

## **Curtin Flying Club – Policy Summary**

This is a brief summary of some key considerations for pilots using Curtin Flying Club aircraft.

### ***Insurance and Legal Implications***

Your liability and the club's liability underpin the rules that you must follow when hiring a Curtin Flying Club aircraft. The insurance policy that covers you and the club is subject to certain prerequisite conditions. You can be pursued financially by our insurer to recoup their losses, if you knowingly breach the conditions.

You are also subject to licensing and currency rules specified in the Civil Aviation Regulations. If you do not obey these rules, and an incident occurs, you will almost certainly find yourself in trouble with CASA, or the law.

Our insurer has imposed more stringent requirements than CASA, and the club has its own additional requirements.

### ***Insurance Requirements***

Our insurer requires the following:

- To fly the aircraft you must:
  - be qualified, hold a current medical, and meet the currency and recency requirements specified in the regulations, OR
  - be under instruction from a qualified instructor.
- The aircraft must only be flown in the category for which it is insured. As of June 2008, our aircraft are insured only for aerial work (private flight and training, including ab initio training with instructor approval), but not commercial operations e.g. charter flight. If you are unsure that your flight is aerial work, please consult with our manager, or contact the club.

As a member or hirer you agree that you are liable to pay for any damages incurred up to the amount of the insurance excess, in the event that damage is caused while you are hiring a Curtin Flying Club aircraft. In exceptional cases the club may choose to bear the cost of the excess e.g. damage resulting from mechanical failure.

Note: At the present time, our excess is equivalent to 1% of the amount of the hull value insured. For an aircraft insured for \$160,000 for example, you could be required to pay an excess up to \$1600.

### ***Civil Aviation Regulations***

CASA permits you to fly an aircraft only if you have the appropriate licence/endorsement and medical, and meet recency and currency requirements i.e. your aeroplane flight review is current, for the type of aircraft and operation. These regulations include, but are not limited to: CAR 5.03, 5.04, 5.81, 174C, and 176; CAOs 40.2.1 §11, 40.2.2 §5. For the

carriage of passengers by private pilots, certain additional recency requirements must be met. These regulations include, but are not limited to, CAR 5.82.

We trust and expect Curtin Flying Club members to behave responsibly; this is why we do not require authorisation for each flight. However, it is **your** responsibility to know the CASA rules. If in doubt, please consult an instructor through our manager, or contact the club. Our manager is authorised to request evidence of currency etc., so please cooperate in the event that you are asked to show your licence, medical or logbook. Bear in mind that according to CAR 139, you are required to carry your licence and medical in flight while PIC, so if you cannot produce these, you may not fly.

### **Club Requirements**

It is an additional requirement of the Curtin Flying Club that if in the previous 90 days you have not flown the model of Curtin Flying Club aircraft you intend to hire, you are required to undertake a dual check flight consisting of at least 3 takeoffs and landings in that model aircraft i.e. C172 or C182. You do not require a dual check if:

- You have logbook evidence that you have flown that model aircraft during the previous 90 days, OR
- You have logbook evidence that you have flown an aircraft of a similar make and model with higher or equal specifications, during the previous 90 days, OR
- You receive approval from an instructor. The approval must take the form of a written assessment or sign-off, stating that a check flight is not required, or indicating you are suitably qualified for the proposed flight. An instructor might base this assessment on a pre-flight briefing or quiz. Bear in mind that you might be required to produce this signoff in the event of an incident, so get a signature on the docket or a stamp in your logbook.
- If in doubt, ask our manager or ask a committee member.

In simple terms, you may fly a Curtin C172 if you have flown the C182, but not the converse. You may fly a Curtin C172 if you have flown a RACWA C172.

Special training requirement for VH-CYF:

Our C172SP VH-CYF has complex avionics, and in particular, the electric trim and auto-pilot require some dedicated training. Consequently, every member wishing to fly CYF must arrange for a familiarisation session with a club committee member, or have a briefing/check ride with an instructor. The club maintains a register of members who have taken the training. This is a “one time” requirement – once complete, you may retain C172 recency by flying any C172.

### **Minimum Hours for Extended Hires**

In order to maximise utilisation, the club charges a minimum number of hours for extended hires. The intention of this rule is to prevent lost utilisation when an aircraft is taken away for an extended time.

All booked time between 8am and 5pm tallying **more than** 4 hours on a given day requires a minimum flight time of 2 hours per day (Saturday/Sunday/public holidays) and

1 hour per day (Monday to Friday). Time after 5pm and before 8am is not counted towards the 4 hour tally. Ad hoc bookings *on the day* are exempt for that day e.g. if you turn up and there are no bookings that day, you may take the aircraft for the remainder of the day without any minimum requirement. The minimum daily amounts are totalled for the whole period for multi-day hires, and can be distributed at the pilot's discretion over the duration of the hire.

Examples:

<b>Depart</b>	<b>Return</b>	<b>Daily Tally</b>	<b>Minimum</b>
Any day 8am or earlier	Same day 12 noon	4 hours	None
Any day 1pm	Same day 5pm or later	4 hours	None
Saturday 8am	Saturday 1pm	<b>5 hours</b>	2 hours
Tuesday 9am	Tuesday 5pm	<b>8 hours</b>	1 hour
Saturday 4pm	Sunday 11am	1 hour, 3 hours	None
Friday 1pm	Saturday 12 noon	4 hours, 4 hours	None
Friday 12 noon	Saturday 12 noon	<b>5 hours</b> , 4 hours	1 hour
Friday 1pm	Saturday 1pm	4 hours, <b>5 hours</b>	2 hours
Tuesday 6pm	Thursday 7am	0 hours, <b>9 hours</b> , 0 hours	1 hour
Monday 8am	Friday 5pm	<b>9 hours</b> x 5	5 hours
Monday 8am	Following Monday 8am	<b>9 hours</b> x 7	9 hours

Exemptions or modifications to this rule will be considered on a case-by-case basis, but only if arrangements are made before the flight. You must contact the club committee well in advance of your flight to request any special consideration in this regard. The club encourages members to make extended use of the aircraft, provided this does not unfairly disadvantage other members or jeopardise utilisation targets.

When a minimum requirement is not met, please bring this to the attention of the manager and pay the minimum at the time you pay for your flight. We will detect minimum hour requirements not paid and you will be asked to make good.

### ***Maintenance Release***

The maintenance release plays an important role in each and every flight. It serves the following purposes:

1. Alerting pilots to unserviceabilities, and tracking any repairs.
2. Tracking time in service and time to run until the next mandated service.
3. Keeping a record of daily inspections.

We should all be in the habit of using the maintenance release to ensure that:

1. The aircraft is undamaged, and has no unserviceabilities preventing flight.

2. The aircraft has not run out of hours i.e. has not exceeded the time when a service must be performed.
3. Daily inspections are recorded and daily hours in service and landings are correctly recorded.

These actions are required by CARs 43-50 and 233.

Please refer to the example of a maintenance release for VH-MVD below.

**PART 1**  
**MAINTENANCE RELEASE** No. RAC 20469  
 AIRCRAFT TYPE CES-19 172P VH- MVD

This maintenance release has been issued by virtue of Regulation 43(7)(a) of the Civil Aviation Regulations and except where it ceases to be in force by virtue of Regulation 45 or Regulation 47 of the Civil Aviation Regulations shall remain in force until the expiry date or recall time in service shown whichever is earlier.

EXPIRES	16/01/2006 or 6913.8
Date	Aircraft TTIS
Issued by	ROYAL AERO CLUB OF WESTERN AUSTRALIA
Signed	Time 1530
A.M.E. Licence/Authorisation No.	Date 17 Jan 2005
Operational Category	Place SANDRAHAY WA
CHARTER	Aircraft TTIS at issue 6513.8
✓ VFR ✓ VFR Night ✓ VFR Day	

Maintenance requirements - The following maintenance, in addition to daily inspections is required to be carried out on the aircraft during the period for which the maintenance release is expressed to remain in force, in order to comply with requirements or conditions imposed under the Civil Aviation Regulations.

Item No.	Maintenance required	Due at date/ Aircraft Time	Complied with, entered & Certified in Log Book on Part 2 of MR	Date
1	50 HR OIL CHANGE	7075.7	D	
2	AD/RAD/43 AD/RND/+7	10 MAR 05		
3	ELT. BATTERY DUE	31 MAR 05	H	
4	AD/INS/19	4 APR 05		
5	PERIODIC INSPECTION	7125.7	J	

Part 1

**PART 2**

Item No.	Endorsements	Signature and Date
1	STAINED METAL OIL COO METAL NO. 100000, RESULTING IN STAINED METAL SURFACES WITHIN 2 SECTIONS OF UNDERCARRIAGE	[Signature] 18/1/05
2	Starter Motor Tuning over too long	[Signature] 25/1/05
E		

Item No.	Clearing Endorsements	Clearing Signature, Licence No./Authority No. & Date
1	NEW STARTER FITTED S/N: R064707 AT 7028.7 HOURS MC MERCE 2640-2	[Signature] 19/1/05
2		[Signature] 26/1/05
F		

A signature in part 2 of the Maintenance Release certifying for the completion of the maintenance shall comply with a certificate issued by the Civil Aviation Authority.

Part 2

## PART 3

### DAILY INSPECTION CERTIFICATIONS AND AIRCRAFT TIME - IN - SERVICE

Date	Daily Inspection Certification		Aircraft Time-In-Service				Progressive Total of	
	Signature	Licence No.	This Flight		Progressive		Landings	
	BROUGHT FORWARD -							
19.1.05	<del>ABC</del>	67891	0	0	0	0	0	
21/1/05	J. Doe CPL	68913	0	9	0	9	1/1	
22/1/05	Sue Smart PPL	61136	1	8	2	7	3/3	
23.1.05	M Flyer PPL	71389	1	4	4	1	1/4	
25.1.05	<del>ABC</del> CPL	168344	2	6	6	7	3/6	
24/1/05	ABC PPL	71384	1	9	8	6	2/8	<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">G</div>
26/1/05	John Smith PPL	61387	0	9	9	5	5/13	
28.1.05	Bill Jones PPL	69817	0	8	10	3	1/14	

**Before flight:**

Look at Part 3 of the MR - this is where certifications for the daily inspections are made and where time in service is to be recorded. Daily inspections are required to be performed prior to the first flight of each day. The only persons authorized to certify a daily inspection are:

- An appropriately licensed AME.
- The holder of an appropriate maintenance authority covering the maintenance.
- The holder of a valid commercial pilot licence (or higher) endorsed on the aircraft type or group (with sufficient knowledge and experience). All commercial pilots flying CFC aircraft must denote "CPL" where they sign for the daily inspection.
- Other persons as specified in legislation. Note that the holder of a private pilot licence is not authorised to certify for a daily inspection. If a commercial pilot or LAME has indicated that he/she has carried out a daily inspection on that day, then pilots flying subsequently on the same day do not need to make an entry in the MR<sup>1</sup>. However, if only private pilots have made entries on that day, each successive private pilot must continue to make an entry. This entry is effectively a **single flight** pre-flight inspection as opposed to a daily inspection. All private pilots completing an inspection record in part 3 should denote "PPL" where they sign for the inspection.

<sup>1</sup> This is the "once a day" method. Refer to the "after every flight" method below.

Write up the aircraft time-in-service hours, progressive hours, landings and progressive landings for the previous day, if not already done. It is possible that the last pilot flying the aircraft was unsure that his/hers was going to be the last flight of the day and has not completed this section. This is as simple as reading the last tacho reading and accumulating landings for the previous day from the running sheet. These values are then entered in the incomplete line in part 3 for the previous day's record.

Tacho readings are recorded as hours and decimal hours – ignore the “mins” headings. If in doubt regarding the last reading, go out to the aircraft and read the tacho.

Note that on 26/1/05 (see G) two private pilots made endorsements. This is quite correct, as single entries on any one day occur only when a commercial pilot carried out the first inspection and endorsed it accordingly.

**Now look at Part 1:**

We note that the next maintenance on a time-in-service basis is the 50 hour oil change (D).

This will occur when the tacho reads 7078.7. We know that the time in service to date is 10.3 hours.

So, there are 39.7 hours to run before this maintenance is due. (B) shows TTIS hours corresponding to the next 100 hourly, which in tacho time is 7128.7 (J).

The issue period for a maintenance release is nominally 100 hours time in service or 12 months from its time of issue (whichever expires first). Now look at the validity date (A). This MR is in force until midnight on 16/01/2006. For the purposes of this example assume today's date is 29/01/2005 i.e. the maintenance release is valid.

On a calendar basis, various items of equipment will fall due. The first is on 10<sup>th</sup> March. You must ensure that the aircraft has still got time-in-service time remaining AND calendar time(s) upon its return to JT for each item of scheduled maintenance. One exception is the optional 50 hourly service which is allowed a 10% overrun, but if your flight will exceed the 50 hourly tacho time, ensure the flight is cleared with our manager first.

**Now look at Part 2:**

(E) Shows where defect endorsements are written up. (F) Is where these “open” endorsements are shown as rectified.

Check which are still open and decide how they affect your proposed flight by referring to CARs 174A, 174D, 177 and 179A, the AIP the aircraft's Pilot's Operating Manual, which is on board the aircraft and any valid club pilots' handling notes.

If these endorsements will have no effect, carry out the daily inspection.

Assess any new defects discovered using the above sources. Ask an experienced person if in any doubt, and record defects as described below.

**After flight:**

There are two different standards for completing time in service, and it is worth understanding both.

1. The “once a day” method (used by RACWA) requires the first pilot of the day to complete the hours and landings for the previous day. Each pilot making an entry in the daily inspection section completes the line for the previous pilot or pilots.
2. The “after each flight” method requires each pilot to create an independent hours-in-service record after each flight. Each pilot completes their own entry in the daily inspection section.

From time to time, depending upon who manages the aircraft, the requirement for a particular aircraft might be changed, so please be aware which method is expected for each aircraft. If in doubt, there is no downside to completing the line in the MR.

At the termination of each flight, the pilot in command must report all aircraft defects to our manager, and if warranted, make an endorsement in the top block of Part 2 of the MR.

In addition, a pilot conducting maintenance according to Schedule 8 maintenance (i.e. that approved for a pilot to undertake), must report or record the details of any defects discovered.

Pilots are encouraged to contact a more senior pilot or AME/LAME if they are in any doubt regarding the validity of a defect they have discovered, or how to best describe it.

**Whenever you intend to fly an aircraft:**

- Always make sure that the MR is valid and in force.
- Always make sure you can comply with any endorsement, condition or limitation listed on the MR.
- Always assess any open endorsement (i.e. one not signed off in the section below it, using the same number) on the MR to make sure the aircraft is serviceable and that all equipment, which is required for the intended operation, is in fact fitted and serviceable.
- Always ensure that no maintenance is due and that none will fall due during your intended flight operation.
- Always make sure that the MR is applicable to the operational category of your intended flight(s).
- Always ensure there are no defects or damage to the aircraft, which could compromise the safety of your operation by carrying out a thorough Daily or Preflight inspection.



## **Good Clubmanship**

We are proud of our members and our fleet at the Curtin Flying Club. Generally we don't have too many problems with poor behaviour, however the following do's and don'ts will help maintain the harmony, and ensure that we all continue to have a safe and enjoyable flying experience.

### **Do**

- Leave the aircraft in a clean and tidy state. It is your responsibility to remove rubbish (including that of your passengers), empty oil bottles etc.. If you have a sick passenger, please clean up thoroughly.
- Make sure the aircraft is tied down securely, with appropriate control locks, covers etc. in place. Ensure that the throttle lock is in place and the doors are locked.
- Treat our aircraft and equipment (life jackets, headsets etc.) with TLC.
- Fill out the daily inspection section of the maintenance release properly. Check the maintenance release before flight to ensure the aircraft will not become due for maintenance before the end of your flight.
- Fill out the hours and other details legibly, and completely, on the running sheet. Fill out your flight docket correctly. If you fly out of office hours, pay or phone in the payment within 48 hours.
- Add oil when the level falls below 6Qts. It's not that hard to do. Engines fail without oil.
- Plan your flight carefully, giving due consideration to weight and balance.
- Use the throttle carefully when taxiing on gravel, to protect our props and paintwork.

### **Don't**

- Fly an aircraft that is overdue for maintenance.
- Open our life jackets. They are the quick-donning type that must not be opened until required. If a life jacket is opened unnecessarily a repacking fee will be charged.
- Fly unless you are current in all respects. If in doubt, speak with an instructor, and have a check flight.
- Cancel a flight at the last minute (except for operational reasons). Remember that our aircraft are a shared resource and we all need to help maximise the availability of the aircraft for other members.

Finally, remember that as a Club member the assets of the Club belong to you. Treat them as you would your own possessions.

Happy Flying!