

BordersGliding^{Club}



Standard Operating Procedures

Updated
February 2017

Borders^{Club}Gliding
Borders (Milfield) Gliding Club
Standard Operating Procedures

Last Review Date - February 2017

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INTRODUCTION

The published policy of the Borders Gliding Club is to provide a safe and healthy environment in which to pursue the aims and mandates of the club and its members.

To provide high quality training and facilities for current and future members, that they can enjoy and progress their interest in sport aviation. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Standard Operating procedures are in place to provide a structured and coordinated standard by which all members and visitors participating in the activities of the club, can work safely and effectively towards maintenance of the Borders Gliding Club policies currently in force.

All members / temporary members / visitors and guests that are participating in the activities of the club, MUST read the S O P's. and comply with relevant requirements for safety and good practice pertaining on the ground and in the air.

All flying activities that take place from the Borders Gliding Club, will be in strict compliance with CAA, and BGA, rules and regulations currently in force, with regards to: Active Airfield ; Aircraft C of A ; Flight Rules ; Pilot Licensing / Certification and Pilot Currency.

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ROLES

Committee

Overall responsibility for club management, policy implementation, safety standards, new member acceptance and member discipline, within the club is that of the Currently Elected Committee. Any member grievances or requests must be addressed in writing to the club secretary for inclusion onto the agenda for next committee meeting.

Chief Flying Instructor (CFI)

The specific responsibility for all flying, flight training and aviation related matters within the club is that of the Chief Flying Instructor.

Safety Officer

The responsibility for coordinating and implementing the club safety policy is that of the club Safety Officer.

Duty Instructor

The day to day responsibility for flight training and airfield operational safety is that of the Duty Instructor on the day. He/she will delegate duties to other Instructors and club members as required, for safe and efficient operations.

The duty Instructor will be directly answerable to CFI, Safety Officer and Committee, for actions on the day.

Technical Officer

The responsibility for co-ordination of Club Gliders / Motor gliders / Ground based launch equipment, maintenance and serviceability is that of the club Technical officer.

Tug Master

The responsibility for co-ordination of club, tug aircraft maintenance and serviceability: In co-operation with the CFI tug pilot operational standards and supervision, is that of the Tug Master.

Airfield Facilities Manager

The responsibility for co-ordination of all airfield ground services / transport / maintenance and security including liaison between contractors, renters and committee, is that of the Airfield Facilities Manager.

All club members have the responsibility to co-operate with the committee and nominated officials to achieve a safe and healthy environment, and to take reasonable care of themselves and others.

Whenever a club member notices a health or safety problem which they are not able to immediately put right, they must inform the duty Instructor or appropriate officer named above as soon as possible.

Accidents

First aid boxes are located in the clubhouse corridor next to the kitchen: Within the workshop near to the wash hand basin: Within the launch-point control van.

In the event of an accident, the duty Instructor or his nominated stand-in, should be informed as soon as possible. The emergency procedures plan and accident log must be put into action immediately.

Follow instructions and help as directed.

Emergency services to be contacted via 999. The most important consideration is to safeguard life.

Do not move injured people unless they are in further danger, keep them warm and attended until medical care arrives.

Fire + Safety

Fire extinguishers are located within the clubhouse, hangar, workshop, Petrol store and at the launch-point.

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The appropriate types of extinguishers are provided for the perceived fire risk at each location, together with the correct sign and instructions. Rescue cutting equipment is located within the hangar and launch-point fire trolley.

Fire escape exits within the hangar / clubhouse / workshop complex are clearly marked with the appropriate signage. Keep all fire exits clear.

Fire safety and rescue equipment must not be removed except to be used in fire and rescue situations. In the event of a fire in the hangar/clubhouse/workshop complex, all personnel must evacuate the premises and congregate at the entrance to the compound near the car park sign.

It is the responsibility of all persons who have occasion to be within the grounds and buildings of the Borders Gliding Club to observe and comply with all danger and safety instructions issued verbally or by notice.

Visitors

BGA, affiliated club members are welcome, SOP's at your home site may differ from ours, so please familiarise yourself with our operating procedures.

Site briefings and check flights are normally required before you are allowed to fly your own machine. (This site has caught out many experienced pilots). Speak to duty instructor prior to first flight.

Non-pilot visitors although welcome, pose a very real safety risk to themselves and to the flying operation. Every effort must be made to reduce this risk by careful supervision, briefings and safety notices. Club members and BGA, affiliated members, must not allow non-pilot visitors to place themselves or others into dangerous situations.

All glider pilots on site, should lookout for problems in this respect and offer assistance (We were all new to the dangers of the active airfield ourselves, once)

Contractors

Contractors that are authorised to carry out work on the Borders Gliding Club site must have a safety briefing from a club official prior to starting work,
If the work is to be carried out upon the active part of the airfield, extreme caution must be exercised and an escort by a competent club member must be arranged to and from the work site.

RESPONSIBILITIES

Club Members Responsibilities

All club members including temporary members have the responsibility to co-operate with the duty instructor and currently elected management team; to observe all policy and safety requirements that are in force at the time. To leave workshop, clubhouse, hangar and trailer compound in a safe and tidy condition after use. All Pilot members must have completed an annual flight check with a club instructor within the previous twelve months.

1. Unpack hangar as directed by duty instructor / duty pilot
2. DI. Tractors / motor vehicles as directed by duty pilot
3. Fill in rabbit holes on active area of airfield as required or directed
4. Clean club aircraft and canopies as directed
5. DI. Club aircraft as delegated by duty instructor, report any defects to duty instruction immediately
6. Ensure parachutes, batteries and loggers or electronic recording equipment are stowed aboard club aircraft as directed
7. Help to site launch point control vehicle as required and directed
8. When called upon, greet visitors, inform them of airfield procedures and escort them to the launch point. Introduce them to duty pilot / instructor
9. As necessary check tow ropes for condition and weak links before it is attached to tug / glider. Challenge pilot **'Airbrakes Closed and Locked'** before attaching tow rope to glider prior to start of launch
10. Work with duty pilot / instructor to ensure a fast and safe operation of the launch area, if you see a problem you consider dangerous – inform duty pilot / instructor promptly
11. The fire trolley / tractor must remain at or near the launch point or within the active area of operations at all times whilst aircraft are in operation (**do not leave parked up at the hangar or rigging area**). Do not drive the tractors until you are checked out to do so, keep a constant look out when driving on the active airfield
12. If pilot has to use ballast weights in club aircraft it is that pilot's personal responsibility to remove such ballast weights from aircraft after flight and ensure they are replaced back into launch point control vehicle.
13. The last P1, of the day in club aircraft should ensure that parachutes, batteries and electronic recording equipment are removed, placed back into the store room / office / workshop, batteries, & radio placed on charge.
14. Report any heavy landings to duty instructor immediately
15. Help clean / wash and dry club aircraft and assist in packing hangar
16. Check you have paid for flights before leaving the site
17. Members intending purchasing a new glider for use at BGC should consult the CFI prior to purchase.

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Duty Instructor Responsibilities

1. Check NOTAM's (computer) printout local area copy.
2. Check Met (computer), printout briefing copy and mark up on briefing board. The printed information will be kept in a blue folder on the DI's desk in the briefing room. The DI is also required to print out a second copy of NOTAMS and weather info and insert in the appropriate folder. This second folder will also contain the Emergency information.
3. NB. Members MUST attend morning briefing OR have 1 to 1 with the DI before flying.
4. Read previous entry in daily log.
5. In consultation with duty tug pilot, select runway direction, where possible organise parallel take-off and landing runs to suit conditions on the day.
6. When considered necessary inspect or delegate runway inspection, for serviceability e.g. waterlogged areas, rabbit holes etc., arrange for marking off or filling-in as required.
7. Delegate, but monitor, unpacking of hangar
8. Delegate DI of gliders.
9. Set soaring / xcountry tasks if required.
10. Give morning briefing.
11. As appropriate brief pilots before flight or delegate another instructor to do so.
12. Ensure all pilots flying solo are aware of currency requirements and annual check flights.
13. Carry out check flights and instruct as required.
14. Supervise Basic Instructor duties and operational procedures.
15. Brief student before your glider is pushed on line.
16. Ensure pre-takeoff checks are carried out expeditiously (do not have tug waiting unnecessarily).
17. Ensure your glider is clear of runway before starting your debrief.
18. Monitor standards of airmanship displayed by solo pilots.
19. Deal with examples of bad airmanship as they occur (only in extreme cases pass on to CFI).
20. **Do not aerobat AEI flights unless they specifically request it and you are qualified to carry out basic acrobatic manoeuvres, and then only with CFI or Deputy authority. AEI flights should only last up to twenty five minutes, any extra time must be paid for.**
21. Monitor airfield and flight safety at all times.
22. Be aware of, and comply with all CAA, BGA and Club regulations and procedures regarding site operation and site safety.
23. All accidents and incidents must be logged and reported to CFI, Safety Officer, **ASAP**. Be aware of, and be prepared to execute accident and / or airprox procedures.
24. Supervise end of day hangar packing and write up daily log.
25. Check on Clubhouse / Hangar / Workshop / Trailer Compound / Fuel stores and Airfield security prior to leaving the site. ENTRANCE GATE MUST BE LOCKED.
26. **Arrange a replacement if you are unable to do your roster duty**

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Duty Tug Pilot Responsibilities

1. Ensure you are current (see tug pilot currency page 16) log and pay for all non tow currency flights.
2. DI Tow aircraft, towropes and winches as appropriate. Use preferred aircraft as notified by Tug Master (weather suitability criteria notwithstanding).
3. Fuel up tug if required, check fuel contents left in fuel store report if getting low.
4. Do not refuel without fire extinguisher at the fuel point and earthing strap attached to aircraft.
5. Complete fuel log after fuel uplift keep fuel log up to date.
6. Select active runway in consultation with Duty Instructor.
7. Do not fly if you are unhappy with the weather conditions / stop flying before conditions get beyond your personal limits. (Liaise with duty instructor)
8. Do not operate unless fire trolley is at or near the Launch Point.
9. Do not taxi out and line up until you have completed your pre-flight checks.
10. **Avoid noise sensitive and no fly exclusion areas whilst towing eg Milfield Village; All neighbouring farmhouses; Cottage near to club entrance; Gas Board compressor station.**
11. Ensure a high standard of Airmanship at all times. **KEEP A GOOD LOOK OUT.**
12. Approach high enough to avoid hitting the fence with the towrope/Monitor towrope has rewound.
13. Ensure you operate all tug aircraft within the limitations of their C of A's, flight manual and weight and balance limits and in accordance with good engine management practices.
14. Do not carry passengers whilst towing, unless specifically authorised by Tug Master or CFI.
15. Keep tug log sheets up to date.
16. When appropriate make sure that towropes are stowed in hangar at end of days flying.
17. Refuel Tug at end of days flying in accordance with refuelling brief – this helps eliminate the risk of condensation in tanks.
18. Check fuel store/pump is locked after use. (power is switched off at workshop isolation switch)
19. Make sure Tugs are put away clean. (delegate washing if necessary)
20. Inform Tug Master of any shortages and breakages (Ropes, Fuel, Oil, Serviceability etc)
21. Inform the CFI / Tug Master / Safety Officer as soon as possible of any mishaps
22. Ensure your medical is up to date and all revalidation currency and mandatory checks are current and your log book is signed/stamped up to date
23. Aerotows above 4000ft are not to be undertaken without prior approval.
24. **Arrange a replacement if you are unable to do your roster duty**

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Duty Pilot Responsibilities

The job of Duty Pilot is one of extreme importance within the club. They have the task of supporting the Duty Instructor in ensuring that flight operations are safe and efficient and that all flights are accurately logged. *It is the responsibility of the Duty Pilot to arrange a replacement if they are unable to do their roster duty.*

Start of Day

- ▶ Organise log sheets and start flying list for the day.
- ▶ Organise / delegate DI of gliders/tractors/ATV
- ▶ Launch Point Control Vehicle (LPCV)
 - Ensure portable phone, air-band radio, laptop, flying log and ballast weights are in the LPCV
 - Position LPCV as directed by the Duty Instructor
 - At end of flying ensure the LPCV is returned back to designated parking area and plugged in

Flight Operations

- ▶ Ensure emergency equipment is located at the launch point for start of flying
- ▶ Ensure gliders at the launch point are parked in a safe manner and are not obstructing the take-off run
- ▶ Ensure that aircraft are removed from the flying area of field promptly, giving others a chance to launch or land safely
- ▶ Where possible, ensure that the pilot next on the flying list is ready to launch. If not, launch someone that is. If a member has flown, and then puts their name back onto the list, they will have the same launch privileges for their new position on the list as if they had not flown.
- ▶ Greet and brief all visitors arriving at the launch point on safety aspects. Ensure people that are going to fly sign the temporary member's book and are introduced to their instructor, BI or IFP.

Flight Log/Payments

- ▶ All take-offs and landings must be logged except tug aero-tow returns. All powered aircraft using the site including non-towing tug flights and motor gliders must be logged. Record destination of departing aircraft.
 - *(Note - Aircraft practicing touch and goes, are classed as continuous flight and logged from initial take-off until full stop landing.)*
- ▶ Keep a clear and tidy log, check pilots have paid for their flights before leaving the field
- ▶ Ensure that all flights have been entered on eLog and that the details are correct - if a paper log has been used then the details should be transferred to eLog.
- ▶ *It is the responsibility of all pilots to check the log, to calculate their own flight charges are correct, and not to leave the site without paying for flights on the day.*

End of Day

- ▶ Organise, together with instructor, cleaning of aircraft and repacking of hangar. Parachutes returned to storage / batteries to be placed on charge etc.
- ▶ The laptop should be returned to the clubroom. The log sheet should then be completed with all heights entered, saved and printed out, and the laptop left on charge.

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Duty Pilot (Fridays) Responsibilities

A rostered Duty Pilot should be available to ensure safe operation of the airfield and club equipment during scheduled flying days when an instructor is not on duty. The role does not include supervision of flying activities. The duty pilot should be a fully qualified and current glider pilot approved by the CFI.

Start of Day

- ▶ Organise log sheets and start flying list for the day
- ▶ Check NOTAM's (computer) printout local area copy
- ▶ Check Met (computer), printout briefing copy and mark up on briefing board
- ▶ Read previous entry in daily log
- ▶ Note take off direction selected by tow pilot on briefing board
- ▶ Give briefing on notams, met and take-off direction
- ▶ Organise:
 - Unpacking of hangar
 - DI of gliders/tractors/ATV
 - Launch Point Control Vehicle (LPCV)
 - Ensure portable phone, air-band radio, laptop, flying log and ballast weights are in the LPCV
 - Position LPCV
 - At end of flying ensure the LPCV is returned back to designated parking area and plugged in

Airfield Operations

- ▶ Be aware of, and ensure compliance with all CAA, BGA and Club regulations and procedures regarding airfield safety
- ▶ Ensure all accidents and incidents are logged and reported to CFI, Safety Officer, ASAP. Be aware of, and be prepared to execute accident / airprox / airspace infringement, procedures

End of Day

- ▶ Organise:
 - Cleaning of aircraft and repacking of hangar
 - Parachutes returned to storage / batteries to be placed on charge etc.
 - Laptop should be returned to the clubroom. The log sheet should then be completed with all heights entered, saved and printed out, and the laptop left on charge
- ▶ Ensure that all pilots have been accounted for
- ▶ Check on Clubhouse / Hangar / Workshop / Trailer Compound / Fuel stores and Airfield security prior to leaving the site.
- ▶ **ENTRANCE GATE MUST BE LOCKED**

Logkeeper Responsibilities (*Flying Weeks, Training Events, Courses*)

The logkeeper duties are primarily to ensure that all flights are logged and so that members and visiting pilots are charged correctly. This duty will normally only be required during Flying Weeks, Training Events or Courses.

Start of Day

- ▶ Organise log sheets and start flying list for the day.
- ▶ Ensure visiting pilots are aware they must give the log keeper all information needed for the log (P1, P2, Tail ID, etc) prior to the flight.

Flight Log/Payments

- ▶ All take-offs and landings must be logged except tug aero-tow returns. All powered aircraft using the site including non-towing tug flights and motor gliders must be logged. Record destination of departing aircraft.
 - (*Note - Aircraft practicing touch and goes, are classed as continuous flight and logged from initial take-off until full stop landing.*)
- ▶ Keep a clear and tidy log, check pilots have paid for their flights before leaving the field
- ▶ Ensure that all flights have been entered on eLog and that the details are correct - if a paper log has been used then the details should be transferred to eLog.
- ▶ **It is the responsibility of all pilots to check the log, to calculate their own flight charges are correct, and not to leave the site without paying for flights on the day.**

End of Day

- ▶ The laptop should be returned to the clubroom. The log sheet should then be completed with all heights entered, saved and printed out, and the laptop left on charge.

Airmanship Responsibilities

Good airmanship is required at all times of pilots that fly from the Borders Gliding Club Site. This starts when you arrive at the site; observe all safety precautions and club regulations. Never allow guests or other visitors to place themselves or others into dangerous situations whilst on the site. If you observe someone or something that you think may be unsafe, go over and personally stop the occurrence, explaining what was wrong. Visitors need to be escorted and introduced to the duty pilot or instructor. First impressions of the safety and professionalism of our club operation is crucial.

Glider rigging must be performed in the designated area as notified at the morning briefing. Pay particular attention to safety checks on control connections, do not get distracted or diverted at this time. Carry out an independent controls check before signing the DI Book. Whilst car towing the glider to the launch point, remain alert and observant, use best practice when using a towrope by having someone in front of the wing to stop glider rolling forwards when car stops, have windows open and car radio off. Do not cross open areas of field if there is a possibility of conflicting with aircraft attempting to take off or land. Always park gliders at the launch point in a safe position and secured from gusts. Canopy closed.

Be ready for tug aircraft when it's your turn to fly, have pre-flight checks completed before you are pushed onto line or tug is lined up in front of you. Canopy and Brakes '**Must be Checked**' prior to accepting the towrope. Do not allow yourself to be distracted by people talking to you whilst carrying out pre-flight checks. Stay alert and focus, consider the eventuality of a wing drop on take off or low level cable break / tug wave off. Poor climb rate after take off, check (**airbrakes open**). Do not be pressurised into accepting the rope until you are ready. Have the glider pulled off line if there is a delay or problem. If prompt action cannot stop a wing drop on take off be ready to release before the problem get out of control. Better to start again than have a ground loop / cartwheel accident.

- ▶ **All gliders being launched at BGC must be in radio communication with the tug.** Gliders not fitted with radio will need to carry a hand held unit to comply with the above.
- ▶ No pilot may fly solo unless they are current. **If you have not flown for more than four weeks, you may not be current.** (Speak to duty instructor before you fly) see BGC flight currency (page 9).
- ▶ No pilot may fly solo unless he/she has had an annual refresher training flight within the previous twelve months.
- ▶ No pre-bronze pilot may fly solo without an adequate briefing from an instructor / It is illegal to fly more than five miles from site without a relevant map in the cockpit regardless of height.
- ▶ No pilot may fly solo who cannot comply with the 'BGA Medical Standards' currently in force and have a current medical certificate.
- ▶ No pilot without a Bronze C and Xcountry endorsement may hill soar on Cheviot. It cannot be regarded as being within gliding range of the airfield, and so under supervision of duty instructor.
- ▶ Do not soar above cloud unless you are competent, and equipped to let down through it:- (Compass + turn & slip + radio, and preferably an A/H and GPS, and the skills to use them)
- ▶ Observe all rules of the air, with particular attention to hill soaring; joining other gliders in thermals; controlled airspace restrictions including wave box penetration requirements. Do not circle in the active circuit of the airfield or impede aircraft that are preparing to join the circuit.
- ▶ Remember airfield circuits are not cast in stone, they are merely expected. If you get caught out, do not try to stretch your glide to reach the normal approach and landing area. Pick a new landing area while you still have sufficient height to organise a safe approach and landing.
- ▶ If a number of gliders are forced to land at the same time choose a landing path that will clear gliders landing ahead, and leave room for gliders that are following behind.
- ▶ Good airmanship is always to be thinking at least one step ahead, and always keep a good look out.

****** IT'S THE AIRCRAFT YOU DON'T SEE THAT HITS YOU ******

- ▶ Pilots going cross-country should arrange a volunteer retrieve crew before leaving the site.
- ▶ Report any Airprox. to Milfield base by radio or to duty instructor as soon as possible after flight

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CURRENCY REQUIREMENTS FOR FLYING GLIDERS

Currency On Gliders:

The amount of flying required in any period of time in order for a pilot to retain a safe level of handling skill and perception will vary according to many parameters such as total gliding time, the type of gliding being done and of course the individual pilot themselves. A pilot may be current at floating around the local area and circuit, or soaring on a hill, but may easily not be current on stalling, spinning, launch failures or landing out; in fact the main things that hurt people in gliding. For this reason and in order that the BGC can provide a recordable standard of management control towards the flying operation and individual pilot safety and protection. A set of currency criteria have been devised to cover the basic skill levels anticipated of pilots at differing experience grades.

At the BGC we do understand that pilots learn and subsequently forget at differing rates, therefore how long a pilot can go without flying a glider will vary depending on the total hours and launches a pilot will have accumulated, together with the breadth of experience and exposure to different flying conditions and environments and very importantly the recency of that experience.

Instructor Currency

BI. Annual instructor refresher flight(s) & annual check flight plus 42 day (6 wk) currency in 2seat glider. Full & Assistant. Annual check flight (this can be negated by conducting a min. of 3 club pilot annual check flights)
Instructor conformity check flight(s) at year 3 and Instructor refreshers/update training at year 5.
Have flown a 2seat glider within the previous 56 days (8 wk) before carrying out instructing duties
All instructors to comply with BGA requirements for minimum hours and launches.

Annual Refresher Training Flight(s):

BGC; require all club Solo pilots to undergo a annual refresher training flight(s), designed to refresh the pilots memory of situations in glider flying that may place them in danger, and to improve their practical skills in handling and recognition of symptoms and feelings in such situations. Knowledge of SOP, NOTAMS and laws and rules will also be checked and recorded by the instructor performing this training.

First Solo : Solo Consolidation & Inexperienced Pilot Type Conversion Flights.

All first solo flights & type conversion flights must be sanctioned by a senior instructor on the day of the flight: ongoing solo consolidation flights will be at the discretion of the duty instructor with consideration of weather conditions and take-off & landing runs in use.

Glider pilots below Bronze C - Xcountry Endorsement:

A currency period of 28 days (4 wks) from last flight in a glider.
If you have not flown a glider for 4 week you are not current. You must speak to the duty instructor before flight

Glider Pilots with Bronze C - Xcountry Endorsement:

A currency period of 42 days (6 wks) from last flight in a glider.
If you have not flown a glider for 6 week you are not current. You must speak to the duty instructor before flight

Glider pilot with Silver C or Above:

A currency period of 56 days (8 wks) from last flight in a glider.
If you have not flown a glider for 8 week you may not be current. You must speak to the duty instructor before flight

Declared Cross-Country Flight's

Pre-Silver-C; pilots proposing to attempt a xcountry flight must first consult the duty instructor and had field landing training within the previous 12 months. (Duty instructor authority required)

Post Silver-C; pilots should be in current flying practice; have annual check flight in date and be aware of field landing and airspace considerations that may affect the proposed flight. (Inform Duty Instructor)

Currency for Mutual Flying: refer to 'non-instructor flight requirements and restrictions' (page 11)

Passenger Flying:

To fly family and friends at the BGC you will be required to have a Silver-C and a minimum of 75hours P1 in gliders, have a current GP endorsement of your medical declaration to DVLA Group 2. In addition you must have a proven level of regular flying at the club (Do considerably more flying than the minimum currency requirement for Silver C): Complete the extra skills training with the CFI / deputy or BGA regional examiner. Have the authorisation signed within your personal flying log book by the CFI. This authorisation will be issued annually after successfully completing refresher training.

Visiting Pilots:

Visiting pilots from other clubs may well be current within their own club environment, however, the BGC, will require log book evidence of recency and experience. Pilots that have not flown from this site must have a briefing and site familiarisation flight prior to flying their own aircraft. Pilots that are inexperienced or out of practice in turbulent aerotow conditions or new to hill soaring or wave flying will need special attention and possibly further training before flying solo, speak to duty instructor on the day. Pilots wishing to fly BGC aircraft must meet BGC currency requirements and undertake type conversion briefings and training as required, speak to duty instructor on the day.

MUTUAL FLYING

Borders Gliding Club Requirements & Restrictions For Non-Instructional Mutual Flying By Non-Instructor Rated Pilots.

- ▶ Both pilots must be members of the Borders Gliding Club.
- ▶ Both pilots must meet the current minimum BGA / BGC qualification for mutual flying: Hold a bronze badge with Xcountry endorsement or higher; have at least 50hrs P1; **have annual written authorisation entered in their personal flying logbook and comply with current medical standards.**
- ▶ **(1)** P1 pilot must meet flying currency requirement as operated by the BGC: and **(2)** and have flown the 2-seat glider type as P1 three time within the preceding 13 wks and be in current flying practice with regard to weather conditions and take-off / landing runs is use on the day. **Where (2) is not possible, the pilot should fly at least one solo flight or one flight under instruction in the intended glider type prior to flying dual.**
- ▶ **Both pilots must have undergone an annual refresher training flight(s) at the BGC within the previous 12 months.**
- ▶ Both pilots must have written authorisation for mutual flying entered into their personal flying logbook signed by the CFI or one of the following BGC Instructors:- Bill Stephen, Colin Sword, Robin Johnson Andy Bardgett - **This must be renewed annually.**
- ▶ Both pilots must agree to abide by safety and operational restrictions upon such a flight as authorised by the Duty instructor or Flight Operations Supervisor, on the day of the flight.
- ▶ Both pilots must agree on role responsibilities for the anticipated flight, P1 to have overall responsibility for the safety of the flight and to be the handling pilot for takeoff and landing, this must be noted upon the daily flying log sheet.
- ▶ P1 pilot must be current on the aircraft being used the type of launch being attempted and from the seat occupied for takeoff and landing, for non instructors this will normally be front seat, unless otherwise noted upon your logbook authorisation.
- ▶ Weather criteria will be at the discretion of the Duty Instructor or Flight Operations Supervisor on the day of the proposed flight.
- ▶ Cross-country flight in club aircraft can only be authorised by Duty Instructor or Flight Operations Supervisor on the day and in compliance with BGA qualifications, CAA requirements, and BGC standard operational procedures.
- ▶ In exceptional circumstances dispensation may be granted by the CFI, for ex-instructors to fly with non-bronze qualified or ab-initio pilots in the interest of expanding their experience of soaring conditions or cross-country navigation. However, on such flights the P1 is in sole command of the flight and as such it cannot be construed as mutual participation. P1 will perform all critical handling manoeuvres in connection with flight safety including takeoff, circuit and landing phases of the flight. Such flights will be sanctioned as individual occurrences in the light of circumstances at the time of the request.

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PROTOCOL FOR OPERATIONS AT BGC WITHOUT A SUPERVISING INSTRUCTOR BEING PRESENT

Limited flying operation from the Borders Gliding Club can be undertaken without the necessity of a supervising instructor being on duty. This can only be performed with the express permission of the CFI and strict adherence to BGA laws and rules together with compliance to BGC Standard Operating Procedures (SOP's).

Ad Hoc Flying Days

A volunteer duty pilot will be necessary to coordinate the ground activities. In addition to normal Duty Pilot responsibilities they will make available Notam's & weather forecasts for the day on the daily briefing board and liaise with the tug pilot regarding take off direction and launch point.

Scheduled Flying Days (Fridays)

The rostered duty pilot will ensure safe operation of the airfield and club equipment during scheduled flying days when an instructor is not on duty. The role does not include supervision of flying. The duty pilot should be a fully qualified and current glider pilot approved by the CFI.

Limitation of Operation

- ▶ Flying will be at the sole discretion of the CFI.
- ▶ Only members who are qualified pilots and can legally self-authorise will be allowed to operate. All members must be in current flying practice as indicated in club SOP's and will have had a club annual refresher training flights, satisfactorily completed within the proceeding 12 months.
- ▶ All Accidents and Incidents must be logged and reported to the CFI and Safety officer ASAP. Members should be familiar with the clubs published emergency plan.
- ▶ No Air experience or pilot training to be undertaken unless a supervising instructor is present.
- ▶ Mutual flights to be in accordance with current BGC SOP's.
- ▶ No Currency check flights and no first or early cross country flights to be undertaken.
- ▶ X country flights by silver c and above pilots are encouraged but members must comply with all legal requirements and leave copies of the planned task with the log sheet(s).
- ▶ No Initial site check flights to be undertaken.
- ▶ Visiting experienced pilots that have previously flown from this site may fly.
- ▶ The tug pilot is responsible for ensuring before take-off that the proposed flight can be safely made by the combination, and that adequate signals have been agreed and can be made between the pilot, the glider pilot and the ground crew. The tug pilot will determine the safest launch direction, and the decision to launch is their responsibility.
- ▶ Any other flight requirement or request should be addressed to the CFI whose decision will be final.

Extracts from BGA Managing Flying Risk

The CFI shall have responsibility for all matters concerning flying operations on or from the club site and no flying may take place without his or her authority. His or her decision on flying matters is final. In all instances, subject to applicable law the CFI remains accountable for the supervision and maintenance of flying standards at his or her club.

Instructor in Charge

Pilot training, passenger flying paid by the passenger (e.g. introductory flights) and flying by an unqualified pilot must be overseen by an instructor holding a current BGA Full or Assistant rating.

Pilot Responsibility

Pilots under training are supervised and supported by instructors. Qualified pilots, i.e. pilots who hold a valid licence or BGA Bronze Endorsement with Cross Country Endorsement, are responsible for managing

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their own exposure to risk, subject to club requirements. If the pilot is carrying a passenger, the pilots' responsibility extends to the passenger.

Minimum Requirements for Operation:

- ▶ Any necessary notifications must be in place the day before flying. (eg. CFI, Military, NOTAM)
- ▶ Flying operations should only be undertaken if sufficient members are available for safe operation
 - Tug pilot, who will be responsible for ensuring before take-off that the proposed flight can be safely made by the combination. The tug pilot will determine the safest launch direction, and the decision to launch is their responsibility.
 - Duty Pilot.
 - A member to act as Wing runner/ log keeper/ ground support person.
 - Pilot(s)
- ▶ Fire vehicle must always be available at the launch point.
- ▶ Members must undertake to be available to secure the club and airfield at the end of the day.
- ▶ All pilots must be accounted for at the end of the day.

Plus operational requirements as above and specifically:

- ▶ All pilots to be Bronze with X country endorsement or above (if no instructor on duty). Details of intended flight should be left with ground personnel. (e.g. Local flight or xc declaration)
- ▶ There should be one but preferably two people on the ground at all times until flying has ceased and all gliders are accounted for.

The CFI reserves the right to cancel this arrangement at any point.

If in doubt, there is no doubt, do not fly.

NOTES ON TUG PILOT REQUIREMENTS WHEN OPERATING AT BGC AT MILFIELD

Prospective tug pilots will normally be experienced in both gliding and power flying. However the following are the minimum requirements to be achieved before being considered as a tug pilot at BGC.

- ▶ 3 years as an active pilot member of BGC
- ▶ Hold a PPL or NPPL with a valid Medical
- ▶ Hold a Bronze C or glider pilots licence
- ▶ Approval of the CFI and Tugmaster

Those without previous tailwheel and/or aero tow experience will be required to complete appropriate training with the BGC Class Rating Instructor (CRI)

If this is not possible a tailwheel rating and /or aero tow training may be carried out at another organisation, with the pilot then approved to fly BGC tugs by the CRI or Tugmaster.

Pilots without previous type experience will initially be authorised to fly the SuperCub G-BJCI only. With regard to the pilots previous flying, they will then convert to the Pawnee aircraft at the discretion of the CRI or Tugmaster. For those with no previous aero tow experience this will occur after a minimum of 50 towing flights.

After being cleared to fly all of the BGC tug aircraft, pilots will be expected to be available for inclusion in the duty tug pilot roster.

Recency

Tug pilots are encouraged to stay current in gliders as well as flying tug aircraft as regularly as possible. They are also expected to 'share' tug flying with other tug pilots to mitigate against fatigue and to allow everyone to carry out aero tows as regularly as possible.

Pilots are expected to have flown a minimum of 3 aerotows or 3 takeoffs and landings within the previous 8 weeks before undertaking glider tow duties at BGC.

If a pilot has not met this requirement they must consult with the Tugmaster or CFI. A decision will be made with regard to the prevailing conditions, the pilots total and recent experience as well as other recent flying they may have carried out.

If the pilot is considered to be 'out of check' they will be required to fly with the CRI or Tugmaster before being re-cleared to fly BGC tugs.

New tug pilots will have a more restrictive recency requirement set by the Tugmaster or CRI according to their level of experience. This restriction will be lifted when the pilot has gained experience and confidence in aerotow operations

Martin Soulsby - Tugmaster Borders Gliding Club.

K I latty - CFI Borders Gliding Club.

June 2012

NORTHUMBRIA TEMPORARY RESTRICTED AREA(G)

Activation of the TRG

Contact the Scottish Air Traffic Control Centre civil supervisor on **01292 692763** and request activation of **EITHER** "Northumbria TRA(G) North or South" This will be done when conditions are such that flight above FL 195 in the designated area is likely. (Check map for location boundaries of the different areas)

This request can be done either before gliders get airborne or, more realistically when conditions have been proven to be such that utilisation of the TRA(G) is likely.

The ScATCC civil supervisor will give a time from which the TRA(G) can be used and any restrictions he/she may need to impose.

Confirm with the ScATCC civil supervisor the r/t frequency to be used by gliders whilst in the TRA(G) above FL 195 This will normally be 130.1 (**Check with duty instructor if unsure**).

In the event that ScATCC have to close the area for operational reasons (Air traffic emergency etc.). This will normally be done from ScATCC by telephone to BGC ground operation who will relay the instruction to airborne gliders. Therefore, whilst the TRA(G) is open the ground telephone must be manned at all times and located at the launch point in the possession of the duty pilot or nominated person.

All gliders that make use of the Northumbria TRA(G) will carry serviceable radio communication equipment with the likely frequencies available. Pilots must listen-out on the designated frequency when within the active area. If radio equipment fails the pilot must descend to below the TRA(G) FL195 immediately.

Only one area can be opened at any one time (North or South); if it is felt that the other area will be a better option for operation, **BGC Must Contact ScATCC by Telephone** and request the opening of the alternate area. **However, ScATCC will not open the alternate area until the existing area has been closed and all gliders have descended from that area.**

The decision to change areas must be authorised by the Duty Instructor on the day. His/her decision will be based on all relevant information available to him at the time of the request provided by airborne pilots or other supporting evidence. His/her decision will reflect the likely consequences of this change of area and any expected gains from such a change, his decision will be final.

Remember transition into the TRG(G) and height monitoring will be based upon Pressure altitude flight levels using subscale setting of 1013.2 mb, flight above FL240 is prohibited.

Cancelling The Active Status Of TheTrg(G)

Contact ScATCC civil supervisor on 01292 692763 and cancel the TRA(G) when gliding above FL195 ceases for the day **DO NOT FORGET to do this.**

Log all flights above FL 195 as this information will be needed as evidence to support the continued use of such TRA(G) in the future.

AIRSPACE VIOLATION REPORTING PROCEDURE - (Carried out at BGC)

Since Milfield is in the Military Low Flying Area number 12, this club operates an agreement with the Royal Air Force where our weekday operations are notified to the Low Flying Squadron (LFS) at RAF Wittering. The LFS will both Notam our activity and advise military traffic operating in our area that we are flying. Should any infringement of our avoid zone (i.e. Within 2 nm radius below 2000ft agl.) take place we have agreed that reporting action will take place as follows:

A report will be telephoned as soon as possible after the event to the Ministry of Defence, Directorate of Air Staff, Complaints and Investigation Unit London.

Telephone Number 0207 218 6020 this number is diverted to the MoD Duty Officer after office hours.

Any complaint will be forwarded immediately to the Royal Air force Police Investigation Team at RAF Henlow for action. This should be followed up by a report from witness / reportee from the club, which will be used in the RAFP investigation. The reportee should expect to be interviewed by the RAFP subsequent to the incident and will be invited to give the following information.

- 1. Time of incident.**
- 2. Type of aircraft.**
- 3. Heading / altitude.**
- 4. Speed (Aprox).**
- 5. Brief details of incident.**

Any incident involving RAF aircraft and club aircraft or gliders outside the avoid zone should be reported if the pilot feels that an "AIRPROX" situation has occurred. In this case the report should be made to the National Air Traffic Service through the appropriate channels. Pilots should get advice from CFI or his Deputy, or Tugmaster.

OPERATION OF MOTOR GLIDERS AND POWERED AIRCRAFT

All departures from Milfield MUST be “Booked Out” with a record placed in the appropriate folder giving *Registration , Type , Pilots Name , Number of POB , Time en Route , Destination and Endurance*. It is not sufficient to give details to the Milfield Ground duty pilot on the radio whilst taxiing. A record must also be kept on the log sheet either electronically or on paper. In the event of an unscheduled landing away from Milfield the pilot should ring the Club to advise that an unscheduled landing has been made.

Aircraft inbound to Milfield **MUST** be pre-notified as per our entry in the VFR Guide. Milfield is PPR and as such, retains the authority to decline any visiting aircraft permission to land at the airfield. This notification should include ETA so that in the event of non-arrival the appropriate action can be initiated.

Club Members who use powered aircraft to travel to and from the club may be exempted from some of the above requirements with approval from the CFI. However, it is important that we are aware of, and record, **all** aircraft movements at the airfield.

No aircraft based at Milfield may fly during a weekday other than a Friday, outwith published flying weeks, without the permission of the CFI and the appropriate notification to the RAF LFS at Wittering who will issue a clearance number. *(This is consistent with the previous arrangements for flying the club motor glider outside of normal operating times.)*

K I Latty
CFI
27th Oct 2012