

# Central Otago Flying Club - Flight and Airfield operations manual

1.	1 INTRODUCTION.....	3
1.1.	Overview.....	3
1.2.	Location.....	3
1.3.	The Club Committee.....	3
2.	OPERATIONS.....	3
2.1.	Flight Instructors.....	3
2.2.	Chief Flying Instructor (CFI).....	3
2.3.	Maintenance Officer's (MO).....	3
2.4.	Flight Operations.....	3
2.5.	Safety Officers.....	4
2.6.	Operated by Volunteers.....	4
3.	GENERAL OPERATIONAL POLICIES.....	4
3.1.	Access to the operational areas.....	4
3.2.	Public viewing.....	4
3.3.	Boarding and Deplaning.....	4
3.4.	Club premises security & safety.....	4
3.5.	Suspicious activity.....	5
3.6.	Membership.....	5
4.	AIRCRAFT OPERATIONAL POLICIES.....	5
4.1.	Currency.....	5
4.2.	Flight Log.....	5
4.3.	Requirements to Fly an Aircraft.....	5
4.4.	Fuelling Procedures.....	5
4.5.	Oil Check and Top-up.....	6
4.6.	Smoking.....	6
4.7.	Engine Starting.....	6
4.8.	Securing Aircraft Doors.....	6
4.9.	Taxi Procedures.....	6
4.10.	Parking and Securing Aircraft.....	6
4.11.	Aircraft Flight Log.....	7
4.12.	Aircraft Insurance.....	7
4.13.	Unauthorised Instruction.....	7
4.14.	Flights for Hire or Reward.....	7
4.15.	Trial Flights.....	7
4.16.	Aircraft Maintenance at the Club.....	7
4.17.	Aircraft Maintenance away from Base.....	7
4.18.	Right to Refuse Aircraft Use.....	7
4.19.	Clothing Recommendations.....	7
4.20.	Airmanship.....	7
5.	IN-FLIGHT OPERATIONS.....	8
5.1.	Aerodrome Requirements.....	8
5.2.	Pre-flight Actions.....	8
5.3.	Fuel Reserves.....	8

5.4.	Noise Abatement .....	8
5.5.	Minimum Safe Altitudes .....	8
5.6.	Use of Low Flying Zones .....	8
5.7.	Simulated Engine Failures.....	8
5.8.	Formation Flying .....	8
5.9.	Spins .....	8
5.10.	Aerobatics.....	8
5.11.	Over Water Operations .....	9
5.12.	Flight into Known Icing and Poor Weather Conditions .....	9
5.13.	Wake Turbulence.....	9
6.	NOVICE / STUDENT PILOTS .....	9
6.1.	General Policies.....	9
6.2.	Student Check-in Time.....	9
6.3.	Training Areas.....	9
6.4.	Passengers on Solo Flights.....	9
7.	AIRCRAFT BOOKING AND SCHEDULING .....	9
7.1.	Online Aircraft Booking System .....	9
7.2.	Booking Guidelines.....	9
7.3.	Rental Minimums .....	9
8.	SAFETY PROGRAMME .....	10
8.1.	Introduction.....	10
8.2.	Authority and Responsibility .....	10
8.3.	Reporting Accidents and Incidents .....	10
8.4.	Comments and Feedback Logbook.....	10
8.5.	Notification Procedure.....	10
8.6.	Civil Aviation Authority Notification .....	11
8.7.	What to do at an Accident Scene.....	11
8.8.	What is an Accident or Incident? .....	11
8.9.	Miscellaneous Events.....	11
9.	CONCLUSION.....	12
10.	APPENDIX A - CAA ACCIDENT CHECKLIST.....	12

# 1 INTRODUCTION

## 1.1 Overview

The purpose of the Flight Operations Manual is to outline the policies and procedures of the Central Otago Flying Club (COFC) as it relates to flying operations. All flying members, licensed pilots and novice pilots (students) are expected to read and abide by 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 any:

- COFC rules
- Applicable aircraft flight/pilot's manual
- Aircraft checklists
- CAA Act 2023 and CAA Rules

## 1.2 Location

The COFC is located at: Alexandra Airport, 166 Coates Road, Alexandra 9320, New Zealand

The postal address is: PO Box 159, Alexandra

The contact details regarding aircraft operation are the COFC Safety Officer's in the first instance followed by any member of the committee.

## 1.3 The Club Committee

The committee are responsible for overseeing all administration operations at the COFC. They are available for any suggestions, concerns, or complaints. The current committee are:

- President / Safety Officer - Kurt Verduyn – 027 300 9787
- Secretary - Quinton Wicks – 021 443 315
- Treasurer - Brent Wilson – 027 450 3008
- Club Captain - Hamish Jopp – 027 467 0732
- Maintenance Officer / Safety Officer - Russell Anderson – 027 237 9668
- Maintenance Officer - Gary Wilson – 027 234 9432
- Committee - David Burke – 027 437 4696
- Committee – David Mitchell – 027 221 3689
- Committee – Alisdair Au-Yong – 021 757 115
- Committee – Norman Stapelberg – 021 060 7136

# 2 OPERATIONS

## 2.1 Flight Instructors

Flight Instructors are responsible for conducting ground and flight training in a professional and courteous manner.

The COFC does not employ any of its instructors, the instructors listed below have signed a formal Deed of Delegation recognizing them as Agents for the Club and authorizing them to Act for the Insured approving duly licensed pilots (including PIC responsibility for ab initio and student pilots) for the purposes of ensuring we meet our insurance obligations and capturing the details of their ratings and any restrictions.

- NICK TAYLOR - B-CAT **COFC CFI** - 021 428 392 - [taylorcb@hotmail.com](mailto:taylorcb@hotmail.com)
- CHRIS WOOD - C-CAT - 027 8207 198 - [chris@woodconsulting.nz](mailto:chris@woodconsulting.nz)
- Yuri Yoshikawa - C-CAT - 021 208 6926 - [yuri1231neko@gmail.com](mailto:yuri1231neko@gmail.com)

## 2.2 Chief Flight Instructor (CFI)

The Chief Flight Instructor is responsible for managing initial check rides and documentation inspections on behalf of the COFC.

Nick Taylor or any of his delegated instructors can carry out this process.

## 2.3 Maintenance Officer's (MO)

The Maintenance Officer's are responsible for managing the routine and incidental maintenance of Club aircraft in conjunction with other skilled club members. Annual / regular inspections and major maintenance will be carried out under the direction of the Maintenance Officer by professional aircraft maintainers.

- Russell Anderson – 027 237 9668
- Gary Wilson – 027 234 9432

## 2.4 Flight Operations

The Safety Officers are responsible for managing all aspects of Aircraft Operation in consultation with the CFI and Instructors.

A Flight Operations decision on any flight or aircraft operation matter is final. If you do not agree with any decision made by this group, you may appeal that decision by making a formal written appeal to the committee. The committee will consider that appeal. This may include inter-alia peer review, independent suitably qualified advice and advice from regulating bodies. Whilst this review is in progress the decision in question will remain in force.

## **2.5 Safety Officers**

The Safety Officers are responsible for managing all aspects of Safety in the Club's operation. The Safety Officers are appointed by the COFC Committee. The Safety Officers are:

- Kurt Verduyn – 027 300 9787
- Russell Anderson – 027 237 9668

The Safety Officers' decision on any safety matter is final. If you do not agree with any decision made by the Safety Officers, you may appeal that decision by making a formal written appeal to the committee. The committee will consider that appeal. This may include inter-alia peer review, independent suitably qualified advice and advice from regulating bodies. Whilst this review is in progress the decision in question will remain in force.

## **2.6 Operated by Volunteers**

The operation of the COFC is based on voluntary work performed by our members, the COFC does not have any employees.

# **3 GENERAL OPERATIONAL POLICIES**

## **3.1 Access to the operational areas of the COFC**

- 3.1.1 The operational area of the COFC is defined by a fence surrounding the aprons, access roads, and airfield, with clearly marked & signed access gates, warning all persons of the operational nature of the area.
- 3.1.2 No persons are allowed on the airfield, excepting for legitimate business, or in the company of a pilot.
- 3.1.3 The apron areas in front of the hangars are potentially hazardous and safety must be the prime consideration when conducting activities in these areas. People walking on the apron are required 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. Running is prohibited on the apron at all times unless it is imperative for personal safety.
- 3.1.4 The runways and taxiways are not to be entered, except for aircraft operations.

## **3.2 Public viewing**

Only flying pilots and their passengers are allowed within the fence separating aircraft operational areas. No other members of the public, family or friends are allowed beyond the fences. Public viewing areas are available from the car park, and the fenced area to the side of the airport terminal.

## **3.3 Boarding and Deplaning**

Because of the inherent danger associated with spinning propellers, no one will approach, board, or deplane from a COFC aircraft with the engine running, unless the type requires starting before boarding.

## **3.4 Club Premises Security & Safety**

### **Security:**

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

- Switch all lights off
- Turning any heaters off
- Ensuring the pot belly is left in a nonhazardous state.
- Close all internal doors
- Close and lock the Clubroom door
- Ensuring the hangar doors are securely closed

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

### **Safety:**

- Fire in the clubrooms – call the Fire Service
  - Extinguishers are placed
    - In the office
    - In the kitchen
  - Gather outside beside the terminal building at a safe distance and await the all-clear from Fire Service.
- Fire in the hangars
  - Vacate the hangar, and gather in the car park by the terminal building
  - Be aware of the possibility of fuel fires
  - Extinguishers are placed:
    - In the hangar.

### 3.5 Suspicious Activity

Any member who observes any suspicious activity is encouraged to report it to any Committee member as soon as possible.

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.

### 3.6 Membership

Any person who hires a club owned or leased aircraft is required to be a member of the club.

Any person who stores an aircraft in the club hangar (other than a short duration approved by the committee) is required to be a member of the club.

Trail flights are permitted for the purposes outlined below in section 4.15. Once a person has carried out a single trial flight, they are required to be club members before they can continue training or carry out another trial flight.

Any person carrying out a BFR or other flight training activates IE, foreign conversion, mountain flying, type rating are required to be members of the club.

Membership approval must be granted before any flight training activities can be conducted. This includes submitting the application form, making the relevant payment and completing the "Membership information form".

Membership applications can be progressed rapidly if the information noted above is submitted in its entirety.

Members who do not fill in the "Membership information form" may have their access to the booking app and therefore hire of club aircraft suspended until the required information is received.

It is imperative the COFC hold accurate contact and emergency contact information for all of its members at any one time.

#### Current subscriptions are

- Full Flying member - \$200
- Associate / Short term maximum duration of 1 month - \$100
- Student still enrolled at school – Free

Flying members joining between 1<sup>st</sup> October and 31<sup>st</sup> December are charged - \$100 (Half Subscription)

Flying members joining after 1<sup>st</sup> January are charged - \$200 (Full rate) for the year

## 4 AIRCRAFT OPERATIONAL POLICIES

### 4.1 Currency

In the interests of safety, the COFC has a so-called '90-day policy'. This specifies that any pilot who would like to take an aircraft to go flying and has not flown as PIC within the preceding 90 days, will be required to obtain clearance from an instructor prior to their flight. Note this is over and above the CAA 90 day rule in that a pilot cannot exercise their PnC responsibilities without 3 take offs and landings on type, or an instructor check.

### 4.2 Flight Log

#### Before a flight all pilots are required to

4.2.1. Book the flight on our app, "Wee Share", including the pilot's name, passengers' names, and flight details (destination/intentions).

4.2.2. Complete details of the flight on the correct form available in the clubroom on the counter. This should include expected return time and passenger details and operating area/route.

#### Upon completion of each flight, pilots are required to fill out

4.2.3. the Aircraft Log (in glove box) - "Air switch time"

4.2.4. Aircraft tech log (in seat pocket) - "Tacho time"

4.2.5. Run sheet (in clubrooms) - "Tacho time"

4.2.5. Complete and close out the information form in the clubroom references above in 4.2.2

#### In undertaking a flight in Club aircraft, the Pilot in command agrees to the following listed conditions

- I undertake to abide by the Civil Aviation Act, all CAA Parts, NZAIP and its supplements, by all Central Otago Flying Club orders whether permanent or temporary.
- While in command of an aircraft operated by the COFC, I agree to behave in a safe responsible manner and not do anything that may cause damage to any property owned, operated or leased by the COFC, or damage to any other property whatsoever.
- I also understand that the COFC will not be responsible to me or my dependents or any other person for any injury or damage which happens to me or my dependents or any other person for any injury or damage.
- I also understand that the COFC will not be responsible for any damage which may be done to my property while I am flying in any aircraft owned, operated or leased by the COFC.
- I also understand that should I breach the Civil Aviation Act, or CAA rules, the NZAIP and its supplements, or the COFC

orders as described in paragraph 1 above, or any conditions imposed by the Chief Flying Instructor or his nominee, or a Safety officer, (except in an emergency) then I will pay the COFC any moneys which the COFC may be liable to pay to any other person including compensation for the complete loss of property owned, operated or leased by the COFC where to my actions full or partial insurance is declined.

- I acknowledge that if I do not behave responsibly and cause damage of any kind indicated as part of any losses, I may have to make good to the COFC including any legal expenses the COFC may have to pay to resolve the problem.
- I agree that the payment for flying is due by the 20<sup>th</sup> of the following month of the flight being completed. Where debt collection agency costs, legal and other costs arising from the collection of any outstanding debt, a debt collection agency is also entitled to recover such additional cost from me. In consideration of your providing aircraft hire or flight/training services to me I agree to be bound by the terms of this agreement hereof.

#### 4.3 Requirements to Fly an Aircraft

Any pilot acting as pilot in charge of any COFC's aircraft must satisfy the following requirements:

- Be a paid-up member of the COFC (or within the timeframes noted above).
- Have had a check ride completed by the CFI (new members with existing licenses)
- Hold the appropriate CAA Part 61 PPL (A) or above
- Hold appropriate ratings for the specific aircraft to be operated.
- Hold a current medical certificate.
- Comply with the club's '90 days' policy (refer to paragraph 4.1).
- Have booked the flight on the "Wee Share" app noting passenger details, NOK, flight details and intentions.
- Have completed the flight details on the appropriate form.
- Have a flight following arranged for cross country flights.
- Have accessed all appropriate weather information and only conduct operations in accordance with aircraft type and pilots' ratings.
- 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 aircraft flight log.
- Have completed a thorough pre-flight check in accordance with the approved checklist.

#### 4.4 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 to be at the fuel bowsers.

Follow these procedures when refuelling aircraft:

1. Shut off the engine, turn master switch off, turn ignitions/magnetos off.
2. Locate the fire extinguisher and make sure you know how to use it.
3. **No smoking or any open flames.** Keep phones or portable transmitting devices clear of the refuelling area.
4. Connect the electrical bonding wire to an approved bonding point on the aircraft. The exhaust pipe is often acceptable.
5. Get a ladder if you can't easily reach the tanks.
6. Get the pump going using the correct swipe card.
7. Lay out the fuel hose so that you can reach all tanks easily.
8. Remove the fuel cap.
9. Before dispensing any fuel make contact between the fuel nozzle and the metal tank to remove any residual static charge. Keep the nozzle in contact with the tank while dispensing the avgas. Ensure the heel of the nozzle does not come in contact with the wing surface, which could cause damage.
10. Don't overfill the tanks (about 2-3 cm below the rim), avoid any spillage.
11. Put everything back.
12. Do a fuel test after the fuel has settled in the tanks.
13. Enter the relevant details including pilots name, date and fuel QTY added to the machine in the log book found in the glove compartment.

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 inform a Safety Officer for investigation. Continue to sample the fuel until no more impurities are present.

There are Fuel Cards available for each COFC airplane for the purchase of fuel. These cards can be used in the event that you need to purchase fuel away from Alexandra Airfield. Should you need to purchase fuel yourself, keep your receipt and pass it on to our treasurer on your return, who will reimburse you.

Refuelling can be hazardous. Always ensure your safety and the safety of those around you.

#### 4.5 Oil Check and Top-up

When checking the oil level, if there is sufficient oil showing on the dipstick nothing else needs to be done. If however there is a low oil reading showing on the dipstick you should add oil and record this in the aircraft logbook that can be found in the glove box. Ensure the correct oil grade is used. If unsure contact the Maintenance officers.

Overfilling the oil may result in serious engine damage.

The min operating oil level for each machine is 2 quats

#### **4.6 Smoking**

The COFC operates a no smoking policy and smoking is strictly prohibited in all areas of the hangars and within 10 meters of any aircraft.

#### **4.7 Engine Starting**

Before starting any engine on the apron, all pilots must verify that the propeller area is clear of loose material or objects, including the propeller blast area behind the aircraft. Immediately before starting pilots are asked to announce "All Clear" in a loud voice. Additionally, if another aircraft is being fueled within 15m of the aircraft, engine start should be delayed until their operation has been completed.

In case the engine does not start within 2 or 3 attempts, DO NOT keep starting the engine as it may result in flooding and the risk of damaging the engine's starter-motor.

All pilots are prohibited from hand starting any COFC associated aircraft. If there is any problem in starting any aircraft, please notify the Maintenance officers.

#### **4.8 Securing Aircraft Doors**

During starting and ground operations aircraft doors are susceptible to damage if they are not properly secured. To prevent damage to the door stop mechanism, we ask that you close the doors before engine start and during ground operations.

#### **4.9 Taxi Procedures**

The speed limit of a safe taxi operation always depends on the environment. In congested areas, such as the apron, the appropriate speed should be comparable to a brisk walk. In less congested areas, the appropriate taxi speed is that which gives the pilot safe, positive control at all times.

#### **4.10 Parking and Securing Aircraft**

When parking aircraft (either on the apron or elsewhere), pilots should exercise extreme caution to ensure adequate clearance between aircraft, vehicles and buildings.

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. This also includes securing the aircraft controls from any gusts or slipstream etc.

Aircraft specific tie downs are in XPD and should be taken on any cross-country flight. Tie down locations are noted in the Pilots Operating Handbook.

Don't forget to:

- Set the park brake.
- All electrical switches, including masters and ignition switches should be turned off.
- Switch off Avionics.
- Secure the control column.
- Recover any foreign objects dropped inside the aircraft.
- Remove all rubbish and personal items from the aircraft.
- Close all cabin vents.
- Headsets should be secured and
- Seat belts should be untangled, folded and placed neatly on the seats.

#### **4.11 Aircraft Flight Log**

COFC aircraft have a Daily Flight Record and Technical log.

At the conclusion of each flight the Daily Flight Record & Aircraft tech log is to be completed by the PIC.

Any Aircraft technical issues are to be reported to the Maintenance officer.

#### **4.12 Aircraft Insurance**

The COFC ensures that all its operated aircraft are comprehensively insured. All pilots in command are to ensure that each flight they undertake in the clubs aircraft are in accordance with the club rules and all applicable CAA rules. 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. The club's insurance policy only applies to accidental events NOT those resulting from careless or reckless behaviors.

#### **4.13 Unauthorised Instruction**

Flight Instruction in COFC aircraft is strictly prohibited by flight Instructors or pilots who are not officially appointed as an Instructor by the COFC. Refer 2.1 above. Failure to comply will result in the revocation of rental privileges.

#### **4.14 Flights for Hire or Reward**

As the club does not hold a P135 all flights completed shall be for private operations only. The instructors listed above under 2.1 are the only members who can rent a COFC aircraft with the intention of completing a flight for hire or reward. Cost sharing is permitted if the cost is shared equally by all people on-board the aircraft.

#### **4.15 Trial Flights**

The Club frequently provides trial flights to members of the public and hosts youth groups, like Scouts, ATC cadets, etc. The

aim of these activities is

- to give each participant an enjoyable flying experience,
- in some cases allow them to manipulating the controls under the supervision of an instructor,
- To provide a safe, professional training environment,
- To encourage participants to take an interest in the sport of recreational flying,
- To attract new club members, and
- In the case of youth groups, to support their training and education.

All trial flights comply with CAA rules 91, 103, and RAANZ's guidance<sup>15</sup>. The following rules apply:

- All Participants or their guardians must sign a liability release.
- Participants are temporary COFC members for a term specified by the Committee and or duration of the flight.
- All flights will be carried out by a qualified flight instructor.
- No Participant shall go on the airside unless accompanied by a COFC pilot member.
- No person shall approach the aircraft closer than 15 m while the engine is running.
- Underage Participants (under 15 years of age) shall not assist with re-fueling the aircraft.

#### **4.16 Aircraft Maintenance at the Club**

No person shall perform any maintenance on any COFC Aircraft. Any maintenance requirements should be referred to the Maintenance officer.

#### **4.17 Aircraft Maintenance away from Base**

Should the aircraft experience any technical problem away from the COFC base, the problem should be reported to the Maintenance Inspection Authority as soon as possible. As all maintenance needs to be authorized by the Maintenance officer, no unauthorized maintenance is to be carried out under any circumstances without approval.

#### **4.18 Right to Refuse Aircraft Use**

The COFC reserves the right to refuse aircraft use to any pilot in case, but is not limited to the following areas:

- Over-due financial account
- Expired Medical
- Expired BFR
- The pilot was found to be in violation of a CAA or COFC rule.
- At the discretion of the committee or Chief Flight Instructor, the member was deemed to be a safety risk or potential liability for the COFC based on their present and/or past conduct.

#### **4.19 Clothing Recommendations and Restrictions**

All pilots & passengers are expected to dress appropriately for the weather conditions on the day. Pilots and passengers are also encouraged to dress to survive and to wear flat soled shoes. Soles should not be too thick as to interfere with rudder feel, however comfortable and durable enough to walk out of the bush in the event of an "unscheduled" landing.

#### **4.20 Airmanship**

At the COFC 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.

##### **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.



## **5 IN-FLIGHT OPERATIONS**

### **5.1 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 COFC Instructor. Strip ratings issued by other clubs or Instructors outside of the COFC are not acceptable.

Please note 'Strip-Flying' can take its toll on light aircraft, care should be taken at all times.

### **5.2 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 familiarize themselves with all applicable NOTAMS, Supplements and flight restrictions. As Pilot in command, it is your responsibility to ensure you have the information required for a safe flight.

### **5.3 Fuel Reserves**

The COFC fuel policy requires you to have sufficient fuel on board to reach your destination plus a 30-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; the most useless thing in the world is fuel left on the ground.

### **5.4 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.

### **5.5 Minimum Safe Altitudes**

No COFC GA aircraft shall be flown over a built up area of lower than 1000 feet AGL or a non-built up area of 500 feet AGL and in accordance with CAA rules as detailed in Parts 91 & 103, unless taking off or on approach to land. A minimum safe altitude should be maintained for any training manoeuvre unless otherwise specified. VFR flight levels must be adhered to en-route, unless cloud or weather dictates a non-standard level.

### **5.6 Use of Low Flying Zones**

No pilot shall enter any low flying zone unless the CFI is on board the aircraft, and clearance has been granted from the land owner. All aircraft in the low flying area must ensure that where fitted navigation lights, strobe lights and landing lights are switched on at all times. No aircraft is to descend lower than 200 feet AGL in the low flying zone. Radio calls should be made in accordance with standard procedures as appropriate. Only one aircraft is allowed in the low flying zone at any one time. Use this area sensitively and at appropriate times to reduce any possible complaints.

### **5.7 Simulated Engine Failures**

Simulated engine failure in club aircraft shall comply with the following rules:

- Engine failure shall be simulated by simply retarding the throttle.
- Turning off the fuel selector, mixture or ignition switches is prohibited.
- Prolonged descents are only to be made over designated airports, or over unpopulated areas to an altitude no lower than 500 feet AGL.
- A go around should be completed no lower than 500 feet AGL.
- Under no circumstances should you attempt to land in the selected landing area.
- A radio call advising intentions should be made prior to the simulated engine failure.
- A further radio call should be made after recovery.
- An engine warm should be completed at least once every 500 ft during the procedure to assist in avoiding possible carburettor icing.
- The intended simulated landing area selected should be free of people and animals to ensure your actions to not cause concern or distress to those on the ground.

### **5.8 Formation Flying**

Formation flying is prohibited in COFC aircraft unless approved by a Flying Instructor and the pilot is suitably trained.

### **5.9 Spins**

Spins are only permitted, in accordance with the Pilots Operating Handbook, with the appropriate training and sign off from a Flying Instructor. A minimum altitude of 3000 feet AGL must be maintained for any manoeuvre.

### **5.10 Aerobatics**

Aerobatics are only permitted, in accordance with the Pilots Operating Handbook, with the appropriate ratings and sign off from the Chief Flying Instructor. A minimum altitude of 3000 feet AGL must be maintained for any manoeuvre.

### **5.11 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 locator beacon should be on-board the aircraft and available at all times (Note- A locator beacon is required to be carried on all flights in all club aircraft when operating more than 10 NM from the take off point).

### **5.12 Flight into Known Icing and Poor Weather Conditions**

No COFC aircraft are to be operated VFR into areas where:

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

### **5.13 Wake Turbulence**

When approaching behind larger aircraft or helicopters landing or taking off, be aware of the dangers of wake turbulence.

## **6 NOVICE / STUDENT PILOTS**

### **6.1 General Policies**

All novice/student pilots (hereafter referred to as Students) must be authorized by an Instructor prior to any solo flights. The Instructor who authorizes that student is responsible for supervising that student unless another Instructor knowingly and willingly takes over supervision. Authorization 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
- That an Instructor remains present at the club during the student's solo flight operations.
- For students to file a VFR flight plan for all cross country flights where required.

### **6.2 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 dual cross country, the student will have all flight planning, weather acquisition and documentation complete before the lesson start time.

### **6.3 Practice Areas**

Practice areas in the Alexandra vicinity are at the discretion of the instructor who is PIC. Consideration should be made not to operate over built-up areas or where complaints could be received.

### **6.4 Passengers on Solo Flights**

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

## **7 AIRCRAFT BOOKING AND SCHEDULING**

### **7.1 Online Aircraft Booking System**

The COFC operates an APP aircraft booking system named WeeShare. Access to the app can be made by contacting the president.

It allows you to make bookings for a particular aircraft, date, time, and duration.

Should you require an instructor, prior arrangements must be made with the instructor before booking an 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 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 the weekends or over public holidays, as these are high demand times.

### 7.3 Rental Minimums

When booking aircraft for overnight trips of one night or more, consideration must be given to other use of aircraft and the number of hours flown while the aircraft is away from home base.

Overnight trips should be discussed with a committee member and noted on the aircraft booking system.

## 8 SAFETY PROGRAMME

### 8.1 Introduction

This section outlines the approved Safety Management Programme in use at the COFC. It describes standard methods of operation that are consistent with generally accepted and established industry practices and procedures, most of which are promulgated and mandated by the Civil Aviation Act and Civil Aviation Rules. (<https://www.caa.govt.nz/rules/about-rules/>)

In addition, the Club maintains a library of CAA GAP booklets (<https://www.caa.govt.nz/safety-info/good-aviation-practice/>), maintains updated AIP publications for each airplane, and mandates the preflight checking of NOTAMs, supplements and GoPreflight weather.

The club is committed to the concept that safety is an integral part of the organization and strict adherence to this Programme is considered mandatory. There are no exceptions.

The Safety Programme 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 Programmes
- Aircraft Dispatch Procedures
- Aircraft Maintenance

### 8.2 Authority and Responsibility

The Safety Officers and the Club Committee have the following authority:

- To define the COFC's investigative and reporting procedures for accidents, incidents, and hazards.
- To develop the necessary forms and instructions for implementing COFC's Safety Programme.
- 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 COFC or CAA.
- To represent the COFC regarding aviation safety matters in dealing with government agencies and professional organizations.
- To promote established aviation safety practices and procedures.
- To distribute aviation safety related information when it becomes available.
- To define, identify and prevent careless or reckless behavior.
- To conduct meetings with Instructor staff to address any safety related issues.

### 8.3 Reporting Accidents and Incidents

Any accident or incident you are involved in must be reported to a Safety Officer 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 opportunity to do so. You are also required by law to notify the CAA of any accidents or incidents as soon as practical. Please ensure any required First Aid is applied first.

### 8.4 Comments and Feedback Logbook

The COFC has a comments and feedback logbook available in the COFC front office. This is to allow members the opportunity of reporting hazards, or incidents and/or observations that the member may wish to make that in their opinion do not fall under the criteria for reporting to CAA or other regulatory bodies. This log can also be used to provide feedback, general comments and complaints. All entries will be investigated and feedback provided. The COFC operates a "no blame" policy and will use this to resolve any identified issues.

### 8.5 Notification Procedure

If an accident or incident occurs or a hazard is identified, the following information needs to be relayed to a Safety Officer. If they are not available at the time, notification should be made to another COFC Committee member, an entry should also be made in the comments and feedback logbook:

- Pilot's name and passenger information.
- Summary of any reported or observed injuries or fatalities.
- Extent of any aircraft and/or property damage.
- Location of accident/incident
- Aircraft type and registration.
- Time the accident/incident took place.
- Emergency services and/or government agencies present.

- Whether or not any additional services are needed.

Please note: Pilots should withhold any comments regarding the accident or incident until COFC officers have been notified. The only exception to this is to the emergency services or an authorized representative of the CAA. Please refrain from making comments to the media and members of the public.

### 8.6 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 website: [https://www.caa.govt.nz/Forms/CA005\\_Form.pdf](https://www.caa.govt.nz/Forms/CA005_Form.pdf)
- Fax CAA005 form to the Civil Aviation Authority on 04-5609469.
- Submit a copy of the CAA005 form to the Safety Coordinator.

### 8.7 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:

[https://www.caa.govt.nz/safety\\_info/How\\_tos/How\\_to\\_Deal\\_with\\_an\\_Aircraft\\_Accident\\_Scene.pdf](https://www.caa.govt.nz/safety_info/How_tos/How_to_Deal_with_an_Aircraft_Accident_Scene.pdf)

A copy of this booklet is available in the clubrooms.

### 8.8 What is an Accident or Incident?

The word Occurrence is used to mean any Accident or Incident. The following definitions of Accidents and Incidents are from the CAA's Act 1990:

**Accident:** means an occurrence that is associated with the operation of an aircraft and takes place between the time any person boards the aircraft with the intention of flight and such time as all such persons have disembarked and the engine or any propellers or rotors come to rest, being an occurrence in which—

- (a) a person is fatally or seriously injured as a result of—
  - (i) being in the aircraft; or
  - (ii) direct contact with any part of the aircraft, including any part that has become detached from the aircraft; or
  - (iii) direct exposure to jet blast—
- except when the injuries are self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to passengers and crew; or
- (b) the aircraft sustains damage or structural failure that—
  - (i) adversely affects the structural strength, performance, or flight characteristics of the aircraft; and
  - (ii) would normally require major repair or replacement of the affected component—
- except engine failure or damage that is limited to the engine, its cowlings, or accessories, or damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents, or puncture holes in the aircraft skin; or
- (c) the aircraft is missing or is completely inaccessible

**Incident:** means any occurrence, other than an accident, that is associated with the operation of an aircraft and affects, or could affect, the safety of operation.

### 8.9 Miscellaneous Events

The following events may or may not be classified as an accident or incident, however, should be reported to a Safety Officer, and/or Instructor in a timely manner:

- When a system defect occurs in flight, which adversely affects the handling characteristics of the aircraft, or renders it unsafe to fly.
- When there is a total or partial loss of engine power during any ground or flight operations.
- When there is fire or smoke coming from any part of the aircraft.
- When there is an emergency declared for any reason.
- When safety equipment is found to be defective or inadequate.
- When any part of the aircraft inadvertently leaves the paved surface of any airport during taxi, take-off, or landing.
- When a runway incursion or excursion occurs.
- When an unsafe gear indication occurs, or the landing gear fails to extend or retract for any reason.
- Anytime the pilot becomes lost or disoriented during a flight.
- Whenever an aircraft limitation is exceeded.
- If a landing takes place on the wrong runway.
- When a loss of braking occurs during landing or ground operations.
- When the aircraft lands with less than required fuel reserves.
- When a near miss, ATC incident, or wake turbulence event occurs.
- When significant turbulence, wind shear, or other severe weather is unexpectedly encountered during flight operations.

- Whenever alcohol or drug use is suspected of a pilot.
- When the aircraft strikes any wildlife or foreign objects.
- Any event where safety standards may have been compromised.

## 9 CONCLUSION

The COFC 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 Safety Officer for clarification.

## 10 APPENDIX A - CAA ACCIDENT CHECKLIST

### CAA Accident Checklist

The following is a summary of action items and considerations that need to be taken into account should you be a witness to (i.e., first on the scene), or be required to attend, an aircraft accident.

#### What to do:

- Caution any risk to oneself before approaching...standard first aid principle. Aircraft following an accident must not be moved without CAA permission unless others might be at risk by not doing so.
- In particular, note the state of safety harnesses and positions of occupants as they are extricated.
- Within the limitations imposed by the actions necessary to preserve life, photograph, sketch or make notes of the wreckage disposition before disturbing it.
- Contact the CAA as soon as possible – phone 0508 ACCIDENT (0508 222 433).
- Secure the accident site, including all scattered wreckage, as well as other evidence, such as marks made by the aircraft, ground scars, etc. (Do not attempt to move any scattered wreckage items.)
- Obtain the names, addresses, telephone numbers, and intended movements of witnesses. Note any witnesses who may have photographic or video evidence of the occurrence.

#### If fatalities occur:

- Check with police before any action is taken to remove bodies.
- Check with the investigator in charge, if possible, to determine if there are any special requirements for in-situ pathological examination before the bodies are removed.
- If bodies need to be moved before an investigator arrives:
- Carefully record the posture and position of each body (preferably with photographs and/or sketches).
- Minimize any disturbance of the wreckage during removal of bodies.
- Do not attempt to restore disturbed wreckage to its original state.
- 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  
Level 15, 55  
Featherston St,  
Wellington 6011, PO  
Box 3555, Wellington  
6140

Email:  
ca005@caa.govt.nz