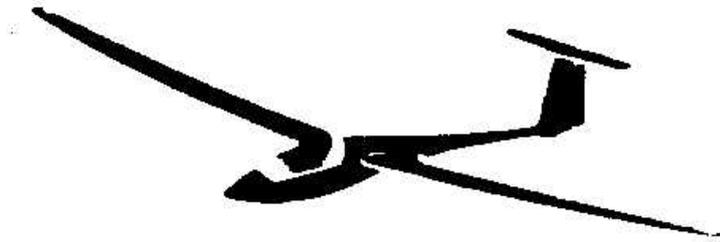


**SOUTH CANTERBURY GLIDING CLUB**

**Standard Operating Procedures**



Oct 2016

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## INTRODUCTION

1. These Standard Operating Procedures (SOP's) and guidelines have been formulated by the Instructors Panel of the South Canterbury Gliding Club (SCGC) and approved by the Executive Committee
2. All SCGC operations are to be carried out in accordance with GNZ Manual of Approved Procedures, (MOAP), and applicable Civil Aviation Rules (CAR's).
3. The purpose of these SOP's is to specify those additional or conditions more restrictive than those contained in the MOAP's as deemed necessary by the Instructors Panel from time to time for reasons of safety or operational requirements. These may be set to suit local conditions or specific sites. Any duplication of MOAP procedures in these SOP's is included for ease of reference only.
4. Nothing contained in these SOP's is to be construed as relieving the individual glider pilot of their responsibility to take any action in emergency or unusual circumstances, which they consider necessary to preserve the safety of the aircraft, its occupants, or any third party.
5. All gliding operations by SCGC members must abide by these procedures. This includes Club members operating syndicated or privately owned Gliders and/or Powered Gliders,
6. ALL flights in Club operated Gliders must have the authorisation of a GNZ qualified SCGC Instructor.
7. Pilots who fly without authorisation will be answerable to the Instructors Panel, and may be subject to disciplinary action. N.B 'Authorisation' and/or any operational restrictions must be clear (not implied) and preferably recorded by an Instructor's initials on timesheets.
8. Pilots are to read and understand the GNZ MOAP, Advisory Circulars (AC's) and the applicable extracts from CAA rules. Members with access to the Internet are encouraged to download the current documents themselves. *N.B Pilots must keep current with updates/amendments to these documents.*

## AMENDMENT PROCEDURES

9. Suggestions for amendments to these SOP's should be made in writing to the Chief Flying Instructor (CFI).
10. The CFI should present amendments to the Instructors Panel for discussion and approval. It is the responsibility of the CFI, or their Deputy, to ensure that a copy of these procedures is available to Club members.

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## FLYING PRIVILEGES

**Note: Operational responsibilities of the Pilot in Command (PIC) are contained within the MOAP Part 2 OPS, 2-2-2.**

### 11. ALL PILOTS

Where there are Club Based Operations, all pilots must advise the Timekeeper, in person, (not by radio) of intentions and check airspace status. Where there are no Club Based Operations active, the pilot must advise a suitably responsible person of intentions and/or ATC. This is particularly important for Search and Rescue (SAR) purposes. **Note: The PIC is responsible to their CFI and is held directly responsible to the Director CAA for regulatory compliance.**

### 12. STUDENT GLIDER PILOT

A first solo may only be authorised by an "A" or "B" category Instructor. For a pilot under 16 years of age, the provisions of CAR Part 104.5(2)(ii), and GNZ policy [MOAP Appendix 2-B] relating to special circumstances & conditions for individual authorisation of pilots under 16 years of age shall apply. In all cases, after the first solo session, the pilot must have one or more dual flights before each of the next three solo sessions. (A "session" is a group of consecutive flights).

### 13. Holders of "A CERTIFICATE" - SOLO STUDENT GLIDER PILOT (on daily checks)



A briefing and authorisation from an Instructor. This may include a Check flight. Advise the Timekeeper etc. as above. Restricted to a radius from the field no greater than straight gliding distance up to a maximum of ten Km from the field in the particular glider for the prevailing conditions, Or as otherwise directed by the authorising Instructor.

*Notwithstanding all the above, further operational restrictions may be imposed by the authorising Instructor due to safety considerations, weather conditions, site, etc.*

### 14. HOLDERS OF A "B CERTIFICATE" (off daily checks)



Operational restrictions; authorisation and a briefing from an Instructor – you are not authorised to fly cross-country **see definition of Cross Country Operations in MOAP Part 2 OPS para 9 [2-7-5]** and may be restricted to a radius from the field no greater than straight gliding distance up to a maximum of twenty Km from the field, in the particular glider in the prevailing conditions. "B" Cert. Holders, who have completed the "Out landing" and "X/Country Soaring" modules of the QGP syllabus, may be cleared cross-country on a flight-by-flight basis.

### 15. HOLDERS OF A QGP'S (QGP) CERTIFICATE – NOT AUTHORISED FOR INDEPENDENT OPERATIONS



No operational restrictions for local flying. A briefing and authorisation from an Instructor if intending to fly cross-country or site briefing if away from home field.

### 16. HOLDERS OF A QGP CERTIFICATE - PILOTS AUTHORISED FOR INDEPENDENT OPERATIONS

No operational restrictions. Advise a suitably responsible person of intentions.

## GENERAL

17. The standard circuit shall be a rectangular circuit with landings into wind. Deviations from the standard circuit may be made to facilitate training exercises (e.g crosswind landing practice) and should be advised by radio to alert other traffic of the pilot's intentions and circuit/landing direction.
18. When landing out, pilots are expected to carry out a standard circuit of their intended landing area.
  - a) Below 3000' agl pilots are expected to be actively looking for potential landout areas and moving towards a safe landout area.
  - b) Below 2000' agl – a suitable landing site should be selected and the pilot should plan the potential circuit and options. *NB: always stay within range of the chosen landing site to enable a safe circuit to be carried out.*
  - c) Below 1000' agl – make the decision to land – ideally plan the circuit so that the final turn is made no less than 300' above the surface of the chosen site.
19. Pilots should aim to land no closer than one wingspan from any obstruction. (e.g. Caravan, car, trailer, parked aircraft, etc.) Their approach and landing line should take them clear of any such obstruction.
20. All pilots, when on soaring flights of more than thirty minutes, must give an "Ops Normal" radio call. This call is to be made approximately every thirty minutes and is to be directed to the appropriate Glider Base. The call will be timed and recorded on receipt. The call will include, as a minimum, approximate position and height.
21. Pilots must know the boundaries, (both horizontal and vertical), and conditions of use of the airspace they intend to operate in. e.g. Timaru MBZ airspace, General Aviation Area's (GAA's), TMA's, CTA's.
22. After flying, pilots are to ensure that their flight has been recorded correctly on the Club timesheets.
23. Pilots are reminded that, after landing, it is good practice to not release parachute harnesses until clear of the cockpit.
24. Gliders must not be left unattended unless properly secured by tie downs or by wing weights designed for the purpose. Parachutes are NOT to be used for this purpose.
25. All pilots must have the appropriate, current aeronautical maps/charts in the cockpit when flying.
26. Aero tows are not permitted while winching is in progress.
27. The preferred method of communication when winching is via flashing lights (to avoid confusion, avoid rouge radio interference and hence maximize safety).
28. A circuit plan is attached showing vectors, circuit direction, airfield frequency and other information.

## CURRENCY REQUIREMENTS. [Note; required by MOAP Part 2 OPS pilot qualifications para 11.1]

### 29. CURRENCY.

- a) Student Glider Pilot holding an "A Certificate": further solo flight individually authorised by an Instructor.
- b) Student Glider Pilot holding a "B Certificate", and up to 100 hours gliding: one flight in the last month, otherwise a check flight with an Instructor.
- c) QGPs with over 100 hours gliding: three flights or two hours in the last 90 days.
- d) In all cases, the authorising Instructor may impose such additional requirements as they consider appropriate.
- e) Details of currency requirements for Instructors are in accordance with the MOAP Part 2 Page 2-4-6.

### 30. OTHER CURRENCY CONSIDERATIONS

- a) As well as general flying currency as in (26) above, similar considerations apply to currency in respect of:
  - i) Type of glider.
  - ii) Wire launching.
  - iii) Passenger flying.
  - iv) Aerobatics (Specific manoeuvre). Subject to meeting requirements AC 2-06
  - v) As a general rule, if a pilot has not had experience within their appropriate currency span, (30 days if under 100 hours, 90 days if over), they are out of currency in that particular respect. An Instructor should be consulted to establish whether a briefing only is needed, or whether a flight check is required.
  - vi) A flight check shall be conducted to the standards required of a BFR (and will qualify as a BFR when the pilot's logbook is endorsed).

### 31. ON DAILY CHECKS.

- a) When considered appropriate by an Instructor, the pilot's logbook may be endorsed as being on "Daily Checks" This permits a day's solo flying after dual check or briefing, at the Instructor's discretion.
- b) A specific briefing for flying will, however, be required if the conditions change during the course of the day.

### 32. OFF DAILY CHECKS.

- a) A pilot may be recommended for an "Off Checks" check flight, to be carried out by two different "A" or "B" Category Instructors, on separate days, after attaining:
  - i) A "B" Certificate.
  - ii) A high standard of flying competence and airmanship.
  - iii) A minimum of ten advanced dual training flights.
  - iv) A minimum of both thirty flights and ten hours as PIC in gliders.
- b) Note that the status of being "Off Checks" at Timaru does not automatically apply to other sites. A site check may be necessary.

### 33. SHARED FLYING.

The following considerations are to be observed for shared flying by passenger rated pilots:

- a) Both of the pilots must be QGP's. In all cases it must be clearly decided who is to be the PIC.
- b) The PIC must occupy the front seat
- c) The PIC must do the take off and landing.

### 34. BI-ENNIAL FLIGHT REVIEWS (BFR's).

- a) All QGP's must have a BFR in accordance with CAR Part 61.39 in which flying skills and airmanship standards are reviewed by a B or A category Instructor.
- b) This will include an audit of the pilot's logbook.
- c) The standard BFR form is to be completed and forwarded to the CFI.
- d) The pilot's logbook is to be endorsed with a BFR sticker or suitable equivalent wording.
- e) Note: the checking Instructor may restrict the QGP privileges by endorsing the pilot's logbook.

GLIDING NEW ZEALAND LOGBOOK STICKER

I hereby certify that.....

has demonstrated competence in a Biennial Flight Review conducted on..... at.....

Signed..... Instructor

..... Club Next BFR Due.....

## RATINGS

Validity periods are as stated with each rating and in all cases are subject to the provisions of currency requirements.

The BFR will be used to review all qualifications, privileges and authorisations a pilot wishes to exercise. Any restriction to such privileges will be made by the checking Instructor endorsing the pilot's logbook e.g. A restriction to the carriage of passengers.

### 35. FLIGHT RADIO TELEPHONE OPERATORS RATING (FRTO)

- a) The rating is obtained by gaining a credit (pass) in the Private Pilot's Licence Flight Radiotelephony exam run by Aviation Services Ltd. (ASL).
- b) This is a requirement for issue of a QGP.
- c) FRTO holders must present evidence of a pass in this subject to the CFI for the purposes of updating Club records.

### 36. ADDITIONAL REQUIREMENTS FOR SPECIFIED CLUB AIRCRAFT RATINGS

#### ISSUE OF GLIDER TYPE RATINGS.

These are the *minimum requirements* to receive a rating on a glider type. There may be occasions where more experience is deemed necessary. The initial rating will be by a logbook entry signed by an Instructor qualified to issue the rating.

#### a) Grob G103 Twin Astir.



A pilot must have:

- i) Demonstrated a skill level compatible to local flying in the glider.
- ii) Completed and have the "Ground Training" Syllabus signed off.
- iii) Completed and have the "A Certificate" Training Syllabus signed off.

#### b) LS4.

The LS4 is a multi-role single seat aircraft. An easy and precise glider to fly, ZK-GMU is suited to both low time solo pilots and those seeking good cross-country and competition experience. The Instructors Panel has determined that use of GMU should be based primarily on demonstrated skill and attitude, rather than a precise number of hours or flights.



Minimum requirements are;

- i) A minimum of twenty five(25) hours total time gliding plus a minimum of 10 flights of a satisfactory standard in a Grob103 or similar aircraft,(Holder of a valid Part 61 (A) may count 50% PinC time in Aeroplanes within previous 12 months up to max of 5hrs towards the twenty five (25) hours requirement) and;
- ii) At least two advanced dual training flights in a G103 must be completed in the thirty days prior to the conversion. In particular, satisfactory attention to undercarriage operation (Janus), precision in flying and both technical skill and judgment must be consistently demonstrated, and;
- iii) Satisfactory completion of "spin training" – especially recognition and recovery, and;
- iv) The first flight on type must be briefed and authorised by an Instructor current on type and authorised to issue ratings, and;
- v) Demonstrate a good knowledge of the aircraft's flight manual with particular reference to placard limitations, and;
- vi) Satisfactory demonstration of rig/derig and ground handling competency (care of aircraft and trailer).
- vii) B-Certificate. *Note this requirement may be waived on a flight-by-flight basis by the Duty Instructor for local flights by pupils flying to B-Cert standard who have not yet completed all requirements for issue of the B Certificate (e.g. 30 minute flight).*

### 37. PASSENGER FLYING BY QGP's

***NB: Pilots are not authorised to allow non-rated passengers to have control of the aircraft.***

**The SCGC sets the following additional requirements over and above those of the QGP Training Syllabus for flying passengers.**

A pilot must have:

- a) Twenty-five hours PIC in gliders.
- b) Provided a copy of a valid/current Medical Declaration to the CFI.
- c) A minimum of fifty (50) hours total flying.  
(Holder of a valid Part 61 (A) may count 50% PinC time in Aeroplanes within previous 12 months up to max of 5hrs towards the twenty five (25) hours PIC requirement)

#### ***Transitional phase from old C Badge to QGP***

*Note: holders of a C-Badge rating will automatically transition to QGP status but will not be authorised to exercise the privileges of a passenger rating until satisfactory completion of the "Flying Passengers" module in the QGP Training Syllabus.*

### 38. HIGH ALTITUDE FLIGHT.

For flight above 10,000ft amsl, pilots must have completed the HIGH ALTITUDE soaring module of the Advanced Training Syllabus covering;

- Conditions for wave
- Launch in wave conditions
- Soaring rotor
- Crossing waves
- Cloud formations / gaps
- IAS/TAS/flutter/turbulence
- Airspace
- Navigation
- Hypoxia / hyperventilation
- Oxygen systems
- Effects of reduced pressure
- Cold stress / hunger stress
- Vision
- Cold soak considerations
- Carriage of passengers

### 39. USE OF OXYGEN IN GLIDERS.

Pilots must be fully familiar with and current in the use of the oxygen system fitted to the glider they intend to fly above 10,000 ft amsl.

In club gliders with EDS, this system must be operated in accordance with the manufacturer's guidelines and includes a maximum of 18,000 ft amsl when using only a cannula.

A suitable, approved mask may be used for operations up to 25,000 ft amsl.

For operations at altitudes above 25,000 ft amsl, the CFI or the Deputy CFI shall be consulted for authorisation.

Where the oxygen system requires battery power (e.g. EDS system) it is recommended to always use fresh batteries and to carry spares in a pack that can be plugged in to power the unit in the event of a low battery alarm.

Batteries fitted to EDS units should be marked with the date fitted whenever replaced and an entry made in the glider's DI book to this effect.

NO flight is permitted above 10,000 ft amsl with a passenger unless the passenger has been briefed and trained in the use of the oxygen system to be used and has demonstrated adequate understanding of the use of the system to a qualified GNZ Instructor.

For reference; the relevant CAA Rule Parts for carriage and use of oxygen in gliders are;

CAA Rule 91.207	Use of Oxygen.
CAA Rule 91.209	Use of Oxygen equipment.
CAA Rule 91.531	Oxygen Indicators.
CAA Rule 91.533	Supplemental oxygen for non-pressurised aircraft.

#### 40. WIRE LAUNCHING OPERATIONS [winch/tow car]

For winch operations a PIC must have;

- a) Completed the "Wire Launch" and "Non Normal Situation" modules of the "A Certificate" Training Syllabus.
- b) Demonstrated to an "A" or "B" Category Instructor a satisfactory standard of flying through all aspects of the launch.

With particular attention to  
Speed control  
Cable break procedure  
Rotation to full climb  
Understanding of signals Release and cable clearance procedure.

#### 41. AEROBATICS.

- a) To conduct aerobatics pilots must have attended an aerobatic course, completed the relevant exam and flight test..
- b) Pilots are restricted as follows
  - i) No aerobatics below heights prescribed in AC 2-06 for the rating held.
  - ii) No aerobatics with passengers below heights prescribed in AC 2-06 for the rating held

#### 42. FINAL GLIDE and COMPETITION FINISH.

**This rating is to provide a safe and proper opportunity for sensible practice of competition finishes, it does NOT sanction illegal low-flying.**

Pilots must have completed the Final Glides to Circuit Height module of the QGP Training Syllabus and be familiar with MOAP Section 2-11 Final Glides and Competitions Finishes.

Pilots are to be briefed on procedures set out for competitions at other sites (eg Omarama has comprehensive procedures in place).

- iii) Pilots must give clear intention to practice competition finish on the correct frequency .
- iv) The intended finish may only proceed if acknowledgement received that OK to proceed and the Competition finish will not interfere with other traffic..
- v) The pilot will notify position and intentions at 5nm and 2nm and at any other time considered necessary for safety reasons.
- vi) The pilot must clearly state intended LANDING VECTOR to avoid confusion (eg zero-four v two-two)
- vii) The finish line is the intersection of the runway vectors.
- viii) Minimum speed and height at the finish line is 100knots 100feet – no exceptions.
- ix) Multiple finishes are expressly forbidden (one pass only).
- x) The lead in gates are designed to avoid over flight of houses on approach

Pilots conducting practice competition must remain vigilant of traffic conducting standard circuits.

**43. Cleared for INDEPENDENT OPERATIONS** (refer MOAP 2-3-3 para 8)

To meet the minimum SCGC requirements a pilot must have:

- a) QGP Certificate,
- b) 100 Hours PIC,
- c) and be current to Gold Badge standard.

**Note: Operational responsibilities of the PIC are contained within the MOAP part 2 OPS, 2-2-2. Pilots are to note that in all cases they are responsible to their CFI (or the Contest Director if participating in a GNZ sanctioned gliding competition) for any independent operations.**

**44. THERMAL SOARING PROTOCOL**

**a) Joining the Thermal**

- i) Gliders established in the thermal have right of way.
- ii) Exercise caution entering a thermal above thermalling speed.
- iii) Do not pull up into a thermal unless absolutely sure that there are no other gliders above or in front which could possibly be a collision risk.
- iv) All pilots must circle in the same direction as any glider already established in the lift.
- v) If there are gliders circling in opposite directions, the joining glider must turn in the same direction as the one nearest or with the least vertical separation.
- vi) The entry turn should be made so as to enable visible contact to be maintained with all gliders at or near the pilot's entry level.
- vii) The entry should be flown at a tangent to the circle so that no glider already turning will be required to take avoiding action.
- viii) When a contest is in progress all gliders (including non-contestants) within a 10km radius of the field or within a 2km radius of a contest turn point must thermal to the left.
- ix) Avoid thermalling in the active traffic area of the circuit or in close proximity to winch operations.

**b) Sharing a Thermal**

- i) Pilots should adhere to the principle of "see and be seen."
- ii) When at a similar level, never turn inside, point at, or ahead of another glider unless able to overtake with a certain safe vertical separation.
- iii) Leave a thermal if uncertain of maintaining safe separation.
- iv) Maintain a lookout for other gliders joining a thermal, or converging in height.

**c) Leaving a Thermal**

- i) Look outside the turn before maneuvering.
- ii) Do not maneuver abruptly unless clear of all other gliders.
- iii) Consider there may be another aircraft vertically under your glider.

**45. DISCIPLINE**

Pilots are encouraged to maintain a high standard of flying discipline. Any "intentional undue risk taking" or blatant flouting of Rules, Regulations or SOP's will not be tolerated.

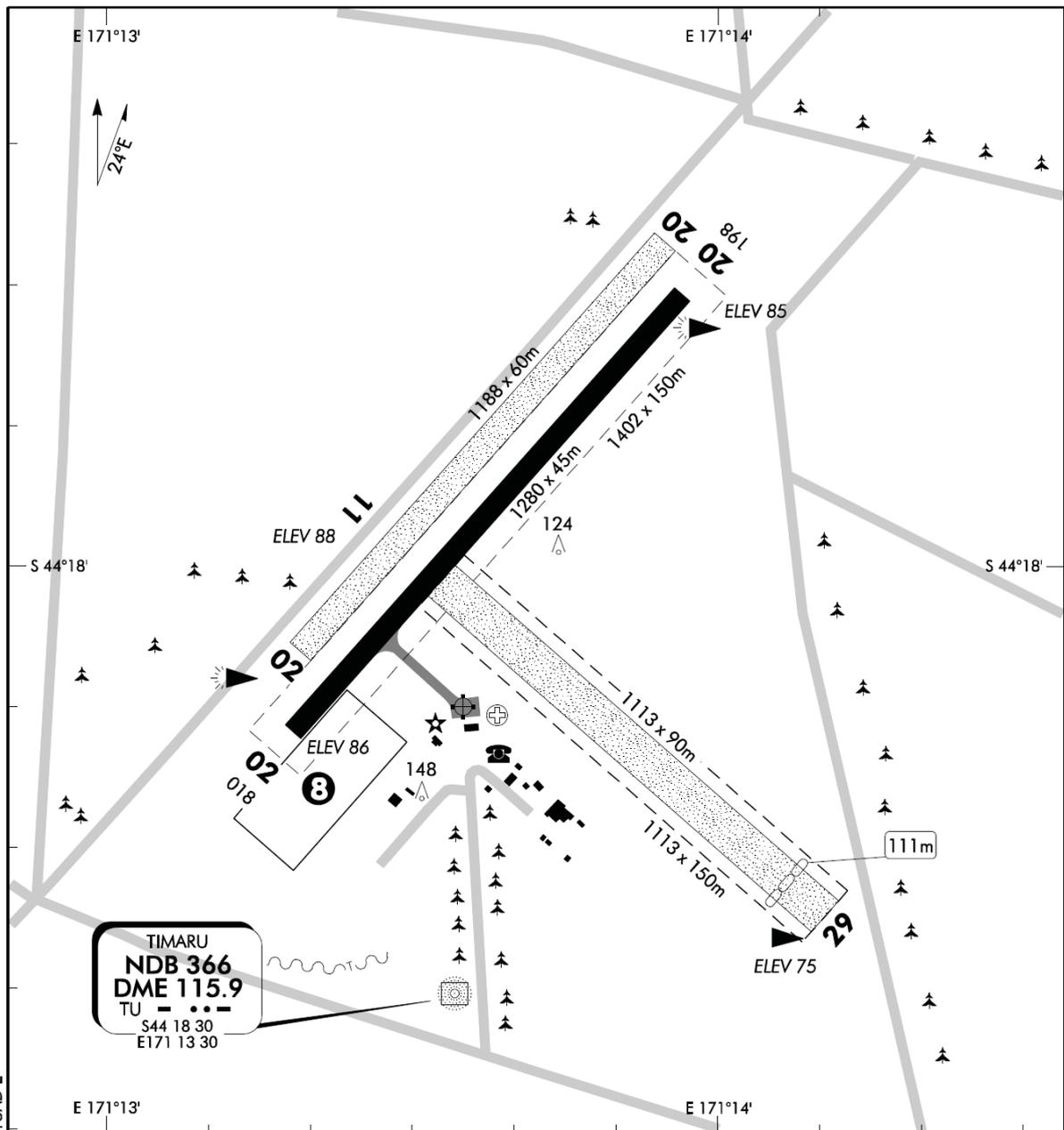
Any such act will be considered by the Instructors Panel.

The Instructors Panel may remove privileges as it sees fit, to maintain a safe, disciplined flying culture within the club.

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# TIMARU AERODROME

FLIGHT INFORMATION & TIMARU QNH – CHRISTCHURCH CONTROL: 129.3 UNATTENDED: 119.5



1. Simultaneous operations on parallel paved and grass runways prohibited.
2. RWY 11 threshold coincident with eastern edge of paved RWY 02/20.
3. **CAUTION:** Bird hazard. Birds seasonally on aerodrome and larger number present on the outlying fields when irrigation or cultivation taking place.
4. Intensive gliding operations may take place particularly during weekends and public holidays.
5. Microlight traffic circuit 500 ft.
6. Glider traffic take-off and land at an angle to RWY 11. Exercise caution when taxiing from Aero Club area to holding position RWY 11.
7. Turn LEFT after completion of landing on RWY 11.
- ⑧ Model aircraft flying may take place during daylight hours subject to specific prior approval of the airport operator.

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**Effective: 28 JUL 11**

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