

Northrepps Aerodrome

FLYING ORDER BOOK – 2018



This document must be read and signed by all 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 "Northrepps Aerodrome" and "Northrepps Aero Club membership" implies total acceptance of these orders.

All Visitors to Northrepps Aerodrome should have knowledge of these orders and abide by them.

Date	Type of Amendment Made
06/06/18	Charity Flights amended

NEW ORDERS WILL BE MARKED (*) AND DATED.

PLEASE SIGN THE REGISTER YOU HAVE READ AND AGREE TO ACCEPT ALL THE FLYING ORDERS.

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1. Pilot Licenses

- All pilots must know the extent of the privileges of their license and fly within those privileges.
- It is the responsibility of the license holder to ensure that they have a correctly validated license, current Certificate of Experience, or Test as appropriate.
- The license must be available for inspection by the Club if requested.
- All pilots must hold an appropriate licence if they wish to operate an aircraft radio.

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 license.
- 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. The prescribed limits when acting as a pilot of an aircraft during flight are:
 - In the case of breath: 9 micrograms of alcohol in 100 millilitres.
 - In the case of blood: 20 milligrams of alcohol in 100 millilitres.
 - In the case of urine: 27 milligrams of alcohol in 100 millilitres.
- It is suggested that no pilot or passenger should fly in an aircraft from this airfield within ten hours of consuming any amount of alcohol.

3. Insurance

- Solo students, club pilots and visiting pilots must have valid third party insurance for ground and flight operation of the aircraft. Evidence of Insurance must be produced if requested by Airfield Operator or Airfield Manager or any authorized person.
- Club pilots must have valid passenger insurance for ground and flight operation of the aircraft, unless flying solo only.
- The current EU minimums equate to £80,000 passenger insurance and £750,000 third party liability
- Hangar residents must have their own 'Hull ground/storage' insurance.
- Any claim against the airfields liability insurance incurs a £500 excess(per aircraft) which is payable by the aircrafts owner in the event of any claim.

4. 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.

5. Log Books

- The completion of flight records including pilot log books is required by law. Club members should note the following requirements:
 - Pilots should complete log books post flight showing training exercises carried out and passenger/instructor name as applicable.
 - Log books must be kept for a minimum of 2 years after the date of the last entry.

6. Charity Flights

- Charity flights must comply with current legislation and can only be flown from Northrepps Aerodrome with explicit prior permission of the management.

7. Aircraft Operation

- Pilots must be in possession of aircraft manuals and have knowledge of the operational limits and required procedures.
- Pilots must know the registration and airworthiness requirements for their aircraft and comply with them.

8. Flight Safety

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

9. 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.

10. Operating Hours & Training Limitations

- Flights from Northrepps Aerodrome may only be made during the following times.
 - Take off: 0730 to 2000*
 - Landing: 0730 to 2000*
 - No circuit flying training after 1830*
 - No circuit flying training on Sundays & Public Bank Holidays
 - Circuit flying training not to exceed 4 hours on any one day
 - Only one aircraft at any one time to participate in circuit training
- Note: (*) All times are local and apply to ALL aircraft types & models.

11. Booking Out & In

- Before all flights pilots are required to book out in the Movements Book giving details of registration mark, aircraft type, date, take off time, passengers, area to be flown in, and destination airfield.
- Following any flight pilots are required to book in on the Movements Book giving details of registration mark, aircraft type, date, arrival time, passengers, and airfield departed from.
- Failure to book out or in may lead to missing aircraft not being noticed and aircraft safely in the hangar being reported as missing. Details are regularly inspected by the U.K. Border Agency and local authority.

12. Solo Authorisation

- Solo students may not fly unless authorised by an instructor and may only fly authorised exercises.

13. 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 Airfield Operator.

14. Smoking

- Smoking is forbidden in or near the hangars or fuel stores.
- Smoking is forbidden anywhere on the apron.
- Smokers must not dispose of cigarette ends on the ground. Use bins!

15. Aircraft Preparation

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

16. Fuel

- Aircraft may not be fuelled:
 - In the hangars.
 - Within five metres of the hangar doors.
 - Within five metres of the public viewing areas, camping and parking areas.

- Whilst still running.
- Whilst hot.
- All Fuel to be paid for at time of dispensing. Cash only. Current price per litre displayed in Control Tower.

17. Starting Engines

- Engines must not be started or run:
 - In the hangar.
 - In congested areas.
 - Outside the hangar where propeller wash will go into the hangar door.
 - 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 seated in the aircraft
 - When aircraft pointing at other aircraft or towards public/parking or camping areas.

18. Taxiing

- With consideration to the poor brakes often fitted, taxiing aircraft should not taxi above a fast walking pace.
- Taxiing aircraft should follow ground collision avoidance regulations.

19. Noise Sensitive Areas

- All flights must avoid noise sensitive areas as shown on charts displayed in the Control Tower.
- Special consideration must be paid to the North Norfolk Bird Sanctuaries and Coastal area as displayed on charts in the Control Tower. Speak to airfield management if unsure of where sensitive areas are.
- Compulsory Club Member avoidance area Southrepps Church for One mile radius.

20. Circuit Procedures

- All pilots must follow the circuit pattern as described on 'Airfield Plate'. Runways 22 & 15 are Left Hand, Runways 04 & 33 are Right Hand.
- When using runway 15/33 particular attention should be given to the Model Flying area.
- Aircraft should not line up on runway 33 until ready for immediate departure as once lined up, any Model aircraft flyers will then either stop flying or move any airborne models away from active runway.
- 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 re-joining the circuit on the crosswind leg.
- No aircraft is to orbit in the circuit.
- Airfield is used by non-radio aircraft, therefore always observe correct circuit procedure whilst keeping an 'all-round' look out.
- No turns after take-off may be made below 300 feet unless for cross wind considerations.
- All Pilots of aircraft that do not use runways (Paramotors/Modellers) must have knowledge of circuit patterns and procedures. Ignorance is no excuse for an accident.

21. 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.
- 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 is an intensity of traffic in this area above neighbouring villages and spend as little time as possible in it.
- Local avoidance areas are marked on charts in the Control Tower.
- All aircraft flying in local area/circuit must monitor airfield radio frequency.
- Only one Paramotor to fly in circuit/above field at any one time.
- All aircraft to observe and comply with circuit pattern procedures. Aircraft must avoid model flying area and not overfly farmyard buildings.
- All aircraft must avoid overflying Southrepps and Thorpe Market.

22. Low Flying

- Low flying rules must be observed at all times. Any flights below 500 feet above ground level within 10 miles of the airfield must be reported to the Airfield Operator on landing.

- Practice forced landings may only be made with specific authorisation from the Flying Instructor and in areas safe to do so. The 500ft rule should be complied with at all times.

23. Airspace Infringements

- Any airspace infringements must be reported to the Airfield Operator on landing.

24. Airprox

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

25. Accidents and Incidents

- All accidents and incidents must be reported to the Airfield Operator in writing.
- Notifiable accidents must be reported to the AAIB on 01252 512299 and Microlight incidents should also be reported to the BMAA on 01869 338888

26. Breach of Orders

ANY BREACH OF ORDERS OR BEHAVIOUR LIKELY TO BRING NORTHREPPS AERODROME or NORTHREPPS AERO CLUB INTO DISREPUTE WILL CAUSE LOSS OF MEMBERSHIP PRIVILAGES AND USE OF THE AIRFIELD AT THE DISCRETION OF THE AIRFIELD OPERATOR

27. Paramotors

- All persons regularly using the airfield for take-off/landing of Paramotors MUST be current members of Northrepps Aero Club.
- Visiting Paramotor Pilots can only use the airfield for take-off/landing, ground handling and engine runs with express permission of the airfield owner/manager following acceptable production of proof of name and address and liability insurance.
- All Paramotor Departures/Arrivals must be recorded in Movements book.
- Flying times for Paramotors restricted to 07:30 - 20:00 Monday to Thursday, 08:30 - 18:30 Friday/Saturday/Sunday & Bank Holidays.

28. Hangar Residents/Storage

- A copy of the 'Hangar Rules' are available on request and should be read/understood/agreed with by ALL owners of aircraft/equipment stored in the hangars.

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