

# Operations Manual

## OM - A

### General

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# 1 Student discipline and disciplinary action

## 1.1 Student discipline

Each student is obliged to be punctual and reliable for theoretical and practical instruction. All requisite learning aids or other aids (scripts, computer course triangle and other drawing materials, head set, log book, flight student ID, etc. ) must be kept by the student.

Diligence, discipline and even participation in the theoretical and practical training are prerequisites for a successful training. The orders and instructions of the flight instructor in the practical training must be obeyed, because otherwise this can endanger flight safety. Home study or homework are an integral part of the training and must be carried out properly and obligatory.

## 1.2 Disciplinary action

Any disciplinary or conduct problem within the organisation must be referred to the HT and will be handled through a management meeting of the postholders.

The instructor involved, shall exercise caution, sound judgment and objectivity to the situation. He shall document the situation and problem and then communicate with the CFI/CTKI by providing evidence of the problem encountered. The CFI/CTKI shall assess the situation including possible instructor – student incompatibility situation and whenever possible, interview the student. The CFI/CTKI shall then refer to the HT for evaluation

In certain cases, the CFI or the HT may fly with the student involved for assessment. A change of instructor assignment is an option. Any student or instructor disciplinary decision shall be taken at the level of the management meeting and action taken by the AM.

## 1.3 Cheating

Any student who has committed an act considered as cheating, will be automatically suspended from further testing and all training suspended. The organisation will not accept the student for any other training at the ATO and will notify the ACAA if this occurred during external testing.

## 1.4 Falsification

Falsification, reproduction or alteration of applications, certificates, logbooks, reports or records will result in immediate suspension for further training at the ATO and will be treated in the same way as cheating mentioned above.

## 1.5 Grounding

Students may be restricted from participation in certain flight-related activities for administrative, financial, operational, disciplinary or medical reasons. This restricted status is referred to as “grounding”.

## 1.6 Alcohol

The participation in flight operation is forbidden to all personnel standing under the influence of alcohol, or whose capability appears to be reduced by preceding intensive consumption of alcohol. In case of any doubt, both the flight instructors and student pilots can be requested to get, at their own expenses, a medical check from an Aero-Medical Examiner. Repeated consumption of alcohol, in connection with aeronautical training can involve a cancellation of their contract without prior notice on behalf of the management.

## 1.7 Problematic use of psychoactive substances

No person whose function is critical to the safety of aviation (safety-sensitive personnel) shall undertake that function while under the influence of any psychoactive substance, by reason of which human performance is impaired. No such person shall engage in any kind of problematic use of substances.

*Reference: SERA.2020 Problematic use of psychoactive substances*

# 2 Approval or authorisation of flights

## 2.1 General

Only those students, approved for training and duty scheduled by the organisation are allowed to train on airplanes, either in dual instruction as part of established syllabi and training plans, or as PIC for experience building.

Unauthorized training is considered as a breach of contract and must lead to immediate dismissal at the sole responsibility of the student involved.

## 2.2 Solo Flight

All solo flights during flight training must be checked and cleared for flight by a flight instructor on the appropriate form, after the student has successfully passed the progress checks foreseen in the TM. This checks shall include pilots and airplane documents and airplane preparation. Appropriate form for solo flight authorization and validation are found in the respective manual.

# 3 Preparation of flying programme

## 3.1 General

The flying program is conducted in such way that safety always comes first. All training flights are to be conducted within acceptable weather conditions and forecast and in no case below legal requirements.

The flight instructor is responsible that, for the intended flight program, all required stage and progress checks have been passed according the associated TRM.

Students shall present 60 minutes before planned flight for briefing and allow for 30 minutes after the flight for debriefing. Whenever a student shows up unprepared the flight may be cancelled.

Training activities may be restricted and flights may be cancelled by weather, ATC, slots, NOTAMs etc. The instructor is responsible to comply with those restrictions imposed on the training activity and shall have a conservative approach at all times

Students are required to carry out a full flight planning for their intended flight in advance and carry all required documentation on board for the entire flight. Including:

- Operational flight plan
- ATC flight plan
- Airport charts
- Weather briefing
- NOTAMs
- Customs notification
- Mass, balance and performance calculation

### 3.2 Maximum Numbers of Aircraft

Altitude band	Conditions	Area	Numbers of Aircraft
Altitude of Aircraft at and above 10 000 ft AMSL	Flight visibility: > 10 km	Training area*	No restriction
	Flight visibility: <10 km and >8 km	Training area*	5
Altitude of Aircraft below 10 000 ft AMSL	Flight visibility: >10 km	Training area*	No restriction
	Flight visibility: <10 km and >5 km	Training area*	5
		Traffic pattern	3
	Ceiling <2500ft AGL	Training area*	3
Traffic pattern		3	

\*Reference: OM C – Route – training routes or areas

Each airport may impose restriction on how many aircraft can operate in the traffic pattern. The pilot-in-command should familiarise himself of any local restrictions. If the number of aircraft operating in the traffic pattern at a controlled airport, has been exceeded, the Tower will advise of the situation. It can mean that pilots wishing to practice touch and goes will have to divert to another airport for their practice.

Reference: OM C – Route – weather minima

### 3.3 Flight Restrictions

The following restrictions apply to all pilots flying an aircraft:

- No aerobatic flight manoeuvres unless stated in the TRM.
- No formation flights.
- No operation of aircraft in a careless or reckless manner.
- No operation of an aircraft as close to another as to create a collision hazard.
- No practice of aborted take-offs to a touchdown after rotation.

### 3.4 Noise Sensitive Areas

The area around Salzburg Airport is a noise sensitive area. Pilots must be constantly aware of the noise their aircraft produces on the ground below the path of flight and take reasonable action to minimize the effects of that noise. When the sound of an aircraft causes an annoyance on the ground below, and the people on the ground complain, we as pilots all suffer. Pilots should be aware of all noise sensitive areas and appropriate procedures. Failure to comply will cause noise complaints with further restrictions to follow. Use of ground reference fields should be alternated, and continuous flight directly over housing areas should be avoided.

In the area around Salzburg Airport comply with noise abatement procedures set out in AIP.

### 3.5 Solo Local Operation

- Carrying of passengers on solo training flights is prohibited by the organisation and by regulations. The pilot will be subject to dismissal from training as well as possible discipline by the ACAA.
- All local solo practice is confined to the local practice area.
- No over water operations beyond gliding distance of shore.
- No spins.
- No practice of stalls.
- No simulated forced landings.
- No VFR over the top.
- No "Special VFR" operations.
- No first solo flights with more than 5 knots crosswind component.

### 3.6 Solo Cross-Country

- Solo en-route operations are limited to the approved cross-country routes layed down in OM C - Route.
- The Flight Instructor must approve all solo en-route operations.
- No solo day operations before sunrise or after sunset (as specified in AIP), except with the specific permission of the Flight Instructor.
- No instrument approaches.
- No flight manoeuvres or operations utilising a "hood" or other view-limiting device.
- No IFR operations.

### 3.7 Instrument Training Operations.

No instrument operations may be conducted unless in the judgement of the instructor the operation (manoeuvre/procedure) can be performed safely.

When conducting practice approaches and not on an IFR flight clearance, VFR aircraft are not automatically authorised to execute a missed approach. The pilot must specifically request one.

When operating on an IFR flight plan, either local or cross-country, all pilots must ensure compliance with alternate airport and total fuel requirements. Instrument training flights will not depart if the visibility at the departure airport is below the published take-off minima for that airport.

### 3.8 Night Operations

Appropriate external lighting will be illuminated during all night operations.

- When entering an active runway, the pilot must turn on landing lights and strobe lights to reduce collision hazards,
- Aircraft will taxi on open, approved and well lit taxiways and runways only.
- No practice of unusual attitudes during night operations.
- All night take-offs must allow for use of the full length of the runway.
- Solo night flights are restricted to the LOWS and LOWL traffic patterns.

Simulated single-engine operations at night, in multiengine aircraft, will be limited to practice instrument approaches and holding patterns in VMC conditions only.

*Reference: SERA.3215 Lights to be displayed by aircraft*



## 4 Command of aircraft

The pilot-in-command of an aircraft shall have final authority as to the disposition of the aircraft while in command.

The Role of the PIC is assigned to:

- the flight instructor during training flights
- the examiner of FI during check-flights
- the student pilot during solo-flights

The instructor is responsible to carry out the objectives of the lesson and may deviate from those and adapt them to the overall training objectives if circumstances requires.

On all flights the instructor is responsible to verify the student's preparation.

At all times the PIC must be appropriately rated in the aircraft except for student solo flights when authorised by a flight instructor.

A student pilot shall carry his flight time record logbook with him on all solo cross-country flights as evidence of the required instructor authorisation.

For SPIC and PICUS flight hours the flight instructor will be still pilot-in-command.

A student pilot may only log SPIC hours as student-pilot-in command provided that such SPIC times are countersigned by the flight instructor.

*Reference: SERA.2015 Authority of pilot-in-command of an aircraft*

## 5 Responsibilities of the Pilot in command - PIC

### 5.1 Responsibility of the pilot-in-command

The pilot-in-command of an aircraft shall, whether manipulating the controls or not, be responsible for the operation of the aircraft in accordance with this Regulation, except that the pilot-in-command may depart from these rules in circumstances that render such departure absolutely necessary in the interests of safety.

*Reference: SERA.2010 Responsibilities (a) Responsibility of the pilot-in-command*

#### Pre-flight action

Before beginning a flight, the pilot-in-command of an aircraft shall become familiar with all available information appropriate to the intended operation. Pre-flight action for flights away from the vicinity of an aerodrome, and for all IFR flights, shall include a careful study of available current weather reports and forecasts, taking into consideration fuel requirements and an alternative course of action if the flight cannot be completed as planned.

*Reference: SERA.2010 Responsibilities (b) Pre-flight action*

#### The pilot-in-command shall be responsible for

- the safety of the aircraft and of all crew members, passengers and cargo on board during aircraft operations.
- The initiation, continuation, termination or diversion of a flight in the interest of safety.
- Ensuring that all operational procedures and checklists are complied.
- Only commencing a flight if he/she is satisfied that all operational limitations are complied with, as follows:
  - the aircraft is airworthy
  - the aircraft is duly registered
  - instruments and equipment required for the execution of that flight are installed in the aircraft and are operative, unless operation with inoperative equipment is permitted by the minimum equipment list (MEL) or equivalent document, if applicable.
  - the mass of the aircraft and the centre of gravity location are such that the flight can be conducted within limits prescribed in the airworthiness documentation;
  - all equipment, baggage and cargo are properly loaded and secured and an emergency evacuation remains possible; and
  - the aircraft operating limitations as specified in the aircraft flight manual (AFM) will not be exceeded at any time during the flight;
- Not commencing a flight if he/she is incapacitated from performing duties by any cause such as injury, sickness, fatigue or the effects of any psychoactive substance.
- Not continuing a flight beyond the nearest weather-permissible aerodrome or operating site when his/her capacity to perform duties is significantly reduced from causes such as fatigue, sickness or lack of oxygen.
- Deciding on acceptance of the aircraft with unserviceabilities in accordance with the configuration deviation list (CDL) or minimum equipment list (MEL), as applicable.
- Recording utilisation data and all known or suspected defects in the aircraft at the termination of the flight, or series of flights, in the aircraft technical log or journey log for the aircraft.

*Reference: NCO.GEN.105 (a)*

#### The pilot-in-command shall ensure

that during critical phases of flight or whenever deemed necessary in the interest of safety, all crew members are seated at their assigned stations and do not perform any activities other than those required for the safe operation of the aircraft.

*Reference: NCO.GEN.105 (b)*

#### The pilot-in-command shall have

the authority to refuse carriage of or disembark any person, baggage or cargo that may represent a potential hazard to the safety of the aircraft or its occupants.

*Reference: NCO.GEN.105 (c)*

**The pilot-in-command shall**

as soon as possible, report to the appropriate air traffic services (ATS) unit any hazardous weather or flight conditions encountered that are likely to affect the safety of other aircraft.

*Reference: NCO.GEN.105 (d)*

**The pilot-in-command shall**

in an emergency situation that requires immediate decision and action, take any action he/she considers necessary. In such cases he/she may deviate from rules, operational procedures and methods in the interest of safety.

NOTE: If required by the State in which the incident occurs, the pilot-in-command should submit a report on any such violation to the appropriate authority of such State; in that event, the pilot-in-command should also submit a copy of it to the competent authority. Such reports should be submitted as soon as possible and normally within 10 days.

*Reference: NCO.GEN.105 (e) / AMC1 NCO.GEN.105(e)*

**During flight, the pilot-in-command shall / is responsible for**

- Keep his/her safety belt fastened while at his/her station.
- Remain at the controls of the aircraft at all times except if another pilot is taking the controls.

*Reference: NCO.GEN.105 (f)*

**The pilot-in-command shall**

submit a report of an act of unlawful interference without delay to the competent authority and shall inform the designated local authority.

*Reference: NCO.GEN.105 (g)*

**The pilot-in-command shall**

Notify the nearest appropriate authority by the quickest available means of any accident involving the aircraft that results in serious injury or death of any person or substantial damage to the aircraft or property.

*Reference: NCO.GEN.105 (h)*

**After Flight**

- After flight, the PIC ensures that the flight log is completed.
- He hands over the airplane to the next crew or to the maintenance personnel, respectively, or parks, closes or seals (if required) the airplane properly.
- At aerodrome other than base aerodromes he shall have the airplane's security ensured.
- He files written reports, communicating also by telephone or facsimile if the urgency of the matter warrants.
- He directs the attention of appropriate personnel to technical and operational particulars and problems encountered.
- The PIC shall ensure that the airplane file, airplane log is turned in to dispatch by the student immediately upon completion of the flight or series of flights in Salzburg.
- The airplane file, airplane log serves as cover for the various papers/documents which must be assembled and kept during flight, e.g., WX-briefing document, NOTAMs, mass and balance documents.

## 6 Carriage of passengers

The carriage of passengers during training flights without a flight instructor on board is strictly forbidden. Students and passengers may be on board during training flights only under the following conditions:

### 6.1 Student:

- The entrainment of flight students as observers at training flights with the flight instructor on board is permitted if their learning is optimized by observing the exercises of the flying student and collecting of those experiences is useful.
- The entrainment of several students is permitted, if these alternate as Pilot Flying and the FI is on board.
- The instructor has agreed to it after due consideration for the training activity to be performed
- The lesson objectives and safety are not jeopardized
- Abnormal / Emergency procedures may be performed with students as observers provided the airplane stays within its certified limits
- Observer may be used to bring the airplane to MTOW for training purposes

### 6.2 Passenger

- The passengers may only be a prospective student, interested person, Postholder's or Staff of the organization for observing purposes.
- The instructor has agreed to it after due consideration for the training activity to be performed
- The trainee has agreed to it
- The lesson objectives and safety are not jeopardized
- No Abnormal / Emergency training will be performed

#### 6.2.1 Passenger Briefing

In case of passenger are on board, the pilot-in-command shall ensure that before or, where appropriate, during the flight, passengers are given a briefing on emergency equipment and procedures.

The briefing should include the locations and use of seat belts and if applicable:

- emergency exits;
- passenger emergency briefing cards;
- life-jackets;
- oxygen dispensing equipment;
- life rafts; and
- other emergency equipment provided for individual passenger use.

The briefing should also include the location and general manner of use of the principal emergency equipment carried for collective use.

*Reference: NCO.OP.130 / AMC1 NCO.OP.130*

## 7 Aircraft documentation

For all flights the following airplane documentation must be on board and checked prior to departure:

- Certificate of Registration
- Certification of Airworthiness
- Insurance Certificate
- Airplane Radio Licence
- Mass and Balance
- Noise Certificate
- Airplane Journey Log
- Pilots Operating Handbook
- Details of the filed ATS flight plan (e.g. copie of ATS flight plan)
- If applicable, Avionic User Guides (GNS 430, G1000, etc.)
- Current and suitable aeronautical charts for the route / area of the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted.
- Procedures and visual signals information for use by intercepting and intercepted aircraft.

*Reference: NCO.GEN.135*

## 8 Retention of documents

### 8.1 General

The airplane documentation, instructor files, student files and training files must be kept for five years after the end of training. The retention period begins with the last entry in a document or the date of the drafting of a written document to be stored.

The documents are stored in analog or digital or combined. The provisions of ORA.GEN.200 including AMC1 be respected in relation to the IT system .

*Reference: AMC1 ORA.GEN.220(b); AMC1 ORA.GEN.200*

### 8.2 Repositories

Office	Archives
All documents, necessary for the management and current documents of personell, students, trainings and aircraft	No longer current documents to be archived for 5 years A separate room for archiving will be available at the organisational premises.

### 8.3 Destruction of documents

The destruction of archived documents or in the computer stored data is permitted only with the express consent of the accountable manager.

Documents and data stored in the computer, which personally identifiable information to be included will be irrevocably destroyed in the destruction.

## 9 Flight crew qualification records

### 9.1 License and Qualification Validity

A file for each instructor is kept, recording qualification and other endorsement, duty times and other instruction activities.

Each license holder is entitled to exercise the privilege of his license as long as it remains valid. It is therefore of the utmost importance that all required training, flight checks and medical exams are completed in time, either by the organisation, by the ACAA or by approved third parties.

It is the responsibility of the Chief Flight Instructor that no Flight Instructor is schedule for flight duty without a valid license. The Organization uses a software to control the validity of licenses within the ATO. This software enables the continuous monitoring of the timeliness of all licenses, ratings and Medicals; also connected to automated warning of expiry of validity and sending reminders to the affected employees.

It must still be realized that the final responsibility for retaining license validity rests with its holder.

It is also the responsibility of the pilot to notify the organisation if he does not hold the appropriate qualification at time.

## 10 Revalidation

Revalidation of medical certificates and ratings is the sole responsibility of the instructor / pilot / student pilot.

Any change must be notified to organisational secretary with a copy of the relevant document to be inserted into the instructor / student file and new validity dates must be entered to the software within the ATO.

## 11 Flight duty period, flight time limitations and rest periods

### 11.1 Instructor

Theoretical instruction Time limitations - Rest periods	Flight instruction Flight time limitations - Rest periods
<ul style="list-style-type: none"> <li>– Maximum of 8 hours per day.</li> <li>– After 6 days of instructions, 1 day rest period follows</li> <li>– After an hour of instruction , a 10 - minute break has to be respected.</li> <li>– At 8 hours of instruction per day in addition a break of 1 hours (lunch break) must be respected.</li> </ul>	<ul style="list-style-type: none"> <li>– Maximum 6 hours of flight time in the traffic pattern for each day with 1 hour rest period in between .</li> <li>– Max. 8 landing per hours</li> <li>– After 6 days stress follows 1 day rest period.</li> </ul>
<ul style="list-style-type: none"> <li>– Overall, a maximum of 8 hours of cross-country flight time each day.</li> <li>– After 6 days stress follows 1 day rest period.</li> </ul>	
<p>The loading time in theory instruction is limited to 160 hours, in practical training to 100 hours of flight time per month. 160 hours training time per month ( theory instruction plus flight time ) must not be exceeded.</p>	

Flight Instructors shall report for duty at a time that reflects the time required for pre-flight duties but not less than 15 minutes prior to the beginning of the planned block off time.

#### 11.1.1 Records of Flight, Duty and Rest Periods

The Flight Instructor shall maintain record of his flight duty, duty and rest periods containing:

Block times for Flight Instructors	Duty times for Flight Instructors
<ul style="list-style-type: none"> <li>– Daily</li> <li>– 28 consecutive days</li> <li>– 12 consecutive months.</li> </ul>	<ul style="list-style-type: none"> <li>– The start, duration and end of each duty or flight duty period</li> <li>– The duration of each rest period</li> <li>– Dates of days off</li> <li>– The duty; for 7 consecutive days, 28 consecutive days and 12 consecutive month period.</li> </ul>
<p>A Flight Instructor working on a freelance or private basis requiring a professional pilot license, shall maintain an individual record, as appropriate, of his:</p> <ul style="list-style-type: none"> <li>– Block times;</li> <li>– Flight duty periods;</li> <li>– Duty periods; and</li> <li>– Rest periods and days free of all duties.</li> </ul>	

Additionally, the above mentioned records shall include copies of all reports of increased flight duty and reduced rest periods following unforeseen circumstances in actual flight operations.

11.2 Student

Theoretical instruction Time limitations - Rest periods	Flight instruction Flight time limitations - Rest periods	
<ul style="list-style-type: none"> <li>- Maximum of 8 hours per day.</li> <li>- After 6 days of instructions, 1 day rest period follows</li> <li>- After an hour of instruction, a 10 - minute break has to be respected.</li> <li>- At 8 hours of instruction per day in addition a break of 1 hours (lunch break) must be respected..</li> </ul>	Basic Training Phase 01,02 and 03 ATPL Int	<ul style="list-style-type: none"> <li>- Maximum 3 hours, one hour each time in the traffic pattern, for each day with at least one hour of rest.</li> <li>- Max. 8 landings per one-hour flight time with FI on board.</li> <li>- After 6 days stress follows 1 day rest period.</li> </ul>
		<ul style="list-style-type: none"> <li>- One leg of a cross country flights must not exceed 2 hours of flight time.</li> <li>- After 3 days cross-country flights in a row, 1 day rest period follows .</li> </ul>
	Additional Training Phase 04, 05 ATPL Int	<ul style="list-style-type: none"> <li>- Maximum 4 hours, one hour each time in the traffic pattern, for each day with at least one hour of rest. Even with traffic delays in the traffic pattern solo flights may, regardless of the landings carried out, not exceed 1 hour of flight.</li> <li>- Max. 8 landings per one-hour flight time.</li> <li>- After 6 days stress follows 1 day rest period.</li> </ul>
		<ul style="list-style-type: none"> <li>- One leg of a cross country flights must not exceed 3 hours of flight time. Between the legs a break of approximately 1 hour must be observed.</li> <li>- After 3 days cross-country flights in a row , 1 day rest period follows .</li> </ul>
<p>The total training time per day is limited to 8 hours ( theory lessons plus flight time ).</p>		
<p>The loading time in theory instruction is limited to 140 hours, in practical training to 80 hours of flight time per month. 140 hours training time per month ( theory instruction plus flight time ) must not be exceeded.</p>		
<p>Over a period of 5 hours before solo flights at night the students must not have carried out any other flying activities and the flight instructor has to grant an adequate adaptation period.</p>		

- Stress and rest periods for flight students are superior to those of the flight instructor.
- Regardless of the time limits set out in the flight times, the FI must take into account the individual capacity in solo flights, the level of training and the day make of the student.
- If, for any reason, actual block time, flight duty period or rest period deviate from scheduled limits, such deviations must not exceed the limits set in this chapter.
- Duty rosters shall be published in advance to provide sufficient time for students to plan adequate rest.
- Flight Instructor shall specify reporting times that reflects the time required for pre-flight duties of not less than 60 minutes prior to the beginning of the planned block off time.
- Where a flight instructor determine that a student is overwhelmed at the predetermined stress times, then he must inform the head of training, because the causes could potentially force a termination of this training.



## 12 Pilots' log books

### 12.1 General

The details of all flights flown as a pilot shall be kept in a reliable record in a logbook format acceptable to the Authority. The student's flight training is to be documented in the student's personal logbook in accordance with company guidelines. The logbook must be carried on each training flight.

During the training, the flight instructors monitors the accuracy of the logbook entries of the student pilot.

Flight crew logbook entries should be made as soon as practicable after completion of a flight. All entries in the logbook shall be made in ink or indelible pencil. All flight times conducted as training flights to gain a licence according to EU-FCL shall be logged as block times.

Note: Flight time is the total time from the moment that an aircraft first moves under its own or external power for the purpose of taking off until the moment it comes to rest at the end of the flight.

Note: Block time is the time between an aeroplane first moving from its parking position for the purpose of taking off until it comes to a rest on the designated parking position or until all engines are stopped.

Note: FCL.050 requires holders of a pilot licence to record details of all flights flown. This logbook enables pilot licence holders to record flying experience in a manner which will facilitate this process while providing a permanent record of the licence holders flying. Pilots who fly regularly aeroplanes and helicopters or other aircraft categories are recommended to maintain separate logbooks for each aircraft category.

*FCL.050 Recording of flight time*

### 12.2 Logbook Entries

The logbook shall contain personal details such as name and address of the holder of the logbook.

For the purposes of meeting the requirements stated in this Section, each Flight Instructor and student must enter the following information for each flight or lesson logged (if required):

Flight Data

- Date (day, month, year)
- Type and registration of aircraft SEP, MEP
- The name of Instructor or safety pilot, if required for the flight
- Location where the aircraft departed and arrived
- Total flight time or Total Block time for training flights
- Pilot function Pilot-in-command (including solo, SPIC), Second Pilot
- Conditions of flight Night, IFR

For each simulator or FNPT session

- Date (day, month, year)
- Total time of session
- Simulated Type of training device (for example MET or MEP)
- Certificate number of training device

*Reference: AMC1 FCL.050(a)*

### 12.3 Pilot-in-Command Flight Time - PIC

A student pilot may log Pilot-in-command time only when the student pilot:

- is the sole occupant of the aircraft,
- has a current solo flight license and
- is involved in training for a pilot license

A private or commercial pilot may log his flying times as Pilot-in-command only if he is the designated PIC. The holder of an instructor rating may log his flying times as Pilot-in-command every time he acts as an instructor in an aeroplane.

The holder of an examiner's authorisation may log his flying times as Pilot-in-command all flight time he occupies a pilot seat and acts as an examiner in an aeroplane.

*Reference: AMC1 FCL.050(b)1*

#### 12.3.1 Student Pilot-in-Command Flight Time - SPIC

The applicant for or the holder of a pilot licence may log as PIC time all solo flight time, flight time as SPIC and flight time under supervision provided that such SPIC time and flight time under supervision are countersigned by the instructor

*Reference: AMC1 FCL.050(b)1ii*

#### 12.3.2 Instruction Time

A summary of all time logged by an applicant for a licence or rating as flight instruction, instrument flight instruction, instrument ground time, etc., may be logged if certified by the appropriately rated or authorised instructor from whom it was received;

*Reference: AMC1 FCL.050(b)4*

#### 12.3.3 Logging of Night Time

Every flight time conducted between Sunset and Sunrise.

#### 12.3.4 Logging of Instrument Time

Every flight time an IFR flight-plan has been filed and conducted under Instrument Flight Rules.

#### 12.3.5 Presentation of Flight Time Record

Flight instructors and students must present their pilot license, medical certificate, logbook, or any other record required for inspection upon request by:

- ACAA;
- The Air Investigation Safety Board or
- Local law enforcement officer

Student pilot must carry the following items in the aircraft on all solo cross-country flights, as evidence of the required Flight Instructor authorizations:

- Crew Card
- Any other record deemed necessary by the organisation

*Reference: FCL.045*

## 13 Flight planning

### 13.1 General

This section contains additional rules and procedures that must be followed by pilots when operating outside of the local practice area. All local operating rules continue to be applicable.

Cross-country training will enable the student to practice the flight planning and navigation skills necessary to efficiently operate an aircraft during cross-country operations. These skills will be necessary for later use as a professional pilot.

*Reference OM C – Route*

### 13.2 Cross-Country Routes and Airports

Possible cross-country routes and airports are listed in OM C Route. The cross-country routes listed have been carefully selected so that minimum hours, distance, and facility requirements of the appropriate lessons can be easily met. The airports listed have been checked to ensure that appropriate services are available and that the landing surface is acceptable considering aircraft performance, limitations and safety.

Seasonal changes may affect runway condition at airports without hard surface. Conditions of the airports must be checked before dispatch.

*Reference OM C – Route*

### 13.3 Cross-Country Pre-flight Planning.

All pre-flight planning must be reviewed and authorised by the instructor. The instructor has reviewed the route for compliance with lesson objectives, ensures that the student completely understands the route and communication requirements, has checked the charts, navigation logs and aerodrome sketches and checked all appropriate documents (licenses etc.).

The instructor will consider time required for pre-flight preparation, the time required for the entire route and any required stops when submitting a schedule request for the cross-country flight.

It is imperative that students are prepared to go when scheduled so their aircraft is not reassigned.

Students will ensure that the route selected can be accomplished within the time allowed on the schedule. The administration may approve additional time after receiving aircraft availability for the remainder of the day.

Each leg of the cross-country flight will be planned on a separate flight plan. Each leg will be filed, opened and closed separately as ATC flight plan.

In addition to local weather, a check must be made of the en-route weather that may affect the flight.

Unexpected changes in the weather can and do occur. In addition to the pre-flight weather check, the prudent pilot periodically checks weather while in-flight by calling ATC for update.

A cross-country equipment checklist should be utilized to ensure that nothing has been forgotten. This checklist should include at least the following items:

- Navigation Logs which includes ACG Flight Plan
- Solo certificate, License and Medical
- Appropriate and Current Charts
- Plotter and Flight Computer
- Pencils
- Aerodrome Sketches
- Appropriate clothing.
- Sufficient Cash or Personal Charge Cards for food or to cover unexpected overnight expenses
- Flashlight for possible night operations.
- Wristwatch.

Aircraft must depart on extended cross-country flights with maximum allowable fuel and within one quart of maximum allowable oil.

Solo cross-country flights must have landed 30 minutes before official sunset. Should en-route delays make it impossible or improbable for the flight to arrive before that time, the flight will remain overnight at the last airport of intended departure, or if airborne, at the nearest suitable airport. The ATO must be notified as soon as possible.

*Reference OM C – Route*

## 14 Safety

### 14.1 General

This section contains policies and guidelines for pilots involved in aircraft operation. It should be noted that it is the pilot's responsibility to comply with any ramp procedures of the airport being visited as well as those policies and guidelines listed here.

### 14.2 Equipment

All buildings are equipped with fire detectors and fire extinguishers. All aircraft operated are equipped with required firefighting equipment.

### 14.3 Fire and Fire Drill Procedures

The following procedures shall be followed for both an actual fire and for fire drill except that the fire department shall not be notified in the case of a fire drill.

- Office staff. – Turn in a fire alarm to the local fire department, by telephone or by any other means available. Specify the location and type of fire. After the fire brigade has been informed in, supervise the evacuation and securing of the building.
- Instructors – Assist in the evacuation of the students. Assist in securing the building by turning off lights and electrical applications and closing all doors and windows as the building is evacuated. If feasible, fight the fire until arrival of the fire brigade and evacuate the building to the parking lot for accounting.
- Students – Evacuate the building as expeditiously and orderly as possible by the nearest exit, or as directed by the school staff. Proceed to the parking lot for accounting.

### 14.4 Ramp Safety

Ramp areas are potentially hazardous. Considerable activity results from aircraft being taxied on and off the ramp, fuel and maintenance trucks driving around and pilots and mechanics performing pre-flight and repair operations. Safety must therefore be a prime consideration when operating on and around ramp areas. Remember, no running on the ramp. People walking on the ramp are strongly advised to remain near the tail end of parked aircraft so as to avoid danger from starting or moving aircraft.

### 14.5 Smoking

Smoking is not allowed in any aircraft or on the ramp. This also applies to all buildings, except in designated areas.

### 14.6 Boarding and Disembarking

No one is permitted to approach, board, or exit the aircraft with the engine(s) running.

### 14.7 Propeller Danger Area

Any area within 2 meters of a propeller arc should be considered a hazardous area whether the engine is running or static. Inspection of the propeller, propeller hub, nose section etc. should be made visually. If it is considered necessary for any reason to touch the propeller it should be handled with care at all times as the engine could start at any time.

### 14.8 Starting of Aircraft

The starting of all aircraft shall be in accordance with the appropriate checklists and established procedures, and the following general precautions:

- On the pre-flight walk-around ascertain that the propeller area and the taxi area are clear of all loose objects and debris such as chocks, tow bars, etc. If necessary, reposition the aircraft so that a brake failure on start will not cause the aircraft to roll into an area where collision damage could occur before the engine(s) could be shut down.
- Before engaging the starter, ensure that the parking brake is set, turn on the rotating beacon to warn nearby personnel that the engine is about to be started and visually check the area in all directions to clear the propeller arc area as well as the prop blast area behind the aircraft. The engine(s) may not be started if the aircraft on either side is being refuelled.
- Cold weather operations may require different starting procedures. Strict adherence to the proper procedure will reduce the risk of engine fire during start. Use of engine preheat is recommended any time OAT is below  $-5^{\circ}\text{C}$ .
- All students and employees are prohibited from hand starting any aircraft while participating in any flight or ground handling activity. Use auxiliary power or jumper cables by personnel authorised by the CFI.

### 14.9 Fuelling and Line Service

Aircraft must depart on extended cross-country flights with maximum allowable fuel, and must have within one quart of maximum allowable oil as specified.

No one shall be on board the aircraft while refuelling takes place. During pre-flight the pilot must observe the safety procedure of the fuel truck operator. The fuel truck operator should connect the static discharge ground wire to the aircraft and to a grounding source. The Pilot-in-command must notify the CFI if any line service procedures are not followed.

No aircraft shall be started when parked immediately next to an aircraft being refuelled.

Before each flight the PIC shall ensure that the fuel on board his aircraft is of the correct type. The PIC shall also drain each fuel drain installed on the aircraft.

### 14.10 Taxiing and Parking

At the beginning of taxiing the operation of brakes should be checked. This should be accomplished in smooth manner without "hitting the brakes".

The speed limit of a safe taxi operation always depends on the situation. It may vary from walking up to jogging speed. The Pilot-in-command is solely responsible for the safety of the aircraft from the time he enters it for flight, until it is shut down and secured.

While line personnel and others may assist a taxiing aircraft in close quarters, the responsibility remains with the Pilot-in-command. If in doubt, STOP. Extra care must be taken when taxiing in the proximity of fuel trucks or any other vehicles on the ramp. No attempt should be made to taxi around any vehicles.

A sterile cockpit shall be maintained while taxiing on the ramp. This means no unnecessary conversation should take place unless the aircraft has been brought to a complete stop.

Taxiing with the nose wheel on the yellow taxi-line will clear the aircraft of all normal obstacles. Departure from the taxi-line line should be done only to avoid obstacles or to clear other aircraft or vehicles.

Use extreme caution when taxiing behind large (over 5700-kg) propeller driven aircraft and jets.

Under no circumstances are aircraft to be taxied into or out of hangers.

During bad weather conditions such as cold, high winds, and when the ramp is congested, the instructor will accomplish the initial starting and taxiing.

After shutdown pilots must insure the control locks are installed, the aircraft's main wheels are chocked (do not chock the nose wheel), windows closed and if applicable, tie downs attached if available. The tie down should be tightened in such a manner as to firmly secure the aircraft but not to over stress it.

### 14.11 Aircraft Fires

The subject of aircraft engine and cabin fires is a part of every individual checkout in the aircraft. Follow the procedures outlined in the checklist and take action according to the situation with good judgement. This is also covered in the training manual.

In the event of a fire on the ground attempt to call for assistance on any radio frequency available and do not hesitate to evacuate the aircraft immediately if fire is not controllable. Procedures established in appropriate POH should be followed. Keep the following in mind regarding aircraft fire:

- Exercise extreme caution around all fires.
- Keep the wind at your back.
- Stop the aircraft if it is moving, with the wind blowing away from the aircraft.
- Evacuate on the upwind side if possible.
- Beware of toxic fumes.
- Always fight fire at its base.
- Use fire extinguishers on board; never use water on an electrical fire.
- Do not risk personal injury to save the aircraft. Leave the area if the fire is not brought under control immediately.

In the event of an uncontrollable fire in flight, land as soon as possible. Unless in extreme emergencies DO NOT attempt to restart an engine that has had experienced a fire. After landing contact ATO office as soon as possible by any means available.

In the event of a controllable fire in flight, land at the nearest suitable airport and contact ATO office for instructions.

### 14.12 Simulated Emergencies

The Flight Instructor on dual flights shall conduct all simulated emergencies practice. Pilots on solo practice flights shall not practice simulated emergencies.

Simulated emergency landing practice shall not be conducted over any congested area like city, town or settlement.

In any event, no simulated emergency landing shall be carried to a height of less than 500 feet above the surface.

Engine out procedures in a twin engine aircraft shall be carried to a height of not less than 200 feet above the surface or DH if on instrument approach.

Engine out procedures in a twin engine aircraft shall not be carried to actual shutdown and feathering below an altitude of 3000 feet above ground level. At lower altitudes engine out simulation should only be conducted by using zero thrust power-setting.

Prior to actually shutting down an engine for single engine demonstration or practice, always check the generator/alternator output of the remaining engine to ensure sufficient electrical power supply.

*Reference: NCO.OP.180*

### 14.13 Radio Listening Watch

Proper radio technique is taught at classes. Radio communication requires quick and precise communication with transmission containing all the information necessary for the controller or other air traffic.

Always listen on the frequency before you transmit, when the frequency is very busy pilots try to "jump in" at the same

Make sure that your transmit switch and volumes are set properly and if the speed of communication is too fast for you let the controller know that you are a student pilot.

### 14.14 Uncontrolled Airport / Airspace

When operating at an uncontrolled airport inbound, outbound or over-flying a good listening skill and forming a mental traffic picture from what you hear is of great importance.

Following is a guideline for proper radio work in the vicinity of an airport.

- Before taxiing pilots shall listen to and write down appropriate ATIS information for the airport they are to depart from.
- Before requesting taxi instructions from Ground Control, listen and then use the 4 Ws format (Whom are you calling, Who are you, Where are you, What do you want).
- Pilots should use the 4 W's format at all times during initial contact with a new ATC facility.
- In the training area monitor tower frequency and use proper see and avoid technique. Aircraft equipped with dual Com. should monitor emergency frequency 121.5 MHz.
- When about 10 nm from an uncontrolled airport of intended landing the pilot should transmit blindly on the assigned frequency for that airport, using the 4 Ws format. Operations at non-controlled airports require great vigilance since some aircraft may be flying without operational radio. Reliance on radio to obtain traffic information should be avoided.
- When about 10 min from Class D airport, a VFR pilot should listen to and write down the appropriate ATIS information if available. The Tower should be called about 5 min from the reaching the control zone, airspace D or the airport.
- Any time the pilot wants to operate in or through a Class C airspace the appropriate Control facility shall be called and two way radio communications shall be established before entering the airspace.
- Students and Flight Instructors should note that the area outside designated taxiways and runways at Salzburg Airport is a manoeuvring area and is outside ATC control.
- At airports with designated Clearance frequency, the pilot shall receive his/her ATC clearance before calling Ground Control for taxi clearance.

### 14.15 Hazards

A hazard is any situation where the safe operation of the aircraft is in doubt. Most POH refer to dangerous situations as an emergency.

Each pilot is responsible for accomplishing emergency checklist items as specified in the POH.

The following is a guideline and policies for pilots involved in various emergency situations. These guidelines may not intend to supersede those emergency procedures stated in appropriate POH.

It should be emphasised that above anything else, the PIC has the final authority how an emergency situation will be handled. The pilot shall use all available resources such as ATC or other pilots listening.

#### 14.15.1 Weather Hazards

No flight shall be continued in bad or marginal weather conditions when other routings provide greater safety margins.

#### 14.15.2 VFR Flights

Deteriorating weather conditions require immediate action. Pilots are reminded that one of the primary rules of thumb in flight is to do things in the following order, 1. Aviate, 2. Navigate and 3. Communicate. Some more guidelines to consider:

- Remain calm.

- Maintain aircraft control.
- React thoughtfully.
- If time permits, obtain assistance.

Inadvertent entry into instrument conditions should be considered as an emergency situation, which must be handled with the utmost care. If the pilot is not instrument rated or the aircraft not appropriately equipped, aircraft control should be maintained and an emergency shall be declared.

If the pilot is instrument rated and the aircraft is appropriately equipped, an emergency should be declared and an immediate IFR clearance requested.

Emergency assistance may be required when pilots encounter wind conditions in excess of personal or aircraft capabilities. Normally another runway, which is better aligned with the wind, is all that is needed. A different airport may also offer better conditions.

Assistance may be required in the event students on solo flights find that the weather at Salzburg has fallen below VFR minimums. Students must remain in VFR conditions outside of Class C airspace.

### 14.15.3 IFR Flights

Inadvertent entry into hazardous weather conditions while on an instrument clearance requires the same carefully carried out actions as mentioned for VFR flights. Immediate assistance is usually available from ATC and should be requested.

### 14.15.4 Thunderstorms

Even though thunderstorms are rare in Austria, they occur, usually in the summertime. All aircraft are prohibited from operating in the vicinity of thunderstorms. Encounters with thunderstorms are extremely dangerous. Should an aircraft inadvertently encounter a thunderstorm the crew is expected to take immediate action as by leaving the area.

### 14.15.5 Icing Encounter

Aircraft operated are not equipped for flight into known icing. Should a flight encounter icing conditions while operating IFR, great consideration should be used to avoid icing conditions. If possible make a 180° turn or change the altitude to return to non-icing conditions. A slight accumulation of ice on the aircraft can greatly affect flight characteristics.

Operation in forecasted or reported icing condition is prohibited, unless the aircraft is certified for flights in icing condition. If icing condition is encountered in-flight pilots should take every measure to leave the icing conditions.

### 14.15.6 Mountain waves / Turbulence

Pilots should be aware of airflow across mountains. As wind speed increases so does the turbulence created by mountains. Signs of mountain waves or turbulence are cumulus clouds formed luv side of a mountain and lenticular or rotor clouds on the downwind side of mountain. Pilots should avoid flying in area of known or expected mountain waves. When flying in valleys surrounded by mountains, try to remain on the upwind side of the mountain.

Operation in an area of forecasted or reported mountain waves and/or turbulence should be avoided. When strong winds are aloft, flights on the lee side of mountainous area should be avoided due to the possibility of strong mountain waves or severe turbulence. If a strong mountain wave or severe turbulence is inadvertently encountered in-flight, the pilot should take action to leave the area immediately and conduct the flight in that way to minimise the stress on the aeroplane by adjusting the airspeed of the aeroplane so that manoeuvring speed can be maintained.

The policy is to “avoid” hazardous weather conditions. If avoidance is not possible, the flight should be terminated as soon as practicable, the aircraft secured and office notified. Re-dispatch shall only occur after weather conditions have improved. Pilots should remember to close flight plan to ATC.

## 14.16 Medical Emergencies

Any type of medical situation even so minor as a headache may have the potential to adversely affect pilots’ performance and must be carefully considered.

Following are some in-flight illness emergency guidelines.

- Evaluate the situation.
- Decide how quickly a landing must be made.
- Obtain assistance by radio, if required.

## 14.17 Air Sickness

Pilots are responsible for ensuring that an airsick bag is on board prior to flight. In the event that a pilot or passenger fails to use an airsick bag, that person should clean the aircraft upon return. If for any reason that person fails to clean the aircraft, they will be charged 100 Euro cleaning fee. Cleaning materials are available at aircraft maintenance.

## 14.18 Communication Failure

### 14.18.1 Communication Failure on Ground

At a controlled airport ATC's attention may be obtained by flashing the landing light. An attempt should be made to remain clear of movement areas while waiting for a light gun signal response. The flight is normally directed to return to the ramp area. Communication failure at uncontrolled airports requires that the flight be terminated at that airport and ATO shall be contacted as soon as possible.

### 14.18.2 Communication Failure within the practice area

A landing at an appropriate uncontrolled airport should be considered. When considering which airport to use, traffic should be evaluated. Choose an airport with the least traffic situation. If decision is made to fly to LOWS then fly the most likely arrival route and enter proper downwind squawking 7600 on the transponder. Keep a good lookout for light signals and be alert for all other traffic. Consider using your mobile phone, but light signals are still required for clearances.

### 14.18.3 Communication Failure during VFR Cross-Country Flights

A landing should be made at an appropriate uncontrolled airport, and the ATO called for assistance. Pilots are reminded to update the affected flight plan with ATC.

### 14.18.4 Communication Failure during IFR Cross-Country

The procedures established in regulations should be followed and the appropriate transponder code used. After landing at airports other than home base, the ATO must be notified.

## 14.19 Electrical System Malfunctions.

Pilots should use the procedures set out in appropriate Pilot's Operating Handbook.

## 14.20 Imminent Engine Failure

Imminent engine failure is a situation where an engine is still producing power but engine instruments or engine sound indicate that a seizure is imminent if no action is taken. The steps in this manual are guidelines only. Sound judgement and strict adherence to POH recommendations shall always be used.

### 14.20.1 Single-Engine Aircraft

If indications are that engine failure on a single engine aircraft is imminent, the pilot should proceed immediately to the nearest suitable aerodrome and land while continuing to monitor the engine conditions. If temperatures indicate redline the pilot should be prepared for possible engine seizure. It may be considered to perform an off-field precautionary landing before the engine actually stops.

### 14.20.2 Multi Engine Aircraft

If indications are that failure of an engine on a multi-engine aircraft is imminent the pilot should proceed immediately to the nearest suitable airport and attempt to confirm all abnormal engine indications. If the temperatures indicate redline the pilot should consider to feather and secure the engine in accordance with recommended procedures, and continue to the nearest appropriate airport. The Pilot-in-command shall also declare an emergency.

## 14.21 Off Airport Landing

In the event that a forced landing becomes necessary, it is likely that the landing will be in a relatively remote area. Unless the exact ground position is known, and reaching civilization is reasonably assured the pilot and passengers should stay with the aircraft. Staying with the aircraft affords shelter and a larger target for search and rescue personnel to observe from the air. All aircraft are equipped with an ELT helping search and rescue personnel to locate the landing site.



## 14.22 Landing Gear Malfunctions

Any landing gear malfunction should be treated as if the gear were not down and locked and the appropriate emergency procedures followed. The pilot shall not recycle the landing gear if an irregular landing gear indication is experienced with the gear locked in the extended position.

If outside the local operations area, every attempt should be made to utilize all available resources to help verify gear position. If weather and fuel permit, a landing at an airport with crash and fire rescue may be appropriate.

If a landing is made with an unsafe gear indication, use of brakes and turns should be minimized, and the engine(s) shut down on the runway. Maintenance personnel will check the aircraft and lock the gear in place if necessary. The aircraft will then be moved as directed by maintenance personnel and ATC.

If the landing gear malfunction takes place during take-off and the landing gear fails to retract when the gear handle is put in the "up" position, the pilot will return the gear handle to the down position, confirm that it is down and locked, notify ATC if practical, and return for landing. Make no further attempt to raise the gear – leave it down.

## 14.23 Loss of Orientation

Following are some guidelines to consider in the event of becoming lost.

- Don't be distracted from maintaining basic aircraft control.
- Maintain situational awareness. Use charts as well as electronic navigational aids. Also make sure the magnetic compass and the directional gyro match.
- Climb if able, to get better view over landmarks and be in better radio range.
- Communicate, try to reach ATC facility and get assistance, if unable to reach ATC, squawk 7700 and transmit "in blind" on 121.5 MHz to obtain assistance.
- Confess, don't try to "beat around the bushes", tell people that you are lost and need assistance.
- Comply, with instructions you receive from ATC or other pilots who are able to reach you.
- Carefully monitor the amount of fuel and make a precautionary landing, preferably at an airport BEFORE exhausting the fuel supply.

## 14.24 Accidents and Incidents

### 14.24.1 General

The following procedures have been established to govern the handling of emergency situations by both ground and flight personnel. These procedures shall be applied unless the circumstances of an emergency situation require deviations there from. It must be understood that it is impossible to establish rules covering every type of emergency. Personnel is therefore expected to act according to their best judgement in each individual situation.

Emergency operating procedures for the various types of aeroplanes are outlined in the respective AOM.

Emergency action by ground personnel shall be initiated in the event information received from any reliable source, or lack of information from an aeroplane, indicates that an aeroplane may have encountered an emergency.

### 14.24.2 Emergency Authority of the Pilot-in-Command

In emergency situations requiring immediate decision and action the Commander is authorised to deviate from the procedures established by, or instruction received from, the appropriate authority (ATC) to the extent required by the situation.

### 14.24.3 Testimony by Flight Instructor / Student

In the event of an aeroplane accident the police authority is likely to approach the Flight Instructor or student to request their statements or testimony as witness. During possible subsequent proceedings, any such statement or testimony may in turn be used as evidence against the flight crew, even though the police may initially have heard the flight crew member as a witness only.

It is, therefore, advisable to refrain from any statement, except as to the personal identity, while still under the immediate impression of an accident, but to submit any requested information, verbally or in writing, at a later date, and, if deemed necessary, after obtaining legal advice.

### 14.24.4 Applicability

This instruction is applicable to accidents of all operated aeroplanes, involving:

- Death or serious injury to any person.
- Substantial damage to the aeroplane.

#### 14.24.5 General Policy

In the event of an aeroplane accident it is the organisational policy to:

- Fulfil its obligations towards students and employees.
- Co-operate with appropriate authorities of the State where the accident has occurred and with those of the operating country (Civil Aviation Authorities, Police Authorities etc.)
- Release to news agencies accurate information regarding the accident as promptly as possible.

Execution of this general policy shall be covered by the procedures laid down in this instruction as far as they are applicable. No provision herein shall, however, prevent Company personnel in case of an accident, from acting in accordance with their best judgement according to the basic policies stated above.

NOTE: Employees shall avoid any statement to persons outside of the organisation concerning an accident, liability, insurance conditions, etc. and shall refer any enquiry's relative thereto to the Head of Training.

#### 14.24.6 Action at Scene of Accident

Based on the general policy it is essential that everyone serving within the organisation, must be aware that if any accident occurs it is of the greatest importance to:

- Take care of all injured persons and obtain medical assistance.
- Attempt to stop or minimize further damage either to persons or property.
- There should, if possible, always be one Flight Instructor guarding damaged aeroplane and keeping a log showing actions taken after the accident.
- Inform the local police.
- In the event of an accident, incident, forced landing or precautionary landing, the Pilot-in-command shall in accordance with current regulations notify the appropriate Investigation Board and ATC. In addition, ATO Office should be notified by the quickest available means and the following information relayed.
- Aeroplane type and registration markings.
- Pilot-in-Command's name.
- Number of persons on board.
- Date and time of accident.
- Place of last departure and next intended landing of aeroplane.
- Position of aeroplane given in latitude and longitude or with reference to a well-known geographical landmark.
- Number of person's deceased, and number seriously injured.
- Present state of aeroplane.

#### 14.24.7 After Hours

If contact is attempted after normal working hours, the pilot must relay the above information to one of the organisation's management personnel.

The number at which the pilot can be reached should be relayed as well. If still airborne, the instructor should contact ATC, explaining the situation and requesting to notify ATO.

#### 14.24.8 Fault or Blame

Pilots must not admit fault or blame to anyone other than officials. No statements or comments shall be made to members of the press.

#### 14.24.9 Information to relatives and press

The ATO Office shall immediately after receiving a report follow the instruction in the Safety Monitoring Manual laid down in OMM. Any information is considered confidential and should not be discussed with other than the above mentioned persons.

The only person authorised to make statements to the press is the Accountable Manager.

#### 14.24.10 Paperwork

Persons involved in any aircraft incident or accident will:

- Contact the HT immediately;
- Fill out a preliminary report of the aircraft mishap on an Accident/Incident Report form;
- Submit to drug testing as outlined in this manual;
- In the case of an accident or incident involving aircraft damage, be examined by a physician;
- Fill out an Accident Investigation Safety Incident Report.

#### 14.25 Emergency Phases

The three emergency phases, distinguished by ICAO in the application of alerting service are contained in the ICAO Annex II Air Traffic Services, as follows:

##### Uncertainty phase

- When no communication has been received from an aeroplane within a period of thirty minutes after the time a communication should have been received, or from the time an unsuccessful attempt to establish communication with such aeroplane was first made, whichever is the earlier; or
- An aeroplane fails to arrive within thirty minutes of the estimated time of arrival last notified to or estimated by air traffic services units, whichever is the later, except when no doubt exists as to the safety of the aeroplane and its occupants.

##### Alert phase

- When following the uncertainty phase, subsequent attempts to establish communication with the aeroplane or inquiries to the other relevant sources have failed to reveal any news of the aeroplane; or
- An aeroplane has been cleared to land and fails to land within five minutes of the estimated time of landing and communication has not been re-established with the aeroplane; or
- Information has been received which indicates that the operating efficiency of the aeroplane has been impaired, but not to the extent that a forced landing is likely, except when evidence exists that would allay apprehension as to the safety of the aeroplane and its occupants.

##### Distress phase

- When following the alert phase further unsuccessful attempts to establish communication with the aeroplane and more widespread unsuccessful inquiries point to the probability that the aeroplane is in distress; or
- The fuel on board is considered to be exhausted, or to be insufficient to enable the aeroplane to reach safety; or
- Information is received which indicates that the operating efficiency of the aeroplane has been impaired to the extent that a forced landing is likely; or
- Information is received or it is reasonably certain that the aeroplane is about to make or has made a forced landing.
- Except when there is reasonable certainty that the aeroplane and its occupants are not threatened by grave and imminent danger and do not require immediate assistance. Declaration of any of the above phases will be made only by ATS.

### 14.25.1 Action to be taken

In the event of an operational emergency, the flight instructor shall take the following action:

#### Uncertainty phase

- Advise ATO Office;
- Confirm from the ATC authority that the uncertainty phase is in operation, and gather the latest information;
- Confirm that appropriate action is being taken to establish communication with the aeroplane;
- Review the progress of the flight from the messages and position reports received at the time of the last communication and try to:
  - Estimate the airplane's present position;
  - Anticipate its future progress in flight of the latest known conditions;
  - Assemble all data on alternate and emergency aerodromes and route facilities that may have to be used.
- Prepare a detailed list of:
  - The emergency and survival equipment carried on the aeroplane;
  - The types and frequencies of the survival radio equipment carried on the aeroplane (including any emergency locator beacons);
  - Any other information ATC requires or is likely to require regarding the flight; and
- Maintain close liaison with all appropriate ATC authorities until the phase has terminated.

#### Alert phase

- Case 1
  - Ensure that all information required by rescue co-ordination centre authorities and by ATC authorities has been assembled and passed to those authorities
  - Maintain continuous liaison with the local ATC authority (it is advisable to do so at this stage directly from within the ATC centre); and
  - Maintain communication with the Head of Training and Chief Flying Instructor.
- Case 2
  - Contact ATC to ascertain latest information.
  - Assemble and provide all information called for by ATC and rescue co-ordination centre authorities.
  - If possible stand by in, or keep an open line to, the control tower in order to maintain direct liaison with ATC;
  - Maintain communication with the Head of Training and Chief Flying Instructor.
- Case 3
  - Contact aeroplane where necessary to gain fuller information on the situation.
  - Inform the Head of Training and Chief Flying Instructor and consult with them on any advice it may be thought necessary to give; and
  - Carry out sequence of the last three steps of the Uncertainty Phase listed above.

#### Distress phase

- Confirm that all steps have been taken to alert and advise all agencies and authorities capable of rendering assistance;
- Advise all personnel listed;
- Stand by to supply any advice or information called for by ATC and rescue co-ordination centre authorities or by the PIC.

#### 14.26 Safety Pilots.

Safety pilots are required for flights where the PIC is operating the aircraft solely by reference to flight instruments.

A pilot, who is practicing his/her instrument skills to meet the recent instrument experience requirements, is required to have a safety pilot on board.

The logging of instrument flight time, to meet the recent instrument experience requirements, where a safety pilot is required should contain the following information:

1. the location and type of each instrument approach accomplished and
2. the name of the safety pilot.

The safety pilot cannot log the time he/she is an observer/safety pilot as mentioned above, unless he/she is an authorised Flight Instructor

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