



Whangarei Flying Club Inc.

Flight Operations and Safety Manual

Version 1.8

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1 INTRODUCTION

1.1 Overview

The purpose of the Flight Operations and Safety Manual is to outline the policies and procedures of the Whangarei Flying Club as it relates to flying operations. All flying members, licensed pilots and Novice pilots (students) are expected to read and become familiar with this entire manual. Please note that in this manual licensed pilots and Novice pilots (students) are referred to as pilots unless specifically referred to as students or others.

Failure to comply with any section may result in suspension or dismissal from the club, revocation of aircraft rental privileges, and/or enforcement action by the Civil Aviation Authority (CAA).

In addition to the policies and procedures contained herein, all flight and training operations must be conducted in accordance with:

- Whangarei Flying Club's Training Course Outlines.
- Whangarei Flying Club rules
- Applicable Aircraft's Flight Manual
- Aircraft's Checklists
- CAA's regulations and Practical Test Standards

1.2 Location

The Whangarei Flying Club is located at:

Hangar 10
Onerahi Airport
Handforth Street
Whangarei

Club rooms and hangar phone number

1.3 The Club Committee

The Committee are responsible for overseeing all administration operations at the Whangarei Flying Club. They are available for any questions, concerns, or complaints.

2 FLIGHT OPERATIONS STAFF

2.1 Flight Instructors

Flight Instructors are responsible for conducting ground and flight training in a professional and courteous manner, overseen by our club's Chief Flight Instructor.

2.2 Chief Flying Instructor (CFI)

The Chief Flight Instructor is responsible for managing all aspects of the flight department, including the strict adherence to all policies, procedures, and regulations. The CFI is appointed by the Whangarei Flying Club Committee.

The Chief Flying Instructor's decision on any flying operations matter is final.

2.3 Maintenance Inspection Authority (IA)

The Maintenance Inspection Authority is/are responsible for ensuring that the club aircraft are maintained in accordance with the aircraft service manual and in accordance with the Civil Aviation rules and standards within part 149. The Maintenance Inspection Authority is overseen by the committee.

2.4 Operated by Volunteers

As the operation of the Whangarei Flying Club is entirely based on voluntary work performed by our members (this includes Instructors and Maintenance Inspection Authority workers), members are requested to respect the time constraints of these people with regard to your flight training and other associated business.

3 GENERAL OPERATIONAL POLICIES

3.1 Apron Area

The apron area in front of the hangar is potentially hazardous and safety must be the prime consideration when conducting activities in this area. People walking on the apron are strongly advised to walk behind propeller aircraft to prevent injury from unexpected engine starts. Always be aware of all activities around you whilst on the apron and try to make eye contact with cockpit crews and equipment operators to acknowledge their awareness of your presence.

3.2 Apron Access

Only flying pilots and their passengers are allowed on the apron. No other members of the public, family or friends are allowed on the apron. Public viewing areas are available on the fenced veranda area. This can be accessed from within the club rooms. Access to the hangar is permitted however all non-flying personal must not venture onto the apron. This includes members and public. A safety chain is available to be erected across the hangar doors if circumstances dictate, such as people wandering onto the apron in conflict with taxiing aircraft. If you see another member or a member of the public on the apron you have every right to tell them to move to a non-operational area.

3.3 Boarding and Deplaning

Because of the inherent danger associated with spinning propellers, no one will approach, board, or deplane from a Whangarei Flying Club aircraft with the engine running. The exception to this is Instructors deplaning whilst sending a student solo.

3.4 Sixty Days Policy

In the interests of safety, the Whangarei Flying Club has a 60 day currency policy. This specifies that any pilot who would like to fly a club aircraft and has not flown as the pilot in command in the same type of aircraft within the preceding 60 days, will be required to have a dual check-flight with an instructor prior their flight.

3.5 Pre-Flight Log

All pilots are required to complete the Pre-Flight Log before take-off (located in the hangar). The form contains the following fields:

- | | | |
|--------------------|--------------------|-------------------------|
| • • Date | • <u>Currency:</u> | • • Flight Intention |
| • • PIC | Aircraft Rating | • • Fuel |
| • POB | Medical | • Start time |
| • Student Training | RAANZ/SAC | • Expected return |
| Aircraft | BFR | • Signature |
| | 30 Days | Back again |
| | | • Any problems detected |

A copy of this form can be found in appendix A.

3.6 Requirements to Fly an Aircraft

Any pilot flying any Whangarei Flying Club's aircraft must satisfy the following requirements:

- Be a paid up member of the Whangarei Flying Club.
- Be a paid up member of RAANZ and/or SAC.
- Hold the appropriate micro-light pilot's certificate for the flight to be undertaken.
- Hold appropriate ratings for the specific aircraft to be rented.
- Hold a current SAC, RAANZ, Class 1 or Class 2 aviation medical certificate.
- Complete the Pre-Flight Log form located in the hangar (refer to paragraph 3.5).
- Comply with the club's '60 days' policy (refer to paragraph 3.4).
- Have made provision for a flight following service – e.g. Text, cell phone calls.
- Have accessed all appropriate weather information and only flies in VFR conditions during daylight hours.
- Have checked all Notams and advisories relevant to the flight to be undertaken.
- Have completed all navigation and pre-flight tasks relevant to the flight to be undertaken.
- Have ensured that they have not consumed alcohol or drugs in the preceding 8 hours before flight
- Have ensured that the aircraft is fit for flight in all respects including checking the defect list located in the hangar.
- Have completed a thorough pre-flight check in accordance with the approved checklist.

3.7 Fuelling Procedures

Fuelling operations are potentially dangerous and pilots are asked to verify that all aircraft electrical switches, including the ignition, are off prior to fuelling. When fuelling operations are being conducted, pilots and passengers are prohibited from being on board. Refuelling operations are only to be done on the apron area unless it is raining. In this case fuelling in the hangar is acceptable but ensure that the aircraft wings are as close to the hangar doors as possible. Hangar doors must be open at all times during refuelling. No smoking and no open flames are permitted. All cell phones and electrical devices such as iPods, handheld transceivers, GPS's etc. must be switched off during refuelling. Please fill the tanks to a point that is 20mm below the cap level. This will ensure that the tanks are not overfilled with the resultant loss of fuel due to expansion.

The Whangarei Flying Club aircraft operate on standard 95/98 Octane Mo Gas. Please do not use Avgas unless in an emergency or standard Mo gas is unavailable. If you have had to use Avgas for any reason please advise the Maintenance Inspection Authority or your Instructor.

Fuel is stored in the tin shed outside the hangar. Ask your instructor for the location of the key to the padlock. When you have finished your refuelling, ensure the shed is locked and the key is returned.

In the event that you need to purchase fuel away from the Whangarei airfield, there is a BP and Z-energy Avgas fuel card located in the aircraft. Should you purchase fuel yourself however keep your receipt and pass it on to our treasurer on your return, who will reimburse you within 7 working days.

All fuel on board the aircraft must be sampled before flight to check for the presence of water or other impurities. If any impurities are found, please keep the sample and submit that to the Maintenance Inspection Authority for investigation. Continue to sample the fuel until no more impurities are present.

Pilots are expected to refuel the aircraft on their return should the remaining fuel be less than half tanks.

3.8 Oil Check and Top-up

Should the oil level read low, the prop should be turned over anti clockwise by hand (usually approx. 10 to 20 turns) until a gurgling noise is heard from the engine oil reservoir. (Please ensure ignition switches and master switch are off.) If after this the oil level is still low the matter should be reported to a Maintenance Inspection Authority or an Instructor.

In case the oil level appears to be too low, no pilot is to top up the oil or undertake any further flight unless authorised by a Maintenance Inspection Authority or an Instructor. Note: Overfilling the oil may result in serious engine damage.

3.9 Smoking

The Whangarei Flying Club operates a no smoking policy and smoking is strictly prohibited in all areas of our club property and within 10 metres of any club aircraft.

3.10 Engine Starting

It is YOUR responsibility as Pilot in Command to ensure that it is safe to start the engine. Immediately before starting pilots are asked to announce "clear prop" in a loud voice. .

3.11 Parking and Securing Aircraft

In case the aircraft is parked outside to stay there for a longer period of time (e.g. on another airfield), the pilot is responsible for properly securing the aircraft with chocks and/or tie downs. Don't forget to:

- Set the park brake
- All electrical switches including masters and ignition switches should be turned off
- Switch **off** Avionics
- Remove all rubbish and personal items from the aircraft

- Close both side window vents
- Headsets should be placed on the back rests of the seats and
- Seat belts should be untangled, folded and placed into the seat belt receptacle.

- **Secure controls**

3.12 Aircraft Insurance

The Whangarei Flying Club ensures that all aircraft are comprehensively insured. All pilots in command are to ensure that each flight they undertake in the club aircraft is legal and in accordance with the club rules and all applicable CAA rules and regulations. This is to ensure that the aircraft insurance policies are not compromised. If the pilot in command does compromise the insurance policy by not adhering to the rules detailed above then the cost of any damage will be at that pilot's expense.

3.13 Unauthorised Instruction

Flight Instruction in Whangarei Flying Club aircraft is strictly prohibited by flight Instructors or pilots who are not officially appointed as an Instructor by the Whangarei Flying Club. Failure to comply will result in revocation of rental privileges.

3.14 Flights for Hire or Reward

All flights completed shall be for private operations only. No member shall rent a Whangarei Flying Club aircraft with the intention of completing a flight for hire or reward. Cost sharing is permitted as long as the cost is shared equally by all persons on-board the aircraft.

3.15 Aircraft Maintenance at the Club

No person shall perform any maintenance on any Whangarei Flying Club Aircraft. Any maintenance requirements should be referred to the Maintenance Inspection Authority.

3.16 Aircraft Maintenance away from Base

Should the aircraft experience any technical problem away from the Whangarei club base, the problem should be reported to the Chief Flying Instructor and/or the Maintenance Inspection Authority as soon as possible. As all maintenance will need to be authorised by the Whangarei Flying Club's Maintenance Inspection Authority and/or the Chief Flying Instructor, no unauthorised maintenance is to be carried out under any circumstances before approval.

3.17 Right to Refuse Service

The Whangarei Flying Club reserves the right to refuse service to any pilot in case, but is not limited to, the following areas:

- Over-due financial account
- Expired Medical
- Expired SAC or RAANZ
- Pilot was found to be in violation of a CAA or club regulation.
- At the discretion of the committee or Chief Flight Instructor, the member was deemed to be a liability for the Whangarei Flying Club based on his/her present and/or past conduct.

3.18 Club Premises Security

All members who access the club premises should ensure that on their exit from the club premises the club is secured correctly. This includes:

- Close club's front door
- Close all windows
- Close and lock the hangar door
- Switch all lights off

- Wash, dry and put away any dishes you may have been using.

This also applies if you are only going for a quick flight. Do not rely on someone else to do this for you.

3.19 Airmanship

At the Whangarei Flying Club we expect you to conduct yourself at a high level and display a high standard of airmanship. We expect that your interactions with other members, committee and Instructors are always polite, respectful and friendly. In return you will be treated in the same manner.

3.20 What is Airmanship?

It's the sum of your attitude and airman skills. It begins with the attitude you have toward yourself and others, and includes your sense of moral and ethical responsibility to both. As an airman, your attitude is integrated with your airman skills, which are, your piloting skills, your technical expertise and understanding of the aircraft you fly, your social skills and your cockpit resource management skills. Your attitude and airman skills determine your level of airmanship and ultimately, your rank among other aviators. Remember: Attitude + Airman Skills = Airmanship.

4 IN-FLIGHT OPERATIONS

4.1 Aerodrome Requirements

All destination airports and aerodromes must have runways that can accommodate the take-off and landing performance of the aircraft being flown. Only aerodromes contained in the AIP volume 4 are permitted destinations. Aerodromes or landing strips not contained in the AIP are strictly prohibited unless a strip rating has been issued by a Whangarei Flying Club Instructor for this particular landing strip. Strip ratings issued by other clubs or Instructors outside of the Whangarei Flying Club are not acceptable.

4.2 Pre-flight Actions

All pilots are expected to complete a full pre-flight inspection of the aircraft in accordance with the approved check list and flight manual. All weather information must be accessed and pilots must familiarise themselves with all applicable Notams and flight restrictions. As Pilot in command it is your responsibility to ensure you have the information required for a safe flight.

4.3 Fuel Reserves

The Whangarei Flying Club fuel policy requires you to have sufficient fuel on board to reach your destination plus a 45 minute fuel reserve. This is the minimum requirement and we encourage all pilots to always take as much fuel as possible on every flight. Remember that the most useless thing in the world is fuel left on the ground.

4.4 Noise Abatement

Certain airports have noise abatement procedure to minimise disturbances in developed areas. Pilots are advised to follow all published noise abatement procedures unless it is, in the pilot's opinion, hazardous to the safety of the flight. Please consider our neighbours and avoid low flying, circuits and other noise producing operations early in the morning and at other sensitive times.

4.5 Minimum Safe Altitudes

No Whangarei Flying Club aircraft shall be flown over a built up area **at** lower than 1000 feet AGL or a non-built up area at lower than 500 feet AGL and in accordance with CAA rules as detailed in part 103, unless taking off or on approach to land. A minimum altitude of 3000 feet AGL must be maintained for any training manoeuvre unless otherwise specified in the Training Manual. VFR flight levels must be adhered to en route, unless cloud or weather dictates a non-standard level.

4.6 Use of the Low Flying Zone

No pilot shall enter any low flying zone unless a Whangarei Flight Instructor is on board the aircraft. Only one aircraft is allowed in the low flying zone at any one time. Remain clear of the houses at all times .

4.7 Formation Flying

Formation flying is prohibited in Whangarei Flying Club aircraft unless approved by the Chief Flying Instructor and the pilot is suitably rated.

4.8 Spins

Spins are strictly prohibited in all Whangarei Flying Club aircraft.

4.9 Aerobatics

Aerobatics are strictly prohibited in all Whangarei Flying Club aircraft.

4.10 Over Water Operations

The following rules apply when flying over areas of (extended) water:

- All crew and passengers are to be equipped with suitable life jackets.
- Minimum operation altitude of 1000 feet.
- Always plan flights where possible to be within gliding distance of land.
- In accordance with our aircraft's insurance policy never more than 100nm from the coastline.
- A functioning personal locator beacon should be on-board the aircraft and available at all times. (A personal locator beacon is fitted between the seats of WCF and should be carried on all flights even those that are not over water.)

4.11 Flight into known icing and poor weather conditions

No Whangarei Flying Club aircraft are to be operated into areas where:

- Weather conditions below the VFR met minima are forecasted.
- Where Icing conditions are forecast or probable.

4.12 Local Parachute Operations

The local parachute company, Ballistic Blondes, operates from the orange Club Rooms across the main runway from Whangarei Flying Club. Whilst parachuting is taking place we recommend that you avoid overhead re-joins. The jump pilot will notify via radio of their intentions and time to drop. Whilst parachutes are in the air please ensure that there is adequate separation between you and the parachutists at all times. Furthermore; the parachutists have right of way according to the CAA Rules. Delay your approach to land or your take off until all chutes are on the ground. If you are in any doubt contact either Ballistic Blondes base or the jump pilot directly (both on our airfield frequency 118.6 MHz) and seek clarification.

4.13 Air New Zealand aircraft

Please give way to Air New Zealand aircraft (usually referred to as LINK) that are about to take off or are on approach to land. Air New Zealand will notify you of their intentions via radio. If you are in the circuit and hear over the radio that Air New Zealand's aircraft is more than 10NM from the field simply continue your approach and land. However, if they are within 10NM we recommend that you to hold in a suitable location and give way to these aircraft (notify your intentions over the radio).

When approaching behind a landing or taking off Air New Zealand's aircraft, be aware of the dangers of wake turbulence.

4.14 Suspicious Activity

Any member who observes any suspicious activity is encouraged to report it to the Chief Flying Instructor or other WFC flight Instructor as soon as possible. Alternatively the airport manager Mike Chubb can be contacted on 09-4360047 or 027-536-3635.

If you notice anyone on the operational side of the airport that you think shouldn't be there, approach them and ask them to move to the public side of the airport. If you are challenged in any way seek help from the people listed above or contact the police on 111.

5 NOVICE / STUDENT PILOTS

5.1 General Policies

All novice/student pilots (hereafter referred to as Students) must be authorised by a Whangarei Flying Club Instructor prior to any solo flights. The Instructor who authorises that student is responsible for supervising that student unless another Instructor knowingly and willingly takes over supervision.

Authorisation includes:

- That the student has received all required training and endorsements prior to each flight.
- That the student has a current medical.
- That the student has passed a radio exam and acquired a flight telephony certificate.
- That an Instructor remains present at the club during the student's solo flight operations.
- No student pilots are to exit the Whangarei MBZ during solo exercises unless the exercise is a cross country flight.

5.2 Student Check-in Time

All students who have a dual lesson should check in at least 30 minutes before their allocated flight time to complete pre-flight briefings and pre-flight checks.

If the lesson is to be a dual cross country, the student will have all flight planning, weather acquisition and documentation complete before the lesson start time.

5.3 No Show Policy

In case a student is more than 15 minutes late, and no prior notice is given, it is considered a "no-show" and the student will be charged a no-show flat fee of \$25.00. Consideration will be given for extenuating circumstances.

5.4 Practise Areas

Practise areas are anywhere in the Whangarei MBZ, but typically:

- 7 to 12 miles South East of Whangarei near Ruakaka and Waipu. Try and remain seawards of the coast for all manoeuvres.
- 7 to 10 miles East of Whangarei over Ocean Beach.
- 7 to 12 miles North West of Whangarei overhead the Hikurangi swamp area.

5.5 Prohibited Areas

Prohibited areas are:

- Within one mile of the refinery at Marsden Point.
- Overhead Whangarei City.
- In the low flying zone unless accompanied by or authorised by a Club Instructor.
- Over any densely populated area. •

5.6 Passengers on solo flights

No student is to take a passenger on any solo flight under any circumstances.

6 SAFETY PROGRAM

6.1 Introduction

This section outlines the approved Safety Program in use at the Whangarei Flying Club. It describes standard methods of operation that are consistent with generally accepted and established industry practices and procedures. The club is committed to the concept that safety is an integral part of the organisation and strict adherence to this program is mandatory.

The Safety Program is applied to, but is not limited to, the following areas:

- Training Course Outlines.
- Aircraft Operation and Manoeuvre Manuals.
- Flight Standards and Training Methods.
- Flight Instructor Training Standards.
- Instructor Evaluations.
- Student Pilot Evaluations.
- Recurrent and Remedial Training Programs.
- Aircraft Dispatch Procedures.
- Aircraft Maintenance.

6.2 Safety statement

The Whangarei Flying Club supports all requirements of law and moral responsibility regarding safety and intends to provide all our members with a safe and healthy operating environment. It is the intention of the Whangarei Flying Club to reduce or eliminate all accidentally caused damage to equipment and property and injury to members and the public. Our Aviation Safety Programme will include all aspects of operations. Responsibility for implementing the Safety Programme rests with the Safety Co-ordinator, the Chief Flying Instructor and the instructor team. These people will ensure that all reasonable steps are being taken to prevent accidents. The Whangarei Flying Club has designated an Aviation Safety Coordinator to manage the programme and this person reports directly to the Club President. It is the Safety Coordinator's responsibility to develop the programme, evaluate its results and provide advice and guidance on its implementation. This responsibility includes the requirement to inform all members about the programme and specify internal safety reporting, safety audits, and incentive programmes. Every Whangarei Flying Club member has an absolute responsibility to perform their operations at the club in a safe and efficient manner. We expect all members to adopt the standards and procedures set forth in the Club's Aviation Safety Programme

6.3 Safety Coordinator

The Whangarei Flying Club Safety Coordinator is a Committee appointment.

6.4 Authority and Responsibility

The Safety Co-ordinator has the following authority:

- To define the Whangarei Flying Club's investigative and reporting procedures for accidents, incidents, and hazards.
- To develop the necessary forms and instructions for implementing the club's Safety Program.
- To define and require the reporting of any safety related event.
- To conduct an investigation of any safety related event.
- To request the grounding of any pilot or flight Instructor involved in a safety related event which is under investigation by the Whangarei Flying Club or CAA.

- To represent the Whangarei Flying Club regarding aviation safety matters in dealing with government agencies and professional organisations.
- To promote established aviation safety practices and procedures.
- To distribute aviation safety related information when it becomes available.
- To conduct meetings with Instructor staff to address any safety related issues.

6.5 Reporting Accidents and Incidents

Any accident or incident you are involved in must be reported to the Chief Flying Instructor and the Safety Co coordinator as soon as possible but no later than 60 minutes after the accident or incident took place or within 60 minutes after landing. If this is not practically possible then within the first practical opportunity to do so. You are also required by law to notify the CAA of any accidents or incidents as soon as practical. For details refer to paragraph 6.6.

6.6 Safety meetings and on-going monitoring

Safety is included on the agenda at every meeting. Meetings are held once a month at the club rooms.

6.7 Notification Procedure

Pilots should withhold any comments regarding an accident or incident until Whangarei Flying Club staff have been notified. The only exception to this is to the emergency services or an authorised representative of the CAA. Please refrain from making comments to media and members of the public.

6.8 Civil Aviation Authority Notification

You are also required by law to notify the CAA of any accidents or incidents as soon as practical. The following procedure is to be used:

- For serious accidents contact the CAA accident hotline on 0508-222433 immediately and advise them of the situation.
- Download a CAA005 form from the CAA Webb site at www.caa.govt.nz/Accidents_and_Incidents/accidents_and_incidents.htm • Faxed CAA005 form to the Civil Aviation Authority on 04-5609469.
- Submit a copy of the CAA005 form to the Chief Flying Instructor at the Whangarei Flying Club.

6.9 What to do at an Accident Scene

All pilots should be familiar with the booklet (issued by CAA) called "How to Deal with an Aircraft Accident Scene". This booklet can be downloaded from the CAA's web site using the following hyperlink:
http://www.caa.govt.nz/safety_info/How_tos/How_to_Deal_with_an_Aircraft_Accident_Scene.pdf A summary of this booklet is provided in Appendix B.

7 AIRCRAFT BOOKING AND SCHEDULING

7.1 Online Aircraft Booking System

The Whangarei Flying Club operates an online aircraft booking system on their web site called **FLYBOOK** and can be accessed at www.whangareiflyingclub.com and then click on the Booking System login link. It allows you to make bookings for a particular aircraft, instructor, date and time, and duration. Access to this website can be made after a login with your user name and password. If you don't have a user name and password you can set up one here.

Should you require an Instructor, prior arrangements must be made with the Instructor before booking the aircraft. Please give them plenty of notice and be respectful of their time constraints.

Ensure you arrive at least 30 minutes before your scheduled time slot in order to complete your pre-flight tasks etc. If you are flying with an Instructor please ensure you arrive at least 30 minutes before your flight in order to complete pre-flight briefings and pre-flight inspections.

7.2 Booking Guidelines

Please do not book any aircraft if you are not sure if you will be flying or not. It is not acceptable to make bookings just to reserve a time slot, preventing other members from booking the aircraft and causing frustration and the resultant loss of revenue for the club. In case you have made a booking and you do decide not to fly after all, please ensure you delete your flight from the booking system as soon as possible so your time slot can be used by someone else.

Please also try to avoid making bookings for extended periods on a Saturdays, as this is the day when a lot of student training and trial flights are completed.

8 CONCLUSION

The Whangarei Flying Club is committed to providing a safe and stimulating environment for their members to pursue their aviation passion. Adherence to the rules and policies contained in this document will ensure that members remain safe and a high standard of operation is maintained. If you have any queries regarding this document please contact the Chief Flying Instructor for clarification.

- Do not release the wreckage, or any part of it, to anyone until it is confirmed that the investigating authority has relinquished custody of the wreckage.

Need more help?

The CAA's Safety Investigation Unit is always happy to discuss any queries you may have.

Safety Investigation Unit
Civil Aviation Authority
P O Box 31 441
Lower Hutt
Tel: 0-4-560 9400
Fax: 0-4-560 9469
Email: ca005@caa.govt.nz