

**AERO CLUB OF SOUTHERN TASMANIA****OPERATIONS MANUAL VERSION 2****Effective 05 July 2018****INTRODUCTION**

This document is authorised under Section 11 of the Aero Club of Southern Tasmania (ACST) Constitution and describes the practices and procedures required of ACST members while operating ACST owned aircraft or engaged in ACST sponsored activities.

It is designed to ensure the safety of operations and to protect the ACST, members, the public and property.

**It does not replace applicable legislation and should be read in conjunction with other relevant documents such as the Civil Aviation Act (CAA), Civil Aviation Regulations (CAR), Civil Aviation Orders (CAO), Aeronautical Information Publications (AIP), En-Route Supplement Australia (ERSA) and Aeronautical Charts.**

**The provisions of this manual are binding on all ACST members and breaches may result in disciplinary or other action being taken by the ACST.**

An electronic copy of this manual will be emailed to all members and placed on the ACST Website. A hard copy will be kept at the ACST premises.

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## **EXECUTIVE SUMMARY**

### **Responsibility for Operational Safety**

The ACST has a legal obligation to ensure the safety of its operations. All members have an individual and collective obligation to operate safely at all times.

**Further information on this topic can be found on page 11.**

### **Licences Ratings Endorsements Flight Reviews and Medicals**

Members are not to engage in flying operations unless they hold the appropriate licence, a current medical and flight review and if carrying passengers meet currency and recency requirements.

**Further information on this topic can be found on page 12.**

### **Terms and Conditions of Hire**

Terms and Conditions of Hire apply to the hire of aircraft from The Aero Club of Southern Tasmania (“The ACST”) by ACST Members (“The Hirer”). “The Hirer” applies to the Pilot in Command (PIC) where multiple pilots take part in a single event.

**Further information on this topic can be found on pages 13 to 16 and the ACST Website.**

### **Daily Flight Statement Sheet**

Details of all aircraft operations are to be recorded on the Daily Flight Statement sheet located in the front office. Completion of this document is a legal requirement. Hirers are required to sign the sheet in the space provided and in doing so accept the terms and conditions stated thereon.

**Further information on this topic can be found on page 17.**

### **Flight and Fuel Log**

The Pilot in Command of an ACST aircraft is to ensure that the flight and fuel log is completed accurately.

**Further information on this topic can be found on pages 18 to 20.**

### **Daily and Pre Flight Inspections**

In accordance with CAO 20.2 the Pilot in Command of an ACST aircraft is to carry out a daily inspection of the aircraft prior to the first flight of the day and a pre flight inspection before every flight.

The inspections are to be conducted in accordance with the Pilot Operating Handbook/Flight Manual for the aircraft.

Unreported defects affecting airworthiness are potentially dangerous and may have dire consequences to the Hirer or subsequent Hirers. A failure to notify the ACST of defects affecting airworthiness may lead to membership cancellation or other disciplinary action.

**Further information on these topics can be found on pages 21 and 22.**

### **Maintenance Release**

The Maintenance Release is an important legal document and records essential operational and maintenance information about an aircraft. It is the authority for the aircraft to be operated. The Pilot in Command of an ACST aircraft is to ensure that this document is completed accurately.

**Further information on this topic can be found on pages 23 and 24.**

### **Refuelling**

Refuelling at CBG is done using the bowsers at Par Avion. Please ensure that refuelling does not interfere with their operations.

**Further information on this topic can be found on page 25.**

### **Ground Operations**

This section contains important operational and safety information on the starting and running of engines, airside safety, ground manoeuvring and helicopter operations.

**Further information on this topic can be found on page 26.**

### **Weight and Balance and Takeoff and Landing Performance**

The Pilot in Command of an ACST aircraft is responsible for ensuring the weight and balance limitations and takeoff and landing performance limitations detailed in the Pilot Operating Handbook/Flight Manual for the aircraft are not exceeded at any time during operation.

Pilots who fail to comply with weight and balance and takeoff and landing performance limitations may be liable to regulatory action, disciplinary or other action by the ACST and the full cost of repairs in the event of an accident or damage.

**Further information on this topic can be found on pages 27 and 28.**

### **Safety Equipment**

This section details the safety equipment to be carried for all flights, for flights outside 50 nm from CBG, for overwater flights, for cross country flights and for flights into Designated Remote Areas.

**Further information on this topic can be found on page 29.**

## Aerodromes and Aircraft Landing Areas

This section provides important information on aerodromes and aircraft landing areas. The existence of an ALA does not automatically confer a right to operate into that ALA. The Pilot in Command of an ACST aircraft is to ensure that any Aerodrome or ALA they operate into is suitable for the aircraft and safe to use.

**Further information on this topic can be found on page 30.**

### Flight Planning and Notification

Thorough flight planning is essential to safe operations, is a legal requirement and is the responsibility of the Pilot in Command. This section contains flight planning requirements for all flights, additional requirements for flights into Designated Remote Areas, general flight planning advice and a definition of private operations.

**Further information on this topic can be found on pages 31 and 32.**

### Night Flying Operations

Pilots holding an NVFR or Instrument rating can operate from Cambridge Airport at night subject to the conditions outlined in this section.

**Further information on this topic can be found on pages 33 and 34.**

### Operations in Environmental Extremes

Operating in environmental extremes may have adverse effects on both a pilot and an aircraft.

**Further information on this topic can be found on page 35.**

### Flight in Icing Conditions

ACST aircraft are not to be flown in known or suspected icing conditions unless the Pilot Operating Handbook/Approved Flight Manual for the particular aircraft specifically allows the operation and all items of anti-icing and de-icing equipment required to be serviceable are actually serviceable.

**Further information on this topic can be found on page 36.**

### Security and Survival

This section contains important information and advice on security and survival. It describes procedures for securing aircraft from sabotage, vandalism, unauthorised entry and adverse weather. It also provides information and procedures for first aid and survival kits, minimum emergency equipment, flotation equipment for over-water flights, ELT and signalling equipment and ditching procedures.

**Further information on this topic can be found on pages 37 to 42.**

## **Authority of Pilot in Command**

In addition to being responsible for the operation and safety of the aircraft during flight time, the Pilot-in-Command of an ACST aircraft shall be responsible for the safety of cargo and the conduct and safety of persons and shall have final authority as to the disposition of the aircraft and the maintenance of discipline by all persons on board.

**Further information on this topic can be found on page 43.**

## **Refusal of Passengers and Cargo**

The Pilot-in-Command of an ACST aircraft may refuse the carriage of passengers and/or cargo if, in their opinion, a breach of Civil Aviation Regulations or Orders may result if they were carried. Dangerous goods and firearms are not to be carried as cargo. The Pilot in Command may refuse any cargo which in their opinion is not properly packed, cannot be properly restrained, or may otherwise be hazardous to the aircraft or its occupants.

**Further information on this topic can be found on pages 44 and 45.**

## **Pilot Responsibilities Prior to Flight**

This section details the responsibilities of the Pilot in Command of an ACST aircraft prior to the commencement of any flight.

**Further information on this topic can be found on pages 46 and 47.**

## **Minimum Equipment and Flight Documentation**

This section details the minimum equipment for a private day VFR flight and the documents that must be carried on all flights.

**Further information on this topic can be found on page 48.**

## **Conditions to be Met Before an Aircraft May Fly**

This section details the basic conditions that must be met before an aircraft may fly.

**Further information on this topic can be found on page 49.**

## **Alcohol and Other Drugs**

This section details the restrictions on the use of alcohol and other drugs by flight crew.

**Further information on this topic can be found on page 50.**

## **Flying After Diving or Donating Blood**

This section contains limitations on flight crew and advice to passengers who may have been recently involved in underwater diving activities prior to flying or who have recently donated blood.

**Further information on this topic can be found on page 51.**

## **Reporting of Aircraft Left in a Hazardous Position**

This section details the responsibilities for reporting an aircraft left in a hazardous position.

**Further information on this topic can be found on page 52.**

### **Considerations Relating to Flight Crew Licences**

CAO 40.0 specifies some types of flight operations that require specific authorisations or ratings. An aeroplane licence holder shall not deliberately put an aeroplane into a spin or carry out aerobatics unless they are endorsed to do so.

A pilot shall not practice instrument flying in an aeroplane while it is flying VFR unless the conditions detailed in this section are met.

**Further information on this topic can be found on page 53.**

### **Cargo Stowage and Restraint**

This section describes the requirements for the carriage and restraint of cargo. Dangerous goods and firearms are not to be carried as cargo.

**Further information on this topic can be found on page 54.**

### **Procedures in the Event of an Aircraft Unserviceability Away From CBG**

In the event of an aircraft becoming unserviceable away from CBG, the Pilot in Command of an ACST aircraft will take note of the damage, problem and anything that may be relevant to the problem and notify the ACST. No pilot will commit an aircraft to maintenance at any location without the approval of the ACST.

**Further information on this topic can be found on page 55.**

### **Seats and Seat Belts**

The Pilot in Command of an ACST aircraft shall ensure that each crew member and each passenger occupies an approved seat and is, at all times, properly restrained by the restraint system fitted for the seat.

### **Carriage of Infants and Children**

This section details the requirements for the carriage of infants and children.

**Further information on this topic can be found on page 57.**

### **Briefing of Passengers**

The Pilot-in-Command of an ACST aircraft must ensure that all passengers receive an adequate oral briefing prior to departure on the information detailed in this section.

**Further information on this topic can be found on page 58.**

## **Declaring an Emergency**

The Pilot in Command of an ACST aircraft encountering an emergency situation, or experiencing difficulties requiring assistance, is to make the appropriate declaration (ERSA/EMG) without delay. This section details the procedures for declaring an emergency.

**Further information on this topic can be found on page 59.**

### **Diversion due to Weather**

A diversion due to weather is a contingency which can occur on virtually any flight. If the weather conditions are known to be marginal diversions should be allowed for during flight planning. The primary consideration when diverting is the safety of the aircraft and its occupants. The main factor in selecting a diversion airport is its operational suitability.

**Further information on this topic can be found on page 60.**

### **Forced or Emergency Landings and Accidents**

The ACST must be notified of a forced or emergency landing or an accident as soon as is reasonably possible. This section details the reporting requirements for forced or emergency landings and accidents.

**Further information on this topic can be found on page 61.**

### **Overdue Aircraft**

The Pilot in Command of an ACST aircraft is responsible for lodging a SARTIME with CENSAR. In the event of the ACST becoming aware that an ACST aircraft operating under a SARTIME is overdue AUSSAR is to be contacted as soon as possible.

**Further information on this topic can be found on page 62.**

### **Accident and Incident Reporting**

Aviation accidents and incidents are classified as Immediately Reportable Matters or Routine Reportable Matters. In the event of an accident or incident members are not permitted to make any comments to the media and the Pilot in Command of an ACST aircraft must not make any statement regarding liability. This sections details the requirements for accident and incident reporting.

**Further information on this topic can be found on pages 63 and 64.**

### **Flight Over Public Gatherings**

Other than in the course of normal navigation, an aircraft may not be flown over a regatta, race meeting or public gathering without approval in writing from CASA, and then only in accordance with any conditions specified in the approval. Should such an operation be required, the ACST shall seek the appropriate approval.

## **Airmanship**

The aim of the ACST is to provide a safe and enjoyable flying experience. This requires individual pilot's assistance in displaying good airmanship and flying skills. Pilots are required to exercise good airmanship at all times and are expected to comply with the requirements detailed in this section.

**Further information on this topic can be found on page 66.**

## **Duty Pilot Responsibilities**

This section details the responsibilities of Duty Pilots.

**Further information on this topic can be found on pages 67 and 68.**

## **The Flying Committee**

The Flying Committee consists of the Flying Captain and at least three committee members and is appointed by the ACST Committee under Section 19 of the ACST constitution. The Flying Committee is responsible for ensuring the safety of ACST operations.

**Further information on this topic can be found on page 69.**

## **Discipline of Members and Right of Appeal**

The discipline of members is authorised under Sections 4.11 and 19 of the ACST Constitution. Members who fail to operate according to the provisions of relevant legislation, Air Traffic Control direction, the ACST operations manual and the Pilot Operating Handbook/Flight Manual for the aircraft being hired or who otherwise operate in an unsafe or negligent manner may face disciplinary action.

**Further information on this topic can be found on page 70.**

## **Responsibility for Operational Safety**

**The ACST has a legal obligation to ensure the safety of its operations.**

A poor safety record creates the following problems:

- it damages relationships with the airport operator
- it costs the ACST money it can ill afford to lose by way of repair costs (where these are not fully covered by insurance) and premium increases
- it has the potential to attract adverse attention from regulatory authorities
- it denies members access to assets while they undergo repairs
- it risks the ACST becoming uninsurable
- it damages the ACSTs reputation.

Membership of ACST confers rights and privileges but it comes with responsibilities and obligations. Members are encouraged to exercise their rights and privileges but are expected to honour their responsibilities and obligations.

Operational Control is the exercise of authority over the initiation, continuation, diversion and termination of flight and is the sole prerogative of the aircraft Pilot-in-Command. It imposes responsibility on them for ensuring that flight operations are conducted in accordance with all rules, regulations, orders and conditions prescribed or specified for the flight including those contained in this manual.

The Pilot-in-command of an ACST aircraft shall have the final and ultimate authority over the initiation, continuation, diversion and termination of a flight and for the determination of the acceptability or otherwise of any aspect of the meteorological conditions relating to the flight.

**Every member has an individual and collective obligation to operate safely at all times.**

**Licences Ratings Endorsements Flight Reviews and Medicals**

Members will not engage in flying operations unless they meet the following conditions:

they hold the licence, ratings and endorsements applicable to the type of aircraft being hired and the type of operations to be undertaken

they hold a current medical certificate appropriate to the type of operation to be undertaken

their Flight Review status is current

if carrying passengers, they meet the currency and recency requirements stipulated in legislation

they have a least applied for, and preferably hold, an ASIC or AVID.

## **Terms and Conditions of Hire**

### **Application**

These Terms and Conditions apply to the hire of aircraft from The Aero Club of Southern Tasmania (“The ACST”) by ACST members (“The Hirer”). “The Hirer” applies to the Pilot in Command (PIC) where multiple pilots take part in a single event.

The aircraft in question may be the property of the ACST or of persons or organisations placing their aircraft online at the ACST for ACST purposes.

### **Basis of Agreement**

Unless agreed to the contrary, the aircraft is made available to the Hirer on a “wet hire” basis. The ACST will bear the costs of fuel added at Cambridge, and will reimburse the cost of fuel added at away locations at the prevailing Cambridge rate.

If arranged on a “dry hire” basis, the aircraft should be returned to the ACST with the same quantity of fuel as when collected at the beginning of the hire period.

The ACST intends to provide a high standard of service to members in their hire of aircraft. Aircraft are presented in a serviceable condition at the time of hire, subject to acceptance by the Hirer. In the event of unforeseen aircraft malfunction, arrangements are to be put in place that limits inconvenience to the Hirer.

**The Hirer has the obligation to exercise care, diligence and good airmanship at all times whilst in possession of the aircraft, and to return the aircraft in good condition.**

### **Payment**

Payment for the aircraft hire is due immediately upon return of the aircraft at the prevailing member rate plus surcharges as may apply.

In all cases, charges for landing, airways service and parking away from YCBG will be borne by the Hirer, and may be subject to later invoicing.

Hirers wishing to hire aircraft for periods greater than one week may be required to lodge a payment in advance of hire to an amount of 75% of the estimated hire cost. Balances are payable with reconciliation of all costs and charges after the return of the aircraft.

A Hirer booking an aircraft for a “Whole Day” or a period of days is obligated to pay a minimum hire charge of 2 hours per day so booked. A “Whole Day” is defined as a period of 6 or more hours on any calendar day.

This provision does not apply to ACST organised flying trips.

## **Conditions**

The Hire Agreement puts the aircraft into the sole care of the Hirer for the duration of the hire period until returned to the ACST in a good and operable condition.

**The Hirer may not on-hire the aircraft to a third party without the express prior permission of the ACST.**

**The Hirer must satisfy ACST and CASA requirements regarding licensing, medical, ratings, endorsements and currency relevant to the flight prior to the commencement of the flight.**

The Hirer must satisfy security requirements pertinent to the flight and carry an AVID or ASIC card in addition to licence documentation. The Hirer must also ensure the aircraft is secured at all times while parked using the throttle lock or other devices as may be fitted to or carried in the aircraft, including on return to the ACST.

**The Hirer must abide by all operating conditions on the ACST sign-out sheet and as may be specifically advised.**

The ACST has the sole option of terminating the hire at any time if, in the opinion of the ACST, a breach of relevant legislation, the ACST Operations Manual or the terms of the hire agreement have occurred. In the event of a termination of hire the Hirer must secure the aircraft in a safe location and is responsible for their own costs of return. The ACST is responsible for all costs associated with the recovery of the aircraft.

ACST aircraft are fully insured including third party and passenger liability to the sum of \$2,000,000 (\$500,000 per seat) for any one accident. Cover is also provided for personal injury to the pilot in command **provided all operations were in compliance with CASA and ACST regulations, rules and procedures.**

## **Weather Delays**

If there are any delays in returning the aircraft to the ACST by the due date due to poor weather, insufficient light or any other reason not due to physical fault of the aircraft, the Hirer is to notify the ACST.

The Hirer should ideally remain with aircraft and return it to the ACST at the earliest practicable time consistent with good airmanship. The Hirer will be responsible for any personal expenses incurred due to such delay.

If the Hirer is unable to remain with the aircraft, the aircraft must be secured and left in a safe location, ideally under the supervision of another pilot/club/school, etc.

The ACST will organize another pilot to return the aircraft to YCBG. The Hirer will be responsible for the cost of returning the aircraft to YCBG at Private Hire Rates plus any transportation costs of the recovery pilot. If the ACST arranges another aircraft to transfer the recovery pilot, this will be at ACST expense.

## **Unserviceability Delays**

If there are any delays in returning the aircraft to the ACST by the due date due to unserviceability arising through normal operations and for a reason not attributable to the Hirer, the Hire will be terminated at that point. The Hirer should notify the ACST immediately.

The costs of recovery and repair of the aircraft will be an ACST responsibility.

**No maintenance is to be performed by any individual or organisation without prior authorisation from the ACST.**

Should the Hirer choose to stay with the aircraft, the ACST will contribute to expenses incurred by the Hirer to the extent of \$80 per night for accommodation, to a maximum of \$400, plus \$40 per day for meals.

## **Damage**

In the event of damage to the aircraft whilst under the care of the Hirer, the Hirer shall notify the ACST immediately or as soon as practicable if circumstances do not allow immediate contact.

**Unrectified damage is potentially dangerous and can have dire consequences to the Hirer or subsequent Hirers. A failure to notify the ACST of damage may lead to membership cancellation or other disciplinary action.**

Recovery of the aircraft and rectification of damage will be an ACST responsibility.

The ACST (or aircraft owner) will determine and authorise the appointment of a repair organisation.

## **Liability for Damage**

The costs of recovery of the aircraft, rectification of damage and accommodation of insurance charges will be at ACST expense **except in the case of negligent or wrongful act on the part of the pilot or Hirer.**

In cases where it appears *prima facie* that the damage may have been caused by a negligent or wrongful act by the Hirer/PIC, the determination of liability for the damage will be made at a full meeting of the ACST's Board of Directors. The Board will consider all pertinent facts including any action or pending action proposed by CASA, any reports about the circumstances surrounding the damage and any written or personal representations made by the Hirer/PIC.

**Where the Board determines that damage to the aircraft was caused by a negligent or wrongful act on the part of the Hirer/PIC, the Hirer/PIC may be required to pay an amount up to the insurance excess applicable to the aircraft damaged.**

It is not the intention of the ACST to instigate arbitrary or punitive action against a Hirer/PIC when it is obvious that the aircraft was operated in a normal and proper manner. Where damage was due to circumstances entirely outside the control of the Hirer/PIC no action to recover losses will be taken.

## Definitions

***Negligent or wrongful act*** includes, but is not limited to, any act or omission published in the Civil Aviation Act, Regulations, AIP, ERSA and any other official Government publication covering any aspect of air safety to which a penalty is applicable. It also includes any behaviour prohibited in the rules, regulations and procedures of the ACST, including malicious treatment of the aircraft and careless or reckless behaviour occasioning damage.

***Poor Airmanship*** whether on the ground or in the air includes, but is not limited to, such actions as operations contrary to Air Traffic Control instructions, operations contrary to published or advised requirements, and deliberate mishandling of the aircraft or its systems contrary to the Pilot Operating Handbook/Flight Manual and requirements for the prevailing conditions.

***Hirer/PIC*** means either the Hirer who takes responsibility for the aircraft during the period of hire or the pilot in command at the time in the case of multiple pilots taking part in a single hire event, whichever is the more relevant to the case.

### **Daily Flight Statement Sheet**

Details of all aircraft operations are to be recorded on the Daily Flight Statement sheet located in the front office.

Completion of this document is a legal requirement and provides a record of aircraft usage and hirer, flight and charging details.

**Hirers are required to sign the sheet in the space provided and in doing so accept the following terms and conditions:**

the hirer undertakes to operate the aircraft at all times according to the provisions of relevant legislation, Air Traffic Control direction, the ACST operations manual and the Pilot Operating Handbook/Flight Manual for the aircraft being hired

the hirer certifies that their licence, medical and flight review are current and that they hold the licence, medical, ratings and endorsements applicable to the type of aircraft being hired and the type of operations to be undertaken

the hirer acknowledges that in the event of loss or damage caused by negligence or bad airmanship, they may be liable for repair costs to an amount equal to the insurance excess applicable to the aircraft hired

the hirer accepts liability for all Air Service charges, fuel differential costs and landing fees.

### **Flight and Fuel Log**

The Pilot in Command (PIC) of an ACST aircraft is to ensure that the flight and fuel log is completed accurately.

The flight and fuel log provides details of flight times and fuel usage and is used to assist in invoicing, aircraft maintenance and financial reconciliation.

When completing the log the PIC is to check that the details of the last entry (particularly flight times and fuel details) are still accurate and report any discrepancy to the ACST prior to using the aircraft.

An example of a correctly compiled flight and fuel log appears below.

**AERO CLUB OF SOUTHERN TASMANIA**

Year 2013

VH-KOT

**FLIGHT AND FUEL LOG**

DATE	HIRER	OTHER CREW	TIME OUT	TIME IN	TOTAL HRS	POB	FUEL ADDED	FUEL START	FUEL END	FUEL USED	OIL ADDED	ROUTE REMARKS	LANDINGS AND LOCATION
01/02/13	B. Smith	Nil	410.5	411.6	1.1	1	Nil	130	100	30	0	Ccts CBG	1 @ CBG
<b>02/02/13</b>	<b>A. Pilot</b>	<b>Nil</b>	<b>411.6</b>	<b>414.1</b>	<b>2.5</b>	<b>2</b>	<b>80</b>	<b>180</b>	<b>100</b>	<b>80</b>	<b>1</b>	<b>CBG-DAR-SWA-CBG</b>	<b>1 @ CBG</b>

In the above example you are A. Pilot.

It is 2 February 2013 and your flight is CBG-DAR-SWA-CGB with one passenger who is not the pilot in command.

Prior to departure you loaded 80 litres of AVGAS and one litre of oil.

To correctly complete the log you need to fill in the shaded area as follows.

**Prior to Departure**

Enter the flight date in the DATE column.

Enter your name in the HIRER column.

Enter the names of other flight crew in the OTHER CREW column. This is not for passenger names but for where a second flight crew member is being carried.

From the aircraft VDO/Tacho/Airswitch enter the time out in the TIME OUT column. **Ensure it is the same as the time in from the previous entry.**

**If it is not inform the ACST before proceeding further.**

Enter the POB in the POB column.

Enter the amount of fuel added in the FUEL ADDED column.

Enter the total fuel on board at start up in the FUEL START column.

Enter the amount of oil added in the OIL ADDED column.

Enter the flight details in the ROUTE REMARKS column.

**At the end of the Flight**

From the aircraft VDO/Tacho/Airswitch enter the time in in the TIME IN column.

Calculate the total flight time and add this in the TOTAL HOURS column.

Enter the number of landings and their locations in the LANDINGS AND LOCATION column.

## Daily Inspection

In accordance with CAO 20.2 the Pilot in Command (PIC) of an ACST aircraft is to carry out a daily inspection of the aircraft prior to the first flight of the day.

The inspection is to be conducted in accordance with the Pilot Operating Handbook/Flight Manual for the aircraft.

Particular attention is to be paid to the:

- overall internal and external condition of the aircraft
- condition and correct functioning of essential equipment
- condition and operation of wheels, tyres and brakes
- condition, security and operation of flight controls and control surfaces
- condition of fuel tank vents and caps, pitot-static vents and air intakes
- quantity and quality of engine oil
- fuel drain
- quantity and quality of fuel on board.

The PIC is to certify conduct of the Daily Inspection by endorsing Part 3 of the aircrafts Maintenance Release with the date of the inspection, their signature and their licence number.

All defects are to be reported to the ACST and are to be entered on Part 2 of the aircrafts Maintenance Release. Where a defect renders the aircraft un-airworthy the aircraft is not to be operated until the defect is repaired and the endorsement cleared by a suitable maintenance authority.

**Unreported defects affecting airworthiness are potentially dangerous and may have dire consequences to the Hirer or subsequent Hirers. A failure to notify the ACST of defects affecting airworthiness may lead to membership cancellation or other disciplinary action.**

## Pre-Flight Inspection

In accordance with CAO 20.2 the Pilot in Command (PIC) of an ACST aircraft is to carry out a pre-flight inspection of the aircraft prior to **every** flight.

The inspection is to be conducted in accordance with the Pilot Operating Handbook/Flight Manual for the aircraft.

Particular attention is to be paid to the:

- overall internal and external condition of the aircraft
- condition and correct functioning of essential equipment
- condition and operation of wheels, tyres and brakes
- condition, security and operation of flight controls and control surfaces
- condition of fuel tank vents and caps, pitot-static vents and air intakes
- quantity and quality of engine oil
- quantity and quality of fuel on board.

All defects are to be reported to the ACST and are to be entered on Part 2 of the aircrafts Maintenance Release. Where a defect renders the aircraft un-airworthy the aircraft is not to be operated until the defect is repaired and the endorsement cleared by a suitable maintenance authority.

**Unreported defects affecting airworthiness are potentially dangerous and may have dire consequences to the Hirer or subsequent Hirers. A failure to notify the ACST of defects affecting airworthiness may lead to membership cancellation or other disciplinary action.**

## Maintenance Release

The Maintenance release is an important legal document and records essential operational and maintenance information about an aircraft.

**It is the authority for the aircraft to be operated.**

Pilots are to use this document to certify that Daily Inspections have been carried out, to record progressive Total Time In Service and to note maintenance requirements.

When completing the Maintenance Release the Pilot In Command of an ACST aircraft is to check:

the expiry date and time (page 1) and ensure that there is sufficient time remaining to complete the planned flight. **If the MR will expire during the flight the flight is not to be conducted**

that any required maintenance (page 1) has been completed or will not fall due during the proposed flight. **If maintenance is not completed or will fall due during the flight the flight is not to be conducted**

that any endorsements (page 2) affecting the serviceability or airworthiness of the aircraft have been cleared. **If such endorsements have not been cleared the aircraft is not to be flown**

that the details of the last entry are accurate and **report any discrepancy to the ACST prior to using the aircraft.**

**The Maintenance Release must be completed accurately and must be carried in flight.**

An example of a correctly completed Maintenance Release appears below.

### DAILY INSPECTION CERTIFICATIONS AND AIRCRAFT TIME-IN-SERVICE

Date	Daily Inspection Certification (Pilot, LAME, MA)		Aircraft Time in Service				Cycle Totals e.g. Landing/Start Pressurisation		
			Flight Time		Progressive Total				
	Signature	Licence No	Hrs	Min	Hrs	Min	Oil L		
Brought Forward									
03/02/13	<i>B. Smith</i>	135294	2.2		4615.3				
04/02/13	<i>A. Pilot</i>	654321			4617.5		1		

In this example you are the next hirer to perform and certify a daily inspection.

To correctly complete the Maintenance Release you need to fill in the shaded area as follows.

Determine the total flight time for 03/02/13 using the air switch readings and enter this figure in the FLIGHT TIME column.

Add the Flight Time for 03/02/13 to the Progressive Total for the previous entry to get the new Progressive Total and enter this figure in the PROGRESSIVE TOTAL column.

Enter the date you conducted the Daily Inspection in the DATE column.

Sign the MR in the SIGNATURE column. **NOTE: By doing this you are certifying that you have conducted the Daily Inspection and that the aircraft is serviceable.**

Enter your licence number in the LICENCE NO column.

If you add oil, place the number of litres in the OIL column.

You do NOT fill in the flight time or progressive total for 04/02/13. This is done by the person who conducts the NEXT Daily Inspection.

If there are any issues with an MR get advice from the ACST before proceeding further.

## **Refuelling**

Refuelling at CBG is done using the bowsers at Par Avion. Please ensure that refuelling does not interfere with their commercial operations.

In accordance with CAO 20.9.4 the following safety precautions are to be observed:

refuelling is not to occur within

5 metres (17 ft) of any sealed building

9 meters (30 ft) of any unsealed building

6 metres (20 ft) of another stationary aircraft

15 metres (50 ft) of any exposed public area

no smoking or naked flame is permitted within 15 Metres (50 ft) of the aircraft or refuelling equipment

the aircraft is to be positioned so that it can be rapidly moved to a safe place

no passengers are to be on board, entering or leaving the aircraft

the aircraft is earthed to the refuelling equipment

at least 2 suitable fire extinguishers are available and placed not less than 6 metres or more than 15 metres (20–50 ft) from the aircraft and refuelling equipment

**hot refuelling (refuelling with the engine running) is not permitted.**

## Ground Operations

### **Starting and Running of Engines**

In accordance with CAR 225 a pilot **must** be at the controls of an aircraft **at all times** when the engine is running.

In accordance with CAO 20.9.5 engines are not to be started or operated within:

- 5 metres (17 ft) of any sealed building
- 8 meters (25 ft) of any unsealed building
- 8 metres (25 ft) of another stationary aircraft
- 15 metres (50 ft) of any exposed public area
- 15 metres (50 ft) of any fuel spill or flammable material.

### **Airside Safety**

The Pilot in Command of an ACST aircraft is responsible at all times for the safety and control of their passengers and is to ensure that they are adequately briefed prior to entering the airside area.

The wearing of safety vests by flight crew and ground staff is strongly encouraged.

### **Ground Manoeuvring**

When conducting the pre flight inspection observe the area around the aircraft and **note any obstacles or obstructions**. **Plan** the route from the park position to the taxi way **ensuring adequate obstacle clearance**. **If necessary reposition the aircraft prior to start up**.

When entering the manoeuvring area **plan** the route from the taxi way to the park position **ensuring adequate obstacle clearance**.

When moving aircraft into and out of hangers ensure sufficient help is available to allow this to be done without excessive effort and **without damage to the aircraft**.

When manoeuvring on taxiways and runways **keep to the centre line**.

### **Helicopter Operations**

When helicopters are operating unattended aircraft **must be secured (park brake and chocks) or hangered**.

**Do not** operate in close proximity to helicopters, **particularly when they are taking off or landing**.

## **Weight and Balance**

The Pilot in Command of an ACST aircraft is responsible for ensuring the weight and balance limitations detailed in the Pilot Operating Handbook/Flight Manual for the aircraft are not exceeded at any time during operation.

Operating an aircraft over weight and or out of balance is potentially dangerous and may render the aircraft difficult to control or uncontrollable. It may also void insurance protection.

**Pilots who fail to comply with weight and balance limitations may be liable to regulatory action, disciplinary or other action by the ACST and the full cost of repairs in the event of an accident or damage.**

### **Takeoff and Landing Performance**

The Pilot in Command of an ACST aircraft is responsible for ensuring the takeoff and landing performance limitations detailed in the Pilot Operating Handbook/Flight Manual for the aircraft are not exceeded at any time during operation.

Take off and landing performance should be carefully calculated as part of flight planning and be based on the most restrictive airfield that the flight will use.

**Pilots who fail to comply with takeoff and landing performance limitations may be liable to regulatory action, disciplinary or other action by the ACST and the full cost of repairs in the event of an accident or damage.**

## **Safety Equipment**

The following safety equipment is to be carried.

### **For all Flights:**

First Aid Kit and Fire extinguisher

### **For Flights Outside 50 nm from CBG:**

ELT/ELB

### **For Overwater Flights:**

one life jacket for each occupant

sufficient life rafts for all occupants if operating beyond land at a distance greater than 30 minutes at normal cruise or 100 miles whichever is the lesser.

### **For Cross Country Flights:**

emergency rations and water

aircraft tie down kit.

### **For Flights into Designated Remote Areas:**

additional survival equipment.

The Pilot in Command of an ACST aircraft is to ensure that all safety equipment carried is in test (where required) and serviceable.

## **Aerodromes and Aircraft Landing Areas**

Details of Registered, Certified and Uncertified Aerodromes and their conditions of use are contained in ERSA (ERSA FAC A-Z).

ERSA also contains a list of Aircraft Landing Areas (ALA) (ERSA IND-GEN).

**The existence of an ALA does not automatically confer a right to operate into that ALA.**

**Prior Permission from the owner/operator is required for most ALA.**

**Pilot qualifications and recent experience restrict the use of some ALA.**

ALA may have additional restrictions due to density altitude or other factors.

**ALA may require a check flight prior to use.**

ALA may have owner restrictions due to stock or other use.

**Landings are not to be made on tidal beaches other than in an emergency.**

The following ALA are available for use by pilots flying ACST aircraft. Details for most of these ALA are kept in a register at the ACST office.

Airstrips outside this list within Tasmania require specific approval from the ACST.

BARNBOUGLE DUNES	Y	BOTHWELL	YBEL
BRIDPORT	YBDP	BRUNY ISLAND	YBYI
CAMPBELLTOWN	YCAE	CAPE BARREN ISLAND	YCBN
CRANBOURNE	YCRN	DARLINGTON	YDAR
FRIENDLY BEACHES	YFRI	GEORGETOWN	YGTO
JERICHO	YJCO	KEMPTON	YKPN
LADY BARRON	YLDB	LAGOON BAY	YLAG
LEMONT	YLEM	LONGDOWN	YLDG
QUEENSTOWN	YQNS	SANDFLY	YSFY
SWANSEA	YSWA	THE VALE	YVAL
TRIABUNNA	YTUA	TUNBRIDGE	YTUN
WOODBURY	YWOD		

BATHURST HARBOUR YBHB has been classified as a World Conservation Area. It is operated by Parks and Wildlife who only allow commercial operators to use the facility.  
**ACST aircraft are not permitted.**

**It is the responsibility of the Pilot in Command of an ACST aircraft to ensure that any Aerodrome or ALA they operate into is suitable for the aircraft and safe to use.**

## **Flight Planning and Notification**

**Thorough flight planning is essential to safe operations. It is a legal requirement and is the responsibility of the Pilot in Command.**

The following requirements are to be adhered to.

Ensure that:

the aircraft is serviceable with a valid maintenance release for the duration of the flight

information used in performance calculations is obtained from the aircraft's Pilot Operating Handbook/Flight Manual

fuel requirements are carefully and accurately calculated. (**Minimum** fuel required is the **flight fuel plus a reserve of 45 minutes at normal cruise consumption** for the aircraft). Good airmanship dictates that additional fuel should be carried if weight and balance permits

weight and balance requirements are met

take-off and landing performance is suitable for the intended operation (watch density altitude at higher strips and ensure you calculate performance for the most limiting airfield you intend operating into)

weather forecasts valid for the entire period of the flight are obtained and carried

a flight plan has been lodged or a flight note left with the ACST

suitable SARTIME arrangements have been lodged with CENSAR

required emergency equipment is on board and serviceable

life jackets are carried and worn where required

an ELB is carried

First Aid or emergency rations are carried where required

survival equipment is carried where required

cargo restraints are carried and used

aircraft tie down gear is carried and used where required

all baggage is restrained in cargo compartments with approved restraints.

## **Flight into Designated Remote Areas**

Where flight into Designated Remote Areas is planned the following precautions **must** be adhered to:

a flight plan is to be lodged with Air Services

a SARTIME is to be lodged with CENSAR

survival equipment is to be carried

the operation is to be in accordance with the requirements listed in ERSA.

## **General Information**

Equipment such as the life jackets and First Aid kits are normally kept in the aircraft. Other items such as ELB can be obtained from the ACST office.

On completion of the flight please return all equipment to the ACST office. Aircraft interiors should be left clean and tidy with seat belts neatly arranged on the seats ready for the next flight.

The aircraft exterior should be checked and any mud and bugs cleaned off. Dry mud can discolour the paint and become very hard to remove.

Hirers should arrive at least 15 minutes early to allow time to prepare the aircraft for flight.

Hirers who arrive or depart late are reminded that should there be a following booking the aircraft must be returned on time.

When it is known that the aircraft will need refuelling after flight it would be appreciated if the aircraft is refuelled.

## **Private Operations**

A private operation consists of a flight that does not involve hire or reward for the pilot *or the passengers*. A private pilot may share the cost of hiring the aircraft with passengers as long as a profit is not incurred and it must be made absolutely clear to the passengers that it is a private flight not a charter.

## Night Flying Operations

Pilots holding an NVFR or Instrument rating can depart and arrive Cambridge Airport, at night subject to the following conditions:

the hirer is current for night operations

all manoeuvring (departures and arrivals) is to be conducted within the circling area shown on the Approved Circling Area Map for Hobart/Cambridge Aerodrome. The circling area is the area inside a line commencing at the threshold of Cambridge RWY 13, then north west to the intersection of the 4 DME Hobart arc and the western shore of Pitt Water, then east via the 4 DME Hobart arc to a point intersecting the existing Hobart Aerodrome Cat B circling area then via that circling area and continuing past the existing south west limit of the circling area (using a 2.66 nm arc) to the intersection of that line with the coast of Frederick Henry Bay south of Single Hill then direct to the aerodrome reference point of Cambridge Aerodrome

operate as per Hobart/Cambridge Special Procedures published in ERSA.

## Night VMC Operations at Cambridge

### Visual Departures

**All runways** in the event of an engine failure notify tower and request priority landing.

**RWY 27** Night departures not permitted.

**RWY 09** Maintain runway heading until through 500 ft.

**RWY 30** At earlier of DER or 300 ft turn right and track 060 deg (M). On reaching 1000 ft set course.

**RWY 12** At earlier of DER or 300 ft, turn left and track 109 deg (M).

### Visual Arrivals

Aircraft arriving into Cambridge at night in VMC are to maintain LSALT until established within the Cambridge circling area as shown on the Approved Circling Area Map for Hobart/Cambridge Aerodrome.

Runways 30/12 are the preferred runways for arrival.

**RWY 12** When established in the approved Hobart/Cambridge Circling area and visual contact with runway lights at Cambridge has been established track to join a left base. Aircraft overshooting are to turn left inside the approved Hobart/Cambridge Circling area, and complete a circuit and landing.

**RWY 30** When established in the approved Hobart/Cambridge Circling area and visual contact with runway lights at Cambridge has been established track to join a right base. Aircraft overshooting are to turn right inside the approved Hobart/Cambridge Circling area, and complete a circuit and landing.

**RWY 09** Night arrivals not permitted.

**RWY 27** When established in the approved Hobart/Cambridge Circling area and visual contact with runway lights at Cambridge has been established track to join a right base. Aircraft overshooting are to turn inside the approved Hobart/Cambridge Circling area, and complete a circuit and landing.

**Night Circling Area Map**



**Approved Circling Area Map for Hobart/Cambridge Aerodrome**

## Operations in Environmental Extremes

Operating in environmental extremes may have effects on both a pilot and an aircraft.

Extremely hot or cold conditions can cause, among other things, pilot stress, fatigue or dehydration. Any of these situations may lead to pilot inattention or a decreased ability to concentrate.

When operating in such conditions the following should be considered:

- appropriate clothing should be worn or carried

- on very hot days extra water should be carried and consumed throughout the flight to ensure the pilot doesn't suffer from dehydration

- consideration should be given to carrying food for consumption during the flight

- on very long flights in these conditions, consideration should be given to making a stop mid way through the flight.

### **Environmental extremes may have marked effect on aircraft and engine performance.**

Temperatures effect aircraft performance and therefore closer than normal attention must be paid to density altitudes. The effect of raised density altitudes on aircraft performance cannot be underestimated and must be carefully studied by each pilot prior to ALL operations.

Engine temperatures and pressures may also be affected by extreme outside operating temperatures.

Pilots must ensure that particular attention is paid to cylinder head temperature gauges (where fitted) and oil temperature and pressure gauges during flight so as to ensure that all readings remain within normal limits.

During ground operations temperatures must also be carefully monitored. Extremely cold temperatures may require a longer than normal warm-up of the aircraft. During ground operations on very hot days, care must be taken to avoid overheating.

Where ice has accrued on the aircraft prior to take-off, the ice **must** be removed. Caution must be taken to ensure that if using a water hose, further ice accretion does not occur, particularly on control surfaces and hinge points.

## Flight in Icing Conditions

**ACST aircraft are not to be flown in known or suspected icing conditions unless the Approved Flight Manual for the particular aircraft specifically allows the operation and all items of anti-icing and de-icing equipment required to be serviceable are actually serviceable.**

Refer to the Pilots Operating Handbook or Approved Flight Manual for full details of the correct procedures, precautions and limitations relating to flight in icing conditions. If the Pilots Operating Handbook or Approved Flight Manual does not include any procedures relating to flight in icing conditions, and an inadvertent encounter with airframe icing occurs, the following guidelines should be considered:

turn pitot heat, stall warning heat, propeller de-ice/anti-ice and windshield anti-ice switches ON (if installed)

turn back or change altitude to obtain an outside air temperature that is less conducive to icing

turn cabin heat and defroster controls full on and open defrost vents to obtain maximum windshield defroster effectiveness

increase engine RPM to minimise ice build-up on the propeller blades. If excessive vibration is noted, momentarily reduce engine RPM with the propeller control (if constant speed propeller), and then rapidly move the control full forward. Cycling the RPM flexes the propeller blades and high RPM increases the centrifugal force, causing the ice to shed more readily

with carburettor type engines watch for symptoms of carburettor ice, including loss of manifold pressure. Apply full carburettor heat if required. Some engine installations are very sensitive to the correct use of carburettor heat, but as a general rule partial carburettor heat should not be used - use all or nothing. Follow the manufacturer's recommendations if they differ from this

with fuel injected engines watch for signs of induction air ice (usually indicated by a loss of manifold pressure). Regain manifold pressure by increasing the throttle opening and/or selecting alternate air (if manual alternate air is fitted)

if icing conditions are unavoidable plan to land at the nearest suitable airport. Extremely severe and rapid ice build up may necessitate an "off airport" forced landing

leave wing flaps retracted. With a severe ice build up on the horizontal stabiliser the change in wing wake air flow direction caused by wing flap extension could result in loss of elevator effectiveness

with an ice accumulation of  $\frac{1}{4}$  inch or more on the wing leading edges, be prepared for a significantly higher power requirement, approach speed, stall speed and landing roll

in the unlikely event that ice is still obscuring the windscreens during the landing approach, consider opening a window and attempting to scrape ice from a portion of the windshield for visibility in the landing approach.

## **Security and Survival**

### **Security from Sabotage**

Pilots of ACST aircraft are to ensure that aircraft are secured at the completion of each flight, and, when away from base, locked. Throttle locks are to be fitted.

All covers/blanks provided for aircraft apertures should be installed whenever the aircraft is to be parked for other than a very short time.

### **Security from Vandalism**

ACST aircraft parked for any period of time including overnight should be positioned well away from low boundary fences, and locked securely. Any acts of vandalism should be reported immediately to a member of the ACST Committee.

When overnigting at a non security aerodrome, the aircraft where possible, should be positioned in an illuminated area and locked. Throttle locks are to be fitted.

### **Security from Unauthorised Entry**

Whenever an ACST aircraft is to be left unattended, particularly at an unattended aerodrome, it is to be securely locked. Throttle locks are to be fitted.

If unauthorised entry has taken place a member of the ACST Committee is to be notified immediately for consideration of further action.

### **Tie Down Equipment**

If weather conditions are extreme, the only safe course of action is to hangar the aircraft.

In strong wind conditions park the aircraft into wind to avoid any possible control surface damage.

ACST aircraft are to be tied down if strong winds are anticipated and for overnight parking outdoors. Adequate tie down equipment is to be carried on board. The aircraft is to be parked into wind and preferably hangered if severe weather is anticipated.

### **Weather Protection**

When severe weather is anticipated the best protection is to hangar the aircraft.

Where an ACST aircraft must remain out in the weather it is to be chocked and tied down. Engine intake and exhaust covers, pitot covers, canopy covers should all be properly installed if provided. Control locks or seat belts are to be used to prevent control surface movement and damage.

### **First Aid Kit**

First Aid Kits are to be carried on all flights.

## **Survival Kit**

A survival kit appropriate to the area of operation must be carried on the following flights:

- where the carriage of life rafts is mandatory
- during operations within or through designated remote areas.

Refer to CAO 20.11 for further details.

The following survival kit contents should be considered depending on the area of operation:

- water (maximum amount practical)
- concentrated food
- First-aid kit
- safety matches
- signalling mirror
- sheet of durable plastic (approx 2 metres square) for water still
- 2 metres  $\frac{1}{4}$ " bore plastic tube (for water still)
- space blanket
- shade cloth
- knife and/or machete
- smoke and/or flares.

Survival kits should be checked for contents, item expiry dates and consumables at least every six months.

## **Survival Handbook**

The AIP/ERSA emergency section provides sufficient survival information for all normal requirements.

## **Minimum Emergency Equipment**

### **First Aid Kits**

ACST aircraft are to carry at least one First Aid Kit.

Guidance relating to first aid kits can be found in ERSAs EMERG-13.

## **Flotation Equipment for Over-water Flights**

CAR 258 details the general restrictions relating to flights over water. AIP ENR 1.1-70 elaborates on the requirements. CAO 20.11 provides exceptions and the directions relating to these exceptions as provided for in CAR 258(a). It should be noted that CAR 258(b) specifically states that the general restrictions otherwise imposed by CAR 258 do not apply to aircraft in the course of departing from or landing at an aerodrome in accordance with normal procedures for that aerodrome.

### **Life Jackets**

ACST aircraft shall be equipped with one life jacket complying with the requirements of CAO 103.13, for each occupant (stowed so that one life jacket is readily accessible to each occupant) when operating over water at a distance from land greater than gliding distance from land that is suitable for an emergency landing.

In single engine aircraft life jackets must be worn during flight over water. In fixed wing single engine aeroplanes this requirement is waived when flying above 2000 ft.

### **Life Rafts**

Life rafts complying with the requirements of CAO 103.15, sufficient to accommodate all occupants shall be carried on aircraft engaged on over water flights in which the distance from land will be more than 30 minutes at normal cruise TAS or 100 nm, whichever will be the lesser. In some circumstances CASA may require the carriage of life rafts on other over water flights.

Life rafts shall be stowed so as to be readily accessible in the event of a ditching.

### **ELT & Signalling Equipment**

ACST aircraft must comply with the requirements of CAR 252A and CAO 20.11 para 6.

Except as listed below, an aircraft must not begin a flight unless it is fitted with a serviceable:

approved fixed ELT (“armed” before flight); or

approved portable ELT stowed in a place readily accessible to the flight crew.

**Exceptions:** An ELT need not be carried if the:

flight remains within 50 nm of the aerodrome of departure

flight is an agricultural (or incidental to) flight

flight is being conducted under the authorisation of a ‘Special Flight Permit’

aircraft is new and the flight is associated with its manufacture, preparation or delivery

flight is to deliver the aircraft to a place where an ELT can be fitted or repaired

the ELT has been temporarily removed for repair. [Refer CAR 252A(3)(b)(c)(d)].

Regardless of the exceptions stated above, aircraft shall carry a serviceable ELT if it is:

a single engine aircraft operating over water when a life raft is not required to be carried, and continuous two way communication with ATS may not be possible operating in or through a designated remote area.

On flights where the carriage of life rafts is mandatory the following must be carried:

one survival radio beacon per life raft. Beacons are to comply with CAO 103.40, and be stowed so as to be readily accessible

a supply of pyrotechnic signals.

Refer CAO 20.11 para 6.1.

### **Ditching Procedures**

Where operations are carried out over water, flight crew should be aware of the possibility of a ditching being required and should be familiar with the principles involved in ensuring that the ditching is survivable.

General Considerations:

make MAYDAY calls and squawk SSR code 7700

ensure passengers briefed, seat belts secured, brace for impact

ascertain direction of swell and wind, plan the approach heading to land along the swell

check for sources of rescue - land, ships, oil rigs etc

remove/stow items likely to impede egress from the aircraft (headset leads are a danger)

if practical jettison all unnecessary cargo to reduce all up weight.

### **Fixed Wing Aircraft**

The procedures are generalised not absolute and should be used as a guide.

Always make a powered approach if possible and be aware of the aircraft's stalling speed for the weight at time of ditching.

Follow the aircraft manufacturer's ditching procedures when available.

The ditching procedures for individual aircraft types can normally be found in the emergency procedures section of the appropriate Pilot Operating Handbook/Flight Manual.

## Ditching with Power Available

If the aircraft manufacturer's ditching procedures are not available consider the following:

- if practical jettison all unnecessary cargo to reduce all up weight
- burn off fuel if possible; leave sufficient to ensure that power will be available
- aim to fly a normal approach pattern i.e. downwind, base leg and final approach
- unlatch and jam open doors, open and jettison hatches
- carry out normal before landing checks; **leave landing gear retracted**
- select an intermediate flap setting and retain that to touchdown
- make final approach at stalling speed plus 20 knots
- keep descent rate very low approaching touchdown, less than 200 feet per minute at night; touchdown with minimal rate of descent
- aim to touchdown at stalling speed plus 10 knots, **do not stall on**
- aim to touchdown at the top of the swell (see considerations below)
- be prepared for two impacts: first slight as the rear of the aircraft strikes the water; second severe as the aircraft violently decelerates and nose dives below the surface
- evacuate the aircraft as soon as it is stopped, taking life rafts and survival equipment.

## Glide Approach

- maintain best gliding speed to round out
- reduce rate of descent to absolute minimum
- aim to touch down at stalling speed plus 10 knots.

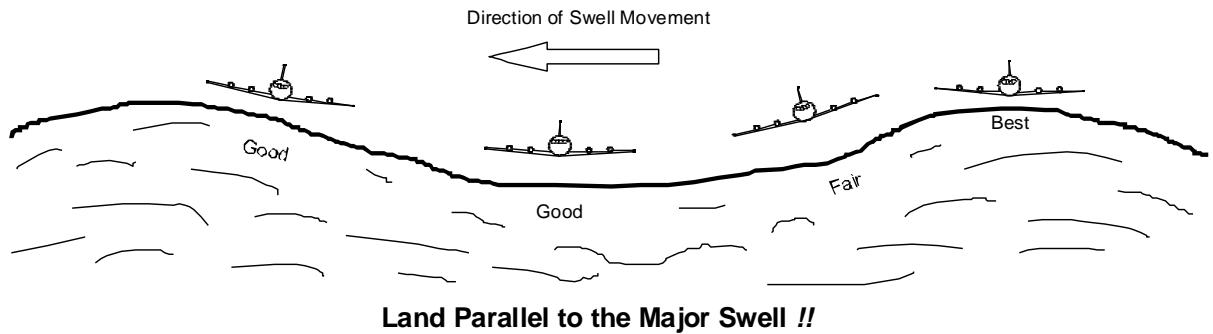
## Sea Condition Considerations

Except when the surface of the water is smooth, or only slightly rippled, the ditching heading should be determined from the major swell system rather than the wind direction.

In winds up to 25 kts it is preferable to head parallel to the major swell system aiming to touch down along the crest in the direction that is most into wind.

In winds between 25 and 35 kts a compromise heading will probably give the best results, angling slightly into wind across the top of the swell.

In winds above 35 kts it is better to plan the approach into wind aiming to touch down on the top of the swell, or on the back side. Avoid touching down into the face of the swell.



**Model tests and actual ditchings of various aircraft indicate that ditching into the wall of seawater created by a major swell is roughly analogous to flying into a mountain.**

**A careful evaluation of the sea condition is essential to successful ditching.**

Sea conditions should be continually reviewed to determine the updated ditching heading. The surface should be analysed from as high an altitude as the surface can be seen, 2000 feet or higher if possible. The primary or basic swell can readily be distinguished from high altitude and will be seen first. It may be hidden beneath another system plus a surface chop, but from altitude the largest and most dangerous system will be the first one recognised.

Some aircraft types will sink more rapidly with the main cabin door(s) open - particularly high wing types. Consider leaving these closed if the emergency hatches are located above the assumed flotation line and it is considered that all passengers will be able to exit safely through the emergency hatches together with the life raft(s) and other emergency equipment.

In nose wheel aircraft there is an increased possibility that the aircraft may turn over on contact with the water. Pilots may find themselves disorientated after this event and may need to re-evaluate the most suitable method of evacuating the aircraft.

Some aircraft (such as the C206) have limitations on opening the exits when the flaps are extended. Pilots should familiarise themselves with the appropriate method of opening doors in these types of aircraft by reference to the Pilot Operating Handbook/Flight Manual.

### **Authority of Pilot in Command**

In addition to being responsible for the operation and safety of the aircraft during flight time, the Pilot-in-Command of an ACST aircraft shall be responsible for the safety of cargo, the conduct and safety of persons and shall have final authority as to the disposition of the aircraft and for the maintenance of discipline by all persons on board.

Under the provisions of CAR 309, the Pilot-in-Command has significant powers relating to the maintenance of law and order aboard the aircraft and to ensure that the provisions of the CARs and the Civil Aviation Act are complied with.

Using such force and assistance as is reasonably necessary, the Pilot in Command may:

restrain a person, or remove them from the aircraft

detain passengers and cargo

arrest without warrant, any person who is committing or is reasonably suspected of committing, an offence against the CARs and/or the Civil Aviation Act.

## **Refusal of Passengers and Cargo**

The Pilot-in-Command of an ACST aircraft may refuse the carriage of passengers and/or cargo if, in their opinion, a breach of Civil Aviation Regulations or Orders may result if they were carried.

In any case, passengers are not to be carried during any of the following types of flying:

- aircraft conversion training

- low flying practice

- testing an aircraft or its components, power plant or equipment

- during any part of a flight that involves the simulation of emergency procedures by manipulation of engine or fuel controls or other action intended to disable a major component of the aircraft.

The term “PASSENGER” does not include an approved person or a person engaged in instructing personnel or testing the aircraft or its equipment in flight.

CAR’s state, in part, that a person shall not, while in a state of intoxication enter any aircraft, and a person shall not, while in an aircraft:

- interfere with a crew member

- behave in a disorderly or offensive manner

- do any act that threatens the safety of the aircraft or persons on board that aircraft

- not secrete themselves in an aircraft, or travel in an aircraft, without the consent of the operator or Pilot in-Command.

The Pilot-in-Command of an ACST aircraft may exercise their authority and refuse embarkation to any passenger who is potentially within the following categories:

- intoxicated or under the influence of drugs

- disorderly or demonstrates offensive conduct to the discomfort or distress of other passengers and/or crew

- violent to the extent of possible damage to, or hazard to, the aircraft or its crew and passengers

- is a mentally disturbed person

- known or suspected to be in possession of unauthorised firearms and/or a weapon capable of inflicting serious injury

- is not able to understand and carry out instructions.

**Dangerous goods and firearms are not to be carried as cargo.**

The Pilot-in-Command of an ACST aircraft may refuse any cargo which in their opinion is not properly packed, cannot be properly restrained, or may otherwise be hazardous to the aircraft or its occupants.

## Pilot Responsibilities Prior to Flight

The Pilot-in-Command of an ACST aircraft shall ensure that, prior to the commencement of any flight all documentation has been completed and that:

adequate fuel and oil is carried

the equipment required for the particular operation is installed and is serviceable

the ramp/zero fuel and take-off weights, as appropriate, do not exceed the limitations specified in the aircraft's performance data

the centre of gravity is within the limits specified in the aircraft's performance data

flight crew are in a fit state to perform their duties

ATS requirements have been complied with and a flight plan has been prepared, and submitted to Air Traffic Control when required

the aircraft is safe for flight in all respects

current aeronautical maps and charts applicable to the route to be flown and any alternative route which may be flown on the particular flight are readily accessible to the flight crew

take-off and landing distances, and take-off and landing weights comply with the requirements of the aircraft's performance data

the licences and medical certificates of the flight crew are valid and endorsements/ratings are held for the particular aircraft type and operation

the departure, enroute, destination and alternate forecasts are valid and satisfactory for the type of operation

the necessary flight and navigational documents and equipment are on board the aircraft including NOTAMS

flight controls are tested on the ground to the full limit of their travel and such other tests as are necessary to ensure that those controls are functioning correctly are carried out

locking and safety devices are removed prior to taxiing and hatches, doors and tank caps are secured

secure any harnesses or other articles that may foul the controls at an unused control seat. If an unused control column is readily removable it should be removed

all external surfaces are completely free from frost and ice

all flight instruments that it is possible to test are tested so as to ensure that they function correctly

all gyroscopic flight instruments are correctly set

all radios have been tested and are functioning correctly before the aircraft is taxied on the manoeuvring area of an aerodrome (CAR 242)

the Pilot-in-Command must maintain a listening watch, or ensure a listening watch is maintained, at all times before the aircraft moves prior to flight until the aircraft is brought to a stop at the termination of the flight

the Pilot-in-command must consider performance and actions in the event of an engine failure during takeoff and initial climb prior to takeoff with a verbal self brief of actions to follow in such an event

where external control surface locks, or other external locking devices are removed by other than the Pilot-in-Command, they must only be removed as and when directed by the Pilot-in-Command. They must be exhibited so that the Pilot in Command can readily determine that they have all been removed. If this is done at night adequate lighting must be available.

If any of the fore-going inspections, checks or tests indicates any departure from the permissible limits, or any malfunction not being a permissible unserviceability, the Pilot-in-Command shall not commence the take-off or, if they have commenced the take-off run, shall abandon the take-off or take such other action as they consider appropriate to ensure the safety of the aircraft and of persons on board the aircraft.

If the aircraft has been parked, taxied, or towed in winds exceeding 35 knots, and the control surfaces have not been adequately restrained either by control surface locks or a person in the cockpit, the control system, control surface attachments, stops etc shall be thoroughly inspected for damage prior to flight.

Regardless of the receipt of any ATC clearance, whenever possible, and prior to entering any runway, the Pilot-in-Command shall visually confirm the absence of any traffic on approach, or on the runway, that would constitute a hazard manoeuvring for, and during take-off.

## **Minimum Equipment and Flight Documentation**

**The following minimum equipment for a private day VFR flight must be on board and serviceable:**

- an airspeed indicating system
- an altimeter, with a readily adjustable pressure datum setting scale graduated in millibars
- a direct reading magnetic compass or a remote indicating compass and a standby direct reading magnetic compass
- an accurate timepiece indicating the time in hours, minutes and seconds which may be carried on the pilots person
- a VHF communications radio capable of continuous communications in all airspace in which the carriage of such a radio is required
- a suitable Transponder where required in controlled airspace.

**The following documents must be carried on all flights:**

- Flight Crew Licence
- Medical Certificate
- Pilot Operating Handbook/Aircraft Flight Manual
- Maintenance Release.

**Conditions to be Met Before an Aircraft May Fly**

The following basic conditions must be met before an aircraft may fly (CAR 133):

the aircraft registration markings are correctly applied

any condition set out or referred to on the Maintenance Release, or a direction given by CASA relating to the Maintenance Release, is complied with

any maintenance that is required to be carried out before flight, or any that would fall due during the period of the flight, is carried out and correctly certified for prior to flight

the number and description of operating crew as required by the CARs, the Certificate of Airworthiness, or the Approved Flight Manual are on board, and all hold applicable licences and ratings.

**Alcohol and Other Drugs**

A person shall not act as a flight crew member or perform any duties or functions directly relating to flight if, by any reason of having consumed, used or absorbed any alcoholic liquor, drug, pharmaceutical or medicinal preparation, or other substance, their capacity to act as flight crew is in any way impaired. In particular flight crew members are to be aware of the dangers associated with self medication as the side effects of self administered drugs may not be known to, or appreciated by, lay personnel.

A person shall not act as a flight crew member if they have, during the eight hours immediately preceding departure time, consumed any alcoholic liquor. Flight crew are not to consume alcoholic liquor until the cessation of all flight and flight related activities.

A person shall not act as a flight crew member with a blood alcohol concentration in excess of 0.00%.

## Flying After Diving or Donating Blood

In general the advice contained herein applies to both aircrew and passengers who may have been recently involved in underwater diving activities prior to flying.

Flying after diving may bring on an attack of decompression sickness ("the bends"). This condition is usually associated with divers who have spent a long period of time at depth and return to the surface too quickly. It is a function of the depth of the dive, time spent at depth, and the speed of return to the surface. If a person is subjected to a further reduction of pressure (such as the reduction of atmospheric pressure when flying), decompression sickness may develop even though there was no sign of it immediately following the dive.

Decompression sickness is serious and may lead to unconsciousness, paralysis, and in extreme cases - death. Naturally while a serious consideration for passengers, it is vital that aircrew, particularly pilots, do not succumb.

Based on current advice, the following constitute **limitations** for pilots and recommendations for passengers who intend flying after diving:

diving which did not require decompression stops may be followed by flying after a sea-level rest period of 4 hours

diving which required decompression stops and was of less than 4 hours duration may be followed by flying after a sea-level rest period of 12 hours

diving which required decompression stops and was of more than 4 hours duration may be followed by flying after a sea-level rest period of 48 hours.

While it is **mandatory** that pilots comply with the above limitations, the problem of decompression sickness applies equally to passengers. Pilots are to advise intending passengers of the "recommendations" where there is reason to believe that they may have been involved in underwater diving activities. For the above purposes, "snorkelling" does not constitute underwater diving.

In healthy individuals, the fluid depletion that accompanies donation of one unit of blood is replaced within several hours. Any effects from the loss of haemoglobin should not be significant for normal flying operations.

As a precaution pilots should be discouraged from flying until 24 hours have elapsed following blood donation.

### **Reporting of Aircraft Left in a Hazardous Position**

If for any reason (such as an unserviceability that immobilises the aircraft) an aircraft is left standing on the movement area of an aerodrome, or any other place on an aerodrome so as to constitute a hazard to other aircraft operations, the Pilot-in-Command of the aircraft shall immediately report the fact to the nearest ATC or ATS unit.

If an aircraft is found to be left standing in a hazardous position this fact shall also be reported as above.

## Considerations Relating to Flight Crew Licences

CAO 40.0 specifies some types of flight operations that require specific authorisations or ratings. Definitions relating to these can be found in CAO 40.0 para 1.1.

**An aeroplane licence holder shall not deliberately put an aeroplane into a spin** (either erect or inverted) unless he has undergone a course of spinning training with an authorised flight instructor and has had an entry made in his personal log book certifying to the fact that he can safely recover from the appropriate spin.

**An aeroplane licence holder shall not carry out aerobatics** unless he has undergone a course of aerobatic training with an authorised flight instructor, or an approved person (approved by CASA) and has had an entry made in his personal log book certifying to the fact that he can safely perform the manoeuvres listed.

The basic manoeuvres that may be listed are:

Barrel Roll

Loop

Slow Roll

Roll-Off-The-Top

Stall Turn.

**An aeroplane licence holder shall not practice instrument flying in an aeroplane while it is flying VFR unless:**

they hold a command instrument rating appropriate to the aeroplane type

the aeroplane is equipped for instrument flying

the aeroplane is equipped with fully functioning dual controls

the other control seat is occupied by a person (safety pilot) who holds a private or higher category licence endorsed for the aeroplane type

the safety pilot has sufficient vision from the aeroplane to enable them to safely fly the aeroplane visually or the pilot is accompanied by an authorised flight instructor.

## **Cargo Stowage and Restraint**

Cargo may only be carried in a place or compartment placarded with loading instructions. Should cargo need to be carried in the passenger cabin suitable placards shall be installed either as indicated in the Pilot Operating Handbook/Flight Manual or as otherwise approved by a CASA approved Weight Control Officer.

Cargo carried on or above the floor line, in or aft of any crew or passenger compartment shall be restrained so as to prevent any article from moving under the maximum accelerations to be expected in flight and in an emergency alighting such as ditching or a wheels-up landing.

Restraint equipment, including nets and barriers, shall be capable of restraining the cargo as specified above, be flame resistant and be of an approved type for the particular aircraft concerned. This equipment may be approved either by the aircraft manufacturer or by a CAR 35/36 signatory.

Procedures, instructions and limitations, detailed, complete and specific to the particular equipment and aircraft concerned, shall be included in either:

in the case of aircraft manufacturer supplied restraint equipment the Pilot Operating Handbook/Flight Manual

in the case of restraint equipment locally approved by a CAR 35/36 signatory an Approved Flight Manual Supplement.

If cargo is loaded so that it obstructs an emergency exit, other emergency exits must be available as required for the number of occupants carried. The EMERGENCY EXIT sign relating to the blocked exit must be covered or otherwise made ineffective. The cargo shall be restrained as above.

Approved restraint equipment, including nets and barriers must be identified with the name of the manufacturer or bear other identification that confirms that it is the approved restraint equipment referred to in the Pilot Operating Handbook/Flight Manual or the Approved Flight Manual Supplement as appropriate.

Cargo shall not be carried in any place where it may damage, obstruct, or lead to the failure of any electrical system, pipe line or other aircraft equipment.

Cargo carried in baggage and cargo compartments aft of any crew or passenger compartment shall be restrained as specified above.

Cargo may be carried on a seat provided that:

no exit is blocked by the seat or area where cargo is secured

the combined weight of the cargo does not exceed 77 kg.

For single pilot aircraft carrying no passengers the cargo is to be loaded so that the pilot has ready access to an emergency exit.

**Dangerous goods and firearms are not to be carried as cargo.**

### **Procedures in the Event of an Aircraft Unserviceability Away From CBG**

In the event of an ACST aircraft becoming unserviceable away from CBG, the Pilot in Command will take note of the damage, problem and anything that may be relevant to the problem and notify the ACST.

If the ACST cannot be notified the pilot should secure the aircraft. Appropriate arrangements will need to be made for any passengers or freight on board the aircraft.

If the aircraft is disabled in a position where it may be a hazard to other aircraft it must be moved to a position where it can be safely secured. If the aircraft is disabled at an aerodrome with ATS officers they are to be notified.

**No pilot will commit any ACST aircraft to maintenance at any location without the approval of the ACST.**

### **Seats and Seat Belts**

The Pilot-in-Command of an ACST aircraft shall ensure that each crew member and each passenger occupies an approved seat and is, at all times, properly restrained by the restraint system fitted for the seat.

## Carriage of Infants and Children

The number of passengers carried in an aircraft may exceed the number of approved passenger seats fitted in the aircraft if the excess passengers are children under 13 years of age or infants.

The maximum number of excess passengers permitted under this provision is one.

Two children below the age of 13 years may occupy one seat if seated side by side provided that their combined weight does not exceed 77 Kg. The seat belt shall be adjusted to secure them both at all times.

An infant under the age of three years may be carried in the arms, or on the lap of an adult passenger, in an approved automotive type infant seat, or in a basinet.

If an approved automotive infant seat is used it must be of a type as specified in CAAP 235-2.

Additionally it must not be secured in a sideways facing seat but must be installed and secured in accordance with a scheme approved under CAR 35 either by CASA or an approved person. Further details on the use of these seats can be found in CAAP 235-2.

If used, a basinet must be restrained to prevent it from moving under maximum accelerations to be expected in flight and in an emergency landing, and precautions are taken to ensure that, at all times when seat belts are to be worn, the child will not be thrown from the basinet under these accelerations. From time to time CASA may impose conditions on the use of an infant seat in an aircraft. When imposed, CASA will notify such conditions in writing.

An infant must not be carried in an exit seat (a seat in a row of seats adjoining an exit) during take-off or landing unless the Pilot-in-Command is satisfied that the infant's presence in the seat will not obstruct or hinder the escape of other persons from the aircraft.

If the infant is carried by a passenger, the seat belt shall be fastened around the passenger nursing or carrying the child only, **not** around the child.

### Briefing of Passengers

The Pilot-in-Command of an ACST aircraft must ensure that all passengers receive an adequate oral briefing prior to departure on the following:

- no smoking in ACST aircraft
- the use and adjustment of seat belts
- the location and operation of emergency exits
- stowage of hand luggage and other loose articles
- the presence on board of any special survival equipment
- the location of First Aid kits
- requirements relating to any passenger occupying a control seat
- operation of climate/ventilation controls.

On over water flights where life jackets/rafts are required to be carried an oral briefing shall be given to passengers on the location and use of these flotation devices.

When an aircraft proceeds directly over water after take-off this briefing shall be given before take-off. If the flight does not proceed directly over water after take-off, the briefing may be delayed but must be given prior to the over water part of the flight.

## Declaring an Emergency

**The Pilot-in-Command of an ACST aircraft encountering an emergency situation, or experiencing difficulties requiring assistance, is to make the appropriate declaration (ERSA/EMG) without delay.** Failure to give early notification of a developing problem can give ATS insufficient time to divert other traffic, or to provide adequate SAR or other assistance when needed. Equipment failure or other communication difficulties could reduce the probability of a delayed message being received, and additional serious problems requiring the pilot's immediate attention could prevent them from compiling and transmitting the appropriate message at a later stage.

When an aircraft or its occupants are in grave and imminent danger, the earliest transmission of a **DISTRESS** message ("**MAYDAY**" - AIP/ERSA) is essential in order to obtain maximum assistance with minimum delay. If communication cannot be established on the frequency in use, other VHF, UHF, or HF frequencies appropriate to the area should be tried until positive contact is made. When time is critical, the distress message should be transmitted "blind" **on the frequency in use then, if no response is heard**, transmission should be made on **121.5 or 243 MHz** 121.5 MHz is continuously monitored by international RPT and military aircraft and 243 MHz by certain ground stations (usually military). In an emergency situation, transponder code 7700 should always be selected ON regardless of aircraft location as some military aircraft and ships can interrogate transponders. The aircraft emergency location transmitter should also be activated unless it interferes with other radio communications.

The **URGENCY** message ("**PAN PAN**" AIP/ERSA/EMG-3) is the appropriate form of declaration in a situation such as navigation difficulties, suspect aircraft performance, or when the safety of a person on board or in sight is involved, and immediate assistance is not required. The foregoing advice regarding communication difficulties also applies to an Urgency message.

Other difficulties which are not serious enough to warrant an Urgency message should be passed to the appropriate agency on the frequency in the use in the normal manner. However, should such difficulties develop into a more serious situation the transmissions of an Urgency or Distress message is mandatory. **A Pilot-in-Command who is unsure of the urgency of a particular problem should not hesitate to declare an emergency.** They can easily cancel or downgrade the declaration when the situation becomes clearer.

## **Diversion due to Weather**

A diversion due to weather is a contingency which can occur on virtually any flight. If the weather conditions are known to be marginal, such diversions should be allowed for during planning. However the weather can deteriorate rapidly and unexpectedly and unplanned diversions may become necessary. The primary consideration in such a situation is the safety of the aircraft and its occupants, and communications are an important aspect. When in controlled airspace, the Pilot-in-Command is to request an amended clearance to enable clearance to be granted before a diversion is necessary. When remaining OCTA, the Pilot-in-Command is to keep ATS and other traffic informed of their intentions.

The main factor in selecting an airport as an emergency diversion is its operational suitability. However, the following aspects are also important:

availability of fuel

availability of accommodation and surface transport, particularly if passengers are carried

communication (without telephone facilities it may be difficult to notify ATS and the ACST of arrival, and to plan future movements)

protection of the aircraft.

## **Forced or Emergency Landings and Accidents**

### **Unscheduled Landing Due Weather**

In the event that an unscheduled landing is made due to weather the Pilot-in-Command of an ACST aircraft is to consider the following:

- operational suitability of the alternate

- refuelling

- accommodation

- communications

- ground transport

- protection of the aircraft.

### **Notification**

The ACST must be notified of an emergency unscheduled landing as soon as is reasonably possible.

### **Removal of Aircraft after an Emergency Forced Landing &/or Accident**

Where an ACST aircraft has been subjected to a forced landing due to mechanical trouble, fuel starvation/exhaustion, or similar, or an accident, the aircraft is not to be moved without the prior permission of the ATSB or their authorised representative.

The above does not prevent the following:

- the extraction of persons, animals and mail from the wreckage

- the protection of the wreckage from destruction by fire or other causes

- the prevention of danger, or removal of obstruction to air navigation, to other transport or to the public

- the removal of the aircraft and its contents to a place of safety where the aircraft is wrecked on water

- the removal of goods or baggage under the supervision of a Police Officer.

The ATSB can be contacted on **1800 011 034** or via the nearest ATS Unit.

### **Overdue Aircraft**

The Pilot-in Command of an ACST aircraft is responsible for lodging a SARTIME with CENSAR.

**SARTIME should be a time that is within 30 minutes of the planned ETA for the flight.**

In the event of ACST becoming aware that an ACST aircraft operating under a SARTIME is overdue AUSSAR is to be contacted as soon as possible. AUSSAR coordinate the Search and Rescue effort.

Pilots are reminded of the seriousness of their responsibilities concerning SARTIMES.

Pilots are to cancel their SARTIME on arrival at the destination and must be aware that SAR action WILL COMENCE as soon as their SARTIME expires.

## Accident and Incident Reporting

In 2003 new legislation was passed covering Accidents and Incidents. This legislation is the “*Transport Investigation Act 2003*” and “*Transport Safety Investigation Regulations 2003*”, and a précis of this legislation is contained in AIP ENR 1.14 – Air Traffic Incidents.

Any accidents and incidents are now referred to as “***Immediately Reportable Matters (IRM)***” and “***Routinely Reportable Matters (RRM)***”. Examples of **some** IRM’s and RRM’s are (Refer to AIP ENR 1.14 for a comprehensive list of reportable matters):

if a person dies or suffers serious injury from being on the aircraft, in direct contact with it, or from anything attached or detached from it, except when the injuries are from natural causes, to stowaways, self-inflicted or inflicted by other persons

the aircraft incurs damage or structural failure that adversely affects the structural strength, performance or flight characteristics to a significant extent

the aircraft is missing or inaccessible

an occurrence associated with the operation of an aircraft that affects or could affect the safety of the operation of the aircraft and involves circumstances indicating that an accident nearly occurred

an event associated with the operation of an aircraft that could affect the safety of that or another aircraft.

### **Immediately Reportable Matter**

In the event of an **Immediately Reportable Matter (IRM)** as detailed in AIP ENR 1.14 para 2, the following reporting action is to be taken by the Pilot in Command:

notify ATSB by the quickest means possible

immediately contact the ACST giving all relevant particulars for investigation while evidence is still available, such as weather conditions, position of controls etc

make a written report of the matter to the ACST within 48 hours. ACST will then forward the report to the ATSB within 72 hours.

In the event that the Pilot in Command has been incapacitated, the ACST must ensure that ATSB has been notified of the accident.

### **Routine Reportable Matter**

The Pilot in Command who is involved in a **Routine Reportable Matter (RRM)** as detailed in AIP ENR 1.14 para 3.2 is to complete an Air Safety Accident or Incident Report (ASAIR) and forward it to the ACST who is to investigate the incident and decide what action may need to be taken. The form is to be forwarded to ATSB within 72 hours, together with comments or advice of any action taken by the ACST. A duplicate copy is to be retained in the ACST records.

Persons involved in an accident or incident are not permitted to make any comments to the media on any aspect of an accident or incident and the Pilot in Command of an ACST aircraft must not make any statement regarding liability. It is the prerogative of the ACST to make any statement to the media.

The “Air Safety Incident Report (ASIR)” referred to above is not the same as a “Confidential Aviation Incident Report (CAIR)” and different forms are used for each. The submission of an ASIR is mandatory for any reportable occurrence, the CAIR is a voluntary report.

### **Flight Over Public Gatherings**

Other than in the course of normal navigation, an aircraft may not be flown over a regatta, race meeting or public gathering without approval in writing from CASA, and then only in accordance with any conditions specified in the approval.

Should such an operation be required, the ACST shall seek the appropriate approval.

## Airmanship

The aim of the ACST is to provide a safe and enjoyable flying experience. This requires individual pilot's assistance in displaying good airmanship and flying skills.

**Pilots of ACST aircraft are required to exercise good airmanship at all times and are required to:**

maintain recency standards

have regular check flights with an instructor or join in the regular ACST flying activities

check weather forecasts and NOTAM before flight

carry prescribed documentation during flight

lodge flight plans and a SARTIME

wear life jackets when flying over water beyond gliding distance to land

remain aware of changes to operational requirements

use correct radio procedure and frequencies at all times

operate the aircraft according to the Pilot Operating Handbook/Flight Manual at all times

clean windscreens before flight

maintain correct oil levels and fuel requirements

leave the aircraft clean and tidy for the next person

contact the owner/operator for a condition report and permission to use prior to operating into an ALA and carefully check ALA for stock, fences, burrows etc prior to landing.

## **Duty Pilot Responsibilities**

Members rostered as Duty Pilot are responsible for the following:

- assistance with refuelling of aircraft
- coordination of aircraft bookings
- confirming hirer qualifications by sighting licence, medical, logbook and flight review status prior to releasing an ACST aircraft
- ensuring that hirers complete the daily Flight Statement Sheet and acknowledge the Terms and Conditions of Hire prior to releasing an ACST aircraft
- oversight of documentation used to record fuel and oil usage and aircraft flight times
- oversight of the safety of ground operations
- monitoring aircraft parking
- processing payments
- cleanliness of the ACST premises including vacuuming and disposal of rubbish
- reporting issues or concerns to a member of the Flying Committee without delay.

**Duty Pilot Office Procedure Checklist****Start of Day**

Check phone messages

Access booking system and identify bookings

Identify aircraft maintenance required and arrange for it to be done

Access safe and obtain “Flying Operations” cash box. Use only this box for front counter transactions. Do not leave this box unattended.

**End of Day**

Secure “Flying Operations” cash box in safe

Lock office

Secure the ACST premises

### **The Flying Committee**

The Flying Committee consists of the Flying Captain and three committee members and is appointed by the ACST Committee under the terms of the ACST constitution.

The Flying Committee is responsible for ensuring the safety of ACST operations.

**Flying Committee members have the authority to give reasonable directions and take reasonable action to ensure safety.**

Any person who witness what they believe to be an unsafe act, or who has a safety concern, is encouraged to report the matter to a member of the Flying Committee as soon as possible.

## **Discipline of Members and Right of Appeal**

The discipline of members is authorised under Sections 4.11 and 19 of the ACST Constitution.

**Members who fail to operate according to the provisions of relevant legislation, Air Traffic Control direction, the ACST Operations Manual and the Pilot Operating Handbook/Flight Manual for the aircraft being hired or who otherwise operate in an unsafe or negligent manner may face disciplinary action.**

### **Disciplinary Process**

Where it is alleged that a member has acted in an unsafe or negligent manner the allegation will be investigated. If the investigation reveals that disciplinary action is justified the member will be afforded the opportunity to appear before the Flying Committee and respond to the allegations.

If the Flying Committee is satisfied that the member has acted in an unsafe or negligent manner and that disciplinary action is warranted the Flying Committee shall submit a report to the ACST Directors who, if satisfied that a breach has occurred, may discipline the member by way of suspension, expulsion or otherwise.

### **Right of Appeal**

A member so disciplined may, within seven days, appeal to a Special General Meeting whose decision shall be final.