

## Pilots Copy

**Order 1      Air Navigation Order**      All pilots and students must have knowledge of the Air Navigation Order and Regulations (CAP393), the UK IAIP, NOTAMS and latest amendments and relevant AIC's.

CAP 393, NOTAMS and the IAIP can be found online.

**Order 2      Training Aims**      Each student (whatever course they may be studying) will be expected to achieve a good standard of airmanship.

**Order 3      Syllabus**      All PPL courses will follow the POOLEYS PPL or NPPL syllabus, IMC training and Night ratings will follow the CAA syllabus. Copies of these are held in the Instructor's Office.

**Order 4      Training Programme**      Students may train intensively however only to a maximum of 4 hours flying per day with breaks of at least 20 minutes between flying sorties. Lessons are normally approximately one hour duration each except for cross country/navigational flights. Training can be undertaken 7 days per week but no training on Bank Holidays.

**Order 5      Training Records**      Any physical Training Records are secured in the Flight School Offices, all future records will be kept on Flight Logger. It is the responsibility of the student's instructor to ensure that these records and the student's logbook are kept up to date. The Chief Flying Instructor will check records and student's logbooks at the end of each course.

**Order 6a      Skills Tests**      Authorisation for the Skill Test will be made by the student's instructor in consultation with the examiner. Notes for guidance for those taking the Skill Test are available from the Chief Flying Instructor.

**Order 6b      Examinations**      Any ground exams will be conducted in accordance with CAA guidelines, organised by authorised personnel (normally an instructor).

**Order 7      Training Effectiveness**      It is the responsibility of the individual instructor to ascertain that sufficient and adequate progress is being made by any student. If any student appears to be making unsatisfactory progress, the instructor will liaise with the Head of training to work out what steps should be taken to rectify the situation. Ordinarily a student will not change instructors unless the student specifically requests a change or insufficient progress has been made. The Head of Training will periodically check all Student Training Records to check that sufficient standards are being met.

**Order 8      Authorisation & Documentation**      All training flights must be authorised by a member of instructional staff of Tatenhill Aviation. All pilots (and instructors authorising students) must ensure that they: -

- a) Meet all the terms of the Air Navigation Order for the time being in force.
- b) If the pilot has less than 100hrs total time and have not flown within the last 30 days they will require a check flight with an instructor.
- c) If the pilot has more than 100hrs of total time and they have not flown within the last 90 days they will require a check flight with an instructor
- d) Before each aircraft hire, the PIC must show their license and logbook before each flight to an instructor or a member of the operations team.
- e) The above currency rules apply for each aircraft type.
- f) For night flying, must have flown at night in the last 6 months.
- g) Meet "passenger" criteria as laid down by CAA in last 90 days.

- h) Have a valid and current licence including Class Rating and medical. Pilots must keep their logbook up to date and available for inspection.
- i) The office will require a copy of everyone's licence, ratings and medical and uploaded to their Flight Logger profile.

**Order 9      Technical Log & Deferred Defect Log**      Prior to flight, details must be entered on the Tech Log and check 'A'/pre flights column signed. Immediately on return the Hobbs start and finish time must be recorded on the Tech Log. The 'Time' column should be completed and signed. Any licence holder or student pilot must report defects to an Engineer or Flying Instructor. If the aircraft is considered unfit for service, the Tech Log is annotated and set aside/handed to the maintenance manger. **ONLY AUTHORISED PERSONNEL ARE TO DEFER DEFECTS**

**Order 10      Aircraft Checks Before Flight**      All pilots must be in possession of and be conversant with a checklist for the type of aircraft to be flown. All checks on the ground must be done from this checklist. Before the aircraft is started, it must be positioned safely to ensure that any backwash is away from hangars, open windows etc. All pilots must be aware of pilot's legal responsibility with regard to pre-flight actions including passenger briefing/care, as stated in article 35 or the ANO (current edition).

**Order 11      Handswinging**      Under NO circumstances should Tatenhill aircraft be handswung except by trained staff.

**Order 12      Running Up Procedures**      The run up prior to take off will be carried out either on the grass parking area or on the main apron at the holding points so that the movement of other aircraft is not restricted. The aircraft shall be positioned into wind ensuring that no other aircraft, vehicle or obstruction of any kind is behind the aircraft. Aircraft starting for the first time on any day must be allowed sufficient time to warm up before the run up checks are carried out.

**Order 13      Turns After Take Off**      Normally no turns will be made below 500ft after take-off and the angle of bank will be restricted to 15 ° or a rate one turn whichever is the less.

**Order 14      Unusual Manoeuvres**      Aerobatics or spinning or unusual manoeuvres may not be carried out without an instructor on board unless specifically authorised and the pilot holds an aerobatic rating. In all cases spinning and aero's must be completed not below 3000ft above ground level unless with an instructor and conducted a minimum of 1000ft vertically and 1 nautical mile horizontally from cloud and in a flight visibility of at least 5nm. Furthermore, good ground contact must be maintained.

**Order 15      Practice Forced Landings**      Practice forced landings will be carried out clear of controlled airspace in the local flying area. Go around action must be taken not below 500ft above ground level and care taken to avoid towns and villages.

**Order 16      Low Flying**      As per the ANO, an aircraft must fly at such a height as would enable it to glide clear of the area and without danger to any persons or property in the event of an engine failure. An aircraft shall not fly over a congested area, town or city at a height of less than 1000ft above the highest fixed object. An aircraft shall not fly lower than 500ft AGL unless taking off or landing.

An aircraft shall not fly over or within 1000ft at any assembly in the open air of more than 1000 persons assembled for the purpose of witnessing or participating in any organised event, except with the permission in writing of the authority and in accordance with the conditions therein specified and

with the consent in writing of the organiser of the event. The aircraft must be able to glide clear in the event of an engine failure.

If at any time, for any reason, the aircraft is forced to fly below the legal limit, a report must be made immediately on landing to the HoT/CFI/Duty Instructor. Nothing in this order shall prohibit school aircraft flying in accordance with normal aviation practice for the purpose of taking off or landing.

**Order 17 Instrument Flying/Weather Minimum Simulated** instrument flying unless specifically authorised will take place only with an instructor on board. The weather minimum for all flights are as follows:-

Dual Flights This will be the published minimum for the approach aid in use at the airfield of departure or intended destination, whichever is the more restrictive.

#### Excessive Crosswind component on return to Tatenhill

If after flying from Tatenhill, a pilot returns and is advised by air ground that the surface wind reveals a crosswind component for the runway in use is in excess of the limits given in this order, the pilot shall inform ground radio that the crosswind is outside their permitted limits and they will hold position and wait advice from air ground (who will liaise with the school), this may either be a diversion to either East Midlands, Sleaford or Wolverhampton. The student will be responsible for any charges incurred due to any diversions for weather. A qualified pilot may elect to use 21/03.

**Order 18 Go Around Action** At any time on an approach, if the pilot feels that the aircraft will not touch down within the first third of the runway, is drifting off the centre line, or is too close behind another aircraft, go around action must be taken. Long and low go arounds must not be carried out.

#### **Order 19 Refuelling procedures**

Tatenhill Airfield supply two types of fuel: Avgas (100LL) and Jet A1

All aircraft must be stopped, **electrics off** and engines shut down. During fuelling the aircraft must be parked with brakes off and unchoked. A member of Tatenhill Aviation staff shall carry out refuelling. No persons shall be inside the aircraft during fuelling. Pilots are reminded that it is their responsibility to ensure that the aircraft has sufficient fuel and a reserve for their sortie and can verify the amount of fuel in the aircraft prior to departure without being reliant on the fuel gauges. **Aircraft should be moved/positioned away from the pumps once refuelled.**

If refuelling away from Tatenhill, the pilot must pay for the fuel supplied and a claim for refund is to be submitted. The **maximum** refunded will be based on the current fuel rate at Tatenhill.

**Order 20 Weather Minima** Students and pilots will only be authorised to fly in command of school aircraft when the visibility, cloud base and surface wind are forecast to remain for the whole of the intended detail + 1 hour after the estimated time of the last landing as follows:-

<b><u>Solo Student Pilots</u></b>	<b><u>Visibility at least</u></b>	<b><u>Cloud base Not lower</u></b>	<b><u>Surface Wind Not greater</u></b>
Circuit Flying	8Km	1500ft AAL	30kts <b>C152 12kts crosswind</b> <b>C172 15kts crosswind</b> <b>PA28 17kts crosswind</b>
Flying in local area	10Km	2500ft	as above

Nav exercises	10Km	2500ft	As above at each airfield + alternate
---------------	------	--------	---------------------------------------

PPL	Visibility <u>at least</u>	Cloud base <u>Not lower</u>	Surface Wind <u>Not greater</u>
	VFR Minimum applies unless the Pilot has an IMC, when IMC minima applied.	VFR Minimum applies unless the Pilot has an IMC, when IMC minima applied.	Max demonstrated Crosswind as per POH.

The management and instructors of Tatenhill Aviation reserve the right to refuse to authorise flight if the weather is deemed unsatisfactory.

**Order 21 Cross Country Flights** The pilot must on all navigation exercises, carry such maps, charts and navigational equipment to enable him to safely carry out the intended flight. He must check the weather for the route and intended destination. All documents that are required to be carried according to the Air Navigation Order must be put in a safe place in the aircraft. Sufficient fuel and oil must be loaded on the aircraft and if necessary, the pilot must check that fuel is available at his destination for the return flight.

The pilot must plan a proper Safety Altitude for each navigational flight as per PPL Navigational studies.

**Order 22 Action When Uncertain of Position/Lost** If a pilot becomes uncertain of his position during a local training flight, and then he should contact Distress and Diversion on 121.5 without delay. Ask for a fix and any further assistance as necessary. The initial radio call should be a PAN call [and use the squawk 0030](#).

**Order 23 Landing at Unauthorised Destinations/Forced Landings** Should the aircraft be forced to land at a destination other than that intended, the aircraft should be secured and the Flying School informed immediately by the quickest means. Under no circumstances may the aircraft leave this site until the flight has been re-authorised. If the aircraft has been forced to land with any mechanical failure, an engineer will be arranged by Tatenhill Aviation to inspect the aircraft before it is allowed to fly again even if the aircraft landed at an airfield apparently undamaged.

**Order 24 Care of Aircraft Away from Base** The pilot in command is responsible for the parking and security of school aircraft. Landing fees must be paid in full before departure.

**Order 25 Weight and Performance Limitations** Before each flight the Captain of the aircraft must satisfy himself that the load carried will not exceed the maximum take-off weight or the centre of gravity limitations. The actual weight of the aircraft must be used in these calculations and this is detailed in the individual POH for each aircraft. The Captain will also ensure that the aircraft has adequate performance for both take-off and landing again by consultation of the POH and relevant AIC's.

**Order 26 Flying Over Water** Before flight over water, the aircraft must be checked for serviceability and have a minimum of one lifejacket per person on board. Both Lifejackets and Life raft are available for hire from the Tatenhill Aviation Office.

**Order 27 Consumption of Alcohol and Drugs** A minimum of eight hours must elapse between consumption of alcohol and commencement of flight for any member of the crew. Also, the taking of any drugs including anti-sickness, antihistamines and cold cure drugs are prohibited. A full 24 hours must be given before flying after donating blood. If a pilot has any reason to believe that his state of health may affect his performance, then he shall not fly as crew until a doctor's advice has been sought.

**Order 28 Night Flying & Night Flying (Emergency Procedures)** Night flying will take place any evening deemed necessary by the CFI/HoT.

Before night flying takes place, the aircraft must be checked for serviceability for night flying to include the checking of interior and exterior lighting. A torch **must** be available inside the aircraft during all night operations.

In the event of the airfield becoming unserviceable the aircraft will (if the unserviceability is to be of a long duration) be diverted to either Birmingham or East Midlands unless the Duty Instructor issues instructions to the contrary.

Bad Weather diversions:- in the event of a diversion due to bad weather the primary diversion airfield will be East Midlands. During all night flights sufficient fuel must remain on board for diversion to one alternate including 30-minute reserve.

**Order 29 Wake Turbulence** Aircraft Vortex Danger (ref. to AIC P 092/2017)  
Pilots must remember the danger of prop wash and/or jet blast when taxiing close to larger or high-powered aircraft. As important is the danger of landing close behind or taking off behind larger aircraft.

#### Wake Turbulence Spacing Minima – Final Approach

Leading Aircraft	Following Aircraft	Separation ICAO Nm	Minima Distance UK Nm
A380-800	Small	N/A	7
A380-800	Light	8	8
Heavy	Small	N/A	6
Heavy	Light	6	7
Upper Medium	Small	N/A	4
Upper Medium	Light	5	6
Lower Medium	Small	N/A	3
Lower Medium	Light	5	5
Small	Small	N/A	3
Small	Light	N/A	4

These minima to be applied when an aircraft is operating directly behind another aircraft and when crossing at the same altitude or less than 1000ft below.

**Order 30 Charity Flights** All charity flights must be conducted in accordance with the regulations set out in AIC W 104/201

**Order 31 Aerodrome Operational Hours and Information** As detailed in UK IAIP

**Order 32 Taxiing Procedure Inc Brake Failure** Taxi speed should not exceed a fast walking pace and brakes should be used as sparingly as possible when taxiing on the apron close to other aircraft. **NEVER taxi an aircraft inside a hanger. SHUT DOWN ENGINE and STOP well outside hangar. NEVER taxi too close to hangars, buildings, obstacles or persons.**

If brakes fail:- Close throttle. Steer away from other aircraft and obstacles and towards a high friction surface if possible, e.g., grass. **IF IN DOUBT STOP, SHUT DOWN & ASK FOR ASSISTANCE**

**Due to the longitudinal slope of the runway, pilots cannot see aircraft at the far end of the runway. Pilots wishing to enter the active runway must ensure that the runway is clear before departing. Make your intentions clear to other traffic.**

**When the Air Ambulance aircraft has rotors running or their beacon is flashing all aircraft in the vicinity are to hold position until the aircraft has shut down or departed.**

**Order 33 Instructions from Air Ground** Tatenhill Airfield has only an Air Ground radio service therefore no instructions will be given, however details of runway in use, QFE/QNH and wind direction/speed will be given. There is a windsock on site.

**Order 34 Circuit Procedures** Circuits at Tatenhill are conducted on the licensed 26/08 runway. An unlicensed RW 21/03 may be available if required due to crosswind limits (Personal or Aircraft). Ensure that you obtain a copy of the procedure. All circuits are flown at 1000ft QFE and are left hand. Details of the runways are given in the AGA section of the UK IAIP. No circuits are to be flown after 6pm unless specific night training is being carried out authorised by an instructor.

**Order 35 Local Flying Area** The local flying training will normally take place within an area of 30nm radius of Tatenhill Airfield.

**Order 36 Prohibited and Danger Areas** All pilots must ensure that they are aware of the proximity of any danger or prohibited areas on route and must have a current edition of the appropriate chart when flying.

**Order 37 Look Out Near/Within the Circuit & Action After Landing** Due to the sometimes high intensity of traffic close to the airfield, all pilots should keep a good look out especially during the climb out. Periodically during the climb, pilots should lower the nose to see ahead to check the forward area is clear of potential traffic.

After landing at Tatenhill on '26' aircraft may backtrack the grass northside (summer only) or the main hard runway but if the circuit has other traffic on final approach and the grass is unusable, it would be appropriate to vacate the runway at the intersection and wait for any other traffic to land before re-entering the runway to back track. No instructions can be given by Air Ground. Remember that due to the longitudinal slope of the runway, pilots cannot see aircraft at the far end of the runway. Make your intentions clear to other traffic.

**Order 38 Use Of R/T** Non-radio aircraft are not permitted at Tatenhill. All pilots should ask for a radio check before commencing their flight. If they are unable to gain air/ground contact, they should try other traffic operating on Tatenhill frequency. If they cannot gain contact, they should not start their flight but report to the CFI, HoT or Chief Engineer for the fault to be rectified. Students will be loaned headsets if they require them. Pilots may be loaned a headset, subject to availability. All headsets should be returned immediately after use. No radio service is available outside licensed hours see AGA section of UK IAIP

**Order 39 Local Anti-Noise Requirements** No circuits to be performed after 6pm, unless by prior arrangement. No flying on Christmas Day, Boxing Day or New Year's Day.

**Order 40 Infringement of Controlled Airspace** In the event of an inadvertent penetration of controlled airspace, a report must be made immediately on landing to the CFI/HoT.

**Order 41 Airprox Reporting** If the pilot of an aircraft considers an air miss has taken place, he must inform the CFI/HoT as soon as possible and after landing report on the following website <https://www.airproxboard.org.uk>. If necessary, consult the Air Pilot for further information. If a pilot notes an obstruction or hazard on the airfield it must be reported using the radio or to the Admin office for appropriate action to be taken.

**Order 42 Reportable Accidents** In the event of a school aircraft being involved in an accident, it must be reported to the CFI, HoT or Duty Instructor. If there is a reportable accident the AAIB must be contacted immediately. The aircraft must not be moved until the AAIB give appropriate



instructions to do so. **AAIB Tel: 01252 512299 24 hrs**

**Order 43 Bird Strikes and Occurrence Reports** In the event of a school aircraft being involved in a Bird Strike, it must be reported to the CFI, HoT or Duty Instructor. If in the event of a potential hazard occurring or if not corrected it becomes a hazardous situation an Occurrence Report Form must be filled in. All other occurrences, the safety occurrence reporting form (Appendix 4) should be completed and handed / sent to the airfield operator Paul Shelton. A copy is contained within this Flying Order Book.

**Order 44 Insurance Excess** Should an aircraft be damaged in any way whatsoever due to pilot error then the Pilot in Command shall be held responsible and shall be liable to pay the insurance excess of up to and no greater than £1,000 unless an indemnity with Tatenhill Aviation has been taken out prior to the incident.

**Order 45 Conduct** All pilots and their passengers are expected to conduct themselves in a good and proper manner at all times and adhere to any rules and regulations laid down by the Airport Operator. **Failure to do so may result in membership being revoked.**

#### **Order 46 Aircraft Bookings**

Bookings for any Tatenhill Aviation aircraft are to be either booked through our online system (Flight Logger) or through the flight school office.

- PPL & NPPL Students are to book a 2 hour slot with the instructor (an instructor may change the length of booking dependant on the exercise being flown).
- Self-Hirers/Renters are to book only the time they require the aircraft but should include time for checks and refuelling post-flight.
- Self-Hirers/Renters should adhere to a minimum flight time of half of the time the aircraft is booked for (If flight time is less than half of the booking time then half of the booking time is chargeable.)
- If Self-Hirers/Renters wish to book aircraft for overnight/multiple days, then they should contact the flight school/office team first.

#### **Late Cancellation & No Show Charge**

- Cancellations less than 24-hour notice or no shows are to be charged at 30% of the cost of lesson. Anyone booking self-hire and cancels less than 24 hours will be charged 30% of the first hour. Any extenuating circumstances will be considered.

Please arrive no later than the allocated time booked to ensure pre-flight checks are made and you are airborne at the allocated time. Unless otherwise agreed with management, you are expected to bring the aircraft back on time as it may be booked out to someone else to fly immediately after.

**Order 47 Aircraft Collection Fees** If an aircraft has to be collected from another site or airfield then collection fees will be payable by the Pilot in Command, this will include the cost of getting a pilot to the aircraft and the aircraft usage charged at our standard rates until the aircraft is back at Tatenhill. The exception to this rule is if the aircraft has suffered mechanical failure.

**Order 48 Membership** All pilots including students must become a member of Tatenhill Aviation before undertaking any flights in any school aircraft.

**Order 49 Animals** For safety reasons, all dogs must be kept on a lead. Only service dogs are permitted airside unless given prior authorisation.

**Order 50 Customs Clearance/Special Branch** In accordance with customs and special

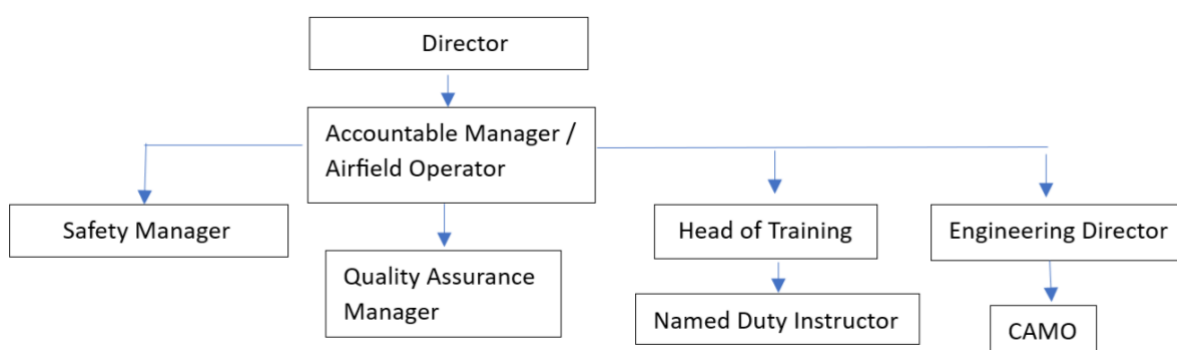
branch requirements, you must inform us if you intend to fly an aircraft to or from abroad, including the Channel Isles, Ireland and the Isle of Man. We ask that you give us as much notice as possible, but in any instance not less than 12 hours' notice. GAR forms to be filled out online by the Pilot in Command.

**Order 51 Safety – Airside and Non Airside** As a member you are responsible for the safety of any persons you bring on to the airfield. We ask that you fully brief them on airside and non-airside safety. Please ensure that an adult accompanies children at all times and that they are not taken airside. If you intend to take children up flying, please leave them accompanied by an adult until the aircraft is ready for them to board. No vehicles are allowed airside unless the airport management has given strict prior authorisation.

## Order 52 Management Organisation Chart

<b>Airfield Operator / Managing Director:</b> Alexander Moore	<b>Safety Manager</b> Zoe Shelton	<b>Maintenance Manager / Engineering Director:</b> Paul Shelton
<b>Head of Training:</b> Paul Wynn		
<b>Instructors:</b> Mike Sain, Colin Hutson, Paul Wynn, John Cooke, Kieren Truefitt, Alex Moore, Richard Dale, Simon Smith, Charlie McIlroy, Martin Jones, Anthony Cundall, Heather Scully, Andrew Hadfield		

## Organisation Chart



**Order 53 Reading and Signing of The Flying Order Book** All Flying School students and pilots must read and sign the Flying Order Book on becoming a member of the flying school and thereafter on issue of amendments.

**Order 54 Competence to Fly Particular Aircraft (Check Flights & Differences Training)** Pilots shall ensure that they are familiar and competent to fly any particular aircraft Variant.

Pilots require a check flight on each Aircraft type that they wish to fly (C152, C172, PA28-151&181, PA28-140 & TB10).

TB10 Specific: Pilots require a minimum of 100 P1 hours to fly the TB10 G-MOOR and they have



been checked out by a Tatenhill instructor and their logbook signed by that instructor.

**Order 55      Fuel and Reserve** Pilots shall ensure that adequate fuel is carried for the planned flight + diversion. In addition, a minimum landing reserve of 45 minutes endurance shall be loaded and remain available upon landing away or at Tatenhill.

**Order 56      Out of Hours Aircraft Hire** Pilots taking and returning aircraft out of hours shall either

- a) Call the office in working hours to enter departure details into the 'tech' logs and again call before 9am the next morning to advise flight times.
- b) Post departure details through the office letterbox and upon return post the flight times.

**Order 57      Grass Parking** When grass parking is available, aircraft must be parking within the marked bays to avoid obstruction and taxi way clearance.

### **Data and Privacy**

Your personal data, the contact details provided by yourself on your membership application form, pilot licence detail and copies are retained by Tatenhill in order to facilitate legal aircraft hire and provide emergency contact in the event of an accident. These details are held securely and are not used for any other purpose nor shared with 3<sup>rd</sup> parties. Records are kept normally for as long as you are actively using Tatenhill facilities plus approximately 3 years . You may inform us at any time that you wish to cease using Tatenhill facilities and have your records destroyed.

Any questions arising should be addressed to [alex.Moore@dragonflyac.com](mailto:alex.Moore@dragonflyac.com) you also have the right to refer any complaint to the Information commissioner's office.