



PILOTS' ORDER BOOK

VERSION 4.0
March 2023

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Revision history

DATE	Description	Initials of CFI	Initials of GFT director	Distribution date
13/12/14	Version 1.4 approved and distributed, main changes: - GF1 Weather minima, cloud base change for circuits RR2 relaxation rules for PPL hire periods			
09/07/15	Version 1.5 general tidying up, main changes: - AD3 Self-Authorisation, experience made clearer. AH6 flap restriction removed. AH12b includes land after AH12d updated. GF9 updated. RA4 updated. RA6 reference to local aviation law RR4 updated			
22/04/16	Version 1.6 main changes: - AD3 Self-Authorisation. Relaxed requirements in section b 1			
27/08/17	Version 1.7 to include SERA and new Aviation Law			
01/09/19	COMPLETE REVISION to refer all training to the SFT Operations manual. The POB now only applies to 'private hire' of the aircraft. Document simplified generally to require flying within License privileges and local rules.			
08/06/20	Amended with reference to COVID-19 risk assessment and 4.1(c) requirements to brief with instructor if out of currency.			
20/11/20	Revised currency requirements at AD 4 Pilots not flying within the last 42 days will be required either to have a checkout with an instructor or be authorised by the C.F.I.			

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08/04/22	<p>Version 3.0 main changes</p> <p>AD1 References changed to New Air Navigation (Bailiwick of Guernsey) Law 2012.</p> <p>AD2 updated.</p> <p>AD6 refers to cost sharing.</p> <p>AH8 updated GF1 defines met forecast info.</p> <p>GF4 updates loss of radio procedure</p> <p>GF9 updated.</p> <p>RA3 updated</p>			
10/03/23	<p>Version 4.0</p> <p>Complete re-write and re-design reflecting cumulative changes in regulation and applicable law.</p>			

Part A – Applicable Law and Interpretation

1. Being registered in the UK and operated from the Bailiwick of Guernsey, Guernsey Flying Training Limited (GFT) aircraft and those who fly them, are subject inter alia both to the UK Air Navigation Order and the Air Navigation (Bailiwick of Guernsey) Law, Part-SERA and the laws of any state in whose airspace they may operate.
2. Pilots shall be familiar with and comply with all relevant regulation and law for the flight they intend to conduct.
3. Some provisions of this Pilots' Order Book place limitations or constraints on the operation of GFT aircraft that are more restrictive than applicable law or regulation. For the avoidance of doubt, such limitations are intentional and compliance with them is a condition of rental.
4. Any provision of this Pilots' Order Book may be deviated from to the extent required to deal with an emergency or to avoid the immediate endangerment of an aircraft or its occupants. Such a deviation and the circumstances giving rise to it, must be reported to the Chief Flying Instructor (CFI) as soon as is practicable and in any case no later than 12 hours after the event.
5. Throughout this document, for brevity, the use of masculine pronouns shall be interpreted as including all individuals to whom this document is relevant.
6. Aircraft to which this document relates shall include both those aircraft that are owned by GFT as well as those that may be from time to time leased or rented for use by GFT clients.
7. Compliance with the requirements set forth in this document shall form a part of the terms and conditions of the contract entered into between GFT and pilots renting aircraft from GFT.

Part B – Authorisation of Flights

- 1) All flights conducted in any aircraft operated by GFT must be authorised in one of the two following ways:
 - a) A pilot meeting ALL the following criteria may self-authorise:
 - i) Is a current full or overseas member of the Guernsey Aero Club.
 - ii) Is the holder of at least a Private Pilot's Licence containing a current Certificate of Test/Check or Experience.
 - iii) Is the holder of a current Medical Certificate.
 - iv) Is the holder of a VHF Radio Telephony licence
 - v) Has a prior satisfactory flight check on the type of aircraft on which the proposed flight is to take place, as confirmed by a counter-signed logbook entry.
 - vi) Meets the currency requirements detailed in Part D.
 - b) Flights conducted by pilots unable to meet the criteria specified in paragraph (1)(a) of this Part may be authorised by any GFT instructor whose name appears on the list displayed in the flight office. Such authorisation may be obtained by telephone in which case, this is to be noted on the Sector Log before flight and is to include the name of the authorising instructor and the time of the telephone conversation.

Part C – Use of the Sector Log

- 1) Before each flight, the Sector Log for the aircraft must be completed for all sectors of the flight to be undertaken.
- 2) The Pilot in Command's initials confirm that the terms of this Pilots' Order Book have been complied with and that full planning for the flight(s) have been undertaken considering, C of G calculations (tick box in sector log), fuel requirements, weather and NOTAMs for the route(s) intended.
- 3) As soon as is practicable after each flight, the Pilot in Command will record the take-off and landing times in the Sector Log, to the nearest five minutes using the 24 hour clock system in Local Time. The Sector Log should also be completed to include the number of landings and or circuits.
- 4) Defects noticed during or after a flight must be reported to a GFT authorising instructor or a GFT Director, who will decide if the particular defect is to be entered in the deferred defect log or logged as a major defect.
- 5) No GFT aircraft may fly with inoperative items, unless any such items are permitted under the Minimum Equipment List (MEL) published in the Technical Log. In the case of any doubt, the Pilot in Command should refer either to a GFT Instructor or the CFI.
- 6) If an entry has been made in the major defect log, the aircraft must not be flown until the defect has been rectified.
- 7) The Record of Flights and the Defect Logs constitute a Technical Log for the aircraft as required by The Air Navigation Order for Public Transport aircraft.
- 8) Pilots' attention is drawn to the requirement in Part E to register the names of any passengers on the Sector Log.

Part D – Pilot Licensing and Currency

- 1) It is the responsibility of the Pilot in Command to ensure that he is properly licensed and rated to undertake any proposed flight.
- 2) GFT will retain on file, copies of each pilot's licence, medical and Radiotelephony Licence.
- 3) Pilots should pro-actively provide to GFT, copies of any amendments to licences or medicals to ensure that GFT has up-to-date information.
- 4) No pilot shall fly any aircraft operated by GFT unless GFT has a current copy of the documents described in paragraph 2 of this Part.
- 5) In order to act as pilot in command of a GFT-operated aircraft, a pilot must have flown as Pilot in Command on the same class of aircraft within the prior 42 days.
- 6) Where a pilot is unable to meet the 42-day currency requirement, but has flown as Pilot In Command on the same class of aircraft within the prior 90 days, the pilot will need either:
 - a) to have a successful check flight with an instructor, evidenced by a signed logbook entry; or
 - b) to be authorised by the Chief Flying Instructor (CFI) explicitly for the proposed flight.
- 7) Where a pilot has not acted as Pilot in Command on the same class of aircraft for a period exceeding 90 days, a satisfactory dual check flight will be required with a GFT instructor, evidenced by a signed logbook entry.
- 8) Irrespective of the currency requirements listed in this Part, a check flight may be requested at any time at the sole discretion of a GFT instructor.

Part E – Carriage of Passengers

- 1) Passengers may only be carried by pilots meeting the licensing and currency requirements of Part D.
- 2) In addition to the licensing and currency requirement set out in Part D, pilots are required to have logged 3 take offs and landings as Pilot in Command within the last 90 days in order to carry passengers. This is a statutory requirement.
- 3) Passengers' full names must be entered on the Sector Log and the Pilot in Command shall be satisfied that all persons on board the aircraft are medically fit to fly. Minors may be carried only at the discretion of the person authorising the flight. The Pilot in Command must give a safety briefing to all passengers. This briefing shall include but not limited to, the use of seat belts and harnesses, the use and location of doors and other exits, the need to keep clear of the controls, and the operation of the life jackets and dinghy.
- 4) Passenger safety briefing cards are kept in the crew room and in each aircraft. The attention of passengers should be drawn to these cards by the Pilot in Command prior to engine start.
- 5) Under no circumstances shall any passenger be permitted to operate the flying controls of a GFT aircraft.
- 6) Pilots intending to share costs with their passengers are to ensure that they comply with applicable legislation.
- 7) GFT aircraft may under no circumstances be used in flights arranged through WINGLY or other similar cost-sharing platforms.

Part F – Aircraft Hire

- 1) Aircraft bookings are taken on a first come first served basis. The only exception to this is for Skills Tests and Solo Qualifying Cross Country flights. These flights take priority, and it is possible that another flight may be cancelled due to one of these flights needing to be completed.
- 2) An aircraft may be booked for no more than a half day at weekends, and for one full day during weekdays. Extended bookings beyond these limits may be agreed at the sole discretion of the CFI.
- 3) Unless there are reasons beyond the control of the hiring pilot, a cancellation fee will be charged if not cancelled by at least two full days before the expected flight.
- 4) All Private Hire flying is charged chock to chock. The Hobbs and Tacho figures are to be recorded in the Sector Log in addition to the block times.
- 5) In the event of excessive ground holding, adjustments may be made to the time billed to a Pilot, at the sole discretion of the CFI.
- 6) Aircraft must be left in a clean and tidy condition. All seatbelts and lap straps must be clasped and all rubbish, including empty oil containers and paper must be removed from the aircraft.
- 7) Before leaving the aircraft, the propeller must be left in a horizontal position.
- 8) On no account should an aircraft be left unattended with the towbar attached. The towbar should be stowed in the aircraft after use, or when on the ground in Guernsey, placed in accordance with the Guernsey Hangarage Limited rules.
- 9) Any life jackets or other survival equipment borrowed for the flight are to be returned to the crew room.
- 10) No person shall act as Pilot in Command in a GFT aircraft if they have consumed alcohol during the previous twelve hours. This limitation applies in addition to the statutory restrictions relating to alcohol.
- 11) No person shall act as Pilot in Command of a GFT aircraft while under the influence of any medication or other drug nor following any medical procedure unless previously authorised by an Aviation Medical Examiner.
- 12) No person shall act as Pilot in Command of a GFT aircraft within at least 24 hours of carrying out scuba diving activity.

Part G – Aircraft Operations (General)

- 1) The Pilot in Command must ensure that the aircraft is operated in strict accordance with the Flight Manual published for it.
- 2) A pre-flight check shall be carried out by the Pilot in Command before every flight. All checks must be carried out in accordance with the approved checklist for the aircraft to be flown.
- 3) Pilots must ensure that they have sufficient fuel onboard for their planned flight, so as to comply with applicable legislation. Pilots are to note that legal minimum fuel requirements vary by whether the flight is to be conducted under VFR or IFR and during the Day and Night.
- 4) Before starting an aircraft engine, the pilot shall ensure that: -
 - a) The aircraft is in a position where the slipstream will not cause damage to persons, property or other aircraft.
 - b) There is a clear path by which the aircraft may taxi from the start-up position.
 - c) At night, navigation lights, and if fitted the anti-collision beacon, are illuminated.
- 5) Engine run ups shall be carried out at a holding point or as directed by ATC or required by local airfield procedures, with the aircraft facing into wind and the parking brake on.
- 6) It is always the Pilot in Command's responsibility to ensure that the area behind the aircraft is clear before the run up procedures are commenced.
- 7) At all stages of flight, all occupants shall be fully harnessed and the straps in unoccupied seats securely fastened.
- 8) No turns shall be made within five hundred feet of the ground after take-off, unless in emergency, at the request of ATC, or for specific training purposes. When turning on to final approach the turn must be complete, with the aircraft on an appropriate heading for the approach before the aircraft descends below five hundred feet above ground level ("AGL"). The angle of bank during climbing turns and descending turns shall not exceed fifteen degrees. The angle of bank during level turns within the circuit pattern shall not exceed thirty degrees.
- 9) No pilot may fly whilst using a vision obscuring device such as Foggles or Instrument Flight Screens unless an observer is carried in the other front seat. This observer must hold a current pilot's licence and medical valid for the class

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of aircraft being flown. It shall be the observer's role to permit the pilot to comply with the statutory duty to see and avoid.

- 10) If a GFT aircraft is refuelled whilst away from Guernsey, the Pilot in Command shall obtain, and present to the Club Administrator on return, all the receipts for the fuel and oil obtained.
- 11) Aircraft must not be taxied directly towards any fuel pump, tanker or installation.
- 12) It is the Pilot in Command who is responsible for ensuring that the correct type and grade of fuel and oil is delivered to the aircraft. The use of Motor Grade Fuel (Mogas) is strictly prohibited.
- 13) Aircraft are to be parked and hangared in and around the Aero Club Hangar abiding by the Rules and Conditions of Occupation as laid down by Guernsey Hangarage Limited (GHL). Specific attention is drawn to rule 9 which states:
 - a) Aircraft shall be parked in the hangar in the location allocated to them by the Directors of the Company. All aircraft wheels will be positioned within the floor taped boxes. GFT Ltd training aircraft should be parked in their allocated spaces, tail in and nose facing the main doors.
 - b) All Slot Owners, Users and operators shall take care when moving aircraft, and shall report immediately any damage caused to other aircraft or property.
 - c) If an aircraft is in an unserviceable condition (e.g. flat tyre) or marked as unserviceable it should not be moved without the consent of the owner.
 - d) The use of powered tugs by anyone other than their owner shall only be permitted if their owner has given their consent and provided appropriate instruction on their use.
 - e) Guernsey Flying Training aircraft may be parked on the apron during training hours, provided that they are parked tight in the north-east and north-west corners of the apron with their nose wheel within the marked boxes.
 - f) No aircraft shall be parked so as to unnecessarily obstruct or impede the free movement of aircraft in the hangar or on the apron.
 - g) All aircraft shall be parked in the hangar with the brakes off and tow bar placed alongside the nose wheel, tow bars should be painted or marked in a way that improves its general visibility.
 - h) All aircraft when parked on the apron and pilot is not in attendance shall be parked with the brakes off, chocked as necessary.

- 14) On those occasions that an aircraft must be parked away from the vicinity of the Guernsey Aero Club, the aircraft must be parked facing into the wind with the parking brake applied, control lock fitted or seat belt securing the control wheel, tied down and locked. The key is to be retained by the pilot, if away from Guernsey, or returned to and left in the Crew Room.
- 15) Pilots are required to carry the necessary charts and approach plates for their planned flight. If this obligation is achieved through the use of an EFB such as Foreflight or SkyDemon, pilots are reminded of the obligation to carry a backup either in the form of a physical chart or a second independent and up-to-date instance of the EFB.
- 16) In the event that a GFT aircraft lands at any place other than the destination aerodrome authorised on the Sector Log, the Pilot in Command shall ensure the immediate safety of any passengers and the aircraft and must contact GFT as soon as possible.
- 17) If a precautionary or forced landing has been made at a place other than at an active airfield, the local police, and the owner of the land as well as GFT must be informed by the Pilot in Command.
- 18) If the flight was conducted on a flight plan filed with an ATC unit, the relevant authority must be informed within 30 minutes of the planned arrival time at the destination.
- 19) If the landing is made other than in Great Britain and Northern Ireland, it is the responsibility of the Pilot in Command to establish whether or not the airfield at which the landing has been made is an Aerodrome of Entry. If this is not the case, the Pilot In Command must take the necessary action to ensure that the relevant authorities are informed.
- 20) Should any pilot of a GFT aircraft inadvertently penetrate controlled airspace, a report of the circumstances and action taken by the Pilot in Command must be made to a GFT instructor upon return to the club. A written statement must be given to the CFI, or a Director of GFT.
- 21) When taking a GFT Ltd aircraft away from base, it is the responsibility of the Pilot in Command to ensure that the aircraft is parked in a safe position, facing into the wind with the parking brake applied, control lock fitted or seat belt securing the control wheel, securely tied down and locked. If available, the aircraft must be hangered.
- 22) Should the Pilot in Command refuel the aircraft, or provide oil, receipts for such fuel and oil shall be retained and handed to the Club Administrator on return to Guernsey.

- 23) It is the responsibility of the Pilot in Command, to pay any landing fees, navigational charges, parking and hangarage dues that may be incurred while the aircraft is away from base.
- 24) A flight over water during which the aircraft will be at a greater distance from a safe landing area than the gliding range with the engine inoperative may be authorised provided that.
 - a) All occupants wear life jackets.
 - b) A life raft is carried which is large enough to contain all persons from the aircraft.
 - c) The Pilot in Command has briefed all passengers on the action to be taken in the event of ditching, and the abandoning of the aircraft, including the use of life jackets and dinghy.

Part H – Weather and Operating Minima

- 1) For the purposes of this Part, an Instrument Qualified pilot is a pilot possessing a licence endorsed with either an Instrument Meteorological Conditions Rating (IMC), an Instrument Rating (Restricted) (IRR), or an Instrument Rating (IR).
- 2) For the purposes of this Part, an Instrument Rated pilot is a pilot holding an Instrument Rating.
- 3) Pilots of GFT aircraft are required to adhere to the weather minima associated with the valid and current licences and ratings that they hold.
- 4) Notwithstanding the position set out in paragraph (3) of this Part, the following more restrictive limitations apply to all persons acting as Pilot in Command of a GFT aircraft.
 - a) A pilot who is not Instrument Qualified may not depart any airport in controlled airspace other than on a VFR clearance. For the avoidance of doubt, such a pilot may not accept a SVFR or IFR clearance for departure.
 - b) A pilot who is not Instrument Qualified may not make an approach to land at an airport if the reported visibility is less than 5000 metres, or the reported ceiling is less than 1000 feet AGL.
 - c) A pilot qualified with an IMC rating or IRR may not commence an instrument approach unless the reported visibility is 1500 metres or more, and the reported ceiling is 600 feet or more (for a non-precision approach) and 500 feet or more (for a precision approach). Where the published minima for the approach are more restrictive, these shall take precedence.
- 5) GFT aircraft may not be operated in crosswinds, having regard for gusts, greater than the maximum demonstrated crosswind component of the aircraft, as placarded in the cockpit.
- 6) GFT aircraft shall only be operated at airfields during their promulgated operating hours.