

RAAF AMBERLEY

FLYING CLUB

STANDARD OPERATING

PROCEDURES

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# **RAAF AMBERLEY FLYING CLUB STANDARD OPERATING PROCEDURES**

## **PREFACE**

These Standard Operating Procedures (SOPs) apply to all members of the RAAF Amberley Flying Club (RAFC) and other aircrew operating with, and at the invitation of, the RAFC.

Notwithstanding anything, which may appear in these SOPs to the contrary, all pilots are bound by the provisions of the Civil Aviation Regulations (CARs), Civil Aviation Orders (CAOs), and Aeronautical Information Publications (AIPs).

As the RAFC operates under the Queensland Air Training Corps AIR OPERATOR'S CERTIFICATE (QAIRTC AOC), the provisions of the QAIRTC Operations Manual should also be noted and applied, insofar as those provisions may impact on RAFC SOPs. (A copy of the QAIRTC Operations Manual is held in the RAFC Flight Hut).

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## **SECTION 1**

### **GENERAL**

1. The committee shall have authority to waive or modify the application of these Standard Operating Procedures (SOPs) as required.
2. The administration of these SOPs is delegated to the Chief Flying Instructor (CFI) and / or the committee.
3. It is the duty of all flying members to keep themselves acquainted with the Flight Rules and Air Law and any breach of these regulations may be considered as negligence.
4. Members should acquaint themselves with Civil Aviation Advisory Publications (CAAPs) which explain the purpose of CARs/CAOs and ways to comply with mandatory requirements.
5. In addition to the procedures published herein the committee may from time to time publish notices to RAFC members and these notices shall have or hold the same force as these SOPs and shall be displayed on the official notice board.
6. Before flying as pilot in command in a club aircraft, a member shall certify that he or she has read the RAFC SOPs, club notices and publications relevant to the safety of the flight. Such certification will be by signature (6 monthly) in the SOPs; and by signature pre-flight in the Authorisation Sheet.
7. Every pilot shall keep an up to date record of all flying in an approved logbook. In accordance with CAOs, student pilots are to submit logbooks to an instructor for checking and signing. Club members' logbooks are to be produced when requested by an instructor, the CFI or CASA.
8. No member shall operate or attempt to operate any communication systems fitted to an aircraft or installed on the ground for club use unless a Radio Telephony Operator Licence is held or under instructor supervision.
9. The committee at any time shall have the authority to suspend from flying in a RAFC aircraft any member who does not comply with SOPs or Air Law.

## **SECTION 2**

### **JOINING FEES AND ANNUAL SUBSCRIPTIONS**

#### **JOINING FEES**

10. The joining fee is payable only once, after initial acceptance to the club. All members are charged the same joining fee except for some honorary members whose Fees may be waived by the Committee. Joining fees are not refundable.

#### **ANNUAL SUBSCRIPTIONS**

11. Annual Subscriptions for each class of membership will be determined by the committee and re-assessed at the AGM. All membership fees shall become due, and are payable in advance, on the 1<sup>st</sup> day of July each year. A pro rata membership fee will apply to new members to allow them to be financial until their membership is due the following July.

12. The current rates for joining fees and annual subscriptions are displayed on the General Notices Board in the RAFC Flight Hut.

## SECTION 3

### AIRCRAFT HIRE RATES AND CHARGES

#### AIRCRAFT HIRE RATES

13. Aircraft rates are set by the Treasurer through the Committee and will vary with fuel prices and type of aircraft. They are divided into three types of flight:

- a. Dual,
- b. Solo, and
- c. Private Hire.

14. **Dual.** A flight is considered Dual when an aircraft is hired with an instructor. The fee charged includes fuel cost, aircraft line hire and instructor hire.

15. **Solo.** A flight is considered Solo when an aircraft is hired by a student pilot requiring instructor authorisation for the flight. The fee charged includes fuel cost, aircraft line hire and instructor hire. The instructor hire rate for Solo Hire will be less than for Dual Hire.

16. **Private Hire.** A flight is considered Private Hire when an aircraft is hired by a private pilot. The fee charged includes fuel cost and aircraft line hire.

17. The current hire rates are displayed on the General Notices Board in the RAFC Flight Hut.

#### OTHER CHARGES

18. **Landing and ATC Fees.** Any member who acts as either pilot in command or student under training is responsible for paying all landing fees incurred during the operation of a club aircraft. The member will record all airfields landed at during a sortie that attract a landing and/or ATC fee on the flight remittance sheet included with the payment. The member shall also include the value of these fees with the remittance. The Club Treasurer will bill airfield landing charges to the appropriate member in arrears upon receipt.

19. **Fuel purchases.** The hire of all RAFC aircraft will be on 'wet' terms. That is, the cost of fuel consumed by the aircraft is included in the cost of hire. The RAFC will provide fuel for all operations from Amberley. Where a flight takes on fuel from any other place, the member is to pay the difference between Amberley fuel rates and that charged by the external vendor.

## **Payment of accounts**

20. The RAFC is not a credit provider. All accounts are to be settled immediately upon completion of each flight. The preferred method of payment is cheque or credit card, cash is not preferred for security reasons. Each payment is to be accompanied by a payment remittance sheet. The payment remittance sheet allows the member to note the details of the flight, including landing charges and fuel purchased away from Amberley.

21. Occasions may arise where a member is under or over charged for a flight, or landing or some other charges are not recorded at the time of the flight. The Club Treasurer will keep an accurate record of all monies owed to and owing from the club members. A list of these amounts, both credits and debits, will be posted in the clubhouse each month. Any member who is in debt by a figure considered excessive by the committee may have his right to operate club aircraft suspended until the account is settled.

22. Aircraft hire payment is to be forwarded to the RAFC Treasurer after the flight. If problems arise payment queries are to be taken up with the Treasurer as soon as possible to avoid the RAFC committee taken action for regain of debit.

## SECTION 4

### INSTRUCTOR CRITERIA

#### **Chief Flying Instructor (CFI)**

23. The RAFC CFI is the CFI of the QAIRTC Flying School and is responsible for the following (by delegation to the Senior Flying Instructor of the RAFC):

- a. Supervising the standard of instruction,
- b. Maintaining a file with recorded qualifications of each active flying member and the types of flying which such member is permitted to carry out,
- c. Ensuring that Club SOP's conform as appropriate with the provisions of the QAIRTC Operations Manual, and
- d. In conjunction with the OIC and President, the general supervision of the Club's flying operations.

#### **Flying Instructors**

24. Flying Instructors are to be appointed by the CFI and are responsible for:

- a. Conforming with the Club's SOP's,
- b. Both ground and air training for Licences, endorsements, ratings and any requirements set out in the Civil Aviation Publications.

#### **Instructor Pay**

25. Instructor fees are set on a rate per VDO hour for training, to be reviewed annually.

## SECTION 5

### AIRCRAFT HANDLING & OPERATING PROCEDURES

26. The aircraft Maintenance Release is to be checked prior to aircraft operation to ascertain that it will remain valid for the period of the intended flight, and that the aircraft is safe for flight.
27. Student pilots are authorised to handle or move aircraft only when under supervision of an instructor or the holder of a Flight Crew Licence.
28. Aircraft in hangars shall be left chocked with the park brake in the off position and control locks secured.
29. Aircraft parked on the grassed area in front of the flying club overnight shall:
  - a. Have control locks secured,
  - b. Have pitot and fuel vent covers securely fitted if supplied,
  - c. Be locked if possible, and
  - d. Be securely tied down in the designated tie down points.
30. The pilot or instructor of the day shall carry out and sign as having done so in the maintenance release, the daily inspection in accordance with CAR 42ZC(4)(d) and Schedule 8 of the CARs
31. Refuelling shall be carried out in accordance with CAO 20.9 section 4 and CAO 20.2 sections 5 and 6.
32. Aircraft operations shall performed in accordance with its appropriate flight manual.
33. All persons flying in club aircraft shall at all times wear the proper restraining devices fitted in the particular aircraft as per CAO 20.16.3 section 4.
34. All persons, when operating an aircraft engine in proximity to buildings shall do so in accordance with CAO 20.9 section 5.
35. Upon completion of a flight the pilot generally is to ensure that the aircraft is refuelled for safety reasons to minimise condensation forming in the tanks overnight. However consideration may be given to NIL or PARTIAL refuelling in regard to the possibility of a necessary DE-FUEL for the next flight.
36. All members shall read Base Fire Orders.
37. Smoking is not allowed in the immediate vicinity of the aircraft, apron, hangar or fuel drums etc
38. Aircraft propellers are to be treated as alive at all times and handled accordingly by experienced personnel.

39. Before starting the aircraft engine the pilot is to make sure the area is clear and having done so must shout a warning "CLEAR PROP" just prior to engine start.
40. Hand swinging of a propeller for the purpose of engine starting, in the event of a flat battery is not permitted unless:
  - a. the person swinging the propeller is authorised by an instructor,
  - b. there is a licensed pilot or LAME at the controls,
  - c. the aircraft is correctly chocked, with the park brake on.
41. Any spillage of fuel or oil will be cleaned up by the person responsible; where large spillage is concerned the person is to contact Fire Section on Ext 12533.
42. Suitable footwear must be worn at all times when flying club aircraft, excluding thongs, sandals or high heeled shoes.
43. Pilots are to use a check list at all times whilst operating club aircraft.
44. NOTAMs and TAFs must be obtained prior to every flight.

## **SECTION 6**

### **FLIGHT PLANNING & AMBERLEY AIRSPACE PROCEDURES**

45. Flight planning shall be carried out in accordance with AIP's
46. RAFC has a facsimile for members use - fax no. ( 07 ) 54612207.
47. All aircrew are to comply with CASA and local procedures as listed in the AIP's, Enroute Supplement Australia and on the Club's notice board.
48. Members shall be familiar with the training area and MBZ boundaries as depicted on the notice board.
49. Military aircraft will normally have precedence over club aircraft operations at all times.
50. Major operational difficulties encountered by Club pilots in regard to military aircraft / Base ATC procedures should be brought to the attention of (Duty Instructor, Club President, or OIC RAFC as appropriate) for resolution with Base authorities.

## **SECTION 7**

### **CONDITIONS OF AIRCRAFT HIRE**

51. All advanced bookings are to be entered into the RAFC aircraft booking software on the RAFC Website. Students should only make bookings after confirmation of Instructor availability.
52. If by any chance that the arranged booking cannot be met, the booking is to be deleted from the booking software, preferably at least 48 hours prior to flight booking.
53. Flight training using the club training aircraft will normally take precedence over private hire use. Where conflicting requirements arise, the Senior Instructor will resolve the issue by negotiation.
54. A condition of hire of club aircraft is that the pilot in command or student (as appropriate) shall leave the interior of the aircraft in a clean condition. The pilot in command or student is to vacuum the interior of the aircraft at the end of each sortie.

## SECTION 8

### FLIGHT AUTHORISATION

55. All flights in club aircraft by students must be brought to the attention of the Senior and or Qualified Instructor.
56. All pilots are required to have a Biennial Flight Review (BFR) with an approved person IAW CAR 5.81 (Private Pilot) or CAR 5.108 (Commercial Pilot)
57. Flight authorisation will not be granted to any pilot :
- a. who cannot produce the pilot's current medical, licence or log book,
  - b. whose log book is not up to date,
  - c. holds a PPL and has not the CASA currency requirements IAW CAR 5.82.
  - d. holds a CPL and has not the CASA currency requirements IAW CAR 5.109.
  - e. who holds a student licence and has not the CASA currency requirements IAW CAR 5.71, and
  - f. who cannot provide proof of membership of the RAAF Amberley Flying Club.
58. The CFI or a qualified flight instructor may refuse a flight for any reason they deem necessary.

## SECTION 9

### SAFETY MANAGEMENT SYSTEM

#### INTRODUCTION

##### BACKGROUND

59. Aviation has a number of inherent risks not found in normal life activities. For example, while a car with an engine problem can simply coast to the side of the road in relative safety, an aircraft with the same problem may have to complete a forced landing. This extra degree of risks has made aviation one of the most safety conscious disciplines since its inception in 1903.

60. Aviation safety has come along way since the Wright Brothers. Whilst modern aircraft and aircraft systems are extremely reliable, there remains a need for all aviators and aviation organisations to create and maintain an active culture of safety in every facet of their operations. This includes the operations and members of the RAAF Amberley Flying Club.

61. The RAFC Safety Management System (SMS) is designed to promote and maintain a positive safety culture in all areas of the club's operations. The SMS is not something that belongs to the OIC or the Committee, the SMS belongs to all club members. Without the full support of the club members, the safety goals and objectives of this system cannot be realised.

##### WHAT IS A SMS?

62. **A definition.** A SMS is an integrated set of work practices, beliefs and procedures for monitoring and enhancing the safety of all aspects of the organisation. An SMS does not stop mistakes, rather it recognises that human error is inevitable and attempts to put defences in place for these inevitable errors before they occur. Where the SMS does not prevent an incident or accident, the SMS will capture the lessons learnt from that event and improve itself. As such, an SMS is a dynamic system.

63. **Impact of operations.** An SMS is not an impediment to the conduct to efficient operations. The SMS operates under the principle of risk management. By managing risk, the SMS allows the organisation to conduct their normal operations, but in a more controlled and safer manner than before.

64. **Cost of the SMS.** An SMS is not free. The SMS requires a degree of effort by all members of the organisation to first establish the system and then to maintain the system. The effort required by the members is for them to make a commitment to the SMS and to adopt and practice the principles inherent in the SMS in all facets of their club operations.

65. **Running costs.** The establishment of the SMS requires staff effort to draft and design the system. This will be followed by an education process for all members. To maintain the SMS requires the efforts of a dedicated Safety member to oversee and manage the processes of the SMS. The safety member's duties are described below.

## ELEMENTS OF A SMS

66. A SMS is made up of the following elements:
- a. The establishment of a safety vision.
  - b. The development of safety goals and objectives to take the organisation to their vision.
  - c. The incorporation of the SMS principles into Club SOPs.
  - d. The development of a safety incident reporting system.
  - e. The introduction of risk management to the organisation's operations and decision making.
  - f. The introduction of an education system for Club members.
  - g. The appointment of a safety officer to manage the SMS.

### RAFC SAFETY VISION

*The RAAF Amberley Flying Club will conduct general aviation operations in a safe and efficient manner.*

### RAFC SAFETY GOALS AND OBJECTIVES

67. The RAFC will achieve its safety vision through the achievement of the specific goals. Each goal is further broken down into objectives that assist in reaching that goal.
- a. **Goal 1.** The conduct of safe general aviation operations on the ground and in the air.
    - (1) **Objective 1.1.** All club members to be educated in the operation of the RAAF SMS by 1 Jul 04
    - (2) **Objective 1.2.** RAFC SOPs are to be reviewed at least annually to incorporate safety lessons learnt.
  - b. **Goal 2.** The generation and maintenance of a strong and positive safety culture in all club members.
    - (1) **Objective 2.1.** All club members to be educated in risk management by 1 Jul 04.
    - (2) **Objective 2.2.** All club members to be educated in the operation of the RAFC SMS by 1 Jul 04.

- c. **Goal 3.** The routine conduct of operations over a significant period of time without any safety incidents or accidents.
  - (1) **Objective 3.1.** The RAFC is to institute a formal reporting system of aircraft safety incidents.
  - (2) **Objective 3.2.** The RAFC Safety Officer is to monitor the type and number of safety incidents reported by members and provides regular reports to the committee and an annual report to the membership.

## **RAFC SAFETY REPORTING SYSTEM**

### **REQUIREMENTS OF A SAFETY REPORTING SYSTEM**

68. An important part of any safety system is the ability to record and analyse the number and type of safety incidents that occur during the organisation's operations. This requires the organisation to have a safety reporting system SRS. A successful SRS must engender the trust of those for whom it works. To do this the SRS must:

- a. record all relevant data,
- b. have a system for actioning reports received,
- c. be reliable and can be audited,
- d. be easily accessed by those who need access, and
- e. not apportion blame or fault

### **THE RAFC SRS**

69. The RAFC SRS is designed to meet all of these requirements. The SRS is based on reporting on an easy to use one page form (annex A). When a club member has something they wish to report, they simply fill out the form and place it in the Safety box in the club house. The safety box will be cleared by the Club's safety officer on a regular basis, which will record and analyse the incident reported. This information will be fed back to both the committee and the members on a regular basis, in a way that does not apportion blame nor fault.

### **THE RAFC SAFETY OFFICER**

70. The role of the RAFC Safety Officer (RAFCSO) is to manage the running of the RAFC SMS. The RAFCSO is NOT responsible for the safety of the Club's operations. The safety of the Club's operations is everybody's responsibility. The duties of the RAFCSO are as annex B. Whilst the duty statement and this SOP talk of a singular RAFCSO, the Club may choose to appoint a number of assistant safety officers. Assistant safety officers would not only lessen the workload on the RAFCSO, but would also encourage the growth of potential RAFCSOs for the future.

71. The duties of the RAFCSO have been written with the understanding that the incumbent will not have any specific aviation training. Where possible, the Club should seek to encourage those members with specific aviation safety training or experience to take on the role of RAFCSO. The Club should also be alert for any training opportunities that may arise in GA aviation safety that may assist the RAFCSO.

## **RISK MANAGEMENT**

72. Managing risk is an inherent part of aviation and something all aviators have done, either explicitly or implicitly. In recent years, the trend has been to formalise this process in aviation organisations. This SOP will detail how the RAFC will implement risk management principles in the club's operations and decision making processes.

### **Definitions and terms**

73. The following definitions are to be used when reading this SOP:

- a. **Hazard.** A hazard is an event or situation that could result in injury to personnel or damage to equipment.
- b. **Risk.** Risk is the chance that a hazard will result in damage or harm to people or equipment risk is measured by its likelihood and consequences.
- c. **Likelihood.** The likelihood of a risk is the assessed probability of a hazard occurring.
- d. **Consequence.** The consequence of a risk is degree of injury or damage that would ensue if the hazard occurs.

74. **Risk Management.** Risk management is a decision making tool that allows for the risk of a hazard occurring to be reduced to an acceptable level. This is achieved by the organisation following a sequence of logical steps in their operational decision making.

### **The six steps in risk management.**

75. **Establish the context of the event.** Establishing the context means understanding what it is you are assessing. For example, the conduct of a fly out to a new airfield offers different risks to operations at your home airfield. Establishing the context allows the issue to be bound or limited to make it more manageable.

76. **Identify the hazards.** A hazard can be identified by many different ways. Experience and trend history from the SRS can identify risks, as can brain storming or 'what if' sessions. Where possible people not involved in the planning or promotion of the event should be used to identify the hazards, to ensure they have no pre-conceived biases.

77. **Analyse the risk.** Risk analysis is the process of estimating the likelihood and consequence of each hazard. This relies on measurable data wherever possible. However often this is not possible. In these cases, judgement and experience must be relied upon. In all cases the rationale behind how the risk analysis must be recorded.

78. **Evaluate the risk.** The evaluation of the risk is determined by using the following table.

| Likelihood      | Consequences  |       |          |       |              |
|-----------------|---------------|-------|----------|-------|--------------|
|                 | Insignificant | Minor | Moderate | Major | Catastrophic |
| <b>Certain</b>  | H             | H     | E        | E     | E            |
| <b>Likely</b>   | M             | H     | H        | E     | E            |
| <b>Moderate</b> | L             | M     | H        | E     | E            |
| <b>Unlikely</b> | L             | L     | M        | H     | E            |
| <b>Rare</b>     | L             | L     | M        | H     | H            |

**Key**

| Likelihood    |                                  | Consequence     |  | Risk            |  |
|---------------|----------------------------------|-----------------|--|-----------------|--|
| Insignificant | No injuries or financial loss.   | <b>Certain</b>  | Is expected to occur in most circumstances | <b>Extreme</b>  | Immediate preventative action required     |
| Minor         | First aid reqd, medium loss.     | <b>Likely</b>   | Will probably occur at some time           | <b>High</b>     | OIC Club responsibility must be specified  |
| Moderate      | Doctor reqd, high financial loss | <b>Possible</b> | Might occur at some time                   | <b>Moderate</b> | Committee responsibility must be specified |
| Major         | Extensive injury and/or damage   | <b>Unlikely</b> | Could occur at some time                   | <b>Low</b>      | Manage by routine procedures               |
| Catastrophic  | Death/write off of aircraft.     | <b>Rare</b>     | May occur only in exceptional cases        |                 |  |

79. **Apply defences against the hazard.** The RAFC will only accept events that have a risk of low. Any activity assessed by the above method with a risk greater than Low must either not be carried out or must be treated until the risk is deemed acceptable. This latter course may not necessarily mean totally eliminating the risk, rather reducing or controlling the risk in some way.

80. **Monitor/Review the risk.** Once the risk of the activity has been assessed and treated, the risk management process does not end. The Club must monitor the activity to ensure that the treatments have the desired effects. Also, the nature of the activity may change and a re-assessment may be required.

## RAFC SAFETY REPORTING SYSTEM INCIDENT REPORT FORM

Event details

|  |  |
|--|--|
| Time and date:                               |  |
| Location:                                    |  |
| Aircraft:                                    |  |
| Phase of Flight:                             | <input type="checkbox"/> Start <input type="checkbox"/> Taxi <input type="checkbox"/> Take off <input type="checkbox"/> climb <input type="checkbox"/> Cruise<br><input type="checkbox"/> Descent <input type="checkbox"/> Approach <input type="checkbox"/> Landing <input type="checkbox"/> shutdown |
| Weather:                                     |  |
| Type of Flight:                              | <input type="checkbox"/> Training <input type="checkbox"/> Private Hire <input type="checkbox"/> TIF   |
| Incident title:                              |  |
| Description:<br>(attach extra pages as reqd) |  |
| Pilot name:<br>(optional)                    |  |



### **RAFC SAFETY OFFICER DUTY STATEMENT**

The RAFCSO is to manage the running of the RAFC SMS. This is to include, but be limited to:

- a. record and log all incidents reported under the RAFC SRS.
- b. Conduct an initial investigation of all incidents reported under the RAFC SRS. The intent of this investigation is not apportion blame, but rather to identify the causal factors that led up to the event and to recommend ways to avoid a similar incident in the future.
- c. Provide the RAFC committee and membership regular statistical updates of the type and number of incidents being reported under the RAFC SRS.
- d. Be prepared to provide safety training to the club membership on a regular basis.
- e. To conduct an annual review of the RAFC SMS with regard to its effectiveness and efficiency and to make recommendations to amend the SMS to the committee as appropriate.