

# Coventry Flying School Limited



## Operations Manual

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## Record of Amendments

Version	Author	Date	Changes
1.0	K. Lee	20-JUN-2016	Original
1.1	M. Rawlings	20-SEP-2016	Para 1.20.7.5 added
1.2	M. Rawlings	10-NOV-2019	Changes to supervision of restricted FIs
1.3	M. Rawlings	01-DEC-2019	Various editorial changes throughout document, including staff changes
1.4	N. Hedges	01-JUN-2023	Changes throughout document including staff changes
1.5	R. Holland	23-MAR-2024	New Clause 5.1.1.0 inserted – important new requirement for aircraft insurance

## Distribution

Copy No.	Location
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3	Master Copy (NAS Drive)

## List of Effective Pages

Page	Date	
1	01-JUNE-2023	23-MAR-2024
2	01-JUNE-2023	23-MAR-2024
3	01-JUNE-2023	23-MAR-2024
4	01-JUNE-2023	23-MAR-2024
5	01-JUNE-2023	23-MAR-2024
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# 1 General

## 1.1 Introduction

### 1.1.1 Structure of the Operations Manual

Part	Title	Contents
1	General	General information describing the organisation and structure of the School.
2	Technical	Information related to the servicing and maintenance of the School's aircraft and to normal, abnormal and emergency handling procedures
3	Route	Instructions relating to flight planning, performance and loading of the School's aircraft
4	Personnel Training	Information regarding the refresher and induction training of School staff and evaluation of instructional standards

### 1.1.2 Applicability of the Operation Manual

Coventry Flying School Ltd (the "School") is wholly owned by the members of Coventry Aeroplane Club (the "Club"). It provides flight training to members of the Club and makes aircraft available for hire by qualified pilots who are also Club members.

All flights undertaken in School aircraft shall be carried out in accordance with this Operations Manual including both instructional flights and private hire of School aircraft by Club pilots.

### 1.1.3 Requirement for Club Membership

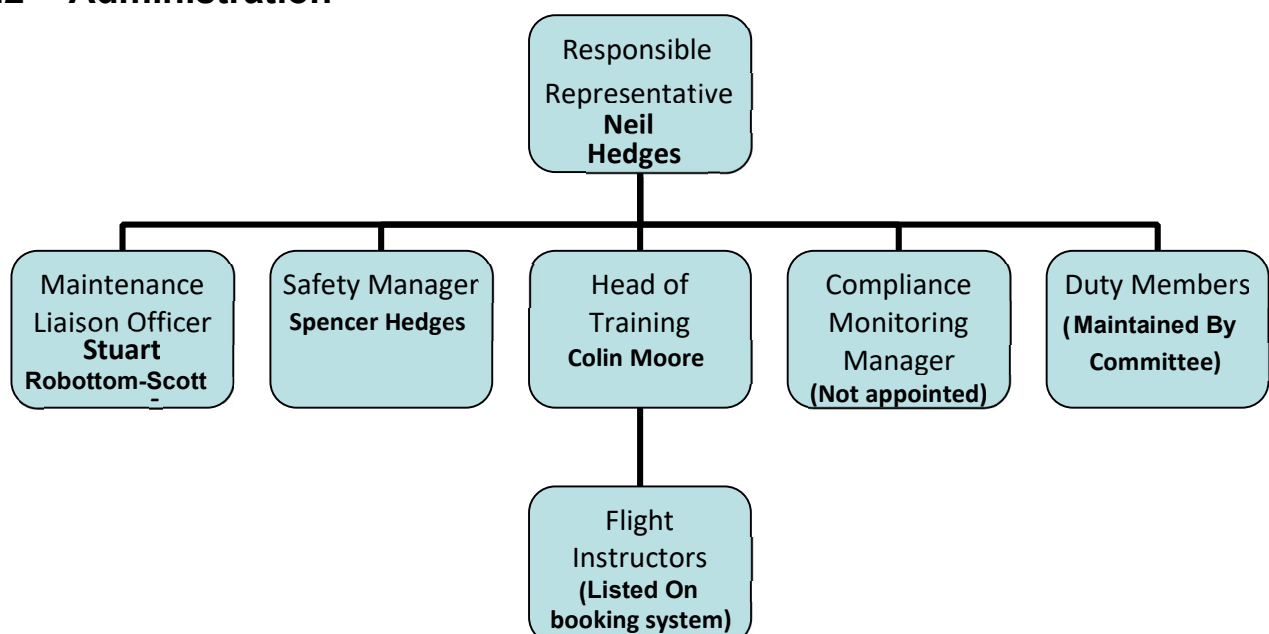
All pilots flying School aircraft as Pilot in Command (PIC) must be appropriately paid up members of the Club, except for Flight Examiners authorised by the HT for the purpose of conducting a test.

Instruction may only be given to persons who are either Full Members of the Club (including Student Full Members and Life Full Members) or else Temporary Members of the Club providing they are;

- on an air experience flight, or
- have submitted an application for full membership, or
- pilots who have taken out a temporary membership for flying during a specified period with the agreement of the accountable manager for a specified program of flying.

All passengers in School aircraft must be at least temporary members of the Club.

## 1.2 Administration



## **1.2.1 School Structure**

**1.2.1.1** All of the positions in the organisation chart above section 1.2.1 shall be appointed by the General Committee of Coventry Aeroplane Club (the Committee). The Committee shall appoint Flight Instructors as recommended by the HT.

## **1.3 Responsibilities**

### **1.3.1 Responsible Representative**

The Responsible Representative is responsible to the Committee, for:

- Establishing and maintaining an effective management system.
- Ensuring that the organisation has sufficient qualified personnel for the planned tasks and activities.
- Promoting the highest degree of safety awareness throughout the organisation. Ensuring that all activities can be financed.

### **1.3.2 Maintenance Liaison Officer**

The Maintenance Liaison Officer is responsible to the Responsible Representative for;

- Liaising with the aircraft maintenance provider to schedule routine maintenance and arrange ad-hoc maintenance in response to defects.
- Advising the Duty Members on aircraft utilisation based on hours remaining to optimise usage.
- Provide the School with a serviceable and available fleet of aircraft for training and member hire.

### **1.3.3 Safety Manager**

The Safety Manager is responsible to the Responsible Representative for:

- Acting as the focal point for safety issues.
- The development, administration and maintenance of an effective safety management system. Facilitating hazard identification, risk analysis and management.
- Monitoring the implementation of actions taken to mitigate risk.
- Providing periodic reports to the Responsible Representative on safety performance. Ensuring the maintenance of safety management documentation
- Ensuring that safety management training is available and that it meets acceptable standards. Providing advice on safety matters.
- Ensuring the initiation and follow-up of internal occurrence/accident investigations.

### **1.3.4 Head of Training (HT)**

The HT is responsible to the Responsible Representative for:

- Ensuring that the training provided is in compliance with Part-FCL.
- Ensuring the satisfactory integration of flight or synthetic flight training with theoretical knowledge training.
- Supervising the progress of individual students.
- Fostering the highest degree of safety awareness throughout the organisation. Liaison with the Competent Authority.

### **1.3.5 Compliance Monitoring Manager**

The Compliance Monitoring Manager is responsible to the Responsible Representative for:



- Monitoring the compliance of the organisation with all applicable regulatory requirements.
- Monitoring the compliance of the organisation with the provisions of the Operations, Training and Safety Management Manuals.
- Ensuring that the compliance monitoring programme is properly implemented, maintained and continually reviewed and improved.
- Ensuring that audits are conducted by suitably trained and independent personnel.
- This role is currently undertaken by the Responsible Representative.

### 1.3.6 Duty Members

Duty Members are responsible to the Committee for;

- The overall day to day management of the Club as directed by the Committee, including but not limited to answering queries from prospective Club members, taking membership subscriptions etc. This aspect of the role is better described in the Duty Member Handbook.

Duty Members are responsible to the HT for;

- The overall day to day management of the School to ensure an effective schedule for training and aircraft hire.
- Acting as the focal point for all students, instructors, flying members of the Club, and members of the public who accompany the same or contact the School as prospective students. Making aircraft bookings and taking payments for flights.
- Managing the initial response to any incident, accident or occurrence occurring at the site or in School operated aircraft.
- Ensuring compliance with the operations and training manuals.

### 1.3.7 Flight instructors

Flight Instructors are responsible to the HT for;

- Training students and qualified pilots who are members of the Club in accordance with the training and operations manuals.
- The completion of students training records after every training flight.
- Fostering the highest degree of safety awareness amongst all Club members.

## 1.4 Student Discipline

**1.4.1.1** Each student has the responsibility to be fully acquainted and to comply with the provisions of the Operations Manual.

**1.4.1.2** If a student displays an irresponsible attitude or demonstrates a clear and distinct lack of aptitude or any other behaviour not consistent with the qualities required of a pilot, suspension from training or termination of training may be considered.

**1.4.1.3** In particular, termination of training is likely in the event of:

- a. A deliberate and unjustifiable breach of EASA Basic Regulation 216/2008 or its implementing rules.
- b. Repeated failure to comply with the provisions of the Operations Manual. Any behaviour or attitude that endangers flight safety.
- c. Where the student has not made satisfactory progress.

**1.4.1.4** The HT will decide on one of the following courses of action:

- a. The issue of a formal verbal warning (A further disciplinary verbal warning will result in suspension or the termination of training).

- b. Formally advise student in writing of concerns and possible suspension or termination.  
Immediate termination of training.

### **1.4.2 Reporting and Documentation**

Details of a student's suspension shall be recorded in the trainee training file. The trainee must be advised in writing of any intention to suspend or terminate his/her training.

### **1.4.3 Smoking**

- 1.4.3.1** Smoking is permitted only in the designated areas in the car park.
- 1.4.3.2** Smoking is prohibited in the School building, hangar and aircraft and on the School's apron.
- 1.4.3.3** Smoking is prohibited within 15 metres of any aircraft being refuelled.

### **1.4.4 Alcohol and Drugs**

**1.4.4.1** The Railways and Transport Safety Act makes it an offence for any person to perform any aviation function with a blood alcohol level of more than 20 milligrams per 100 millilitres of blood. This is a quarter of the maximum UK limit for driving a car.

**1.4.4.2** No pilot shall fly in an aircraft operated by the School if they have consumed any alcohol within the preceding 8 hours.

**1.4.4.3** The ICAO Standards require that States ensure their safety critical personnel are not under the influence of alcohol or drugs.

Annex 1 Personnel Licensing to the Convention on International Civil Aviation includes:

- a. Licence holders 'shall not exercise the privileges of their licences and related ratings while under the influence of any psychoactive substance which might render them unable to safely and properly exercise those privileges',
- b. Licence holders 'shall not engage in any problematic use of substances'.

### **1.4.5 Medication**

No pilot is to fly a school aircraft if he/she has taken any medication, whether prescribed or not, unless approval has been given by an Aero-Medical Examiner (AME).

## **1.5 Approval and Authorisation of Flights**

### **1.5.1 Authorisation of Training Flights**

**1.5.1.1** In accordance with FCL.020, a student pilot shall not fly solo unless authorised to do so and supervised by a Flight Instructor.

**1.5.1.2** Before they can be authorised to fly solo, student pilots must be aged 16 or over and have a valid medical certificate.

**1.5.1.3** All flights in School aircraft are to be authorised in writing on the authorisation sheet before the flight commences with full details of the intended flight and the limits of the authorisation.

**1.5.1.4** Students on solo cross-country flights are to carry with them evidence of their authorisation.

## 1.5.2 Authorisation of Flights for Licence Holders

**1.5.2.1** Club Members who have flown an aircraft within the previous 28 days, for a minimum of 30 minutes may authorise their own flights in School aircraft providing that they hold all of the licences, medicals and ratings relevant to the flight concerned, and that these are current.

**1.5.2.2** Club pilots who have not flown an aircraft within the previous 28 days, for a minimum of 30 minutes, need to have their flight in a School aircraft authorised by a School Instructor.

### Authorisation of Instructors

Powers of authorisation for flights in School aircraft are delegated to Flight Instructors as follows:

Appointment	Authorising Powers
Head of Training	All flights. Will appoint Examiners for flight tests once course completion forms have been appropriately completed.
Flight Instructors (Unrestricted)	All training flights and student solo flights including land-away flights to airfields approved by the School and PPL flights to meet 28 day currency requirements. Shall also sign course completion certificates ahead of skills tests.
Flight Instructors (Restricted)	<p>Restricted Flight Instructors shall not have the privilege to authorise student pilots to conduct first solo flight by day and by night, and first solo cross country by day and by night.</p> <p>In accordance with FCL.910.FI all Training Flights undertaken by restricted FI's shall be supervised by an unrestricted FI, who is nominated by the HT for this purpose. The supervising FI shall countersign (not initial) the tech log to record their supervision of the flight.</p> <p>Normally the supervising FI will oversee the brief, out-brief, debrief of the student as well as the FI(R)'s TEM and decision making with regards to the suitability, scope (and any limitations) of the chosen exercise(s).</p> <p>Exceptionally this supervision may be completed via telephone.</p> <p>The supervising FI shall ensure that an appropriate range of training exercises and supervised solos are undertaken by the FI(R)</p>

## 1.5.3 Deviating from an Authorisation

**1.5.3.1** The nature and limitations of the Flight Authorisation must be adhered to during the subsequent flight, except in case of emergency, or other extenuating circumstances.

**1.5.3.2** In such a case of emergency, or other extenuating circumstance the pilot shall, as soon as possible after the flight has ended, inform the School management, or if applicable the Instructor who authorised the flight, of the details of the subsequent excursion from his/her authorisation.

## 1.6 Preparation of Flying Program

Training flights are booked on a web based flight planner which can be accessed through the Club website and which allocates a time slot and Instructor. The day's training program is then put into effect by the Instructors who are on duty working with the Club Duty Member.

### 1.6.1 Restriction on Numbers of Aircraft in Poor Weather

In the event of the number of aircraft in the circuit being limited by "Coventry Air Traffic" due to adverse weather, the Duty Member will communicate this to the Flight Instruction Team who will amend the flying program accordingly.

## 1.7 Nomination of Pilot-in-Command of Aircraft

When authorising a flight in a School aircraft, a pilot in command (PIC) must be nominated and their details entered in the Technical Log.

On dual instruction flights the Instructor will always be nominated as PIC.

## 1.8 Responsibilities of Pilot in Command

The pilot in command must take all reasonable steps to:

- a. Maintain familiarity with and adhere to relevant national and international aviation legislation and agreed aviation practices and procedures.
- b. Maintain familiarity with such provisions of the Operations Manual as are necessary to fulfil his/her function.

### 1.8.1 Specific Responsibilities

1.8.1.1 The pilot in command shall:

- a. Be responsible for the safe operation of the aircraft and the safety of its occupants during flight.
- b. Have authority to give all commands he/she deems necessary for the purpose of securing the safety of the aircraft and of persons or property carried therein, and all persons carried in the aircraft shall obey such commands.
- c. Have authority to disembark any person, or any part of the cargo, which in their opinion, may represent a potential hazard to the safety of the aircraft or its occupants.
- d. Not allow a person to be carried in the aircraft who appears to be under the influence of alcohol or drugs to the extent that the safety of the aircraft or its occupants is likely to be endangered.
- e. Ensure that all passengers are fully briefed on the:
  - use of the seat belt or harness.
  - location and operation of doors/emergency exits.
  - need for non interference with controls.
  - location of the fire extinguisher and the first aid kit.
  - method of deploying life rafts and their subsequent operation (as appropriate).
  - method and use of life jackets (as appropriate).
  - deployment and use of the emergency locator beacon (as applicable).
  - other type specific safety features. □ brace position.
- f. Ensure that all operational procedures and checklists are complied with, in accordance with the Operations Manual.
- g. Ensure that the weather forecast and reports for the proposed operating area and flight duration indicate that the flight may be conducted without infringing the minima in this manual.
- h. Decide whether or not to accept an aircraft with unserviceability's in accordance with the list of allowable deficiencies.
- i. Take all reasonable steps to ensure that the aircraft, and any required equipment is serviceable.
- j. Ensure that aircraft refuelling is supervised with particular attention being paid to the:
  - i. correct grade and amount of fuel;
  - ii. fuel water checks; iii. fire safety precautions; iv. checking filler caps for security and correct replacement after refuelling.
- k. Take all reasonable steps to ensure that the aircraft weight and balance is within the

calculated limits for the operating conditions.

- l. Confirm that the aircraft's performance will enable it to complete safely the proposed flight.
- m. Take all responsible steps to ensure all passengers are properly secured in their seats, and all cabin baggage is stowed in the approved stowage.
- n. Ensure that the pre-flight inspection has been carried out.

### **1.8.2 Deviation from Procedures in Emergencies**

The pilot-in-command shall, in an emergency situation that requires immediate decision and action, take any action he/she considers necessary under the circumstances. In such cases he/she may deviate from rules, operational procedures, and methods in the interest of safety.

### **1.8.3 Responsibilities In Respect of Third Party Maintenance**

**1.8.3.1** In the event that third party maintenance of a School aircraft is required away from base, the PIC is first to contact the School Maintenance Liaison Officer for authorisation.

Any costs incurred for maintenance that have not been properly authorised will be wholly the responsibility of the PIC.

**1.8.3.2** The PIC must ensure that, in the event of third party maintenance being required while away from base, the requirements referred to in the Technical Log are complied with.

## **1.9 Carriage of Passengers**

- a) Subject to the privileges of his/her licence, a person may fly as PIC of a School aircraft carrying passengers provided that the following conditions are complied with:
  - i. As pilot provided he/she has carried out, in the preceding 90 days, at least 3 takeoffs, approaches and landings in an aircraft of the same class, and
  - ii. As pilot at night provided he/she has carried out in the preceding 90 days at least 1 take-off, approach and landing at night as pilot flying in an aircraft of the same class or he/she holds an Instrument Rating (IR).
- b) Passengers may not be carried on student solo flights
- c) Passengers may not be carried on dual instructional flights without the specific approval of the HT. Generally this will only be given in the following circumstances;:
  - i. Another student on the same course of training if there is a training benefit to be gained.
  - ii. The passenger is a CAA Inspectors or other members of the flight instruction team who are observing the flight for standardisation purposes. No remuneration of any kind shall be given in respect to the carriage of passengers.

Passengers may be carried on trial lessons provided they have a clear and direct interest in the flight (e.g. parents/partner etc.) and provided no remuneration of any kind is given in respect of their carriage.

## **1.10 Aircraft documentation**

### **1.10.1 Technical Log**

**1.10.1.1** It is the responsibility of all pilots to check the aircraft Technical Log prior to engine start in order to establish that the aircraft is serviceable for the proposed flight.

**1.10.1.2** The daily 'A' Check may be conducted only by a licenced pilot or engineer. The person conducting the check is to certify its completion by inserting his/her signature in the Technical Log, along with the date and time that the check was completed.

**1.10.1.3** The PIC of the aircraft is to sign the 'Pilots Acceptance Column' certifying that he/she is satisfied with the pre-flight serviceability inspection and fuel/oil states for the intended flight.

**1.10.1.4** On completion of the flight, the PIC is responsible for entering the flying time, tachometer readings and any un-serviceability as soon as practicable after landing.

**1.10.1.5** Flight time is defined in accordance with FCL.010.

**1.10.1.6** Any defect recorded in the Technical Log shall be cleared or deferred by a licenced engineer, or other authorised person, prior to the next flight.

**1.10.1.7** Care must be taken at all times to ensure that the Technical Log is completed accurately, legibly and in full.

## **1.10.2 Documents to be Carried in Flight**

**1.10.2.1** The following documents are to be carried on each flight as originals or copies unless otherwise specified:

- i. Pilots Operating Handbook or Aircraft Flight Manual
- ii. Certificate of Airworthiness (original)
- iii. Airworthiness Review Certificate
- iv. Certificate of Registration (original)
- v. Noise Certificate, if applicable
- vi. List of specific approvals, if applicable
- vii. Aircraft Radio Licence, if applicable
- viii. Certificate of third party liability insurance
- ix. Aircraft Technical Log
- x. Details of the filed ATS flight plan
- xi. Current and suitable aeronautical charts for the route of the proposed flight
- xii. Procedures and visual signals information for use by intercepting and intercepted aircraft
- xiii. The Allowable Defects List
- xiv. Any Garmin 430 Manuals required for use of the Garmin 430's in School's aircraft.

**1.10.2.2** In the case of flights intended to take off and land at the same aerodrome and remaining within UK airspace, items iv to ix and xii above may be retained at the aerodrome.

## **1.11 Retention of Documents**

### **1.11.1 Aircraft Owned by Coventry (Civil) Aviation Ltd**

Coventry (Civil) Aviation Ltd is owned by the members of the Club. Its assets including the clubhouse, hangars and aircraft are used by the School to provide flight training and aircraft hire for the members of Club. Technical Logs shall be maintained for the life of the aircraft plus 2 years.

Completed Technical Logs will be archived by month and year.

### **1.11.2 Aircraft Not Owned by Coventry (Civil) Aviation Ltd**

Copies of Technical log pages relating to School flights in aircraft that are not owned by Coventry (Civil) Aviation but are used for training shall be retained for a period of 3 years.

## **1.12 Flight Crew Qualification Records**

The HT is responsible for maintaining an up-to-date record of the validity of instructor licences, ratings and certificates, and student medicals. He/she is to ensure that personnel are not permitted to fly if any required qualification is not valid. Instructors are responsible for ensuring student medical certificates are held on file before solo authorisation.

## **1.13 Currency of Licences and Ratings**

**1.13.1.1** It is the responsibility of each PIC to ensure that all licences, ratings and certificates necessary for the conduct of the flight remain valid at all times.

**1.13.1.2** A pilot who holds a licence issued by another ICAO State shall ensure that the licence is valid in all respects demanded by that State. This includes a medical certificate valid in the state of licence issue.

## **1.14 Duty Period, Rest and Flight Time Limitations (Flight Instructors)**

### **1.14.1 Flight Duty Period (Flight Instructors)**

The maximum daily flight duty period shall not exceed 12 hours.

The maximum weekly flight duty period shall not exceed six days consecutively without a day off.

The maximum monthly flight duty period must include at least one off duty period of two consecutive days.

### **1.14.2 Flight Time Limitations (Flight Instructors)**

The maximum daily flying hours/instructional hours shall be eight hours.

The maximum monthly flying hours/instructional hours shall be 100 hours flying in any 28 consecutive days.

The maximum annual flying hours/instructional hours shall not exceed 900 hours in any 12 month period.

### **1.14.3 Rest Periods (Flight Instructors)**

Minimum rest between consecutive duty periods shall be 12 hours.

## **1.15 Duty Period, Rest and Flight Time Limitations (Students)**

### **1.15.1 Flight Duty Period (Students)**

The maximum daily flight duty period for students shall be 10 hours.

The maximum weekly flight duty period for full time students shall be six days.

### **1.15.2 Flight Time Limitations (Students)**

The maximum daily flying hours for students shall be six hours, with a maximum of four flights.

The maximum weekly flying hours for students shall be 24 hours.

### **1.15.3 Rest Periods (Students)**

Minimum rest between flights shall be 30 minutes if the preceding flight was more than two hour's duration.

Minimum rest period between consecutive duty periods shall be 12 hours.

## **1.16 Pilots' Log Books**

**1.16.1.1** All pilots are to maintain their personal logbooks in accordance with the provisions of AMC1 FCL.050

**1.16.1.2** In particular, pilots are to ensure that the following particulars are recorded in their current log book:

- a) The name and address of the holder.
- b) Particulars of the holders licence (if any) to act as a member of the flight crew of an aircraft.
- c) The name and address of the holder's employer (if any).

**1.16.1.3** On completion of a course of training, the HT is to inspect each student's logbook and certify that it contains an accurate record of the flights carried out.

## 1.17 Flight Planning (General)

**1.17.1.1** Prior to each flight, the pilot-in-command is responsible for the proper planning of the flight. (See 3.2)

**1.17.1.2** All flights crossing a UK FIR boundary require a flight plan to be filed with the appropriate ATSU.

**1.17.1.3** All flights are to be booked out with "Coventry Air Traffic" giving details of the departure time, destination, persons on board and the fuel endurance.

## 1.18 Safety Responsibilities

**1.18.1.1** The Safety Manager is responsible for monitoring the standards of flight safety within the School, and for ensuring that all information affecting flight safety is disseminated immediately to all flying personnel.

**1.18.1.2** Notwithstanding the above, all personnel have a personal responsibility towards flight safety. Anyone who discovers a factor affecting flight safety, or who wishes or discuss any matter affecting safety, should contact the Safety Manager.

### 1.18.2 Safety Equipment

**1.18.2.1** Seat belts are to be worn in all School operated aircraft by all persons onboard at all times during flight.

**1.18.2.2** All pilots are to ensure that they are familiar with the use of the fire extinguishers fitted to the School's aircraft.

**1.18.2.3** Prior to each flight pilots are to ensure that the fire extinguisher and first aid kit have been inspected within the preceding 12 months.

**1.18.2.4** It is a requirement of EASA Part NCO that a Personal Locator Beacon or equivalent is carried on all flights. The built in locator installed into G-COVA and G-COVC does not meet this requirement. A portable unit is provided by the school, which must be carried on-board every flight.

### 1.18.3 Radio Listening Watch

Pilots are to ensure that a listening watch is maintained on a suitable radio frequency where appropriate. In normal circumstances, pilots are to be in receipt of at least a Basic Service at all times where possible.

### 1.18.4 Definition of an Accident

**1.18.4.1** The following is the ICAO definition of 'accident' and also the UK definition of 'reportable accident'.

An occurrence associated with the operation of an aircraft that takes place between the time when any person boards the aircraft with the intention of flight and such time as all persons have disembarked there from, in which:

Any person suffers death or serious injury while in or upon the aircraft or by direct contact with any part of the aircraft (including any part which has become detached from the aircraft) or by direct exposure to jet blast, except when the death or serious injury is from natural causes, is self-inflicted or is inflicted by other persons or when the death or serious injury is suffered by a stowaway hiding outside the areas normally available in flight to the passengers and members of the crew of the aircraft, or

The aircraft incurs damage or structural failure, other than:

Engine failure or damage, when the damage is limited to the engine, its cowling or accessories;

Damage limited to propellers, wing tips, antennae, tyres, brakes, fairings, small dents or punctured holes in the aircraft skin, which adversely affects its structural strength, performance or flight



characteristics and which would normally require major repair or replacement of the affected component, or

The aircraft is missing or is completely inaccessible or

Significant damage is caused to the School's or Club's property or any third party.

### **1.18.5 Definition of a Serious Injury**

**1.18.5.1** Serious injury means an injury that is sustained by a person in a reportable accident and which:

- Requires his/her stay in hospital for more than 48 hours commencing within seven days from the date on which the injury was received.
- Results in a fracture of any bone (except fracture of fingers/toes/nose)
- Involves lacerations that cause nerve, muscle or tendon damage or severe haemorrhage or involves injury to any internal organ.
- Involves second or third degree burns affecting more than five per cent of the body surface.
- Involves verified exposure to infectious substances or injurious radiation.

### **1.18.6 Accidents and Incidents**

**1.18.6.1** Any pilot involved in an accident or incident in a School aircraft is to complete an internal Accident/Incident Report form, a copy of which is at Appendix 2 to this Part. Once completed, the report is to be passed to the Safety Manager.

**1.18.6.2** The Safety Manager is to investigate any incident or occurrence involving School aircraft or any other operational matter. This in no way absolves the School or aircraft PIC from their duty, under the Air Navigation Order, to report accidents or incidents.

**1.18.6.3** The object of an internal investigation of an accident or incident is as follows.

- a) To find out what happened.
- b) To find out why it happened.
- c) To recommend measures to prevent it happening again.

**1.18.6.4** It is not the purpose of an investigation to find a scapegoat or to allocate blame.

### **1.18.7 Reporting procedures**

**1.18.7.1** Following an accident, it is the responsibility of the pilot concerned to ensure that the appropriate reporting procedures are followed.

**1.18.7.2** The following sequence must be observed.

- a. Inform the school immediately and by the quickest means possible - the person receiving the call will inform the HT.
- b. Inform the competent authority as soon as possible - in the UK this is the Chief Inspector, Air Accident Investigation, Department of Transport.
- c. Inform the local police as soon as possible - see Civil Aviation (Investigation of Accidents) Regulations 1996.

**1.18.7.3** The accident report form should be completed as soon as possible, and submitted to the responsible authority (with a copy to the HT & Safety Manager) within 72 hours. This form will be supplied by the School and is available on the Club's website.

**1.18.7.4** For further information, see AIC P061/2015 'Duty to Report Aircraft Accidents and Serious Incidents'.

**1.18.7.5** Following any accident or incident the member's authorisation to fly school aircraft is revoked until the matter is reviewed by the HT.

## **1.18.8 Incident reporting**

**1.18.8.1** An 'incident' is an occurrence that has:

- Jeopardised the safety of passengers, crew or aircraft, but which has terminated without serious injury or damage.
- Was caused by damage to, or failure of, any major component, not resulting in serious injury or damage.

**1.18.8.2** Following an incident, it is the responsibility of the pilot concerned to ensure that the appropriate reporting procedures are followed.

**1.18.8.3** The following sequence must be observed:

- a. Inform the school immediately and by the quickest means possible - the School will inform the HT.
- b. Complete an incident report form, and submit it to the HT within 3 days - the relevant form will be supplied by the School.

## **1.18.9 Occurrence reporting**

**1.18.9.1** An 'occurrence' is any incident that is not a notifiable accident.

**1.18.9.2** A 'reportable occurrence' is

- Any safety-related event which endangers or which, if not corrected or addressed, could endanger an aircraft, its occupants or any other person, or loss of control.
- Any defect or malfunction of any part of an aircraft or its equipment which, if not corrected, would have endangered the aircraft, its occupants or any other person.
- Failure or inadequacy of facilities or services on the ground used, or in connection with, the operation of the aircraft.
- Any incident arising from the loading or carriage of passengers, cargo or fuel.

**1.18.9.3** The overriding criterion to determine whether an occurrence is reportable is if it has endangered or, if uncorrected would have endangered, the aircraft, occupants or other persons.

**1.18.9.4** Occurrences shall be reported internally to the Head of Training and via ECCAIRS2.

## **1.18.10 AirProx**

**1.18.10.1** An airprox report shall be made whenever a pilot or controller considers that the horizontal or vertical distance between aircraft has been such that the safety of the aircraft was, or may have been, compromised.

**1.18.10.2** Pilots wishing to make an airprox report should immediately inform ATC. If this is not possible, then the report should be made as soon as possible after landing, by telephone, to any UK ATCC.

**1.18.10.3** A follow-up report on Form CA 1094 should then be submitted to the UK AirProx Board within seven days, with a copy to the HT & Safety Manager.

**1.18.10.4** For further information, see General Aviation Safety Sense leaflet 13A and UK AIP, ENR Section 1.14.

## **1.18.11 Bird strike**

**1.18.11.1** Any bird strikes or near miss is to be reported internally to the Head of Training and via ECCAIRS2.

## **1.18.12 Wake vortices**

Any pilots experiencing wake vortex shall report it internally to the Head of Training and via ECCAIRS2.

## 1.18.13 General reporting

All accidents, occurrences and airproxes, including dual sorties with instructors, are to be notified by the PIC to Approvals Support, CAA Licencing and Training Standards Department (Fax: 01293 573996).

## 2 Technical

### 2.1 Aircraft Descriptive Notes

Technical details of the aircraft used for training can be found in the relevant Pilots Operating Handbook or Flight Manual, which are to be considered as Annexes to this Manual as follows:

Annex	Registration	Type	POH/FM Ref.	Revision
A	G-COVA	PA28-161	VB-1610	Copies of the latest revisions are held on the Club Website and are available from the operations desk.
B	G-COVC	PA28-161	VB-1610	

### 2.1.1 Aircraft Handling Checklists

2.1.1.1 Aircraft are to be operated in accordance with the published School checklists

2.1.1.2 Where any conflict is found between the checklist and the manufacturer's Pilot's Operating Handbook, the latter is to take precedence.

2.1.1.3 Any conflict between the checklist and the Pilot's Operating Handbook is to be reported to the HT without delay.

2.1.1.4 All pilots are to be in possession of the appropriate checklist for the aircraft they are flying.

2.1.1.5 Current checklists for School's aircraft can be found on the Club website.

### 2.1.2 Limitations

2.1.2.1 Aircraft are to be operated within the limitations laid down in the Pilot's Operating Handbook and any relevant legislation.

2.1.2.2 Should any limitation be exceeded inadvertently, the fact is to be recorded in the technical log and the HT & Safety Manager are to be informed without delay.

2.1.2.3 If any structural or engine operating limitation is exceeded, the aircraft is to be landed as soon as is practicable and is not to be flown again except with the permission of the HT.

### 2.1.3 Maintenance

Coventry Flying School employs a Continuing Airworthiness Management Organisation (CAMO) for the maintenance of its fleet: Aerotech Aircraft Maintenance, Rowley Road, Coventry, CV3 4FR.

Telephone: 02476306888.

### 2.1.4 Technical Logs

2.1.4.1 See section 1.10.1.

### 2.1.5 Deferred Defects

2.1.5.1 'Aircraft Defects' are considered to be failure or malfunction of, or damage to, an aircraft's structure, systems and associated equipment that may affect its airworthiness.

2.1.5.2 'Operational Defects' are considered to be failure or malfunction of aircraft instruments, equipment or systems not required to comply with the provisions of Part NCO Subpart D Section 1 Aeroplanes.

2.1.5.3 Both Aircraft Defects and Operational Defects are to be entered in the defects box on the Technical Log by the PIC after each flight.

2.1.5.4 Any Aircraft Defect is to be rectified before the aircraft's next flight.

2.1.5.5 Rectification of any Operational Defect that does not seriously hazard flight safety may be deferred by a Flight Instructor, or by the PIC in accordance with the Operations Manual's Allowable

Defects List, but it must be rectified as soon as practicable after it is reported and within any time limits specified in the applicable maintenance data.

**2.1.5.6** Any Operational Defect not rectified before flight is to be recorded in the Deferred Defect Record kept in the aircraft document folder. The action taken to rectify the defect should also be recorded.

**2.1.5.7** Where possible pilots recording or deferring defects should liaise with a Flight Instructor beforehand.

## **2.2 Emergency Procedures**

### **2.2.1 General**

In case of emergency, the procedures laid down in the relevant checklist are to be followed.

## **2.3 Radio and Radio Navigation Aids**

### **2.3.1 General**

All aircraft are fitted with VHF radio and basic navigational aids. No aircraft is to fly without at least one VHF radio operational, unless authorised by the HT.

## **2.4 Allowable Deficiencies**

Aircraft are to meet the minimum airworthiness requirements at all times and all equipment required by European and national legislation, appropriate to the type of flight intended, is to be fitted and working.

### **2.4.1 Aircraft With an Established Minimum Equipment List (MEL)**

Not applicable; none of the School's aircraft have an established MEL. See 2.1.3 .

### **2.4.2 Aircraft Without an Established MEL**

For flying in aircraft that do not have a minimum equipment list established under the Air Operations Regulation, the component or system listed in column 1 of the following tables may be inoperative prior to the flight commencing, taking account of the environmental conditions indicated in columns 2 and 3, subject to the remarks in column 4.0

Allowable Defects			
✓ Indicates flight with defect is allowed			
DEFECT	DAY	NIGHT	CONDITIONS
<b>Lights:</b>			
Cockpit or Cabin Lighting	✓	✓	At night - torch available and sufficient
Instrument Panel Lighting	✓	✗	
Landing Light	✓	✗	
Navigation (Position) Lights	✓	✗	At night - continue to destination
Strobes	✗	✗	
Rotating Beacon	✗	✗	(Not applicable to G-COVA and G-COVC)
<b>Radio &amp; Navigation</b>			
VHF Radios	✓	✓	One radio must be serviceable
Intercom	✓	✓	Non-instructional flights only
Radio Navigation Equipment (inc GPS)	✓	✓	Only iaw ANO and relevant legislation
Transponder	✓	✗	Only iaw ANO and relevant legislation
<b>Flight Instruments</b>			
Altimeter	✓	✓	One Altimeter must be serviceable VMC/VFR Only
Alternate Static Source	✓	✗	VMC/VFR Only
VSI	✓	✗	VMC/VFR Only
AI	✓	✗	VMC/VFR Only
Turn Coordinator	✓	✗	VMC/VFR Only
DI	✓	✗	
Compass	✗	✗	
ASI	✗	✗	
<b>Engine Instruments</b>			
Fuel Quantity Gauges	✗	✗	
Oil Pressure Gauge	✗	✗	
Oil Temp Gauge	✗	✗	
Fuel Pressure Gauge	✗	✗	
Tachometer	✗	✗	
Ammeter	✗	✗	
Low Voltage Light	✗	✗	
Electric Fuel Pump	✗	✗	
<b>Other</b>			
Seat Belt	✓	✓	Required for each occupied seat
Parking Brake	✓	✓	Provided chocks are used for parking.
Aircraft Clock (Chronometer)	✓	✓	Provided watch or stopwatch available
Cabin Heating System	✓	✓	
Pitot Heater	✓	✗	Flight to remain clear of known icing
OAT Probe	✓	✗	Flight to remain clear of known icing
Alternator	✗	✗	
Trim Indicator	✗	✗	
Airplane Flight Manual	✗	✗	
Navigation Database(s)	✓	✓	VMC/VFR Only. Provided GPS not used for primary navigation. Provided BRNAV not required by legislation

G-COVA / G-COVC

### 3 Route

#### 3.1 Performance

**3.1.1.1** Prior to each flight in a School aircraft, pilots are to ensure that the calculated performance of the aircraft is sufficient to allow the intended flight profile to be completed safely.

### 3.1.2 Take-off

The PIC should be satisfied that they comply with the performance figures laid down in the aircraft POH plus an additional safety factor of 1.33.

### 3.1.3 Route

The PIC should be satisfied that the aircraft meets the enroute climb figures laid down in the aircraft POH.

### 3.1.4 Landing

The PIC should be satisfied that they comply with the short field landing performance figures laid down in the aircraft POH plus an additional safety factor of 1.43.

## 3.2 Flight Planning

### 3.2.1 Fuel

**3.2.1.1** Prior to each flight the PIC shall ensure that sufficient fuel has been loaded for the intended flight. Pilot's are encouraged to use the ICAO fuel planning requirements as a guide.

### 3.2.2 Oil

**3.2.2.1** Before starting the engine of a School aircraft, the PIC is to ensure that the engine oil level exceeds the minimum stated in the Pilot's Operating Handbook /Flight Manual.

### 3.2.3 Minimum Safe Altitudes

**3.2.3.1** Minimum safe heights for stalling and spinning:

- Recovery by 2000ft for stalling dual with an instructor or examiner.
- Recovery by 3000ft for stalling solo.
- Recovery by 3000ft for spinning dual, with an instructor. Solo spinning is not permitted.

**3.2.3.2** Safety altitude for VFR Navigation

Before departing on a cross-country flight, pilots are to calculate a safety altitude for the intended route: If, during the flight, the weather conditions are such that this safety altitude cannot be maintained in VMC with good ground reference, landing the aircraft as soon as possible or returning back to base should be considered.

**3.2.3.3** Minimum safe altitude for IFR flight is to be calculated as follows:

1000 feet above the highest obstacle within 8km of the aircraft position.

## 3.3 Loading

### 3.3.1 General

**3.3.1.1** No school aircraft is to take-off at a Take-Off Weight (TOW) greater than the Maximum authorised Take-Off Weight (MTOW). In addition, pilots are to ensure that:

- The aircraft weight will be below the Maximum Landing Weight (MLW) before the first landing or touch and go.
- The weight distribution results in a centre of gravity position within the flight envelope published in the Pilot Operating Handbook or Aircraft Flight Manual.

A copy of the aircraft's latest Weight and Centre of Gravity Schedule is held in the aircraft Technical Log or the aircraft's documents folder.

### 3.3.2 Weight and Balance Calculation

**3.3.2.1** It is the responsibility of the PIC to ensure that an aircraft is loaded in such a way as to meet the limitations related to all up weight and centre of gravity detailed in the appropriate Flight

Manual or Pilot's Operating Handbook. If any doubt exists as to the proper distribution of an aircraft's load, a weight and balance calculation is to be carried out, in accordance with the instructions in the relevant Pilot's Operating Handbook/ Flight Manual, showing the centre of gravity.

### 3.3.3 Weather Minima

Flights should not be commenced unless the actual and forecast weather meets the requirements in the table below or any other relevant legislation if more restrictive.

**Table of Flying Minima**

<b>PA28 VFR</b>	<b>Cloud AGL</b>	<b>Visibility</b>	<b>Surface Wind (inc. gusts)</b>	<b>Crosswind (inc. gusts)</b>
First Solo	1500 ft	8 km	15 kts	10 kts
Solo Circuit	1500 ft	8 km	30 kts	10 kts
Solo Local	2500 ft	8 km	30 kts	10 kts
Solo Navigation	Safety Altitude +500 ft	10 km	30 kts	10 kts
PPL Holder	1000 ft (Note 1)	2 km (Note 1)	30 kts	17 kts
Dual	1000 ft (Note 1)	2 km (Note 1)	30 kts	17 kts
<b>PA28 IFR</b>	<b>Cloud AGL</b>	<b>Visibility</b>	<b>Surface Wind (inc. gusts)</b>	<b>Crosswind (inc. gusts)</b>
Take-off	1000 ft	2 km	30 kts	17 kts
Landing	DA for approach (Note 2)	RVR for approach (Note 2)	30 kts	17 kts
Diversion	DA for approach (Note 2)	RVR for approach (Note 2)	30 kts	17 kts

Note 1 1500 ft Ceiling and 5km visibility is required for VFR flight within a CTZ without SVFR clearance, i.e. Coventry.

Note 2 Conditions must be suitable for next more restrictive approach than the actual approach being flown

### 3.4 Icing Conditions

**3.4.1.1** Flight into known icing conditions is prohibited in all School aircraft

**3.4.1.2** Only approved fluids supplied by the School shall be used for the de-icing of aircraft prior to flight.

### 3.5 Training Routes/Areas

#### 3.5.1 Aerodrome Opening Hours

Coventry Airport's opening hours can be accessed on the NATS AIP website.

#### 3.5.2 Starting and Taxiing Procedures

**3.5.2.1** The School's aircraft will normally be parked in designated slots on the grass parking area.

**3.5.2.2** Hand-swinging of propellers to start aircraft engines is not allowed on School aircraft or any aircraft on the Club property.

**3.5.2.3** No engines will be started up between the No Engine Start white line and the hangar doors.

**3.5.2.4** After each flight the PIC is responsible for leaving the aircraft with brakes on and if the plane is not due to fly for the rest of the day or if the weather conditions are adverse, with the control wheel secured with belts.

**3.5.2.5** If the plane has a hangar slot it is the PIC's responsibility to make sure the plane is safely parked and the hangar is secure.

**3.5.2.6** Taxiing should be at no more than a 'fast walking pace' or 10 knot

**3.5.2.7** Power checks should be carried out at an appropriate holding point or designated area with the aircraft into wind wherever possible.

### **3.5.3 Circuit Procedures for Coventry**

**3.5.3.1** Circuit altitude for fixed wing standard operations is 1300ft QNH (1000ft QFE).

**3.5.3.2** Bad weather circuit procedures; Bad weather circuits can be flown down to the circling minima of 830ft QNH (563ft QFE) in adverse weather conditions but for training purposes are assumed to be at 900ft QNH (600ft QFE) or as agreed with ATC.

**3.5.3.3** For Student First Solo Flight (Ex14) the Instructor should inform ATC of the intention before leaving the aircraft, then observe the flight from the ATC Tower or the Club.

### **3.5.4 VFR Circuit Departure**

Generally after take off, no turns should be made off departure track until 500ft AGL.

### **3.5.5 Noise Abatement**

VFR Aircraft should avoid overflight of the noise sensitive areas of Binley Woods and Ryton-on-Dunsmore (05 departures, 23 arrivals) and Stoneleigh (05 arrivals, 23 departures).

### **3.5.6 Local Flying Area**

General handling should be undertaken whenever practicable in the area shown in Chart extract at Appendix 1.

### **3.5.7 Cross Country Flying**

**3.5.7.1** Standard Cross-country Routes

The following routes are used throughout the PPL training syllabus:

- Dual navigation flight one; Coventry-Sywell- Leicester-Coventry
- Dual navigation flight two; Coventry-Gaydon-Moreton in Marsh-Banbury-Coventry
- Dual navigation flight three; Naseby -Chipping Warden-Coventry
- Solo Navigation flight one; Coventry-Silverstone-Coventry
- 80 nm cross county LAPL route to include Peterborough Conington airfield
- 150 nm cross country PPL route to include Peterborough Conington and Gloucester Airfields

**3.5.7.2** Main airfields to be used for training purposes:

- Leicester,
- Wellesbourne,
- Sywell,
- Peterborough Conington,
- Gloucestershire, □ Cranfield.

**3.5.7.3** Unlicensed Airfields

Any pilots wishing to land a school aircraft at an unlicensed airfield need to obtain prior permission from the HT.

### **3.5.8 Prohibited and Danger Areas**

- D213 13nm Kineton
- D129 33nm Weston on the Green

### **3.5.9 Circuit Rejoin Procedures**

A call to ATC Radar/Approach requesting join or rejoin should be made no later than the relevant VRP and in sufficient time for ATC to coordinate the aircraft's entry into the circuit from the local area.



Downwind, base leg and straight in approaches are all acceptable with ATC approval.

Overhead joins are not normally flown at Coventry due to the proximity of class D airspace.

#### **3.5.9.1 After Flight Procedures**

- a. Follow ATC instructions to specified parking areas.
- b. Shutting down and securing the aircraft properly is the responsibility of the PIC.

#### **3.5.9.2 Fuelling**

Fuelling should be carried out using either a bowser lorry when the aircraft is parked at the Club Apron or by taxiing to the fuel pump on the West Apron.

A valid receipt for fuel purchased on a landaway is required before the pilot of a School aircraft can be reimbursed.

## **4 Personnel Training**

### **4.1 Responsibilities**

The HT is responsible for the supervision of all Flight Instructors and the standardisation of all Flight Instruction. He/she is also responsible for maintaining appropriate records.

### **4.2 Initial Training**

Before commencing instructional duties all Flight Instructors are to

- a. Undergo a local area familiarisation/standardisation check flight with the HT or delegated deputy.
- b. Provide copies of current licences, ratings, medical certificate and logbook hours and then continually provide the necessary evidence that these ratings and medicals are up to date.

### **4.3 Continued Training**

#### **4.3.1 Standardisation Training**

Standardisation meetings will be held at the HT's request.

#### **4.3.2 Flight Instructor Proficiency Checks**

The HT may conduct checks on all Instructors and administer refresher training where required.

## **5 Additional Regulations Concerning the Hiring of School Aircraft**

**5.1.1.0** For all aircraft operated by the Club, all members who have had an accident or a serious violation within the previous 5 years, must report these to the HT and Ops Desk. This is an essential requirement for insurance, otherwise such members shall not be insured to fly the Club aircraft.

**5.1.1.1** All Club pilots when asked by a member of the Flight Instructor team, or member of the Committee shall provide licences, ratings, medical certificates, and logbooks as are necessary to prove the legality of the flight or that the flight can meet the conditions set out in this Operations Manual.

**5.1.1.2** A Flight Instructor or a member of the Committee, who has concerns about the legality or safety of any flight, can suspend that flight pending a final decision by the HT.

**5.1.1.3** The HT has the right to suspend any flight, or ground any pilot from flying School aircraft, or prevent pilots taking passengers in School aircraft. If requested an explanation for the decision shall be given in writing to the pilot in question within a reasonable period.

**5.1.1.4** Pilots who intend to fly School aircraft abroad require permission from the HT for their flight. Any fuel duty rebate from such flights will be claimed by the School not by the hirer.

**5.1.1.5** Should a returning flight in a School aircraft be delayed the PIC should inform the School as soon as possible.

**5.1.1.6** No portable electronic devices, including GPS, are to be used on student solo flights, unless authorised by a Flight Instructor.

**5.1.1.7** No video recordings are to be made during trial lessons or other training flights, except with the permission of the HT.

**5.1.1.8** Breaches of the regulations in this manual will normally be dealt with by the HT. The Club member has the right of appeal to Committee.

## 6 Appendix 1 – Local Flying Area

Chart showing Coventry Flying School's local flying area.

