Section IV

Rules of the Air and ATC

2. Taxying

- 2.1 Taxying is to be carried out at a suitable speed i.e fast walking pace. The whole airfield is available to taxiing aircraft. Aircraft should however always proceed with caution.
- 2.2 Aircraft may only cross the runway in use at the threshold or stop ends of that runway; passage being made adjacent to the runway marker boards.
- 2.3 Before crossing any runway pilots are to ensure that no aircraft is approaching either end of the runway.
- 2.4 The grass surface of the airfield becomes soft after rain, particularly during the winter months. Operations will display a suitable warning on the Airfield Information Board when soft ground is found on an airfield inspection. In such conditions aircraft moving on the flight line, particularly in the vicinity of the refuelling point and adjacent buildings are to be manoeuvred in such a manner that not only do they avoid previously tracked ground but also reduce braking to a minimum. Areas of soft ground may be marked: pilots must ensure that they are aware of such marking before moving on the manoeuvring area.

Section IVRules of the Air and ATC**3. Signal Square and Signals Instructions from ATSU**

- 3.1 Pilots must be aware of the differences between Air Traffic Control (ATC), Aerodrome Flight Information Service (AFIS) and an Air Ground Radio Station (A/G)

White Waltham operates an A/G service except when a flying display is in progress when the service may be upgraded to AFIS.

When flying in an Aerodrome Traffic Zone (ATZ) a pilot obtains :-

- i) permission from ATC, or
- ii) information to enable the flight to be conducted with safety from AFIS or A/G.

Your obligation is to ensure a continuous watch either using radio or by watching for visual signals. If using radio you must communicate your position and height on entering and immediately prior to leaving the ATZ. Without radio a pilot shall obtain PPR and a briefing and watch for lamp signals.

- 3.2 The selection of Runway Direction is the responsibility of the Duty Operations Controller in consultation with the Duty Instructor. The Signals Square is to be adjusted before a runway change is introduced. A runway direction may be maintained up to and including a wind component of 10 knots at 90 degrees to the published runway direction provided that no tailwind component is present
- 3.3 Instructors employed by WLAC are permitted to operate from a runway other than that designated as the runway in use, but only for the purpose of practising crosswind landings. In such circumstances the instructor accepts total responsibility for the safety of the combined operation.
- 3.4 It is a requirement for pilots of WLAC aircraft to comply with all ATC signals and instructions unless it would be dangerous to do so.

Section IVRules of the Air and ATC**4. Circuit Procedures Reporting Points and Procedures**Circuit Procedures

- 4.1 All turns after take-off are to follow the direction of the circuit pattern in use. Aircraft wishing to turn against the circuit pattern upon departure must continue to the boundary of the ATZ before initiating the turn onto track. Care is to be taken to avoid climbing through the downwind leg of the runway in use especially when departing to the West. See also Section II 4. Turns after take-off. Page 16.
- 4.2 Climbing into the overhead before departing the circuit is not permitted.
- 4.3 Circuits are to be flown in such a manner that a safe landing can be achieved in the event of an engine failure.
- 4.4 Run and break is not an approved manoeuvre and shall not be flown at White Waltham.
- 4.5 All circuits are to be flown at 800 feet on the airfield QFE. Either a right-hand or left-hand circuit pattern may be in force. The following circuit procedures are published for reasons of safety and noise abatement and shall be used unless safety is compromised.
- (a) Departing Runway 03. Upon reaching a safe height turn left to track 010(M) before turning onto the crosswind leg.
 - (b) Departing Runway 07. Climb straight ahead to the airfield peritrack. Turn right to track 100°(M) and avoid built up areas. DO NOT TURN EARLY.
 - (c) Departing Runway 21. On climb out adjust heading as necessary to track between the village and Shottesbrooke Church. Climb past the village before turning crosswind.
 - (d) Departing Runway 29. On climb out, at the end of the runway, when safe turn right to track 300°(M).

In conditions which may prevent a safe landing on the runway in use, pilots of light aircraft may land in such a direction that the safety of their aircraft is assured. Such operations must terminate in a full-stop landing.

Reporting Points and Arrivals

- 4.6 Aircraft arriving at White Waltham are to approach by one of the following reference points. See map at Appendix III page 84.
- (a) Point November. The bend to the East on the River Thames approximately 1 nautical mile North of the town centre of Henley upon Thames Oxon.

Position

Latitude N5133.7 Longitude W00052.8

Grid: SU 777 854

- (b) Point Sierra. Intersection of the M4 and A329(M) motorways South East of Reading approximately 1 nautical mile North of Wokingham town centre. Junction 10 M4

Position
 Latitude N5125.8 Longitude W00050.2
 Grid SU 808 709

- (c) Point Whiskey. The Northern end of Sonning Lakes, adjacent to the West bank of the River Thames; 1.5 nautical miles West of the village of Sonning and 1.5 nautical miles North-East of the twin gasholders on the railway line at Reading, Berks

Position
 Latitude N5129.7 Longitude W00055.2
 Grid SU 747 758

- (b) Aircraft are to arrive in the overhead at 1300' QFE and then carry out a standard overhead join from this height. A good lookout should be maintained. WLAC instructors with students under training may demonstrate joins directly in the circuit. The instructor shall be responsible for traffic separation and shall include the phrase 'student training' in the R/T call.

Note: For Circuit diagrams and location of reporting points see Appendices II and III. Pages 75-84.

- 4.7 Helicopters shall approach the airfield low level with due regard to noise sensitive areas. Helicopters shall pay particular attention to the location of the fixed wing circuit traffic.
- 4.8 Helicopters wishing to use the refuelling facility shall exercise caution when crossing the active runway. Appropriate radio calls shall be made when crossing the runway.
- 4.9 Airships. Airships are occasional visitors to White Waltham. Pilots are reminded of Rule 17 Collision Avoidance. Flying machines shall give way to airships.
- 4.10 Aerobatics. When aerobatics are taking place in the overhead, aircraft shall join directly into the circuit. (No overhead arrivals.)

Section IV

Rules of the Air and ATC

5. Local Flying Area

5.1 Pilots are to maintain a good lookout in this area and in particular should not practise forced landings continuously in the same position. On return to the aerodrome pilots are to exercise caution if following the railway line and observe the right hand traffic rule 19. Pilots are reminded of prohibited area P106 and restricted areas R101 and R104. Also be aware of the Benson MATZ and the location of Class A airspace above and adjacent to White Waltham. A map showing the Visual Reporting Points (VRPs) and the proximity of controlled airspace is at Appendix III to these orders. (Page 84)

Section IVRules of the Air and ATC**6. Flight Within the Aerodrome Traffic Zone**

- 6.1 The aerodrome lies beneath the London Terminal Manoeuvring Area (TMA) and is bisected by the western boundary of the London Control Zone (CTR). The base of the TMA above the aerodrome is 2500 feet altitude. However, flight within the segment of the Aerodrome Traffic Zone (ATZ) which lies within the CTR may also take place without compliance with the IFR requirement subject to the following conditions:
- a) Flight conditions
 - (i) Aircraft are to remain below cloud and in sight of the surface
 - (ii) Maximum altitudes: 1500 feet altitude (London-Heathrow QNH)
 - (iii) Minimum flight visibility: 3 km
 - b) Pilots operating on a SVFR clearance in the London CTR inbound to White Waltham shall not assume permission has been given to penetrate the aerodrome ATZ. They are to remain outside the ATZ and obtain traffic information via a radio call and fly to one of the reporting points designated in 4.5 and join in the standard manner. If for some reason this is not possible pilots should climb into the overhead or fit safely into the established circuit pattern giving way to circuit traffic and be prepared to go around if necessary.
 - c) Pilots requiring a SVFR clearance to transit the London CTR are to remain outside the London CTR until a clearance has been obtained from Heathrow on the relevant radio frequency.
 - d) Pilots are to report entering and leaving the ATZ
- 6.2 Neither the Aerodrome Traffic Zone nor manoeuvring area is controlled by WLAC, therefore sound airmanship is of paramount importance. Pilots are to ensure their own safety when operating on the surface of the airfield or within the ATZ. This is particularly important when taxiing, lining-up, departing or landing.
- 6.3 Many aircraft without radio operate from White Waltham. Pilots should not rely on the 'blind' calls transmitted by radio equipped aircraft to establish the position of all aircraft in the circuit; a good lookout is absolutely essential.
- 6.4 Deliberate breaches of sound airmanship may result in disciplinary action. Such action may include denial of access to all airfield facilities.

Section IV

Rules of the Air and ATC

7. Action after Landing

- 7.1 After landing pilots are to vacate the runway as soon as convenient and when clear carry out after landing checks. Pilots are to call "runway vacated".
- 7.2 Pilots are to complete the flight authorisation sheet and the WLAC Aircraft Technical Log as soon as practical after each flight. All defects are to be reported to Operations. Aircraft will be refuelled after the last flight of the day and the covers will be replaced. If necessary appropriate tie-downs will be used.

Section IV

Rules of the Air and ATC

8. Use of radio or RTF

8.1 All operators of radios in club aircraft are required by law to hold a radio operators licence or act under the supervision of a person who holds such a licence.

8.2 All club members must use standard phraseology. If in doubt refer to CAP413, Manual of Radio Telephony.

8.3 White Waltham is equipped with an Air-Ground radio station operating on 122.6 MHz. All persons operating this station are to be in possession of a Certificate of Competence CA1308 issued by the CAA. To be valid this certificate must be endorsed by the A/G radio licensee. The station is to be operated in accordance with CAP452.

Pilots are to be familiar with A/G radio operation which provides "Information Only". All pilots are to be aware that they are responsible for the operation of their aircraft both on the manoeuvring area and in the ATZ, in accordance with the rules of the air.

Note that instructions and permissions may be passed by an A/G operator only provided that the source of the Instruction or Permission is identified. E.g. Message from Ops "you are to taxi to the Club House after landing" etc.

Note: Most requests can be answered by passing information. E.g. Request taxi instructions; "G-DC if you turn left there is a taxiway from the end of the runway to the corner of the black hangar, parking is available next to the blue Seneca G-GH."

8.4 Pilots of radio equipped aircraft shall advise entering and leaving an ATZ and shall maintain a listening watch on the notified aerodrome frequency whilst flying in the ATZ (Rule 39)

Section IV

Rules of the Air and ATC

9. Noise Abatement

- 9.1 Pilots are to take all reasonable measures to minimise noise nuisance within the local area.
- 9.2 Power checks are to be carried out away from the flight-line; usually at the holding area for the runway in use.
- 9.3 Runways 21 and 03 are not generally to be used between 0900 and 1100 hours local on Sunday.
- 9.4 Circuit training by helicopters is not permitted.
- 9.5 Helicopters approaching to land are to avoid noise sensitive areas until they are within the perimeter of the airfield.
- 9.6 Pilots operating aircraft with variable pitch propellers
 - a) after taking off are to reduce from full fine to climb pitch on reaching a safe height above ground.
 - b) when approaching to land are to select full fine pitch only when established on the final approach.
 - c) when circuit flying to use power/propeller settings which keep noise to a minimum.
- 9.7 The circuit patterns intended to enhance noise abatement in the local area are displayed in Operations and shall be adhered to. Copies of the circuit patterns are freely available from Operations.

See Appendix II Pages 75-82.

10. Bird Avoidance and Bird Strikes

- 10.1 A collision with even a small bird is capable of inflicting considerable damage. This can include smashed windshields, blocked engine air intakes, broken pitot heads, damaged brake hoses, holed structures and helicopter tail rotor damage.
- 10.2 All bird strikes and near misses must be reported to Operations and also to the CAA using the Reporting Form CA 1282 (photographs helpful). See LASORS 2006 Safety Sense 10B Bird Avoidance AIC.8/2003 Pink 50.

Section V

Check Lists

All pilots of WLAC aircraft are to have a copy of the handling notes or check list for the aircraft they are flying and are required to abide by them.

All pre-flight checks must be carried out in accordance with the WLAC standard check list. The Pilots Operating Handbook / Flight Manuals for all WLAC aircraft are available through Operations for inspection.

Section VI

Emergency Drills

All pilots hiring WLAC aircraft shall have a sound knowledge of emergency drills. These include:

- Engine failure after take off
- Crash action
- Fire in the air
- Fire on the ground
- Forced landing without power
- Forced landing with power
- Ditching
- Radio failure

The following Emergency drills are taken from the WLAC checklist for PA28-140/151/161/180 models. For other aircraft please refer to the Pilot's Operating Handbook or Flight Manual.

Engine Fire Drill:

- | | |
|--------------------|--------------|
| Fuel | Off |
| Magnetos | Off |
| Throttle | Closed |
| Mixture | Idle Cut Off |
| Electric fuel pump | Off |
| Heater & defroster | Off |

Carry out forced landing procedure

Do not attempt to restart engine; in the event of a cabin fire operate fire extinguisher.

Engine Failure at Height:

(Warning: Do not attempt to restart engine if engine fire or mechanical failure)

- | | |
|------------------|----------------|
| Carburettor heat | Change mode |
| Fuel pump | On |
| Mixture | Rich |
| Primer | Check locked |
| Magnetos | Both on, cycle |
| Fuel selector | Change tanks |

Check engine gauges
For indication of
Cause

- | | |
|-------------|---------|
| Transponder | On 7700 |
| RT | Mayday |

Crash Checks:

Fuel	Off
Magnetos	Off
Mixture	Idle Cut Off
Master switch	Off
Harness	Tight
Doors	Unlatched

Radio Failure:

Frequency	Correct
Volume	Maximum
Squelch	Check
Headset/microphone	Plug secure
Fuse/circuit breaker	Check
Battery master switch	On
Transponder	Set 7600

Alternator Failure / Low Volts:

Ammeter	Check
Circuit breakers	Check
Unnecessary electrics	Off
Master switch	'ALT' off - 5 seconds - on

If still no output
 Alternator Off

Land at nearest airfield
 (Battery life with all electrics on - 40 minutes max.)

Ditching:

- Notes:
1. Ditching is best carried out whilst engine power is available to control the rate of descent.
 2. In a strong wind, land into wind preferably on the crest of a wave. If the swell is heavy land along the swell.
 3. Aim for minimum rate of descent.
 4. The aircraft may turn on its back. Do not inflate lifejacket until clear.

Harness	Tight
Lifejackets	On, but do not inflate
Dingy	Available to hand
Flaps	Fully down
Door	Open before touchdown
Do not fully round out but fly the aircraft into the water	

Electrical Fire:

Battery master switch	Off
Electrics and avionics	All off

(If fire extinguisher required)

Vents	Closed
Extinguisher	Operate
When fire out	Ventilate cabin
Battery master switch	On
Serviceable electrics	As required
Faulty electrics	Leave off

Section VII

Accidents, Incidents and Airprox Reporting

1. Accident Investigation Regulations

An accident shall be reported if, between the time when anyone boards an aircraft with the intention of flight and such time as all have left it:

- a) anyone is killed or seriously injured while in or on the aircraft, or by direct contact with any part of the aircraft (including any part which has become detached from it) or by direct exposure to jet blast, except when the death or serious injury is from natural causes, is self-inflicted or is inflicted by other persons or is suffered by a stowaway hiding outside the areas normally available in flight to the passengers and crew, or
- b) the aircraft incurs damage or structural failure, other than:
 - (i) engine failure or damage, when the damage is limited to the engine, its cowling or accessories, or
 - (ii) damage limited to propellers, wing tips, antennae, tyres, brakes, fairings, small dents or punctured holes in the aircraft skin

which adversely affects its structural strength, performance of flight characteristics and which would normally require major repair or replacement of the affected component; or

- c) the aircraft is missing or is completely inaccessible.

Regulation 5 requires the commander of the aircraft at the time of a reportable accident, or if the commander is incapacitated the operator, to give notice of the Chief Inspector of Air Accidents as soon as possible. Reportable accidents in the UK must also be reported to the local police authority.

- d) An accident must be reported to:

Air Accident Investigations Branch
 RAE Farnborough
 Hants GU14
 Telephone 01252 510300

Note: The AAIB has a First Reporting Point / Hotline as a first point of contact. It is 0207 276 6000

- e) All accidents/incidents must be reported to the Head of Standards, Approvals Support, Personnel Licensing Department, CAA (Fax No: 01293 573996)

- (f) The following information must be passed to AAIB when reporting the accident:
 - (i) The type, model, nationality and registration marks of the aircraft.
 - (ii) The name of the owner, operator or hirer, if any, of the aircraft.
 - (iii) The name of the commander of the aircraft.
 - (iv) The date and time (UTC) of the accident.
 - (v) The position of the aircraft with reference to some easily defined geographical point.
 - (vi) The number of persons on board the aircraft at the time of the accident.
 - (vii) The number of persons killed as a result of the accident.
 - (viii) The number of persons seriously injured as a result of the accident.

- g) AIC 97/2002 (Pink 43) refers. Also be aware of Mandatory Occurrence Reporting Scheme AIC 92/2005 (Pink 89) refers.

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AERONAUTICAL INFORMATION CIRCULAR

AIC 97/2002
(Pink 43)
12 December

DUTY TO REPORT AIRCRAFT ACCIDENTS AND SERIOUS INCIDENTS

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AERONAUTICAL INFORMATION CIRCULAR

AIC 97/2002
(Pink 43)
12 December

DUTY TO REPORT AIRCRAFT ACCIDENTS AND SERIOUS INCIDENTS

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Section VII

Accidents, Incidents and AIRPROX Reporting

2. Requirement to report Occurrences

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. RH6 0YR

Tel: 01293 573220

Fax: 01293 573972

2.2 Pilots are to read AIC 92/2005 (Pink 89)

Section VII

Accidents, Incidents and AIRPROX Reporting

3. Requirement to report an AIRPROX

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 26/2006 (Pink 96) - copy attached to this order.

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.

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
UB10 0RU

Tel: 01895 276121/2/5
Fax: 01895 276124

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.

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Section VIII

Local Regulations

1. Smoking

Smoking is prohibited in WLAC aircraft.

Smoking is prohibited at or near the fuel pumps.

Smoking is prohibited around aircraft on the airfield.

Smoking is prohibited in Clubhouse.

Section VIII

Local Regulations

2. Care of Flying Equipment, aircraft and Airfield Installations

2.1 Care of Flying Equipment

All WLAC members are to take care of any flying equipment loaned or hired to them and to report any damage to Operations. Members are to take care of equipment and installations on the airfield. Any damage should be immediately reported to Operations.

2.2 Care of WLAC Aircraft

If a pilot considers that any WLAC aircraft may have suffered any damage while taxiing or may have suffered a heavy landing a report should be made immediately to the Duty Operations Controller or Duty Instructor.

If an aircraft is damaged as a result of pilot carelessness or non approved operating procedures WLAC will charge the pilot for the rectification of such damage.

2.3 Care of Airfield Installations

If a pilot damages any airfield installation in any way a report shall be made as soon as possible to the Duty Operations Controller. Details of the damage shall be given to the Airfield Manager or a member of Ground Crew.

Section VIII

Local Regulations

3. Disciplinary action for Breach of Local Orders and Regulations

WLAC reserves the right to revoke a members' membership and to ask them to remove their aircraft from the airfield if it is considered that they have behaved in a dangerous and irresponsible manner. The CFI in conjunction with the Chief Executive will initiate any appropriate disciplinary action against any member who breaks either a Flying Order regulation or an airfield rule.

Section VIII

Local Regulations

4. Indemnity for Personal Injury

4.1 WLAC Aircraft

All pilots of WLAC aircraft should check their own personal accident and life assurance cover before flying.

4.2 Private Aircraft

All users of White Waltham shall maintain at all times a minimum level of third party liability insurance. The amount should provide for third party liability and liability to passengers and should provide a minimum combined single limit of £500,000 in any one accident.

4.3 Where the user holds a U.K operating licence they should ensure that they have the correct level of insurance. Further information can be obtained from the Licensing Department at the CAA.

4.4 Crown MOD Airfields

Users of these airfields should have minimum levels of insurance. Aircraft wishing to use such airfields can arrange to purchase additional cover by extending their existing policy. Contact your insurance broker.

4.5 All Aircraft Operators

Operators of aircraft are to conform with regulation EC No. 785/2004 with regard to minimum levels of insurance cover. Refer to AIC 46/2005 (Yellow 170) for details.

Section VIII

Local Regulations

5. Parking and Security of Aircraft

- 5.1 Aircraft owned or operated by WLAC are to be tied down and covers put in place on the completion of the last flying detail of the day. Private owners are responsible for the physical security of their aircraft and should make arrangements for suitable tie downs.
- 5.2 In conditions of adverse weather aircraft that cannot be tied down are to be chocked fore and aft. WLAC provides chocks for that purpose.
- 5.3 Pilots are responsible for removing chocks and tie downs from the flight line before flight.
- 5.4 WLAC aircraft shall be parked on line 1 in front of the club house. Private owners should park their aircraft normally on lines 2 or 3. (Note: individual parking spaces are not provided and on leaving a space all items belonging to the aircraft including tie down should be removed.)
- 5.5 No parking is allowed directly in front of the club house. In summer months a visitors' line (line 0) will be established in front of line 1. This line also affords temporary parking for aircraft from the Black Hangar. Note no tie downs are available on this line.

Section VIII

Local Regulations

6. Hangared Aircraft

- 6.1 Aircraft shall only be moved in or out of hangars by authorised WLAC staff. Operators must be given adequate notice when aircraft are required to be moved out of hangars: the minimum acceptable notice is one hour.
- 6.2 Aircraft should be moved clear of hangar doors before start up to avoid debris blowing into the hangars. Ground staff will place them on the flight line on request.
- 6.3 WLAC reserves the right to refuse to allow aircraft out of the hangars in conditions of strong wind or adverse weather.

Section VIII

Local Regulations

7. Vehicles on the Manoeuvring Area

- 7.1 All vehicles shall obtain permission from Operations before proceeding onto the manoeuvring area.
- 7.2 Private vehicles are not allowed to access the flight line and aircraft parking areas.
- 7.3 All vehicles shall display a rotating yellow beacon at all times. Vehicles without a beacon are to display hazard warning lights. Speed must be limited to a fast walking pace and vehicles are to give way to aircraft.
- 7.4 Vehicles shall not be parked on the road between the barrier and the junction leading to engineering.
- 7.5 All vehicle owners shall check that their insurance covers them on the airfield. All vehicles on the airfield are to have adequate insurance cover. Note usual car insurance policies do not provide cover on the manoeuvring area of an airfield. Check.

Section VIII

Local Regulations

8. Security of Manoeuvring Area

Like many grass airfields White Waltham is set into farmland, consequently security of the manoeuvring area can be a challenge. The Western boundary abuts farming land without a boundary fence. A permanent farm road passes at 90 degrees to Runway 07 and some 80 metres before the threshold markers and continues to the black hangar. In addition persons and vehicles not subject to the control of Operations have access to the Western and South Western boundaries of the airfield. Pilots must be aware of this situation and:

- a. When manoeuvring in the area of the black hangar and the runway 03 and 07 holding areas pay attention to lookout, particularly for vehicles and pedestrians.
- b. On final approach to Runways 03 and 07 check for farm vehicles crossing the boundary road.

Section VIII

Local Regulations

9. Instruction in Private Aircraft

- 9.1 WLAC is the only provider of flying training at White Waltham. Flying Instruction at White Waltham shall only be carried out by an instructor employed by WLAC.
- 9.2 Instruction in private aircraft shall only take place after a written agreement is in place between the aircraft owner or operator and WLAC.
- 9.3 When an instructor is provided by WLAC for instruction on a privately owned aircraft the owner shall ensure that flying training is covered by the aircraft insurance and personal liability provision is made in the policy for the instructor.
- 9.4 If the instruction on a private aircraft is for the initial grant of a licence or rating the aircraft shall be certified in the Public Transport Category.
- 9.5 Any aircraft used for instruction during approved courses must also be inspected and approved by the Authority.

Section VIII

Local Regulations

10. Insurance Provision

- 10.1 Pilots hiring WLAC aircraft shall be liable for any insurance excess incurred as the result of damage caused to the aircraft whilst they are in command. Current insurance excess amounts are £500 for all single-engined WLAC aircraft and £1,500 for the Cessna 182.
- 10.2 Student pilots flying with the authorisation of a WLAC instructor are exempt from this order.

Section VIII

Local Regulations

11. Examinations and Tests

- 11.1 PPL training is in accordance with the JAR-FCL Syllabus or NPPL syllabus. The revised A.O.P.A syllabus is recognised by the CAA as complying with JAR-FCL/NPPL requirements. Instructors and students shall be in possession of the current A.O.P.A syllabus for PPL training. Similarly IMC training shall take place using the current A.O.P.A syllabus.
- 11.2 Examinations and tests shall normally be booked only through a WLAC instructor.
- 11.3 Before an instructor submits a student for any form of flight test he is to ensure that the student has met both WLAC and CAA requirements for training. The student record is to be completed up to and including the last instructional flight and the student certified as fit for test. In the case of the Skill Test for the Private Pilots Licence it is essential that all examinations are complete and current and that all flying training is complete. The Skills Test is to be the last event in a student's training.

Appendix IWest London Aero Club Cross Country Training Program

Before attempting the solo qualifying cross country the following should have been completed.

a) 5 dual cross country flights - suggestions are:

- (i) EGLM-Henley-Little Horwood-Welford (disused)-EGLM
- (ii) EGLM-Andover-Marlborough-Grove (disused)-ELGM
- (iii) Landaway-Thruxton
- (iv) Landaway-Sywell including diversion and lost procedure
- (v) Landaway-Gloucesterc

During these flights the instructor should make certain that the students R/T is of a good enough standard to obtain MATZ crossings and liaise with ATC on route and at destination airfields. Radio aids should be used where practical for position fixing and homing.

b) 2 Solo Cross Country Flights

- (i) EGLM-Marlborough-EGLM
- (ii) EGLM-Little Horwood-Welford (disused)-EGLM

c) A navigational Flight Test with another instructor

d) Qualifying Cross Country Route Suggestions

- (i) EGLM-Gloucesterc-Sywell-EGLM
- (ii) EGLM-Thruxton-Sywell-EGLM
- (iii) EGLM-Leicester-Sywell-EGLM

e) All students on solo navigational flights must be back at the airfield 30 minutes before the airfield goes unlicensed or 30 minutes before sunset whichever is the earlier.

f) All students on solo cross country flight should preface all initial radio calls with the prefix "Student". AIC 83/2007 (Pink 123) refers.

Appendix II

Circuit Diagrams

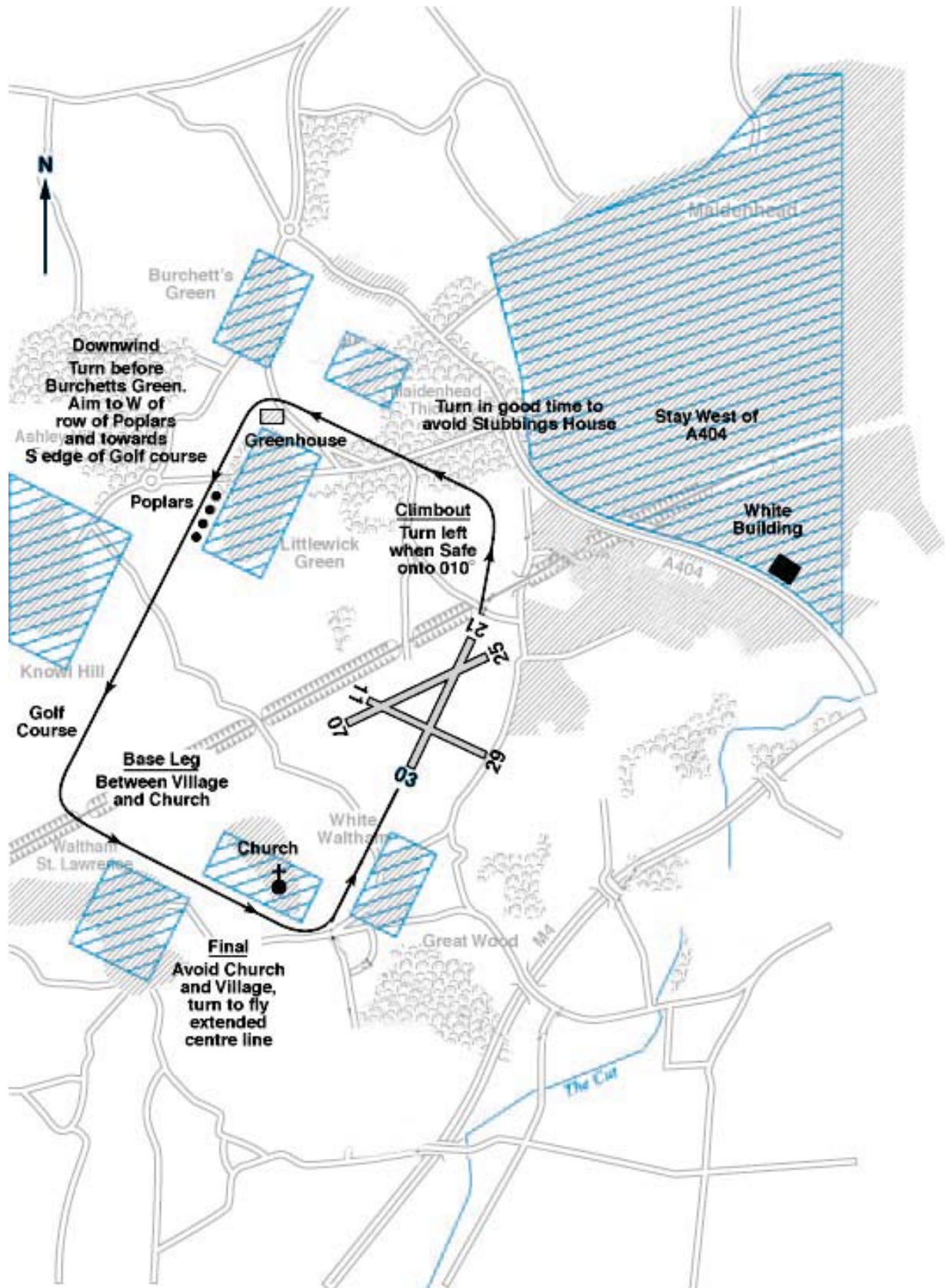
EGLM Standard Overhead join (Fixed Wing Only)

EGLM STANDARD OVERHEAD JOIN (FIXED WING ONLY)

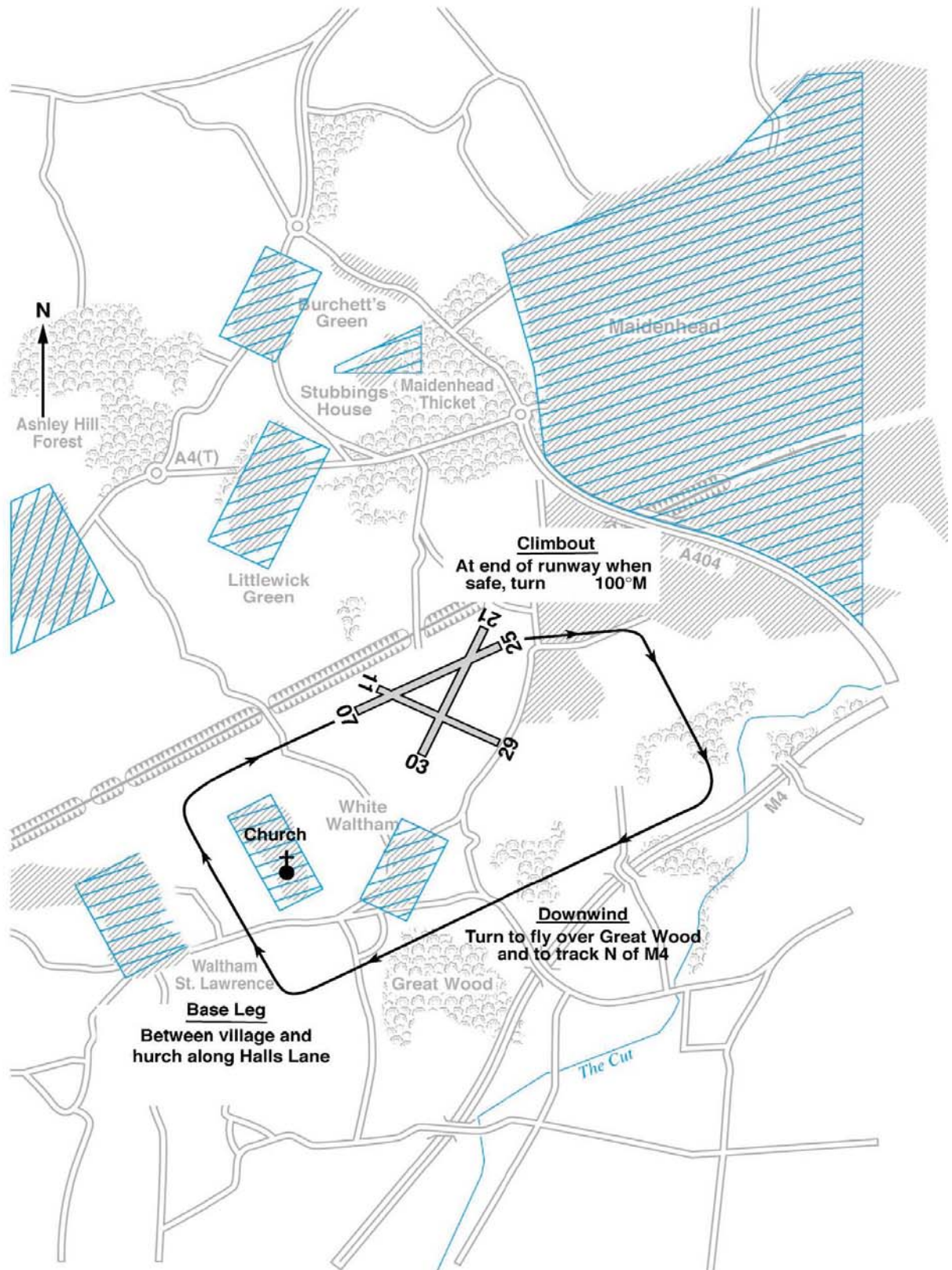
AVOID NOISE SENSITIVE AREAS WHERE POSSIBLE. REMEMBER, RULES OF THE AIR APPLY IN THE OVERHEAD PARTICULARLY IN RELATION TO COLLISION AVOIDANCE.

NOTE THE DIRECTION OF TURN IN THE OVERHEAD SHOULD BE THE SAME AS THAT OF THE CIRCUIT I.E. LEFT HAND CIRCUIT, LEFT OVERHEAD TURN.

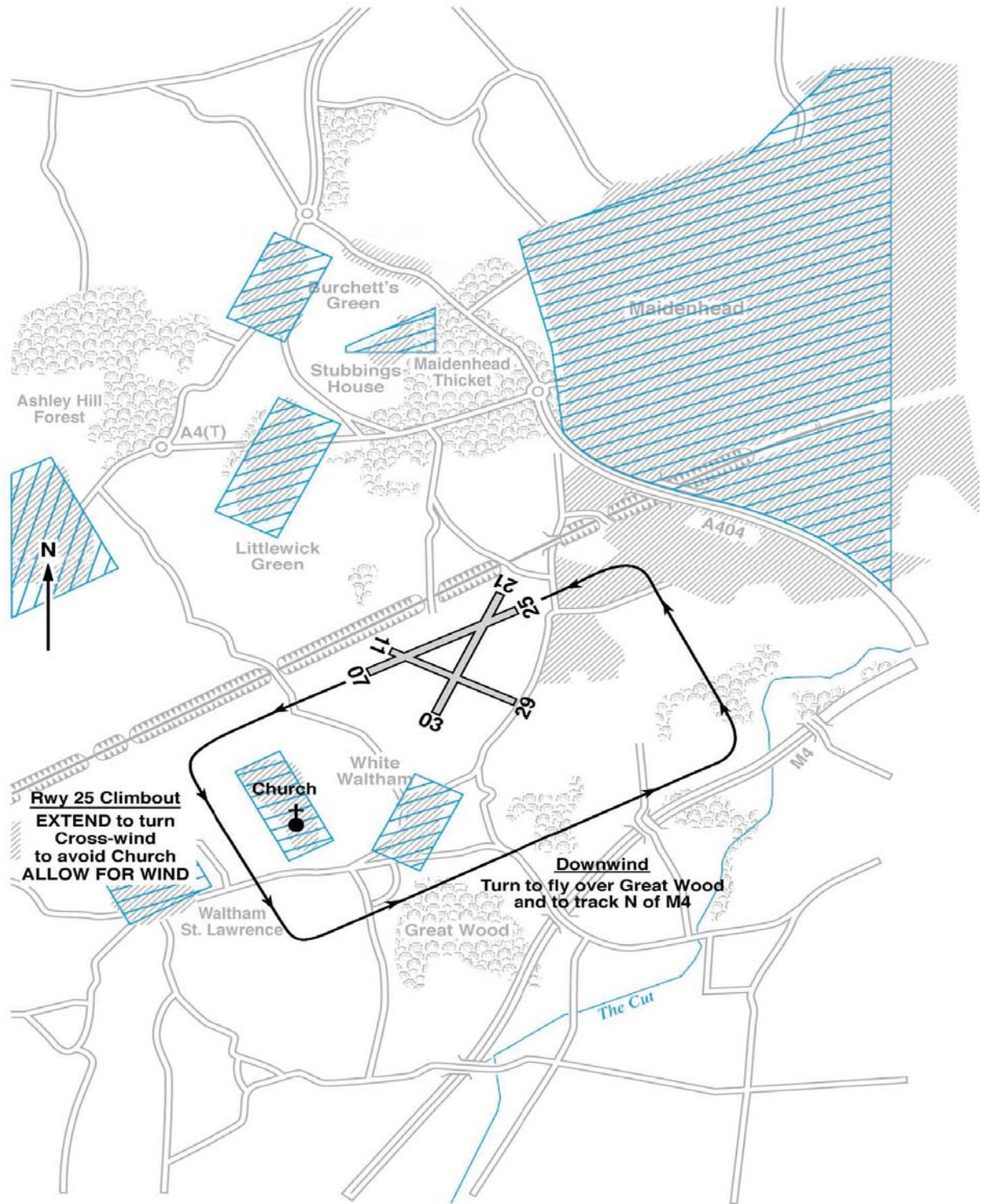
RUNWAY 03 LH



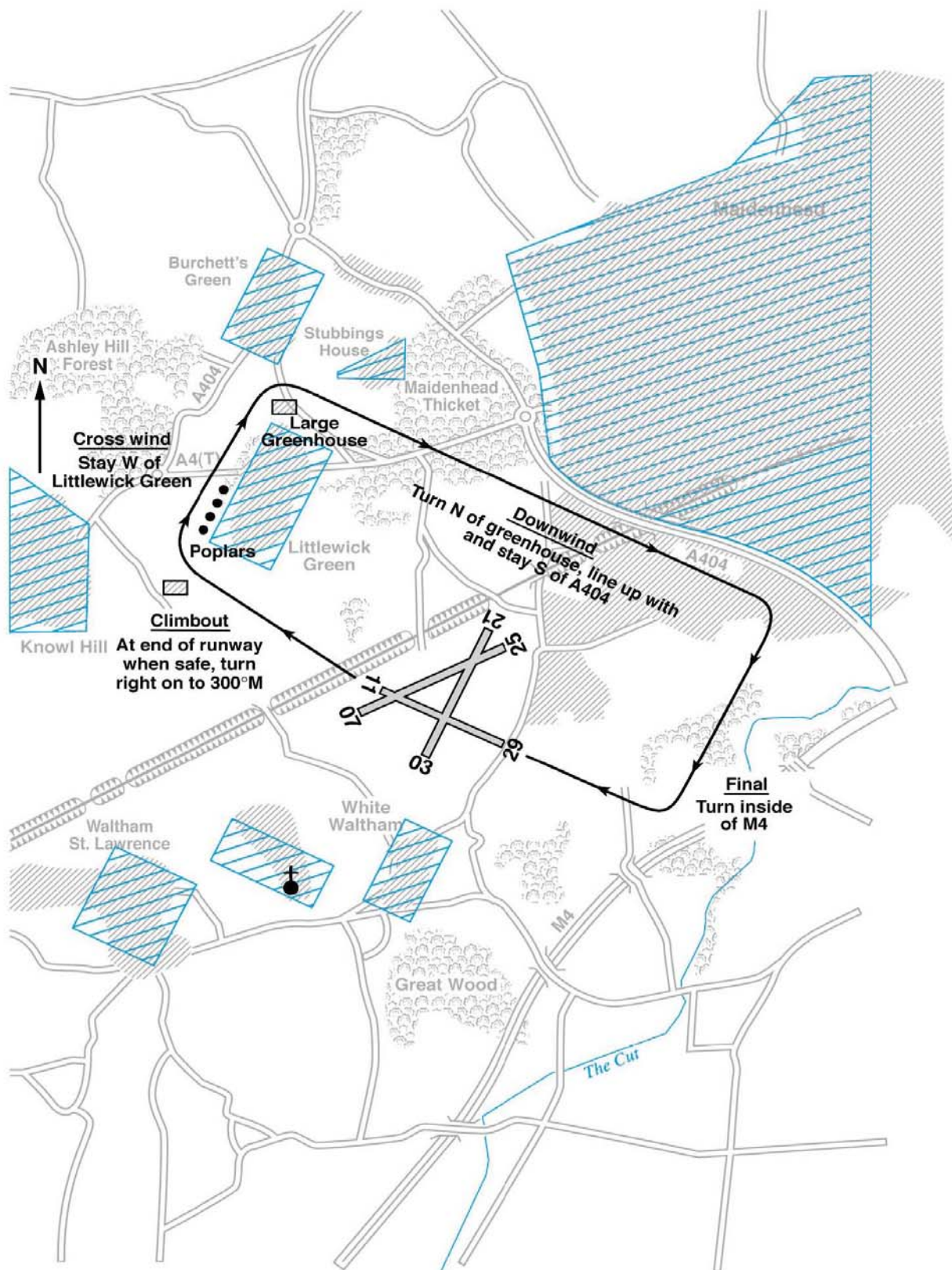
RUNWAY 07 RH



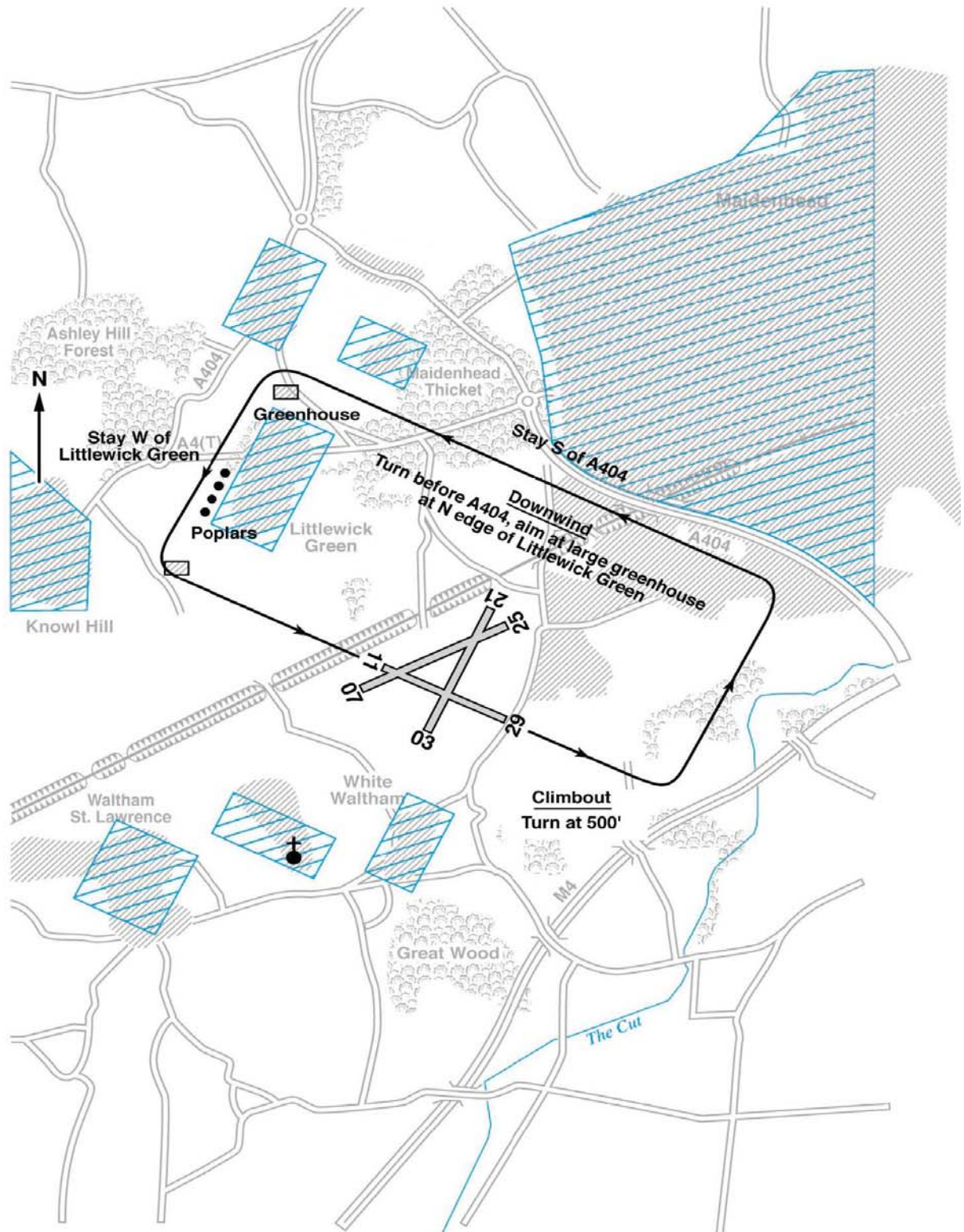
RUNWAY 25 LH



RUNWAY 29 RH



RUNWAY 11 LH



IF YOU ARE UNSURE OF ANY OF THE CIRCUIT PROCEDURES THEN AN INSTRUCTOR WILL BE HAPPY TO DISCUSS THEM WITH YOU OR ALTERNATIVELY THEY CAN FLY WITH YOU COMPLETELY FREE OF CHARGE IN YOUR OWN AIRCRAFT AROUND ALL THE CIRCUITS.

Appendix III

a) Airfield Map and Information

Appendix III

b) Airfield Reporting Points

Appendix IV

Deferred Defect List
See Section I:3 page 7

Aircraft Lighting

Instrument & Panel Lights)	
Radio Lights)	
Cabin Lights)	Day VFR only
Landing & Taxi Lights)	
Navigation Lights)	

Aircraft Cabin

Heating & Ventilation System	Subject to OAT
DV window	If closed
Door stay	If door operation not impaired

Aircraft Controls

Flaps	If locked up (check performance Requirements)
-------	-------	---

Flight Instruments

Clock	Providing another suitable time Piece is available
OAT gauge	If the aircraft is not flown in a Forecast temperature below +5°
VSI	Day VFR only
Directional Indicator or Turn co-ordinator	Day VFR only (not for stalling or Spinning)
Fuel Gauges	1 only subject to a visual Inspection of contents

Radio & Navigation Equipment

All	Day VFR only and outside Controlled airspace
-----	-------	--

Other Equipment

Pitot Heater	Day VFR only OAT +5°
Electric Pitch Trim unimpaired	if manual pitch trim is unimpaired
Stall Warning Indicator	Day VFR only

Appendix V
CONSUMPTION OF ALCOHOL

Civil Aviation Authority

Safety Regulation Group

Flight Operations
Department Communication

28/2003

<http://www.caa.co.uk/publications>

Part 2 (a) - Flight Instructor CourseSection 1General**1.1 Aim**

1.1.1 The candidate will be able to give ground & flight instruction for the private pilot licence, and where approved, conduct initial flight training on an integrated commercial training course at the PPL level (phase 1 & 2).

1.2 Course Entry Requirements

1.2.1 Flight Instructor (Aeroplane) Restricted. Before commencing the course for the FI(A) Restricted Rating candidates shall hold a valid UK CAA or JAR-FCL aeroplane licence, with a valid SEP (Land) Class Rating. In addition the following requirements, as per JAR-FCL 1.335, shall be met:

- a. Hold at least a CPL(A), or, if a PPL(A) holder, have completed at least 200 hours of flight time, including 150 hours as PIC.
- b. Have met the knowledge requirements for the CPL(A), or ATPL(A), in accordance with Appendix 1 to JAR-FCL 1.470.
- c. Have at least 30 hours SEP experience, of which at least 5 hours must have been flown in the 6 months prior to completing the pre-entry flight test, as described below.
- d. Have received at least 10 hours instrument flight instruction, of which not more than 5 hours may be in a flight simulator or FNPT.
- e. Have completed at least 20 hours cross-country flight time as PIC, including a 300nm flight with full stop landings at 2 aerodromes other than the departure aerodrome.
- f. Have completed a pre-entry flight test with a FIC instructor, based upon the proficiency check as set out in Appendix 3 to JAR-FCL 1.240; the flight test will assess the ability of the applicant to undertake the course, and shall be completed within 6 months of commencing the course.
- g. Be at least 18 years of age when applying for the rating.
- h. Be fluent in English to at least ICAO English Proficiency Level 6 (if English is not the candidates first language).

1.2.2 Removal of No Night Restriction. Candidates must hold either a Night Qualification, or a Night Rating (Aeroplanes), and be in current flying practice. The training may be completed as part of the course for the FI(A) Restricted Rating.

1.2.3 Removal of No Applied Instrument Restriction. Candidates shall meet the following requirements:

- a. Hold a valid single pilot IR(A) or IMC Rating.
- b. Hold a valid FI(A) with Supervisory Restriction removed.
- c. Have at least 200 hours flight time in accordance with IFR, of which 50 hours may be instrument ground time in an approved flight simulator or FNPT II. Flight time recorded by sole reference to instruments, and not under IFR, may be counted as 4 hours flight by IFR.
- d. To instruct solely for the IMC Rating the experience required is reduced to 10 hours flight time by sole reference to instruments.

1.2.4 Instrument Rating Instructor (Aeroplane). Candidates who do not meet the FI(A) requirements at 2.3 b. above, may apply for a stand alone IRI(A) Rating. The following requirements apply:

- a. Hold a valid IR(A).
- b. Have at least 800 hours flight time in accordance with IFR, of which 400 hours shall be in aeroplanes. Flight time recorded by sole reference to instruments, and not under IFR, may be counted as 4 hours flight by IFR.

1.2.5 Class Rating Instructor (SPA), single-engine aeroplanes. Candidates for the CRI (SPA), on single-engine aeroplanes, shall meet the following requirements:

- a. Have a valid rating for the applicable class or type.
- b. Have at least 300 hours flight time as pilot of aeroplanes.
- c. Have at least 30 hours flight time on the applicable class or type.

1.2.6 Applicants for all instructor qualifications are reminded that, in order to receive remuneration for flight instruction, a valid professional pilots licence, and a valid JAA Class 1 Medical Certificate, must be held.

1.3 Credits For Previous Experience

1.3.1 Candidates who have a FI(A), CRI (SPA), or IRI qualification may be credited with the teaching and learning elements as detailed in AMC FCL 1.340 PART 1 and AMC FCL 1.395 PART 1.

1.4 Syllabi To Be Followed

1.4.1 The courses for the FI(A) and the Removal of No Night Restriction will be in accordance with Appendix 1 to JAR-FCL 1.340 and AMC FCL 1.340. The AOPA JAR-FCL Flight Instructor (Aeroplane) Rating Syllabus, at Annex A, will be used as a structure for the course detail. Appendix A shows the suggested approximate ground syllabus breakdown. It is noted that the breakdown is for guidance only, and there will be extensive overlap of all subject matters throughout the course. Appendix B shows the approximate breakdown of flight training hours.

- 1.4.2 The courses for the Removal of No Applied Instruments Restriction and the IRI(A) will be in accordance with Appendix 1 to JAR-FCL 1.395 and AMC FCL 1.395. Appendix C shows the suggested ground syllabus breakdown for the IRI(A). It is noted that the content of the flight and ground training syllabi will be limited appropriately for the Removal of No Applied Instruments Restriction, as it is a shorter course.
- 1.4.3 The course for the CRI(SPA) will be in accordance with Appendix 2 to JAR-FCL 1.380. Appendix D shows the suggested ground syllabus breakdown.

Section 2

Training Programme

2.1 Course Duration

2.1.1 The FI(R) course will be conducted either full time or part time to suit candidate requirements. Full time courses will operate 5 days a week, from 0900 to 1700 or later if the Removal of No Night Restriction is required. The course is expected to take 5 weeks but is subject to weather. Part time courses are expected to take a minimum of 25 working days. The course comprises:

- a. 30 hours of flight training, of which up to 5 hours may be mutual flying with another FIC student.
- b. 125 hours of ground training, of which 15 is expected to be pre-course self-study.

2.1.2 The course for the Removal of No Applied Instrument Restriction will be conducted either full time or part time, and comprises 5 hours of flight instruction and 10 hours of ground training. The course for the stand-alone IRI(A) will take approximately 5 days full time, and comprises 10 hours of flight instruction and 25 hours of ground training.

2.1.3 The course for the CRI(SPA) will be conducted part time. This is to allow the candidate time to consolidate and research the knowledge required. The course comprises 3 hours flight training and 25 hours ground training. A minimum of 8 working days will be required.

2.2 Maximum Daily Flight Time And Minimum Rest Periods

2.2.1 Candidates will not normally complete more than 3 training flights on any one day, including mutual exercises.

2.2.2 The maximum flying hours in any 24-hour period shall not exceed 4 hours.

2.2.3 Candidates shall attend the course for no more than 5 days continuously before having at least 2 rest days.

2.2.4 Candidates will have at least 1 hour daily for food and refreshment breaks.

2.3 Disruptions Due To Bad Weather, Illness Or Aircraft Unserviceability

2.3.1 Should the course be severely disrupted due to any of the above, the CFI (FIC) will discuss and agree the best course of action with the candidate, bearing in mind the need to co-ordinate the ground training with the flight training in order to achieve maximum benefit.

Section 3Training Records

- 3.1 Training records are to be maintained by the CFI (FIC) and retained in a secure place. Records are confidential but may be viewed at any time by the student, who is encouraged to acknowledge any below average assessment by signing the training record.
- 3.2 Attendance records will not be required.
- 3.3 Training records will contain the following:
- a. Personal Details to include:
 - i. Name
 - ii. Home Address
 - iii. Contact Details
 - iv. Date of Birth & Age
 - v. CAA Reference Number
 - vi. Details of Medical (Class & Expiry Date)
 - vii. Previous Flying Experience
 - viii. Next of Kin (Name and Contact Details)
 - b. Date of Commencement of Training, and Date of Completion.
 - c. Pre-Course Entry Requirements.
 - d. Nature of Training (Ground or Flight) including:
 - i. Flight Exercise Number.
 - ii. Aircraft Registration.
 - iii. Hours Flown (with Cumulative Hours).
 - iv. Ground School Hours, & Subjects Covered (with Cumulative Hours).
 - v. Instructor's Name.
 - vi. Comments on student's Performance & Progress.
 - vii. In necessary, details of student leaving course before completion.
 - viii. End of Course Summary.
- A copy of the Training Record to be used is attached at Appendix E.
- 3.4 The CFI (FIC) is responsible for monitoring all training records. Student logbooks are to be checked at the end of the course, and certified correct for the course.
- 3.5 All records should be independently checked at a minimum 6 monthly intervals.
- 3.6 Comments regarding a student's performance & progress will be made in accordance with paragraph 7.3 of Section 7: Standardisation.
- 3.7 Training Records will be retained for a period of 5 years. Copies of Training Records may be forwarded to other FTO's if the candidate does not complete the course, and receives further training at another FTO.
- 3.8 The CFI (FIC) is to ensure that all instructor and student logbooks have recorded the holder's name & address, licence particulars, and employer's name & address, if applicable, in accordance with ANO 2005, Article 35. In addition, the CFI (FIC) is to record in his/her logbook monthly summaries of 'Approved Course' instructing hours.

Section 4Safety Training

- 4.1 All flights will be flown dual with an instructor with the exception of mutual flights, which may be flown with another FIC student, or a suitably briefed FI. Candidates are responsible for ensuring they are familiar with the aircraft checklist and all emergency drills relating to that aircraft. In addition, they are to be familiar with any safety equipment carried, and emergency evacuation drills.
- 4.2 **Essential exercises.** The FIC instructor is responsible for ensuring the candidate is instructed in the following drills & checks. After completion, an entry shall be entered into the candidates training record:
- a. Fire drill (ground) including evacuation - first flight.
 - b. Location of safety equipment - first flight.
 - c. EFATO - prior to mutual exercises.
 - d. FLWOP - prior to mutual exercises.
 - e. Fire drill (air) - prior to mutual exercises.
- 4.3 **Frequency of checks & drills.** The candidate can expect to be tested on their knowledge and proficiency of emergency checks & drills throughout the course by oral testing & simulated emergencies. As the course is normally expected to be completed within 5 weeks (full time) recurrent training should not be required, however, should the course be undertaken part time, or be disrupted through bad weather or illness etc, recurrent training will be undertaken at least every 6 weeks.

Section 5

Tests And Examinations

- 5.1 On completion of the minimum training, a candidate may elect to take the flight test with a FIE. Candidates are encouraged though, to take the test only with the recommendation of the FIC instructor. The FIC instructor will make arrangements for the conduct of the FI(A) test.
- 5.2 Applicants for the FI(A) Skill Test may wish to read CAA Standards Document 10, attached at Annex B. While aimed at FIE's rather than the student, it does indicate the format of the test and also contains a copy of the flight test report form (FCL Form 685, Annex B page 21).
- 5.3 Should a candidate achieve a partial pass or fail the flight test, he / she will have a minimum of 2 days rest before any retraining requirements are undertaken. Any retraining will be guided by feedback received from the FIE who conducted the test, and will be structured accordingly. Any retraining should be conducted without undue delay, and a retest scheduled at the earliest convenience.
- 5.4 There are no FI tests for the Removal of the No Night Restriction, or the Aerobatics Restriction (not currently offered at White Waltham). The course instructor certifies that training has been completed.

Section 6Training Effectiveness

- 6.1 It is essential that students progress steadily through the course. The basic FI(A) course is designed to place a specific emphasis on teaching the basic exercises 4 - 13. Unless the student can grasp the basics of teaching the elementary exercises, there is little point moving to the more advanced exercises. Where repeated mistakes are made or deficiencies in theoretical knowledge are identified unsatisfactory progress will result and additional training may be required before proceeding further.
- 6.2 Training deficiencies comprising of syllabus items missed, or repeated mistakes made by a student, shall be detailed in the comments section of the training record. If deemed necessary additional training will be scheduled as required to achieve a satisfactory standard before proceeding further.
- 6.3 It is not normal to change FIC instructors. Any change should only occur by mutual consent between the student and the instructor. Since there is only one FIC instructor at White Waltham a change of instructor will require the candidate to complete the training at another airfield. Copies of all training records to date will be supplied to the new FIC instructor along with a summary of the candidate's progress to date and the reasons for changing.
- 6.4 Students may be suspended from training for the following reasons:
- a. Failure to comply with the Flying Order Book.
 - b. Failure to make adequate progress.
 - c. Where the candidate's attitude is assessed as being incompatible with the safe operation of the aircraft.
- 6.5 Students shall not be suspended without the agreement of the CFI (FIC) and HT, who must first give a written warning, details of which shall be recorded in the comments section of the Training Record.
- 6.6 A student who is suspended shall be told the reason why. The student should sign the training record to confirm he/she has been advised of his/her shortcomings and the reason for the suspension. He/she may not agree with the reason but if he/she refuses to sign, the details will be recorded by the CFI (FIC) and endorsed by an independent witness.

Section 7Standardisation

- 7.1 **Responsibilities.** The CFI (FIC) is responsible for the administration and conduct of all the flying instructor training courses. The HT is responsible to the CAA for all matters concerning training and approval requirements.
- 7.2 **Course Structure And Instructional Methods**
- a. The FI(A) course will comprise a minimum of 30 hours of flight training in accordance with the AOPA syllabus. All flight instructional sorties are to be preceded by a pre-flight briefing. The student FI will normally conduct the briefing for all 'give-back' exercises.
 - b. Night flying theoretical training is included in the 125-hour ground school module; the 1 hour night training exercise may be included with the FI(A) course, and will use time allocated for mutual flying.
 - c. The ground and flight training shall be integrated to make the best use of the time allocated.
- 7.3 **Standardisation Requirements, Procedures & Student Grades.** The following standardisation table shall be used to record student performance. A short narrative may be used to describe particular weaknesses or poor performance. All items assessed as D, E or F should be accompanied by a narrative.

<u>GRADE</u>	<u>DESCRIPTION</u>
A	Student performs all exercises accurately & precisely after 1 demonstration and a minimum of practice.
B	Student performs most exercises accurately & precisely following demonstration and practice well within the allotted exercise period.
C	Student performs most exercises after demonstration & a number of practices, to a reasonable degree of accuracy within the allotted time.
D	Student requires additional demonstration and/or practice to perform the exercise. Accuracy is poor. Additional time is required for the exercise.
E	Student has difficulty in performing the exercise & needs frequent re-demonstration & additional practice. The exercise cannot be completed in the allotted period. Additional training is required.
F	Student has great difficulty in performing the exercise, additional demonstration and practice is required, accuracy is poor, unable to complete the exercise in the allotted period. Additional training is essential.

Section 8Glossary Of Terms

AMC	Acceptable Means of Compliance
AOPA	Aircraft Owners and Pilots Association
ATPL	Airline Transport Pilot Licence
CAA	Civil Aviation Authority
CFI	Chief Flying Instructor
CPL	Commercial Pilot Licence
CRI	Class Rating Instructor
EFATO	Engine Failure After Take Off
FI(A)	Flight Instructor (Aeroplanes)
FI(R)	Flight Instructor (Restricted)
FIC	Flight Instructor Course
FIE	Flight Instructor Examiner
FLWOP	Forced Landing Without Power
FNPT	Flight Navigation Procedure Trainer
FTO	Flight Training Organisation
HT	Head of Training
IF	Instrument Flight
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Conditions
IR(A)	Instrument Rating (Aeroplanes)
IRI	Instrument Rating Instructor
JAA	Joint Aviation Authorities
JAR-FCL	Joint Aviation Rules - Flight Crew Licensing
NM	Nautical Miles
PIC	Pilot In Command
PPL	Private Pilot Licence
SEP	Single Engine Piston
SPA	Single Pilot Aeroplane
STD	Synthetic Training Device

APPENDIX A TO FIC TRAINING ORDERS

FI(A) THEORETICAL KNOWLEDGE SYLLABUS
SUGGESTED APPROXIMATE BREAKDOWN OF HOURS

ITEM	SUBJECT AREA	INSTRUCTION	PRACTICAL	SELF STUDY	PROGRESS TEST
4a	PRE-COURSE STUDY TO INCLUDE TECHNICAL REVISION, THE PPL SYLLABUS, & FLIGHT BRIEFING MANUAL			15	
1	THE LEARNING PROCESS	2			
2	THE TEACHING PROCESS	4			
3	TRAINING PHILOSOPHIES	2			
	PROGRESS TEST: TO COVER ITEMS 1 - 3				1
4a	APPLIED INSTRUCTION TECHNIQUES: THEORETICAL KNOWLEDGE				
	USE OF VISUAL & TRAINING AIDS	1			
	GROUP LECTURES / INDIVIDUAL BRIEFINGS	1			
	STUDENT PARTICIPATION / DISCUSSION	1			
	GROUND LECTURE: PREPARATION & DELIVERY	2		8	
	PRACTICE GROUND LECTURES: MUTUAL & ASSESSED BY INSTRUCTOR		10		
	PROGRESS TEST: 1 LECTURE				1
4b	APPLIED INSTRUCTION TECHNIQUES: AIRBORNE				
	THE FLIGHT / COCKPIT ENVIRONMENT	1			
	AIRBORNE INSTRUCTIONAL TECHNIQUE	1			
	PRE-FLIGHT BRIEF: PREPARATION & DELIVERY	0.5			
	POST-FLIGHT DEBRIEF: PREPARATION & DELIVERY	0.5			
	BRIEFING MATERIAL PREPARATION (NOTES / FLIPCARDS)	1		8	
	PRACTICE FLIGHT BRIEFINGS: MUTUAL & ASSESSED BY INSTRUCTOR		23		
	PROGRESS TEST: PRE-FLIGHT & POST-FLIGHT BRIEFS				1
5a	ASSESSMENT OF STUDENT PERFORMANCE	2			
5b	ANALYSIS OF STUDENT ERRORS	2			
	PROGRESS TEST: TO COVER ITEM 5				1
6	TRAINING PROGRAMME DEVELOPMENT				
	LESSON PLANNING & PREPARATION	1	5	8	
	PPL INSTRUCTOR: LESSON EXPLANATION & DEMONSTRATION	2			
	PPL STUDENT: LESSON PARTICIPATION, PRACTICE, & EVALUATION	2			
	PROGRESS TEST: SAFETY MODULE			1	1
7	HUMAN PERFORMANCE & LIMITATIONS				
	JUDGEMENT & DECISION MAKING	5			
8	HAZARDS INVOLVED IN SIMULATING FAILURES & MALFUNCTIONS	2			
9	NIGHT FLYING				
	BRIEFING & LECTURES TO ENABLE CANDIDATE TO TEACH AT NIGHT	5			
	PROGRESS TEST: TO COVER ITEMS 7 - 9				1
10	TRAINING ADMINISTRATION: ALL RELEVANT DOCUMENTATION	2			
	FINAL PROGRESS TEST				1
TOTAL HOURS:		40	38	40	7
COURSE TOTAL: 125 HOURS					

APPENDIX B TO FIC TRAINING ORDERS

FI(A) FLIGHT TRAINING PROGRAMME
SUGGESTED APPROXIMATE BREAKDOWN OF HOURS

FLIGHT EXERCISE NUMBER	FLIGHT EXERCISE TITLE	TIME	FORMAT
9	MEDIUM TURNING	0.8	GIVE
9	MEDIUM TURNING	0.8	GIVE BACK
4.1	EFFECTS OF CONTROLS PART 1	0.8	GIVE
4.1	EFFECTS OF CONTROLS PART 1	0.8	GIVE BACK
4.2	EFFECTS OF CONTROLS PART 2	0.8	GIVE
4.2	EFFECTS OF CONTROLS PART 2	0.8	GIVE BACK
5	TAXILING	-	NIL FLYING
6.1	STRAIGHT & LEVEL PART 1	0.8	GIVE
6.1	STRAIGHT & LEVEL PART 1	0.8	GIVE BACK
4	EFFECTS OF CONTROLS	1.0	MUTUAL
6.2	STRAIGHT & LEVEL PART 2	0.8	GIVE
6.2	STRAIGHT & LEVEL PART 2	0.8	GIVE BACK
7 & 8.1	CLIMBING / DESCENDING	0.8	GIVE
7 & 8.1	CLIMBING / DESCENDING	0.8	GIVE BACK
8.2	DESCENDING PART 2	0.8	GIVE
8.2	DESCENDING PART 2	0.8	GIVE BACK
6	STRAIGHT & LEVEL	1.0	MUTUAL
10A	SLOW FLIGHT	0.8	GIVE
10A	SLOW FLIGHT	0.8	GIVE BACK
10B.1	STALLING PART 1	0.8	GIVE
10B.1	STALLING PART 1	0.8	GIVE BACK
10B.2	STALLING PART 2	0.8	GIVE
10B.2	STALLING PART 2	0.8	GIVE BACK
10	STALLING	1.0	MUTUAL
12 & 13	CIRCUITS	0.8	GIVE
12 & 13	CIRCUITS	0.8	GIVE BACK
12 & 13	CIRCUITS	1.0	MUTUAL
11	SPINNING	0.8	
15	ADVANCED TURNING	0.8	GIVE
15	ADVANCED TURNING	0.8	GIVE BACK
16	FORCED LANDING WITHOUT POWER	0.8	GIVE
16	FORCED LANDING WITHOUT POWER	0.8	GIVE BACK
16	FORCED LANDING WITHOUT POWER	1.0	MUTUAL
17	PRECAUTIONARY LANDING	0.6	
18	NAVIGATION	1.0	
19	BASIC INSTRUMENT FLIGHT	0.8	
A/R	PRACTICE & REVISION	1.0	
TOTAL HOURS:		30	

IRI(A) THEORETICAL KNOWLEDGE SYLLABUS
SUGGESTED APPROXIMATE BREAKDOWN OF HOURS

ITEM	SUBJECT AREA	INSTRUCTION	PRACTICAL	SELF STUDY	PROGRESS TEST
1	AIMS OF THE COURSE & PRE-COURSE STUDY	1		5	
2	PHYSIOLOGICAL FACTORS	0.5			
3	FLIGHT INSTRUMENTS: REVISION, PRINCIPLES OF OPERATION, ERRORS & FAILURES	1			
4	RADIO NAVIGATION AIDS	2			
	PROGRESS TEST: TO COVER ITEMS 2 - 4				1
5	FLIGHT PLANNING CONSIDERATIONS: AIP RULES OF THE AIR CLASSIFICATION OF AIRSPACE HOLDING APPROACH PROCEDURES COMMUNICATIONS CHARTS	1		1	
6	FLIGHT PLANNING GENERAL: PERFORMANCE ALTERNATES METEOROLOGY ALTIMETER SETTING - TERRAIN CLEARANCE TAKE-OFF & CLIMB EN-ROUTE APPROACH & LANDING MISSED APPROACH ATC FUEL PLANNING	2		2	
	PROGRESS TEST: TO COVER ITEMS 5 - 6				1
7	RATING PRIVILEGES	0.5			
8	PRE-FLIGHT BRIEFINGS: CONSTRUCTION & BRIEF DEMONSTRATION PREPARATION & DELIVERY	2	3	1	
	PROGRESS TEST: TO COVER ITEMS 7 - 8				1
TOTAL HOURS:		10	3	9	3
COURSE TOTAL: 25 HOURS					

APPENDIX D TO FIC TRAINING ORDERS

CRI (SPA), SINGLE ENGINE, THEORETICAL KNOWLEDGE SYLLABUS
SUGGESTED APPROXIMATE BREAKDOWN OF HOURS

ITEM	SUBJECT AREA	INSTRUCTION	PRACTICAL	SELF STUDY	PROGRESS TEST
1	THE LEARNING PROCESS	0.5		1	
2	THE TEACHING PROCESS	1		1	
3	TRAINING PHILOSOPHIES	0.5			
4a	APPLIED INSTRUCTION TECHNIQUES: THEORETICAL KNOWLEDGE USE OF VISUAL & TRAINING AIDS GROUND LECTURE: PREPARATION & DELIVERY PRACTICE GROUND LECTURE	1	3	2	
	PROGRESS TEST: 1 LECTURE				1
4b	APPLIED INSTRUCTION TECHNIQUES: AIRBORNE THE FLIGHT / COCKPIT ENVIRONMENT PRE-FLIGHT BRIEFING AIRBORNE INSTRUCTIONAL TECHNIQUE POST-FLIGHT DEBRIEFING	1	6		
	PROGRESS TEST: PRE-FLIGHT & POST-FLIGHT BRIEFS				1
5a	ASSESSMENT OF STUDENT PERFORMANCE	0.5			
5b	ANALYSIS OF STUDENT ERRORS	0.5			
6	TRAINING PROGRAMME DEVELOPMENT LESSON PLANNING & PREPARATION	1			
7	HUMAN PERFORMANCE & LIMITATIONS JUDGEMENT & DECISION MAKING	1			
8	HAZARDS INVOLVED IN SIMULATING FAILURES & MALFUNCTIONS	1			
10	TRAINING ADMINISTRATION: ALL RELEVANT DOCUMENTATION	1			
	PROGRESS TEST: TO COVER ITEMS 5 - 10				1
TOTAL HOURS:		9	9	4	3
COURSE TOTAL: 25 HOURS					



West London Aero Club
 White Waltham Airfield
 Berkshire

Flying Instructor Course Training Record

Student Name:

Training Record Number:

Date of Commencement:

Date of Completion:

Result:

STUDENT DATA SHEET

NAME: TEL:

DOB & AGE: MOBILE:

ADDRESS: NEXT OF KIN:

.....

.....

.....

PRE-COURSE QUALIFICATIONS AND FLYING EXPERIENCE:

CAA Reference Number:

Medical, Class & Expiry:

CPL / ATPL Theory passed:

Licences & Ratings held: Expiry date:

..... Expiry date:

..... Expiry date:

..... Expiry date:

Total Hours: (Min 200 if PPL holder)

PIC Hours: (Min 150 if PPL holder)

Dual Hours:

SEP Hours: (Min 30)

SEP in last 6 months: (Min 5)

Instrument Instruction: (Min 10)

Navigation: (Min 20)

Date of 300nm Cross Country:

Instructing Hours (if applicable):

Other training credit (if applicable):

Pre-entry Flight Test completed:

CANDIDATE MEETS OR EXCEEDS MINIMUM REQUIREMENTS AND CAN COMMENCE A COURSE OF TRAINING IN ACCORDANCE WITH JAR-FCL 1.340 & AMC FCL 1.340:

SIGNED:

DATE:

S.M. CHURCH UK/CP/344944L

The candidate is advised that he/she will be expected to comply with all relevant WLAC rules (available to inspect in Flight Planning, or on-line at www.wlac.co.uk).

RECORD OF FLIGHT TRAINING

STUDENT:

SHEET NUMBER:

FIC INSTRUCTOR:

DATE:

AIRCRAFT TYPE
& REGISTRATION:

DUAL / MUTUAL

FLIGHT EXERCISE NUMBER & TITLE:	FLIGHT TIME:					
	COURSE HOURS TOTAL:					
FLIGHT CONTENT:						
EMERGENCY PROCEDURE TRAINING:						
GRADE:	A	B	C	D	E	F
COMMENTS ON STUDENT'S PERFORMANCE AND PROGRESS:						

EXERCISE COMPLETED SATISFACTORILY: YES / NO REPEAT REQUIRED: YES / NO

STUDENT ACCEPTANCE OF DEBRIEF: YES / NO

STUDENT SIGNATURE:

FIC INSTRUCTOR SIGNATURE:

COURSE COMPLETION

I CERTIFY THAT
HAS RECEIVED A COURSE OF INSTRUCTION FOR THE FLIGHT INSTRUCTOR (AEROPLANES)
RESTRICTED RATING, IN ACCORDANCE WITH JAR-FCL 1.340 & AMC FCL 1.340, AND I
RECOMMEND HIM/HER TO PROCEED TO TEST.

DATE:

SIGNED:

S.M. CHURCH UK/CP/344944L

I HAVE RECEIVED TRAINING IN ACCORDANCE WITH JAR-FCL 1.340 & AMC FCL 1.340
SUFFICIENT TO UNDERTAKE THE FLIGHT INSTRUCTOR (AEROPLANES) RESTRICTED RATING
FLIGHT TEST.

DATE:

SIGNED:

NAME:

TEST BOOKED:

EXAMINER:

LOG BOOK CHECKED & SUMMARISED:

APPLICATION FORM COMPLETED:

AIRCRAFT SERVICEABILITY CHECKED:

RESULT:

TO ATTACH:

ANNEX A AOPA JAA FI(R) SYLLABUS

To purchase this document visit the Pooleys Website.
Original copy found in Flying Order Book in flight planning.

ANNEX B CAA STANDARDS DOCUMENT 10

To access this document go to:
<http://www.caa.co.uk/application.aspx?categoryid=33&pagetype=65&applicationid=11&mode=list&type=search&search=standard%20document%2010>

ANNEX C CAA STANDARDS DOCUMENT 19

To access this document go to:
<http://www.caa.co.uk/application.aspx?categoryid=33&pagetype=65&applicationid=11&mode=detail&id=1206>

ANNEX D CAA STANDARDS DOCUMENT 25

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Part 2 (b)Multi Engine Piston Class Rating
For Single Pilot AeroplanesIntroduction

The West London Aero Clubs Training orders are constructed to comply with the IEM No 3 to Jar- FCL 1.055. As such the aims, pre- entry requirements, training syllabus, training programme, and training records are those laid out in Civil Aviation Authority Safety Regulation Group Document Cap 601. This document is central to the West London Aero Clubs Training Orders Part 2b and is attached as annex A to this document.

The theoretical examination papers are constructed from Civil Aviation Authority approved questions

1. Aim

To give the candidate a sound theoretical knowledge of multi engine piston aircraft in accordance with visual flight rules (VFR), and to teach the skills necessary for safe and compete operation of such aircraft.

2. Course Entry Requirements

- 2.1 Candidates for the Multi Engine Single Pilot Piston class rating shall hold at least a valid PPL(A) and have at least 70 hours experience as PIC before commencing the course. They must be able to communicate in English to at least ICAO English Proficiency level 6
- 2.2 Holders of ICAO pilots licences with multi-engine piston privileges will be credited with flying and ground training. Pilots so qualified will be required to meet the requirements laid down in LASORS Sub part F Para 9 to add a MEP Class rating to a JAA or UK National Licence.

3. Syllabus To Be Followed

The full syllabus is set out in Annex A

3.1 Theoretical Training

Aeroplanes and Engine Systems	2hrs
Constant Speed Propellers and feathering	1hr
Multi Engine Flight Principles	1hr
Minimum Control & safety Speeds	1hr
Mass & Balance	1hr
Effects of Engine failure Systems and Performance	1hr
Total	7hrs

3.2 Flight Training

The flight Training element of the Multi Engine Piston Class Rating course shall consist of 6 hours dual instruction, and include 3.5 hours of asymmetric training.

Initial Type Conversion	1hr
General Handling and Circuits	1hr
Introduction to Asymmetric Flight	1hr
Critical and safety Speeds	1hr
Asymmetric Circuits	1hr
Asymmetric Performance and Circuits	1hr
 Total	 6hrs

There is no requirement for any Solo flight within the Multi Engine Piston Class Rating course

On completion of the course the candidate shall be capable of handling the aeroplane safely and confidently under both the normal and asymmetric condition

4. Course Duration

The Multi Engine Piston Class rating course will be conducted either full time or part time to suit candidate requirements. Full time courses will operate over 3 consecutive days from 0900 to 1700. Part time courses must be completed within six months of commencement. The course comprises:

- a) 6 hours of flight training of which 3.5 hours must be operated under asymmetric power
- b) 7 hours of ground training

5. Maximum Daily Flight Time And Minimum Rest Periods

- 5.1 Candidates will not normally complete more than 3 training flights on any one-day.
- 5.2 The maximum flying hours in any 24-hour period shall not exceed 3 hours.
- 5.3 Candidates shall attend the course for no more than 5 days continuously before having at least 2 rest days.
- 5.4 Candidates will have a minimum of 1 hour rest for mid day food & refreshment and will have a further two 15 minutes breaks mid morning and mid afternoon.

6. Disruptions Due To Bad Weather, Illness Or Aircraft Unserviceability

Should the course be severely disrupted due to any of the above, the Chief Instructor of Multi Engine training will discuss with and agree the best course of action with the candidate. Consideration must be given for the requirement to co-ordinate ground and flight training in order to achieve maximum benefit.

7. Training Records

- 7.1 Training records are to be maintained by the Chief Instructor of Multi Engine training. They will be kept in a secure place. Although records are confidential the student may view them at any time. The Student will be requested to acknowledge the comments made in the training records by signing them off in the Spare Column.
- 7.2 Attendance records will not be required.
- 7.3 Training records will contain the following:
- a. Personal details too include:
 - i. Name
 - ii. Home Address
 - iii. Telephone Contact Numbers
 - iv. Date of Birth/Age
 - v. CAA Ref Number
 - vi. Medical Class & Expiry Date
 - vii. Previous Flying Experience
 - b. Date of Commencement of Training & Date Of Completion.
 - c. Pre-Course Entry Requirements
 - d. Specify Ground or Flight Training
 - e. Flight Exercise Number or Ground Subject
 - f. Aircraft Registration
 - g. Flight Hours (With Cumulative Hours)
 - h. Theoretical training, Subjects, Duration & Cumulative Hours
 - i. Instructors Name
 - j. Comments on Student's Performance & Progress (Ref Section 7.1)
 - k. If Necessary, Details Of Student Discipline or Termination
 - I. Details of training in aircraft emergency procedures
 - h. End of Course Summary
- Examples of the training record forms can be found in Appendices A & B
- 7.3.1 Next of Kin details will be kept in the West London Aero Club Membership File. This is held on the central club computer database.
- 7.3.2 A training form will be completed for every flight and every theoretical training session.
- 7.4 The Chief Instructor Multi Engine training is responsible for monitoring all training records. Student logbooks are to be checked at the end of the course and certified correct.

- 7.5 All records must be independently checked at a minimum 6 monthly interval. This may be undertaken by the Chief Flying Instructor or be part of the company's Quality System
- 7.6 Comments regarding student's performance & progress will be made in accordance with section 11.3
- 7.7 Training records will be retained for a period of 5 years. The Civil Aviation Authority may have access to the training documents within this time period. At the request of the student, copies of his or her, training records may be forwarded to another training organisation. Any request for copies of the training records must be made in writing.

8. Safety & Emergency Procedure Training

- 8.1 All flights will be flown dual with an instructor. Candidates are responsible for ensuring they are familiar with the aircraft checklist and all emergency drills relating to that aircraft. In addition, they are to be familiar with any safety equipment carried and emergency evacuation drills.
- 8.2 Essential exercises - the Multi Engine instructor is responsible for ensuring the candidate is instructed in the following drills & checks. After completion, an entry shall be entered into the candidates training record:
 - a. Fire drill (ground) including evacuation - first flight.
 - b. Location of safety equipment - first flight.
 - c. Engine Failure during Take Off, at speeds below and above V2/Vsse
 - d. Engine Failure during the approach to land
 - e. Fire drill in the air
 - f. Propeller governor failure (Constant Speed Propellers only)
 - g. Alternative Undercarriage Deployment (Retractable U/C only)
- 8.3 Frequency of checks & drills- the candidate can expect to be tested on their knowledge and proficiency of emergency checks & drills throughout the course by oral testing & simulated emergencies.

9. Tests And Examinations

- 9.1 On completion of the minimum training, a candidate may elect to take the flight test with a Multi Engine Flight Examiner or a Multi Engine Class Rating Examiner. Candidates are encouraged though, to take the test only with the recommendation of the Multi Engine Instructor. The Multi Engine Instructor will make arrangements for the conduct of the Multi Engine Piston Single Pilot test.
- 9.2 Should a candidate fail the flight test, he/ she will have a minimum of 2 days rest before any retraining requirements are undertaken. Any re-training will be guided by feedback received from the Multi Engine Flight Examiner or multi Engine Class Rating Examiner who conducted the test and will be structured accordingly. Any re-training should be conducted without undue delay and a re-test scheduled at the earliest convenience.

9.3 The course instructor certifies that training has been completed and will issue the Course Completion Certificate Appendix D

10. Training Effectiveness & Discipline

10.1 It is essential that students progress steadily through the course. Unless the student can grasp the basic handling of Multi Engine aircraft then there is little point moving to the asymmetric exercises. Where repeated mistakes are made or deficiencies in theoretical knowledge are identified unsatisfactory progress will result and additional training may be required before proceeding further.

10.2 Training deficiencies comprising of syllabus items missed or repeated mistakes made by a student shall be detailed in the comments section of the training record. If deemed necessary additional training will be scheduled as required to achieve a satisfactory standard before proceeding further.

10.3 It is not normal to change Multi Engine Instructors mid course. Any change should only occur by mutual consent between the student and the instructor. Copies of all training records to date will be supplied to the new Multi Engine Instructor along with a summary of the candidate's progress to date and the reasons for changing.

10.4 Students may be suspended from training for the following reasons:

- a. Failure to comply with the flying order book
- b. Failure to make adequate progress
- c. Where the candidate's attitude is assessed as being incompatible with the safe operation of the aircraft.
- d. Misconduct

10.5 Students shall not be suspended without the agreement of the Chief Flying Instructor. Except when the suspension is brought about by misconduct the student is entitled to a first written warning. Details of this warning shall be recorded in the comments section of the training record.

10.6 A student who is suspended shall be told the reason why. The student should sign the training record to confirm he/she has been advised of his/her shortcomings and the reason for the suspension. He/she may not agree with the reason but if he/she refuses to sign, the details will be recorded by the Chief Flying Instructor and endorsed by an independent witness.

11. Standardisation

11.1 Responsibilities:

- a. The Accountable Manager is the Airfield Manager
- b. The Head of Training is responsible to the CAA for all matters concerning flight and theoretical training and approval requirements. The Chief Flying Instructor is the final authority for all matters concerning discipline.
- c. The chief multi engine instructor is responsible for the Approved multi engine training courses.
- d. Periodic quality auditing of the multi engine course will be conducted by an instructor not employed in multi engine training.

11.2 Course Structure and Instructional Methods

The ground & flight training shall be integrated to make the best use of the time allocated.

11.3 Standardisation Requirements, Procedures & Student Grades:

The following standardisation table shall be used to record student performance. All items assessed should be accompanied by a narrative.

<u>GRADE</u>	<u>DESCRIPTION</u>
A	Student performs all exercises accurately & precisely after 1 demonstration and a minimum of practice
B	Student performs most exercises accurately & precisely following demonstration & practice well within the allotted exercise period.
C	Student performs most exercises after demonstration & a number of practices, to a reasonable degree of accuracy within the allotted time.
D	Student requires additional demonstration and/or practice to perform the exercise. Accuracy is poor. Additional time is required for the exercise.
E	Student has difficulty in performing the exercise & needs frequent re-demonstration & additional practice. The exercise cannot be completed in the allotted period additional training is required.
F	Student has great difficulty in performing the exercise, additional demonstration and practice is required, accuracy is poor, unable to complete the exercise in the allotted period. Additional training is essential.

12. Differences Training

- 12.1 Where training is completed on aeroplanes having fixed undercarriage, Differences Training is mandatory before operating Multi Engine Piston Aircraft with retractable undercarriage. This differences training must include asymmetric practice.
- 12.2 When training is completed on aircraft with retractable undercarriage, there is no mandatory Differences Training required to fly aircraft with fixed undercarriage. Performance considerations relating to aeroplanes with fixed undercarriage shall be discussed as part of the course.
- 12.3 Where training is completed on a multi engine piston aeroplane with no critical engine, the training shall include reference to aeroplanes with a critical engine
- 12.4 Where multi engine piston courses are completed on aeroplanes that have automatic engine control systems, and advanced instrumentation, ground training shall include conventional controls and instrumentation. Differences training will be mandatory before operating conventional multi engine aeroplanes
- 12.5 Holders of a multi engine piston rating limited to centreline thrust aeroplanes will be required to complete the asymmetric training exercises of at least 3.5 hours and pass a full Multi Engine Piston Class rating theoretical examination and Skill Test on a Multi Engine piston aeroplane that does not have centreline thrust.

Document Prepared by

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JAA Flight & Training Standards Auditor

Date: 1.6.2006

Appendix A Student Record - MEP Training Course

COURSE	MEP	CAA REF			
Name:					
Date of Birth:				Age:	
Address:					
Tel:		Work:			
Date Course Commenced:		Date Course Completed:			
Licence Held:		Ratings:			
Medical Class:		Medical Expiry Date:			
Licence/Logbook Checked		Pre-entry Requirements			
		(MEP) Written Exam Passed			
Previous Flying Experience:					
Comments:					
Hours Flown:		Ground Training Hours:			
I certify that the above Training Record is correct					
Head of Training					
Company Name			Date:		

Appendix B MEP Training Record

Please note: One form to be used for each training flight or theoretical training session.

MEP TRAINING RECORD

STUDENT NAME:.....

Aircraft Reg:.....

Page No:.....

Instructors Name:.....

<u>DATE:</u>							
AIRCRAFT OR GROUND							
EXERCISE OR SUBJECT							
DURATION							
TOTAL HOURS FLYING							
TOTAL HOURS GROUND TUITION							
EMERGENCY PROCEDURES TRAINING							
STUDENTS PERFORMANCE AND PROGRESS	Performance Grade	A	B	C	D	E	F
COMMENTS ON STUDENTS PERFORMANCE AND TRAINING:							



West London Aero Club

This is to certify that

.....

has successfully completed the training for

Single Pilot Multi Engine Rating

at White Waltham Airfield

This training was completed

On the day of 20.....

Signed

Instructor

Cap 601

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