

## ***Pilots Order Book*** (ATO and Covid-19 amended)

*This document is issued by Guernsey Flying Training Limited (“GFT”) for private hire pilots and continuation training such as IMC ratings.*

*All PPL training flights are conducted in accordance with the requirements of the Approved Training Organisation (ATO) Stephen Powell t/a Specialist Flight Training and students and instructors are referred to their Operations Manual kept in the CFI Office.*

*All those 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.*

*Pilots flying in any GFT operated or leased aircraft must do so within the privilege’s of their licence and ratings. Any accident or incident where a pilot has flown outside of these could result in the insurance company refusing to cover the full costs of the accident or incident, leaving the pilot having to reimburse GFT the full amount.*

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### Section 1. Authorisation and Documentation

Order No **AD 1** The Aviation (Bailiwick of Guernsey) Law 200

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 in the Aviation (Bailiwick of Guernsey) Law 2008.

Article No:

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Order No. **AD 2 -** 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.

*1) Self-Authorisation – Pilots can self-authorise subject to the following:-*

- a. Be a full, overseas or temporary member of the Guernsey Aero Club.
- b. Be a holder of at least a Private Pilots License meeting
- c. Meet minimum currency requirement for carriage of passengers (currently 3 take offs and landings in within 90 days. If not current, a check flight with an instructor is recommended but, as a minimum, a briefing must be obtained from an instructor - as recommended in CAP1919: “Safety advice and tips for pilots returning to GA flying post COVID-19”
- d. Have a current Medical Certificate.
- e. Have a license containing a current Certificate of Revalidation (PPL every 2 years)
- f. Be the holder of a Radio Telephony license.
- g. 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.

Pilots may at any time 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 Sector 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 have been complied with and that full planning for the flight(s) have been undertaken taking into account, C of G calculations, fuel requirements, weather and NOTAM’s for the route(s) intended.

**After Flight**

The pilot in command will record the take-off and landing times on the sector log, to the nearest five minutes using the twenty-four hour clock system in Local Time and the number of landings and or circuits. Defects noticed during or after a flight must be reported to a GFT authorising instructor or a GFT Director, 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 3 – 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, including flying currency requirements and current aviation medical. Flying instructors employed by GFT Ltd may inspect members' licences at regular intervals, and always when a person flies for the first time in a GFT aircraft.

Order No. **AD 4 – 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 5 – 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 as required by their licence. All passengers' full names must be entered on the sector 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 GFT aircraft.

## **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 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 or night detail not involving a landing away, sufficient fuel must be carried for the intended flight, plus at least one hour's endurance.

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. At night, navigation lights, and if fitted the anti-collision beacon, are illuminated.

### 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 flight, all occupants shall be fully harnessed and the straps in occupied 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, this includes varying the positions of the cross-wind leg to avoid the same people being subject to aircraft noise.

Order No. AH 7 – Low Flying Standardised European Rules of the Air (SERA)

Pilots will conform to the provisions contained within SERA, under SERA the minimum altitude is five hundred feet 500' AGL. of Rule 5 of the Rules of the Air and Air Traffic Control Regulations.

If at any time, for reasons of safety, a flight has to be conducted which contravenes SERA, a written report of the circumstances must be submitted to the CFI or a GFT 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 8 – 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.

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 a suitable instrument rating.

Order No. AH 9 – 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. If at any time the approach or landing are unstable.

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 landing cannot be achieved.
- c. 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 10 – Refuelling

If a GFT Ltd aircraft is refuelled whilst away from Guernsey, the pilot in command shall obtain, and present to the Office Manager 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 11 – Parking of Aircraft

Aircraft are to be parked and hangered in and around the Guernsey Hangarage Limited Hangar abiding by the Rules and Conditions of Occupation as laid down by them. The latest copy is as an Appendix.

On those occasions that an aircraft has to be parked away from the vicinity of the Guernsey Aero Club, the aircraft must be parked facing into the wind with the parking brake applied, control lock fitted or seat belt securing the control wheel, tied down and locked. The key to be retained by the pilot, if away from Guernsey, or returned to and left in Briefing Room



### Section 3. – General Flying Orders

#### Order No. GF 1 – Weather Minima PPL Holders

Pilots are only to fly within the privileges of their licence and ratings with particular note to the requirements of SERA, a copy of a presentation on SERA. is attached as an appendix to this document.

#### Order No. GF 2 – 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. 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.

As a guide, although not limited to this list, pilots should at least check the following.

- a. Current met forecast
- b. Destination and alternate 'Actual' weather reports.
- c. Danger areas.
- d. NOTAM's.
- e. Safety altitude
- f. 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.
- g. Standard circuit joining procedure

#### Order No. GF 3 – Pilot Equipment

All pilots, 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 4 – 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.

- 1) Return from the South West Area  
Join direct on right base for runway 09  
Join left hand downwind for runway 27
- 2) Return from the North West Area  
Join direct on left base for runway 09  
Join right hand downwind for runway 27
- 3) 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.

Order No. GF 5 – Landing at an unauthorised or unintended destination

In the event that a GFT 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 GFT as soon as possible.

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 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 6 – Care of Aircraft when away from Base

When taking 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, facing into the wind with the parking brake applied, control lock fitted or seat belt securing the control wheel, securely tied down and locked.

If available, the aircraft should be placed in a hangar, particularly if it is to be left 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 Office Manager on return.

It is the responsibility of the pilot in command, 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 7 – 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 8 – Consumption of Alcohol and Drugs

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

Do not fly while taking any medication unless authorised by a medical practitioner.

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 9 – 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. GF10 – Wake Vortex Avoidance

Attention is drawn to the dangers associated with turbulence caused by aircraft wake vortices.

Information circulars give 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 Control**Order No. RA 1 – Aerodrome Opening Hours

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

Order No. RA 2 – Taxiing Procedure

No movement of a GFT 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 3 – 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 aircraft operating within the aerodrome traffic zone of any airfield are to conform with the circuit direction unless instructed otherwise by ATC.

Order No. RA 4– Leaving and Entering the Channel Islands Control Zone

All pilots and students must read, understand and comply with the VFR procedures under SERA.

Order No. RA 5 – 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 6 – 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 7 – 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 8 – Infringements of Controlled Airspace

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

## Section 5. – General Rules and Regulations

### Order No. RR 1 – 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.

#### Private Hire Cancellations

Unless there are reasons beyond the control of the PPL, a cancellation fee of £20 will be charged if 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 aircraft. The aim being to achieve maximum utilisation of the aircraft but the CFI or Office 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 sector log. In addition, the Hobbs and Tacho 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.

Order No. RR 2 – 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 3 – Licenses and Logbooks

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

Order No. RR 4 – Insurance Excess

PPL students make take up an optional waiver by paying £55 to avoid the £500 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.





GUERNSEY FLYING TRAINING LIMITED (“GFT”)

PILOTS ORDER BOOK RECORD OF AMENDMENTS

Record here all amendments and the date approved and distributed to pilots. After significant changes a new document version number should be used and the revised document distributed to all pilot signatories and instructors. The ‘master’ document with original signatures is to be kept in the briefing room. The master electronic version is a word file in the GFT ‘dropbox’ and a pdf version is to be copied to the website and sent by email.

DATE	Description	Initials of CFI	Initials of GFT director	Distribution date
13/12/14	Version 1.4 approved and distributed, main changes:- GF1 Weather minima, cloud base change for circuits RR2 relaxation rules for PPL hire periods			
09/07/15	Version 1.5 general tidying up, main changes:- AD3 Self Authorisation, experience made clearer AH6 flap restriction removed AH12b includes land after AH12d updated GF9 updated RA4 updated RA6 reference to local aviation law RR4 updated			
22/04/16	Version 1.6 main changes: - AD3 Self Authorisation. Relaxed requirements in section b 1			
27/08/17	Version 1.7 to include SERA and new Aviation Law			
01/09/19	COMPLETE REVISION to refer all training to the SFT Operations manual. The POB now only applies to ‘private hire’ of the aircraft. Document simplified generally to require flying within License privileges and local rules.			
08/06/20	Amended with reference to COVID-19 risk assessment and 4.1(c) requirement to brief with instructor if out of currency			
