



RAF Halton Aero Club

Flying Orders

1 Jan 25

ALL CHANGES DEPICTED IN BOLD PURPLE TEXT

INTRODUCTION

The RAF Halton Aero Club (HAC) Ltd Flying Order Book (FOB) complements the RAF Halton Aviation Safe Operating Environment Manual (ASOEM) and Aerodrome Order Book (AOB) and complies with Civil Aviation authority (CAA) guidance for Designated Training Organisations (DTO) conducting training under UK Part FCL.

Applicability

These flying orders prescribe the activity of aircraft operated by RAF HAC Ltd, also all privately-owned Single-Engine Piston (SEP) aircraft based at RAF Halton to a distance of 8km radius from the Airfield and includes procedures and limitations for the ATZ. Outside of this area, pilots are responsible for adherence to extant national regulations. Non-RAF Halton based aircraft should adhere to the RAF Halton FOB. In the event that there is any conflict between these orders and extant national regulations, then these orders are considered subordinate to the above except when these orders are more limiting.

Compliance

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

All members or employees of HAC shall indicate their knowledge of the contents of these orders by signing Appendix A prior to flying solo from RAF Halton, and thereafter by signing Appendix A every 6 months (January and July) or whenever any amendment is introduced, whichever is the sooner.

Amendments

This FOB is a vital document and is monitored for each member on the club T-card system. Amendments will be promulgated by the placing of Club members T-card 'in the Red'. Additionally, changes to orders will be signified with bold purple text and flagged for attention. The latest version of the FOB shall be available in the Ops Room and online (HAC Website – Members' Area).

All amendments to these orders shall be made by reissuing the relevant page(s) and by updating the Amendment Record. The Amendment Record shall be signed by the Chief Flying Instructor or his deputy to indicate that it reflects the current revision status of these orders.

M T Manwaring
Air Commodore
Officer in Charge/Chairman
RAF Halton Aero Club

DISTRIBUTION LIST:Action:**Copy No.****Holder**

1 (Printed)

HAC Ops Room

2 (Electronic)

HAC WEBSITE

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HMC

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Airfield Manager

AMENDMENT RECORD

Amendment	Date Issued/Incorporated	Signed
Routine Update	1 Jan 24	M T MANWARING Air Cdre OIC HAC
Routine Update	1 Jan 25	M T MANWARING Air Cdre OIC HAC

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Section 1 – Supervision, Authorisation and Documentation

Order No 1.1 The Air Navigation Order and the Rules of the Air

- 1.1.1 Pilots are required to familiarise themselves with the rules and regulations affecting Civil Aviation, with particular reference to the Air Navigation Order, the rules of the Air Traffic Control Regulations and the Air Navigation (General) Regulations, hereafter referred to as 'extant national regulations'. Pilots flying in another Flight Information Region are to be familiar with that nation's extant regulations.

Order 1.2 Supervision of Club Flying

- 1.2.1 When a **HAC Staff Member** is present, they will be responsible for supervising all Club flying and aircraft ground movements in accordance with their Terms of Reference (TOR).

Order No. 1.3 Flight Authorisation

- 1.3.1 **All flights are to be authorised.**

- 1.3.2 The Club instructor conducting a training flight is to authorise that flight.

- 1.3.3 All solo training flights by students are to be authorised by a club instructor. The Club instructor authorising the flight is responsible for ensuring that the student has been fully briefed for the flight and that the conditions are suitable for sortie content.

- 1.3.4 Licensed pilots are to either be self-authorising or authorised by a club instructor or one of the following nominated club authorisers:

- Air Cdre M MANWARING
- M RUSSELL
- G JEFFREY
- **S THOROGOOD**

Club authorisers' powers of authorisation include self-authorisation as detailed in the Authorisation Matrix.

- 1.3.5 The pilot in command is to enter details of the aircraft registration, captain, passengers, nature of sortie/destination with planned timings and initial the flight authorisation sheet before the flight. A sortie which is planned to land away from RAF Halton must also be authorised for the return sortie. A contact telephone number is to be entered in the Remarks Column of the Auth Sheets, along with the return date if different from the outbound date. Authorisation confirms that the intended flight is planned in accordance with these orders and that the aircraft captain has checked and confirmed:

- a. That the weather **& airfield are** suitable for the proposed flight (in accordance with Order 3.2).
- b. The aircraft and its equipment is serviceable for the flight and that the Check A has been completed (or will be completed before flight).

- c. There is sufficient engineering time available on the aircraft to complete the flight before the next scheduled maintenance. This is to be ascertained with reference to the Ops Room Aircraft Serviceability Board and associated documentation.
 - d. All NOTAMs relevant to the proposed flight.
 - e. Charts and navigational equipment are available and in date.
 - f. Passengers have been briefed on possible contingencies affecting the safety of the flight.
 - g. That the aircraft is operating within the weight and balance, and performance schedules.
 - h. That **all** pilot currencies are valid.
 - i. Pilots are to conduct a formal Outbrief prior to the sortie and a formal Inbrief after the sortie with their passengers in attendance.
- 1.3.6 Self-authorisation is a privilege for Club members and is granted at the discretion of the Executive Committee (comprising: Chairman, Deputy Chairman, CFI, DCFI and Ops Manager). The following rules apply:
- a. PPL and LAPL/NPPL holders require **50** hours PIC post-issue of licence, or successful issue of IR(R)/IR/IMC/CPL **and** 5 hours flying within the last 6 months, 3 hours (of those 5 hours) must be PIC on SEP at RAF Halton.
 - b. **Initial application for this privilege is to be made to the CFI and will be reviewed annually on 1 January. Those granted continuation of this privilege will be required to countersign their self-authorising certificate.**
 - c. **Pilots who have self-authorisation privileges who do not meet the 6 months currency requirements or who self-authorise when the above criteria are not met will have this privilege automatically withdrawn.**
 - d. **Irrespective of airfield and weather conditions (and their compliance with the Stn and HAC FOBs), HAC Staff and authorisers retain the right of veto over self authorising pilots in matters of flight safety.**
- 1.3.7 Instructors and Staff empowered to authorise HAC sorties are to be listed in the HAC Authorisation Matrix. The Matrix will be reviewed as required and is to be signed by the Chairman and CFI. It will be displayed in the Ops Room.

Order No. 1.4 Completion of Technical Log and Notification of Defects of HAC Aircraft.

- 1.4.1 At the conclusion of each flight the engine-start to engine-stop times are to be entered on the flight authorisation sheet. Defects that have arisen during the flight should be recorded in accordance with Orders 1.4.2 and 1.4.3.
- 1.4.2 Aircraft Serviceability Issue – HAC Staff on Site. Any defects concerning items **outside** the **Acceptable Deferred Defects List (ADDList)** are to be reported

to a member of staff. The staff member will determine if this should be recorded in the **Acceptable Deferred Defects Log (ADDLog)** page of the aircraft document folder. Any defects concerning items **within** the **ADDList** are to be reported to a staff member who will determine if this should be recorded in the aircraft Defects Log; this action **WILL** ground the aircraft until signed-off by a qualified engineer; therefore, consultation with a staff member is to occur first. Pilots are not to make entries in the Aircraft or Engine Log of Club aircraft. If the defect renders the aircraft unserviceable, the Serviceability Board is to be annotated as U/S, a U/S Placard is to be placed over the Yoke of the aircraft, the aircraft key **handed to member of HAC staff** and a U/S Tag placed on the relevant hook of the Aircraft Key Board. Irrespective of which staff member is consulted, the Ops Manager is to be informed either in person, by phone or by written note prior to leaving Club premises.

- 1.4.3 **Aircraft Serviceability Issue – HAC Staff Not Available.** Prior to the following action, all efforts should be made to contact a Club Staff Member for advice. Should no Staff Member be available, any defects concerning items outside the **Acceptable Deferred Defects List (ADDList)** are to be recorded in the **'Acceptable Deferred Defects Log (ADDLog)** page of the aircraft document folder. Any defects concerning items within the **ADDList** are to be recorded in the aircraft Defects Log; this action **WILL** ground the aircraft until signed-off by a qualified engineer; therefore, consultation with a staff member is to be attempted first. Pilots are not to make entries in the Aircraft or Engine Log of Club aircraft. If the defect renders the aircraft unserviceable, the Serviceability Board is to be annotated as U/S, a U/S Placard is to be placed over the Yoke of the aircraft, the aircraft key placed in the Ops Room **key** box and a U/S Tag placed on the relevant hook of the Aircraft Key Board. The Ops Manager is to be informed prior to leaving Club premises. Additionally, should the aircraft be booked by another Club member, all efforts should be made to contact them.
- 1.4.4 A HAC aircraft may fly with minor defects outside of the **Acceptable Deferred Defects List (ADDList)** subject to the captain's acceptance. Accepting minor defects does not absolve the captain of their responsibility for the safe and legal conduct of the flight. If there is doubt about the serviceability of the aircraft then a staff member is to be consulted before any further flight is undertaken.

Order No. 1.5 Requirements for Solo Flying in Club Aircraft

- 1.5.1 Student pilots must be in possession of a valid Medical Certificate, issued by an Authorised Medical Examiner (AME) (if training for a PPL), or a Declaration of Medical Fitness endorsed by a general practitioner with access to the pilot's medical history and records (if training for a LAPL/NPPL) before being allowed to fly solo. Prior to flying solo, students are to be in possession of the appropriate medical certificate and have passed the Air Law Exam. A list of AMEs is available online from the CAA.
- 1.5.2 **Licensed** Pilots flying HAC aircraft for solo flying, with or without passengers, must be in possession of a current pilot licence, **radio licence**, appropriate current class rating and a valid Medical Certificate/Declaration.
- 1.5.3 All licensed pilots joining HAC must undertake a check flight with a HAC instructor prior to flying as PIC in Club aircraft, regardless of the pilot's previous experience. They are to demonstrate a sound understanding of operating under

concurrent weekend ops conditions¹.

1.5.4 Pilots with less than 15 hours PIC flight time post-licence issue require a dual check if they have not flown at RAF Halton for 30 days. Pilots with more than 15 hours PIC flight time post-licence issue require a dual check if they have not flown at RAF Halton for 42 days. **Pilots who have Self-Authorising privileges iaw Order 1.3.6 require a dual check if they have not flown for 60 days.** PIC flights for currency must log a minimum of 45 minutes and must be conducted from the left-hand seat.

1.5.5 The content of all dual check flights is to be determined by the Club Instructor who is to perform the check. A dual check flight is required with a Club Instructor to ensure pilots are maintaining recency of operating at RAF Halton, a safe standard of airmanship and aircraft handling. Dual check flights will be a minimum of 45 mins in duration and **iaw the HAC Currency Sortie Profile.**

1.5.6 In accordance with the following table, currencies will read-across from some aircraft types. To maintain this read-across privilege **both** aircraft types **must** be flown within the preceding 6 months and the pilot must log a minimum of 45 minutes and conduct the sortie from the left-hand seat. Exceptions may be authorised at the CFI's discretion.

Flight within last 30/42/60 days (as required by Order 1.5.4) in:	Also satisfies currency requirement for:
C152	PA28 where the pilot has previously demonstrated proficiency on both types at Halton within the preceding 6 months.
PA28	C-152 where the pilot has previously demonstrated proficiency on both types at Halton within the preceding 6 months.

NOTE: The table represents the minimum requirement. Good airmanship dictates that, notwithstanding these minima, pilots are to undertake a flight with an instructor prior to acting as PIC in a type with which thorough familiarity has lapsed. **In addition to the 6 month requirement, to maintain PA28 currency, any 30/42/60 currency check flight MUST be conducted in a PA28.**

1.5.7 New private aircraft owners wishing to operate private aircraft at RAF Halton are to undertake a sortie with a HAC instructor which will concentrate on RAF Halton procedures. They are to demonstrate a sound understanding of operating under concurrent ops conditions².

1.5.8 Licensed members who fly HAC Fleet aircraft are to fly with a HAC Instructor from RAF Halton at least as often as follows:

- a. Less than 15 hours PIC following issue of Licence – every 6-months (aligned with SEP validity date). Example: SEP renewal date 31 Dec – Pilot must fly dual with an Instructor once during each 1 Jan-30 Jun period and once during

¹ Chilterns Gliding Club.

² Chilterns Gliding Club.

each 1 Jul to 31 Dec period.

- b. More than 15 hours PIC following issue of Licence – every 12-months (aligned with SEP validity date). Example: SEP renewal date 31 Dec – Pilot must fly dual with an instructor once during each 1 Jan-31 Dec period.

This Rule is more stringent than CAA SEP rules and will ensure good standards across the spectrum of PIC experience. A **30/42/60**-day currency check (as detailed in Rules 1.5.4 and 1.5.5) may be included for this requirement. An SEP Revalidation or Renewal may be included for this requirement. Any other instructional sortie (such as Instrument training) may be included for this requirement. Members are fully responsible for ensuring this requirement is met.

Order No 1.6 Possession of a Current Licence (PPL and LAPL/NPPL)

- 1.6.1 Pilots are to be in possession of the relevant valid pilot licence, **radio licence**, medical certificate/declaration and SEP Certificate of Experience before acting as PIC of a HAC aircraft. Student pilots acting as P1/S are to have a valid medical certificate/declaration, have passed the Air Law Exam and be authorised by a HAC instructor.
- 1.6.2 To be valid, the licence and medical certificate is to be signed by the holder. The medical certificate/declaration expiry date is not to have been exceeded. The licence is to contain a valid Certificate of Test or Experience for the Class or Type of aircraft to be flown. Unless under instruction, for flight in IMC, the licence is to contain a valid IMC/IR(R)/IR.
- 1.6.3 All pilots are to ensure they are in possession of their licences, medical certificate/declaration, SEP rating, UK Gov-issued photo ID, and flying logbook before they intend to fly. These documents may be inspected prior to authorisation of the flight.

Order No 1.7 Rules for the Carriage of Passengers

- 1.7.1 Pilots wishing to carry passengers who are not Club members must enter their passenger's details in the Guest Log Book in the Ops Room and in the Authorisation Sheet. **Adult passengers** must also be in possession of an Airfield Visitors' Pass.
- 1.7.2 Pilots must ensure all passengers are properly briefed on the dangers of a propeller, loose articles, procedures for entering and exiting the aircraft, and any likely emergencies on the ground or in the air. Passengers are to be present at the pilot's OUTBRIEF and INBRIEF. Pilots must ensure that passengers do not handle, operate or interfere with aircraft controls, equipment or systems necessary for the safety of the flight.
- 1.7.3 The pilot is not to act as PIC of an aircraft carrying passengers unless within the preceding 90-days they must have made three take-offs and landing as PIC in an aircraft of the same type or class. For passenger flights conducted in HAC aircraft, pilots are to adhere to extant HAC currencies.

Order No 1.8 Compilation of Pilots' Log Books

- 1.8.1 All pilots are to keep a personal flying logbook in accordance with the requirements of the Air Navigation Order. All pilots are to be in possession of their flying logbook whilst at RAF Halton and produce them on demand of a staff member.

Section 2 – Aircraft Handling Orders

Order No 2.1 Procedures before Flight

2.1.1 The commander of an aircraft registered in the UK is to satisfy themselves before it takes off:

- a. That the flight can be safely made, taking into account the latest information available as to the route and airfields to be used, the weather reports and forecasts available and any alternative course of action which may be adopted in case the flight cannot be completed as planned.
- b. That any equipment (including Electronic Conspicuity, **CO Monitor** and tablets) required to be carried for the intended flight is in a fit condition for use.
- c. That the aircraft is fit for the intended flight.
- d. That sufficient fuel and oil are carried for the intended flight and that a safe margin has been allowed for contingencies, which is to be one hour of usable fuel.
- e. That in the conditions to be encountered on the intended flight with regard to obstructions and runway dimensions, surface, and condition at the place of departure, intended route and destination, the aircraft is capable of safely taking off, reaching and maintaining a safe height thereafter and making a safe landing at the place of intended destination.
- f. That the weight and centre of gravity position is within limits.
- g. That NOTAMs which may affect the flight have been checked.
- h. That any **pre-flight** planning required has been completed.
- i. That all pre-flight checks have been carried out in accordance with the **relevant HAC Check List** and Pilot Operating Handbook.

Order No. 2.2 Personal Safety and Precautions when Starting Engines

2.2.1 Pilots are reminded that aircraft present a number of potential hazards, about which passengers and helpers may have little awareness. Pilots are to ensure that such persons are kept clear or adequately briefed before approaching an aircraft. The following items are examples of the points that would need to be included in a briefing to passengers and guests:

- a. Propeller and prop wash awareness.
- b. “No Step” and “No Push” points.
- c. Entry and Exit to/from aircraft (normal and emergency).
- d. Use of Harnesses.
- e. Non-Interference with aircraft controls.
- f. Loose Articles and suitable clothing.

g. Assistance with “Look Out” (and what to say).

2.2.2. Before starting the aircraft, pilots are to check the following:

- a. Chocks and tow-bar to be removed from parking area.
- b. The aircraft is positioned so that the slipstream is not directed into a hangar and will not cause damage to persons, property or other aircraft. The surface around and ahead of the propeller should be clear of stones and other foreign objects.
- c. The tyre pressures appear normal.
- d. The intended taxi path is clear.
- e. The brake is applied.

2.2.3 If after starting the engine the starter engage light remains ‘ON’, or the oil pressure has not registered within 30 seconds, the engine is to be shut down and the fault reported. The aircraft is not to be started until it has been investigated by a suitably qualified person.

2.2.4. Under no circumstances is an engine to be started or run without a qualified pilot or student pilot authorised by a Club instructor at the controls.

2.2.5 Pilots are not to hand start HAC aircraft.

2.2.6 Pilots hand turning propellers for the purpose of pre-oiling cold or low battery Lycoming engines, or to align the prop clear of the tow-bar when ground manoeuvring, are to be especially careful. Magnetos are to be off and if fitted, keys to be visibly removed from the mag switch. Pilots are only to rotate propellers in the direction of normal travel and after appropriate briefing by an instructor.

2.2.7. Should pilots find a HAC aircraft with a flat battery, they are to discuss starting of the aircraft with an instructor or the Ops Manager. A battery pack is available for booster starting but only by authorised personnel.

Order No 2.3 Manoeuvring and Taxying of Aircraft

2.3.1 Aircraft parked in the hangar are to be left with the parking brake off. Aircraft are to be manoeuvred by hand in the hangar with the aid of a tow bar. Manoeuvring aircraft in a confined space can be difficult and where any doubt exists as to whether an aircraft can be moved safely without any part of it striking another aircraft or part of the hangar structure, STOP and seek assistance. Best practice dictates that assistance be sought whenever possible.

2.3.2 A buggy is provided to tow aircraft. Pilots are to only use this vehicle after a brief. Staff may use the vehicle to tow aircraft inside the hangar. All others Club members are to manoeuvre aircraft by hand to the doorway of the hangar where they may be towed out onto the apron. When driving the vehicle in or out of the hangar doorway, the horn is to be sounded. **Buggies are to be parked clear of aircraft.**

2.3.3 Pilots are to exercise extreme caution when taxying aircraft at all times.

- 2.3.4 Aircraft are to be taxied no faster than a walking pace on the parking area and in the vicinity of the BFI due to the confined area and the proximity of other aircraft, vehicles and personnel. At no point, irrespective of height difference, should an aircraft wing be over a barrier or fence.
- 2.3.5 When taxiing from concrete to grass or vice versa, the crossing is to be made at a dead slow speed at 45° with the control column/yoke fully back using minimum engine RPM.
- 2.3.6 Aircraft are to be taxied to the designated parking area on completion of flight, however it is acceptable to park the aircraft parallel to the hangar door prior to shut-down. On no account will the aircraft be either taxied into the hangar, or parked facing the hangar opening with the engine running.
- 2.3.7 Aircraft are to be taxied no faster than a fast walking pace on the grass. Many areas of the airfield are bumpy and caution should be exercised to prevent damage to the aircraft.
- 2.3.8 **If the Airfield Snow & Ice Plan is in force aircraft are to be shut down on the apron and towed to & from the BFI.**

Order No. 2.4 Running Up Procedures

- 2.4.1 Power checks and pre-take off checks are to be carried out at holding points or other clear areas where the aircraft may be safely positioned into wind, clear of other aircraft and where the slipstream will not cause damage or disturbance to other aircraft, buildings or installations.

Order No. 2.5 Electronic Conspicuity (EC), Emergency Location Transmitter (ELT) and Personal Locator Beacon (PLB).

- 2.5.1 There is a very real risk of mid-air collision in the congested airspace in and around RAF Halton. To a certain extent the following mitigates much of this risk: Good Airmanship; picture-building using RT; adherence to RAF Halton procedures; effective lookout through clean perspex. Additionally, EC is mandated for use at RAF Halton. The preferred solution for the HAC is Sky Echo 2 with integrated tablet to enable full situational awareness. Other ADSB types of EC are to be compatible with Sky Echo 2. For HAC Fleet and HAC privately owned aircraft, these EC systems must be approved by the Chairman before use.
- 2.5.2 The carriage of EC does not absolve the pilot of continued good Airmanship and lookout techniques and will only show the presence of other EC-equipped aircraft. A staff brief on the use of EC is to be received by HAC members prior to flying with EC for the first time. Sky Echo 2 units and tablets units are to be turned off and returned at the end of each sortie, unless the next pilot has requested that it remains in the aircraft. Private aircraft owners are responsible for the fitment/carry-on of suitable EC units in their aircraft.
- 2.5.3 All Certified aircraft are **either** to be fitted with a 406 MHz Emergency Location Transmitter (ELT) or where an aircraft are not fitted with an ELT, a 406 MHz Personal Location Beacon is to be carried.

Order No. 2.6 Turns after Take-off

- 2.6.1 Pilots are not to make turns after take off below 500ft above ground level unless required as part of a noise abatement procedure or for the purpose of terrain clearance.
- 2.6.2 When noise abatement procedures require a turn below 500ft AGL, the turn is not to be commenced below 50ft AGL. No turn is to be commenced until the aircraft has achieved the published climb speed.
- 2.6.3 RAF Halton noise abatement routes after take-off as described in the Halton AOB HAL 2309(7) Annexes A and B. Pilots are to comply with these routes. If this has not been possible, it must be reported in writing to the Ops Manager upon completion of the sortie.

Order No. 2.7 Stalling, Spinning and Aerobatics of HAC Aircraft

- 2.7.1 Pilots authorised to carry out stalling must do so at a height that will enable them to recover not below 3,000ft above ground level.
- 2.7.2 Stalling is not to be carried out over airfields, built-up areas, in controlled airspace or danger areas.
- 2.7.3 Spinning and aerobatics of HAC owned aircraft is prohibited.
- 2.7.4 Formation flying in HAC aircraft is not permitted unless specifically authorised by the Chairman or CFI.
- 2.7.5 Should a pilot exceed an aircraft's limiting speeds, stress limits or make a heavy landing the pilot must return as soon as possible and inform an instructor or the Ops Manager immediately on completion of the flight. The aircraft is not to be flown again until an inspection has been completed by a qualified engineer. The occurrence is to be reported through extant safety reporting procedures.

Order No. 2.8 Practice Forced Landings and Mitigation of Engine Failure

- 2.8.1 Pilots are to ensure that practice forced landings are carried out over open countryside, away from built up areas. Pilots are to comply with extant national rules.
- 2.8.2 Forced landings below 500ft AGL may be practised onto an airfield with the owner's permission.
- 2.8.3 When a simulated engine failure is practised in HAC aircraft, carburettor heat must be selected HOT before closing the throttle. The engine should be warmed periodically to prevent plug fouling. Under no circumstances is the engine to be made to deliberately run rough or stop.
- 2.8.4 All pilots are to remain aware of the dangers and presence of CARB ICING. All pilots are to refer to the CARB ICING GRAPH prior to flight – if there is any doubt, they are to consult with a staff member before flying. All pilots are to report incidents of CARB ICING at the earliest opportunity and are to submit an INFORM.

2.8.5 From a cold start and when Relative Humidity exceeds 80% and OAT is below 15 degrees Celsius, aircraft are to fly for a minimum of 5 minutes at cruise power settings before conducting the first approach. This may be achieved by remaining at circuit height or departing the circuit. **Order No 2.9 Low Flying Regulations**

2.9.1 Pilots are to comply with extant national rules.

2.9.2 Any pilot who flies below 500ft AGL (e.g. due to adverse weather conditions) is to submit a written report to the CFI or Operations Manager after landing.

Order No 2.10 Instrument Flying – Actual and Simulated

2.10.1 Pilots wishing to fly HAC aircraft in IMC are to hold a valid IMC/IR(R)/IR.

2.10.2 Students undergoing training may fly in IMC provided they are accompanied by a HAC instructor qualified to give instrument flying instruction.

2.10.3 Pilots wishing to practise instrument flying and approaches are to comply with extant national rules.

2.10.4 When instrument flying practise and instrument approaches are conducted in VMC and the pilot's view is artificially restricted, a safety pilot is to be carried. The safety pilot is to be qualified to act as PIC on the class/type of aircraft being flown. Where the pilot's view is unrestricted, a competent observer is to be carried for lookout purposes.

Order No 2.11 Go-around Actions

2.11.1 Pilots are to comply with Halton Airfield Orders.

2.11.2 Pilots are to go-around whenever it is apparent that it would be unsafe to continue the approach or attempt to land.

2.11.3 In the event of a go-around pilots are to select full power and an attitude which will give the correct climbing speed. Carburettor heat is to be selected to fully cold. Drag flap is to be retracted immediately and the remaining flap retracted in stages. The aircraft's climbing attitude is to be adjusted and trimmed in order to maintain a correct climbing speed.

Order 2.12 Removed

Order 2.13 Aircraft Checks After Flight

2.13.1 On completion of their flight, pilots are to refuel the aircraft as follows (unless specifically not required)

a. C152 – ½ Full using dipstick.

b. PA28 – Fuel tank tabs.

Aircraft captains remain responsible for ensuring aircraft are operated within weight and balance and performance limits for their sortie and that sufficient fuel is carried for the sortie plus one-hour reserve.

2.13.2 Aircraft are to be cleaned of contaminants such as mud, oil and insects post-

flight at the 'Wash Point' – aircraft must be park clear of the painted road marking. The power-washer is not to be used to clean aircraft. Only authorised soft brushes and cloths are to be used.

2.13.3 Aircraft are to be returned to the hangar unless required by another pilot who is present or the aircraft is booked for a subsequent slot. PA-28 aircraft left outside the hangar are to be left with the parking brake set on. C-152 aircraft left outside the hangar are to be left with the parking brake set off and chocked. The control lock is to be installed in actual or forecast windy conditions to prevent control surface damage. Pilots are to check that they have left no loose articles in the aircraft. In adverse weather conditions the aircraft is to be moved into the Hangar.

2.13.4 The Authorisation Sheet, Payment Book and if applicable the **Acceptable Deferred Defects Log (ADDLog)** page and/or Defects Log are to be completed.

Order 2.14 Refuelling Procedures

2.14.1 Prior to refuelling, the BFI is to be prepared as follows:

- a. **Mobile phone secured in red storage box on BFI fence.**
- b. Unlock BFI gate.
- c. Open fuel pump / hose drum cabinet.
- d. Visually check all equipment, fixtures and fittings are undamaged and free from contamination. Check area, and particularly inside hose drum cabinet for obvious leaks.
- e. A test sample must be taken for inspection **if this is the first refueling of the day** as follows:
 - i. The sampling equipment is kept in the adjacent red cabinet. Ensure that the appropriate tin is empty (labelled by day) if not, empty old sample into the green jerry can.
 - ii. Pump **no more than one litre** for inspection into the respective sample inspection jar (red lid marked AVGAS). If no foreign matter or water present in the fuel sample, transfer the sample from jar to the appropriately day-marked tin.
 - iii. If any matter or water found, inform staff immediately and lock fuel installation.
 - iv. Enter date, amount taken, temperature, a/c registration and name of person taking sample into the respective fuel issue record book.
 - v. Close sample cabinet.

2.14.2 Before dispensing fuel, reel out bonding lead and bond aircraft (**connect to unpainted metal on nosewheel leg, not the exhaust**) to ground earth, position steps if required and remove fuel tank cap. Remove the fuel nozzle from pump body and unwind the delivery hose, this will cause the pump to start. Ensure the trigger is not pressed whilst unwinding the delivery hose. Control the flow of fuel

by applying appropriate pressure on fuel nozzle trigger. Ensure the aircraft fuel tank filler caps are securely replaced after refuelling. Rewind the fuel hose back to cabinet, placing nozzle back in to pump Disconnect earth cable from aircraft and carefully rewind on to stowing reel, carefully controlling the rewind action. Record fuel quantity delivered and post refuelling totaliser reading in respective Fuel Issue Record Book. Sign for taking the fuel. Once the aircraft has been refuelled, the Compound Gate is to be locked pulling gate firmly closed - the hose may remain off the reel.

2.14.3 When refuelling is complete for the day, pull down the roller shutter door of the cabinet, secure using the padlock and close the BFI gate to lock it. **Lock the security chain if this is the last refuelling of the day.**

Order No 2.15 Engine Running Changes

2.15.1 Changeover of pilot or passengers is not permitted whilst the aircraft engine is running. However, when sending a student solo for the first time, the instructor may exit the aircraft with brakes applied and engine at idle.

Section 3 – General Flying Orders

Order No 3.1 Minimum Altitudes for Training

3.1.1 Height minima in accordance with extant national rules is to be observed at all times.

Order No 3.2 Weather Minima

3.2.1 Pilots are responsible for determining that weather conditions for their flight are within the privileges accorded to them by their licence and ratings and as detailed below.

3.2.2 Solo student weather minima for circuits:

Surface wind: Maximum 20 kts
 Crosswind component 10 kts maximum

Cloud base: 1300 ft Above Airfield Level (AAL)

Visibility: 8 km

At the discretion of the Instructor, more restrictive limits may be applied.

3.2.3 Solo student weather minima for cross country flights:

Surface wind: Maximum 20 kts
 Crosswind component 10 kts maximum

Cloud base: 2000 ft Above Mean Sea Level (AMSL)

Visibility: 10 km

At the discretion of the Instructor, more restrictive limits may be applied.

3.2.4 PPL members without IMC/IR(R)/IR weather minima:

Surface Wind: Mean 20 kts, Gust 25 kts
 Crosswind component is to not exceed the maximum
 demonstrated crosswind stated in the Pilot's Operating
 Handbook.

Cloud base: Circuits 1100 ft AAL.
 Departures 1500 ft AGL.

Visibility: Circuits 5 km.
 Circuit Departures 5 km.

3.2.5 PPL members with IMC/IR(R)/IR weather minima:

Surface Wind: Mean 20 kts, Gust 25 kts
 Crosswind component is to not exceed the maximum
 demonstrated crosswind stated in the Pilot's Operating
 Handbook.

Cloud base: Circuits 900 ft AAL at RAF Halton.
 Departures 1100ft AGL.
 Destination – suitable for privileges of Rating.

Visibility: 3 km minimum visibility is to be applied whilst operating out of/in to RAF Halton.

3.2.6 Self-Authorising Pilots are to consult with an Instructor or Authoriser (who may prevent the sortie from occurring) prior to authorising a flight when the wind or cloud meets the following criteria:

Direction: 100-170 Degrees.

Speed: Any wind (gust or mean) 15 kts or above within preceding 20 mins (or forecast during period of flight).

Cloud: Cumulonimbus or Towering Cumulus activity forecast for any period of the day.

All pilots are to demonstrate a good knowledge of Halton Defence Aerodrome Manual 4.25 'Special Procedures – Wind Effects'. Cross-wind limits are not to be exceeded.

3.2.6 The surface wind is to be determined in priority order, by the following:

a. Roof mounted anemometer with readings displayed in the Planning Room (within the last 20 minutes). **It is acknowledged that there may be an error in the anemometer direction displayed on the weather station; if this is evident when compared to the windsock, pilots are to consult a staff member.**

b. Should the Halton Cross-Section forecast during the planned flight period a mean wind speed or gusts in excess of the limits in Orders 3.2.2-3.2.5 this is to take primacy. Should the Halton Cross Section not be available, then the Luton TAF and METAR is to be used in place of the Halton Cross Section.

3.2.7 The local visibility is to be determined with reference to known local geographic features in accordance with the display on the No 3 Hangar door. However, Should the Halton Cross-Section (or Luton TAF if the Cross Section is not available) forecast during the operating period (outside of showers) a visibility less than required in Orders 3.2.2-3.2.5 – 'Prob 40' or greater – this is to take primacy.

3.2.8 The local cloud base is to be determined with reference to recent airborne reports and/or the Luton METAR (corrected for airfield elevation). However, should the Halton Cross-Section (or Luton TAF if the Cross Section is not available corrected for airfield elevation) forecast a cloud base lower than required in Orders 3.2.2-3.2.5 – 'Prob 40' or greater – this is to take primacy.

3.2.9 Weather limits for instructed sorties are at the discretion of the instructor acting as aircraft captain and is to comply with RAF Halton AOB HAL 2305(5) and 2305 Annex B.

3.2.10 Weather minima is to be treated as absolute minimum conditions and is to be observed for the entire duration of the sortie (or sorties' if landing away). Pilots are to

exercise good judgement where conditions are marginal. If in doubt, do not fly.

Order No 3.3 Preparation for Cross Country Flights

3.3.1 Pilots is to ensure that the following preparations are made in good time prior to a cross country flight.

- a. All the necessary weather information has been obtained for the entire duration of the planned flight(s).
- b. Current charts are carried and used for the proposed route, and that tracks etc. are clearly marked. Plates for destination and diversion airfields are carried and have been studied during sortie planning.
- c. A flight plan/log has been prepared and the necessary airspeed and compass corrections have been made.
- d. If Prior Permission Required is specified for the destination it has been obtained.
- e. The pilot is fully conversant with the procedures to be followed in the event of weather deterioration, diversions to alternate airfields and when uncertain of position or lost.
- f. Destination airfield will be open at ETA plus time margin for delay and turnaround.
- g. NOTAMs and Royal Flights have been checked.
- h. The aircraft is not due servicing and has sufficient hours remaining for the intended flight.
- j. Any documents required to be carried under extant national rules are on board and valid.
- k. Pilots are not to rely on radio navigation aids unless they have been trained in their use and limitations. Pilots who do not hold a valid IMC/Instrument Rating are to consider radio navigation aids as a supplement to visual navigation techniques. Pilots are not to rely on GPS as a **sole** means of navigation. All pilots are to be familiar with the operation of the transponder and radio navigation equipment fitted in the aircraft they will be flying. Pilot are to be conversant with VHF Direction Finding and the fixing service available on 121.5 Mhz.

3.3.2 Student pilots must carry out the following actions before being granted authorisation for a student solo cross-country flight:

- a. Check route weather forecast and landing forecast for destination and alternate airfields.
- b. Produce a flight plan/log, which will be checked by the authorising club instructor.
- c. Receive a route briefing covering heights to be flown, Safety Altitude, spot

heights, terrain clearance, controlled airspace and danger areas from the authorising club instructor.

- d. Receive a briefing on action to be taken in the event of weather deterioration, fuel shortage, on-coming night, unintentional land away and precautionary or emergency landing.
- e. Receive a briefing on procedures to be followed if uncertain of position or lost in accordance with Order No 3.5.
- f. Students must be familiar with the operation of the transponder and the use of emergency frequency 121.5 Mhz.

Order No 3.4 Safety Altitude

3.4.1 All flights to be conducted under IFR are to be conducted in accordance with extant national rules.

3.4.2 All flights conducted under VFR are not required to operate above the safety altitude. However, an awareness of safety altitude is good airmanship and if a pilot is unsure of their position they should strongly consider climbing to or above the safety altitude whilst resolving their position.

Order No 3.6 Overdue Action

3.6.1 When a Club or privately-owned aircraft is overdue (on a long flight, this would be ETA plus endurance, but on a short flight could be much sooner, or could be approaching airfield closing time), action is to be taken as follows:

- a. If able, attempt to trace aircraft through Flight Radar 24.
- b. If unsuccessful, attempt to contact the pilot using the mobile contact number annotated in the Remarks Column in the Authorisation Sheets.
- c. Telephone the departure airfield to verify time of departure and ascertain any revision of the pilot's intentions, such as ETA, destination and route (if known). Consider whether further overdue action is appropriate.
- d. If unsuccessful, inform Airfield Manager and a HAC staff member for advice.
- e. If the outcome is unsatisfactory, seek advice and/or assistance from any experienced personnel available. Inform D&D – telephone number 01489 612406.

Order No 3.7 Land Aways, Over-water Flights, Foreign Flights

3.7.1 A pilot landing away from RAF Halton in a Club aircraft is to bear all the associated charges (landing, parking, hangarage, navigation and out of normal hours payments), even though they may have to be billed to the Club in the first instance.

3.7.2 A Club aircraft may only be kept away from Halton overnight when approved by the CFI, DCFI, Ops Manager, Dep Chairman or Chairman and when hangarage or parking arrangements have been agreed.

3.7.3 The use of unlicensed airfields or runways by Club aircraft is permitted only to

self-authorising pilots, all non-self-authorising pilots will require specific approval by the CFI, DCFI, Club FI, Ops Manager, Dep Chairman or Chairman. Farm Strips are not to be used by any pilot without specific authorisation from the CFI, DCFI, Club Instructor, Dep Chairman or Chairman.

3.7.4 For over-water flights life jackets are to be worn and an Emergency Location Beacon is to be carried and kept readily accessible. A dinghy is to be carried if applicable to aircraft type. Pilots are to file a flight plan if their track takes them more than 5 nm from shore. Pilots are to read the Ditching Safety Sense Leaflet in the [Skyway Code](#). High visibility jackets are to be worn above clothing and below the life jacket.

3.7.5 Flights abroad may only be made when approved by the CFI, DCFI, Club FI, Ops Manager, Dep Chairman or Chairman. Pilots wishing to make flights away from the UK Mainland in Club aircraft must:

a. Have a foreign check-flight with a nominated Club instructor.

Or

b. Participate in a Club overseas planning evening and subsequent fly-out/Exped. This will be based upon the pilot's experience and be subject to the discretion of the CFI.

Or

c. Provided log book evidence of applicable experience of foreign flights.

3.7.6 All sorties landing away from or returning to RAF Halton are to commence and conclude with the relevant OUTBRIEF and INBRIEF.

a. The Pilot must bear any charges arising from the flight, including customs duties and any items not recoverable from the Club's insurers. The Captain of the aircraft is responsible for carrying all necessary documents, and complying with all UK and foreign legal, customs and ATC requirements. Flight plans (CA48) are required for when crossing an international FIR boundary.

Note: The Isle of Wight is considered part of the UK Mainland, however, life jackets **are mandated**.

Order No 3.8 Landing at an Unauthorised or Unintended Destination

3.8.1 In the event of a landing at an unintended destination, the pilot is to notify HAC of their intentions and seek further authorisation if required. The pilot is to ensure that the ATSU at the original destination is informed within 30min of the planned ETA there.

3.8.2 In the event of a forced landing, the pilot is to ensure that HAC and the Police are notified immediately, and until a representative of either arrives, the security of the aircraft is the pilot's responsibility.

3.8.3 In the event of an actual forced landing, the captain of the aircraft is responsible for protecting the aircraft from damage by sightseers, cattle, wind, etc. He is to pass full details to the Club, by telephone, as soon as possible, and thereafter to the CFI, DCFI, Head of Training Ops Manager, Dep Chairman or Chairman.

- 3.8.4 If the aircraft is damaged as a result of a forced or precautionary landing, it is to not be moved except to save life or avoid further injury until permission has been given by the Air Accident Investigation Branch.
- 3.8.5 Members must not attempt to take-off after a forced landing unless specifically authorised by the CFI or DCFI.
- 3.8.6 No information concerning a forced landing is to be given to the media without prior permission of the Station authorities.
- 3.8.7 In the event of damage or injury to the property or person of third parties, members or passengers is to not make any admission of liability or offer or promise any payment.

Order No 3.9 Weight, Balance and Performance Limitations

- 3.9.1 Pilots are to ensure that the aircraft is correctly loaded, and that its performance is adequate for every phase of the flight prior to authorising the sortie.
- 3.9.2 Pilots should calculate the take-off and landing performance prior to flight using the information available in the POH and take into account the aircraft weight and density altitude and CAA Safety Factors for runway surface, condition and slope should be factored into the calculation.

Order No 3.10 State of Health

- 3.10.1 All pilots are to be aware of, and abide by, extant national rules which relate to state of health. This includes: blood alcohol level; medication; blood donation; and anaesthesia. A pilot is not to fly as PIC if they know or suspect that their physical or mental condition renders them temporarily or permanently unfit to act in that capacity. Pilots are to cross-check using the I'MSAFE check list during the OUTBRIEF.

Order No 3.11 Wake Turbulence and Engine Propeller Wash

- 3.11.1 Pilots are to adhere to the UK minimum distance and time separation requirements given in CAA Safety Sense Leaflet, Wake Vortex, when taking off or landing.

Section 4 – Rules of the Air and ATC

Order No 4.1 Taxying

- 4.1.1 Aircraft is to be taxyed at a safe speed (maximum of a fast walking pace) and with the utmost care. Taxy patterns and radio procedures are to be in accordance with RAF Halton AOB.
- 4.1.2 When taxying in the aircraft parking areas, clearances are often limited. The maximum speed is to be a slow walking pace.
- 4.1.3 Aircraft are to not to be taxyed into a hangar.
- 4.1.4 The aircraft Captain is responsible for the safety of any manoeuvre, even under the direction of a marshaller.
- 4.1.5 There is a risk of damage to the aircraft propeller and engine when taxying from grass to concrete or vice versa. The crossing is to be made slowly, at 45° with the control column fully back and engine RPM at idle.
- 4.1.6 The ground on Halton airfield is very rough in some places and not always marked. Pilots are advised to familiarise themselves with these areas and temporary bad ground/standing water before flight.
- 4.1.7 Pilots are to adhere to Halton AOB 2309 (Annex A) when gliding is in progress and are not to enter the Runway after the glider tug has called 'Taking up slack' and/or 'All Out'.

Order No 4.2 Circuit Procedures

- 4.2.1 Halton circuit procedures, rejoin procedures and radio procedures are to be complied with in accordance with Halton AOB.

Order No 4.3 Use of Transponders

- 4.3.1 Pilots are to abide by extant national rules in the use of transponders.

Order No 4.4 Local Flying Area, Danger and Prohibited Areas

- 4.4.1 Pilots are to familiarise themselves with the current aeronautical chart before flying. A current paper chart is to be carried during every flight irrespective of expected sortie content. Particular attention should be paid to:
 - a.Active airfields in the local area, including non-powered fixed wing and helicopter activities at Dunstable Gliding Site, Wycombe Air Park/Booker, Bicester and Silverstone.
 - b.Parachuting at Weston on the Green and Hinton in the Hedges.
 - c.Danger/Restricted/Prohibited areas including Cardington, Aldermaston, Burghfield Common and Harwell.
 - d.High Intensity Radio Transmission Areas such as Croughton. It is good airmanship to avoid HIRTAs.
 - e.Controlled Airspace.

f. Berryfields wind turbine (East of Aylesbury Parkway Station).

g. Bernwood Farm (close to Botolph Claydon / approx 020degrees 5nm Westcott) is not to be used for PFLs.

Order No 4.5 Controlled Airspace

4.5.1 Due to an unacceptable number of HAC incursions into Luton Controlled Airspace, the following Rules are effective:

All HAC pilots when flying from RAF Halton are to avoid the following area to the east of the RAF Halton ATZ:

- A triangle joining the eastern edge of the Marsworth Reservoir (which is one NM East of the Wilstone Reservoir VRP TO the Leighton Buzzard corner of the Luton CTR TO the Berkhamsted corner of the Luton CTR TO the eastern edge of the Marsworth Reservoir. A colour map denoting this area is displayed on the Planning Room Noticeboard.

Pilots wishing to enter this Airspace are permitted to do so for the sole purpose of familiarisation and are subject to the following in advance of the sortie:

a. Face-to-face briefing with an instructor or Chairman to include:

- Route to be flown and ground features to be used.
- Altimeter setting procedure.
- Luton listening watch squawk procedures.
- Actions to be adopted upon uncertainty of position.
- Actions to be adopted if airspace incursion is suspected.

b. Sortie is to be authorised by an instructor or the Chairman/Dep Chairman.

Luton listening watch squawk procedures are to be utilised during the sortie.

The pilot is to de-brief the authorising officer upon landing of the ground track flown during the sortie and any other relevant occurrences.

4.5.2 RAF Halton is situated beneath an area of controlled airspace where the Luton Class D zone meets the London Terminal Manoeuvring Area. Pilots are to familiarise themselves with the lower limits of this airspace before flight. Full details are on the current CAA 1:500,000 topographical chart. Check NOTAMs for any changes to the local airspace.

4.5.3 Pilots who inadvertently penetrate controlled airspace without clearance are to immediately leave that airspace by the safest route available. Pilots are to inform the Air Traffic Service Unit responsible for that airspace as soon as possible. If the unit or frequency is unknown then the call should be made to D&D on 121.5 MHz. The matter is to be reported to the CFI, DCFI or the Operations Manager immediately upon landing.

4.5.4 Listening Squawks are available for most airspace around controlled airspace and it is best practice, if not receiving a service, to utilise the listening squawk and associated frequency to increase the pilots Situational Awareness. Note

Rule 4.5.1.

Order No 4.6 Lookout and Airmanship

- 4.6.1 Halton is situated close to centres of intense general aviation activity (Wycombe Air Park, White Waltham, Cranfield), gliding (Dunstable, Bicester) and military activity (Benson). Pilots are to be aware of the position of these airfields and take suitable avoiding action as well as keeping a meticulous lookout at all times. Many other GA aircraft route past Halton avoiding the London TMA and often penetrate the Halton ATZ without warning.

Section 5 – Checklists, Emergency Drills and Fire and Rescue Cover

Order No 5.1 Checklists

- 5.1.1 Pilots are to operate all aircraft in accordance with the pilot's operating handbook (POH). HAC-produced checklists are to be used in all HAC-owned aircraft.

Order No 5.2 Aircraft Emergency Drills

- 5.2.1 The emergency drills for each aircraft are contained in the aircraft Check List/POH and are to be committed to memory. Pilots who are current on different type of aircraft should review differences/variations in emergency drills before flying.
- 5.2.2 Pilots suspecting radio failure in VMC should first check frequency, volume and audio panel settings. Then check headset connections/volume. Continue to the nearest suitable airfield, transmitting blind the join and circuit calls. Report arrival to the appropriate ATC unit. Halton Radio Failure rejoin procedures are stated in Halton AOB HAL 2350(1).
- 5.2.3 Pilots suspecting radio failure in IMC is to proceed in accordance with the current flight plan/clearance to the destination to commence descent as close as possible to meet the destination ETA. Transmit blind calls 'Commencing the Approach' and 'Field in Sight'. Pilots losing two-way communication should set the transponder to Mode A/S 7600.

Order No 5.3 Fire and Rescue Cover

- 5.3.1 In accordance with RAF Halton AOB.

Section 6 – Accident, Incident and AIRPROX Reporting

Order No 6.1 Requirement to Report Accidents

6.1.1 In accordance with RAFSA and CAA procedures.

Order No 6.2 Requirement to Report Occurrences

6.2.1 In accordance with RAFSA and CAA procedures.

Order 6.3 Requirement to Report an AIRPROX

6.3.1 An Airprox is to be considered an 'Occurrence'. It is to be reported through extant AIRPROX procedures to the Airprox Board and also RAF Halton reporting procedures.

Section 7 – Local Regulations

- 7.1.1 Smoking and vaping is prohibited in all HAC aircraft, in the hangar, on the aircraft parking area and in and around the BFI. MoD policy extends this smoking and vaping ban to all areas of RAF Halton.

Order No 7.2 Club Flying Equipment

- 7.2.1 Club headsets can be found hanging up in the Ops Room. Pilots are to take care not to damage the plugs when connecting and disconnecting. Pilots are to take care not to scratch the inside of the windshield. Be aware that the magnets in the headset affect the compass if placed in close proximity. Headsets are to be returned and hung up after use. Do not wind the spare flex around the headset. **It is strongly recommended that pilots purchase their own headsets.**

Order No 7.3 Prevention of Terrorism Orders

- 7.3.1 Mandatory Flight Notification procedures are to be complied with in accordance with extant national regulations.

Order No 7.4 Pilot's Responsibilities after use of HAC Aircraft

- 7.4.1 After each flight it is the responsibility of the pilot to ensure all paperwork is completed. This is to include the Authorisation Sheet, Tech Log and Payment Book. If the aircraft has been refuelled, the Fuel Issue Record book is to be completed. The pilot is to ensure that the aircraft has been cleaned and refuelled in accordance with extant orders.

- 7.4.2 All aircraft are to be left secure. All aircraft must be:

- a. Parked into wind if outside.
- b. Parking brake 'ON' for PA-28 or chocks 'IN' for C-152 if outside. Chocks in place if in Hangar.
- c. Flying control locks fitted if outside.
- d. Pitot head cover fitted.
- e. Headsets returned to club storage rack
- f. **Sky Echo and tablet returned and placed on charge.**
- g. Keys returned to Ops Room Board.

- 7.4.3 Aircraft are to be returned to the hangar unless required by another pilot who is present or the aircraft is booked **later that day**. Aircraft left outside the hangar are to be left with the parking brake set **on or chocks in**. The control lock is to be installed in actual or forecast windy conditions to prevent control surface damage. Pilots are to check that they have left no loose articles in the aircraft. In adverse weather conditions the aircraft is to be moved into the Hangar. Post-sortie activities are to conclude with a formal INBRIEF.

Order No 7.5 Car Parking at Airfield

- 7.5.1 All Club members bringing cars to the Airfield are to park them in the main car park, inside the gate and to the left.
- 7.5.2 Cars may only be taken to the Club if it is essential to deposit heavy luggage or equipment, or if issued with a Purple Station Car Pass. Once unloaded the vehicle is to be returned to the main car park.

Order No 7.6 Priorities for Booking and Usage

- 7.6.1 Occasionally a conflict of entitlement may occur between Club members when one or more booked aircraft are declared unserviceable. The following priorities are to be applied:
- a. Exped.
 - c. Instructor renewal checks.
 - d. JROPSS.
 - d. Skills Test & Student Qualifying Cross Country.
 - e. PPL Student training other than Qualifying Cross Countries.
 - f. Weekend Club Flyout.
 - g. **Licence** Holders (**solo hire**).
- 7.6.2 The application of these priorities is only to be employed in the event of short notice unservicabilities of aircraft and is not to be used for delayed sorties – aircraft are to be ready on-time for the next booking.
- 7.6.3 No-shows and cancellations of instructional sorties (by the student and less than 24hrs prior to the booked slot time or in the event of the instructor cancelling the sortie due to lack of student readiness) may incur the lost instructional charge
- 7.6.4 No-shows and cancellations of solo sorties (less than 24hrs prior to the booked slot time) may incur a charge.

Order No 7.7 Breach of Flying Orders and Regulations

- 7.7.1 Members who do not abide by extant national rules, RAF Halton Orders and HAC Flying Orders are liable to disciplinary action. This could include suspension of membership.
- 7.7.2 Any HAC Member who breach extant national rules, RAF Halton Orders and HAC Flying Orders are to be investigated by the CFI (who is to enter the details of any flying related breaches into the member's records where appropriate). The procedure for investigation is:
- a. On immediate notification:
Based on the best evidence available, the senior club member present will take any action to ensure safety and preservation of evidence.

b. Factual investigation:

An appointed club official will collect and evaluate all the relevant facts and present the results to the CFI and copies to all those involved. The CFI is empowered to immediately suspend any Club member in accordance with HAC Rules, No 4.

c. Case to answer:

The CFI and Chairman will evaluate the evidence for an inquiry. If required, they will set up the meeting and inform all those of the actions to be taken. The format of the Inquiry is at the discretion of the CFI and Chairman and will reflect the circumstances. The follow-on action is in accordance with HAC Rule No 4.

Order No 7.8 General Administration

- 7.8.1 Persons shall not fly to receive instruction in any powered aircraft unless members of HAC. In addition, all instructional powered flying at RAF Halton is to be conducted under the HAC DTO construct. Any instructed sortie that does not include HAC Fleet Aircraft and/or HAC Instructors is to be conducted with the permission of the HAC Chairman in his capacity of DTO Responsible Manager.
- 7.8.2 Passengers shall not be flown in any aircraft without notification of the passenger's details and next of kin in the HAC Guest Flying Log.
- 7.8.3 All flights conducted by aircraft through HAC shall be booked in the RAF Halton FLYPRO and recorded in the HAC Ops Room Flight Authorisation Sheet.
- 7.8.4 Cancellation of a booking made on the HAC Electronic Booking System (EBS) for reasons other than weather or local restrictions imposed within 24 hours shall made notified as early as possible (at least 12 hours) to ensure the aircraft availability to other members.
- 7.8.5 Members wishing to take club aircraft away overnight shall seek the permission of the OpsMan, CFI or Chairman.
- 7.8.6 The use of 'Wingly' or other flight sharing schemes is forbidden from RAF Halton.
- 7.8.7 Cost-sharing is allowed with family, friends or other HAC members. Pilots are personally responsible for following extant national rules and Pilots are personally responsible for maintaining accurate records of cost-shared flights in accordance with extant national rules. Engineering flights are at a reduced rate and are not considered cost-share. If flying with another licensed pilot, only the PIC is to log P1 hours.

Order No 7.9 Engineering

- 7.9.1 Open Oil containers, dispensing equipment and other in-use flammable liquids at HAC shall be stored exclusively within In-Use Paint Oil & Lubricants (POL) Cabinets provided and registered by the RAF Halton Fuels & Lubricants (Babcock F&L) Manager (through OpsMan). Private aircraft owners may store in-use engine oil in spark-proof locked metal cabinets sufficiently banded.
- 7.9.2 Contaminated spill media, containers and oil-soaked cloths shall be placed in the yellow sacks for official disposal.
- 7.9.3 Uninstalled batteries shall not be charged in any club premises unless 100%

monitoring is present. Installed batteries may be charged when 100% monitoring is present.

7.9.4 Private owners shall comply with Tool Control Order HAL 4808 and display a signed copy of Appendix i to these orders on their secure locker containing their aircraft-related paraphernalia.

7.9.5 Personal Protective Equipment (PPE) is provided for HAC members undertaking HAC Local Operating Procedures (LOP) when advised by HAC Risk Assessments (RA) and Ear Defenders should be worn whenever the HAC members requires hearing protection. CE-marked ear defenders are available in the HAC Ops Room and should be disinfected for members use.

7.9.6 Engine Ground Running shall be conducted in two-way contact with Ops Sqn.

7.9.7 The 2 hangar doors at the easterly end of Hangar 3 (known as the Chipmunk Doors) are NOT to be used under any circumstances. Furthermore, personnel are to avoid any associated prohibited area.



HALTON AERO CLUB PRIVATE STORAGE PROCEDURES DECLARATION

Name of Person Responsible for this Locker.....

Aircraft Type and Registration.....

The contents of this cabinet are compliant with HAC FOB Order 7.9 and RAF Halton AOB Order 4808. The owner identified below shall account for 100% of the contents each time the cabinet is closed.

Signed:

Date: