

**Alderney Flying Training Limited**

# **Pilot's Flying Orders**

**Issue: 4.0    March 2019**

The following pages contain Rules, Regulations, Requirements and general information applying to ANY person acting as Pilot in Command of any aircraft owned or operated by Alderney Flying Training Limited.

A condition precedent to the undertaking of flight in any aircraft operated by Alderney Flying Training Limited requires the pilot in command to be bound by these Pilot's Flying Orders. By accepting the aircraft, prior to flight, the pilot in command understands and accepts the conditions of this document.

## **1. Introduction.**

### **1.1. Applicability.**

These Flying Orders detail the operation of aircraft operated by Alderney Flying Training Limited (AFTL). In the event that there is any conflict between these orders and Single European Rules of the Air (SERA), the Air Navigation 2016 (ANO) or the Rules of the Air, then those rules or regulations shall apply except when these orders are more limiting, in which case these orders shall apply.

### **1.2. Compliance.**

All pilots flying AFTL aircraft are expected to have read the contents of these orders prior to first flying an AFTL aircraft, and by initialing the Technical Log and accepting the aircraft for flight, are accepting that they have understand and accept the conditions of these Flying Orders.

No pilot, shareholder member or employee of AFTL shall be absolved from compliance with these orders or any other relevant notices or regulations because of ignorance of their existence, content or effect.

### **1.3. Amendments.**

No amendments to these orders shall be made by manuscript changes. All amendments are to be made by reissuing the relevant page(s). A copy of the Orders will be kept in AFTL operated aircraft.

### **1.4. 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 male pronouns is intended to make the text less cumbersome.

### **1.5. Distribution.**

The Flying Orders will be distributed as follows:

- to all AFTL pilots,
- in AFTL aircraft,
- on the AFTL website,
- the Director of Civil Aviation, Guernsey.

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## Section 1 - AUTHORISATION AND DOCUMENTATION

### 1.1 Single European Rules of the Air, the Air Navigation Order and Rules of the Air

#### 1.1.1 General. Pilots are to comply with the:

- i. Implementing Regulation (EU) 923/1012, Single European Rules of the Air (SERA).<sup>1</sup>
- ii. Air Navigation Order 2016 (ANO).<sup>2</sup>
- iii. Rules of the Air Regulations 2015 (RoA).<sup>3</sup>

CAP393<sup>4</sup> sets out the ANO and RoA, as well as linked regulations, for day to day matters relating to Air Navigation.

#### 1.1.2 ANO Articles. In particular, pilots are to read and comply with the ANO:

- i. Articles 33 - Certificate of airworthiness to be in force.
- ii. Articles 136 & 137 - Members of flight crew – requirement for licence.
- iii. Articles 152 - Grants, renewal and effect of flight crew licences.
- iv. Articles 169 - Validation of licences.
- v. Articles 228 - Personal flying log.
- vi. Articles 240 - Endangering safety of an aircraft.
- vii. Articles 241 - Endangering safety of any person or property.
- viii. Articles 242 - Drunkenness in aircraft.
- ix. Articles 243 - Smoking in aircraft.

**1.1.3 SERA and RoA.** Consolidated guidance material and Alternate Means of Compliance regarding SERA can be found on the CAA website.<sup>5</sup> In particular the UK has filed a number of derogations to SERA which can be found in the CAA Official Record Series 4 – Miscellaneous (ORS4)<sup>6</sup>. Pilots are to read and comply with the regulations regarding:

- ix. Minimum Height – SERA.3105, ORS4/1124.
- x. Simulated instrument flight – SERA 3220 and UK Guidance Material.
- xi. Practice instrument approaches. – UK Guidance Material.
- xii. Failure of navigation and anti-collision lights. - RoA Article 15.
- xiii. Rules for avoiding aerial collisions. – SERA.3201, SERA.3205, SERA.3210 and RoA Article 8.
- xiv. Flight within aerodrome traffic zones. – RoA Article 11.
- xv. Distress, urgency and safety signals. – SERA.3301 Appendix 1.

No order or instruction in this order book or any other publication shall override the material in the publications above.

<sup>1</sup> <https://www.easa.europa.eu/document-library/regulations/commission-implementing-regulation-eu-no-9232012>

<sup>2</sup> [http://www.legislation.gov.uk/ukxi/2016/765/pdfs/ukxi\\_20160765\\_en.pdf](http://www.legislation.gov.uk/ukxi/2016/765/pdfs/ukxi_20160765_en.pdf)

<sup>3</sup> [http://www.legislation.gov.uk/ukxi/2015/840/pdfs/ukxi\\_20150840\\_en.pdf](http://www.legislation.gov.uk/ukxi/2015/840/pdfs/ukxi_20150840_en.pdf)

<sup>4</sup> [https://publicapps.caa.co.uk/docs/33/CAP%20393\\_AUG2016.pdf](https://publicapps.caa.co.uk/docs/33/CAP%20393_AUG2016.pdf)

## 1.2 Flight Authorisation

**1.2.1 Objectives.** The objective of AFTL is the ownership and operation of aircraft for the benefit of its shareholders. All shareholders have a minimum of 5% beneficial share and pay a monthly subscription towards the fixed annual costs of aircraft ownership.

**1.2.2 General.** All use of aircraft take place under the jurisdiction of AFTL and shall be authorised either by a shareholder pilot or by a director of the AFTL.

**1.2.3 Flight by Shareholder Pilots.** Use of the aircraft by qualified shareholder pilots can be self-authorised.

**1.2.4 Flight by Non-Shareholder Pilots.** In certain instances, it may be necessary for non-shareholder pilots to be required to fly the aircraft. This may be for a qualified pilot to (a) fly a shareholder, (b) position the aircraft for maintenance or back to base, or (c) an instructor / examiner conducting continuation training of a shareholder pilot. All non-shareholder pilots need to be approved by a director and in the case of (b) the flights should be authorised by a director.

**1.2.5 Training.** Ab-Initio training is not permitted in AFTL aircraft. However, continuation training or revalidation is permitted with a qualified instructor or examiner.

### 1.2.6 Activities Specifically Prohibited.

- Any illegal activity,
- Ab-Initio training,
- Air taxi, charter work, carriage of passengers for reward,
- Air racing or competitive speed trials,
- Anything which would invalidate the insurance policy.

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<sup>5</sup> <https://www.caa.co.uk/Commercial-industry/Airspace/Rules-of-the-air/Standardised-European-Rules-of-the-Air/>

<sup>6</sup> <http://www.caa.co.uk/ors4>

**1.2.7 Pilot Responsibilities.** The Pilot in Command is to initial the technical log before flight. This is to signify that the following actions have been performed:

- i. Checked suitability of the weather for the proposed flight.
- ii. The aircraft and its equipment are serviceable for the flight, that the Check A has been completed in accordance with the LAMS Schedule.
- iii. There is sufficient time available on the aircraft to complete the flight before the next scheduled maintenance.
- iv. All NOTAMs relevant to the proposed flight have been checked.
- v. Current charts and navigational equipment are available.
- vi. All other crew members and passengers have been briefed on possible contingencies affecting the safety of the flight and their names have been recorded in the record of flights.

## **1.3 Completion of Technical Log and Notification of Defects**

**1.3.1 General.** At the conclusion of each flight the Hobbs start, take-off time, landing time, Hobbs stop time are to be entered in the aircraft tech log along with a record of any defects that have arisen during the flight.

**1.3.2 Defects.** If a defect has arisen and there is any doubt about the serviceability of the aircraft, a director is to be consulted before any further flight is undertaken.

**1.3.3 Deferred Defects.** All defects are to be checked against the Deferred Defects List. Any defect which does not affect the airworthiness of the aircraft may be deferred by either a qualified pilot or an engineer. Such defects, in addition to being entered on the technical log, shall also be entered on the Deferred Defects reporting sheet.

**1.3.4 Aircraft Grounding.** Where a defect requires an aircraft to be grounded, the pilot shall inform a director who will notify the engineers.

## **1.4 Requirements for Flying**

**1.4.1 General.** All pilots shall have demonstrated their competence to a AFTL director or nominated check pilot and have read the Flying Order Book prior to flying in an AFTL aircraft.

**1.4.2 Qualified Pilots.** A qualified pilot who has not flown an AFTL aircraft (or similar type) within the past 60 days cannot self authorise the intended flight and will require directors authorisation and possibly undergo a check flight with a nominated check pilot prior to any further flight. For pilots with more than 500 hours experience this is extended to 90 days. In the case of a pilot holding a valid professional licence, instrument rating or providing evidence of currency on class or type, the above requirements may be varied at the discretion of the directors.

Pilots who do not hold a Night Qualification shall not fly after sunset. (Night

commences 30 minutes after sunset). Pilots with a Night Qualification that do not meet the 90 day night currency requirements shall not carry passengers until the currency requirements have been met.

**1.4.3 Aircraft Insurance.** The insurance in place on AFTL aircraft has a stipulated minimum experience for pilots of 100 hours experience, total time, and a maximum age of 80 years old. Should a shareholder pilot fall outside these limitations, to be included, would require approval from the directors and written acceptance from the insurers.

## 1.5 Possession of a Current Licence

**1.5.1 General.** All pilots are to be in possession of a valid pilot's licence and medical certificate before acting as pilot in command of an AFTL aircraft. In order to be valid:-

- i. The licence and medical certificate shall be signed by the holder.
- ii. The medical certificate expiry date shall not have been exceeded.
- iii. The license shall contain a valid Certificate of Revalidation for the Class or Type of aeroplane to be flown.
- iv. For flight in IMC, the licence shall contain a valid IR(R) / IMC rating or a valid IR or have embedded privileges (UK CPL and ATPL) unless under instruction.
- v. For flight that involves flight at night, the licence shall contain a night qualification (unless the pilot is undergoing training for a night rating).

**1.5.2 ICAO Licences.** 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.

## 1.6 Regulations for Carriage of Passengers

**1.6.1 General.** Subject to the privileges of his licence a pilot of AFTL may fly as pilot in command of an AFTL aircraft carrying passengers provided that:

- i. Each passenger shall be briefed in the use of the seat belt, normal exit and if fitted, emergency exit and emergency actions (Part NCO<sup>7</sup> - AMC1 NCO.OP.130)
- ii. When the flight involves flight over water, each passenger shall be briefed in the use of life jackets and dinghies (Part NCO - AMC1 NCO.OP.130).
- iii. Any passengers occupying the front seats shall be adequately briefed to avoid any interference with the controls.

**1.6.2 Currency.** Before carrying passenger's pilots shall have conducted 3 take-offs and landings in the type or class of aircraft to be flown as the sole manipulator of the flying controls in the previous 90 days. To carry passengers at night one of the above take-offs and landings shall have been conducted at night.

**1.6.3 Shareholder Use.** Shareholders with a valid pilot's licenses may fly themselves. Shareholders, their spouse/partner, family and friends can be flown as passengers. The shareholder, who does not necessarily have to be onboard the aircraft, could for example, use the aircraft for flying family members. However, the shareholder has to pay the aircraft hourly flying rate in full or make alternative arrangements with another shareholder regarding the cost.

**1.6.4 Cost Sharing.** Cost sharing (including with non-shareholder passengers) is permitted provided it is in accordance with current rules issued by the Director of Civil Aviation. <sup>8</sup>

<https://cidca.aero/CHttpHandler.ashx?id=115354&p=0>  
<http://www.guernseylegalresources.gg/CHttpHandler.ashx?id=84242&p=0>

**1.6.5 Charity Flights.** Such a flight may constitute a Public Transport Flight and are not permitted on AFTL aircraft.

**1.6.6 Commercial Flights.** Any flight for hire, reward or financial gain are not permitted on AFTL aircraft.

## 1.7 Compilation of Pilot's Log Books

**1.7.1 General.** Pilots are responsible for ensuring that they maintain a personal log book in accordance with the ANO (Art 228). Details of all flights are to be entered into the log book as soon as practical after each flight.

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<sup>7</sup> EASA Commission Regulation (EU) No 965/2012

<sup>8</sup> DCA. Refer to <http://www.cidca.aero/guernsey-aviation-requirements.gov.gg>

## Section 2 - AIRCRAFT HANDLING ORDERS

### 2.1 Aeroplane Checks Before Flight

**2.1.1 General.** 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:

- i. In winter ensure that the airframe is free of all ice, snow and frost prior to attempting to move any control surfaces.
- ii. On the first flight of the day ensure that the fuel has been properly checked for the presence of water.
- iii. Immediately prior to take-off ensure that the door and all seat belts are secure.
- iv. Immediately prior to take-off ensure that the flying controls have full and free movement, particularly if the aircraft has an auto-pilot.

**2.1.2 ANO Requirements.** Pilots are to comply with ANO Article 68 which details the pre-flight actions by the commander of an aircraft and requires before take-off that you ensure:

- i. The equipment required for your flight is in fit condition for use, including radios and navigation aids.
- ii. That a certificate of maintenance review is in force and will remain so for the duration of the flight.
- iii. That the load carried by the aircraft is of such weight and is so distributed and secured that it may safely be carried on the intended flight.
- iv. That sufficient fuel and oil are carried for the intended flight together with a safe margin for contingencies. As a guideline to safe margin it is recommended that you allow sufficient fuel to have at least an hours' worth in the tanks on arrival overhead your destination.

That the aircraft performance in the conditions of the day will permit a safe take-off and landing. For this refer to the performance graphs in the aircraft manual and General Aviation Safety Sense leaflet 7B, Aircraft Performance.



## 2.2 Precautions When Starting Engines

**2.2.1 General.** The following precautions shall be taken when starting engines:

- i. Prior to starting the aircraft engine(s) the pilot shall ensure that he is aware of the nearest fire extinguisher in addition to the aircraft fire extinguisher.
- ii. 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.
- iii. Consideration shall be given to the area in front of the aircraft to ensure that there is sufficient space to taxi the aircraft.
- iv. At night the navigation lights shall be on prior to engine start, and the landing light shall be flashed twice to warn ground personnel.
- v. No pilot shall start an engine by hand-swinging the propeller.
- vi. Pilots are to remain at the controls whilst engines are started or running.

## 2.3 Running Up Procedures

**2.3.1 Power Checks.** Where possible position the aircraft into wind when performing power checks. Where this is not possible, turn the aircraft at 45° to the taxiway to avoid damaging the aircraft behind as a result of carrying out power checks. At airfields with designated run-up areas the power checks shall be carried out at these areas.

**2.3.2 Security.** Immediately before take-off, double-check that all doors are closed and seat-belts are fastened properly.

## 2.4 Turns After Takeoff

**2.4.1 Turns After Take-off.** Pilots shall not make turns immediately after take-off below 300ft above ground level unless required as part of a noise abatement procedure, for purposes of terrain clearance or as directed by Air Traffic Control.

**2.4.2 Noise Abatement.** When noise abatement procedures require pilots to turn below 300 feet, no turn shall be commenced until the aircraft has passed the screen height of 50 feet, or the end of the runway. No turns are to be commenced until the aircraft has achieved the published climb speed.

**2.4.3 Angle of Bank.** The angle of bank shall not exceed 15 degrees in climbing turns for single engine aircraft.

## 2.5 Aerobatics and Spinning

**2.5.1 General.** Aerobatics are not permitted in AFTL aircraft.

## 2.6 Practice Forced Landings

**2.6.1 Qualified pilots.** It is encouraged that qualified pilots practice forced landings on a regular basis.

**2.6.2 Glide Approaches.** Pilots may conduct glide approaches at their discretion.

**2.6.3 Minimum Height.** Pilots conducting a practice forced landing shall comply with SERA.3105. Solo pilots shall not descend below 500 feet agl when conducting a practice forced landing. Instructors may use their judgement to ensure that the aircraft does not come within 500 feet of any person, vehicle, vessel, aircraft or structure on British Territory under ORS4/1124.

**2.6.4 Noise.** Repeated practice forced landings (other than over an airfield) shall not be carried out in the same area to minimise disruption to people on the ground.

**2.6.5 EFATO.** Engine failure after take-off must not be practiced unless it is part of a dual instructional flight. ATC shall be notified by using the phrase "FANSTOP", and on initiating the climb away the phrase "CLIMBING AWAY" shall be used.

## 2.7 Low Flying Regulations

**2.7.1 General.** Pilots shall at all times comply with SERA.3105 and ORS4/1124 in UK airspace and with SERA.3105 over French territory.

**2.7.2 Aircraft.** AFTL aircraft shall not be flown below 500ft above ground level except when taking off and landing and when conducting a PFL, usually under the supervision of an AFTL Instructor.

**2.7.3 Bad Weather.** If for any reason such as bad weather a pilot has reason to fly below 500ft above ground level, the circumstances shall be notified to a director after landing.

**2.7.4 Cross Country Flights.** Pilots on cross country flights are to comply with the 1000ft and glide clear parameters of SERA.3105 and SERA.5005. Pilots flying over a built-up area are to ensure that there are suitable fields within the arc prescribed by the aircraft wing tips for a forced landing to take place. Pilots who cannot comply with this requirement shall adjust either their altitude or track to ensure that they can glide clear should an engine failure occur.

## 2.8 Instrument Flying Actual and Simulated

**2.8.1 Ratings.** Pilots wishing to fly an AFTL aircraft in IMC shall hold a valid IR(R) / IMC rating, an IR, or a UK professional licence with embedded IMC privileges. All pilots shall be in current flying practice.

**2.8.2 Instrument Flying Training.** Students undergoing training may fly in IMC provided they are accompanied by an AFTL instructor qualified to give instrument flight instruction.

**2.8.3 Regulations.** Pilots wishing to practice instrument flying or approaches shall comply with the provisions of SERA.3220 and UK Guidance Material 3 to SERA Section 3.

**2.8.4 Safety Pilots.** When instrument practice and approaches are practiced in VFR with or without screens, a safety pilot shall be carried. The safety pilot shall be qualified to act as P1C on the class or type of aircraft being flown. Where practice is conducted in IMC the safety pilot shall hold a valid instrument qualification.

**2.8.5 ATC.** Instrument approaches shall not be conducted in VFR without the permission of ATC.

## 2.9 Go-around Action

**2.9.1 General.** Pilots shall initiate go-around action if there is any doubt regarding the ability to land or stop the aircraft safely. In particular, go-around action shall be initiated:

- i. If the landing area is obstructed.
- ii. The approach path or speed is unsatisfactory.
- iii. The prevailing wind or weather exceeds his limits or ability.
- iv. When initiated by Air Traffic Control.
- v. In the event of a bounced landing or pilot induced oscillation.

**2.9.2 Go-Around Actions.** In the event of a go-around. The pilot shall:

- i. Apply full power (ensure Carb Heat Cold).
- ii. Remove drag flap by setting the optimum lift setting for the aircraft
- iii. Establish a safe climb.
- iv. In the case of an aircraft with retractable undercarriage raise the gear.
- v. Climb either above the runway, or where permitted, turn onto the dead-side and parallel the runway.
- vi. Retract the flaps fully once above 300ft above ground level
- vii. Advise ATC.
- viii. Either complete another circuit or divert.

**2.9.3 Minimum Height.** Pilots shall not descend below 200ft agl, unless cleared to land or by ATC. At airfields where there is an AFIS, A/G or no communications pilots are to initiate a go-around if the runway is not clear of all traffic by 200 feet agl. Clearance to 'Land After' may only be authorised by ATCO.

## 2.10 Refuelling Procedure

**2.10.1 Positioning.** At airfields with a fixed fuel installation the aircraft shall, unless local rules dictate otherwise, taxi up broadside on to the fuel pump ensuring that the wing tips are well clear of the fuel pump. Refuelling at Alderney, Guernsey and Jersey is carried out from a bowser which will come to the aircraft.

**2.10.2 Preparation.** Prior to refuelling the aircraft brakes shall be applied, the engine(s) shall be stopped, and the battery master shall be selected to off. All passengers are to disembark.

**2.10.3 Safety.** During refuelling, the refuelling installation bonding wire is to be attached to the aircraft and a fire extinguisher shall be readily available.

**2.10.4 Fuel Type.** AFTL aircraft shall not be refuelled with MOGAS or any fuel that is not specified in the flight manual.

## **2.11 Running Changes**

**2.11.1 General.** Changes of crew or passengers shall not be conducted with engine(s) running.

## Section 3 - GENERAL FLYING ORDERS

### 3.1 Minimum Altitude for Continuation Training

**3.1.1 Stalling & Spinning.** The minimum altitude for dual and solo stall and spin training shall be such that recovery can be completed by at least 3000 ft above ground level.

**3.1.2 Navigation.** The minimum planned altitude for dual and solo VFR navigation exercises shall be 500 ft above the highest fixed obstacle within 3 nm of track, unless the intention is to practice dual minimum level operation.

**3.1.4 Circuits.** The minimum altitude for circuit training shall be 700 ft, except when practising low level circuits.

### 3.2 Weather Minima for Local Flying and Cross Country Flights

**3.2.1 General.** The weather minima and wind limits quoted below are the minimum limits that may be used for any planned flight in a AFTL aircraft. Occasionally a pilot may encounter worse conditions in which case he is to consider whether to continue with the flight, return to base, or carry out a diversion. The AFTL weather limits may be more restrictive than the legal minima.

#### 3.2.2 Weather Minima VFR

i. PPL's with less than 100 hours post licence issue, no IMC

Phase	Cloudbase	Visibility	X-Wind Cpt	Max w/speed
Circuit	1000 ft QFE	8 k	15 kts	25 kts
X-Country	500 ft above planned altitude	10k	15 kts	30 kts

ii. PPL's with an IMC, PPL's with +100 hrs post licence issue, and holders of professional licences.

Phase	Cloudbase	Visibility	X-Wind Cpt	Max w/speed
Circuit	As per their licence privileges	As per their licence privileges	17 kts *	35 kts
X-Country	As per their licence privileges	As per their licence privileges	20 kts *	40 kts

\* Note:- PA28 maximum demonstrated x/wind is 17 knots

### **3.3 Preparation for Cross Country Exercises and Navigation Flights**

**3.3.1 Route Planning.** Pilots are to ensure that cross country flights are planned in accordance with the following instructions:

- i. Pilots are to obtain a met forecast covering the route to be flown including TAFs & METARS for the destination and alternate aerodromes.
- ii. Pilots are to prepare a PLOG for all flights, except those remaining within the local flying area. The PLOG shall include: headings, estimated times for each leg and all relevant navigation aid and communication frequencies.
- iii. Pilots are to ensure that the proposed flight does not infringe any Prohibited Area; applicable Restricted Area or any active Danger Area, unless a Danger Area Crossing Service can be obtained.
- iv. Route, Aerodrome and Navigation Warnings shall be checked to ensure that the proposed flight is not affected by Purple Airspace, Air Displays, Temporary restricted Airspace, parachuting, gliding etc.
- v. A Flight Plan (form CA48) shall be filed for all flights from Alderney proceeding outside the Channel Islands CTZ or to Jersey, and inter-island flights to Guernsey using the abbreviated flight plan.
- vi. Pilots are to use National AIPs and commercial flight guides to obtain en-route information and for details of en-route, destination and alternate aerodromes. All European AIPs are available online: <https://www.eurocontrol.int/articles/ais-online>.

**3.3.2 Weight and Balance.** Pilots are to assess Weight and Balance prior to departure.

**3.3.3 Fuel Planning.** This shall allow for the whole flight including taxiing plus a reserve to cover a diversion, 30 minutes VFR holding time (45 minutes if an IFR flight) and 10% contingencies.

**3.3.4 Performance.** Landing and take-off distances required are to be calculated for all airfields with which the pilot is unfamiliar especially grass airfields. See CAA Safety Sense Leaflet 07.

### **3.4 Safety Altitude**

**3.4.1 IFR Flight.** All flights conducted under IFR shall be planned to operate according to the Table of Cruising Levels above the safety altitude. The Safety altitude shall be 1000 ft above the highest obstacle within 5 nm of the aircraft.

**3.4.2 VFR Flight.** Safety Altitude does not apply to VFR flight, however pilots are to calculate the safety altitude for all flights as this will lead to an awareness of any high ground. Pilots should not plan to fly lower than 500 feet above the highest ground within 3 nm of the aircraft.

### **3.5 Actions When Uncertain of Position**

**3.5.1 General.** You may become uncertain of your position because: you are over featureless terrain; of the non-appearance of a ground feature which may

have passed undetected or be directly under the aircraft or you have diverted from your planned heading to fly over a feature which you erroneously consider to be on track.

**3.5.2 Procedure.** Pilots who are uncertain of their position are to:

- i. Maintain VMC and do not continue into deteriorating weather.
- ii. Check D.I. against compass and resynchronize if necessary.
- iii. Fly planned heading for the planned length of time.
- iv. Check the time flown since the last known position. Using groundspeed convert this to distance to estimate position. (end of thumb to knuckle = app 10 nm = app 6 minutes )
- v. Look for recognisable features ground to map. Look for corroborative evidence eg. Does the pattern of roads and railways running through a town, match up with the map?
- vi. Turn on time at next turning point if possible.
- vii. Climb if possible to enhance visual range and if necessary to the safety altitude.
- viii. Use radio navigation aids; Squawk 7000.
- ix. Assess fuel state, time to night fall and weather and if any of these preclude safe continuation of the flight carry out a precautionary landing.

**3.5.3 Located or Lost.** If you can determine your position continue the flight or divert to the nearest suitable airfield. If after a reasonable time (20 minutes since last known position) you cannot determine your position, carry out the 'Action when Lost Procedure.'

## 3.6 Actions When Lost

**3.6.1 Actions.** In the event of being lost, admit that you are lost and carry out the following:

- i. Anchor the aircraft over a recognisable feature.
- ii. Consider the weather, light remaining and fuel state.
- iii. Climb if necessary to enhance visibility and radio range.
- iv. Try to establish radio contact with any nearby ATC unit that has radar or VDF. In Channel Islands airspace you will be on radar. Over France radar coverage is good. Over the UK there is good coverage provided by the Lower Airspace Radar Service. Do not leave the radar frequency until you are overhead your destination airfield or they hand you over to another frequency.
- v. In the UK, if unable to contact an ATC radar unit or one with VDF, contact the Distress and Diversion Cell (D&D) – c/s London Centre, on 121.50 MHz by making a PAN call. Squawk 7700.

**3.6.2 No ATC Assistance Available.** If unable to get assistance from ATC:

- i. Fly a cardinal heading towards an identifiable line feature.
- ii. Fly along the feature until you can fix your position.
- iii. Divert to the nearest suitable airfield. Consider a Precautionary Landing if there is no suitable airfield within the range of the aircraft.

## 3.7 Landing at Unauthorised or Unintended Destination

**3.7.1 General.** Pilots who land at an unauthorised or unintended destination are to inform an AFTL director at the earliest opportunity of their location. Pilots are responsible for reporting their arrival to the nearest ATSU and paying any landing fees due. Close any flight plan with the FIR and ensure that they will send a diversion message to your origination and planned destination.

**3.7.2 Rescheduled Departure.** The pilot should notify an AFTL director of when they are due to return to Alderney.

**3.7.3 Aircraft Security.** The pilot shall ensure that the aircraft is secured on arrival and subsequently parked in such a position that it will not incur any weather damage.

## 3.8 Care of Aeroplane Away from Base

**3.8.1 General.** When landing away from Alderney, pilots are to take care of the aircraft. That is:

- i. Park into wind.
- ii. Electrics off.
- iii. Brakes on.
- iv. Chocks on.
- v. Controls tied up.

In addition, if leaving the aircraft overnight, put the cover on, inform ATC of your expected length of stay and a contact number or where you are staying.

**3.8.2 Charges.** All charges incurred landing away from Alderney are the responsibility of the pilot and shall be paid for at the time. Fuel and oil costs will be refunded at the Alderney rate on production of the relevant invoices.

**3.8.3 Aircraft Recovery.** Pilots who are unable to return the aircraft to Alderney for reasons outside their control may be responsible for the costs incurred in recovering the aircraft.

## 3.9 Forced Landings – Aeroplane Damaged

**3.9.1 General.** In the event of a forced or precautionary landing the pilot of the aircraft shall:

- i. Take all necessary steps to protect the aircraft as per Order 3.8 so as to prevent the risk of damage by sightseers, cattle, wind, rain etc.
- ii. Notify the local Police and the landowner.
- iii. Notify AFTL by the quickest possible means.

Subsequent to any forced or precautionary landing the pilot in charge shall be responsible for the aircraft until it has been handed over to an authorised official of AFTL.

**3.9.2 Take-Off.** A pilot shall not take off after a forced or precautionary landing without having first obtained the consent of an AFTL director.



**3.9.3 Press and External Interest.** No information concerning the forced or precautionary landing shall be given to the press or any other unauthorised person without express permission from a director of AFTL.

**3.9.4 Aircraft Damaged.** 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 nor any passenger shall make any admission of liability or offer or promise of payment.

### **3.10 AUW and C of G Limitations – Weight and Performance Limits**

**3.10.1 Weight and Balance.** 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 fastened and baggage secured.

Weight and balance loading information can be found in the aircraft documents folder found on board the aircraft and on the AFTL website.

Particular care should be taken:-

- i. To ensure that the forward C of G limit of the PA28 is not exceeded when only two people are on board. You may need to carry a heavy fuel load and/ or dinghy / baggage / aircraft cover in the back.
- ii. Not to exceed the maximum all up weight. In the PA28 this can easily be reached with three people and full fuel.

**3.10.2 Performance.** Landing and take-off distances are to be calculated for grass airfields and all airfields with which the pilot is not familiar.

Performance graphs are in the aircraft manual found on board the aircraft. Figures obtained are to be modified by the safety factors found in General Aviation Safety Sense leaflet 7B (Aeroplane Performance).

Particular care should be taken when:

- i. The temperature exceeds 25°C
- ii. Operating to / from high altitude airports.
- iii. Using grass airfields, especially if the grass is wet.

### **3.11 Flying Over Sea**

**3.11.1 General.** All flights from Alderney involve flying over the sea, often below 1000 feet to meet air traffic requirements. Therefore, every aircraft is equipped with lifejackets and a dinghy. Pilots are to read General Aviation Safety Sense leaflet no 21A Ditching.

**3.11.2 Lifejackets.** Lifejackets are to be worn, unopened, on every flight. Their use is compulsory.

The pilot is to ensure that all on board have been briefed in the use of lifejackets and the operation of the dinghy.

**3.11.3 Flight Plans.** A flight plan (form CA48) shall be filed for:

- i. All flights from Alderney proceeding outside the C.I. Control Zone.
- ii. All Inter Island flights between Alderney and Jersey.
- iii. An abbreviated flight plan for flights between Alderney and Guernsey.

## **3.12 Consumption of Alcohol and Taking of Other Drugs Before Flight**

**3.12.1 Alcohol.** A pilot shall not fly any AFTL aircraft within a period of eight hours after consuming any alcoholic drink. Pilots are to increase this period if anything other than moderate amounts of alcohol have been consumed.

**3.12.2 Prescription Drugs.** Many drugs (even common non-prescription drugs such as aspirin) may have an adverse effect that may not be apparent at the time they are taken. If for any reason it is necessary to take drugs then advice from a doctor approved by the CAA shall be obtained before flying.

**3.12.3 Recreational Drugs.** The use of recreational drugs, is incompatible with flying and any pilot who has used such drugs shall not fly AFTL aircraft until he has been certified as fit by a CAA authorised doctor.

Pilots are to read AIC 99/2004 (Pink 72).

## **3.13 State of Health**

**3.13.1 Temporarily Unfit.** Pilots shall not fly as PIC of an AFTL aircraft if he knows or suspects that his physical or mental condition renders him temporarily or permanently unfit to act in that capacity. Pilots shall read ANO Article 166.

**3.13.2 Long Term Unfit.** Pilots who suffer any illness or injury which causes incapacitation for a period greater than 21 days shall notify the CAA and shall not act in any capacity until cleared to do so by the CAA medical department. ANO 166(3).

## **3.14 Wake Turbulence**

**3.14.1 General.** Pilots flying AFTL aircraft shall adhere to the UK minimum distance and time separation requirements published in AIC 001/2015 when taking-off or landing whether operating in the UK or not.

**3.14.2 Landing Minimum Distance.** When approaching to land:

- |                                      |      |
|--------------------------------------|------|
| i. Behind an A380 aircraft           | 8 nm |
| ii. Behind a Heavy aircraft          | 7 nm |
| iii. Behind an Upper Medium aircraft | 6 nm |
| iv. Behind a Medium Aircraft         | 5 nm |
| v. Behind a Small aircraft           | 4 nm |

**3.14.3 Take-off Departure Separation Minima.** When departing from:

- |   |       |
|---|-------|
| i. The same position behind other than a Light aircraft         | 2 min |
| ii. An intermediate position behind other than a Light aircraft | 3 min |

iii. Touch and go behind other than a Light aircraft

3 min

### **3.15 Night Flying – Supervision**

**3.15.1 Training.** All solo night flying being undertaken to gain a Night Qualification shall be supervised by an AFTL approved instructor who is qualified to give night flying instruction. The instructor supervising the flying shall sign the pilot's log-book to certify that the number of take-offs and landings claimed is correct.

**3.15.2 Passengers.** Pilots carrying passengers at night must comply with the 90 day rule (3 take-offs and landings in the previous 90 days as sole manipulator of the flying controls). Additionally, one of these landings must have been at night unless the pilot holds a professional pilot licence with a valid I.R.

**3.15.3 Regaining Currency.** Pilots who are not within 90 days currency shall conduct any necessary take-offs and landings either dual with an AFTL Instructor or solo without passengers in order to regain currency.

### **3.16 Charity Flights**

**3.16.1 General.** Not permitted on AFTL aircraft.

## Section IV – RULES OF THE AIR AND ATC

### 4.1 Aerodrome Opening Hours

**4.1.1 General.** The opening hours of Alderney Airport are as listed in the UK AIP.

Using Alderney Airport outside the published hours is not normally possible and if permitted in exceptional circumstances would incur charges well in excess of £500 which shall be the responsibility of the pilot using the facility after hours.

### 4.2 Taxiing Procedures

**4.2.1 Permission.** Pilots shall obtain permission from the ATSU before taxiing any aircraft.

**4.2.2 Checks.** A functional check of the aircraft braking system shall be carried out as soon as practicable after starting to taxi and prior to entering the apron after landing. The check shall be conducted in an area such that in the event of brake failure or partial brake failure there is no possibility of collision with any other aircraft or object.

**4.2.3 Speed.** 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.

**4.2.4 Hangars.** Aircraft shall not be taxied into or out of hangers.

**4.2.5 Parking.** AFTL aircraft are normally kept in Hangar 1. Position the aircraft in the hangar with the electrics off and brakes off. If parking the aircraft outside, park into wind with the electrics off, brakes on, and controls tied up.

### 4.3 Instructions/Signals from ATC including Signals Square

**4.3.1 ATC Instructions.** Pilots are to comply with all instructions given by ATC unless it is impossible or unsafe to do so. Where it is not possible or safe, the pilot shall notify ATC of the reason for the non-compliance immediately. Pilots are ultimately responsible for their aircraft.

**4.3.2 AFIS Instructions.** Where an Aerodrome Flight Information Service is provided, the FISO may only give instructions to an aircraft up to the holding point prior to departure and after the landing roll. Pilots are to read back all instructions given by a FISO. Pilots should read back safety related numbers, and acknowledge all messages containing information. All actions in the circuit are at the pilot's discretion.

**4.3.3 Air/Ground Service.** An Air/Ground Service only provides basic information and may not give instructions. Pilots shall notify the A/G station of their intentions at all stages of the taxi, take off, and whilst in the circuit or ATZ. Pilots are responsible for deciding the course of action in all circumstances.

**4.3.4 Signals.** These may be given to an aircraft at any aerodrome by the use of lights. Pilots are to be familiar with, and comply with, all light signals given by the ATSU.

## **4.4 Circuit Procedures**

**4.4.1 The Circuit.** Circuit height is 1000ft QNH with the majority of the circuit being flown out over the sea. The circuit direction is:

- i. Usually left hand with runway 26 in use.
- ii. Usually right hand with runway 08 in use.

**4.4.2 Holding.** ATC may require you to hold at a number of different points, the most usual being the Alderney Lighthouse, Casquets or Burhou.

**4.4.3 VFR Circuit Departures.** ATC will issue you with a clearance prior to taxi.

**4.4.4 VFR Rejoin.** Call Approach and follow ATC instructions. These will usually require you to position towards Alderney Lighthouse or Casquets. On the approach to land on runway 26 & 08, expect downdrafts, turbulence and windshear on short finals due to air curling down the cliff and wake turbulence from buildings.

## **4.5 Local Flying Area**

**4.5.1 Training Areas.** Training will usually take place to the northwest of Alderney, normally between 1000ft and 4000ft.

**4.5.2 Booking.** Local flying is permitted around the island but must be pre-booked with the tower controller.

## **4.6 Prohibited and Danger Areas**

**4.6.1 General.** Pilots shall keep clear of all prohibited, restricted and danger areas unless they have previously ascertained that these areas are not active.

**4.6.2 Local Areas to be Avoided.** The following areas to be avoided are close to commonly flown cross-country routes from Alderney:

- i. Sark
- ii. Northwest corner of the Cherbourg peninsula.

## **4.7 Lookout Near and Within the Circuit**

**4.7.1 General.** Pilots are to maintain a LOOKOUT at all times, and should note that the view from the cockpits of the many commercial aircraft using Channel Island airports is not as good as that from AFTL aircraft.

## 4.8 Action After Landing

**4.8.1 Vacating the Runway.** After landing the runway shall be vacated as expeditiously as possible consistent with good airmanship. Remember that you are not clear of the runway until you have passed the holding point.

**4.8.2 Checks.** Once clear of the runway the 'after landing' checks can be completed. After vacating the runway at night please ensure that strobe lights are turned off as they are an irritation to others on the ground.

### 4.8.3 Use of Radiotelephony

**4.8.4 Requirement for Licence.** No person shall operate an aircraft radio either in the air or on the ground unless that person holds a valid Flight Radio – Telephony Operators Licence (FRTOL), or is operating under the supervision of the holder of a FRTOL.

**4.8.5 Phraseology.** All persons operating an aircraft radio station shall use standard phraseology and procedures in accordance with CAP 413 - The Radio Telephony Manual.

**4.8.6 Aeronautical Stations.** Pilots shall notify ATC entering and leaving an ATZ and shall maintain a listening watch on the nominated aerodrome frequency whilst they are in the ATZ (RoA Article 11).

**4.8.7 Operation of Aircraft Radios.** Pilots are to:

- i. Ensure that all radio equipment is switched off prior to starting engines. At airfields where start clearance is required the radio shall be switched on to obtain the clearance and then switched off prior to engine start.
- ii. After engine start switch on the radio(s) and adjust the volume / squelch controls to a comfortable level. If in doubt set the marks to one o'clock.
- iii. Ensure prior to transmitting that no other station is using the frequency before transmitting. Operators are to speak clearly and at a speed which permits the recipient to write down any relevant information.

## 4.9 Local Anti-Noise Requirements

**4.9.1 Take-Off.** Avoid overflying St.Anne's.

**4.9.2 Landing.** Where possible, avoid overflying St.Anne's.

**4.9.3 Circuits.** Circuit height whenever cloudbase permits aircraft should maintain a circuit height of at least 1000 amsl and make the majority of the circuit over the sea.

## 4.10 Night Flying – ATC and Emergencies

**4.10.1 UK & CI Flight Rules.** Flight at night within UK and Channel Islands airspace can be conducted under VFR, SVFR or IFR flight rules.

**4.10.2 French Flight Rules.** VFR flying at night over France is permitted along certain routes and at certain airfields. Further information can be found in the French AIP<sup>8</sup>.

**4.10.3 Required Qualification.** To fly as pilot in command at night you must hold a valid night rating or instrument rating, or be supervised by an Instructor who is qualified to give night instruction.

**4.11. Simulated Emergencies.** Simulated engine failures and practice asymmetric training shall not be conducted at night.

**4.11. Diversion Airfields.** Pilots are to ensure that suitable diversion airfields are available during the hours of any planned night flights.

## 4.11 Infringements of Controlled Airspace

**4.11.1 General.** You must not enter controlled airspace unless the responsible ATSU has cleared you to do so. If flying close to controlled airspace obtain a flight information service from the controlling authority whenever possible. The transponder should be selected ON with ALT selected (altitude readout).

**4.11.2 Actions on Inadvertent Entry.** If you enter controlled airspace without clearance:

- i. Leave controlled airspace by the quickest means possible.
- ii. Attempt to contact the responsible ATSU.
- iii. Report the circumstances to an AFTL director after landing.

## 4.12 Use of Transponder

**4.12.1 General.** Transponders should be ON with ALT at all times, except where local regulations state otherwise. This is of benefit of other aircraft who can get a range, bearing and relative level on other traffic from TCAS as well as ATC.

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<sup>9</sup> [http://www.sia.aviation-civile.gouv.fr/default\\_uk.htm](http://www.sia.aviation-civile.gouv.fr/default_uk.htm)

## Section V – CHECK LISTS

### 5.1 Requirements for Check Lists

**5.1.1 General.** All pilots shall be in possession of a Check List for the aircraft they are flying. Pilots shall abide by the handling notes and check list for each specific type flown. The Handling Notes or Check Lists shall not contradict anything set out in the pilot's operating handbook or flight manual which forms part of the aircraft Certificate of Airworthiness.



## Section VI – EMERGENCY DRILLS

### 6.1 Engine failure after take-off

**6.1.1 Actions.** In the event of engine failure after take-off, the pilot shall:

- i. Wherever possible attempt to land back on the runway if there is sufficient runway remaining. **DO NOT ATTEMPT TO TURN BACK.**
- ii. If there is insufficient runway remaining:
  - a. Select attitude for 75 kts and trim
  - b. Plan to land ahead. If sufficient height is available position towards suitable field for an attempted landing.
  - c. Attempt restart, if unsuccessful carry out Crash Actions as per Order 6.2.

### 6.2 Crash Action

**6.2.1 Actions.** If time permits the following shall be carried out prior to a crash landing:

- i. Throttle CLOSED
- ii. Mixture ICO
- iii. Fuel Selector OFF
- iv. Magnetos OFF
- v. Flaps as required
- vi. Cabin Door UNLATCH
- vii. Harnesses TIGHT & SECURE
- viii. Inform ATC – MAYDAY Call
- ix. Advise all passengers to adopt the brace position
- x. Battery Master OFF
- xi. After aircraft comes to rest.... **Evacuate Upwind.**

### 6.3 Fire in the Air

**6.3.1 Actions – Engine Fire.** In the event of an Engine fire in the Air, the PIC shall carry out the following actions:

- i. Throttle CLOSED
- ii. Mixture ICO
- iii. Fuel Selector OFF
- iv. Fuel Pump OFF
- v. Magnetos OFF
- vi. Heater /Demister OFF
- vii. Inform ATC - **MAYDAY Call – Forced Landing, Do Not Restart Engine**
- viii. Cabin Door UNLATCH
- ix. Harnesses TIGHT & SECURE
- x. Battery master Switch OFF

**6.3.2 Actions – Cabin Fire.** In the event of a Cabin Fire the PIC shall commence an Emergency Descent, the maximum rate can be achieved with Full Flap at the flap limiting speed. The following drill shall be completed:

- i. Electrics OFF (if cause of FIRE)
- ii. Heater/Demister OFF
- iii. Air Vents OPEN
- iv. Fire Extinguisher OPERATE AS REQUIRED

## 6.4 Fire on the Ground

**6.4.1 Actions.** In the event of a Fire on the ground the PIC shall carry out the following Drill:

- i. Throttle CLOSED
- ii. Mixture ICO
- iii. Fuel Selector OFF
- iv. Fuel Pump OFF
- v. Magnetos OFF
- vi. Brakes OFF
- vii. Inform ATC if time permits
- viii. Battery master Switch OFF
- ix. **Evacuate ASAP Upwind**

## 6.5 Forced Landing Without Power

**6.5.1 Actions.** In the event of an engine failure at height the pilot shall take the following actions:

- i. Adopt the glide speed and TRIM
- ii. If height permits, investigate reason for failure: Fuel – Pressure; Pump ON; QTY – Tanks; Mixture Rich; Ignition BOTH; Carb Heat ON
- iii. Attempt Restart using Starter Motor
- iv. Look for suitable field - Size; Shape; Surrounds; Slope; Surface; WIND
- v. MAYDAY CALL
- vi. Plan descent into field aiming to land one third in.
- vii. If engine fails to start by 1000 ft agl carry out engine shut down as per Order 6.2 Crash Action.

## 6.6 Forced Landing with Power

**6.6.1 General.** A forced landing with power, or a precautionary landing, is usually made necessary due to deteriorating weather, the approach of darkness or a low fuel state.

**6.6.2 Weather Considerations.** Pilots shall take the following actions in the event of making a precautionary landing:

- i. In the event of deteriorating visibility approach flap shall be lowered and the aircraft flown at a safe slow speed.
- ii. In the event of lowering cloud the aircraft shall be flown below cloud but at or above the minimum safe altitude and towards the direction where the cloud is highest.

**6.6.3 Actions.** The following procedure for landing shall be adopted once a safe landing site has been found:

- i. Select flap to the approach setting and fly the aircraft at a safe slow speed descending to 500' AGL.
- ii. Over fly the landing site, in the landing direction, examining the site for any obstructions which might preclude over flight at a lower height.
- iii. On reaching the upwind end of the landing site conduct a circuit at 500 feet AGL.
- iv. On final to the landing site descend to 300 feet AGL and at that height repeat steps (i) and (ii).
- v. On final to the landing site descend to 50 feet AGL and at that height repeat steps (i) and (ii), but this time also examining the suitability of the surface for landing.
- vi. On final to the landing site lower the landing flap.
- vii. If on any of the flypasts it is discovered that it is not safe to make another approach at a lower height then abandon this landing site, find another, and restart from step (i) above.

## 6.7 Ditching

**7.1.1 Actions.** Pilots planning flight over water are to read GA safety Sense Leaflet No 21A - Ditching. In the event of ditching pilots are to comply with the procedures laid down in SSL 21A. Where specific procedures are included in the Aircraft manual then those techniques shall override all others.

## 6.8 Radio Failure – Locally Based Pilots Only

### 6.8.1 Alderney.

The following radio failure procedures have been agreed with Guernsey ATC, and they are to be followed by all locally based private pilots in the event of a radio failure.

- i. The failure may only be in the receiver. If after making two calls without reply, try another frequency. If there is no success, transmit on the appropriate frequency your belief that you have suffered a radio failure, Squawk 7600 with Altitude, descend to below 1000 ft. QNH in your present location if over the sea, and then proceed to Alderney Lighthouse or Casquets depending on the runway in use and then proceed to final and land as soon as possible.
- ii. In all cases Pilots must Squawk 7600 with Mode C (ALT).
- iii. Make sure that you fly in VMC at all times.
- iv. Keep a sharp lookout for other aircraft.
- v. Look for light signals from the tower.

**6.8.2 Jersey.** The following radio failure procedures have been agreed with Jersey ATC, and they are to be followed by all locally based private pilots in the event of a radio failure.

- vi. The failure may only be in the receiver. If after making two calls without reply, try another frequency. If there is no success, transmit on the appropriate frequency your belief that you have suffered a radio failure, Squawk 7600 with Altitude, descend to below 1000 ft. QNH in your present location if over the sea, and then proceed to Noirmont or Corbiere depending on the runway in use (if arriving from the North proceed to the NW Corner for R/W 09 or to the Television Mast for R/W 27) and then proceed to final and land as soon as possible.
- vii. In all cases Pilots must Squawk 7600 with Mode C (Alt) if fitted.
- viii. Make sure that you fly in VMC at all times.
- ix. Keep a sharp lookout for other aircraft.
- x. Pilots should attempt to monitor the ATIS frequency as ATC can pass instructions and information to you via this facility.

### **6.8.3 Radio Failure in the Circuit.**

- i. Squawk 7600 immediately.
- ii. Continue to final and watch for lamp signals for landing clearance. These signals are at times very difficult to see, if not seen then land as long as the runway is clear of traffic.
- iii. Keep a very good lookout for traffic on final approach or on the runway.
- iv. After landing, clear the runway ASAP.
- v. In the event of a go-around fly another circuit and land, in accordance with the above procedures.

### **6.8.4 Failures during Local Flying.**

- i. Squawk 7600 immediately.
- ii. Descend in present location to not above 1000ft. QNH. Maintain VMC at all times.
- iii. Proceed to Alderney Lighthouse or Casquets, depending on the runway in use, and then to final, following procedures for "Radio Failure in the Circuit".

**6.8.5 Failure during Cross Country Flights.** If you have already entered the Zone, or have crossed the French Coast on your return leg, proceed as follows:

- i. Squawk 7600 immediately
- ii. Descend in present location to not above 1000ft QNH. Maintain VMC at all times.
- iii. Proceed to Alderney Lighthouse or Casquets, depending on the runway in use, and then to final, following the procedures for "Radio failure in the Circuit".

If you have not already entered the Zone, or crossed the French Coast on your return leg, then proceed as follows:

- i. Squawk 7600 immediately.
- ii. Maintain VFR flight and land at the most convenient French airfield.
- iii. Report your diversionary landing to the appropriate French Authorities.
- iv. Contact AFTL as soon as possible.

In circumstances that the pilot feels that it would be more hazardous to land away, he may enter the Zone, following the procedures given above for cross-country flights.

#### **6.8.6 Radio Failure on Local Flights, Operating under IFR.**

- i. Squawk 7600 immediately.
- ii. Descend in present location to 2000ft QNH.
- iii. Proceed to Approach Beacon (depending on runway in use), carry out hold join procedure and one complete hold, and then commence Alternative ILS/VOR/NDB procedure to land.
- iv. If unable to land, carry out the missed approach procedure and then leave the Zone in accordance with the procedures laid down in UK AIP ENR 1.1.3 and EGJJ AD 2-22.

## Section VII – ACCIDENT, INCIDENT AND AIRPROX AND BIRDSTRIKE REPORTING

### 7.1 Notifiable Accidents

**7.1.1 Definition.** A reportable accident means an occurrence associated with the operation of an aircraft which takes place between the time when any person boards the aircraft with the intention of flight and such time as all persons have disembarked there from, in which anyone associated with the aircraft, or a third party, is killed or injured or the aircraft sustains damage or structural failure which requires major repairs or replacement of the affected component.

**7.1.2 Action.** The captain or, if he is incapacitated, the Operator shall immediately notify the Chief Inspector, Air Accidents Investigation Branch, Department of the Environment, Transport and the Regions Tel (01252) 512299 and the local police authorities. Pilots are to read AIC 061/2015.

### 7.2 Occurrence Reporting

**7.2.1 General.** 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 via the ECCAIRS European Reporting Portal - [www.aviationreporting.eu](http://www.aviationreporting.eu). Guidance can be found in CAP1496 and CAA Information Notice IN–2016/031.

### 7.3 Airprox Reporting

**7.3.1 Definition.** ‘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.’

**7.3.2 Reporting.** 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 CA1094 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. Report forms can be obtained from and filed online using the UK Airprox Board website - <https://www.airproxboard.org.uk/home/>.

**7.3.3 Procedures.** 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 3.

### 7.4 Birdstrike and Reporting

**7.4.1 Reporting.** Birdstrikes should be reported using the CAA Online Birdstrike Reporting System. The website address is:

<http://www.caa.co.uk/Commercial-Industry/Airports/Safety/Birdstrikes/>

## Section VIII – LOCAL REGULATIONS

### 8.1 Smoking regulations

**8.1.1 General.** Smoking is prohibited in:

- i. The hangars.
- ii. The vicinity of fuel installations and anywhere near refuelling aircraft.
- iii. Any aircraft operated by the AFTL.
- iv. The area of the apron.

### 8.2 Care of Flying Equipment

**8.2.1 Responsibility.** The PIC shall be responsible for all equipment loaned or borrowed from AFTL. Equipment whether or not included as part of the aircraft, shall be returned to the company in the same condition that it was supplied in.

**8.2.2 Damage Charges.** Any loss or damage, whether accidental or otherwise, shall be reported to an AFTL director. Any damage that is deemed not to be fair wear and tear may be charged to the borrower.

### 8.3 Disciplinary Action for Breach of Local Orders or Regulations

**8.3.1 General.** Pilots who do not comply with the Flying Order Book or any other Rules published by AFTL shall be liable to disciplinary action. Likewise, pilots who bring AFTL into disrepute shall also be liable to disciplinary action.

**8.3.2 Reparations.** In the case of practices being followed by any pilot, shareholder or employee which have been deliberately designed to/or have the effect of endangering aircraft, persons or property, the AFTL shall take all steps it deems necessary under the Air Navigation Order to prosecute those concerned and to seek adequate reparations.

### 8.4 Indemnity for personal injury

**8.4.1 General.** It is the individual responsibility of pilots to ensure that adequate insurance is carried and that all such policy certificates are valid and current. Details of the precise terms of the insurance cover under which Company aircraft are operated may be supplied on request. Pilots are reminded that, in line with most aircraft insurance policies, personal injury cover is only extended to third parties and passengers. Pilots shall make their own arrangements for personal accident insurance.

### 8.5 Landing of Passengers Required to Clear Immigration

**8.5.1 General.** Pilot's landing passengers who are required to visit immigration are reminded that it is their responsibility to take them through the appropriate Arrivals building on disembarkation.

**Alderney Flying Training Ltd**

Pilot's Flying Orders

Issued 28<sup>th</sup> February 2019  
Effective 1<sup>st</sup> March 2019