



Light Sport Flying Club
Wycombe Air Park
(Booker)
FLYING ORDER BOOK

2008

This document must be read and signed by all licensed Club pilots when they first join and at the beginning of each subsequent calendar year. All student pilots must read and sign the document before flying solo.

Use of “Wycombe Air Park Airfield” and “L.S.F Club” membership presumes total acceptance of these orders.

Also available on our web site www.lightsportflying.co.uk

CONTENTS PAGE

01. LICENSES
02. PILOT HEALTH
03. INSURANCE
04. CHECK FLIGHTS
05. PASSENGERS
06. LOG BOOKS
07. CHARITY FLIGHTS
08. AIRCRAFT OPERATION
09. FLIGHT SAFETY
10. WEATHER
11. AIRFIELD - OPERATING HOURS
12. BOOKING OUT / IN
13. SOLO AUTHORISATION
14. CLOTHING
15. SMOKING
16. AIRCRAFT PREPARATION
17. FUEL
18. STARTING ENGINES
19. TAXIING
20. NOISE SENSITIVE AREAS
21. CIRCUIT PROCEDURES
22. LOCAL AREA FLYING
23. LOW FLYING
24. UNCERTAIN OF POSITION / LOST PROCEDURE
25. STUDENT PILOTS LANDING OUT
26. AIRSPACE INFRINGEMENTS
27. AIRPROX
28. ACCIDENTS
29. BREACH OF ORDERS
30. AIRWAYS AERO ASSOCIATIONS PARKING CONDITIONS

NEW ORDERS WILL BE MARKED * AND DATED. PLEASE SIGN THE REGISTER AT THE BACK OF THIS BOOK TO SHOW YOU HAVE READ ALL THE NEW ORDERS.

Phraseology.

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

Light Sport Flying Club will be abbreviated to LSF.
British Airways Flying Club will be abbreviated BAFC

1) PILOT LICENSES

- ❑ All pilots must know the extent of the privileges of their licence and fly within those privileges.
- ❑ It is the responsibility of the licence holder to ensure that they have a current Certificate of Experience or Test as appropriate.
- ❑ The licence must be available for inspection by the Club if requested.
- ❑ All pilots must hold an appropriate licence if they wish to operate an aircraft radio.

2) PILOT HEALTH

- ❑ All licensed pilots and solo student pilots must be in possession of a valid medical certificate or declaration of health as required by their particular licence.
- ❑ It is the pilot's responsibility to ensure that the certificate/declaration is current.
- ❑ Pilots should only fly when in good health.
- ❑ Pilots should be aware of the side effects of some medication on their ability to operate the aircraft.
- ❑ The current regulations concerning alcohol and flying impose a limit that is one quarter of the allowed limit for driving a car in the UK.

In detail the prescribed limits are:

When acting as a pilot of an aircraft during flight;

- In the case of breath: 9 microgrammes of alcohol in 100 millilitres.
 - In the case of blood: 20 milligrammes of alcohol in 100 millilitres.
 - In the case of urine: 27 milligrammes of alcohol in 100 millilitres.
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- ❑ It is suggested that no pilot or passenger should fly in an aircraft from this club site within ten hours of consuming any amount of alcohol.

3) INSURANCE

- ❑ Solo students and club pilots must have valid third party insurance for ground and flight operation of the aircraft.
- ❑ Club pilots must have valid passenger insurance for ground and flight operation of the aircraft, unless flying solo only.
- ❑ The current EU minimums equate to £80,000 passenger insurance and £750,000 third party liability.

4) CHECK FLIGHTS

- ❑ Solo students and licensed Club members who have not flown for 60 days or more may be required to undergo a check. This will be at the discretion of the CFI, Instructor, or Safety Officer. The student or Club member will be responsible for any cost incurred.

5) PASSENGERS

- ❑ Pilots are reminded that the law requires that to carry a passenger the pilot must have carried out at least 3 take offs and landings as the sole manipulator of the controls of an aircraft of the same type within the previous 90 days.
- ❑ Pilots wishing to carry passengers are responsible for:
- ❑ Ensuring that the passenger is FULLY briefed, Briefing the passenger before flight as required by law.

6) LOG BOOKS & AIRCRAFT TECH LOG

- ❑ The completion of flight records including pilot log books is required by law. Club members should note the following requirements:
- ❑ Student Pilots should complete log books post flight showing training exercises carried out and passenger / instructor name as applicable.
- ❑ Log books must be kept for a minimum of 2 years after the date of the last entry.
- ❑ The supplementary aircraft tech log (kept in the box) must be kept up to date after each flight recording ANY problems including heavy landing etc. Every Pilot/Student should also check the official aircraft documents and log books kept in the BA tech room. No flights shall take place if these are not complete or up to date.

7) CHARITY FLIGHTS

- ❑ It is only legal for payment to be made for flight in a microlight aircraft when the flight is an instructional or examination flight.
- ❑ Raffle and draw prizes where the winner has paid for a ticket are deemed to be public transport flights if the flight is not instructional or an examination. Public transport flights cannot be given in microlight aircraft.
- ❑ Charity flights are flights where money has been paid to a registered charity for the purpose of the flight and which would otherwise be considered to be aerial work. There are strict conditions applied to the conduct of charity flights, which are explained in an Aeronautical Information Circular. The circular can be read on the AIS web site at www.ais.org.uk

8) AIRCRAFT OPERATION

- ❑ Pilots must be in possession of aircraft manuals and have knowledge of the operational limits and required procedures.
- ❑ Pilots must know the registration and airworthiness requirements for their aircraft and comply with them.

9) FLIGHT SAFETY

- ❑ It is the pilot's responsibility to always operate the aircraft in a safe manner.
- ❑ Pilots must not fly in a manner likely to endanger people, property or the aircraft.

10) WEATHER

- ❑ It is the pilot's responsibility to obtain weather forecasts for the route to be flown and destination airfields.
- ❑ Students must obtain authorisation for cross-country flights before take off.
- ❑ No aircraft may be flown unless the weather minimum with regard to licence and aircraft requirements can be complied with.

11) OPERATING HOURS – Wycombe Air Park (Booker)

- Flights from “Wycombe Air Park” may only be made during the following times.
 - 7 days per week from 09:00 to 17:30 hours. Extended opening hours in the Summer on Saturdays, Sundays, Tuesdays and Thursdays from 09:00 to 20:00 hours. In Winter, night flying until 18:30 hours takes place on Monday to Friday evenings (weather permitting).
 - **No circuit flying** before 09.00 or after landing times as above or without ATC operation

- All times are local.
- Exemption for out of hours operation at the airfield and LSF club discretion, no circuits, or continued short local flights.
- Fuel pumps close half an hour before closing times

12) BOOKING OUT AND IN

- Before all flights pilots are required to book out on the flight record sheet in the BA reception giving details of intended take off time, pilots name, detail i.e. local, circuits etc. and destination airfield. There is no need to put a return time pm will suffice if you do put a return time and get held up you must report this to the airfield within half an hour or your stated time

- There is no requirement to book back in at Wycombe as this will be done by ATC however if you changed the detail of the flight whilst out this should be reported to ATC, i.e. if you booked out to Bembridge and decided to stop at Popham on the return ATC will be expecting you in bound from Bembridge not Popham, so you need to report the change of detail

- Failure to book out or in may lead to missing aircraft not being noticed and aircraft safely in the hangar being reported as missing.

13) SOLO AUTHORISATION

- Solo students may not fly unless authorised by an instructor and may only fly authorised exercises.

- Student pilots must have their booking entry countersigned by the authorising instructor before flight.

14) CLOTHING

- ❑ Safety helmets must be worn at all times when in an open cockpit aircraft including during ground engine runs and taxiing for position.
- ❑ An exemption from this rule may be available for certain aircraft by agreement with the Chief Flying Instructor.
- ❑ Suitable shoes should be worn at all times in aircraft. Sandals have straps that makes them unsuitable footwear.

15) SMOKING

- ❑ Smoking is forbidden in or near the hangar or the fuel store.
- ❑ Smoking is prohibited anywhere airside including Northside
- ❑ Smoking in or near aircraft is bad practice and dangerous.

16) AIRCRAFT PREPARATION

- ❑ All aircraft must be thoroughly checked and prepared before flight in accordance with manufacturers manuals, the permit to fly conditions and air law requirements.
- ❑ Ref Doc: Aircraft manual
 Permit to Fly
 Aircraft Tech Log

17) FUEL

- ❑ Prolonged use of Avgas is not recommended by the Rotax manufacturer however we currently only have Avgas available for use at Wycombe. The use of MOGAS carried in cans is not recommended unless in special circumstances approved by a safety officer, MOGAS can be used from airfields so equipped.
- ❑ Fuelling must not be carried out...
 - On the grass parking areas.
 - With the engine still running.
 - Without Duty Crew in attendance.and
 - An earth bonding strap must always be used
 - The fuel must be sampled at the beginning of each flying day
 - Where not visible tanks must be dipped to confirm quantity

18) STARTING ENGINES

- Engines must not be started or run:
 - In the hangar.
 - In congested areas.
 - Outside the hangar where propeller wash will go into the hangar door.
 - Where propeller wash will cause a problem to other people or aircraft.
 - From outside the aircraft unless secured by trained persons and never with a passenger only seated in the aircraft.

19) TAXIING

- With consideration to the poor brakes often fitted to microlights taxiing aircraft should not taxi above a jogging pace. Be prepared for brake failure and plan an emergency procedure
- Taxiing aircraft should follow ground collision avoidance regulations.
- Do not taxi without ATC clearance anywhere on the airfield. Pilots shall obtain permission from the ATC before taxiing any aircraft.
- Strictly do not cross between A Alpha and B Bravo or cross an active runway without ATC clearance
- A functional check of the aircraft braking system shall be carried out as soon as possible after commencing to taxi and prior to entering the apron.
- Taxiing shall be carried out at a speed that will enable the aircraft to be brought to a safe halt in the stopping distance available.
- Due to the congested nature of the apron at Wycombe, taxiing speed shall be no more than walking pace or less if conditions dictate. When on the grass areas it may be advantageous to taxi at a slightly higher speed where safe to do so with the control stick held back to avoid the possibility of the nose dropping into a hole.
- Aircraft shall not be taxied into or out of hangars.

20) NOISE SENSITIVE AREAS

- ❑ All flights must avoid noise sensitive areas as per the Wycombe Air Park Noise Abatement procedures.

21) CIRCUIT PROCEDURES

- ❑ All pilots must follow the circuit pattern as published
- ❑ All flights as directed by ATC
- ❑ Overhead joins must be as published, there is no dead side at Wycombe!
- ❑ Aircraft leaving or joining the circuit must do so by the displayed routes.
- ❑ Remember that light aircraft and Helicopter traffic use the Wycombe circuit with varying speed and heights plus Gliders and Tugs using the opposite circuit to power, if uncertain about a particular runway circuit pattern, departure or join please ask for a briefing or check flight.
- ❑ If the runway is occupied and there is no ATC clearance to land A GO AROUND must be executed before 200' the go around at Wycombe is straight ahead on the runway QDM following the normal circuit pattern unless directed by ATC
- ❑ No aircraft is to orbit in the circuit without ATC clearance
- ❑ Student pilots are to prefix initial calls with "Student G-XXXX" and also on any subsequent calls if it is felt necessary.
- ❑ Pilots shall report downwind with their intention (Land, Go-around or Touch and Go). Pilots shall also state their intention when reporting "FINAL"
- ❑ Do not carry out orbits in any part of any of the Wycombe Air Park circuits for any reason unless directed by ATC
- ❑ All circuits shall be flown at 1000 feet QFE. The helicopter circuit height is 750 ft QFE therefore it should be noted that the helicopters, once established in their circuit, do not make any further R/T calls until their sortie is complete. Therefore Pilots must assume that helicopters are operating at all times beneath them in the circuit. Permission to operate at a lower circuit height must be obtained from ATC.
- ❑ Pilots shall report downwind with their intention (Land, Go-around or Touch and Go). Pilots shall also state their intention when reporting "FINAL".

22) LOCAL AREA FLYING & GENERAL CONSIDERATIONS

- ❑ Aircraft should be flown at least 1000 feet above ground level when operating in the local area unless carrying out forced landing practice in a designated area or landing at another airfield.
- ❑ Stall and unusual attitude training should be flown to ensure recovery is achieved above 2000 feet above ground level.
- ❑ When flying in the local area pilots should remember that there is an intensity of traffic and a good look out at all times is required
- ❑ Awareness of controlled airspace is essential. And correct altimeter setting is required.
- ❑ Local avoidance areas are marked on the map.

- ❑ Circuit leaving Procedures.

Due to intense gliding activity at Wycombe Air Park, action taken after take-off will be to either climb straight ahead, if the noise abatement procedure allows this, until clear of the ATZ, or follow the power aircraft circuit to leave crosswind or downwind. Aircraft intending to depart from the overhead will report this whilst climbing around the circuit. Pilots must ensure they remain below the lower limits of the London TMA. Except for reasons of flight safety noise abatement procedures must be strictly adhered to.

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

Take all necessary steps to picket and protect the aircraft so as to prevent the risk of damage by sightseers, animals, weather e.t.c.
Notify the local Police and the landowner.
Notify your group coordinator

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

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

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

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

- a. When, with full fuel loaded.
- b. If excessive baggage is carried.
- c. If freight is carried.
- d. If any person of above average size or weight is carried.

Care shall be taken to ensure that the C of G limits are not exceeded even though the Max AUW may not have been reached.

Take-off and Landing Performance shall be considered for all flights and calculated under the following circumstances:

- a. where more than one person is on board
- b. For all flights using a grass runway when surface wind and/or high temperatures and/or surface conditions may need consideration.
- c. For short runways

Pilots are to read General Aviation Safety Sense leaflet 7A (Aeroplane Performance). And the aircraft POH

Rejoin Procedure & ALTERNATIVE JOINS – as cleared by ATC.

Downwind Join

This can only be carried out from a position at least 2 miles upwind of the crosswind leg of the circuit and priority must be given to circuit traffic. It is not permissible to join at any point on the downwind leg which would involve making a turn against circuit direction. Caution will be exercised when joining from the South with a downwind join clearance for 25 as there exists a danger of descending on top of traffic that is on a wide cross-wind leg having flown an extended climb out due to the noise abatement procedure. Join wide (in excess of 2nm) and ensure that you have sufficient spacing on circuit traffic.

Base Leg Join

Pilots cleared to join on an extended base leg must not interfere with established circuit traffic. Arrange to be at circuit height shortly after

entering the ATZ so as to be at the same level as circuit traffic. This method is particularly useful when joining Runway 25 or Runway 07 from the north.

Straight In Approach

Priority must be given to circuit traffic and pilots must not hesitate to convert to an overhead join if confliction with other circuit traffic becomes apparent.

23) LOW FLYING

- Low flying rules must be observed at all times. Any flights below 500 feet above ground level within 10 miles of the airfield must be reported to the Chief Flying Instructor on landing.
- Practice forced landings may only be made with specific authorisation from the Chief Flying Instructor and in authorised areas.
- Solo Students are not allowed to perform EFATOs

24) UNCERTAIN OF POSITION / LOST PROCEDURE

- A pilot who is uncertain of position during flight in the local area should call
 - Benson RADAR on 120.900 or Farnborough West 125.250 or Farnborough North 132.800 request radar help, or
 - NATS Distress and Diversion on 121.500
- A pilot who is lost should follow the procedures as for uncertain of position or call
 - NATS Distress and Diversion on 121.500

25) STUDENT PILOTS LANDING OUT

- Student pilots landing out at other than the planned destination must not take off again without first informing the authorising instructor of the circumstances of the landing.

26) AIRSPACE INFRINGEMENTS

- Any airspace infringements must be reported to the Chief Flying Instructor on landing.

27) AIRPROX

- Airprox reports should be made on landing to the Chief Flying Instructor and an Air Traffic Control Centre.
- A written report on form CA 1094 must be completed within 7 days.

28) ACCIDENTS and INCIDENTS

- All accidents and incidents must be reported to the Chief Flying Instructor in writing.
- Notifiable accidents must be reported to the AAIB on 01252 512299 and also should be reported to BMAA on 01869 338888

29) BREACH OF ORDERS

- **ANY BREACH OF ORDERS OR BEHAVIOUR LIKELY TO BRING THE MICROLIGHT CLUB INTO DISREPUTE WILL CAUSE LOSS OF MEMBERSHIP PRIVILEGES AT THE DISCRETION OF THE CHIEF FLYING INSTRUCTOR.**

30) AIRWAYS AERO ASSOCIATIONS PARKING CONDITIONS

CONDITIONS FOR USE OF WYCOMBE AIR PARK

1. Wycombe Air Park ("WAP") is operated under the control of Airways Aero Associations Ltd (AAA). Reference herein to the AAA shall where the context so requires or admits include AAA acting by its airfield manager or other authorised officials.
2. The aircraft owner, depositor, hirer, or any other person for the time being having the management of a particular aircraft is hereinafter referred to as the "Operator".
3. The Conditions are displayed in the Briefing Room at WAP and aircraft will only be accepted for landing, housing or parking on these Conditions. Landing housing and parking by an Operator will be deemed to constitute acceptance of the Conditions.
4. AAA reserve the right, upon written notice, to amend, vary or rescind any of the Conditions and any charges for WAP services. Notice of charges will be effective 7 days after display in the Briefing Room unless otherwise specified. Fuel and oil prices will be varied as dictated by the suppliers to AAA.
5. In these Conditions, words in the singular shall also, where applicable, include the plural; words imparting the masculine meaning shall include the feminine meaning and words referring to a person shall include a Body Corporate.
6. In accordance with the Aerodrome Licence (Ordinary) granted by the Civil Aviation Authority under Article 68 of the Air Navigation Order as amended, use of WAP is subject to:-
 - (a) The Conditions of the CAA Aerodrome Licence No P523.
 - (b) local flying restrictions and procedures as promulgated in the UK Air Pilot and NOTAMs.
 - (c) WAP Operating Procedures - Fixed Wing, Gliding and Helicopters.
 - (d) Any other orders, instructions or directions given by or on behalf of AAA whether in writing or otherwise.
7. The Operator shall pay the appropriate charges for the landing, parking or housing of aircraft. The Operator shall also pay for any supplies, services or facilities provided to him, or the aircraft at WAP by or on behalf of AAA. The charges for such Supplies, services, or facilities shall, unless otherwise agreed before charges are incurred, be those that may from time to time be determined by AAA.

The charges referred to in paragraph 7 shall accrue from day to day and shall be payable to AAA before the aircraft departs from WAP unless some other arrangement has been agreed in writing or otherwise by AAA.
9. The Operator shall be liable to pay interest on unpaid debts at the rate of 2.5% per month calculated on a per diem basis seven days after a written request for payment so long as the aircraft, its parts and accessories shall be upon WAP or upon any land under the control of AAA. AAA shall have a continued lien, both particular and general upon the aircraft, its parts and accessories for all charges of whatsoever nature and whatsoever incurred, which shall be or become due and payable to AAA in respect of that aircraft, or in respect of any other aircraft of which the Operator of that aircraft is the Operator at that time when the lien is exercised. The said lien shall not be lost by reason of departing from land in the control of AM but shall continue to be exercisable at any time when the aircraft has returned to and is upon any such land so long as any of the said charges whether incurred before or after such departure remain unpaid.
19. AAA may at any time order an Operator either to move a parked aircraft to another position or to remove it from WAP. Failure to comply with the order within the period specified will render the Operator liable to a special charge, equivalent to the standard daily parking charge for each hour or part thereof during which the aircraft remains in the position after the period specified in the order.
20. Application forms for housing and parking licences are available from AAA and must be signed by the Operator before the aircraft is accepted.
21. No person shall, without the permission of AAA, use or store at WAP any aviation fuels or oils which have not been purchased from AAA. Use of non CAA approved fuels is not permitted at WAP. Fuel will only be released to aircraft operators against the signature of the registered owner or his authorised agent. Such signature will be construed as authority to charge approved credit accounts. All other deliveries shall be for cash.
22. Operators, their servants, agents or subcontractors shall in all cases comply with all requirements of any Ministry or Authority, local or otherwise.

