

Pilots Order Book

All Pilots are to ensure that they have read and understood the current version of this document which is kept in a red folder in the GFT crew room and must sign the sheet at the front of the folder to confirm they will comply with all the conditions therein.

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Section 1. Authorisation and Documentation

Order No. AD 1 - The Aviation (Bailiwick of Guernsey) Law 2008

All pilots and students shall read and be familiar with the provisions of the current Aviation Law and The Rules of the Air and Air Traffic Control Regulations. Particular attention shall be paid to the following articles and sections.

Article No	The Aviation (Bailiwick of Guernsey) Law 2008
56	Members of flight crew - requirement for license
57	Instruction in flying
62	Rules of the Air
65	Regulation of small aircraft
67	Operation of Aircraft
68	Non public transport aircraft – aerodrome operating minima
70	Pre-flight action by pilot-in-command of an aircraft
71	Operation of radio in aircraft
77	Carriage of dangerous goods
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129	Flights over country
Schedule 15	Rules of The Air
I	Interpretation
II	General
IV	General Flight Rules
V	Visual Flight Rules
VI	Instrument Flight Rules
VII	Aerodrome Traffic Rules

Order No. AD 2 - Duty Instructor

A Duty instructor shall be designated by the CFI or his appointed deputy for every day during which it is intended that flying should take place.

The operation of GFT Ltd aircraft and the authorisation of student cross country flights will be the responsibility of the Duty Instructor

Order No. AD 3 - Flight Authorisation

Any flight undertaken in any aircraft operated by GFT Ltd must be authorised by a person approved to do so. Such suitable persons may be approved in either of two ways.

- a. An instructor approved by GFT Ltd, and whose name appears on the list displayed in the flight office. Such authorisation maybe by telephone.
- b. A pilot whose experience, ability and currency of practice fulfil the minimum requirements laid down in this order. These requirements relate to both the type of aircraft and the type of flight to be undertaken.

In order that any pilot may self authorise a flight in any aircraft operated by GFT Ltd, the following minimum requirements shall apply.

Self Authorisation – Documentary Requirements

- a. Be a full, overseas or temporary member of the Guernsey Aero Club.
- b. Be a holder of at least a Private Pilots License.
- c. Have a current Medical Certificate.
- d. Have, a license containing a current Certificate of Test/Check or Experience.
- e. Be the holder of a Radio Telephony license (VHF) in compliance with Order No. AD7.
- f. Have at some time had a full flight check on the type of aircraft on which the proposed flight is to take place, and have a log book entry to this effect duly recorded.
- g. Be in current practice see AD 5
- h. Meet the experience requirements detailed in this order.

Self Authorisation – Experience Requirements

- a. For flights within the C.I. Control Zone
 1. Have a minimum of one hundred hours total time as pilot of airplanes.
- b. For flights requiring departure and re-entry of the C.I. Control Zone, and for flights undertaken entirely outside the boundaries of the C.I. Control Zone one of the following:-
 1. Have a minimum of one hundred hours total time as pilot of airplanes and weather conditions meet the requirements in section 3, Order No. GF 1.
 2. Have a minimum of two hundred hours total time as pilot of airplanes, this time however must include at least ten hours of instrument flying training with an instructor qualified to give instruction in instrument flying.

NB No person will be allowed to undertake flying training in any of the GFT Ltd aircraft unless they have read and agree with all the items contained in this document. In addition they must sign the 'Pilots Order Book – Agreement' which is at the front of this document, which confirms that you have read, understood and agreed with all the items contained therein, before any flight can take place in GFT Ltd aircraft. Further they must be full, overseas or temporary members of the Guernsey Aero Club. (This paragraph does not apply to Trial Lessons)

Pilots who meet the Self Authorisation documentary requirements above but not the experience requirements for Self Authorisation may obtain a telephone authorisation from an approved GFT Instructor, subject to satisfying him that they are able to carry out the flight within their capabilities taking into consideration the weather conditions and where they will be operating. The telephone authorisation is to be noted on the sheets before flight and is to include the name of the authorising instructor and the time of the telephone conversation.

Before Flight

The Technical Log for the aircraft must be completed for all sectors of the flight to be undertaken. The Pilots initials confirm that the terms of the Pilots Order book and the "Outbrief" check list will be complied with. It further implies, in the case of a student, that the length of the detail and the exercises to be carried out are both fully understood.

After Flight

The pilot in command will record the take-off and landing times, to the nearest five minutes using the twenty-four hour clock system in Local Time. Defects noticed during or after a flight must be reported to the authorising instructor who will decide if the particular defect is to be entered in the deferred defect log, or logged as a major defect. If an entry has been made in the major defect log, the aircraft must not be flown until the defect has been rectified. The Record Of Flights and the Defect Logs constitute a Technical Log for the aircraft as required by The Air Navigation Order for Public Transport aircraft.

Order No. AD 4 – Licenses

It shall be the responsibility of the pilot in command to ensure that he, or she, is properly licensed and rated to undertake any proposed flight. Flying instructors employed by GFT Ltd will inspect members' licences at regular intervals, and always when a person first applies for pilot membership of the Guernsey Aero Club.

Order No. AD 5 - Recency Requirements

No pilot will be able to self authorise nor will any pilot be authorised for any flight in any aircraft operated by the club where the pilot has had no current flying practice on an airplane of the same group as that in which the proposed flight is to take place as follows:-

- a When the pilot has not flown P1 for a period exceeding 42 days but less than 90 days on the appropriate class of aircraft, a dual check ride, at the discretion of the Duty Instructor will involve a minimum of one circuit.
- b Pilots that have not flown as P1 for a period exceeding 90 days on the appropriate class of aircraft a dual check ride at the discretion of the Duty Instructor for a minimum of one hour.

Irrespective of the above currency time limits, a check flight may be requested at any time where it is thought desirable by the duty instructor.

Order No. AD 6 – Before First Solo Flight

Every student will be checked by a qualified flying instructor on his knowledge of the following items before flying his first solo exercise.

- a. Emergency drills – Brake failure, engine failure after take-off, fire in the air and on the ground, and the action to be taken in the event of a radio failure.
- b. Stalling – recognition and recovery.
- c. Full flap go-arounds.
- d. Use of R/T.
- e. Understanding of light signals.
- f. Fuel and oil systems of the aircraft.
- g. Engine and airframe limitations
- h. Must have taken and passed the written examination in Air Law.

No student will fly solo unless he or she fully understands all of the above items and holds both a valid medical certificate and full or overseas membership of the Club.

Order No. AD 7 – Radio Telephony License

All pilots excluding students carrying out authorised solo details required for qualifying for a Private Pilots License must be in possession of a valid Radio Telephony license before flying in command of any GFT Ltd aircraft.

Order No. AD 8 – Carriage of Passengers

Only qualified pilots holding at least a Private Pilots License will be authorised to carry passengers in GFT Ltd aircraft but they must have completed 3 take offs and landings as P1 in the last 90 days. All passengers full names are to be entered on the technical log and the pilot in command shall be satisfied that all persons on board the aircraft are medically fit to fly. Children may be carried only at the discretion of the person authorising the flight. The pilot in command shall give a safety briefing to all passengers including the use of seat belts and harnesses, use of doors and windows, mode of entry and exit, the need to keep clear of the controls, the operation of the life jackets and dinghy. Passenger safety briefing cards are kept in the crewroom and in each aircraft.

Under no circumstances shall any passenger be permitted to operate the flying controls of a Club aircraft.

Order No. AD 9 – Pilots Log Books

When checked and cleared to fly a new aircraft type, an appropriate entry will be made in the pilot's log book, and shall be certified correct by the instructor who carried out the conversion training.

Section 2. Aircraft Handling

Order No. AH 1 – Flight Manual And Checklist

The pilot in command must ensure that the aircraft is operated in strict accordance with the Flight Manual published for it.

A pre-flight check shall be carried out by the pilot in command, or student pilot under the direction of a flying instructor before every flight. All checks must be carried out in accordance with the approved checklist for the aircraft to be flown.

Order No. AH 2 – Fuel Requirements

For a local day detail not involving a landing away, sufficient fuel must be carried for the intended flight, plus at least one hour's endurance.

For a local night detail not involving a landing away, sufficient fuel must be carried as required above, in addition to which sufficient further fuel must be carried to enable a diversion to Jersey to be undertaken should a landing not be feasible upon return to Guernsey. The useable fuel for any cross-country flight, day or night, involving a landing away from the Aerodrome of departure, must be sufficient for the flight to the point of intended landing, plus the flight to a diversion airfield, plus sufficient for forty five minutes holding time.

In all cases, the fuel required must be calculated on the basis of maximum consumption for the type of aircraft.

Order No. AH 3 – Precautions When Starting Engines

Before starting an aircraft engine, the pilot shall ensure that.

- a. The aircraft is in a position where the slipstream will not cause damage to persons, property or other aircraft.
- b. There is a clear path by which the aircraft may taxi from the start-up position.
- c. A fire extinguisher is readily available near the aircraft.
- d. At night, navigation lights, and if fitted the anti-collision beacon, are illuminated.

The propeller will not be turned by hand during pre-flight checks unless chocks are in place in front of the wheels, and all ignition switches have been checked as being in the 'Off' position, and the ignition key removed.

Where it is necessary to start the engine by hand swinging, the propeller will only be swung by a person who has received proper instruction in hand starting procedures, and has a certified entry confirming this fact in that persons log book. In no circumstances will the propeller be hand swung without a suitably qualified person in the cockpit, and chocks are in place in front of both main wheels.

Chocks will be left in position after a hand swing start until the pilot clearly signals that they may be removed. Before giving such a signal the pilot will throttle back to idling r.p.m., and check that the brakes are firmly on. The pilot will watch the chocks being removed. If on their removal the aircraft moves forward, immediate action must be taken to shut the engine down. If the removal of the chocks is normal, the pilot will then re-adjust the throttle to normal setting, before proceeding with the cockpit checks. After starting, the pilot should check that the oil pressure is rising within thirty seconds, or again, immediate action must be taken to shut the engine down.

Order No. AH 4 – Engine ‘Run Up’ Procedures

Engine run ups shall be carried out at a holding point, with the aircraft facing into wind and the parking brake on.

Should it be required for maintenance reasons to carry out a run up in a position other than at a holding point, a suitable position will be allocated by ATC. It is however the pilot's responsibility to ensure that the area behind the aircraft is clear before the run up procedures are commenced.

Order No. AH 5 – Safety and security of Seat Belts and Harnesses

At all stages of the detail, all occupants shall be fully harnessed, and the straps in unoccupied seats securely fastened.

Order No. AH 6 – Turns in the Circuit

No turns shall be made within five hundred feet of the ground after take-off, unless in emergency, at the request of ATC, or for specific training purposes. When turning on to final approach the turn must be complete, with the aircraft on an appropriate heading for the approach before the aircraft descends below five hundred feet AGL. The angle of bank during climbing turns shall not exceed fifteen degrees. The angle of bank during descending turns shall not exceed twenty degrees. The angle of bank during level turns within the circuit pattern shall not exceed thirty degrees.

Local Noise Abatement Procedures must be adhered to.

Order No. AH 7 – Aerobatics and Spinning

Aerobatics and spinning in GFT Ltd aircraft shall only be carried out when the pilot in command has been authorised to carry out such manoeuvres before the flight. Such authorisation will only be granted to pilots who have been previously checked by a qualified flying instructor on the manoeuvres to be performed, and the check has been recorded in the pilots log book.

Normal pre-stall/spin 'HASELL' checks must be carried out before each manoeuvre or sequence of manoeuvres.

Unauthorised aerobatics will incur instant withdrawal from use of GFT Ltd aircraft by the pilot concerned.

Order No. AH 8 – Forced Landing Without Power (Practice)

Solo practice of forced landings without power must not be continued below seven hundred feet AGL, and the throttle must be exercised to at least two thousand r.p.m., every five hundred feet of descent, and always over the 'thousand foot area'.

When authorised to practise forced landings at Guernsey airport, the circuit direction requested by ATC will be conformed with, and the pilot must remain in radio contact with ATC. If radio contact is lost, the practice must be discontinued immediately.

Any unsuccessful attempt, (i.e. bad positioning which would necessitate a gliding turn below five hundred feet AGL, or an obvious undershoot) will be abandoned as soon as the fault is realised, and normal go-around action initiated.

Order No. AH 9 – Forced Landing With Power (Practice)

Practice of the procedure of forced landings with power may be carried out at Guernsey provided that the exercise has been previously authorised, and is carried out with the permission of ATC.

Solo practice of short field landing technique will only be practised when the exercise has been previously authorised, and with the knowledge of ATC. Such practice landings will be made on the main runway between the fixed distance markers.

After landing, the brakes are not to be applied excessively.

Order No. AH 10 – Low Flying

Pilots will conform to the provisions of Rule 5 of the Rules of the Air and Air Traffic Control Regulations. Student pilots will not fly lower than one thousand feet AGL, except when within the traffic zone of an Aerodrome for the purpose of take-off or landing, or when duly authorised to descend to not below seven hundred feet AGL during forced landing practice.

If at any time, for reasons of safety, a flight has to be conducted which contravenes Rule 5, a written report of the circumstances must be submitted to the duty instructor on the day of the incident. This report shall set out the time, location, altitude and height, together with a description of the circumstances of the occurrence.

Order No. AH 11 – Instrument Flying Practice

A qualified pilot may carry out instrument flying practice, provided that a safety pilot is carried, and occupies the right hand seat. The safety pilot must hold at least a Private Pilots License, and shall.

- a. Keep a constant check on the location of the aircraft, and advise the pilot of his position when requested.
- b. Keep a check on the fuel state.
- c. Ensure that the aircraft is at all times flown in accordance with visual flight rules. If it becomes apparent that VFR cannot be maintained, the safety pilot will advise the pilot in command, and simulated instrument flying will immediately cease.

ILS, VOR, NDB, VDF and RNAV approach procedures shall only be carried out at an airfield with a published procedure for the let down aid to be used. It is prohibited for any GFT Ltd aircraft to be flown beyond the fix outbound in any particular procedure or to leave the holding facility associated with the let down, when the cloud ceiling reported is at or below OCH plus one hundred feet.

Practice instrument approaches may be carried out at Guernsey in GFT Ltd aircraft in simulated I/F conditions in VMC provided a qualified pilot holding at least a PPL with an IMC rating acts as a safety pilot.

Practice instrument approaches may be carried out at Guernsey in GFT Ltd aircraft in IMC, provided that the commander of the aircraft is a qualified pilot holding at least a PPL with an instrument rating.

Order No. AH 12 – Go-around Action and Missed Approach

Pilots must carry out a go-around in the following circumstances.

- a. When instructed to do so by the ATC.
- b. When the runway to which the approach is being made is not clear, unless in receipt of ATC clearance to “Land after”.
- c. When, on reaching the Aerodrome boundary, clearance to land has not been received from ATC.
- d. To recover from an unstable approach or landing.

Pilots shall carry out the promulgated missed approach procedure in the following circumstances.

- a. When instructed to do so by ATC.
- b. When on approach, the aircraft has descended to the decision height applicable and a visual circuit cannot be flown.

When from an RNAV, VOR, NDB or ILS approach, the decision height has been reached, and where relevant, the applicable published or determined Missed Approach Point has been reached and a visual approach cannot be made.

The pilot in command must advise ATC immediately that the missed approach procedure or go-around action has been initiated, and must comply with any instruction directed to him or her by ATC.

Order No. AH 13 – Refuelling

Only persons authorised to do so will refuel GFT LTD aircraft. , at a hard stand allocated for the purpose by ATC.

If a GFT Ltd aircraft is refuelled whilst away from Guernsey, the pilot in command shall obtain, and present to the duty instructor on return, all the receipts for the fuel and oil obtained.

Aircraft must not be taxied directly towards any fuel pump, tanker or installation.

It is the pilot in command who is responsible for ensuring that the correct type and grade of fuel and oil is delivered to the aircraft. The use of Motor Grade Fuel (Mogas) is strictly prohibited at all times.

Order No. AH 14 – Parking Of Aircraft

If less than 1½ hours endurance remains on completion of a flight, the aircraft shall be parked on a suitable site chosen by the pilot, or allocated by ATC, to await refuelling.

Aircraft are to be parked as directed by the duty instructor on the hard parking area beside the Guernsey Aero Club, leaving enough room for the larger aircraft to be removed from the hangar. The parking brake must be left off and aircraft parked in accordance with hangar rules and the hangar left locked when the last to leave.

On those occasions that an aircraft has to be left on the west apron it must be facing into the wind with the parking brake applied, control lock fitted, tied down, locked and the key returned to the duty instructor.

Section 3. – General Flying Orders

Order No. GF 1 – Weather Minima

Students and pilots will only be authorised to fly in command of GFT Ltd aircraft when the cloud base, and surface winds are forecast to remain for the whole of the intended flight, plus a further hour after the estimated time of the last landing as follows.

Student Pilots

	<u>Visibility</u>	<u>Cloud Base</u>	<u>Surface Wind</u>
	At Least	Not Lower Than	Not Greater Than
Circuit Flying	10 Km	1200 Ft	20 Kts and 12 Kts x/wind
Local Area	10 Km	2000 Ft	20 Kts and 12 Kts x/wind
Nav. Exercises	10 Km	2000 Ft	20 Kts and 12 Kts x/wind for each airfield of intended landing including alternate.

PPL Holders

	<u>Visibility</u>	<u>Cloud Base</u>	<u>Surface Wind</u>
	At Least	Not Lower Than	Not Greater Than
Circuit Flying	10 Km	1200 Ft	25 Kts and 17 Kts x/wind
Local Area	10 Km	1500 Ft	25 Kts and 17 Kts x/wind

Cross Country Flights The weather over the whole of the route is forecast to be such that the flight may be conducted under VFR, and the weather at the destination and alternate is, and is forecast to remain so for at least 1 hour after the estimated time of arrival, as shown above for circuits and flying in the local area.

See RR 1 for Special VFR weather minima for those with IMC rating.

Instructional (dual) Details No instructional flying shall be undertaken when the visibility is less than 1½ km, or the surface wind is greater than 25 kts.

Excessive x/wind component on return to If after flying a detail from Guernsey a pilot returns, and is advised by ATC that the surface wind reveals a cross wind component in excess of the limits given in this order, the pilot shall inform ATC, who will contact GFT Ltd, and arrangements will be made for a diversion to either Jersey, or Alderney to be carried out. The aircraft will not be flown back to Guernsey until approval has been received by telephone from the duty instructor.

Order No. GF 2 – Minimum Altitude for Stalling and Spinning

No stall or spin shall be commenced unless the proper recovery action can be carried out, and the aircraft established in straight and level flight at a greater height than 3000 ft AGL.

Order No. GF 3 – Navigation Exercises and Cross Country Flying

All navigation exercises and cross country flights shall be properly planned using the forecast wind velocity for the time and altitude of the proposed flight.

Student pilots must have their navigation flight logs checked by the authorising instructor before flying solo navigation details.

GFT Ltd aircraft will only be operated from licensed airfields. Before departure, the pilot in command will obtain local reports and forecasts for the destination and alternate airfields.

All flights will be planned to avoid Danger Areas, Temporary Navigation Hazards and Royal Flights.

All students navigation details shall be so planned as to provide time for the final landing to be made at least a ½ hour before sunset.

Before authorising a student to undertake a solo navigation exercise, the Solo Navigation Briefing Certificate must be fully discussed, completed and duly signed by both the authorising instructor and the student. The instructor must be satisfied that the student has checked the following.

- a. Current met forecast
- b. Destination and alternate 'Actual' reports.
- c. Danger areas.
- d. Notams.
- e. Procedures for entering and crossing a MATZ.
- f. Safety altitude.
- g. Maintenance of VFR, and action to be taken in the event of
 1. Weather deterioration.
 2. Shortage of fuel.
 3. Unscheduled landing at an airfield.
 4. Forced landing.
- h. Standard circuit joining procedure.

Note

Before the student pilot's first solo navigation exercise, the written exams in Navigation, Meteorology and R/T must have been successfully completed. *The student must have completed Instrument Appreciation (Exercise 19) and this must be recorded in the students training record.*

On international flights in GFT Ltd aircraft the following documents will be carried.

- a. Certificate of Airworthiness
- b. Certificate of Registration
- c. Aircraft Radio License
- d. Crew Licenses and passports
- e. Certificate of Maintenance Review
- f. Certificate of Release To Service
- g. Interception Procedures
- h. Certificate of Insurance
- i. French Medical endorsement
- j. Quarterly cross country certificate if applicable

The Airframe and Engine Log Books for any aircraft operated by GFT Ltd shall never under any circumstances be carried in the aircraft to which they relate.

Order No. GF 4 – Pilot Equipment

All pilots, whether PPL or Students must ensure that they arrive for their flight on time, with all the equipment necessary to complete the flight safely and in accordance with the regulations currently in force. Pilots are reminded that it is illegal to fly without a map or chart covering the route to be taken, and the map or chart must be currently valid for the dates when the aircraft is to be flown.

Order No. GF 5 – Action When Uncertain Of Position

- a. When flying within the local training areas and it can be established that the radio is working, the following procedure is recommended.

In the first instance make R/T contact with whichever service the aircraft was in communication with before becoming lost. If this action is successful comply with any instructions given by ATC. Remember however that they are not in the cockpit with you, so if any of their instructions will place you in the position of trying to fly the aircraft outside the limitations of either your license or ability, tell the controller.

If a radio frequency change is necessary in order to provide a better service, write down not only the new frequency, but also the frequency you are using at the time. Should you not be able to make contact on the new frequency, you will then have no difficulty in re-selecting the original service.

- b. When flying within the local training area and it is found that the radio has become unserviceable or for some other reason two-way communication cannot be established, the following procedure is recommended.

Do not immediately assume that the radio has become unserviceable.

First ensure that all switches and selectors are correctly positioned, the correct frequency selected, volume turned up and plugs fully inserted into their respective sockets.

Try to contact other aircraft on the frequency in use; they may be able to relay a message for you.

If you are satisfied that the radio is unserviceable and you are still unaware of your position, the following procedure is recommended.

Select code 7600 and switch the transponder ON.

Turn the aircraft onto a sensible heading, based on the reciprocal of the general heading that took you to the area in which you are flying.

In the conditions that would normally prevail for a pilot to be authorised to fly a GFT Ltd aircraft, Guernsey or one of the associated islands will come into view if this heading is flown for a sensible length of time.

When visual contact is made in this manner, descent should then be made to not above one thousand feet on the current QNH and a heading determined to fly direct back to Guernsey.

At an estimated five nautical miles from Guernsey, a square pattern should be flown; all turns being made to the left and each side of the square being 1 minute long.

The purpose of this pattern is to draw the attention of ATC to your problem and give them necessary warning that the final recommended joining procedure is about to be carried out.

Having completed the square pattern a course will be set to join the circuit assuming it to be the same as it was on departure. In most cases the point of entry into the pattern will be obvious, but there are some cases where confusion could occur, and for this reason the following specific requirements should be noted.

Return from the South West Area

Join direct on right base for runway 09
Join left hand downwind for runway 27

Return from the North West Area

Join direct on left base for runway 09
Join right hand downwind for runway 27

Return from the West Area

Join for a straight in approach for runway 09
Join right hand downwind for runway 27

In all cases, once established on final approach, look out for the light signals, which will be directed to the aircraft from the Control Power. After landing, the aircraft should clear the active runway at the first convenient turn off. Unless signalled otherwise, the aircraft will then be taxied to the apron and parked on stand 25/26 to await the arrival of the duty or authorising instructor.

Order No. GF 6 – Landing An Unauthorised Or Unintended Destination

In the event that a GFT Ltd aircraft lands at any place other than the destination aerodrome authorised on the flight record sheet, the pilot shall ensure the immediate safety of any passengers and the aircraft. The pilot shall telephone the duty instructor at GFT Ltd as soon as possible.

Under no circumstances is the pilot to attempt to take off unless the duty instructor has given specific authorisation.

If a precautionary or forced landing has been made at a place other than at an active airfield, the local police and the owner of the land as well as GFT Ltd must be informed by the pilot in command.

If the flight was conducted on a flight plan filed with an ATC unit, the relevant authority must be informed within 30 minutes of the planned arrival time at the destination.

If the landing is made 'abroad', it is the responsibility of the pilot in command to establish whether or not the airfield at which the landing has been made is a point of entry (Customs Airfield). If it is not, it is also the responsibility of the pilot in command to take the necessary action to ensure that the relevant authorities are informed.

Order No. GF 7 – Care of Aircraft when away from Base

When authorised to take a GFT Ltd aircraft away from base, it is the responsibility of the pilot in command to ensure that the aircraft is parked in a safe position, into wind, with the control locked fitted, locked and securely tied down.

If available, the aircraft should be placed in a hangar, particularly if it is to be left over night, or for any long period of time.

Should the pilot in command refuel the aircraft, or provide oil, the correct grades shall be used and receipts for such fuel and oil shall be retained and handed to the duty instructor on return.

It is the responsibility of the pilot in command, or in the case of an instruction detail, the student, to pay any landing fees, navigational charges, parking and hangarage dues that may be incurred while the aircraft is away from base.

Order No. GF 8 – Flights over the Sea

A flight over water during which the aircraft will be at a greater distance from a safe landing area than the gliding range with the engine inoperative may be authorised provided that.

- a. All occupants wear life jackets.
- b. A Dinghy is carried which is large enough to contain all persons from the aircraft.
- e. The pilot in command has briefed all passengers on the action to be taken in the event of ditching, and the abandoning of the aircraft, including the use of life jackets and dinghy.

Order No. GF 9 – Consumption of Alcohol and Drugs

No person shall fly, either in command, as a student or as a passenger in a GFT Ltd aircraft if they have consumed alcohol during the previous twelve hours.

Any person who wishes to fly in command of a GFT Ltd aircraft who is taking any drugs or medication must inform the duty or authorising instructor and produce a letter from the doctor who prescribed the medication or drug, confirming that in his or her opinion the treatment will not impair the pilot's judgement.

Do not fly while taking any medication unless you know from experience that it does not impair your judgement or facilities.

Do not fly if you have been subjected to any form of local or general anaesthetic within the previous twenty four hours.

Do not fly if you have carried out any scuba diving within the previous twenty four hours.

Order No. GF 10 – Night Flying

All pilots are to familiarise themselves with the following before undertaking night flying.

- a. Airfield lighting system.
- b. Radio Comm/Nav equipment is serviceable.
- c. The navigation, landing and cockpit lights are serviceable.
- d. A torch is available should the cockpit lighting fail.
- e. The diversion procedure to be carried out should the runway at Guernsey become obstructed or unserviceable.

Order No. GF11 – Wake Vortex Avoidance

Attention is drawn to the dangers associated with turbulence caused by aircraft wake vortices. Information circulars give general warnings and information for wake vortex avoidance techniques. All pilots must familiarise themselves with the contents of these.

Section 4. – Rules of the Air and Air Traffic ControlOrder No. RA 1 – Aerodrome Opening Hours

GFT Ltd aircraft shall only be operated at airfields during their promulgated operating hours.

Order No. RA 2 – Book Out Before Flight

The pilot in command, or a student under the direction of an instructor shall book out with ATC before each circuit or local area flight in a GFT Ltd aircraft.

The pilot in command, or a student under the direction of an instructor shall file a flight plan for every cross country flight in a GFT Ltd aircraft.

The route to be flown in accordance with the normal training programme of GFT Ltd will be indicated on the flight plan including all turning points.

Order No. RA 3 – Signals Square And Air Traffic Control Instructions

All pilots and students must be familiar with the aerodrome visual and aural signals and markings as shown in the Rules of the Air and ATC Regulations.

Pilots of GFT Ltd aircraft will observe and comply with any visual signals displayed by ATC at any aerodrome for the time being used.

Every radio message directed from ATC to the pilot of a GFT Ltd aircraft will be acknowledged.

Numerical information, such as runway in use, altimeter settings, headings and altitudes must be repeated back and any clearance shall be read back in its entirety, after the pilot has satisfied himself or herself that compliance with such clearance is within the privileges of the license of the pilot in command.

Order No. RA 4 – Taxiing Procedure

No movement of a GFT Ltd aircraft shall be made on the manoeuvring area of any airfield without the permission of ATC.

Aircraft shall be taxied at such speed as is compatible with safety and good airmanship.

GFT Ltd aircraft shall give way to other aircraft as directed by ATC.

Aircraft will be positioned at the holding point so as to enable other aircraft to enter or leave the runway.

Order No. RA 5 – Circuit Flying at Guernsey and other Aerodromes

The circuit direction at Guernsey is variable and pilots shall conform to the direction required by ATC.

Normal circuits at Guernsey will be flown at seven hundred feet QFE, and all position reports required shall be given.

Pilots are warned that at times, aircraft may be making approaches to either end of the runway when instrument training or approach and calibration is taking place.

GFT Ltd aircraft operating within the aerodrome traffic zone of any airfield will make all turns in the direction of the circuit, unless instructed otherwise by ATC.

Order No. RA 6 – Leaving and Entering the Channel Islands Control Zone

All pilots and students must read, understand and comply with the VFR procedures as detailed in Schedule V of the Aviation (Bailiwick of Guernsey) Law, a copy of which is available in GFT Ltd.

Order No. RA 7 – Local Flying Areas

Student local solo details, except authorised cross country flights, shall be carried out within whichever of the local training areas is allocated to the pilot by ATC.

Order No. RA 8 – Declaration of Intent on Final Approach

When established on final approach, pilots of GFT Ltd aircraft will declare their intentions to land, go-around or touch and go as the case may be and adhere to any clearance given by ATC.

Order No. RA 9 – Action After Landing

The aircraft will be slowed to a safe taxiing speed and turned off the runway at the first available taxiway, unless advised otherwise by ATC. When clear of the active runway, the aircraft will be stopped in order to carry out after landing checks.

Order No. RA 10 – Infringements Of Controlled Airspace

Should any pilot of a GFT Ltd aircraft inadvertently penetrate controlled airspace, a report of the circumstances and action taken by the pilot in command must be made to the duty instructor upon return to the club. A written statement must be given to the Chief Flying Instructor or his appointed deputy.

Section 5. – General Rules And Regulations**Order No. RR 1 – Special VFR At Guernsey**

It is the pilot's responsibility at all times when flying on a Special VFR clearance to remain clear of cloud and in sight of the surface. The pilot should inform ATC if this is not possible and take an alternative route or ask for an IFR clearance if they hold an instrument rating.

PPL (No IMC Rating)

Licensed pilots without an IMC rating or Instrument Rating are allowed to fly on a Special VFR clearance only when the flight visibility is ten kilometres or more and the cloud base is six hundred feet or higher.

PPL (With An IMC Rating)

Licensed pilots with an IMC rating are allowed to fly on a Special VFR clearance only when the flight visibility is three kilometres or more and the cloud base is six hundred feet or higher.

Order No. RR 2 – Bookings and Hire of Aircraft**Bookings**

Please note that bookings are taken on a first come first served basis. The only exception to this is for Skills Tests and Solo Qualifying Cross Country flights. These flights take priority and it is possible that another flight may be cancelled due to one of these flights needing to be completed.

Student Cancellations

Unless there are reasons beyond the control of the student, a cancellation fee of £20 will be charged if the training slot is not cancelled by at least one full day before the expected flight.

Private Hire Cancellations

Unless there are reasons beyond the control of the PPL, a cancellation fee of £20 will be charged if the training slot is not cancelled by at least two full days before the expected flight.

Minimum Hire of Aircraft

The following is a guide for the Private Hire of GFT Ltd aircraft. The aim being to achieve maximum utilisation of the aircraft but the CFI or Club Manager will have discretion to reduce the requirement balancing the loss of availability for training against the needs of PPL holders to maintain their currency and to use the aircraft.

1. When both aircraft are available, normally one will be used for flying training and the other for Private Hire; with any hiring issues the CFI retains ultimate responsibility for managing bookings and resolving any disputes.
2. All Private Hire flying is charged chock to chock, in case where this exceeds airborne time + 10 minutes because of excessive holding time this should be noted on the technical log. In addition, the Hobbs figures are to be recorded. Alderney and Jersey - on weekdays, aircraft can be taken away for the whole day or overnight up to 24 hours. On weekends/holidays this is reduced to a half-day unless there are no other requirements. (PPL Holders would be expected to book the aircraft for half a day, but if there is no other bookings 48 hours beforehand for that aircraft for the day in question, the booking can be changed to be away all day).
3. UK/Europe – aircraft can be taken away on day trips. On weekdays overnight trips are subject to a minimum charge of £150 per 24 hours or part thereof, on weekends/holidays the minimum charge is increased to a minimum of £200 per 24 hour period or part thereof.

The full name of any passengers must be recorded on the Technical Log before flight and the pilot is to ensure that they have a full safety briefing. Safety briefing cards are kept for reference in the crewroom and in each aircraft.

Order No. RR 3 – French Airspace (Rules And Regulations)

VFR Flight

VFR flight is permitted only in lower airspace up to but not including FL195, and VFR flights are not subject to control except in controlled airspace and within Aerodrome Traffic Zones.

VFR above cloud is permissible for aircraft with serviceable two-way radio. Non-radio aircraft must remain in sight of the surface at all times.

VFR On Airways

VFR on airways is permitted up to FL195. Up to FL115 (or three thousand feet AGL) airways are class E airspace and therefore there is no requirement for ATC clearance or radio contact. However, although radio contact is not mandatory by French ATC, it is a mandatory requirement when flying any of the GFT Ltd aircraft.

From FL115 (or three thousand feet AGL) up to FL195 airways are class D airspace, where ATC clearance and radio contact are mandatory

Note

VFR traffic on airways must operate at semi-circular levels.

VFR Cruising Levels

VFR flights are required to comply with the semi-circular cruising level rule when operating above three thousand feet AMSL or one thousand feet SFC (whichever is higher).

VFR At Night

For the purposes of all GFT Ltd aircraft, no VFR night flying in France will be permitted.

Order No. RR 4 – Rules for Care of the Aircraft

All aircraft must be left in a clean and tidy condition. The headsets for the aircraft must be plugged into their sockets. All seatbelts lap straps must be clasped and all rubbish, including empty oil containers and paper must be removed from the aircraft. Before leaving the aircraft the propeller(s) must be left in a horizontal position. Life jackets are to be returned to the crewroom.

Order No. RR 5 – Licenses and Logbooks

A pilot who is to fly a GFT Ltd aircraft must be able to produce on demand their licence and logbook to the duty instructor.

Order No. RR 6 – PPL Course

The minimum hours for the award of a PPL is 45 hours; some students may need more hours to reach the required standard, these will be charged at the dual instructor rate. Local landing fees are included in the overall PPL package, but out of zone landing fees are an additional expense. It is essential that flying training written exams are taken at regular intervals to ensure flying training can be continuous, students cannot undertake their first solo flight until they have passed the written examination in Air Law. Resit charges are not included in the overall PPL package.

The following are the list of items included in the PPL package:-

45 hours dual rate instruction

Local circuits and landings

Pre/post flight briefings

10 hours ground school

9 exams

1 Skills Test fee

Starter kit comprising:-

Pooleys Flight Bag

Air Pilots's Manual Vol 1,2,3,4,6 & 7

NM-2 Scale Roler

PP-i Protractor

CRP-1 Computer

CB-3 Kneeboard & Log Pad

Log Book

Set of Lumocolour Markers

NW France 1:500,000 Chart

Order No. RR 7 – Insurance Excess

PPL students make take up an optional waiver by paying £55 to avoid the £750 excess in the event of damage to the aircraft, the waiver is valid until completion of the PPL course. For PPL holders payment of the £55 results in the waiver being valid for 2 years.

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