

APPENDIX A

KDAC FLIGHT ORDERS

Flight Orders

Authority

The following 'Flight Orders' are issued on behalf of the Kapiti Districts Aero Club Inc. by the Operations Manager.

Introduction:

The Kapiti Districts Aero Club Inc Flight Orders are issued from time to time for the information of, and compliance by, all members and students using Club operated aircraft.

Definitions:

"Flight Orders" means the Kapiti Districts Aero Club Flight Orders.

"Pilot" means all pilots, including students.

"Circuit area" means within a horizontal distance of 1.5 miles of the centre of the aerodrome and within 1500' above the terrain.

"Training area" means the training area as approved from time to time.

No part of these Flight Orders, stated or implied, absolves the Pilot from full compliance with any or all of the Civil Aviation Rules and CAA Act.

1. **Pilot Responsibility:**

- (a) Civil Aviation Rules Part 91 "General Operating and Flight Rules" and "KDAC Flight Orders" must be totally conformed to. Failure to comply with any Flight Orders constitutes a breach of Club rules and non-compliance could lead to grounding or other restrictive penalty imposed on the offender by the Chief Flight Instructor.
- (b) No person shall fly as Pilot In Command (P in C) unless that person holds an appropriate current Medical Certificate issued under Part 67 of the CAA Rules.
- (c) No person shall act as P in C of any aircraft carrying passengers unless within the immediately preceding 90 days that person has carried out, as P in C of an aircraft of the same type, 3 take offs and 3 landings, or demonstrated satisfactorily to a flight examiner his/her continued proficiency in an aircraft of the same type.
- (d) The privileges of any Pilot Licence shall not be exercised unless that person has successfully completed a flight review in the 2 years immediately preceding and that person's logbook is duly endorsed to that review.

2. **Authorisation of Flights:**

Pilots may not fly unless authorised and/or supervised by an instructor. All pilots must complete a Flight Authorisation Form. The only exception to this is when an approved commercial pilot is operating an approved charter flight for the Kapiti Districts Aero Club.

- (a) On flights to other aerodromes, the pilot is responsible for ensuring the aircraft is safely parked and picketed and controls locked to prevent the aircraft being damaged from any possible adverse weather conditions.
- (b) When pilots are operating club aircraft away from base, no other pilot is permitted to fly the aircraft unless s/he is authorised by the Chief Flight Instructor or his/her nominee. No instruction is permitted in Club operated aircraft by instructors other than by Kapiti Districts Aero Club instructors, unless authorised by the CFI.

- (c) Pilots are responsible for maintaining accurate records of cross-country flights including fuel and oil purchased. Invoices for fuel purchased are to be handed in to the office on completion of flight for reimbursement.

3. *Aircraft Damage / Defects:*

Any pilot who has carried out a heavy landing or has cause to suspect that an aircraft may have a defect, however minor, shall report this. Defects are to be reported to the duty instructor immediately. Any defect becoming apparent when away from home base shall also be advised to the duty instructor before any “away from home” maintenance is undertaken.

4. *Instrument Flying:*

Any pilot wishing to carry out this exercise with a safety pilot must get approval from an instructor. The safety pilot must also be approved and hold a PPL as a minimum qualification, and hold a type rating for the aircraft.

5. *Low Flying:*

Pilots are to adhere to Civil Aviation Rules relative to minimum safe heights and to restrictions placed upon them by instructors from time to time.

Any pilot forced to fly low because of bad weather shall, on returning to base, report the incident to the duty instructor. Pilots must also obtain authorisation before using the low flying areas.

6. *Dual Checks:*

All pilots may be required to have a dual check at the instructor’s discretion. All pilots flying Kapiti Districts Aero Club aircraft for the first time may be required to complete a dual check and will not be allowed to fly solo or carry passengers before a valid licence, log book and medical are produced.

7. *Aircraft Operations:*

All pilots are required to operate the aircraft in compliance with the flight manual and/or handling notes that have been approved by the Chief Flight Instructor.

8. *Aerobatics:*

Pilots must adhere to Civil Aviation Rules. For the purpose of these Flight Orders, stalls, wingovers and chandelles are not considered aerobatics.

9. *Operation of Aircraft Controls:*

Pilots are reminded that only the pilot in command of any aircraft is allowed to manipulate the controls. When two pilots intend to share the flying on a cross-country flight one must be designated as pilot in command on each leg and should occupy the left hand seat unless authorised otherwise by the CFI. When carrying passengers, the P in C shall brief his/her passengers before flight to not handle the controls or instruments when in flight, and to emergency procedures in general.

10. *Consumption or use of Alcohol and or illegal drugs and substances*

In addition to Civil Aviation Rules, pilots may not fly Club aircraft if they have consumed moderate amounts of alcohol less than 10 hours earlier. The use of illegal drugs or substances is totally prohibited and a random testing system may be activated at any time.

11. Solo Flying:

Pilots flying solo are to ensure that dual controls are removed when applicable and any loose safety harnesses tied up so that there is no chance of interference to the controls. Loose cushions etc must also be removed.

12. Forced Landing Practice:

This procedure is to be confined to the airfield or other places approved by the duty instructor. Pilots must overshoot by 500' above ground level unless at an airfield, or when practicing in the low flying area when 300' AGL is the overshoot height. No passengers are to be carried when carrying out FLWOP or low flying below 500" AGL.

13. Members of the Public:

Members of the public are not permitted on the tarmac, in or around the Club aircraft or hangar without the permission of an instructor or executive member. Club members should exercise vigilance in protecting their guests and passengers while they are on Aero Club property.

14. Forced And Precautionary Landings:

Any pilot who carries out an actual forced or precautionary landing must immediately notify an instructor at the home base and must not attempt to take off again until authorised by the duty instructor.

15. Log Books and Licences:

All pilots and students must submit these for audit purposes when required by the Club Instructors.

16. Payment For Flight:

All flights must be paid for in cash, cheque, Eftpos or credit card at time of flight unless the member holds a credit account or is permitted credit by the Operations Manager for special circumstances.

17. Flying Gear:

Pilots are to maintain a reasonable standard of dress for flying, especially as regards to comfort, and carry warm clothing as a back up. Bare feet and thongs are not permitted when Pilot In Command.

18. Use of Base Radio Set:

Club members are not allowed to operate the Club base radio set unless they are licensed to do so or have had instruction in its use and have the duty instructor's permission.

19. Prop Swinging:

No pilot is permitted to engage in this practice unless s/he has demonstrated competency to an instructor.

20. Landing On Unpublished Airfields:

Any pilot wishing to fly to a field that is not published in the NZAIP must obtain prior approval from the duty instructor. The pilot may also be required to provide evidence of the airfield dimensions and other current relevant information including the permission of the landowner/occupier.

21. Taxiing:

At all times aircraft are to be taxied at the correct speed and the pilot in command is responsible for ensuring there is adequate clearance from other aircraft, buildings, machinery etc. Engine run-ups are to be carried out in approved areas only.

22. Cross Country Flights:

- (a) On all cross-country flights, unless otherwise approved by the Club instructor, pilots must take a cross-country flight log. Copies are available in the Club Rooms.
- (b) Pilots encountering unexpected difficulties such as weather, fuel etc. may telephone "collect" back to the home base. A current AIP and relevant maps must be carried on all cross-country flights.
- (c) Pilots must plan their flights so that they are safely on the ground at their destination or alternate at least 30 minutes before ECT. For all flights that are more than 25 miles from home base pilots must lodge a formal flight plan, SAR watch or KDAC flight following.

23. Local Flying:

Pilots will be expected to be safely on the ground at least 15 minutes before ECT.

24. Road Vehicles:

No road vehicles or four wheelers are permitted on the aircraft manoeuvring areas unless authorised by the duty instructor or his/her nominee.

25. Hangar:

Movement of aircraft into and out of the hangar must be done by a minimum of 2 persons. One person should be at the rear of the aircraft being moved. The last stage of positioning the helicopter on its trolley is to be done manually (i.e. not with the bike).

26. Pilot Seat:

Unless otherwise authorised by an instructor, the pilot in command will always occupy the left hand seat.

27. Flight Bookings:

Pilots must adhere to times on the booking sheet unless unfavourable weather is encountered en route. If unfavourable weather prevents a flight being carried out, the pilot must forfeit his/her booking unless the aircraft is not booked at a later time. When away from home base and take off is delayed, the duty instructor is to be advised by telephone.

28. Use of Flight Office:

Only staff and duty pilots are allowed to use the offices. Nothing is to be removed without the duty instructor's permission.

29. Negligence:

Costs of damage to aircraft through negligence, or any event resulting in unnecessary expense to the Club, shall be reclaimed from the persons responsible.

30. Abnormal Occurrences:

Any pilot who encounters an abnormal occurrence that affects his or her flight shall report the nature of such occurrence to the instructor on their return. Typical examples would be, problems with aircraft, diversion due to the weather, unusual contact with Air Traffic Control or problems with passenger comfort.