

Alderney Flying Training Limited

Pilot's Flying Orders

Issue: 5 February 2023

The following pages contain **Standard Operating Procedures**, 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.

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 Standardised 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 Flying 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 latest version of these Flying Orders will be kept in aircraft operated by AFTL and on the AFTL website. www.g-jach.net

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,
- in the AFTL company documents box
- on the AFTL website,
- the Director of Civil Aviation, Guernsey.

Section 1 - AUTHORISATION AND DOCUMENTATION

1.1 Flight Authorisation

1.1.1 Objectives. The objective of AFTL is the ownership and operation of aircraft for the sole 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.

1.1.2 General. All use of the aircraft takes place under the jurisdiction of AFTL and each flight shall be authorised either by a shareholder pilot or by a director of the AFTL.

1.1.3 Flight Authorisation by Shareholder Pilots. Use of the aircraft by qualified approved shareholder pilots can be self-authorised.

1.1.4 Flight Authorisation by Pilots who are NOT shareholders. Normally not permitted, however 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) each flight should be authorised by a director.

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

1.1.6 Activities Specifically Prohibited.

- Any illegal activity,
- Ab-Initio training, flying school use, aircraft hire,
- Air taxi, charter work, carriage of passengers or cargo for reward,
- Air racing or competitive speed trials, pylon racing,
- Glider towing, parachute jumping, aerobatic displays,
- Unauthorised modifications to the aircraft,
- Anything which would invalidate the insurance policy.

1.1.7 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
- iii. There is sufficient time available on the aircraft to complete the flight before the next scheduled maintenance.
- iv. Checked the Defect Sheet for any defects.
- v. Refer any defects listed to the Minimum Equipment List.
- vi. All NOTAMs relevant to the proposed flight have been checked.
- vii. Current charts and navigational equipment are available.
- viii. All other crew members and passengers have been briefed on possible contingencies affecting the safety of the flight and shown the Passenger Briefing Card – see appendix 2.

1.2 Completion of Technical Log and Notification of Defects

1.2.1 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.

1.2.2 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.

1.2.3 Deferred Defects. The Deferred Defects List should be checked for any defects which does not affect the airworthiness of the aircraft. These 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 Sheet.

1.2.4 Minimum Equipment List. Check the Minimum Equipment List to confirm you can continue your flight with a deferred defect. See Appendix 3.

1.2.5 Aircraft Grounding. Where a defect requires an aircraft to be grounded, it must be noted on the Tech Log and the pilot shall inform a director who will notify the engineers.

1.3 Requirements for Flying

1.3.1 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.

1.3.2 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 or providing evidence of currency on 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.

1.3.3 Aircraft Insurance. The insurance in place on AFTL aircraft has a stipulated minimum experience for pilots of 250 hours fixed wing piston engine experience, 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.

Also, requiring insurers prior approval, are any pilot, in the last 5 years, with a CAA UK violations, any CAA UK medical waivers (other than colour vision), a conviction in respect of transporting, selling or using illegal drugs, or a conviction in respect of operating an aircraft while under the influence of alcohol or drugs.

1.4 Possession of a Current Licence

1.4.1 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).

1.4.2 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 and is valid to fly any AFTL aircraft.

1.4.3 Licence details. AFTL will ask for copies of licenses and medical certificates. Pilots must keep their licence, rating and medical expiry dates up to date on the GoBoKo booking system.

1.5 Regulations for Carriage of Passengers

1.5.1 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,
- ii. When the flight involves flight over water, each passenger shall be

- briefed in the use of life jackets and dinghies,
- iii. Any passengers occupying the front seats shall be adequately briefed to avoid any interference with the controls.

1.5.2 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.

1.5.3 Night. To carry passengers at night one of the above take-offs and landings shall have been conducted at night.

1.5.4 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.

1.5.5 Shareholder Use. Shareholders with a valid pilot's licenses may fly themselves.

1.5.6 Shareholder Passengers. Shareholders, their spouse/partner, family and well known 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.

Shareholders – Use by shareholder pilots or shareholders as passengers		
	Flight Direction	Payment of Flight
Shareholders	A to B or B to A with Shareholder passengers	The shareholder, as part owner of the aircraft, can pay the full direct cost of the flight.
Shareholders	Empty Sectors	The shareholder, as part owner of the aircraft, can pay the full direct cost of the empty positioning flight.
	<p>Note 1. The shareholder does not have to be onboard, it could be family members or well known friends of the shareholder. The cost cannot be split or recharged and must be paid in full by the shareholder who booked the flight.</p> <p>Note 2. A shareholder is defined as a natural person with not less than a 5% beneficial share in the company owned aircraft.</p>	

1.5.7 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.

Cost sharing is where all the occupants of a private flight agree to share equally the 'direct costs' of a specific flight in which they are carried.

Direct costs – defined as the hourly flight cost, landing and handling fees - of the flight undertaken are equally paid by **all** persons (including the pilot) and no more than 4 persons are carried and the flight is not advertised other than within the AFTL shareholder group.

Cost Sharing – Shareholders cost sharing with non-shareholder passengers		
	Flight Direction	Shared Flying Cost
Cost Sharing	A to A with passengers	The Direct Costs can be shared equally between the number of people on board the aircraft, including the pilot. The pilot must bear at least their share of the direct costs and must not be less than the proportional amount to the number of passengers on board.
Cost Sharing	A to B or B to A with passengers	The Direct Costs can be shared equally between the number of people on board the aircraft, including the pilot. The pilot must bear at least their share of the direct costs and must not be less than the proportional amount to the number of passengers on board.
Cost Sharing	Empty Sectors	Positioning flights cannot be cost shared and the pilot will have to bear the Direct Costs.
Cost Sharing	<p>Advertising of any available seats is not permitted outside of the AFTL shareholder group.</p> <p>No more than 4 people, including the pilot, is permitted on Cost Sharing flights.</p> <p>The AFTL Passenger Declaration Form must be signed by all passengers before a cost-sharing flight. The PD Form will be valid for six months and must be retained by the pilot.</p> <p>The pilot cannot be paid or remunerated in any way for cost sharing flights.</p>	
Direct Costs Definition	Direct Costs are defined as; the aircraft hourly costs including fuel, plus landing fees and handling charges.	
Rules	<p><i>Applicable Rules;</i></p> <ul style="list-style-type: none"> a) UK Air Navigation Order 2016 b) UK (EU) Regulation No 965/2012 (Air Operations Regulation) c) Air Navigation (Bailiwick of Guernsey) Law 2012 [sections 141-143] <p><i>All are applicable but whichever is the most restrictive will apply.</i></p>	

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

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

1.6 Flight Bookings.

1. An internet booking system shall be utilised for the booking of the aircraft.
2. All Shareholders shall be able to book on a “first come first served” basis”.
3. The booking of complete weekends should be minimised.
4. No Shareholder shall book the aircraft unreasonably. The reservation system will be monitored for unusual patterns of booking and may be followed up with the shareholder for an explanation, unless a note is posted on the booking system. If a shareholder requires the aircraft for eligible courses to be carried out at or away from the normal base, the other shareholders must be consulted for agreement before the booking is made.
5. No Shareholder shall make bookings for another Shareholder except for shareholders acting in the capacity of Pilot for non-pilot shareholders.
6. A soon as a Shareholder becomes aware that he may not be able to utilise a booking he has made, he shall make all efforts to cancel the booking in a timely fashion. It must not be assumed that because weather is a factor for one shareholder it may not be the same consideration for another.
7. Requests for taking the aircraft away for more than two days should be referred to an AFTL director for consideration.
8. As a rule of thumb, if you are going away for more than a day, a minimum of one hour per day will be charged.
9. In the Notes for each booking, it should show the route, number of people, and other useful information such as, pick up time, lots of baggage, etc.
10. Shareholders in default of the Shareholder Rules will have their ability to book flights suspended.
11. If you are not intending to depart Alderney until after 09:00, please do not book the 07:30 to 09:00 booking slot. This could be used for a Cherbourg or Jersey drop off to catch up on the previous days weather disruptions.

Section 2 - AIRCRAFT HANDLING ORDERS

2.1 General Care of the Aircraft

Please take care of the aircraft. Do not put things (such as headsets, bags or lifejackets) on the wing surfaces particularly when preparing to enter and after exiting the aircraft. Even non-metallic parts could slide and scrape or scratch the paintwork. In our environment we should take all efforts to protect the aircraft.

2.2 Aeroplane Checks Before Flight

2.2.1 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.

2.2.2 Fuel.

- i. 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.

2.3 Precautions When Starting Engines

2.3.1 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, or when low visibility procedures are in force, 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 except in exceptional circumstance, with a directors approval, where the aircraft has an unserviceable starter motor and is required to be flown to a maintenance facility.
- vi. Pilots are to remain at the controls whilst engines are started or running.

2.4 Aerobatics and Spinning

2.4.1 General. Aerobatics are not permitted in AFTL aircraft.

2.5 Low Flying Regulations

2.5.1 Aircraft. AFTL aircraft should 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.

2.6 Instrument Flying Actual and Simulated

2.6.1 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.

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

2.7 Refuelling Procedure

2.7.1 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.

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

2.8 Running Changes

2.8.1 General. Changes of crew or passengers should not be conducted with engine(s) running.

2.8.2 Exemption. However, subject to a full safety briefing before loading/unloading, the unloading/loading of adult passengers with the engine running may be allowed. For example, a pre-arranged and briefed passenger drop-off in Cherbourg where we have agreement that our regular passengers do not need to be escorted.

Section 3 - GENERAL FLYING ORDERS

3.1 Weather Minima for Flights

3.1.1 General. The weather minima for flight planning should be those applicable to your licence and rating privileges.

3.1.2 Take Off Minima.

Cloudbase & Visibility - As per their licence & rating privileges

3.1.3 Landing Minima.

Cloudbase & Visibility - As per their licence & rating privileges

3.1.4 Crosswind Limits –

Company X/wind limit – 20 knots x/w component across the runway

Piper PA28 X/wind – maximum demonstrated x/wind is 17 knots.

3.2 Decision Altitude & Minimum Descent Altitude

Recommended minima - See Appendix 1.

3.3 Weight and Balance. Pilots are to assess ensure that Weight and Balance comply with the POH and latest W&B Schedule prior to departure, a copy of which is in the aircraft and on the AFTL website. **Operating overweight is absolutely not permitted and could invalidate the aircraft insurance.**

3.4 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. Refer to the POH for performance data.

AFTL PA28 recommended fuel minima for departure is: *assuming zero wind*

Alderney – Cherbourg	(diversion EGJA)	61 Ltrs
Alderney – Cherbourg with round trip fuel		72 Ltrs
Alderney – Cherbourg	(diversion LRFK)	65 Ltrs
Cherbourg – Alderney	(diversion EGJB)	58 Ltrs
Alderney – Guernsey	(diversion EGJA)	51 Ltrs
Guernsey – Alderney	(diversion EGJB)	51 Ltrs
Alderney – Jersey	(diversion EGJB)	54 Ltrs
Jersey – Alderney	(diversion EGJB)	54 Ltrs

In any event, the fuel remaining on landing at your intended destination should not be less than: PA28 : 38 litres.

3.5 Performance.

3.5.1 Field 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 and the POH.

3.5.2 Cruise Power. In the cruise, the recommended power setting is 65%. Use of a higher power setting could increase engine wear and will increase fuel consumption.

3.6 Safety Altitude

3.6.1 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.

3.6.2 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.

3.7 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 used.
- v. Controls secured.

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 and Guernsey

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:

- vi. Take all necessary steps to protect the aircraft so as to prevent the risk of damage by sightseers, cattle, wind, rain etc.
- vii. Notify the local Police and the landowner.
- viii. 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 the POH and on the AFTL website.

Particular care should be taken:-

- a. To ensure that the forward/rearward C of G limit of the PA28 is not exceeded. You may need to move the dinghy or baggage forwards or backwards to stay within limits.
- b. Not to exceed the maximum all up weight. In the PA28 this can easily be reached with just three people and full fuel. **Operating overweight is absolutely not permitted and could invalidate the aircraft insurance.**

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:

- a. The temperature exceeds 25°C
- b. Operating to / from high altitude airports.
- c. 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 a locator beacon, lifejackets and a life raft.

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

3.11.3 Life Raft. The life raft must be carried in the aircraft on all over water flights and should be in a position that it is easily accessible if needed.

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

3.11.4 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 Fitness to fly

3.12.1 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.

Section IV – LOCAL OPERATING PROCEDURES

4.1 Base Airfield

4.1.1 Hangars. Aircraft shall not be taxied into or out of hangars.

4.1.2 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.

4.1.3 Aircraft Tug. AFTL has a battery powered Priceless Aviation Tug. Use of the tug is recommended, rather than the Tow Bar, especially for pulling the aircraft out of the hangar due to the slight uphill slope.

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. 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 – LOCAL REGULATIONS

6.1 Smoking regulations

6.1.1 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. On the apron.

6.2 Landing of Passengers Required to Clear Immigration

6.2.1 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.

Section VII – EQUIPMENT

7.1 Care of Flying Equipment

7.1.1 Responsibility. The Pilot 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.

7.1.2 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.

Section VIII – ACTION & INDEMNITY

8.1 Disciplinary Action for Breach of Local Orders or Regulations

8.1.1 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.

8.1.2 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.

8.2 Indemnity for personal injury

8.2.1 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 liability cover is only extended to third parties and passengers. Pilots should make their own arrangements for personal accident insurance.

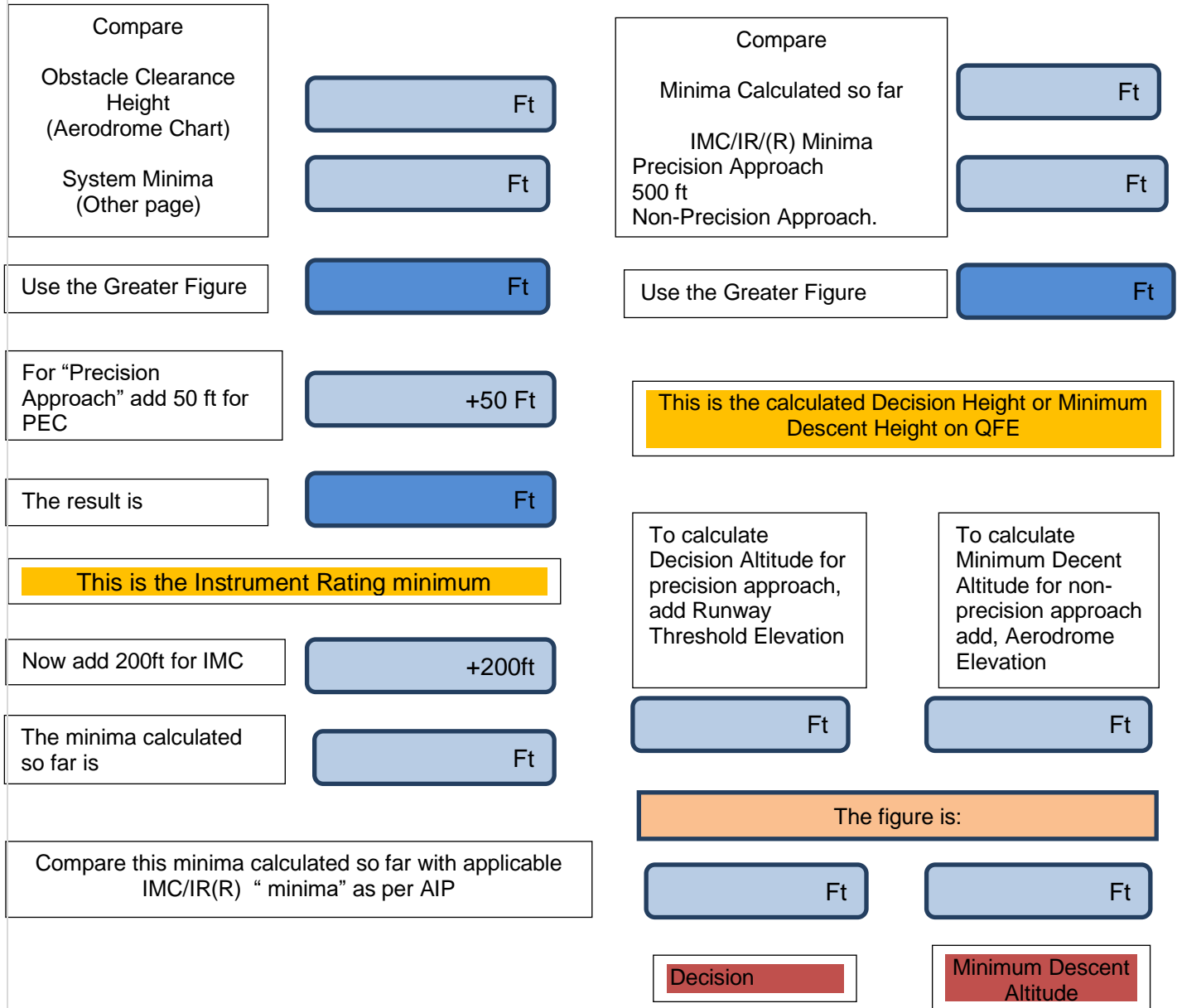
Alderney Flying Training Ltd
Pilot's Flying Orders

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Record of Revisions		
16 th February 2023	Issue 5.1	New version released.

Appendix 1.

Calculating Decision Altitude and Minimum Descent Altitude



A pilot not in current practice should try to avoid having to make an instrument approach in poor weather conditions. If pilots have to make such an approach, even if they are fully confident of their abilities, they are advised to add 100 FT to their calculated DH/MDH. Further increments should be added depending on when the pilot was last in full practice, and their familiarity with the aircraft, the procedure and the aerodrome environment.

System Minima

'System Minima' is the minimum height that the system can be deemed accurate to. These differ with types of approach and are published in the UK AIP but are reproduced below.

Precision Approach

ILS or PAR	200 feet
LPV	250 feet

Non-Precision Approach

VOR/DME	250 feet
LOC	250 feet
SRA (0.5 nm)	250 feet
VOR	300 feet
NDB	300 feet
VDF	300 feet
SRA (1 nm)	300 feet
RNAV (LNAV only)	300 feet
SRA (2 nm)	350 feet

IMC I/R(R) Minima (UK AIP AD1 4.8.2)

Precision Approach

ILS or PAR or LPV	500 feet
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Non-Precision Approach

All others	600 feet
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IMC I/R(R) Rating - Minimum Visibility

Approach	1500 metres
Departure	1500 metres

Approach Ban (UK AIP AD1 4.9.2)

Take Off Minima (UK AIP AD1 4.5.2)

The take-off minima selected for all flights by single-engine aeroplanes should be adequate to ensure a high probability of a successful forced landing being made should a failure of the engine occur after take-off.

Please refer to the UK AIP for further information on aerodrome minima.

Appendix 2. Passenger Briefing Card.

SAFETY INFORMATION

G-JACH

PASSENGER BRIEFING

The Pilot in Command will brief all passengers prior to take-off.

FASTEN SEAT BELTS

Please fasten your seat belt for take-off and landing. Insert latch into the buckle and adjust belt as necessary. We strongly recommend you keep your seat belt on for the entire duration of the flight.

To release belt, press red button on the buckle.

NO SMOKING

Smoking is not permitted onboard the aircraft.

MOBILE PHONES / ELECTRONIC DEVICES

All mobile phones should be put into Flight Safe Mode whilst the engine is running.

LIFE JACKETS

Life Jackets should be worn when flying over water. In the event of a ditching, do not inflate the Life Jacket until you are outside of the aircraft.

LIFE RAFT

In the event of the aircraft ditching, take the Life Raft outside the aircraft. Peel the webbing handle (identified by valise stencil "TO INFLATE PULL HANDLE") from its Velcro retaining strip.

It is recommended that at this time you loop the handle around your wrist so that after the raft inflates it will not get away from you with wind or wave action. Grasp the retaining/raft activation line firmly and pull out approximately 3 feet of slack lanyard until taught, then pull firmly until inflation occurs. The valise will open, and the buoyancy life raft will inflate.

FIRST AID KIT

A First Aid Kit is located on the rear parcel shelf in the baggage hold.

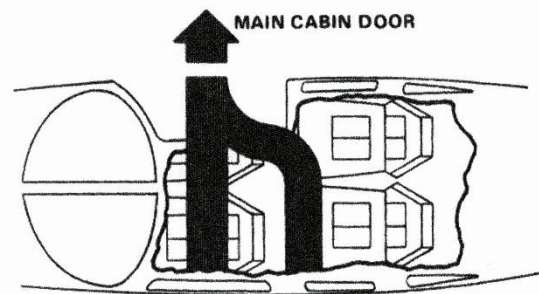
FIRE EXTINGUISHER

A Fire Extinguisher is located between/behind the pilot's seats on the floor.

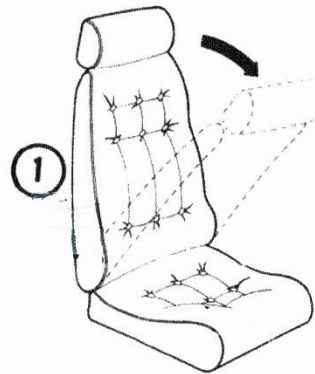
EMERGENCY INFORMATION

EMERGENCY EXIT

Exit the aircraft through the Main Cabin Door, the same door you entered the aircraft.

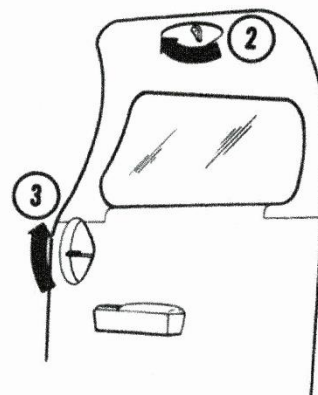


The seat backs of the front seats will push forward to ease the exit of passengers in the rear seats.



MAIN CABIN DOOR OPERATION

The main cabin door has two latches.



To open the main cabin door, twist the upper door latch (2) in a forward direction, and lift the lower latch (3) upwards. Then push door open.

Appendix 3.

MINIMUM EQUIPMENT LIST				PA28
Item Unserviceable	Day/VFR limitations	Rectify No Later Than	Flights Allowed	Conditions
RPM Gauge	--	2 flights	Return to Base / Flight to Maintenance Facility	
EGT Gauge	--	Next Check	Normal Operations	
Oil Temp Gauge	--	10 hours flying	Normal Operations	
One Fuel Gauge	--	Next Check	Normal Operations	Tank contents dipped
One Fuel Sender	--	Next Check	Normal Operations	Tank contents dipped
Stall Warner	Day & VFR	2 flights	Return to Base / Flight to Maintenance Facility	
Pitot Heat	Day & VFR	10 hours flying	Normal daytime & VFR	Temperature +10c
Alternator	Day & VFR	2 flights	Return to Base / Flight to Maintenance Facility	
Vacuum Pump	Day & VFR	2 flights	Return to Base / Flight to Maintenance Facility	Use standby vac pump
Starter Motor	--	2 flights	Return to Base / Flight to Maintenance Facility	
Electric Fuel Pump	--	2 flights	Return to Base / Flight to Maintenance Facility	
Artificial Horizon	Day & VFR	10 hours flying	Normal daytime & VFR	
Turn Co-ordinator	Day & VFR	10 hours flying	Normal daytime & VFR	
Direction Indicator	Day & VFR	10 hours flying	Normal daytime & VFR	Unless 430 in DI mode
One Altimeter	Day & VFR	10 hours flying	Normal daytime & VFR	
Vertical Speed Indicator	Day & VFR	10 hours flying	Normal daytime & VFR	
Navigation Light(s)	Day & VFR	Next Check	Normal daytime	No night flights
One Landing Light	--	Next Check	Normal Operations	
Instrument Panel Lights	Day only	Next Check	Normal daytime	
One VHF Comm	Day & VFR	Next Check	Normal daytime	Unless Icom carried
Transponder	VFR only	2 flights	Return to Base / Flight to Maintenance Facility	