



BMAA Code of Good Practice for Microlight Clubs

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1) Introduction

The BMAA represents the sport of Microlight Flying in the UK. The aims of the BMAA include:

- ***Encouraging a high standard of safety within the sport of Microlight flying***
- ***Encouraging a high standard of airmanship within the sport of Microlight flying***

During the development of Microlight flying within the UK the BMAA has gathered a huge amount of experience and knowledge that it used to create this document to help all members achieve the aims of their Association.

It is hoped that by guiding the membership to achieve these two aims another aim of the BMAA will also be achieved. That aim is:

- ***To promote the sport of Microlight flying as an enjoyable form of recreational flying which is available and affordable to as wide a section of the population as possible.***

Although this document is entitled the “BMAA Code of Good Practice for Microlight Clubs” the principles that it contains should also be considered to apply to individual pilots operating outside of a Club environment. By promoting best practice within a Club environment we hope that the members of the Club welcome it and they do not feel it is imposed on them.

Microlight Clubs may operate on a formal basis running one or more flying sites or just be a loosely associated group of pilots who get together for social and flying activities. Of the formal Clubs some may operate a school within the Club.

Clubs, and individuals, adopting the “BMAA Code of Good Practice for Microlight Clubs” are expected to commit themselves to the parts of the code that are applicable to themselves and their operations.

2) Principles

Safety. Flying in itself is not dangerous but it can be very unforgiving of mistakes.

Mistakes will be made by all of us at some stage or other during our flying career but most mistakes can be avoided by thinking ahead and good preparation. For example you will not run out of fuel and have to force land if you have calculated your fuel requirement before flight and monitored usage during flight. If your consumption is higher than planned by having considered this possibility before flight and having planned a diversion you will still avoid running out of fuel in the air. All straight forward - thinking ahead and good preparation.

Other mistakes can be made by just not having the skill level required for that flight. If you are not in current flying practice yet you choose to take off in difficult conditions you are more likely to make an error of handling or judgement than if you had been more in practice and so less over stretched or stressed during the flight.

Thinking ahead and realising that your skill level may be low and planning to fly in better conditions or taking a refresher training flight can prevent the pilot from getting into these situations.

Airmanship can be described as an attitude of mind. Good preparation, current knowledge and consideration for others are all part of good airmanship. Poor preparation, lack of understanding and tunnel vision when it comes to other airspace users are examples of attitudes leading to poor airmanship.

Good airmanship leads to safe flying, and safe pilots are usually good airmen, so by promoting one we hope to achieve both.

If we have been successful we have achieved the first two aims that are set out at the start of this publication.

3) Rules and regulations

Try to think of rules and regulations as a guide to your safety. It is hard to think of a single rule of Aviation Law that is not geared to safety.

For example the Low Flying rules require a minimum separation between an aircraft and an object or person that it may fly close to. The separation provides a safety margin so that a small error of control leading to slight change of direction does not result in a coming together of the two objects.

Similarly the minimum visibility requirements ensure that there is time for pilots to take any action necessary to avoid collision with another aircraft that they have seen during flight. The visibility minimums increase with altitude. It is usual for faster flying aircraft to fly at higher levels and because their closing speeds are greater they need to be able to see each other earlier to take any avoiding action, hence the requirement to have a greater minimum visibility distance.

In the BMAA Code of Good Practice for Microlight Clubs we are not trying to set more rules or regulations but to list guidelines to help operate a microlight in a safe manner which will also comply with regulation and be seen to promote safety and good airmanship.

It is up to the microlight pilots that make up our Clubs to choose how they interpret and use the Code in their particular environment.

Flying Order Book

It is useful, where there are many pilots operating from an airfield, to have a central reference document in which the operating guidelines, requirements and procedures are published. This is usually called the Flying Order Book or Standing Orders.

The scope of information covered will vary from airfield to airfield because of the different operating environments and activities. It is useful to use the document to publish the;

- airfield operating times
- local circuit procedures
- local avoidance areas
- arrangements with local controlled airspace
- ground handling practices
- required pilot qualifications
- information and contact details

and any other information that the operator feels necessary for the safe operation of the airfield.

Training organisations may wish to include more detail in the Orders as they think fit to suit their operation.

An example of a Flying Order book is included at Appendix A to this Code. The template can be changed to suit the needs and scope of the Club. **(Appendix A)**

4) Airfields

The BMAA publish recommended minimum criteria for airfields where microlights are flown. (Appendix B)

When setting the criteria the BMAA recognised that microlights do not need very long, wide runways and they need not be surfaced with tarmac or concrete. However the BMAA also believes that the airfield should be a safe operating environment and that thought has been given to problems that may occur.

Runways

A runway is of course critical to the airfield. The runway should be long enough to allow the aircraft using it to accelerate in nil wind conditions, if that is what you choose to fly in, and take off with a safe controllable airspeed into a climb that will allow it to safely clear any obstructions on the climb path.

The runway length should not be so short as to require a minimum speed take off and low airspeed, steep climb, just to avoid obstructions.

The runway should also be long enough for a landing in nil wind conditions at safe speeds with an adequate length for braking so the aircraft can be stopped safely in the prevailing conditions.

The actual length of the runway needed to achieve these requirements will depend upon the surface texture, gradient and to some extent the surrounding ground and the type of aircraft flown.

Although a microlight is a narrow aircraft compared to many light and commercial aircraft the runway width should allow a margin for error and not be only just wide enough for the aircraft. This will give room for the less than precision landing and some space for crosswinds.

Runways used for training are best if longer and wider than absolute minimum to allow for error and lack of skills that will inevitably be displayed by student pilots.

Surrounding area

We have learnt that engines do fail. Knowing that this can happen at any time microlights should be operated so that a safe landing can be made when it does. A critical time for engine failure is when the aircraft is close to the ground usually just after take off and into the climb to a safe circuit or cruising height.

The area surrounding the airfield should always allow a safe landing to be made at any stage during the flight. If for example the only climb path is over a wooded area, and an engine failure during climb would lead to a landing in the woods, that airfield would not be considered safe to use. If there was an available alternative that would allow a safe landing then the woods do not stop use of that runway.

If a microlight suffers engine failure during flight in the normal circuit then it should be able to be landed safely somewhere around the circuit. It is not necessary to be able to glide back to the runway or to have a perfect grass field to make the forced landing into but the result of a well-flown procedure should result in a safe landing.

Although much of the time microlights are landed from a gliding approach with the engine on tick over there are times when an approach with power to flatten the glide slope is desirable. The approach path to the runway should allow the aircraft to be flown safely to the runway using the chosen method. A short runway that demands the use of power on the approach for a minimum speed short field technique must have a clear undershoot area to allow a safe landing in the event of the engine failing during the approach outside of gliding range of the runway itself.

Local area

Noise Microlights along with all other types of powered aircraft produce noise. Whilst as pilots we may have chosen to protect ourselves against the noise by wearing ear defenders or just putting up with it for the sake of our enjoyment, people on the ground are not so protected or willing to put up with high levels of intrusive noise.

Noise is perhaps aviation's biggest enemy and microlights, rightly or wrongly, are seen to be among the worst culprits when it comes to generating it. Considerate pilots will do all they can to minimise the effect that the noise of their aircraft has on the residents of their local area.

The basic layout of the circuit pattern should seek to avoid flying close to houses whilst the aircraft is using high power settings. This can be achieved by routing the climb path away from houses although this should not be done in a way that can compromise the safety of the aircraft in the event of a power failure.

Where circuits are flown at relatively high levels it may be possible to reduce the power and cruise climb to the final circuit height once a safe height has been reached.

The remainder of the circuit when flown at cruise power is usually not offensive and the approach, often flown in a glide can create even less noise. However remember that to some people on the ground any noise is too much so try to minimise the effect of your flight at all times.

At some airfields training will take place and circuit flying is necessary. The airfield may wish to set a limit on the amount of circuit flying allowed during any particular period of time. It may wish to limit circuit flying to particular times of day so as to reduce the possible disturbance at the quiet ends of the day, particularly at weekends and during holiday times when residents can be expected to be at home.

Flight paths to and from the airfield should be considered for their position in relation to habitation. It is usually possible to choose routes that disturb fewer people and the Club should encourage pilots to use those routes. With changing wind conditions it is normal to expect that aircraft will have several routes in and out of the circuit area and so there will be some natural spreading of the traffic on a day-to-day basis.

When the airfield operators have considered the noise impact that the aircraft may make and established flight paths and take off and approach procedures it is important that both home based and visiting pilots are able to find the information. It is usual to publish the procedures to Club pilots in a Club manual and maybe even issue maps to the members showing the preferred routes and avoid areas. It is useful to include any time restrictions on the map as well so that all the information is easily available to the pilots.

Airfields wishing to encourage visiting aircraft should also make the information available to them perhaps by submitting it to the commercial guides to print or publishing it on a Club web site.

The BMAA does not expect its members to cease flying altogether just because their aircraft produce noise but would hope that members and clubs are considerate towards their neighbours and show respect for the privileges of other people.

5) Airfield facilities

One of the advantages of operating a microlight rather than a conventional aircraft is the ability to easily operate out of a farm strip or just a farmer's field. This is often less expensive than being based on a conventional airfield and may be more convenient if the pilot does not live close to established airfields.

Actual facilities at the field may be very minimal or alternatively even a small Club may be able to offer as much as is on offer at conventional airfields. Clubs that offer training will be expected to have made arrangements for a wider range of facilities that will allow them to operate as a training environment. These facilities may not always have to be on the airfield but should be available as required for student training.

Buildings. For pleasure flying there is no requirement for a building of any sort on the airfield. Club sites may choose to have a small caravan or hut of some type. Larger Clubs may have purpose built buildings with briefing rooms and a pilot lounge. Toilet and washing facilities may be basic or palatial. Club buildings are ideal places to display pilot information. This can consist of the Club Standing Orders, weather information, NOTAM information or other details that the Club wants to make sure that the members are aware of. If information is displayed at the airfield the Club must ensure that the information is current and have a procedure for removing information when it falls out of date.

For the benefit of the members and to promote the image of the sport of microlight flying Club buildings, however basic, should be kept clean and tidy.

Wind indicator. As an absolute minimum there should be a wind indicator of some sort at the airfield so that the pilot can determine wind direction and strength. Conventional windsocks have been designed to show both strength and direction although simple flags or banners can also be used to determine direction.

Weather information. Prior to flight the pilot will determine from the available information whether the weather is suitable for the planned flight. Specific aviation weather information can be obtained prior to arriving at the airfield using the Internet or telephone based forecasts. General weather trends can be sought from the TV and Radio broadcast forecasts but should not form part of the flight planning. Some airfields may be able to provide weather information on site through an Internet link, which makes it simpler to obtain current weather information when at the field.

Out of date weather information is useless and can be dangerous. If a Club has a system of posting weather information for pilots it is important that the information is up to date. The Club must ensure that old information is removed.

6) Safety

Accidents can happen anywhere and airfields are no exception. Airfield operators do have a duty of care towards people allowed to operate from the site. Prevention of accidents by good practice goes a long way towards fulfilling this duty of care.

The area. The term “Risk Assessment” can be quite daunting for a person just wanting to operate a small strip to allow a handful of pilots to fly from. It needn't be off putting. The assessor needs to look at the environment and see how it may have pitfalls that could cause accidents. Simple precautions such as handrails on steps, cables not routed so that they can be tripped over, and barriers to stop visitors walking into the path of taxiing aircraft or onto the runway can minimise the risk at the outset.

When the area has been made as safe as practically possible by eliminating all the obvious potential causes of accidents the Club, School or individual should consider how operating the aircraft might be potentially hazardous.

Aircraft. There have been many accidents over the years when aircraft have been started and then run away under their own power, out of control. This accident is not just confined to microlights but has happened in all types of powered aircraft. There will never be a guarantee that the aircraft will start at a low power setting just because the throttle position is set to low. There have been runaways as the result of jammed cables that cannot or have not been seen when the throttle position is closed. Good practice should always be to treat the aircraft as live and ready to start and run off. The pilot should make sure that if this does happen he has taken precautions to see that it will not result in an accident. Simple precautions such as the use of wheel chocks and facing the aircraft away from buildings, people and other aircraft when starting can reduce the dangers resulting from a high power start.

Medical. Airfield operators, whether individuals, clubs or schools should consider it good practice to have at least basic first aid equipment available.

A range of plasters and bandages for the treatment of cuts is no more than is carried in most cars and can easily be kept on the airfield site. Antiseptic and creams for the treatment of small burns can be included and perhaps a pair of tweezers for removing splinters etc.

Busy airfields may want to carry a greater range of first aid equipment and if operating as a business may require that there is always someone on hand with First Aid training.

Safety officer. The BMAA promote safe flying and have a Chief Safety Officer who is able to help Clubs develop a safety culture. The Club should have a single representative to be a point of contact with the BMAA. The Club Safety Officer will be notified of safety related matters by the BMAA Chief Safety Officer and be expected to be able to communicate those matters to the Club members in a manner appropriate to the type of club.

Events. Many BMAA Clubs run Fly-in events and competitions. The BMAA have produced a Draft Risk Assessment, which can be used by organisers when setting up and running events of this kind. The example, which is included in this document at Appendix D is not exhaustive but gives a guide to organisers to help start them on their own assessment plan. **(Appendix D)**

7) Aircraft

It is the pilot's responsibility to operate the aircraft in a safe and legal way. Clubs should encourage their members to maintain their aircraft in accordance with the manufacturer's instructions. Whilst the BMAA would not suggest that the Club should act as policemen it is expected that members would encourage good practice by example.

A Club membership form can act as a good reminder for pilots when it comes to their own paperwork management. If the Club asks the members for proof of licence and aircraft legality each year it makes sure that the members are aware of the relevant dates. An example of such a form is included at Appendix C to this code (**Appendix C**).

Microlight Schools

Whilst the foregoing content of this Code is applicable to all Microlight Clubs and the BMAA encourages all individuals to use it as a guide to good practice, the BMAA also feels that some more specific guidance should be given to schools training microlight pilots to achieve their NPPL Microlight.

8) Administration and documentation

BMAA Licensing and Instructor Administration Centre. (LIAC). The BMAA has taken on the responsibility of administering the microlight instructor and examiner system. Responsibility includes maintaining records of microlight instructors and examiners, providing information to help keep instructors and examiners aware of changes to legislation that may affect them, writing a guide to instruction, examining and procedures for use by the microlight instructors and examiners.

The BMAA has been appointed by CAA to receive and recommend applications for the grant of a NPPL Microlight licence or rating. All microlight ratings are processed by BMAA on behalf of CAA.

NPPL Microlight Syllabus. The BMAA has produced a syllabus for pilot training. The syllabus has been approved by the Civil Aviation Authority (CAA) and with only minor updates has been in use since 1983 when the requirement to hold a licence to fly microlights in the UK was introduced. The BMAA NPPL Microlight Syllabus is the only CAA approved microlight syllabus.

It is important that all schools training microlight pilots follow the content of the BMAA NPPL Microlight Syllabus during pilot training.

Copies of the Syllabus are available to purchase from the BMAA and it is expected that all student pilots will purchase a copy, or have access to the school copy, during their training.

BMAA Instructor and Examiner Guide. The BMAA produces a comprehensive guide to the procedures involved in microlight instruction and examination. The Guide contains details of appointment requirements, revalidation requirements, paperwork processing and administration of the wide variety of subjects dealt with by microlight instructors and examiners.

The Guide also contains detailed guidance for instructors wishing to carry out microlight flight training. The guidance material addresses good instructional practice and details of each of the flight exercises included in the BMAA NPPL Microlight Syllabus.

The BMAA expects that all schools offering microlight pilot training will have at least one copy of the BMAA Instructor and Examiner Guide available for reference to all their instructors.

9) Conduct of Training

It is important to the BMAA that schools offering microlight training do so in a manner that reflects well on the reputation of microlight flying as an activity. Schools are expected to act in a professional manner and take all measures necessary to provide a safe environment in which to conduct effective training.

The Aircraft

Maintenance. Whilst the regulations for maintenance of microlights used for training are no different from those used privately the BMAA expects that schools ensure that there are procedures in place to ascertain that the maintenance of school aircraft is carried out correctly.

The school should appoint one person to be responsible for aircraft maintenance.

At schools where aircraft are used by more than one instructor there should be a clear system ensuring that use of the aircraft is recorded accurately and in a timely way after each flight. The records should show any faults identified by an instructor and the system should prevent the opportunity of the aircraft being flown without knowledge of any recorded faults by subsequent pilots.

Record of flight time and faults can be achieved by a simple record sheet being kept at the point of booking out so that reference can be made to it by pilots immediately before flight.

Inspection. Aircraft which are used extensively for training may be subject to higher rates of wear and tear than privately owned aircraft. Although before each flight the aircraft will be subject to an inspection it is possible that continuing wear may go unnoticed, particularly if the inspections are carried out by student pilots. The school should be aware of the possibility of higher than normal wear rates and ensure that thorough inspections are carried out by trained people on a frequent basis. These inspections should be logged so that pilots using the aircraft are aware that they have been carried out. These more in depth inspections are not a substitute for normal daily or pre-flight inspections.

Documents. The aircraft documentation should always be available to the pilot of a school aircraft so that they can ensure that the flight will be made with any required document in date, e.g. insurance or Certificate of Validity, and that maintenance records can be confirmed. Instructors should not fly the aircraft unless they have satisfied themselves that the aircraft conforms to the paperwork and maintenance requirements.

School equipment

Clothing and equipment. Schools should make available to all their students any specialist clothing or equipment that will be required for the flight until such time as the student has had the opportunity to obtain their own.

Helmets. It has become standard practice to wear safety helmets in open flexwing microlights and in many fixed wing microlights with open cockpits. Some would recommend the wearing of helmets in all lightweight aircraft. Although helmets are not required by law to be worn when flying in microlight aircraft they do offer a degree of protection to the wearer in the event of an accident. Simple taxiing accidents can lead to occupants receiving head injuries that can be prevented by safety helmets.

Helmets should be well fitting. One size does not fit all so a school should have a variety of sizes to fit a variety of heads. When putting on the helmet the wearer should be shown how to adjust it for a good fit and how to lock the visor if applicable. The wearer should know how to remove the helmet.

Clothing. Very few microlights have heaters. Very many microlights are open cockpit. The student pilot should wear clothing that will protect them from the effect of a cold airflow, offer

some skin protection in the event of the aircraft tipping over and be a secure cover to prevent items being able to fall from the wearer's pockets. One-piece flying suits are designed to meet these needs. For open cockpit aircraft gloves should be worn to offer protection to the hands in the event of a tip over or other accident.

Headsets. It is important that the instructor can communicate with the student pilot throughout the flight. In most microlights the noise level is too great for easy communication without help from an intercom system. The student pilot should be fitted with a suitable headset and shown how to adjust the headset volume so they can hear well without having a very high noise level that is also detracting and tiring.

Lesson plans

All lessons should follow a similar format. The student should be briefed on the exercise to be carried out. The flight should be flown in accordance with the briefing. The student should be de-briefed on the actual sequence and content of the flight.

Briefing. The briefing should prepare the student pilot for the planned flight. The BMAA Instructor and Examiner Guide contains specific guidance on the conduct of flight briefings. The content of the brief must always be relevant to the flight.

For first flights, referred to as Trial Lessons or Air Experience flights (BMAA Exercise 3) the briefing is generally not technical but will prepare the student for the experience of flying in a microlight. It is usual to include a basic brief on the effect of the controls to prepare the student for some "hands on" during the flight.

Many first time flyers are not aware that lessons in microlights are not treated by the Authorities in the same way as commercial flights in Airliners and it is important that the student is made aware of this and not lead to believe that there is "no risk". Making the student aware of this difference does not take away any responsibility from the school to ensure that the flight is conducted in a safely.

The briefing must cover the normal requirement for pilots to brief any passenger on the safety aspects of the flight. The brief must include use of seat belts, doors and helmets if applicable and actions in the case of an emergency.

For subsequent flights the briefing will tend to be more technical as the handling of the aircraft is described. The instructor must still include the safety briefing that is applicable to all flights and as pilot in command they are required by law to include.

Flight recording

The instructor must record the training flight in their personal logbook. Pilots under training must also record all training flights in their own logbook and the instructor should ensure that the entry is correct.

The instructor is required to complete a student record to show the student's progress through the training syllabus.

The aircraft log must be completed after the flight. If the aircraft is next to be used by another instructor or pilot the logbook entry must be completed before the subsequent flight.

The entry must show any faults or problems that have occurred to the aircraft so that subsequent pilots are aware of any airworthiness issues.

Instructors

The BMAA expects microlight instructors to carry out training in a professional, safe and honest manner. The instructor is often the first point of contact between the new potential pilot and the world of microlighting. It is important that the instructor presents the activity of microlight flying as a well-run responsible branch of aviation.

The instructor's overriding responsibility is to give safe and complete instruction to the student pilot. It is important that the needs of the student are always put first when planning flight and ground training. When planning a day's flying it is important that the instructor does not try to overstretch himself and achieve more than is reasonably possible.

Training sessions. It is generally agreed that a flight training flight of one hour duration is a reasonable length of time to plan for. Most students are unable to benefit from longer lessons due to fatigue. To allow time for pre-flight briefing, the flight and post flight de-briefing lessons are usually booked with a two hour time slot available. Booking lessons very much closer together tends to hurry the ground operations and reduce the quality of the lesson.

Instructor fatigue. Instructing is a demanding job. Not only is the instructor the Captain of the aircraft, and so responsible for its safety and the safety of those on board, but the instructor is simultaneously conducting a teaching exercise. For most pilots just flying the aircraft is demanding enough. Instructors should not underestimate the effect of the workload on their capacity to act as Captain and conduct a meaningful lesson. The most experienced instructors today agree that four to five hours of teaching in a single day is generally the limit an instructor can maintain and be able to be safe and give valuable instruction.

Currency and paperwork. Instructors should lead by example. It is expected that all instructors will know the limitations of their instructor ratings and operate within those limits. Personal paperwork such as aircraft rating and medical should always be current when acting as pilot. It is only sensible that instructors remain current on the types of aircraft that they are teaching on or take refresher training as appropriate. The student's lesson time should not be used by the instructor to learn a different type.

Honesty. The BMAA expects schools to act in an honest and upright manner. The BMAA does not attempt to become involved, or influence, commercial considerations within the training schools but does expect all microlight training providers to act in a straightforward and honest way.

BMAA Code of Good Practice
APPENDIX A



FLYING ORDER BOOK

2013

This document must be read and signed by all licensed Club pilots when they first join and at the beginning of each subsequent calendar year. All student pilots must read and sign the document before flying solo.

Use of “Microlight Airfield” and “Microlight Club” membership presumes total acceptance of these orders.

A MICROLIGHT CLUB FLYING ORDER BOOK

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NEW ORDERS WILL BE MARKED * AND DATED. PLEASE SIGN THE REGISTER AT THE BACK OF THIS BOOK TO SHOW YOU HAVE READ ALL THE NEW ORDERS.

1) Pilot Licenses

- ❑ All pilots must know the extent of the privileges of their licence and fly within those privileges.
- ❑ It is the responsibility of the licence holder to ensure that they have a current Certificate of Experience or Test as appropriate.
- ❑ The licence must be available for inspection by the Club if requested.
- ❑ All pilots must hold an appropriate licence if they wish to operate an aircraft radio.

2) PILOT HEALTH

- ❑ All licensed pilots and solo student pilots must be in possession of a valid medical certificate or declaration of health as required by their particular licence.
- ❑ It is the pilot's responsibility to ensure that the certificate/declaration is current.
- ❑ Pilots should only fly when in good health.
- ❑ Pilots should be aware of the side effects of some medication on their ability to operate the aircraft.
- ❑ The current regulations concerning alcohol and flying impose a limit that is one quarter of the allowed limit for driving a car in the UK.

In detail the prescribed limits are:

When acting as a pilot of an aircraft during flight;

- In the case of breath: 9 microgrammes of alcohol in 100 millilitres.
 - In the case of blood: 20 milligrammes of alcohol in 100 millilitres.
 - In the case of urine: 27 milligrammes of alcohol in 100 millilitres.
-
- ❑ It is suggested that no pilot or passenger should fly in an aircraft from this club site within ten hours of consuming any amount of alcohol.

3) INSURANCE

- ❑ Solo students and club pilots must have valid third party insurance for ground and flight operation of the aircraft.
- ❑ Club pilots must have valid passenger insurance for ground and flight operation of the aircraft, unless flying solo only.
- ❑ The current EU minimums equate to £xx,xxx passenger insurance and £xxx,xxx third party liability.

4) CHECK FLIGHTS

- ❑ Solo students and licensed Club members who have not flown for 28 days or more may be required to undergo a check flight at the discretion of the Club
- ❑ The student or Club member will be responsible for any cost incurred.

5) PASSENGERS

- ❑ Pilots are reminded that the law requires that to carry a passenger the pilot must have carried out at least 3 take offs and landings as the sole manipulator of the controls of an aircraft of the same type within the previous 90 days.
- ❑ Pilots wishing to carry passengers are responsible for:
- ❑ Enrolling the passenger as a day member of the Club using Club form ref: XXX
- ❑ Briefing the passenger before flight as required by law.

6) LOG BOOKS

- ❑ The completion of flight records including pilot log books is required by law. Club members should note the following requirements:
- ❑ Pilots should complete log books post flight showing training exercises carried out and passenger / instructor name as applicable.
- ❑ Log books must be kept for a minimum of 2 years after the date of the last entry.

7) CHARITY FLIGHTS

- ❑ It is only legal for payment to be made for flight in a microlight aircraft when the flight is an instructional or examination flight.
- ❑ Raffle and draw prizes where the winner has paid for a ticket are deemed to be public transport flights if the flight is not instructional or an examination. Public transport flights cannot be given in microlight aircraft.
- ❑ Charity flights are flights where money has been paid to a registered charity for the purpose of the flight and which would otherwise be considered to be aerial work. There are strict conditions applied to the conduct of charity flights, which are explained in an Aeronautical Information Circular. The circular can be read on the AIS web site at www.ais.org.uk

8) AIRCRAFT OPERATION

- ❑ Pilots must be in possession of aircraft manuals and have knowledge of the operational limits and required procedures.
- ❑ Pilots must know the registration and airworthiness requirements for their aircraft and comply with them.

9) FLIGHT SAFETY

- ❑ It is the pilot's responsibility to always operate the aircraft in a safe manner.
- ❑ Pilots must not fly in a manner likely to endanger people, property or the aircraft.

10) WEATHER

- ❑ It is the pilot's responsibility to obtain weather forecasts for the route to be flown and destination airfields.
- ❑ Students must obtain authorisation for cross-country flights before take off.
- ❑ No aircraft may be flown unless the weather minimum with regard to licence and aircraft requirements can be complied with.

11) OPERATING HOURS - Microlight Airfield

- Flights from “Microlight Airfield” may only be made during the following times.
 - Take off: ???? to ????
 - Landing: ???? to ????
 - No circuit flying before ????
- All times are local.

12) BOOKING OUT AND IN

- Before all flights pilots are required/requested to book out on the flight record sheet giving details of intended take off time, passengers name, area to be flown in and destination airfield.
- Following the flight pilots are required to book in on the flight record sheet giving details of landing time and number of landings made at Microlight Airfield.
- Failure to book out or in may lead to missing aircraft not being noticed and aircraft safely in the hangar being reported as missing.

13) SOLO AUTHORISATION

- Solo students may not fly unless authorised by an instructor and may only fly authorised exercises.
- Student pilots must have their booking entry countersigned by the authorising instructor before flight.

14) CLOTHING

- Safety helmets must be worn at all times when in an open cockpit aircraft including during ground engine runs and taxiing for position.
- An exemption from this rule may be available for certain aircraft by agreement with the Chief Flying Instructor.
- Suitable clothing affording protection in the event of an aircraft tipping over must be worn at all times in aircraft. This includes gloves and full cover for arms and legs.

A MICROLIGHT CLUB FLYING ORDER BOOK

- Where propeller wash will cause a problem to other people or aircraft.
- From outside the aircraft unless secured by trained persons and never with a passenger only seated in the aircraft.

19) TAXIING

- With consideration to the poor brakes often fitted to microlights taxiing aircraft should not taxi above a jogging pace.
- Taxiing aircraft should follow ground collision avoidance regulations.

20) NOISE SENSITIVE AREAS

- All flights must avoid noise sensitive areas as shown on the map opposite.
- Please make sure that you use entry / exit lanes as marked on the circuit map.

21) CIRCUIT PROCEDURES

- All pilots must follow the circuit pattern as displayed in the school classroom and on the page opposite.
- When using runway XX / XX pilots must give priority to aircraft using runway XX / XX.
- Aircraft leaving or joining the circuit must do so by the displayed routes.
- Remember that light aircraft and motor gliders usually fly longer circuits at a higher speed than microlights. All aircraft should keep station in the circuit and not overtake.
- If in doubt on approach or landing a pilot should execute a GO AROUND climbing to circuit height and clearing the runway centre line before rejoining the circuit on the crosswind leg.
- No aircraft is to orbit in the circuit.
- No turns after take off may be made below 300 feet unless for cross wind considerations.

22) LOCAL AREA FLYING

- Aircraft should be flown at least 1000 feet above ground level when operating in the local area unless carrying out forced landing practice in a designated area or landing at another airfield.
- Stall and unusual attitude training should be flown to ensure recovery is achieved above 1000 feet above ground level.
- When flying in the local area pilots should remember that there is an intensity of traffic in the local area and spend as little time as possible in it.
- Local avoidance areas are marked on the local map.

23) LOW FLYING

- Low flying rules must be observed at all times. Any flights below 500 feet above ground level within 10 miles of the airfield must be reported to the Chief Flying Instructor on landing.
- Practice forced landings may only be made with specific authorisation from the Chief Flying Instructor and in authorised areas.

24) UNCERTAIN OF POSITION / LOST PROCEDURE

- A pilot who is uncertain of position during flight in the local area should call
 - XXX RADAR on XXX.XXX and request radar help, or
 - NATS Distress and Diversion on 121.500
- A pilot who is lost should follow the procedures as for uncertain of position or call
 - NATS Distress and Diversion on 121.500

25) STUDENT PILOTS LANDING OUT

- Student pilots landing out at other than the planned destination must not take off again without first informing the authorising instructor of the circumstances of the landing.

26) AIRSPACE INFRINGEMENTS

- Any airspace infringements must be reported to the Chief Flying Instructor on landing.

27) AIRPROX

- Airprox reports should be made on landing to the Chief Flying Instructor and an Air Traffic Control Centre.
- A written report on form CA 1094 must be completed within 7 days.

28) ACCIDENTS and INCIDENTS

- All accidents and incidents must be reported to the Chief Flying Instructor in writing.
- Notifiable accidents must be reported to the AAIB on 01252 512299 and also should be reported to BMAA on 01869 338888

29) BREACH OF ORDERS

- **ANY BREACH OF ORDERS OR BEHAVIOR LIKELY TO BRING THE MICROLIGHT CLUB INTO DISTRIPUTE WILL CAUSE LOSS OF MEMBERSHIP PRIVILAGES AT THE DISCRETION OF THE CHIEF FLYING INSTRUCTOR.**

BMAA Code of Good Practice
APPENDIX B

BMAA RECOMMENDED MINIMUM CRITERIA FOR A MICROLIGHT FLYING SITE

BMAA Site Recommendations For Private Sites

1. Permission for use must be obtained from the landowner.
2. Location should be outside controlled airspace. If not, permission from the Senior Air Traffic Controller responsible for such airspace must be obtained.
3. The site should be smooth, reasonably level and well drained when in use.
4. The take-off/landing criteria are as follows –
 - The runway should be a minimum length of 250 metres and a minimum width of 10 metres.
 - When located in an area of crop that is over a third of a metre in height, The runway minimum width should be 15 metres.
 - Boundary obstructions at either end of a runway in use should not exceed a height of 2 metres - that of a normal hedge - when the runway is of the minimum length of 250 metres.
 - No vertical obstacles (trees, pylons, etc.) should be within 25 metres either side of the centre line of the first 250 metres of the runway in use.
5. To avoid sensitive locations, designated departure/arrival flight paths should not require steep turns at low level on take-off or on approach to land.
6. There should be enough clear ground surrounding the site to allow a safe landing to be made in the event of an engine failure at any stage in the circuit - particularly on take-off.
7. One or more windsocks should be in place to indicate wind direction
8. Any local operational conditions pertinent to the site to be strictly adhered to at all times and clearly made known when briefing pilots seeking PPR.

Most important

1. Before flying a new or unfamiliar aircraft at a site, a pilot should consult an instructor or check pilot well versed with the type by one who is competent to judge the suitability of the site for use by such an aircraft.
2. The experience/qualifications of the pilot intending to fly from the site must also be taken into account in the assessment made.
3. Good airmanship must always prevail.
4. The pilot alone is solely responsible for safety in flight within uncontrolled airspace. Within controlled airspace advice and directions from an air traffic controller will take place but the overall responsibility for flight safety still lies with the pilot.

BMAA RECOMMENDED MINIMUM CRITERIA FOR A MICROLIGHT FLYING SITE

BMAA Site Recommendations For Training Schools

The criteria for a private site must be met with the additional factors.

1. Access for emergency vehicles should be known and clearly marked if not obvious.
2. Means of access to weather reports and forecasts.
3. The following additional airfield requirements are:
4. Suitable fire extinguishers should be close to hand.
 - A first-aid kit containing at least:-
 - 3 x Emergency dressing BPC 9 or equivalent 3 x Emergency dressing BPC 12 or equivalent 3 x Triangular bandage
 - 1 pair of Scissors
 - One harness knife (complete with sheath)
 - The presence of a person with the knowledge and capability of using the aforesaid equipment.
5. The location of the nearest telephone, within a reasonable distance, to be clearly posted in sight to all persons.
6. Details of any landing strips/airfields, warnings, notams, etc for student reference prior to cross-country flights.
7. Proper control of public access must be exercised.

BMAA Code of Good Practice
APPENDIX C

"Microlight Club" Membership Form

Name	
Address	
Phone Home	
Phone Work	
Phone Mobile	
Email address	
BMAA number	
BMAA expiry date	
Licence type	
Licence number	
Revalidation date due	
Medical next due	
Radio licence number	
Insurance next due	
Aircraft type	
Aircraft registration	
Permit validity expires	
Weight report expires	
Radio installation licence expires	

I (A Member) apply for membership of the "Microlight Club" and agree to abide by any rules of the Club.

Signed: *A Member*

Date: