

# CLENCH COMMON FLYING CLUB



## FLYING ORDER BOOK

2024

**This document must be read and signed by all licensed Club pilots when they first join and at the beginning of each subsequent calendar year. All student pilots must read and sign the document before flying solo.**

**Use of “Clench Common Airfield” and “GS Aviation Aero Club” membership presumes total acceptance of these orders.**

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**PLEASE SIGN AT THE BACK OF THIS BOOK (pages 16 + 17) TO SHOW YOU HAVE READ THE NEW ORDERS. FAILURE TO DO SO MAY INVALIDATE YOUR INSURANCE.**

## 1) PILOT LICENSES

- All pilots must know the extent of the privileges of their licence and fly within those privileges.
- It is the responsibility of the licence holder to ensure that they have a current Certificate of Experience and/or Test as appropriate – remember that NPPL holders must have at least 1 hour dual training signed off in their logbook and have their licence signed off **BEFORE** the re-validation date.
- The licence must be available for inspection by the Club if requested.
- All pilots **MUST** hold a Flight Radio Telephony Operators Licence (FRTOL) if they wish to operate an aircraft radio or transponder.
- All newly qualified pilots who are shareholders in G.S.A aircraft must complete a minimum of 10 hours post license flying either solo or with another qualified pilot prior to carrying non-licensed passengers.

## 2) PILOT HEALTH

- All licensed pilots and solo student pilots must be in possession of a valid medical certificate or declaration of health as required by their particular licence.
- It is the pilot's responsibility to ensure that the certificate/declaration is current.
- Pilots should only fly when in good health.
- Pilots should be aware of the side effects of some medication on their ability to operate the aircraft.
- The current regulations concerning alcohol and flying impose a limit that is one quarter of the allowed limit for driving a car in the UK.

In detail the prescribed limits are:

When acting as a pilot of an aircraft during flight:

- In the case of breath: 9 microgrammes of alcohol in 100 millilitres.
- In the case of blood: 20 milligrammes of alcohol in 100 millilitres.
- In the case of urine: 27 milligrammes of alcohol in 100 millilitres.

- It is suggested that no pilot or passenger should fly in an aircraft from this club site within ten hours of consuming any amount of alcohol.

### **3) INSURANCE**

- Students and club pilots, in their own aircraft, must have valid third party insurance for ground and flight operation of the aircraft.
- Club pilots, in their own aircraft, must have valid passenger insurance for ground and flight operation of the aircraft, unless flying solo only.
- Students and shareholders, flying in GSA aircraft, are covered by GSA Insurance. Please note that this does not include personal accident cover.
- The current EU minimums equate to £80,000 passenger insurance and £750,000 third party liability.

### **4) CHECK FLIGHTS**

- Solo students, licensed Club members and aircraft owners, who have not flown for the following combinations of hours and flight time must undergo a check flight with a GS Aviation instructor if:
  - Not flown for 28 days with a total of 50 hours P1 flying or less.
  - Not flown for 42 days with a total of 75 hours P1 flying or less.
  - Not flown for 56 days with a total of 100 hours P1 flying or less.
  - Not flown for 90 days a check flight is mandatory. Then 3 take off and landings solo must be completed prior to carrying a passenger.
- The student or Club member will be responsible for any cost incurred.
- GSA Shareholders - as per their agreement.

### **5) PASSENGERS**

- Pilots are reminded that the law requires that to carry a passenger the pilot must have carried out at least 3 take offs and landings as the sole manipulator of the controls of an aircraft of the same type within the previous 90 days.
- Pilots wishing to carry passengers are responsible for:
  - Briefing the passenger before flight as required by law.

## 6) LOG BOOKS

- ❑ The completion of flight records including pilot log books is required by law. Club members should note the following requirements:
- ❑ Aircraft HOBBS book **MUST** be completed with date, engine start and stop times as per HOBBS read out and in brackets the actual duration of engine time.
- ❑ Pilots are required to note down **ACTUAL** engine start and stop times and are to pay in accordance with this due to the unreliability of the HOBBS meters.
- ❑ Pilots should complete personal log books post flight showing training exercises carried out and passenger / instructor name as applicable.

## 7) CHARITY FLIGHTS

- ❑ It is only legal for payment to be made for flight in a microlight aircraft when the flight is an instructional or examination flight.
- ❑ Raffle and draw prizes where the winner has paid for a ticket are deemed to be public transport flights if the flight is not instructional or an examination. Public transport flights cannot be given in microlight aircraft.
- ❑ Charity flights are flights where money has been paid to a registered charity for the purpose of the flight and which would otherwise be considered to be aerial work. There are strict conditions applied to the conduct of charity flights, which are explained in an Aeronautical Information Circular. The circular can be read on the AIS web site at [www.ais.org.uk](http://www.ais.org.uk)

## 8) AIRCRAFT OPERATION

- ❑ Pilots must be in possession of aircraft manuals and have knowledge of the operational limits and required procedures. Please note x-wind and maximum wind figures in the Pilot Operators Handbook.
- ❑ Pilots must know the registration and airworthiness requirements for their aircraft and comply with them. Please be aware any aircraft flown outside of the aircraft limits will not be covered by insurance!

## 9) FLIGHT SAFETY

- It is the pilot's responsibility to always operate the aircraft in a safe manner. Pilots must not fly in a manner likely to endanger people, property or the aircraft.

## 10) WEATHER

- It is the pilot's responsibility to obtain weather forecasts for the route to be flown and destination airfields.
- Students must obtain authorisation for cross-country flights before take off.
- No aircraft may be flown unless the weather minimum with regard to licence and aircraft requirements can be complied with.

## 11) OPERATING HOURS – Clench Common Airfield

- Flights from Clench Common Airfield may only be made during the following times.
  - Take off: 08:00 Monday to Saturday, 10:00 Sunday/ Bank Holidays
  - Landing: 20:00 Monday to Saturday, 19:00 Sunday/ Bank Holidays
  - No circuit flying by club members or shareholders unless cleared by a GSA instructor.
  - **ANY AIRCRAFT TAKING OFF OR LANDING OUTSIDE OF THESE HOURS IS LIABLE FOR A £30 FINE!**
- All times are local and subject to VFR flight day only flight rules.

## 12) BOOKING OUT AND IN

- **Before all flights pilots are required to book out on the flight record sheet giving details of intended take off time, passengers name, exercise/destination airfield and flight category i.e D/S, S/H etc.**
- Following the flight pilots are required to book in on the flight record sheet giving details of landing time, **ACTUAL** duration and number of landings made at Clench Common Airfield. **FAILURE TO DO SO MAY INCURE A FINE OF £30!**

- ❑ Failure to book out or in may lead to missing aircraft not being noticed and aircraft safely in the hangar being reported as missing.

### **13) SOLO AUTHORISATION**

- ❑ Solo students may not fly unless authorised by an instructor and may only fly authorised exercises. A 'solo authorisation form' **MUST** be signed by an instructor and carried by the student.
- ❑ Student Pilots must have their booking entry countersigned by the authorising instructor before flight.

### **14) CLOTHING**

- ❑ Safety helmets must be worn at all times when in an open cockpit aircraft including during ground engine runs and taxiing for position.
- ❑ An exemption from this rule may be available for certain aircraft by agreement with the Chief Flying Instructor.
- ❑ Suitable clothing affording protection in the event of an aircraft tipping over must be worn at all times in aircraft. This includes gloves and full cover for arms and legs.
- ❑ Suitable shoes should be worn at all times in aircraft. Sandals have straps that make them unsuitable footwear.

### **15) SMOKING**

- ❑ Smoking is forbidden in or near the hangar or the fuel store.
- ❑ Smoking in or near aircraft is bad practice and dangerous.
- ❑ Smoking in all buildings is prohibited.

### **16) AIRCRAFT PREPARATION**

- ❑ All aircraft must be thoroughly checked and prepared before flight in accordance with manufacturers' manuals, the permit to fly conditions and air law requirements.
- ❑ Ref Doc:                    Aircraft manual.  
   Permit to Fly.

## 17) FUEL

- Aircraft may not be fuelled:
  - In the hangar.
  - Within ten metres of the hangar.
  - Whilst still running.
  - Whilst hot.
  - A drip tray must be used and any spillage reported.

## 18) STARTING ENGINES

- Engines **MUST NOT** be started or run:
  - In the hangar.
  - In congested areas.
  - Where propeller wash will cause a problem to other people or aircraft.
  - From outside the aircraft unless secured by trained persons and never with a passenger only in the aircraft.
  - When starting make sure that all harnesses are done up and all loose items are stowed, even on a 'warm up'.

## 19) TAXIING

- With consideration to the poor brakes often fitted to older microlights taxiing aircraft should not taxi above a jogging pace (5-7 mph).
- Taxiing aircraft should follow ground collision avoidance regulations.

## 20) NOISE SENSITIVE AREAS

- All flights **MUST** avoid noise sensitive areas as shown on the map posted in the clubhouse.



- ❑ Please make sure that you use entry / exit lanes as marked on the circuit map.

## 21) CIRCUIT PROCEDURES

- ❑ All pilots must follow the circuit pattern as displayed in the clubhouse. Standard overhead departure and overhead join are to be observed at all times.
- ❑ Aircraft leaving or joining the circuit must do so by the displayed routes.
- ❑ Remember that light aircraft and motor gliders usually fly longer circuits at a higher speed than microlights. All aircraft should keep station in the circuit and not overtake.
- ❑ If in doubt on approach or landing a pilot should execute a **GO AROUND** climbing to circuit height and clearing the runway centre line before rejoining the circuit on the crosswind leg.
- ❑ No aircraft is to orbit in the circuit.
- ❑ No turns after take off may be made below 300 feet unless for cross wind considerations or to avoid noise sensitive areas.

## 22) LOCAL AREA FLYING

- ❑ Aircraft should be flown at least 1000 feet above ground level when operating in the local area unless carrying out forced landing practice in a designated area or landing at another airfield. Please avoid the village of Wootton Rivers below Martinsell Hill.
- ❑ Stall and unusual attitude training should be flown to ensure recovery is achieved above 1000 feet above ground level.
- ❑ When flying in the local area pilots should remember that there may be an intensity of traffic around the airfield and should spend as little time as possible there.
- ❑ Local avoidance areas are marked on the local map.

## 23) LOW FLYING

- ❑ Low flying rules must always be observed. Any flights below 500 feet above ground level within 10 miles of the airfield must be reported to the Chief Flying Instructor on landing.

- Practice forced landings may only be made with specific authorisation from the Chief Flying Instructor and in authorised areas.

## **24) UNCERTAIN OF POSITION / LOST PROCEDURE**

- A pilot who is uncertain of position during flight in the local area should call:
  - Boscombe ZONE on 126.700 and request radar help, or
  - Brize RADAR 124.275 or
  - NATS Distress and Diversion (London Centre) on 121.500
  
- A pilot who is lost on a cross-country flight should contact:
  - NATS Distress and Diversion (London Centre) on 121.500

## **25) STUDENT PILOTS LANDING OUT**

- Student pilots landing anywhere other than the planned destination must not take off again without first informing the authorising instructor of the circumstances of the landing.

## **26) AIRSPACE INFRINGEMENTS**

- Any airspace infringements must be reported to the Chief Flying Instructor on landing.

## **27) AIRPROX**

- Airprox reports should be made on landing to the Chief Flying Instructor and an Air Traffic Control Centre.
  
- A written report on form CA 1094 must be completed within 7 days.

## **28) ACCIDENTS and INCIDENTS**

- All accidents and incidents must be reported to the Chief Flying Instructor in writing.

- Notifiable accidents must be reported to the AAIB on 01252 512299, the local police and should be reported to BMAA on 01869 338888.

## 29) COMMUNICATIONS

- All aircraft to operate on 'Clench Radio' on 119.305
- Any aircraft wishing to operate **NON RADIO** will need to check with an instructor whether it is safe to do so and permission will be given at the instructor's discretion.
- Prior to departure all aircraft must have carried out a satisfactory radio check on 119.305. If no response is heard from either the ground station or another aircraft then blind transmissions to 'Clench Traffic' must be made.
- All inbound aircraft must be below 3000' AGL and within 10NM radius of Clench prior to calling on the radio.
- Anyone using an aircraft radio or ground station radio **MUST** have the appropriate licence to do so.

## 30) BREACH OF ORDERS

- **ANY BREACH OF ORDERS OR BEHAVIOUR LIKELY TO BRING THE MICROLIGHT CLUB INTO DISREPUTE WILL CAUSE LOSS OF MEMBERSHIP PRIVILEGES AT THE DISCRETION OF THE CHIEF FLYING INSTRUCTOR.**

## 31) JOINING / DEPARTING PROCEDURES

A number of 'extraordinary' joins and departures have been observed recently which breached our 'no fly' zones and/or contravened either air law or general best practices for joining and departing from an airfield.

Accordingly these procedures now form part of the Flying Orders for Clench Common Airfield and are to be adhered to by all pilots using the airfield.

The no-fly areas are:-

- a) Wernham Farm and Merryfield Farm to the North of the airfield
- b) All of the dwellings to the West of the airfield including the Farmhouse and the stables in the field at the end of rwy 25

- c) Wootton Rivers village (south of the airfield)
- d) The house in the South East corner of the circuit (Park Farm) – circuits should be made inside of this property in all directions.

These are marked in RED on the following map (page 13) along with the acceptable joining/departing directions (in Green).

Departures should be made **AT** 1000' AGL (i.e. on QFE) and 1000' should be maintained until well clear of the circuit. Unless your planning takes account of a different position, departures should be made overhead the runway intersection.

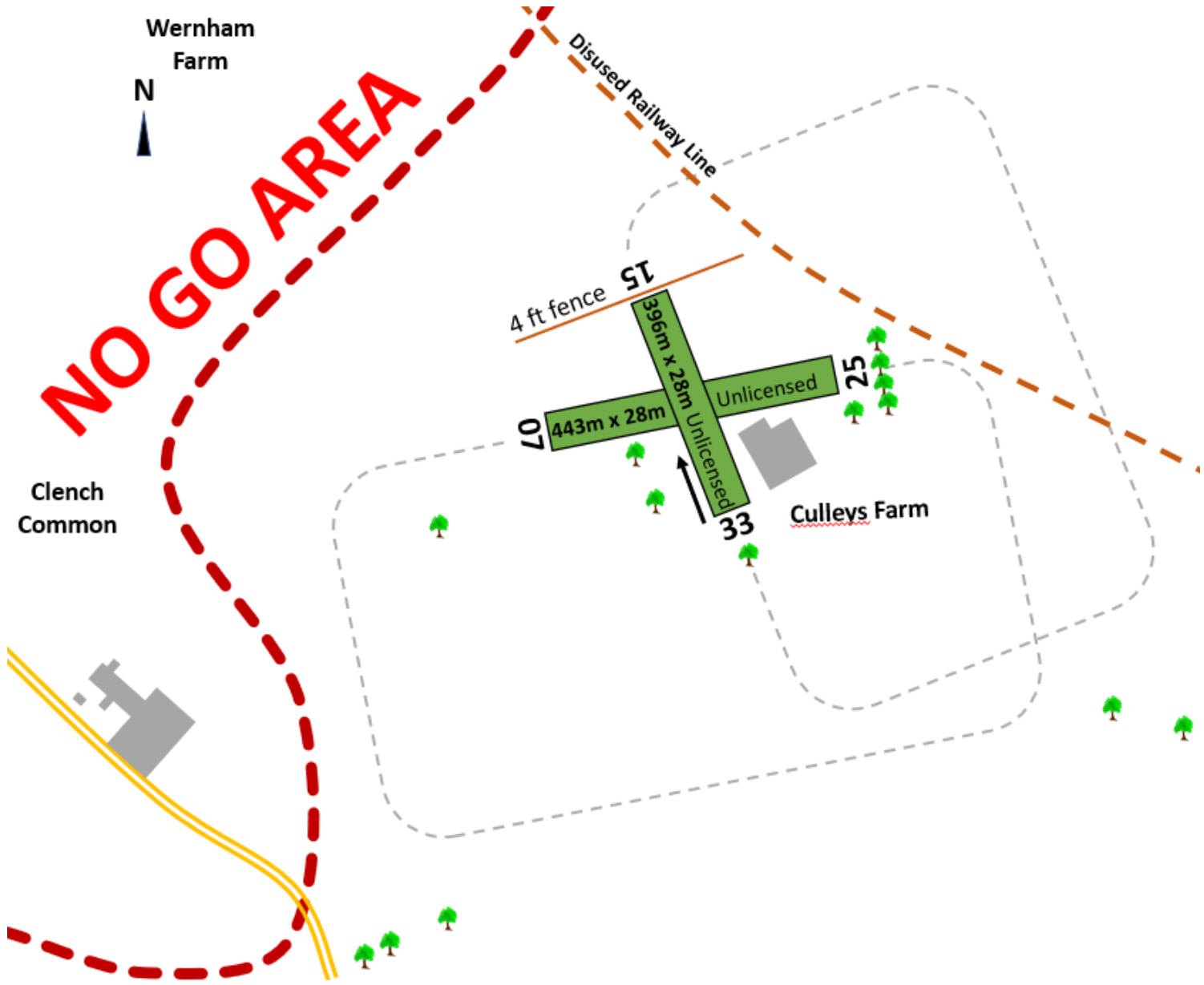
Joins should generally be made overhead and should be at 1500' AGL with descent made on the 'dead side' with all turns made in the direction of the circuit being used at the time. If you approach on the 'dead side' it is acceptable for your descent to circuit height to be made during your approach as long as 'no fly' zones are respected and turns near to the circuit are made in the circuit direction.

Joining downwind, base leg or long final is **ONLY** acceptable in low cloud base situations and as long as you do not interfere with the path of any aircraft already established in the circuit. If you have not received instruction in these techniques you should discuss the various joins with an instructor BEFORE you attempt them.

**UNDER NO CIRCUMSTANCES** is it acceptable for you to be descending into or above the 'live' circuit. This practice is dangerous since you have no visibility below your aircraft and aircraft climbing out will be climbing in this precise area – joins into the circuit are to be made at EXACTLY 500' AGL (with QFE Set). If you find you are too high to join you should continue to descend parallel to the runway, and on the deadside, until you are at the correct height (this, however, does not exempt you from the 'no fly' areas).

Flights over Marlborough, whilst now legal, should not be conducted below 1000' above Clench Common (i.e. 1000' QFE). 'Loitering' over the town is not acceptable. A direct approach from Marlborough on a track of 180 degrees is acceptable.





## 32) HANGAR PROCEDURES

Since the vast majority of aircraft are now hangered, it is important to have a list of 'musts and must nots' in and around the hangars. Can all members please ensure that these are adhered to at all times for the safety of everyone and the aircraft concerned.

### **MUST:**

- When opening the hangars, ensure that the pins are stacked in a pile at one end.
- Ensure that the door is tied back using the rope attached to the inside of the hangar, this prevents the doors from flapping in the wind and potentially damaging them.
- Be extremely careful when pulling aircraft out and pushing aircraft in to ensure the wings do not touch the door frames or any other aircraft within the hangar.
- When closing the hangars, ensure the straps are ratcheted enough so that a decent amount of tension is held, this will stop the doors 'banging' back and forth in the wind. It has been noticed that in the past doors are often not ratcheted 'tight' enough.
- Ensure the pins are all inserted once the doors are ratcheted closed.
- Only start an aircraft once it is facing at 90 degrees to the hangar doors and towards runway 33/15.
- Only shutdown an aircraft whilst it is facing at 90 degrees to the hangar doors and towards the field beyond the hangars.
- Pull an aircraft off the hard standing and onto the grass prior to starting.

### **MUST NOT:**

- Store any fuel inside the hangar in cans.
- Use the hangar as a storage site, a box with tools is fine but please be sensible.
- Leave any aircraft with the wheel brakes locked on, chocks are available if necessary.

- Start an aircraft inside the hangars.
- Start an aircraft in a position where the prop wash is going to blow into the hangars or doors.
- Shutdown an aircraft facing into the hangars.
- Start an aircraft on the hard standing due to gravel being picked up by the prop.

### **33) SECURING AIRCRAFT AND FACILITIES**

Please ensure that all GS Aviation aircraft are left **CHOCKED** in the hangar, brakes **OFF**, doors **LOCKED** and pitot covers **ON**.

Please also remember to fill in the Hobbs book accurately with the **DATE**, Hobbs **START** and **STOP** times, the **DURATION** from the stop watch and the pilot's name.

It is the responsibility of the last person on the airfield to lock the clubhouse and fuel store. **PLEASE** remember to do so.

If you happen to damage any aircraft in the hangars or anywhere on the airfield you **MUST** report it to a member of GSA staff. Any damage caused will be investigated.



Sign below to show you have read and fully understand the orders in this book.

Non-compliance could result in a fine or other sanction.

NAME	SIGNED	DATE

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