



UP (EGBO) Ltd



FLYING ORDER BOOK.

G-KIND



Latest Issue **August 22, 2022**

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All Staff and clients and anyone who flies with **UP (EGBO) Ltd.** must comply with the orders in the Flying Order Book.

Sign Appendix A to confirm understanding of the orders.

All references to 'The Company' in this Order Book refer to **UP (EGBO) Ltd.**



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Introduction

UP (EGBO) Ltd, the “Company” (Registered number GB 13836709) owns and hires out **aircraft** for rental and instruction.

The Company operates out of **Wolverhampton Halfpenny Green Airport** and all pilots are required to become familiar with the rules of operation at the airport – see <https://www.wolverhamptonairport.co.uk/>

The Company operates an on line booking system for “**approved**” pilots and this system can be accessed from the Company website at www.up-egbo.co.uk

Only “**approved**” and “**current**” pilots will be permitted to fly as Pilot in Command (PIC) in Company aircraft.

“**Approved**” pilots must be in possession of a **Cirrus Transition Training Certificate of Completion**, issued by a Cirrus Standardized Instructor (CSIP), otherwise the full course must be completed before hire of an aircraft from **UP (EGBO) Ltd**. The Company can arrange for a Transition Course.

All “approved” pilots will also have read and understood the conditions of this **Flying order Book** indicating this through the signature of **Appendix A**, returning this to the Company to confirm acceptance of conditions of hire.

“**Current**” pilots will be those “**approved**” pilots who have either flown a Company or a similar complex aircraft within the **preceding 30 calendar days**. If this is not the case, then a check ride will be required in Company aircraft with an approved instructor.

The Company has engaged independent authorised instructors to provide flight instruction and other services on Company aircraft. In this Flying Order Book, all references to “qualified flying/ground instructors” or “The Chief Flying Instructor” (CFI) or “Operations” shall only be those persons designated and authorised by **UP (EGBO) Ltd**. to operate in these capacities.

All services provided by independent instructors. directly to any pilot will be invoiced by and paid to them and not to **UP (EGBO) Ltd**

All rentals of Company aircraft will be invoiced by and paid to **UP (EGBO) Ltd**. in accordance with the details outlined in this Flying Order Book.

Any questions relating to the details outlined in this Flying Order Book shall be addressed to **UP (EGBO) Ltd**.





UP (EGBO) Ltd can be contacted via:

Website: www.up-egbo.co.uk

Phillip Wild: Tel: +44 7710 351715
E Mail: phil@up-egbo.co.uk

Accounts
Jayne Runham Email: jayne@up-egbo.co.uk

Call for current independent instructors.

Applicability

These Flying Orders detail the operation of aircraft operated by **UP(EGBO) Ltd.** In the event that there is any conflict between these orders and the current ANO 2005, AN (G) Regulations or the Rules of the Air then these orders are subordinate to the above except when these orders are more limiting, in which case these orders shall apply.

Compliance

No person contracted to **UP (EGBO) Ltd.** through aircraft rental or other activity shall be absolved from compliance with these orders or any other relevant notices or regulations because of ignorance of their existence, content or effect.

All persons contracted to **UP (EGBO) Ltd.** through aircraft rental or other activity will indicate their knowledge of the contents of these orders by signing Appendix A, and thereafter by signing Appendix A annually or whenever any amendment is introduced whichever is sooner.

Amendments

With exception of Appendix A no amendments to these orders shall be made by manuscript changes. All amendments are to be made by reissuing the relevant page(s) and by updating the Amendment Record.

The Amendment Record shall be signed by a Director of **UP (EGBO) Ltd.** to indicate that it reflects the current revision status of these orders.





Flying Orders

Section 1 – Authorisation and Documentation

1.1 Order 1 – Air Navigation Order and Rules of the Air

Pilots are required to familiarise themselves with the rules and regulations affecting Civil Aviation, with particular reference to the Air Navigation Order, the Rules of the Air, Traffic Control Regulations and the Air Navigation (General) Regulations.

1.2 Order 2 – Flight Authorisation

1.2.1

All flights in Company aircraft must be authorised.

1.2.2

A qualified flying instructor conducting a dual flight shall self-authorise the flight.

1.2.3

All solo flights by students shall be authorised by a qualified flying instructor. The instructor authorising the flight is responsible for ensuring that the student has been fully briefed for the flight. When the instructor is an FI(R), an FI shall be present or available.

1.2.4

Qualified and approved pilots, with both a valid pilot's licence and current medical certificate appropriate to fly in Company aircraft, shall be either self-authorised, or authorised by a qualified flying instructor. The authorisation confirms that the nature of the intended flight is in accordance with these orders.

1.2.5

The pilot in command (PIC) is to sign the technical log before the flight. This will signify:

- The suitability of the weather for the proposed flight has been checked.
- The aircraft and its equipment are serviceable for the flight.
- There is sufficient time available on the aircraft to complete the flight before the next scheduled maintenance.
- All NOTAM's relevant to the proposed flight have been checked.
- Maps, charts and navigational equipment are available.
- All other crew members and passengers have been briefed on possible contingencies affecting the safety of the flight.

1.3 Order 3 – Completion of technical log, notification of defects

- At the conclusion of each flight the takeoff and landing times are to be entered into the aircraft tech log along with a record of any defects that have arisen during the flight.
- If a defect has arisen and there is any doubt about the serviceability of the aircraft then either an engineer or a qualified flying instructor is to be consulted before any further flight is undertaken.
- All defects are to be checked against the Deferred Defect List. Any defect which does not affect the airworthiness of the aircraft may be deferred by either an engineer or a qualified flying instructor. Any defect or other matter that is deemed to render the aircraft unserviceable should be immediately notified to **UP (EGBO) Ltd.**

1.4 Order 4 – Requirements for solo flying

1.4.1 Not Used

1.4.2 Not Used

1.4.3

Pilots wishing to hire a Cirrus aircraft must be in possession of a Cirrus Transition Training Certificate of Completion, issued by a Cirrus Standardized Instructor (CSIP), otherwise the full course must be completed before hire of an **UP (EGBO) Ltd.** The Company can arrange for a transition course.

1.4.4

Pilots hiring a Company aircraft for solo flying, with or without passengers, shall be in possession of a current licence in all respects and shall also have a current dual check signoff by a qualified flying instructor for the aircraft they wish to fly.

1.4.5

All licensed pilots wishing to hire Company aircraft shall undertake an initial dual check flight with a qualified flying instructor before being allowed to fly as PIC in the Company's aircraft. **(Note: This rule applies regardless of the pilot's previous experience)**. A dual check is valid for a period of 6 calendar months from the date of signoff.

1.4.6

All licence holders shall produce, if requested, logbook evidence of having flown as PIC, or successfully completed a dual flying check, using a Company aircraft or similar complex aircraft during the **preceding 30 days** before authorisation to fly will be granted on the specific type of aircraft to be flown.

1.4.7 Not used

1.4.8

If any of these requirements cannot be met, a dual flying check with a qualified flying instructor shall be flown. These checks flights will be kept as short as possible, consistent with safety, and will be conducted in as helpful and constructive manner to provide the maximum possible benefit.

1.5 Order 5 – Possession of current licence.

Pilots are to be in possession of a valid pilot licence and medical certificate appropriate to fly in Company aircraft before acting as pilot in command. Student pilots shall have a valid medical certificate.

In order to be valid:

- The licence and medical certificate shall be signed by the holder.
- The medical certificate expiry date shall not have been exceeded.
- The licence or log book shall contain a valid certificate of test or a valid certificate of experience for the class or type of aircraft to be flown
- For flight in IMC, the licence shall contain a valid IMC rating (Flights within the UK ONLY) or a valid IR or have embedded privileges (UK CPL and ATPL) unless under instruction.
- If the flight involves flight at night, the licence shall contain a night qualification (unless the pilot is undergoing training for a night rating).

A pilot who holds a licence issued by another ICAO State shall ensure that the licence is valid in all respects demanded by that State.

1.6 Order 6 – Regulations for carriage of passengers

1.6.1

Pilots are responsible for ensuring that their passengers are fully briefed regarding emergency procedures and exits and are able to exit the aircraft safely in the event of an emergency

1.6.2

A pilot shall not fly as pilot in command, with passengers, unless within the **preceding 90 days** he/she has made **at least 3 takeoffs and 3 landings**.

Section 2 – Aircraft Handling Orders

2.1 Order 1 – Aircraft Checks before flight

The commander of an aircraft shall reasonably satisfy him/herself before the aircraft takes off:

- That the flight can safely be made, taking into account the latest information available as to the route and aerodromes to be used, the weather reports and forecasts available and any alternative course of action which can be adopted in case the flight cannot be completed as planned.
- That the equipment (including radio apparatus) required by or under this Order to be carried in the circumstances of the intended flight is carried and in a fit condition for use.
- That the load carried in the aircraft is of such weight, and is so distributed and secured, that it may safely be carried on the intended flight.
- The PIC has completed a weight and balance calculation, referred to the relevant performance graphs & tables and applied the necessary public transport safety factors to ensure that the flight can be carried out safely.
- That the performance calculations are such that a departure and arrival at the intended airports can be carried out safely.

2.2 Order 2 – Precautions when starting engine

2.2.1

Before starting an engine the following should be checked by the PIC

- Tie downs and all flags are removed.
- Chocks are removed and clear of the taxiing area.
- The aircraft is positioned so no damage will come from the slipstream, the propeller is clear of stones, loose chippings etc.
- The tyre pressure is normal
- There is a clear path by which the aircraft may be taxied

2.2.2

If after starting the engine the oil pressure has not risen into the green arc within 30 seconds, the engine shall be shut down and technical assistance sought.

2.2.3

Under no circumstances is an engine to be started or run without a qualified pilot, or member of flight staff or student pilot authorised by a qualified flying instructor at the controls.

2.2.4

Pilots shall not start the engine by hand swinging the propeller.

2.3 Order 3 – Manoeuvring & taxiing of aircraft

Pilots are required to exercise extreme caution whilst manoeuvring any aircraft on the manoeuvring area due to limited space available between other aircraft. Aircraft are not to be taxied or moved in wind speed exceeding the laid down weather minima for the type of flight being conducted. (Refer to POH)

2.4 Order 4 – Running up procedures.

Power checks and pre takeoff checks (except pitot heat) shall only be carried out at the holding point or other designated areas, clear of other aircraft and where the slipstream will not cause damage or disturbance to other aircraft, persons, vehicles, buildings or installations etc.

2.5 Order 5 – Runway backtracks

All pilots flying Company aircraft are required to take the full runway length departure without exception at any airfield where the runway length may be limiting. Instructors employed or authorised by the Company are able to exercise their own discretion in order to expedite a departure subject to traffic conditions.

2.6 Order 6 – Turns after takeoff

2.6.1

Pilots shall not make turns immediately after takeoff below 500ft above ground level unless required as part of a noise abatement procedure or for the purpose of terrain or obstacle clearance.

2.6.2

When noise abatement procedures require pilots to turn below 500ft, no turns shall be commenced until the aircraft has passed the screen height of 50ft, of the end of the runway. No turns are to be commenced until the aircraft has achieved the published climb speed.

2.6.3

The angle of bank shall not exceed 20° angle of bank in the climbing turn for a single engine aircraft.

2.7 Order 7 – Unusual manoeuvres

2.7.1

A pilot authorised to carry out practice stalling shall do so at a height that will enable him/her to recover not below 3000ft AGL.

2.7.2

Stalls shall not be carried out over aerodromes, built up areas, controlled airspace, clouds or danger areas.

2.7.3

Under no circumstances shall aerobatics or spinning be carried out in any of the Company's aircraft not specifically cleared for these manoeuvres.

2.7.4

Formation flying is not permitted in Company aircraft, unless both aircraft are occupied by qualified flying instructors and both aircraft are flying for the purpose of formation flying practice, unless authorised by the Chief Flying Instructor.

2.7.5

Should an aircraft's limiting speeds or stress limits be exceeded the pilot is to inform **UP (EGBO) Ltd** immediately on completion of the flight.

2.7.6

Should any pilot make a heavy landing or swing excessively after landing, **UP (EGBO) Ltd** shall be notified immediately.

2.7.7

Practice forced landings shall only be carried out when authorised by a qualified flying instructor. Pilots are to ensure that the practice forced landing is carried out over open countryside away from built-up areas, clear of controlled airspace, clouds, danger or restricted areas and not above an aerodrome unless authorisation has been given by that aerodrome's controller. Pilots are to comply with Rule 5 of the ANO when carrying out practice forced landings.

2.8 Order 8 – Low flying regulations

2.8.1

Pilots shall at all times comply with Rule 5 of the ANO.

2.8.2

Any pilot who flies below 500ft AGL when not on approach or departing from an aerodrome must inform **UP (EGBO) Ltd** immediately on completion of the flight.

2.9 Order 9 – Instrument flying – actual and simulated

2.9.1

Pilots wishing to fly a Company aircraft in IMC shall hold a valid IMC rating, an IR or a UK professional licence with embedded IMC privileges. All pilots shall be in current flying practice.

2.9.2

Students undergoing training may fly in IMC provided they are accompanied by a qualified flying instructor qualified to give instrument flight instruction.

2.9.3

Pilots wishing to practice instrument flying or approaches shall comply with provisions of Rule 6 and 7 of the ANO.

2.9.4

When instrument practice and approaches are practiced in VFR with a view limiting device, a safety pilot shall be carried. The safety pilot shall be qualified to act as PIC on class or type of aircraft being flown. Where practice is conducted in IMC, the safety pilot shall hold a valid instrument qualification.

2.9.5

Instrument approaches shall not be conducted in VFR without the permission of ATC at the particular airport.

2.10 Order 10 – Go-around actions

Go around should be executed when it is apparent that it would NOT be safe to continue the approach or attempt a landing. A stabilised approach should be established by 200ft AGL. If not, a Go-around must be executed.

2.11 Order 11 – Aeroplane Checks after flight

The commander of the aircraft of the last flight of the day shall ensure that the aircraft is secure with parking brake on, the aircraft is locked, the aircraft is tied down if possible and, where appropriate, the cover is put on at all times.

2.12 Order 12 – Fuel

2.12.1

When refuelling, an aircraft shall not be taxied directly toward fuel pumps or fuel bowser.

2.12.2

Aircraft shall be properly “shut down”, as per the check list. All switches, including magnetos off. Neither pilots nor passengers shall remain in the aircraft during refuelling.

2.12.3

The pilot is to ensure that the correct type, grade and quantity of fuel is loaded.

2.12.4

Training in G-KIND is at a Dry rate. Fuel used will be the responsibility of the pilot in command. Fuel uplifted at the Company aircraft base will be charged directly to the Company while the pilot in command will at other airfields settle all charges directly with the fuel provider and record both the uplift quantities and leave a receipt in and with the Tech Log. In this way a pilot can ensure he/she is credited for any fuel paid for directly. **After each flight, each pilot will ensure, as a courtesy to the next pilot and where possible, that the aircraft is left with fuel to the level of TABS and will note in the aircraft log book the fuel used and uplifted to prove the same.**

2.12.5

Renting one of the Company's aircraft is on a dry rate. Fuel used will be charged at the rate applicable at the aircraft home base, with credit for fuel uplifted and paid at the same rate.

2.13. Order 13 – Running changes

PPL holders or student pilots are forbidden to embark or disembark with the engine running.

Section 3 – General Flying Orders

3.1 Order 1 Minimum altitude for stalling

Stalling shall be carried out at a height that will enable the aircraft to recover not below 2000ft AGL if a qualified flying instructor is on board or 3000ft if the pilot is solo.

3.2 Order 2 Weather minima for local and cross country flights.

Dual Training (Instructor)

- IR or IMC recommended minima as applicable, max 20kt crosswind component, max 40kt surface wind, at aerodrome of departure and arrival.

PPL Hire (No IMC)

- Inside controlled airspace, 1500ft cloud base(AGL), 8km visibility, max 20kt crosswind component, max 35kt surface wind.
- Outside controlled airspace, 1500ft cloud base(AGL), 6km visibility, max 10kt crosswind component, max 20kt surface wind.

PPL Hire (with IMC Rating)

- Inside controlled airspace, 800ft cloud base(AGL), 1800m visibility, max 20kt crosswind component, max 35kt surface wind.
- Outside controlled airspace, 500ft cloud base (AGL) along the whole route to be flown(AGL), at destination to be at least the recommended IMC minima for the type of approach to be carried out.
- Outside UK airspace, VFR

PPL/CPL Hire (with IR)

- Weather at least to recommended IR minima at all airfields, departure, destination and alternate. Max 20kt crosswind component, max 35kt surface wind.

3.3 Order 3 – Safety altitudes

3.3.1 IFR flights

All flights conducted under IFR shall be planned to operate at a semicircle level above the safety altitude (SA). The safety altitude shall be 1000ft above the highest obstacle within 5nm of track. Minimum elevation figure (MEF) may be used to calculate SA by adding 1000ft to the MEF value. In some cases this may result in a higher flight level than desirable.

3.3.2 VFR flights



SA does not apply to VFR flights, however pilots are to calculate the SA for all flights as this will lead to an awareness of any high ground. Pilots should not plan to fly lower than 500ft above the highest obstacle within 3 nm of the aircraft.

3.4 Order 4 – Care of aircraft when away from base.

The pilot shall take all reasonable precautions to ensure the safety and security of the aircraft. This shall include securing the aircraft using chocks and tie downs if available. Covering the pitot mast at all times when away from the aircraft and covering the aircraft at the end of each day.

3.5 Order 5 – Forced and precautionary/emergency landing

3.5.1

The highest priority is to minimise the risk to human life, by taking whatever actions are appropriate, given the circumstances.

It is a Cirrus Aircraft Corporation recommendation that in the event of an emergency where the aircraft is incapable of reaching a usable runway and is flying above 500ft AGL that the CAPS Parachute system should be deployed.

However, once the risks to human life have been mitigated and should an emergency landing be decided upon by the PIC, action should be taken to minimise the risk of further damage to aircraft and property.

3.5.2

The pilot shall notify the Company with details of the incident and ensure the local police have been informed.

3.5.3

The pilot shall not attempt to takeoff from the landing site, and shall ensure that the aircraft is left safe with magnetos off, key removed, fuel off and brakes on.

3.5.4

Aircraft damaged. If the aircraft is damaged as a result of a forced or precautionary landing, it shall not be moved except in order to save life or avoid further injury until permission has been given by the Air Accident Investigation Branch (AAIB). In the event that the aircraft has directly or indirectly caused injury or damage to the person or property of third parties, neither the pilot nor passenger shall make any admission of liability or offer or promise of payment.

3.6 Order 6 – AUW, C of G limitations, weight & performance limitations

All pilots shall ensure that the aircraft is correctly loaded, and that its performance is adequate for every phase of the flight.

3.7 Order 7 – Flight over water

3.7.1

Pilots who have not previously flown as PIC to an over water destination shall undertake a check flight with a qualified flying instructor before taking a Company aircraft on such a journey.

3.7.2

Lif jackets are to be worn throughout any part of the flight over water.

3.7.3

Passengers will have additional briefing from the PIC about usage of the lif jackets and dingy if carried.

3.7.4

For all flights planned to exceed 10nm from the coast or when crossing an FIR boundary, a flight plan (formCA48) shall be filed prior to departure.

3.8 Order 8 – Consumption of alcohol, and taking other drugs before flying

3.8.1

Pilots or students wishing to fly in the Company's aircraft, either dual or solo, shall not consume alcohol within a minimum of the 8 hour period before the flight.

3.8.2

Passengers must not be allowed to enter a Company aircraft when drunk or to become drunk during the flight.

3.8.3

Anyone wishing to fly a Company aircraft, whether dual or solo, shall not take or have taken or be under the influence of any drug or any form of medication which could adversely affect their ability to control the aircraft or could compromise the safety of the flight in any way.

3.9 Order 9 – State of health

3.9.1

A pilot shall not fly as PIC of a Company aircraft if he/she knows or suspects that their physical or mental condition renders them temporarily or permanently unfit to act in that capacity.

3.9.2



A pilot who suffers any illness or injury which causes incapacitation for a period greater than 21 days shall notify the CAA and shall not act in any capacity until cleared to do so by the CAA medical department.

3.10 Order 10 – Wake Turbulence

Pilots flying Company aircraft shall adhere to the UK minimum distance and time separation requirements published in AIC 17/99(Pink 188) when taking off or landing whether operating in the UK or not. These criteria are-

- Behind a heavy aircraft 8nm or 4mins
- Behind a medium aircraft 6nm or 3mins
- Behind a small aircraft 4nm or 2mins

3.11 Order 11 – Night flying - supervision

3.11.1

All student solo night flying being undertaken to gain a night qualification shall be supervised by a qualified flying instructor who is qualified to give night flying instruction.

3.11.2

Pilots shall not carry passengers by night unless they have conducted 3 takeoffs & landings in an aeroplane of the same class or type as sole manipulator of the flying controls in the previous 90 days unless the pilot holds a professional licence with a valid IR.

3.11.3

Pilots who are not within the 90 day recency shall conduct any necessary takeoffs and landings dual with a qualified flying instructor.

3.11.4

For the purpose of flying at night the PIC shall receive a night check out by a Company authorised instructor. This must be done each year.

3.12 Order 12 - Charity Flights

Charity flights shall not be conducted in Company aircraft.

3.14 Order 13 – Aerodrome hours.

3.13.1

Company aircraft shall only be flown in and out of Oxford and other airfields during published opening hours.

3.13.2

Any fees incurred as a result of the contravention of this order shall be the responsibility of the pilot concerned.

3.13.3

It is the pilot's responsibility to confirm the operating hours, which may change. Any aircraft movement outside of Oxford or other aerodromes normal opening hours is likely to incur charges. These charges vary and are the responsibility of the aircraft PIC at the time they were incurred. Current opening hours should be checked in the AIP. Should Departure and Arrival be necessary outside of these times separate arrangements should be made by contacting the control tower.

3.14 Order 14 – Wolverhampton Halfpenny Green Rules

Signing of these Flying Orders also signifies that the Oxford Airport Rules <https://www.wolverhamptonairport.co.uk/> have been read and understood.

3.15 Order 15 – Action after landing

3.15.1

After landing the aircraft shall be parked in the approved Company parking area and shutdown in accordance with the checklist.

3.15.2

The aircraft shall be secured, chocked and tied down, if possible, at the end of the day the aircraft cover should be used where appropriate.

3.15.3

Details of the flight shall be entered on the appropriate Technical Log and keys returned to **Air Midwest Reception**. In the event of a defect, a description shall be entered into the Technical Log and defect sheet. Should the PIC determine that any defect renders the aircraft unserviceable (see POH), then such a notice should be recorded in the Technical Log and **UP (EGBO) Ltd** informed immediately.

3.16 Order 16 – Use of Radiotelephony

Pilots (except student pilots) are required to hold a valid radio licence to operate the VHF transmitter/receiver.

3.18 Order 17 – Infringements of controlled airspace

3.17.1

Pilots who find themselves in controlled airspace without ATC clearance shall immediately leave that airspace by the safest route.

3.17.2

Pilots who realise they have entered controlled airspace, as above, shall inform the ATCU responsible for that airspace as soon as possible. In addition they shall also report the infringement to a CFI and Operations immediately on arrival at Wolverhampton Halfpenny Green or any other aerodrome of arrival.

3.18 Order 18 – Customs and immigration

3.18.1

A 'General Aviation Report' form must be completed 4 hours before arrival at Oxford if the flight has originated from outside the UK mainland.

3.18.2

A 'General Aviation Report' form must be completed not less than 24 hours before departure to an aerodrome requiring Special Branch clearance unless the departure is from an aerodrome which has immigration available on site. The aerodromes in the following places apply.

- Channel Islands
- Isle of Man
- Ireland
- Northern Ireland

3.20 Order 19 – Accident, Incident and Airprox

3.19.1

Requirements to report accidents means an occurrence associated with the operation of an aircraft which takes place between the time when any person boards the aircraft with the intention of flight and such time as all persons have disembarked, in which anyone associated with the aircraft, or a third party, is killed or injured or the aircraft sustains damage or structural failure which requires major repairs or replacement of the affected component.

3.19.2

The PIC or if he/she is incapacitated, Operators shall immediately notify the Chief Inspector, Air Accidents Investigation Branch, Department of the Environment, Transport and the Regions and the local police.

3.19.3

Requirements to report occurrences means a person should report any occurrence which hazards or if not corrected could hazard an aircraft, its occupants or any other person. These occurrences shall be reported on CAA Occurrence Report Form 1673. Such reports shall be forwarded to

Safety Data Department
Civil Aviation Authority
Safety Regulation Group
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

3.19.4

An Airprox report shall be made whenever a pilot or controller considers that the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved was or may have been compromised. AIC 15/1999(Pink 186) An Airprox reporting is mainly designed to investigate incidents occurring inside controlled airspace.

3.19.5

Pilots wishing to report an Airprox should make their initial report to the appropriate ATSU with a follow up report on form CA 1094 to the UK Airprox board or equivalent if outside the UK. This will help to ensure that all parties are identified, thus enabling a prompt investigation to be carried out. Initial reports must be confirmed in writing within seven days by completing the full Airprox reporting procedure. Forms to be sent to:

The Director UKAB
Hillingdon House
Uxbridge
Middlesex
UB10 0RU

3.19.6

When operating a Company aircraft, any of Order 19 shall be reported by the pilot to Company and/or an authorised instructor.

3.20 Order 20 – Care of aircraft and flying equipment

3.20.1

The PIC shall be responsible for the aircraft and flying equipment belonging to **UP (EGBO) Ltd**. The aircraft and equipment shall be returned in the same condition that it was supplied in.

3.20.2

If any aircraft or equipment becomes damaged or unserviceable, it shall be reported to **UP (EGBO) Ltd**. Any damage not deemed to be fair wear and tear may be charged to the hirer.

3.20.3

If an aircraft is damaged, deemed unserviceable or grounded for any reason when away from base and is not the fault of **UP (EGBO) Ltd** or its equipment, the cost of recovering the aircraft to its base or place of maintenance will be charged to the hirer.

3.21 Order 21 – Smoking prohibitions

Smoking is strictly prohibited in the aircraft and in vicinity of the fuel installations, and aircraft.

3.22 Carriage of pets.

Carriage of pets is strictly prohibited in Company aircraft.

3.23 3.22 Order 22 – Disciplinary action

3.22.1

Clients and employees who do not comply with the Flying Order book or any other Rules published by **UP (EGBO) Ltd** shall be asked not to return to **UP (EGBO) Ltd** under any circumstances.

3.22.2

Clients or employees who bring the Company into disrepute shall also be asked not to return to **UP (EGBO) Ltd** under any circumstances.

3.22.3

In the case that any student, client or employee deliberately endangers aircraft, persons or property of **UP (EGBO) Ltd** or other third parties, the company shall take all steps it deems necessary under the ANO to prosecute those concerned and seek adequate reparations.

3.23 Order 23 – Indemnity for personal injury/aircraft insurance

3.23.1

All aircraft operated by **UP (EGBO) Ltd** are comprehensively insured for the hull value and the third party passenger and legal liability up to a combined single limit of £4,500,000 for any one accident. However, an insurance excess of £3500 is payable if any claim is made. The PIC of the aircraft involved in an accident in an **UP (EGBO) Ltd** aircraft, where a claim is made, will be liable for this insurance excess where it has been confirmed that it was the fault of the Pilot in Command.

3.23.2

The PIC will remain liable for insurance excess and other liabilities in respect of the aircraft hull, its contents and any third party claim arising from the following acts or deeds:- the illegal operation of any aircraft, aircraft operation outside the terms and conditions and operating limitations of the aircraft and its pilots operating manual, operation of any aircraft outside the geographical limitations of the policy or policies of insurance of the aircraft, any accident or incident occasioned by the wilful wanton, negligent or illegal act of the PIC or any of its occupants.

3.23.3

All PIC should check their own insurance policies with regards to validity whilst flying private aircraft, as not all personal insurance policies maintain validity to cover private flying.

3.24 Order 24 – General Administration

3.24.1

No person may fly or receive instruction in an aircraft belonging to or operated by **UP (EGBO) Ltd** unless he/she has signed the Flying Order book.

3.24.2

Cancellation of flight – MUST be made at least 24 hours in advance. Weather and sickness are the only acceptable reasons for cancellation within the 24 hour period.

Cancellations should be made on the on-line booking system as soon as practicable to free up the aircraft for another pilot.

3.24.3

A cancellation charge of **£200.00 +VAT** will be levied if less than 24 hours notice is given. This fee is chargeable per day should **UP (EGBO) Ltd** not be able to fill the cancelled slots where more than one day in a row is cancelled. Where this extends to cancellation beyond two days the charge will rise to **£400 +VAT** per daye.g.: 8 days booked, unable to fill 6 of those days, **6 days at £400 + VAT** to be charged.

3.25.3

Payment of invoices for use of Company aircraft are payable on receipt

3.25 Order 25 – Aircraft and instructor charges

3.25.1

Aircraft rental shall be charged per hour. Rental is based on block time. Block time is defined as Flight time (per HOBBS) plus 0.2 per flight.

3.25.1a

No **UP (EGBO) Ltd** aircraft can be used by any pilot other than **UP (EGBO) Ltd** employees or specifically authorised persons for commercial purposes or to earn money

3.25.2

If an aircraft is booked for a whole day or multiple days, there is a minimum charge of 2 hrs per day Monday to Friday, 3 hours per day Saturday and Sunday.



3.25.2a

If the minimum daily rental is NOT achieved, then a '**non-flying**' rate of **£100.00 +VAT** per hour will apply to the difference between the actual hours flown on a specific day and minimum hours required.

3.25.3

An aircraft being hired from **UP (EGBO) Ltd** will always be charged at the dry rate.

3.25.4

A flight instructor flying **UP (EGBO) Ltd** aircraft shall be charged out separately by any company providing the flight instructor, at a WHOLE or HALF day, with the exception of a BFR, IPC or Circuit/DUAL check which will be charged at the tech log time for the flight taken plus 0.2 for taxiing.

3.25.5

A ground instructor shall be charged out separately by any company providing the ground instructor at an hourly rate based on time in the classroom or as otherwise indicated by the instructor.

3.25.6

An instructor booked for a whole day will be charged out separately by any company providing the instructor at the appropriate Instructor rate.

3.25.6a

A whole day is classed as 8 hours (0800-1600, 1000-1800 and 1200-2000)
A half day is classed as 4 hours.

3.25.6b

A student wishing to have an authorised instructor conduct their training out of an airfield other than Wolverhampton Halfpenny Green Airport will be charged for the instructor's time based on a whole or half day.

3.25.7

While an instructor is working away from his/her base the student/client will be charged separately by the company providing the instructor, for time, mileage and hotel expenses (if overnight) incurred by the instructor. Mileage is based on miles from their base (Wolverhampton Halfpenny Green Airport) to the destination at 45 pence per mile.

3.25.8

A CBT will be charged out at an hourly rate based on time in the classroom.

A CONSUMER HAS NO STATUTORY RIGHT TO CANCEL UNDER THIS CONTRACT. IF YOU PROCEED TO ENTER INTO THIS CONTRACT WITH UP (EGBO) Ltd AS A CONSUMER, YOU WILL NOT BENEFIT FROM ANY STATUTORY RIGHT TO CANCEL. YOUR RIGHTS TO CANCEL WILL BE LIMITED TO THAT SET OUT IN CLAUSE 3.24.3 OF THIS FLYING ORDER BOOK.



Appendix A

[illegible]