



Staffordshire Helicopters Training Ltd

Operations Manual

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Part A GENERAL

1. Introduction

Applicability

This manual details the operation of aircraft used by Staffordshire Helicopters Training Ltd, also referred to here as 'the company'. In the event that there is any conflict between this manual and the current ANO, AN(g) Regulations EASA regulations or the Rules of the Air, then this manual is subordinate to the above, except when this manual is more limiting, in which case this manual shall apply.

Compliance

No member or employee of Staffordshire Helicopters Training Ltd shall be absolved from compliance with this manual or any other relevant notices or regulations because of ignorance of their existence content or effect.

Amendments

Amendments will be made by reissuing this document online and notifying staff and other recipients accordingly.

Phraseology

Throughout this manual where the male pronouns he, him, and his are used they should be read as he/she, him/her, and his/hers. The use of the male pronouns is intended to make the text less cumbersome.

Distribution

This Operations Manual will be distributed online as a Portable Document Format file via the company's website.

2. Volumes

2.1 The Operations Manual shall comprise of 4 parts as follows:

General - information of a general nature

Technical - information relating to aircraft and equipment, general handling, emergencies and check lists.

Route - information relating to performance, flight planning, weather limitations and training routes.

Staff Training - information relating to the conduct of internal staff training and standardisation.

2.2 Information of a temporary nature or specific safety related information that is not included within the body of the manual may be appended in the form of Notices to Air Crew (NOTACs).

3. Administration

1. Staffordshire Helicopters Training Ltd is a Flying Training Organisation (FTO) offering PPL courses and Type Ratings.
 2. Staff will include a nominated Head of Training, Chief Flying Instructor (CFI) and a deputy CFI. Flying instructors report to the CFI, or, in his absence, the Deputy CFI.
3. The Quality Manager shall be independent of the flying operation.

4. Responsibilities

Head of Training

The HT shall be responsible and the management and training of all instructional staff. He shall also be responsible for all liaisons with the CAA regarding training matters.

Chief Flying Instructor

The CFI shall be responsible for the day-to-day operation of the FTO and such administrative tasks as the post may demand.

Flight Instructors

All flight instructors shall be responsible to the CFI for the conduct of approved training in accordance with the company Training Manuals. Instructors shall maintain the training records of all students allocated to them.

Quality Manager

The Quality Manager shall be responsible for ensuring compliance with the company Quality Manual. He shall arrange for the conduct of audits as defined in the Quality System and any follow up action needed to progress findings that are not of an entirely satisfactory nature.

5. Student discipline

Pre-entry requirements

Students shall provide evidence of all course pre-entry requirements prior to commencing training courses.

Disciplinary Action for breach of local orders and regulations

- 5.1 Students who do not comply with the operations manual or any other rules published by Staffordshire Helicopters Training Ltd shall be liable to disciplinary action.
- 5.2 Members who enter into dispute with the company or bring the company into disrepute shall also be liable to disciplinary action.
- 5.3 Students undergoing training who breach the the company Rules shall in the first instance be interviewed by the Head of Training who shall enter the details of any flying related breaches in the student training record.

6. Authorisation of flights

All training flights that take place under the jurisdiction of the company shall be authorised by a company instructor. When a flight involves multiple sectors each sector shall be separately authorised.

6.1 Dual instructional flights

The instructor conducting the flight shall self-authorise the flight.

6.2 Student solo flights

All solo flights made by student pilots are to be authorised by an instructor. The instructor authorising the flight is responsible for ensuring that the student has been fully briefed for the flight. When the instructor is a FI(R), a FI shall be present. "Solo" means that the student is the sole occupant of the aircraft.

6.3 Flights by qualified pilots

Flights by qualified pilots shall be either self-authorising or by a company instructor. Such authorisation only confirms that the nature of the intended flight is acceptable to the company.

7. Flying programme

- a) The CFI will be responsible for the flying programme.
- b) Changes due to unserviceabilities, weather and other factors will be promulgated at the earliest opportunity.
- c) Students are to regard programmed times as targets that should be achieved to ensure the smooth flow of the programme.

8. Command of aircraft

All pilots shall have demonstrated their competence to a company instructor prior to flying solo in a company aircraft.

Qualified pilots

A qualified pilot who has not flown a company aircraft within the past 28 days shall undergo a check flight with a Flight Instructor prior to any further solo flight. A qualified pilot wishing to fly multi-engine aircraft solo shall undergo a check flight prior to flying solo if he has not flown a MEP Class aircraft within the past 28 days.

In the case of a professional pilot these recency requirements may be varied at the discretion of the Chief Flying Instructor.

Pilots who do not hold a night qualification shall not plan to fly after sunset. (Night commences 30 minutes after sunset)

Student pilots

Student pilots with less than 2 hours solo flying shall fly with an instructor prior to each solo flight; thereafter, a student pilot shall not fly solo if they have not flown a company aircraft within the past 14 days. No student pilot shall fly more than 4 hours solo between dual instructional flights.

All solo flying by a student pilot shall be arranged to terminate 30 minutes prior to sunset.

9. Pilot responsibilities

9.1 Pilots are to comply with the Air Navigation Order 2005 (ANO), Air Navigation (General) Regulations and the Rules of the Air. In particular, pilots are to read and comply with the ANO:

In particular Articles 8, 26, 27, 28, 29, 30, 31, 32, 33, 35, 36, 52, 53, 73, 74, 75, 76, 77 and:

Rules of the Air Rule: 5, 6,7,10,17,19,39 and 49.

9.2 The Pilot in Command is to sign the authorisation sheet before flight. This is to signify that the following actions have been performed:

Checked suitability of the weather for the proposed flight.

The aircraft and its equipment is serviceable for the flight, that the Check A has been completed in accordance with the LAMS Schedule.

There is sufficient time available on the aircraft to complete the flight before the next scheduled maintenance.

All NOTAMS relevant to the proposed flight have been checked.

Maps, charts and navigational equipment are available.

All other crew members and passengers have been briefed on possible contingencies affecting the safety of the flight.

9.3 At the conclusion of each flight the engine start, takeoff, and landing times are to be entered in the aircraft tech log along with a record of any defects that have arisen during the flight. Where there are no defects a NIL entry shall be made and signed by the PIC. The number of landings shall also be recorded.

9.4 If a defect has arisen and there is any doubt about the serviceability of the aircraft then either an engineer or a company instructor is to be consulted before any further flight is undertaken.

9.5 Only an engineer may defer a defect by making an entry in the ADD list with regard to the aircraft Minimum Equipment List (MEL). Pilots are to check the MEL for any ADDs listed in the tech log. The aircraft may be flown with ADDs, but must meet the MEL for the aircraft. Deferred Defects must be checked against the ADDs list for the sortie planned.

9.6 Before an aircraft is used for flight instruction, or private hire, pilots are to ensure that the aircraft engineering certification is current.

9.7 All uplifts of fuel and oil shall be entered in the sector record pages (SRPs) in the technical log. Every uplift of fuel and/or oil shall be recorded as a new sector. When a new page is commenced, the fuel remaining in the aircraft shall be carried over to the next SRP.

10. Carriage of passengers

- 10.1 Subject to the privileges of his licence a member of the company may fly as pilot in command of a company aircraft carrying passengers provided that:
- i) Each passenger shall be briefed in the use of the seat belts, normal exit and if fitted emergency exit and emergency actions.
 - ii) When the flight involves flight over water, each passenger shall be briefed in the use of life jackets and dinghies and evacuation procedures.
 - iii) Any passenger occupying the front seat shall be adequately briefed to avoid any interference with the controls.
- 10.2 Before carrying passengers, pilots shall have conducted **3 take offs and landings as the sole manipulator of the flying controls** in the previous 90 days in the same class of aircraft.
- 10.3 Pilots shall not carry passengers who may have acquired the right to fly by virtue of winning a competition or raffle without prior permission of the CFI. Such a flight may constitute a Public Transport Flight. Whilst there is a provision to fly passengers on Charity Flights, all such cases shall be referred to the CFI.
- 10.4 Any pilot wishing to conduct a charity flight in a company aircraft shall obtain the permission of the Chief Flying Instructor in writing.

11. Aircraft documentation

- 11.1 Aircraft documents shall include the the following:
- Certificate of Registration
 - Certificate of Airworthiness
 - Certificate of Insurance
 - Radio Licence
 - Annual Review Certificate
 - Certificate of maintenance Review (where applicable)
 - Certificate of Release to Service

- Noise Certificate if issued
- Mass and Balance Schedule
- Flight Manual
- Aircraft checklist
- Interception Procedures

The Certificate of Airworthiness shall be carried in the aircraft at all times.

11.2 The technical log, including the above listed documents, shall be carried on all instructional flights intending to land away from Staffordshire Heliport, and all private flights intending to operate outside UK airspace.

12. Retention of documents

Technical logs shall be maintained for the life of the aircraft plus 2 years.
Completed technical logs will be archived by month and year.

Copies of technical logs of non-company aircraft used for approved training shall be maintained for a period of 5 years.

13. Possession of a current licence

13.1 All pilots are to be in possession of a valid pilot licence and medical certificate before acting as pilot in command of a company aircraft. Student pilots shall have a valid medical certificate. In order to be valid:

- i) The licence and medical certificate shall be signed by the holder
- ii) The medical certificate expiry date shall not have been exceeded
- iii) The licence shall contain a valid Certificate of Revalidation for the Class or Type of aeroplane to be flown.
- iv) For flight in IMC, the licence shall contain a valid Instrument Rating (IR) rating.
- v) If the flight involves flight at night, the licence shall contain a night rating or IR qualification (unless the pilot is undergoing training for a night qualification).

13.2 A pilot who holds a licence issued by another ICAO State shall ensure that the licence is valid in all respects demanded by that State. This includes a medical certificate valid in the State of licence issue.

13.3 **Requirement for a Radiotelephony Licence.** No person shall operate an aircraft radio either in the air or on the ground unless that person holds a valid Flight Radiotelephony Operator's Licence (FRTOL), or is operating under the supervision of the holder of a FRTOL. Student Pilots on solo flights are exempt under the ANO Art 26 from the requirement to hold a FRTOL whilst undergoing training for a pilot licence. Pilots holding ICAO pilot licences shall hold a valid Flight Radiotelephone Certificate with RT privileges in the English language.

14. Flying duty and rest periods - (instructors)

- 14.1 Flight instructors shall not exceed 100 hours in any 28-day period or 900 hours in 12 consecutive months. All commercial flying including flight instruction contributes towards these totals.
- 14.2 Duty periods should not normally exceed 9 hours after which a rest period of at least 12 hours shall be taken. Instructors shall not work more than 6 consecutive days without a rest period of least 24 hours.
- 14.3 When night flying after 2100 hours, a minimum rest period of 15 hours shall be taken before the next duty.

15. Flying duty and rest periods - (students)

- Students shall not be planned to fly more than 5 hours per day. A weekly total of flying hours shall not exceed 30 hours.
- Students shall not exceed 6 consecutive days training without a rest period of at least 24 hours.

16. Compilation of pilot's log books

- 16.1 Pilots are responsible for ensuring that they maintain a personal logbook in accordance with the ANO. Details of all flights are to be entered into the logbook as soon as practical after each flight.
- 16.2 Student Pilots are to log all flight details including the exercise numbers appearing on the Technical Log. In the case of a navigation flight the turning points are also to be logged.
- 16.3 Details of all flight tests and proficiency checks are to be entered in the logbook together with details of any instrument flying. Before claiming any

flight time as P1S, the PIC shall sign the entry in the logbook to verify the details.

17. Flight planning

General

Pilots are to ensure that cross-country flights are planned in accordance with the following instructions:

- 17.1 Pilots are to obtain a met forecast covering the route to be flown including TAFs & METARS for the destination and alternate aerodromes.
- 17.2 Pilots are to prepare a flight log for all flights, except those remaining within the local flying area. The flight log shall include: headings: estimated times for each leg and all relevant navaid and communication frequencies.
- 17.3 Pilots are to ensure that the proposed flight does not infringe any Prohibited Area; applicable Restricted Area or any active Danger Area, unless a Danger Area Crossing Service can be obtained.
- 17.4 NOTAMS and Temporary Navigation Warnings shall be checked to ensure that the proposed flight is not affected by Purple Airspace, Air Displays, and Temporary Restricted Airspace etc.
- 17.5 Pilots planning a sea crossing exceeding 10 nm, or a flight over sparsely populated areas shall file a Flight Plan (form CA48) with the appropriate ATSU. For the purposes of these Flying Orders the whole of Scotland (except the Forth/Clyde valley), the whole of Wales and Southwest England West of Airway A25, is considered to be sparsely populated.
- 17.6 Pilots are to use the UK AIP to obtain en-route information and for details of en-route, destination and alternate aerodromes.
- 17.7 Student Pilots shall not depart on a solo cross-country flight until the accuracy of the Flight log has been checked by a company Flight Instructor. The instructor is to complete the Solo Navigation Briefing Certificate for all student solo flights.
- 17.8 Pilots are to complete a Mass and Balance schedule prior to departure. Fuel planning shall take into account the fuel burn for the entire route plus ten per cent. Additional fuel shall be carried to permit flight to the nominated alternate from overhead the destination and a further 45 minutes reserve shall be carried.

Night Operations

Night flight in the UK shall be conducted in accordance with IFR. Pilots planning cross country flights at night shall plan their route to be above the safety altitude at all times. Flights are to be flown at Quadrantal levels. Unless a LARS service is available for the entire flight, a flight plan (CA48) shall be filed for the flight. The flight rules shall be IFR however, if the pilot is not instrument qualified the following remark shall be entered in **Item 18**:

RMK: This flight is required to remain clear of cloud and in sight of the surface at all times.

Staffordshire Helicopters Training Ltd aircraft shall not take-off or land at any aerodrome at night without the agreement of the CFI. The aerodrome shall be equipped with lighting, which is in operation for all take-offs and landings. Instructors may request "restricted" lighting when conducting training for a night qualification.

Practice engine failures shall not be conducted at night.

Pilots are to ensure that suitable diversion aerodromes are available during the hours of any planned night flights.

Safety Altitude – VFR flight

Safety Altitude does not apply to VFR flight, however, pilots are to calculate the highest ground en-route for all flights as this will lead to an awareness of the terrain in the vicinity of the aircraft. Pilots are not to plan to fly lower than 500 feet above the highest ground within 1 nm of the aircraft.

Safety Altitude – IFR flight

All flights conducted under IFR shall be planned to operate at a quadrantal level above the safety altitude. The safety altitude shall be 1000ft above the highest obstacle within 5nm of the aircraft. MEF figures may be used to calculate the SA by adding 1000 feet to the MEF value. In some cases this may result in a higher flight level than desirable.

18. Safety (general)

18.1 Safety equipment

- i) Aircraft operating within 5 miles of the coast will carry life preservers for all persons on board.
- iii) All company aircraft will carry first aid kits and fire extinguishers in accordance with the requirements for public transport flights.

18.2 Operation of aircraft radios

- i) Pilots are to ensure that all radio equipment is switched off prior to starting engines. At airfields where start clearance is required the radio shall be switched on to obtain the clearance and then switched off prior to engine start.
- ii) After engine start the radio(s) shall be switched on and the volume/squelch controls adjusted to a comfortable level. Note: the squelch cannot be set correctly whilst the radio is receiving a signal.
- iii) Prior to transmitting, a check shall be made to ensure that no other station is using the frequency before transmitting. Operators are to speak clearly and at a speed which permits the recipient to write down any relevant information.
- iv) All radios shall be checked on transmit and received before departure.
- v) The SSR is to be selected to 7000 Mode C on all flights unless directed by ATC.

18.3 Phraseology

All persons operating an aircraft radio station shall use standard phraseology and procedures in accordance with CAP 413 The Radiotelephony Manual.

- i) Pilots are to be familiar with the differences between ATC, AFIS and A/G radio communication services. Pilots shall not request instructions from AFIS and A/G stations as they are only licensed to give information. AFIS may issue instructions up to the holding point prior to departure, and after the landing roll.
- ii) Rule 39. Pilots of radio-equipped aircraft shall notify entering and leaving an ATZ and shall maintain a listening watch on the nominated aerodrome frequency whilst they are in the ATZ.

18.4 Instructions and signals from ATC

- i) Pilots are to comply with all instructions given by ATC unless it is impossible or unsafe to do so. Where it is not possible to comply or it would be unsafe to comply with an ATC instruction, the pilot shall notify ATC of the reason for non-compliance immediately. Pilots are ultimately responsible for their aircraft.
- ii) Signals may be given to an aircraft at any aerodrome by the use of lights. Pilots are to be familiar with all light signals and shall comply with all light signals given by the ATSU.
- iii) When there is a signals square and no air ground radio communication pilots are to look for the landing 'T'. It shall be noted that the 'T' may only be valid during the hours of operation of the Tower, outside these hours the wind direction could change and make the indicated landing direction no longer appropriate.
- iv) Where an Aerodrome Flight Information Service is provided, the FISO may only give instructions to an aircraft up to the holding point prior to departure, and after the landing roll. Pilots are to read back all instructions given by a FISO. Pilots should read back safety related numbers, and acknowledge all messages containing information. All actions in the circuit are at the pilot's discretion.
- v) An Air/Ground Service only provides basic information and may not give instructions. Pilots shall notify the A/G station of their intentions at all stages of the taxi, take-off and whilst in the circuit or ATZ. Pilots are responsible for deciding the course of action in all circumstances.
- vi) Pilots are to comply with Rules 17 (7) and 39.

18.5 Flying over the sea

- i) All pilots planning to fly across the English Channel shall undertake a check flight with a company instructor.
- ii) Lifejackets are to be carried for each person on board, and in the case of single engine aircraft they shall be worn throughout the time the aircraft is over the sea. Whenever possible a dingy shall be carried.
- iii) In addition to the normal briefing given to passengers the pilot in command of the aircraft shall ensure that they have been briefed in the donning and using of the lifejackets and operation of the dinghy. **Lifejackets should not be inflated inside the cabin**
- iv) Pilots are to read Safety Sense Leaflet No 21A DITCHING before flying over water.

- v) For all flights planned to exceed 10 nm from the coast or when crossing an international FIR boundary, a flight plan (CA48) shall be filed prior to departure.
- vi) No flights shall be planned over water at night in single engine aeroplanes.

19. Alcohol, drugs and health

- 19.1 A pilot shall not fly any company aircraft within a period of eight hours after consuming any alcoholic drink. Pilots are to increase this period if anything other than moderate amounts of alcohol has been consumed. Pilots are subject to the Railways and Transport Safety Act 2003, which prescribes alcohol limits for any "aviation activity". The limits imposed are twice as stringent as the more familiar Road Traffic Act.
- 19.2 No passenger may fly in any company aircraft when under the influence of alcohol.
- 19.3 Many drugs, even common non-prescription drugs such as aspirin, may have an adverse effect that may not be apparent at the time they are taken. If for any reason it is necessary to take drugs then advice from a doctor approved by the CAA shall be obtained before flying.
- 19.4 The use of recreational drugs is incompatible with flying and any pilot who has used such drugs shall not fly a company aircraft until he has been certified as fit by a CAA authorised doctor.
- 19.5 Pilots shall not fly as PIC if he knows or suspects that his physical or mental condition renders him temporarily or permanently unfit to act in that capacity. Pilots shall read ANO Article 32.
- 19.6 Pilots who suffer any illness or injury which causes incapacitation for a period greater than 21 days shall notify the CAA and shall not act in any capacity until cleared to do so by the CAA medical department. ANO 32

- 19.7 Pilots are to read AIC 99/2004 (Pink 72).

20. Requirement to report accidents

20.1 A reportable accident means an occurrence associated with the operation of an aircraft which takes place between the time when any person boards the aircraft with the intention of flight and such time as all persons have disembarked there from, in which anyone associated with the aircraft, or a third party, is killed or injured or the aircraft sustains damage or structural failure which requires major repairs or replacement of the affected component.

20.2 The captain or, if he is incapacitated, the operator shall immediately notify:

The Chief Inspector,
Air Accidents Investigation Branch,
Department of the Environment, Transport and the Regions
Tel (01252) 512299

The local police authorities and:

Personnel Licensing Department (Head of Standards)
FAX: 01293 573996

20.3 Pilots are to read AIC 97/2002 (Pink 43).

22. Requirement to report occurrences

Any person should report any occurrence, which hazards or if not corrected could hazard an aircraft, its occupants or any other person. AIC 110/2000 (Pink 15) states that these occurrences shall be reported in accordance with the requirements of CAP 382 (The Mandatory Occurrence Reporting Scheme: Information and Guidance). (ANO article 142.)

Such reports shall be forwarded to:

Safety Investigation and Data Department,
Civil Aviation Authority
Aviation House,
Gatwick Airport South,
West Sussex. RH60YR

Tel: 01293 - 573646

Fax: 01293 - 573972

Personnel Licensing Department (Head of Standards)

FAX 01293 573996

ii) Pilots are to read AIC 35/1999 (Pink 190) - Occurrence Reporting

23. Requirement to report an airprox

An airprox report shall be made whenever a pilot or controller considers that the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved was or may have been compromised. AIC 87/2002 (Pink 39)

Pilots wishing to report an airprox should, whenever possible, make their initial report by RTF to the appropriate ATSU with a follow -up report on form CA 1094 to the United Kingdom Airprox Board. This will help to ensure that all parties are identified, thus enabling a prompt investigation to be carried out. Initial reports must be confirmed in writing within seven days by completing the full airprox reporting procedure.

The airprox reporting procedure is mainly designed to investigate incidents occurring inside controlled airspace.

All report forms shall be sent to:

The Director UKAB

Hillingdon House

Uxbridge

Middlesex

UB10 ORU

Tel: 01895 276121

Fax: 01895 276124

Personnel Licensing Department (Head of Standards)

FAX 01293 573996

The airprox procedures are detailed in UK AIP ENR Section 1. 14; and, CAP393 Manual Of Air Traffic Services. (MATS) Part 1; Section 6; Chapter 2.

24. Requirement to report a birdstrike or near miss incident

Under the ANO 2005, Article 143, it is mandatory to report any incident causing damage to an aircraft, which might affect flight safety. Birdstrike reporting is mandatory if significant damage has occurred.

Details of all birdstrikes causing significant damage are to be reported using CAA Form CA 1282 and sent to:

Civil Aviation Authority
Aerodrome Standards Department
Aviation House
Gatwick Airport South
West Sussex RH6 0YR

In order to increase the statistics database regarding less significant birdstrikes and "near miss" incidents, pilots are requested to report them using Form CA 1282 when:

- i. Bird-aircraft collision is observed
- ii. Direct physical evidence of a strike is found
- iii. Any incident in which a flight is affected irrespective of whether an actual collision occurred.
- iv. For further details see AIC 8/2003 (Pink 50).

Part B TECHNICAL

1. Aircraft descriptive notes

Registration	Aircraft Type	Model
G-CHIS	Robinson R22	Beta
G-IJNK	Robinson R44	Clipper 1
G-SHRT	Robinson R44	Raven 11

2. Aircraft handling

2.1 Use of checklists

- i) All pilots shall be in possession of the company Checklist for the aircraft they are flying.
- ii) Pilots shall abide by the handling notes and checklist for each specific aircraft type flown.
- iii) The handling notes or checklists shall not contradict anything set out in the Flight Manual, which forms part of the aircraft Certificate of Airworthiness.

2.2 Aircraft checks before flight

Prior to each flight the aircraft shall be checked in accordance with the specified checklist for the type of aircraft. Whilst all checks are important particular attention shall be paid to the following:

- i) In winter ensure that the airframe is free of all ice, snow and frost prior to attempting to move any control surfaces.
- ii) On the first flight of the day ensure that the fuel has been properly checked for the presence of water.
- iii) Immediately prior to takeoff ensure that the door and all seat belts are secure.
- iv) Immediately prior to takeoff ensure that the flying controls have full and free movement.

2.3 Precautions when starting engines

- i) Prior to starting the aircraft engine(s) the pilot shall ensure that he is aware of the nearest fire extinguisher in addition to the aircraft fire extinguisher.
- ii) No engines are to be started when the aircraft is wholly or partly inside a hangar.
- iii) Consideration shall be given to the area in front of the aircraft to ensure that there is sufficient space to taxi the aircraft.
- iv) At night the navigation lights shall be on prior to engine start, and the landing light shall be flashed twice to warn ground personnel.
- v) Pilots are to shout "Clear" prior to starting any engine in a manner such that any person near the aircraft can hear the warning.

3. Emergency Procedures

3.1 Engine failure after take-off

Wherever possible pilots should attempt to land back on the runway if there is sufficient runway remaining or alternatively, land slightly to one side of the runway.

3.2 Power-off landings

If time permits the following shall be carried out prior to a power-off landing:

- a. Turn off fuel and master switch
- b. Check harnesses are as tight as possible
- c. Open the cabin door
- d. Advise all passengers to adopt the brace position
- e. After aircraft comes to rest.... **Evacuate Upwind.**

3.3 Forced landing with power

- i) A forced landing with power, or a precautionary landing, is usually made necessary due to deteriorating weather, the approach of darkness or a low fuel state. With proper pre-flight planning and in-flight monitoring precautionary landings can normally be avoided.

- ii) If a precautionary landing is necessary then the decision to conduct such a landing shall be taken early enough to allow as much time as possible for executing the landing.
- iii) Pilots shall take the following actions in the event of making a precautionary landing:
 - a. In the event of deteriorating visibility, fly the aircraft at a safe slow speed
 - b. In the event of lowering cloud the aircraft shall be flown below cloud and towards the direction where the cloud is highest until a landing site has been selected
 - c. If the landing site is off-airfield and visibility permits, make at least one circuit to check the site. Be particularly vigilant for wires. Aim to land the aircraft into wind.

3.8 Ditching

Pilots planning flight over water are to read GA safety Sense Leaflet No 21A Ditching. A copy of this leaflet is included in the aircraft flyaway packs. In the event of ditching pilots are to comply with the procedures laid down in SSL 21A. Where specific procedures are included in the aircraft manual then those techniques shall override all others.

3.9 Radio failure

Pilots are to be familiar with radio failure procedures. In most cases radio problems are induced by the operator. In the event of a suspected radio failure the following shall be checked:

Ensure that the correct frequency has been selected and that the volume control is correctly set.

Check radio and intercom ON.

If a second radio is available try that radio.

If a second headset is available try that headset.

Pilots experiencing a total radio (communications) failure are to squawk 7600 and return to base or divert and land at the nearest suitable airfield. Pilots shall expect and comply with light signals.

Part C ROUTE

1. Performance

1.1 General

All Staffordshire Helicopters Training Ltd aircraft are to be operated in accordance with the flight manual. Pilots are to be familiar with the aircraft flight manual and the calculation of landing and take off performance. A list of standard figures is available in operations for a range of aircraft weights for use at the base aerodrome.

1.2 Taxying procedures

Pilots shall obtain permission from the ATSU before taxying any aircraft. Taxying shall be carried out at a speed that will enable the aircraft to be brought to a safe halt in the stopping distance available.

Aircraft shall not be taxied into or out of hangars.

1.3 Turns after Take-off

- i) Pilots shall not make turns immediately after take-off below 500ft above ground level unless required as part of a noise abatement procedure or for purposes of terrain clearance.
- ii) When noise abatement procedures require pilots to turn below 500 ft, no turn shall be commenced until the aircraft has passed the screen height of 50 feet, or the end of the runway whichever comes later. No turns are to be commenced until the aircraft has achieved the published climb speed.
- iii) The angle of bank shall not exceed 15 degrees in climbing turns for single engine aircraft.

1.4 Go-around action

- i) Pilots shall initiate go-around action if there is any doubt regarding the ability to land the aircraft safely or in the event that a normal circuit pattern cannot be flown due to the number or positioning of aircraft ahead. In particular, go-around action shall be initiated:

if the landing area is obstructed.

the approach path or speed is unsatisfactory.

the prevailing wind or weather exceeds his limits or ability.
when instructed by Air Traffic Control
in the event of pilot induced oscillation

ii) In the event of a go-around. The pilot shall:

Apply full power (ensure Carb Heat Cold)

Establish a safe climb

Climb either above the runway, or where permitted, turn onto the dead-side and parallel the runway

Advise ATC.

Either complete another circuit or divert.

iii) In controlled airspace, pilots shall not descend below 200ft agl, unless cleared to land by ATC. At airfields where there is an AFIS, A/G or no communications pilots are to initiate a go-around if the runway is not clear of all traffic by 200 feet agl. Clearance to 'Land After' may only be authorised by an ATCO. (Rule 17M)

iv) Go-around action may be initiated at any point in the circuit pattern. All turns shall be in the circuit direction unless directed by ATC.

e) Low Flying Regulations

i) Pilots shall at all times comply with Rule 5.

ii) Company aircraft shall not be flown below 500ft agl except when taking off and landing and when conducting a PFL under the supervision of a company instructor.

iii) If for any reason such as bad weather a pilot has reason to fly below 500ft above ground level, the circumstances shall be reported in writing to the CFI as soon as possible after landing.

iv) Pilots on cross country flights are to comply with the 1000 ft and glide clear parameters of Rule 5. Pilots flying over a built up area are to ensure that there are suitable fields within the arc prescribed by the aircraft wing tips for a forced landing to take place. Pilots who cannot comply with this requirement shall adjust either their altitude or track to ensure that they can glide clear should an engine failure occur.

2 Flight Planning

2.1 Preparation for Cross Country and Navigation Flights

- 4.12.1 Pilots are to ensure that cross-country flights are planned in accordance with the following instructions:
- a) Pilots are to obtain a met forecast covering the route to be flown including TAFs & METARS for the destination and alternate aerodromes.
 - b) Pilots are to prepare a PLOG for all flights, except those remaining within the local flying area. The PLOG shall include: headings and estimated times for each leg and all relevant navaid and communication frequencies.
 - c) Pilots are to ensure that the proposed flight does not infringe any Prohibited Area; applicable Restricted Area or any active Danger Area, unless a Danger Area Crossing Service can be obtained.
 - d) NOTAMS and Temporary Navigation Warnings shall be checked to ensure that the proposed flight is not affected by Purple Airspace, Air Displays, Temporary Restricted Airspace etc.
 - e) Pilots planning a sea crossing exceeding 10 nm, or a flight over sparsely populated areas, then a Flight Plan (form CA48) shall be filed with the appropriate ATSU. For the purposes of these Flying Orders the whole of Scotland (except the Forth/Clyde valley), the whole of Wales and Southwest England west of Airway A25 are considered to be sparsely populated.
 - f) Pilots are to use the UK AIP to obtain en-route information and for details of en-route, destination and alternate aerodromes.
 - g) Student Pilots shall not depart on a solo cross-country flight until the accuracy of the PLOG has been checked by a Flight Centre instructor. The instructor is to complete the Solo Navigation Briefing Certificate for all student solo flights.
 - h) Pilots are to complete a Weight and Balance schedule prior to departure. Fuel planning shall take into account the fuel burn for the entire route plus ten per cent. Additional fuel shall be carried to permit flight to the nominated alternate from overhead the destination and a further 30 minutes reserve shall be carried.

2.2 Refuelling procedure

- i) At airfields with a fixed fuel installation the aircraft shall, unless local rules dictate otherwise, taxi to the fuel pump ensuring that the aircraft is well clear of the fuel pump.
- ii) Prior to refuelling the aircraft brakes shall be applied, the engine(s) shall be stopped, and the battery master shall be selected to off. All passengers are to disembark.
- iii) During refuelling, the refuelling installation bonding wire is to be attached to the aircraft and a fire extinguisher, other than the aircraft extinguisher, shall be readily available.
- iv) Company aircraft shall not be refuelled with MOGAS or any fuel that is not specified in the flight manual.
- v) Aircraft shall not be operated with less than 30 minutes fuel remaining in tanks.

2.3 Night Flying

- i) Night flight in the UK shall be conducted in accordance with IFR. Pilots planning cross country flights at night shall plan their route to be above the safety altitude at all times. Flights are to be flown at Quadrantal levels. Unless a LARS service is available for the entire flight, a flight plan (CA48) shall be filed for the flight. The flight rules shall be IFR however, if the pilot is not instrument qualified the following remark shall be entered in **Item 18**:

RMK: This flight is required to remain clear of cloud and in sight of the surface at all times.
- ii) Staffordshire Helicopters Training Ltd aircraft shall not take-off or land at any aerodrome at night without the agreement of the CFI. The aerodrome shall be equipped with lighting, which is in operation for all take-offs and landings. Instructors may request “restricted” lighting when conducting training for a night qualification.
- iii) Practice engine failures shall not be conducted at night.
- iv) Pilots are to ensure that suitable diversion aerodromes are available during the hours of any planned night flights.

2.4 Action when uncertain of position (position uncertain for less than 20 minutes)

- i) The difference between being uncertain of one's position or being lost is simply a matter of time. If it is less than 20 minutes since the last known position then the pilot may be considered to be Uncertain of his position. If more than 20 minutes has elapsed the Lost procedure is to be adopted.
- ii) The pilot should not panic and should adopt a logical approach to resolving any degree of uncertainty. Bad weather may be an important factor in determining the course of action.
- iii) The principal cause of uncertainty of position is human error and can occur because the pilot believes he is lost because of the non-appearance of some ground feature which may have passed undetected in poor visibility or which may actually be directly under the aircraft. Other causes are:
 - Directional gyro incorrectly set.
 - Steering incorrect heading (e.g. steering the ground speed figure instead of the compass heading or steering the heading for the previous leg)
 - Failure to steer an accurate heading.
 - Incorrect use or failure of radio navigation equipment.
 - Failure to time from the last turning point.
 - Continuing flight in unsuitable weather.
- iv) Pilots who are uncertain of their position are to:
 - Maintain VMC
 - Check the directional gyro against the compass and reset if necessary.
 - Check that the correct heading is being flown and if not, then fly the correct heading.
 - Check the time since the last known position, use thumb to measure time distance (End of thumb to knuckle = 10 nm - approximately 6 mins)
 - Turn on time at next turning point if possible.
 - Look for recognisable features ground to map.
 - Climb, if possible to enhance visual range, if necessary to the appropriate safety altitude.

- Assess fuel state, time to nightfall, and weather and if any of these preclude safe continuation of the flight then carry out a precautionary landing.
- Do not continue into deteriorating weather.
- Squawk 7000

v) If you can determine your position, then continue the flight from that position or divert to the nearest suitable airfield. If after a reasonable time (**20 minutes since last known position**) you cannot determine your position then pilots are to carry out the Lost Procedure you can assume that you are lost and the actions listed below shall be undertaken.

2.5 Action when lost (position uncertain for more than 20 minutes)

Try to establish radio contact with any nearby ATC unit that has radar or VDF. If unsuccessful then try to contact the Distress and Diversion (D&D) cell on 121.50 MHz by making a PAN PAN call. Squawk 7700.

Pilots are to consider the weather, light remaining and fuel state. Climb if necessary to enhance visibility and radio range.

Fly a cardinal heading towards an identifiable line feature.

Fly along the feature until you can fix your position.

Divert to the nearest suitable airfield or make a precautionary landing.

2.6 Infringement of Controlled Airspace

- a) Infringement of controlled airspace could at the worst lead to a fatal accident. In any event, even a minor incursion observed by a controller may result in re-direction of a public transport aircraft causing delay and considerable expense to the operator. Pilots are to use all available navigation aids to ensure that they remain clear of controlled airspace unless they have obtained a clearance to enter.
- b) Pilots flying in close proximity to controlled airspace are to obtain a flight information service from the controlling authority whenever possible. The transponder is to be selected on with MODE C (ALT) selected.
- c) In the event that a pilot enters controlled airspace without clearance he shall:
 - i) Leave controlled airspace by the quickest safe means.
 - ii) Attempt to contact the controlling authority, any nearby ATSU, Farnborough Lower Airspace Radar Service (LARS) or London Centre, and report the occurrence; Squawk 7000 with Mode C

- iii) Report the circumstances to the Chief Flying Instructor in writing on landing.

2.7 Landing at an unauthorised or unintended destination

- a) Pilots who land at an unauthorised or unintended destination are to inform the company at the earliest opportunity of their location. Pilots are responsible for reporting their arrival to the nearest ATSU and where necessary paying any landing fees due.
- b) The aircraft shall not subsequently take-off without the permission of the CFI or a nominated instructor.
- c) The pilot shall ensure that the aircraft is secured on arrival and subsequently parked in such a position that it will not incur any weather damage.

2.8 Care of aircraft away from base

- a) Pilots on any flight involving a landing away from base are to take all reasonable precautions for the aircraft's safety and protection on the ground. At night in high wind conditions the aircraft shall be placed in a hangar if one is available. If a hangar is not available, then the aircraft shall be properly picketed in a sheltered position. The controls are to be securely locked.
- b) All charges, except for fuel and oil, incurred as a result of landing at an airfield other than base are the responsibility of the pilot and shall be paid for at the time incurred. Fuel and oil shall also be paid for at the time of purchase but such costs may be deducted from the pilot's invoice on production of the relevant receipt.
- c) Pilots who are unable to recover the aircraft to base will be responsible for the costs incurred in recovering the aircraft.

2.9 Forced or precautionary landing

In the event of a forced or precautionary landing the pilot of the aircraft shall:

- 1) Take all necessary steps to picket and protect the aircraft so as to prevent the risk of damage by sightseers, cattle, wind, rain etc.
- 2) Notify the local police and the landowner.
- 3) Notify the company by the quickest possible means.
- 4) Subsequent to any forced or precautionary landing the pilot in charge shall be responsible for the aircraft until it has been handed over to an authorised official of the company.

- 5) A pilot shall not take off after a forced or precautionary landing without having first obtained the consent of the Chief Flying Instructor.
- 6) No information concerning the forced or precautionary landing shall be given to the press or any other unauthorised person without express permission from either the Chief Flying Instructor or an executive of the company.

2.10 Aircraft Damaged

In the event that the aircraft is damaged as a result of a forced or precautionary landing it shall not be moved except in order to save life or avoid further injury until the Air Accident Investigation Branch has given permission. In the event that the aircraft has directly or indirectly caused injury or damage to the person or property of third parties neither the pilot nor any passenger shall make any admission of liability or offer or promise of payment.

3. Aircraft loading

The pilot in command of the aircraft is to ensure that the aircraft is correctly loaded and that it is operated in accordance with the weight or performance limitations.

The pilot is to ensure that the maximum allowable all up weight is not exceeded and that the centre of gravity remains within limits for all stages of the flight. Seatbelts are to be secured and the PIC is to ensure that any freight or baggage is securely fastened.

Mass and Centre of Gravity calculations are to be made for all flights:

- Where more than two persons are carried
- If baggage is carried
- if any person of above average size or weight is carried
- for all flights where operation in the utility category is anticipated

Care shall be taken to ensure that the forward C of G limit is not exceeded even though the Max AUW may not have been reached.

Changes of crew or passengers with the engine running may only be undertaken by Staffordshire Helicopters staff trained to do so and with a prior briefing from the PIC.

4. Weather minima and wind limits

The weather minima and wind limits quoted below are the minimum limits that may be used for any planned flight in a company aircraft. Occasionally a pilot may encounter worse conditions in which case he is to consider whether to continue with the flight, return to base, or carry out a diversion. The company weather limits may be more restrictive than the legal minima.

4.1 Weather minima

Student Pilots

Phase	Cloud base	Visibility	Max S/W (inc gusts)
Circuit	1500 feet	5 Km	15 Kts
Solo Navigation	2000 feet	10 Km	15 Kts

PPL with less than 100 hours PIC

Circuit	1000 feet	5 Km	25 Kts
Solo Navigation	2000 feet	5 Km	25 Kts

PPL with more than 100 hours PIC

Circuit	1000 feet	4 Km	25 Kts
Solo navigation	2000 feet	4 Km	25 Kts

Holders of professional pilot licences shall be limited by the privileges of their licence.

4.2 Wind limits

Staffordshire Helicopters Training Ltd aircraft shall not take-off from, or land at any airfield where the surface wind speed exceeds 30 kts.

5 Training routes

5.1 Aerodrome opening hours and official information

The opening hours of Staffordshire Heliport are 0900-1700L (airfield closed Christmas Day, Boxing Day & New Year's Day)

Official information from the AIP can be found online at
<http://www.nats-uk.ead-it.com/public/index.php.html>

Qualified pilots may fly outside the opening hours of the airport. Such flights shall only be conducted when authorised by a company instructor.

5.2 Circuit procedures

Pilots shall familiarise themselves with the textual AIP information available at
<http://www.nats-uk.ead-it.com/public/index.php.html>

5.3 VFR circuit departure and rejoin procedures

5.3.1 Pilots are recommended to be aware of the following areas when arriving or departing Staffordshire Heliport:

- a) To the North – Darley Moor, Carlton Moor & Camphill – Micro-light, Gliding & Paragliding activity
- b) To the East – East Midlands Zone & Derby Airfield
- c) To the South – Cross Hayes, Otherton, Packington & Roddige – Gliding & Microlight Activity
- d) To the West – Cross Hayes & Seighford - Gliding Activity

Pilots should request zone entry from East Midlands at least 10nm or 5 minutes from the zone boundary.

5.4 Local Flying Area

The Local Flying Area is to the North of Staffordshire Heliport extending to the Peak District from the towns of Leek to Matlock. The town of Stone and City of Derby mark the Western and Eastern boundaries. The south of the flying area extends from the Towns of Rugeley to Litchfield. The upper limit

is FL45 (remaining clear of Daventry Class A Airspace) and up to 2,500 feet in the East Midlands Zone. The upper limit east of Burton-Upon-Trent reduces to 1,500 feet in the East Midlands Zone.

The local flying area map is at Appendix B.

The Local Flying Area is close to Danger Areas D304 and D314 between Leek and Buxton; both Danger Areas are north of the flying area.

Pilots should be aware of Derby Airfield Situated to the eastern boundary of the Training Area.

Pilots shall be aware that there are five private landing strips/sites within or close to the local flying area, and that aircraft may be landing at or departing from these strips without being in any form of radio contact. The five landing sites are:

- i) Abbots Bromley (Grass strip, located on the northern edge of Blithfield Reservoir)
- ii) Brook Farm (4Nm East of Uttoxeter)
- iii) Rocester (JCB Excavators Helipad, located East of the factory)
- iv) Arden House Farm (Helipad)
- v) Hixon (Helipad, located West edge of disused aerodrome)

5.5 Prohibited and Danger Areas

Pilots shall check the activity state of all Danger Areas adjacent to their intended route when planning cross country flights.

Pilots are to avoid all prohibited areas by at least half a mile horizontally and 500 feet vertically.

The following Danger Areas and Restricted Areas are within 30 miles of Staffordshire Heliport:

- a) D304
- b) D314

5.6 Lookout near and within the circuit.

- a) Pilots are to maintain a **LOOKOUT** at all times. When flying with passengers they should be encouraged to assist with this lookout. Pilots shall brief passengers to report other aircraft using the clock code.

- b) Pilots joining the circuit shall join overhead unless there is either no reported traffic, or all reported traffic is in sight. When joining the circuit, pilots are to be especially observant with regard to traffic already in the circuit, departing traffic, and other traffic, which may be arriving at the same time.
- c) Pilots are to report entering the ATZ, JOINING with position, DOWNWIND, and FINAL.

5.7 Night Flying - Supervision

- a) All solo night flying being undertaken to gain a Night Qualification shall be supervised by a company instructor who is qualified to give night flying instruction. The instructor supervising the flying shall sign the pilot's log-book to certify that the number of take-offs and landings claimed is correct.
- b) Pilots shall not carry passengers by night unless they have conducted 3 take-offs and landings in an aeroplane of the same class or type as sole manipulator of the flying controls in the previous 90 days. Unless the pilot holds a valid IR, one of the take-offs and landings shall have been conducted at night
- c) Pilots who are not within 90-day recency shall conduct any necessary take-offs and landings under the supervision of a company Flight Instructor. These may be flown dual or solo.
- d) Student pilots shall complete all day flying requirements for the issue of a PPL before conducting any training for the night qualification.

5.8 Local environment requirements

There are no specific noise procedures at Staffordshire Heliport; however, pilots are to avoid attracting attention by flying unnecessarily low over or adjacent to built up areas.

The helicopter must not be flown so as to cause a nuisance to members of the public, nor distress to livestock.

5.9 Aerodrome licence

Pilots are to be familiar with and comply with the terms of the aerodrome licence. A copy of the licence is held in Operations.

Part D STAFF TRAINING

1. Head of Training

The Head of Training, assisted by administrative staff and pilots themselves, shall be responsible for ensuring that all flying staff maintain suitable ratings and currency for the aircraft and the types of flying they are required to perform.

2. Line proficiency check

Flying staff joining Staffordshire Helicopters Training Ltd will typically bring qualifications and certification with them. They will additionally be required to pass a Line Proficiency Check (LPC) before working for the company. Where appropriate, non-flying staff may undergo ab-initio training, also in accordance with the Training Manual.

3. Refresher training

The Line Proficiency Check will be repeated on an annual basis for each type flown. This check may be combined with the pilot's annual renewal check flight if the flight is tested by a company examiner.

4. Record keeping

The Head of Training shall keep records of LPC flight performance as returned by the examiner, along with simple date records of the currency and type ratings for each member of staff.

Such records will be kept on the Staff Training Record form which shows the details to be recorded.

5. Pilot skills review

The LPC shall form the basis of a continuing review of each pilot's performance, which shall be conducted by the Head of Training with a view to providing each pilot with a means to continuously monitor and improve his flying skills.

6. Upgrade training

Flying staff are encouraged to enhance their careers by training on new types and gaining additional ratings. Where such training is provided by the company, the company's Training Manual lays down procedures and standards in accordance with current regulations.

Appendices

Aerodrome Chart

This chart, from the Aeronautical Information Publication, can also be seen online [here](#).

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