



Standard Operating Procedures

:

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1. INTRODUCTION

These are the operating procedures relating to flying and airfield operations of the Herefordshire Gliding Club (HGC) at Shobdon Airfield for members and visitors.

- 1.1 Everyone who flies a glider, motor glider or tug from Shobdon must be a member of HGC (i.e. full, associate or temporary member), have completed and signed a membership form and read and follow these procedures with the following exceptions:
 - Pilots of Touring Motor Gliders (TMGs) may choose instead to operate as powered aircraft under HAC and pay landing fees to HAC
 - Pilots of gliders who take off from another site, land at Shobdon and are retrieved by a tug that is not operated by HGC
 - Pilots of tugs who land at Shobdon to retrieve a glider that is not operated by HGC.
- 1.2 Visitors from other clubs, including those with reciprocal membership, must sign an HGC membership form before flying and are bound by the same rules and operating procedures.
- 1.3 All members and visitors share an obligation to ensure smooth and safe flying operations.
- 1.4 All airfield and gliding operations at Shobdon airfield shall be carried out in accordance with Herefordshire Aero Club (HAC) operating procedures, the relevant provisions of the current edition of the BGA Laws and Rules and CAA laws and rules where they are relevant to safe and normal practice.
- 1.5 Nothing contained in these SOP is to be construed as relieving the individual pilot of their responsibility to take any action in emergency or unusual circumstances, which they consider necessary to preserve the safety of the aircraft, its occupants, or any third party.
- 1.6 No changes may be made to these procedures without the permission of the CFI and Safety Officer, except that, due to special circumstances arising on any particular day, the Duty Instructor may, for safety reasons, on that day, or periods of that day, deviate from the operational requirements in these procedures.
- 1.7 HGC has a good working relationship with the other stakeholders on the airfield and asks members and visitors to respect this and treat them with respect.
- 1.8 Shobdon airfield has its own radio frequency and all operators on the ground and in the air are required to use radio. For more information see: [Appendix A Radio Procedures](#).

2. AIRFIELD BRIEF - GENERAL FLYING PROCEDURES

- 2.1 Shobdon is a CAA licensed airfield where, besides light aircraft, there are microlights, helicopters, gyrocopters, military aircraft and gliders. Pilots used to flying gliders from an airfield that is primarily a gliding site will need to be aware of the different procedures required to operate safely and efficiently with other types of aircraft.
- 2.2 The airfield is run by HAC who lease the airfield from the owners (Corbett Farms Ltd). HAC have an office at the west end of the HAC building. This is a useful place to address queries.
- 2.3 All gliders and powered aircraft at Shobdon must operate in a way that complies with the relevant Rules of the Air that apply to a licensed airfield with an ATZ.

- 2.4 Shobdon is an ex-military airfield with a tarmacked main runway and a parallel grass runway, 317 ft above sea level. The runway alignment is 26/08.
- 2.5 The BGA turning point code is SHO. Lat/long are 52° 14.524' N, 2° 52.466' W centred on the East end of the main runway. There are also nearby turning points (SH2 and LMW) that may be more suitable to use for start and finish points.

General arrangements and circuits

- 2.6 Powered aircraft should normally circuit south of the airfield. Gliders and tugs should normally circuit north of the airfield. Therefore, when operating on runway 26, gliders will be on a right-hand circuit and, on runway 08, a left-hand circuit. When there is a FISO (Flight Information Service Officer) on watch they will specify the landing direction and display it on the tower and in the signals square. Gliders should comply with the specified landing direction. In exceptional circumstances such as returning with inadequate height it is permissible to land in the opposite direction; however, in this case the pilot must make their intention absolutely clear on the tower frequency and make the decision with proper consideration for the safety of other aircraft.

Motor gliders that are flying engine-off are considered to be gliders and should circuit north of the airfield. Engine-on they may choose. Either way they should make it clear on the tower frequency which circuit they are using.

- 2.7 Visiting powered aircraft should not descend below 1500 ft QFE on the North side/Dead side of the aerodrome due to noise abatement and gliding. Nonetheless, visiting powered aircraft unfamiliar with Shobdon may descend to the north of the airfield to around 1000 ft QFE before crossing overhead to the circuit on the south. Therefore, if you are to the north of the airfield between 1000 and 2000 ft, watch out particularly for descending powered aircraft. Please consult information on airfield website for further information.
- 2.8 The normal circuits are shown on the map at [Appendix C Airfield Diagrams and Plans](#). Stay clear of the powered aircraft circuit below 1500 ft QFE when local soaring. Try to avoid local soaring below 2000 ft in the ATZ to the south of the runway, but if you are unavoidably below 2000 ft on the south side, remain on the tower frequency and inform the tower of your position. If you are returning to the airfield from the south and may need to descend below 2000 ft before crossing the extended runway centre line, call the tower with your intentions in good time. Remember to keep a good lookout and be prepared to take avoiding action; the visibility from inside many power aircraft is limited.
- 2.9 A normal circuit pattern is mandatory. If you are returning too low to complete a normal circuit then you should inform the tower of your intentions. Be aware that powered aircraft and helicopters may land on the north side grass runway after following the power circuit or after doing a straight-in approach.
- 2.10 Racing finishes are prohibited unless clearance has been obtained from Shobdon Information – refer to [Para 3 24 Racing Finishes](#).

Wake Turbulence

- 2.11 The vast majority of movements at Shobdon are by aircraft that fall into the wake turbulence category of “Light”, and therefore require no departure or landing separation. However, we are occasionally visited by larger aircraft – refer to [Appendix D Wake Turbulence](#) for more detail.

Landing areas

- 2.12 Gliders will normally land on the grass runway and taxi off to stop on the hardstanding between the main and grass runways unless otherwise agreed with the tower. Beware of the runway marker boards where the taxiway crosses the grass runway and note that the hardstanding is rough. If a glider needs to land on the main runway, it should still taxi off onto the hardstanding area between the runways. When landing in a strong cross-wind the glider will tend to yaw (weather-cock) towards the upwind side. Anticipate this tendency by either turning off the runway before you lose rudder authority or (e.g. in a strong northerly cross-wind) choosing to land on the main runway so you can turn off into wind.
- 2.13 At Shobdon you may not land simultaneously with another aircraft, unless in an emergency, so it is essential to sequence landing. Remember that the lower aircraft has priority. Nevertheless, powered aircraft shall give way to gliders. Always plan to return to the airfield with height to spare so that you can find out what other gliders and aircraft are in circuit, and plan accordingly. Conserve your height until you have made a plan. Remember to visually check the runways are clear, before you join the circuit and on your downwind leg. You may need to delay or expedite joining downwind so as to avoid landing close behind or just in front of another aircraft. Be alert to the needs of the pilots of other aircraft and be considerate. If you are unavoidably lower than ideal, then plan accordingly and say on the tower frequency what you are going to do.
- 2.14 ***In an emergency*** it may be possible to land on the microlight strip to the south side of the main runway, or on the taxiway or grass parking area at the west end of the airfield or on the disused runway at the extension of the main runway. Beware of the fence between the main runway and disused runway and potential obstacles on the parking area and on the disused runway.
- 2.15 All power pilots shall acquaint themselves with the current noise abatement recommendations (see [FLYING ORDERS - HGC POWERED AIRCRAFT AND MOTOR GLIDERS OPERATIONS](#)) and conduct their flying in accordance with them.
- 2.16 All club aircraft are FLARM equipped as are most gliders based here. It is recommended that all aircraft flying from Shobdon are fitted with working FLARM equipment.

Visitors

- 2.17 Visiting pilots, especially those with a glider, are requested to contact the secretary or CFI when planning to visit.
- 2.18 Members of the public must be supervised by a club member when entering the active areas of the airfield – i.e. when going onto the grass south of the peritrack or going south of the launch point

3. FLYING ORDERS - GLIDERS

Authority and Control

- 3.1 All operations and activities come under the control of the CFI who will normally delegate authority to the Duty Instructor of the day. Flying training will only take place under the authorisation of a Duty Instructor. If the Duty Instructor is not a full member of HGC, they

must be approved to supervise instructional flying at Shobdon Airfield by the CFI, DCFI or Safety Officer of HGC.

- 3.2 On days when no instructor is on duty, qualified pilots are entirely responsible for their own flying subject to the requirements of these SOPs. Pilots who are not qualified may only fly on such days under the supervision of an instructor who is on site and willing to undertake their supervision. Note the need for a nominated Duty Pilot to check the glider flying log at the end of the day to ensure all pilots are accounted for.
- 3.3 All club members must maintain a record of their flying. In addition, pilots without a Silver badge and those not in current practice should have their log book available on site for inspection; the Duty Instructor may deny such a pilot a flight without their log book.
- 3.4 Each glider and motor glider take-off from and landing at Shobdon must be logged on the glider flying log. Each pilot is responsible for seeing that his or her flight is correctly logged. Once a pilot leaves the site it is assumed that he or she has checked the log entries and is happy to be charged accordingly. Incorrectly logged flights will be charged at published rates and later corrections are at the discretion of the committee.
- 3.5 Any member wishing to join an existing syndicate or intending to base a glider at Shobdon must first obtain the permission of the CFI before proceeding.

Pilot requirements

- 3.6 **All** visiting pilots must acquaint themselves with these Standard Operating Procedures and attend the daily briefing or seek a briefing from the Duty Instructor.
- 3.7 **All** pilots must meet current BGA medical requirements to fly solo or as an instructor. These requirements change from time to time and it is the pilot's responsibility to be aware of any changes and to comply with them.
- 3.8 Pilots should meet currency and recency requirements as per the law and [6. THE CHECK SYSTEM](#).

Glider requirements

- 3.9 All gliders operating at Shobdon must have a BGA Certificate of Airworthiness, or a valid ARC or permit to fly issued by the relevant national body and a valid certificate of insurance to the minimum amount specified from time to time by the BGA.
- 3.10 All gliders must be DI'd each day before first flight by an approved person, with Bronze Certificate or SPL. This is to include a positive control check, installation of battery, radio check, cleaning and wheel brake check if fitted. Release checks should also be done at this stage or before the first launch of each glider. Canopies must be kept clean inside and out. Faults should be dealt with according to [7. MAINTENANCE OF HGC CLUB GLIDERS](#).

Glider ballast

- 3.11 All gliders have weight restrictions and all club gliders will display a cockpit placard indicating the limits for each seat.
- 3.12 Although both upper and lower weight limits need to be adhered to, flying with too little weight presents the most immediate danger. Under-ballasted, the controls will be unpleasantly sensitive, the glider difficult to fly and spin recovery may be greatly impaired. **Young and light pilots should assume that they will need to carry ballast.**

- 3.13 Where there is any doubt about the weight of a pilot, use the scales stored in the launch point trailer to determine their actual weight.
- 3.14 Use ballast designed for the glider and use the glider's ballast securing points to ensure the glider is never launched below the minimum placard weight – pre-solo and earlier solo pilots will find the aircraft's handling greatly improved by increasing this minimum requirement by 10 or 20 Kg.

Note: Where the ballast weights are mounted forward of the seat-pan's centre, the effective weight is more than the scale weight – refer to the glider's manual for details.

- 3.15 If a glider does not have a ballast securing point, then use a "lead cushion" with strong loops around the lap-straps that hold the ballast to prevent it sliding forward where it could interfere with the control column.

Important: After landing you should remove any ballast unless the next pilot needs it. Nonetheless a pilot who doesn't need ballast should check that no ballast is fitted before getting into the glider. Never assume that the previous pilot remembered to remove it!

Weather minima

- 3.16 It is difficult to define absolute minimum weather conditions, but the following should be taken into consideration:
- Trial lessons/introductory/friends and family flights should be conducted in reasonably benign conditions e.g. not into turbulent winds (gusting more than 20 knots on the ground) or a significant crosswind or cloud base less than 2000 ft
- 3.17 Launches should not take place:
- if the cross wind is beyond the limits of the tug (approx. 15 knots crosswind at the discretion of the tug pilot)
 - into rain or into cloud
 - with snow or ice on the glider
 - with a misted canopy
 - if cloud base is less than 1200 ft QFE
 - if in-flight visibility is less than 5 km
 - launching above more than 4/8 cloud.

Emergency Accident Plan

- 3.18 An emergency accident plan is available on the club bookshelf and in the launch point trailer and the summary page is attached at [Appendix B Emergency Plan Flowchart](#) to this document.
- 3.19 The plan is reviewed annually by the CFI and Safety Officer.
- 3.20 All club members should familiarise themselves with the contents of the plan.

Cross-country flying

- 3.21 It is the pilot's responsibility to check NOTAMS and weather conditions before flying.
- 3.22 Pilots should inform either the Duty Pilot or the Duty Instructor or an on-site retrieve crew if intending to go cross-country, stating the intended task and should write the details in the notes column of the glider flying log.

- 3.23 Pilots are reminded that it is a legal requirement to carry up to date 1:500 000 navigational charts for all flights beyond 5 NM from the club.
- 3.24 Racing/high speed finishes must not be performed without the permission of the FISO. Permission is not likely to be given unless a formal competition is in progress. They must not be oriented toward people or other obstructions and must conclude with a normal approach.
- 3.25 On a final glide, a call to the tower from 5 km out is advisory, but does not absolve the pilot from total responsibility for avoiding conflict with all other traffic in our own and adjacent circuits.
- 3.26 If returning flight path is likely to conflict with the power traffic circuit, the tower must be informed in good time.
- 3.27 Pilots should be aware of and fly within the requirements of CAP 393 (the Air Navigation Order) and Rules of the Air Section 2, article 5 (low flying rule) and Section 1 article 74 (reckless or negligent endangerment).
- 3.28 Landing out – Remember to have with you the Aero Club telephone number (01568 708369) and leave your contact details with the person you speak to, which can be passed on to the gliding club. Alternatively, use the mobile number of a fellow pilot, who should make a clear note on the glider flying log about the land out and the retrieve plans.

Aerobatics

- 3.29 Pilots must receive training and have their log book endorsed by an aerobatic instructor (or have the qualification on their SPL) before performing solo aerobatic manoeuvres.
- 3.30 Do not perform aerobatics in the tow-out routes, the ATZ or the circuit.
- 3.31 Aerobatic training must only take place in an approved glider fitted with a serviceable accelerometer.
- 3.32 Pilots must wear serviceable parachutes.
- 3.33 All aerobatics must be carried out above, and be completed by 1200 ft QFE (including the low point of any recovery dive), unless specifically briefed by the CFI or an instructor deputised by the CFI for this purpose.
- 3.34 Although stalls and spins are part of the solo syllabus and are to be performed by pilots without an aerobatic qualification, their execution should still comply with items 3.30, 3.31, 3.32 and 3.33

4. FLYING ORDERS - AIRFIELD OPERATIONS

The Launch point and operations.

- 4.1 It is good practice for the Duty Instructor and/or tug pilot to liaise with the FISO at the beginning of the day. The launch direction is displayed on the front of the airfield tower and within the signal square. The runway in use and consequently the launch point may change during the course of the day.

- 4.2 When there is no FISO or Air/Ground operator on duty the Duty Instructor or tug pilot may change the runway in use. In this case they must change the runway numbers on the front of the tower, the circuit direction shown in the signals square and announce the change using call sign Shobdon Traffic.
- 4.3 High-visibility clothing must be worn at all times when accessing the runway. High-vis vests are available if your own clothing is not a suitable colour – please use them for your own safety and others' safety and to preserve good relations with the airfield management.

4.4 HGC launch point emergency trailer

During FISO operational hours, there is a fire/emergency team available on the airfield. In the event of an emergency, the FISO should be informed at the earliest opportunity and the emergency procedure put into place including the fire team if necessary - see [Appendix B Emergency Plan Flowchart](#).

The HGC rescue trailer is fitted with a standard 50mm ball hitch suitable for towing behind a suitable equipped club or private vehicle. *Do not tow the trailer above 10 mph except in an emergency.* The trailer should be positioned at the launch point in such a manner that it can be immediately taken to an incident on or off the airfield.

The Trailer is fitted with the following: -

- 1 Dry Powder fire extinguisher
- 1 Axe
- 1 Guillotine cutters
- 1 Length of rope
- 1 First aid kit

Dry powder is very effective on all types of fires. However, it is very corrosive so should only be used as a last resort on engine fires as it will quickly corrode the engine components, particularly aluminium.

- 4.5 On runway 26 the launch point is set up on the tarmac close to the trailer park, to the east of the end of the taxiway and north of the grass runway. When a glider is ready to launch, it should be moved by hand or towed with the buggy to the launch point, as shown at [Appendix C Airfield Diagrams and Plans](#)
- 4.6 On runway 08, the launch point is set up on the western end of the area marked 'Aeroplane Park' on [Appendix C Airfield Diagrams and Plans](#) and to the north of the Bravo taxiway. Tugs and Gliders are parked to the north of the Bravo taxiway.
- 4.7 When possible, launch off the grass runway. However, if the ground is soft, if it is a long wingspan glider, or if there is a crosswind or a significant amount of parked or manoeuvring aircraft close to the runway, it may be safer to launch off the main runway. Either the tug or the glider pilot may request this, and their decision is final. The choice of runway must be made clear to the tug pilot and to the ground crew before the launch is started.
- 4.8 The pilot is responsible for the completion of the pre-flight checks. However, all persons at the launch point should be prepared to stop the launch if they observe any reason why the launch might not proceed safely, such as tail dolly attached, airbrakes or canopy appearing unlocked etc. If the pilot decides to start the launch with the airbrakes open (e.g. to reduce wing drop or to operate the wheel brake) then they should inform the launch crew and tug pilot so that they are aware of this non-standard procedure.

- 4.9 All radio calls for launching are made by the tug pilot. A member of the ground crew should take the launch point hand-held, to listen to any relevant calls. The ground crew should vacate the runway quickly as soon as the glider is airborne in order to make the runway available to other aircraft. The ground crew should check whether the aerotow rope has dragged stones onto the tarmac surface and remove them quickly if they can do this safely before the next runway movement.
- 4.10 The launch procedure at either end is similar
- The tow rope is attached to the tug whilst parked off the runway. On gliders with both nose and belly hooks you must use the nose hook.
 - Sufficient crew prepares to push the glider onto the runway, taking the Litebox signalling device, a signalling bat and, if at all possible, a handheld radio on the tower frequency.
 - When the glider pilot is ready, the wing tip holder attaches the rope to the glider. The wing tip holder goes to the tug side of the glider, holds the wings level, and holds the rope taut so that it cannot be overrun by the glider. Wait until the tug gets clearance from Shobdon Information and starts to taxi forward onto the runway.
 - On 26, push the glider along the tarmac strip until abeam the centre of the required runway.
 - On 08, a light glider may be pushed across the grass and the taxiway onto the runway; a larger glider can be pushed along the tarmac beside the fence, taking great care not to catch the wings on the fence or the marker boards.
 - When on the runway, stop and turn the glider through 90°, a member of the crew near the tail of the glider should check that the glider is correctly lined up before they leave the tail. Take the tail dolly off if this wasn't done previously. The crew member/s with the bat and radio should meantime monitor the tug and rope position and keep a good lookout behind and be ready to signal 'stop' if necessary.
 - On gliders where the tow hook is close to the glider's main wheel there is a danger of the glider rolling forward and overrunning the rope. To prevent this one member of the ground crew can crouch behind the glider under the tail plane and place one hand round the base of the fin to lightly restrain the glider until it moves forward after all out has been signalled.
 - When all the ground crew are clear, check that it is all clear above and behind and give the 'take-up slack' signal to the tug by swinging the launch bat under-arm and press up slack on the Litebox. As the rope comes tight, swing the bat over-arm for the 'all out' signal and press all out on the Litebox. If a 'stop' signal is needed, hold the bat high and still, shout STOP then press stop on Litebox and call 'Stop, stop, stop' on the tower frequency. The glider pilot should immediately release.
- 4.11 When the tug returns and drops the rope, the rope should be recovered as soon as possible to avoid any other aircraft getting caught up in it. The crew can recover it without making a radio call provided that they do so immediately while the tug is still on the runway. If the recovery is delayed, a radio call must be made to the tower to request entry to the runway. Permission to enter the runway does not absolve members from looking out for aircraft landing and taxiing before entering.
- 4.12 Never leave canopies open or unlocked. A gust of wind or the slipstream from an aircraft can easily blow an unlocked canopy open. Do not operate the cable release through the DV panel except in an emergency.

- 4.13 Tail dollies should be used where available - when they are not available lift the tail of the aircraft before turning. A stop is available to aid this. Gliders must never to be lifted by the tail plane or turned with the tail wheel on the ground. Tail dollies must be removed when gliders are parked.
- 4.14 Gliders left unattended should be parked appropriately for the prevailing weather conditions bearing in mind it may change suddenly.
- 4.15 Vehicles should not be parked on the active airfield i.e. grassed area.

Release from Aerotow

- 4.16 The HGC procedure for releasing from aerotow is:-

On the point of release the Tug will descend straight ahead. The acceleration of the tug will help separation from the glider.

After visibly confirming that the cable has released, the glider pilot should gently raise the nose to slow down (further increasing separation) and may then turn in either direction, keeping an adequate lookout for the tug and any other aircraft.

Packing up

- 4.17 At the end of the day the glider flying log must be checked by the Duty Instructor or Duty Pilot to ensure that all pilots and aircraft are accounted for. Midweek and Sunday flying may take place without an instructor on duty, in which case a Duty Pilot should be nominated to ensure this specific task is attended to.
- 4.18 Club gliders and powered aircraft shall be washed / debugged at the end of each day.
- 4.19 Club aircraft shall be returned to the hangar. The hangar packing shall be supervised by a suitably experienced club member.
- 4.20 All parachutes shall be removed from club aircraft and stored in the parachute store.
- 4.21 All batteries shall be removed from club gliders and attached to the appropriate battery charger. Canopy covers and wing covers shall be fitted to all club aircraft where available.
- 4.22 One safety cushion should be left in each seat in each club glider.
- 4.23 All tug and glider flying logs shall be returned to the office and scanned onto the computer.
- 4.24 The last person to fly a glider is responsible for ensuring that it is put away properly.

Vehicle Movements / Trailer parking etc.

- 4.25 No person is permitted to drive any of the HGC vehicles unless they:
- Are a member of the Club
 - Have read these safety instructions
 - Have received a comprehensive briefing on how to drive that type of vehicle from a responsible club member and satisfied that person that they are safe and competent to drive that vehicle
 - Are at least 14 years old
- 4.26 Vehicle movements (not towing a glider) should be kept on the tarmac perimeter track as far as possible. All vehicles should be driven at a safe and sensible speed. There is a blanket 10 mph speed limit on the airfield.

- 4.27 Vehicles towing a glider will normally do so via the grass taxiways and parking areas and will often need to cross a runway to access the glider. Vehicles moving on or across a runway or taxiway must first get permission on the tower frequency. See [Appendix A Radio Procedures](#). Always keep a good lookout for aircraft and other vehicles - particularly when crossing the runways and taxiways. Vehicles must give way to aircraft.
- 4.28 Whilst retrieving, LOOK OUT for gliders and tugs landing and keep the radio close enough to continue to listen to and obey instructions from the tower.
- 4.29 Gliders should be retrieved by crossing the grass runway at right angles to the landing traffic and continuing down the taxiway unless otherwise agreed with the tower.
- 4.30 Ensure that tow ropes are stored on the back of the vehicle before driving away in order to prevent injury to bystanders or damage to aircraft.
- 4.31 Park your car or other vehicle so that it does not obstruct the perimeter track and allows access by fire vehicles and gliders.
- 4.32 Trailers shall be parked securely in the trailer park except as specifically directed by a club official.

5. FLYING ORDERS - HGC POWERED AIRCRAFT AND MOTOR GLIDERS OPERATIONS

- 5.1 Approval to fly tug aircraft will be issued by the Tug Master, in consultation with the CFI, after training and checking out.
- 5.2 All flights must be logged with HGC.

Licences, Certificates of Experience and Medical certificates

- 5.3 Pilots are required to ensure that they hold a current licence, medical and certificate of experience. Pilots are responsible for the renewal of their licences, medical certificates and certificates of experience. Pilots must bring any changes in medical status to the attention of the Tug Master and/or CFI.
- 5.4 BGA MGIR Instructors may only teach gliding exercises appropriate to their rating.

Before Flight

- 5.5 All pilots should be fully conversant with the rules of the air, relevant articles of the ANO and the aircraft flight manual.
- 5.6 Pilots should ensure that they have checked the weather forecast and NOTAMs for their intended flights.

Glider Towing

5.7 Tug pilots must log each tow on the tug log sheet. Entries should include:

- Tug pilot's name
- Glider fin ID
- Take off time
- Release height

The tug registration, date and start tacho must be recorded at the top of the tug log.

Fuel and oil used must be recorded on the tug log sheet.

At the end of flying, record finish tacho and complete the club technical log. Make sure the tug log is scanned and the paper copy filed.

5.8 Tug pilots must be familiar with the HGC rope dropping procedures. The approach on 26 is over a public bridleway used by pedestrians, cyclists and horses. The road is owned by our landlord and used by farm equipment. It is vital to clear this with a safe margin particularly if it is being used. Normal practice is for the rope to be dropped just over the approach of the runway on landing. Particular care must be taken in cross winds to ensure that the falling rope lands clear of aircraft, gliders and people at the launch point – in a southerly cross wind consider landing on the main runway instead of the grass runway. On either runway, care must also be taken to avoid dropping the rope on the fence on the approach.

5.9 Tug aircraft must be appropriately fuelled and cleaned before being put back in the hangar.

5.10 Aerotow retrieves from fields are **not** permitted.

5.11 Special authorisation is required from the CFI or Tug Master for the following: -

- Aero towing with any aircraft other than the club tug, which may be used from time to time by the club in accordance with HGC's Visiting Tugs Policy.
- Training and Check flying.

Noise Abatement Procedures

5.12 It is HAC's policy to endeavour to maintain good relationships with local people. Before flying a powered aircraft you must be aware of the HAC noise avoidance areas documented here: <https://shobdonairfield.co.uk/aero/noise-abatement/> Towing patterns have been developed which are designed to avoid flying over villages and properties in the area to the greatest extent possible whilst maintaining a safe operation.

5.13 In order to retain the goodwill of the local population it is essential to avoid towing over the local villages. Towing should be routed to avoid these areas by as wide a margin as possible. Under normal circumstances a turn can be initiated when safe to fly well clear.

5.14 Notwithstanding the above, repeated towing or recovery over any of the local villages and other sensitive areas is to be avoided.

6. THE CHECK SYSTEM

6.1 The following check flights may be undertaken by Full and Assistant rated instructors or FI(S):

- Site checks
- Post solo continuation / currency checks
- Refresher / bi-annual checks
- First and subsequent early solo flights
- Type conversion checks.

The following checks may be undertaken by the Tug Master:

- Checks of tug pilots.

The following check flights may be undertaken by **FULL rated instructors ONLY**:

- Bronze badge Checks
- Cross-country endorsement.

6.2 Pilots will be classified into the following stages: -

STAGE 1 – PRE SOLO

Pre-solo pilots under training

STAGE 2 – EARLY SOLO

They will fly their first solos in the club 2 seaters and convert to a club single seater after a suitable number of satisfactory solos, to be determined by their ability and their instructor's discretion.

It would be normal to have a check flight before solo on each day depending on experience, currency, recency, weather conditions and launch type.

They **must** obtain the Duty Instructor's permission to fly and obtain a briefing.

STAGE 3 – POST BRONZE

They **must** ask the Duty Instructor's permission to fly and obtain a briefing.

Instructors should consider the pilot's experience, currency, recency, weather conditions and launch type when deciding what these pilots are allowed to do. They are still under training and check flights should be used to advance the pilot's knowledge and experience. They will have annual check flights as a minimum.

STAGE 4 – QUALIFIED

These pilots will hold a bronze badge **and** cross-country endorsement or SPL i.e. they are qualified to hold a 'glider pilot licence' (whether they have applied for one or not – there is no requirement to hold a GPL).

They are considered self-briefing for local flights but must seek a briefing before flying cross-country.

They should still obtain the Duty Instructor's permission before flying.

They may also fly mutually with other suitable club pilots, with permission from Duty Instructor and appropriate briefing – see section 6.3.

They will have annual check flights as a minimum.

STAGE 5 – SELF BRIEFING

These pilots will hold a full silver and have an appropriate amount of cross-country experience.

They may fly locally and cross-country and self-brief for both. They must obtain the Duty Instructor's permission if they intend to go cross-country in a club glider. They should also inform the Duty Instructor if they intend to go cross-country in their own glider and note their intentions on the glider flying log .

They will have annual check flights as a minimum.

6.3 Mutual Flying

In order to fly as PIC (i.e. P1) in a club two seat glider mutually with another club member, the pilot must either have authorisation from the CFI/DCFI or meet all of the following criteria:

- Duty Instructor authorisation
- Current on type and launch method
- PIC is nominated and does all the flying below 1000 ft
- PIC occupies the front seat (unless they are an instructor)
- Both pilots are current full or associate flying members of the club
- Both pilots should be capable of landing the glider in the prevailing conditions.

Before flight it must be recorded on the glider flying log which member is PIC and which member is paying for the flight.

6.4 Friends and Family Rating

In order to fly as PIC in a club or privately owned 2 seat glider, with a member of the public, the pilot must meet the following criteria.

- Silver badge
- CFI authorisation
- Hold a medical equivalent to a Basic Instructor (BI) / Introductory Flight Pilot (IFP)
- Fly in the front seat
- The passenger must also be a club member

The Friends and Family rating is renewed annually with a check flight.

Before flight it must be recorded on the glider flying log which member is paying for the flight.

NOTE: Holders of SPLs may not fly members of the public unless they meet the above criteria.

6.5 Introductory Flight Pilot (IFP) and Basic Instructor (BI)

- Hold a valid BGA IFP endorsement or BI rating
- CFI approval
- Hold a medical as required by the BGA
- Be supervised by the holder of a valid Full or Assistant Instructor Rating or FI(S)

IFPs and BIs are specifically excluded from:

- Any flying supervision
- The teaching of flying exercise (BIs can teach exercises covered by the BI rating)
- Any site checks

- Conduct of any check flight.

6.6 Visiting Pilots

In addition to the requirements for site checks and briefings, all visiting pilots are required to comply with the HGC currency regulations before flying solo.

Briefing and check flights for visiting pilots should pay particular attention to the following points as appropriate.

1. Ground operating procedures
2. Launching, launch signals and launch failure procedures [FLYING ORDERS](#)
3. Local radio procedure [Appendix A Radio Procedures](#)
4. Circuit and approach techniques
5. Field landing options near the site
6. Local airspace [9. MILITARY ACTIVITY AND AIRSPACE ISSUES](#)
7. Prevailing weather conditions.

7. MAINTENANCE OF HGC CLUB GLIDERS

The BGA Airworthiness & Maintenance Procedures (AMP) details how maintenance is carried out on all gliders, motor gliders and tugs within the BGA's Combined Airworthiness Organisation (CAO).

- 7.1 In the context of this chapter all HGC club gliders are within the BGA CAO. However, the tug is not, so the rest of this statement does not apply to them. For a BGA inspector to work on an aircraft it has to be within the BGA CAO.
- 7.2 The BGA AMP has extracted EASA regulations as they apply to the BGA CAO and has published a large list of maintenance activities (AMP 2.1) that do not need an inspector. These can be carried out and certified with a Release to Service (RTS) signature by the 'Pilot/Owner'. This regulation allows you to do this for your own glider but not on a glider belonging to someone else.

Therefore, unless you are a BGA inspector or specifically authorised by the club to undertake maintenance then you **may not** work on club gliders.

- 7.3 Maintenance carried out by authorised members will occasionally be supervised or audited by a BGA inspector to ensure standards of maintenance and documentation are compliant with the required standards as laid out by the BGA CAO.
- 7.4 Anyone not authorised who feels they have the hand skills and engineering knowledge to assist in carrying out maintenance on the Club gliders should contact either the Club Technical Officer or a member of the Committee to be put forward for consideration. This will involve an assessment by one of the Club's inspectors before a recommendation is made to the Committee and is a recognised route to gaining the experience required to become an Inspector, should you be considering it.

Aircraft Fault Reporting

- 7.5 Gliders should be DI'd as specified in [Paragraph 3.10 Daily Inspections](#).

- 7.6 Any minor faults that fall within the scope of pilot owner maintenance may be rectified by an approved person and the work recorded on a BGA form 205, together with the appropriate release to service. For club gliders, this form is to be filed in the glider's box in the hangar. A duplicate note in the glider's DI book will keep all users of the aircraft informed.
- 7.7 No members may undertake maintenance work on club gliders unless they are on the list of members authorised to do this task.
- 7.8 Any fault beyond the scope of the people available should be reported to the Duty Instructor and a suitable entry made in the aircraft DI Book. The member responsible for glider maintenance or the Club Technical Officer must be informed.
- 7.9 Gliders that are found to be unserviceable should have a prominent notice displayed in the cockpit.
- 7.10 Following a heavy landing or ground loop to a club glider it must be inspected by a BGA inspector prior to release to service.

8. INCIDENT REPORTING

- 8.1 Accidents involving club, private, or visiting aircraft must be reported to the Duty Instructor, who must inform the CFI, DCFI, and Safety Officer. Additionally, incidents involving risk of injury or accidents involving injury or structural damage must be reported to Shobdon Airfield operational manager.

Incidents and accidents must also be formally reported through the BGA reporting system. The Safety Officer, CFI, or DCFI should view the report before submission. The BGA Accident And Incident Report Form is available here:

<https://members.gliding.co.uk/library/safety/bga-accident-report-form-ms-word/>

- 8.2 All accidents shall be managed in accordance with the published action plan.
- 8.3 Members are required to report incidents through the club reporting system in order to prevent future more serious accidents. You can use this online form: <https://goo.gl/forms/exdFjfSR8Sjdmk1h2> or refer to: <https://shobdongliding.co.uk/members/clubdocs> for a printable form and more information about incident reporting.
- 8.4 Pilots are also encouraged to report Airprox. Remember that most powered aircraft are not used to flying as close together as gliders habitually do. The military jet that you have just happily watched fly by you, may report an Airprox and if the glider pilot submits an Airprox as well it shows gliding in a good light. For more information see: <https://www.airproxboard.org.uk/File-an-Airprox/File-an-Airprox/>

9. MILITARY ACTIVITY AND AIRSPACE ISSUES

Military Activity

- 9.1 There is some military low-level flying especially midweek. **KEEP A GOOD LOOKOUT AT ALL TIMES.** Occasionally the airfield will be used as a target, but normally with the prior permission of the airfield manager. A general warning may be broadcast on the tower

frequency but do not expect warning transmissions on 130.105 MHz or any other gliding frequency. Large or high speed military aircraft will cause wake turbulence. See [Appendix D Wake Turbulence](#) for more details.

Controlled Airspace and Wave flying

- 9.2 There are no significant airspace constraints of concern when thermal or ridge soaring locally. The nearest low level restrictions are the danger areas to the South at Credenhill and Pontrilas. However, when flying in wave, you may be high enough to need to pay attention to the local airspace.

Gliders are not generally permitted in airways. NITON CTA is overhead and to the west of Shobdon, with a base of FL145. The base reduces significantly to the north and south. Note carefully where the base of the airway steps down. Do use an up-to-date chart to check the airspace and make sure that you are clear about the boundaries. Current charts may be bought at the HAC reception desk.

Even experienced pilots may inadvertently stray into controlled airspace if not paying sufficient attention. Allow an extra generous altitude margin when achieving a high rate of climb. When the wind is strong be careful that you are not drifted downwind into an airway.

There is a BGA letter of agreement that lists the procedure by which part of NITON and COTSWOLD CTAs can be opened for access by gliders. See "Riles gliding areas" on this page: <http://www.gliding.co.uk/bgainfo/airspace/loas.htm>. This page also lists the procedure to open gliding areas above FL195 to the west of NITON CTA. We have a set of paperwork to assist in managing the use of these areas; please ask the club's Airspace Officer for further information if you are interested.

Cloud Flying

- 9.3 Cloud flying must not be done in the Shobdon ATZ.
- 9.4 Cloud flying in the close vicinity should not be done unless you state your intention on the tower frequency.

10. PERSONNEL - ROLES AND RESPONSIBILITIES

Role	Responsibilities
Chairman	Leading the club's strategy and long-term plans Chairing club and committee meetings External relations with neighbours, authorities and other significant organisations Managing and coordinating the work of key volunteers
Vice Chairman	Deputising for and assisting the Chairman
Secretary	Planning and arranging club and committee meetings; taking and circulating minutes

	<p>Managing liaison and correspondence with external organisations and individuals</p> <p>Passing on information to members from external organisations (e.g. BGA)</p> <p>Liaising with visiting pilots</p> <p>Processing information and documents to Companies House</p> <p>Annual and other reports to the BGA</p> <p>GDPR and data protection</p> <p>Compliance with and advising on legislation e.g. planning, discrimination and equality</p> <p>Ensuring adequate stocks of all required forms (currently delegated)</p> <p>Security and proper filing of all critical papers and documents</p> <p>Administration of club rules and policies</p>
Membership Secretary	<p>Administration of membership lists</p> <p>Collection of subscriptions</p> <p>Processing of membership applications</p> <p>Liaison with new and prospective members</p>
Treasurer	<p>Preparation of budgets and managing cash flow</p> <p>Processing of documents to Companies House or FSA</p> <p>Maintaining insurance as required (currently delegated)</p> <p>Preparation & presentation of financial reports to the committee & the AGM</p> <p>Managing capital expenditure plans</p> <p>Banking flying fees and other income (currently delegated)</p> <p>Credit control</p> <p>Suitable investment of surplus cash</p> <p>Monitoring, checking and paying invoices</p> <p>Managing VAT, PAYE and other tax matters</p>
Chief Flying Instructor	<p>Overseeing flying and training and coaching for all club members</p> <p>Monitoring and making recommendations on safety in flying and ground based activities</p> <p>Oversee the instructor rota.</p>
Deputy CFI	Deputising for the CFI
Safety Officer	<p>Flight safety management including accident/incident reporting</p> <p>Monitoring and making recommendations on safety in flying and ground based activities</p> <p>Compliance with safety legislation</p>
Airspace Officer	<p>Liaison with HAC, BGA, RAF and other organisations about airspace</p> <p>Source of airspace information for club members and visitors</p>

PR or Marketing Officer	<p>PR and publicity for the club</p> <p>Marketing and selling the club's activities</p> <p>Internal communication with members for purpose of member retention</p> <p>Member recruitment</p>
Child Protection Officer	<p>Child protection issues</p> <p>DBS checks as required</p>
Technical Officer	<p>Managing the technical maintenance and airworthiness of the club fleet and equipment</p>
Tug Master	<p>Responsibility for acceptance checks/training tug pilots</p> <p>Tug maintenance</p> <p>Tug rota</p>
Duty Instructor	<p>Take charge of all gliding activities for the day</p> <p>Provide instruction on the ground and in the air</p> <p>The flying day ends with a check that all pilots are accounted for, liaise with the Duty Pilot and use information in Appendix B Emergency Plan Flowchart if the situation cannot be easily resolved</p>
Duty Tug Pilot	<p>Prepare tug at start of day</p> <p>Provide launches</p> <p>Clean and return tug to hangar at end of day</p>
Duty Pilot	<p>Organise equipment/trailer/log keeping at the launch point</p> <p>Oversee management of the launch point with particular care of visiting members and members of the public</p> <p>Liaise with the Duty Instructor regarding launch queue/flying list – the Duty Pilot must delegate their role if not available, for instance they may also want to fly!</p> <p>At end of flying ensure equipment including aerotow rope is returned, parachutes stored, batteries put on charge and logs scanned</p> <p>The flying day ends with a check that all pilots are accounted for, liaise with the Duty Instructor and use information in Appendix B Emergency Plan Flowchart if the situation cannot be easily resolved</p>

Appendix A Radio Procedures

All aircraft operating at Shobdon are required to use radio unless the pilot obtains prior permission from HAC. The tower frequency is there to help organise safe and efficient airfield operations. Use it to let others know your intentions and listen to other calls attentively to improve your awareness of other traffic that may conflict with your movements.

Nevertheless remember that your priorities as a pilot are: Aviate, Navigate, Communicate in that order.

There are three levels of radio service in use at Shobdon. Each level has a different callsign:

- Aerodrome Flight Information Service (AFIS). This is operated from the tower by a Flight Information Service Operator (FISO). This is the normal level of service during the airfield licensed hours which are 0900-1630. The FISO controls operations on the ground and provides information to aircraft that are flying in the local area and in the Shobdon ATZ. The FISO may ask you for information but has no authority to give instructions to aircraft unless they are on the ground. The FISO's callsign is Shobdon Information.
- Air/Ground Communication Service (AGCS). This may be operated from the tower or from elsewhere on the airfield with callsign Shobdon Radio. This service may be provided when there is no FISO available. Shobdon Radio may not give instructions but can give information. Also they will not give you permission (e.g. to cross the runway) but will tell you about any traffic they are aware of that may conflict.
- When there is nobody to operate a service, you are unlikely to receive a reply when you call. Address your calls to Shobdon Traffic and listen carefully for information from other traffic that could conflict with your flight or actions on the ground.

If you are unsure which call sign to use, simply use the callsign Shobdon. Properly speaking the building that we refer to as the "tower" is a Visual Control Room (VCR). The word tower is reserved for an Air Traffic Control Tower. For more information refer to the CAA publication CAP 413.

1. A good lookout must be maintained at all times.
"Nothing heard" on the radio MUST NOT be taken as "nothing there" when flying a circuit. Other aircraft may be non-radio, on another frequency or just have a faulty battery.
2. The airfield frequency is 118.155 MHz and is referred to in this document as the tower frequency.
3. The tower frequency shall be used for all communication with the airfield and within the ATZ. Always listen out before transmitting and do not interrupt a conversation. Do not assume that your call has been heard unless it is acknowledged.
4. An air band radio must be at the launch point during flying operations. The Duty Pilot will carry a handheld radio.
5. Each glider should perform a radio check on the tower frequency before its first launch of the day. On the club gliders, when you transmit have a look at the bottom right-hand corner of the radio display and if it flashes "BAT" it means that the battery voltage is low. Replace the battery with a fully charged one and have the suspect battery checked over.
6. Gliders are required to call downwind on the tower frequency. Additionally HAC request that we call before joining the circuit and on final approach. These calls are to help the

FISO and other traffic know where we are so that they can adjust their movements so as to avoid conflict with us.

Normal calls (operating on 26) would be:

Two or three minutes before reaching high key area: "Glider xxx, request join" (optional)

Expect this call to be acknowledged with "Glider xxx, report downwind 26 north grass"

Acknowledge this call briefly with "Glider xxx" or simply "xxx"

At high key "Glider xxx, [late] downwind for 26 northside grass" or "[late] downwind for 26 main". If you are unable to make this call before reaching the low ley area then use the word late as shown in brackets, otherwise leave it out.

When the runway becomes available this call will be acknowledged with "Glider xxx, land 26 at your discretion"

Acknowledge this call briefly with "Glider xxx" or simply "xxx"

If requested to do so **and only if you are not too busy with your circuit and approach**, also call:

Base leg "Glider xxx base"

Approach "Glider xxx final"

xxx denotes the glider tail ID, for example EWG or 324. The tower may abbreviate this to the last two characters, for example WG or 24.

7. Cars towing or retrieving gliders are also required to request permission to use the taxiways or to cross the grass runway in either direction when retrieving a glider. Normal calls would be:

Towing gliders from hangar, trailers or rigging area to the launch point:

"Shobdon Information, Rover and glider combination (or car and glider xxx combination), at the glider hangar/trailers, request tow out to the glider launch point."

Crossing grass runway to retrieve glider after landing and returning across grass runway with glider:

"Shobdon Information, Rover to cross north grass"

8. Accessing the runways on foot other than to collect the rope immediately after the tug has landed should always be preceded by a radio call.
9. In all radio calls, do not worry if you forget the correct words to use. Simply make your call as clear as you can to explain what you are doing or want to do; aim to keep calls as brief as you can.
10. The use of the tower frequency for passing "pleasantries" and other unnecessary chatter is not allowed as it prevents other people passing important messages. Pilots should select a more appropriate frequency for sharing this type of information.
11. After the FISO has "closed the watch" at 16.30 local time you should make the same calls but address them to "Shobdon Traffic" instead of "Shobdon Information" or "Shobdon Radio." Do not expect any reply.
12. Except in emergency, communication between HGC aircraft should use a gliding frequency. We usually use 130.105 MHz.

13. If you think you may have radio failure (for example, you receive no reply to a downwind call) you may have to carry out your circuit and landing without communication with the FISO or Shobdon traffic. Other aircraft may not be aware of your presence and you will need to do whatever is necessary to avoid conflict in the air or on the runway. If you hear other Shobdon transmissions use these to give you situational awareness so that you are aware of potential conflicts in the circuit and on the runway. If you cannot hear other traffic but think your transmitter is working then you can give the standard calls preceded by the phrase 'TRANSMITTING BLIND DUE TO RECEIVER FAILURE'. Plan your circuit and landing with a little extra height so that you have some margin to change runways or adjust your landing reference point to avoid other aircraft. While you are on base leg watch for aircraft on approach to your left or right and aircraft on the opposite circuit straight ahead of you – they may be lower or higher than you are. On approach watch for aircraft that may cross the grass runway near the threshold or at the midpoint. If the grass runway is occupied it may be necessary to land on the main runway, on the south runway or even on the aircraft parking area. Remember your priority is Aviate, Navigate, Communicate in that order. Only if you have time try to fix the problem:

- Check that you are transmitting and receiving on the appropriate frequency. With Dual Watch it is easy to make a mistake with this.
- Check that the radio volume is sufficiently loud for you to hear it.
- Check that the battery power is adequate. On the club gliders low battery power is indicated by the screen going blank or by the word 'BAT' displayed in the bottom right corner of the screen. If your glider has a stand-by battery then try changing to it.

Afterwards you should visit the FISO in the tower and explain what happened. Make sure that the problem is fixed before the glider flies again. Complete a club incident report – see [8. INCIDENT REPORTING](#).

Appendix B Emergency Plan Flowchart

HGC Emergency action

Accident on or near Shobdon Airfield

Accident remote from Airfield

Minor

If injury seek medical advice. If in doubt do not move wreckage until advised by RGA

Serious

*Fatal/serious injury
Substantial damage*

Confirm reliable source
Collect as much information as possible:
Aircraft details
Location
Injuries
Contact details

Avoid further accident/incident

Avoid further accidents
Inform FISO (during licensed operating hours)

If serious accident, follow same pathway as left

Accident
Consider necessary action

Stop flying activity
Do not move injured person except to preserve life
Do not move aircraft

Establish liaison control at airfield
Dispatch experienced personnel with mobile phone and handheld radio to scene

Incident
Correct and prompt action
Consider causes and trends

Dial 999
Request Ambulance (if serious injury)
Police
Fire (if entrapment or risk of fire)

AAIB must give permission before aircraft is moved

Preventative action
Recognise problem and consider corrective action.
Pass to Safety Officer

Take control of site
Organise trained first aid where safe and possible
Inform duty instructor
Direct emergency services to scene
Keep non-essential personnel away from scene

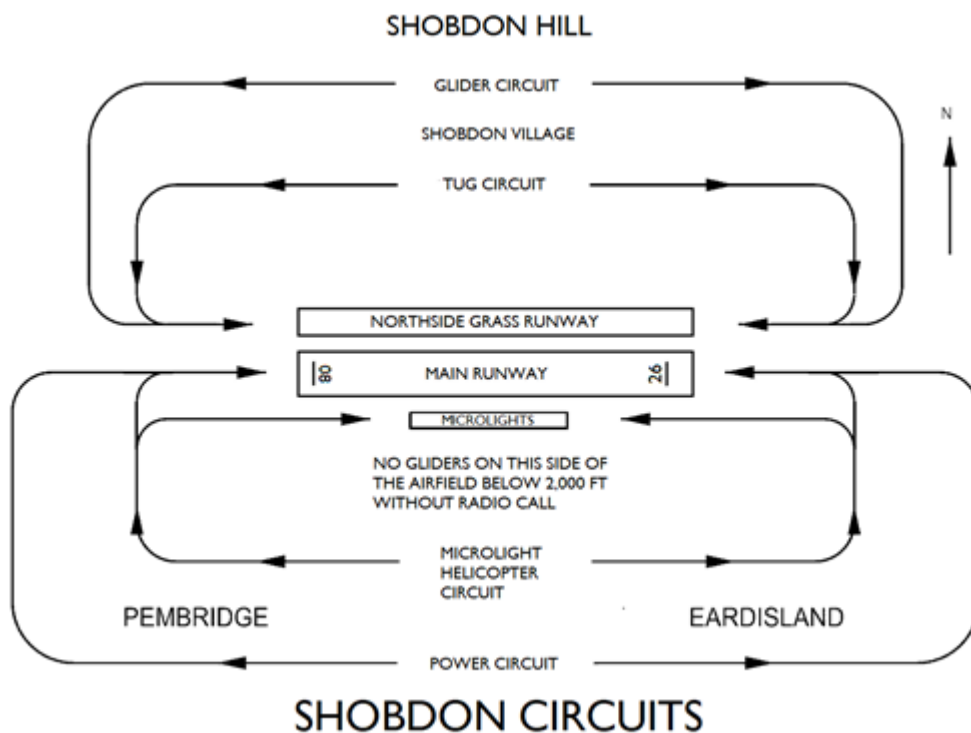
Phone as soon as possible:
CFI 01531 890807 / 07711 143012
BGA 0116 2892956
Club Safety Officer 07710 144728
Airfield manager 01568 708369
AAIB 01252 512299
Airfield co-ordinates:
52°14.524'N
002°52.466'W

Airfield address:
Shobdon, Nr Leominster HR6 9NR

For all accidents/incidents
Commence accident record
Collect evidence and statements
Take photographs
Pass to Safety Officer

Reporting (further details on BGA website and in club folder)
All accidents in the UK involving gliders, self-launching gliders, microlight gliders, TMGs and tugs, resulting in fatal or serious injury and/or substantial aircraft damage must be reported to the AAIB
All accident and incidents involving gliders and tugs must be reported to the BGA via the CFI or Safety Officer

Appendix C Airfield Diagrams and Plans



The diagram above shows the runway used most usually for the different circuits; however gliders and tugs may land on the main runway after flying a circuit on the north side and other aircraft may land on the north grass runway after flying a circuit on the south side or after a straight-in approach.

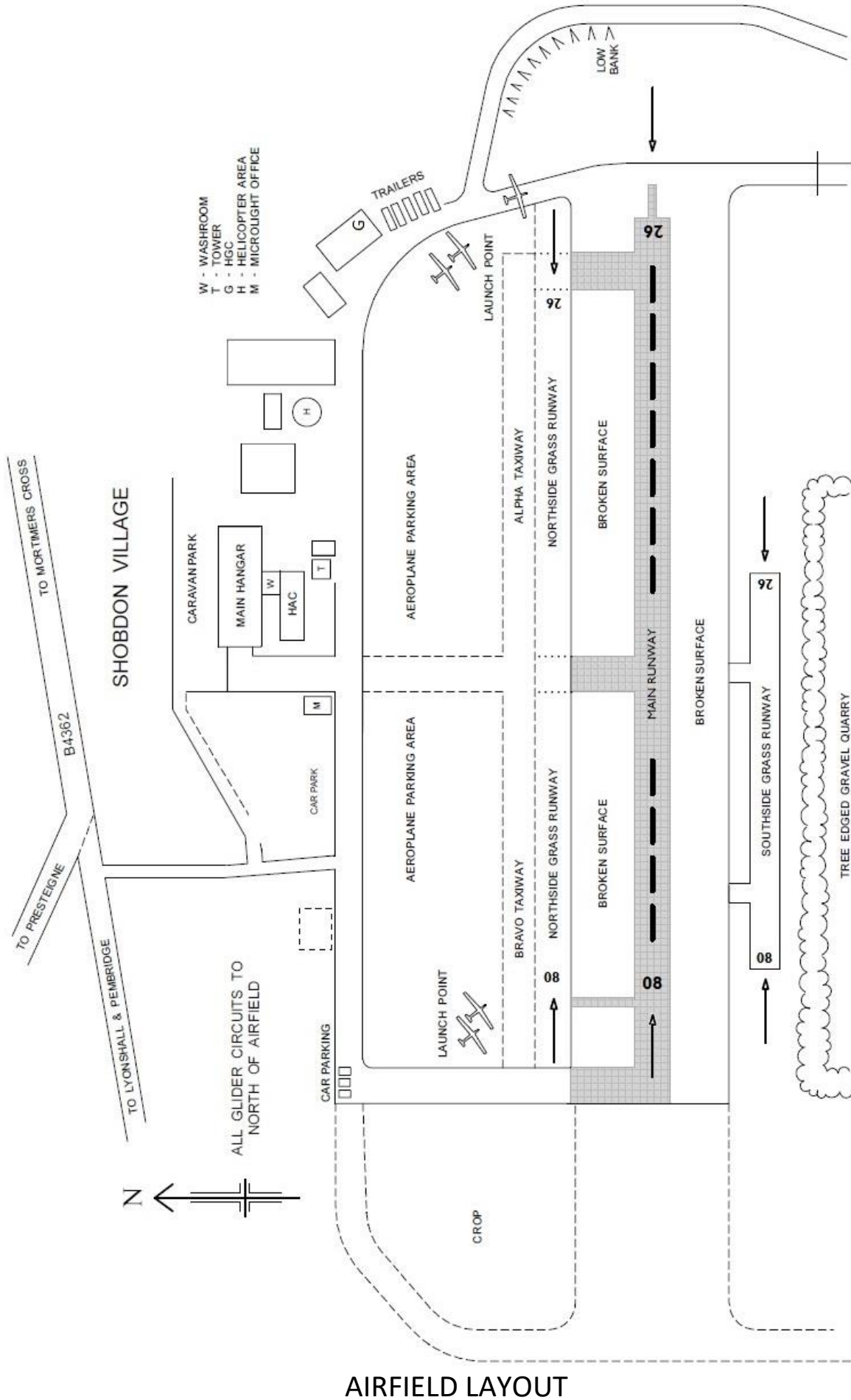


Figure - 2

Appendix D Wake Turbulence

AERONAUTICAL INFORMATION CIRCULAR P 083/2020 refers.

The vast majority of movements at Shobdon are by aircraft that fall into the same wake turbulence category as gliders and tugs (Light), and therefore require no departure or landing separation. However, we are occasionally visited by aircraft of different categories; these are predominantly military types.

The tables in the AIC show departure separation times for the various categories, reproduced below.

Leading Aircraft	Following Aircraft	Departure Separation (Minutes)	
HEAVY	MEDIUM, SMALL OR LIGHT	Departing from the same position or	2
MEDIUM OR SMALL	LIGHT	from a parallel runway separated by less than 760 M (2500 FT)	
HEAVY	MEDIUM, SMALL OR LIGHT	Departing from an intermediate point on the same runway or	3
MEDIUM OR SMALL	LIGHT	from an intermediate point of a parallel runway separated by less than 760 M (2500 FT)	

As a guide, the Chinook, Apache and Puma helicopters all fall into the **small** category and therefore require a separation of at least 2 minutes. For HGC purposes the Turbo Commander M-BETS, the Skyvan parachute plane, Osprey tilt-rotor and Navy Wildcat helicopter are to be considered as **small** also.

The RAF transport aircraft (Hercules C-130 and Atlas A400M) will usually fly a low approach and go around, and as such, when calculating departure and landing separation, the following aircraft (i.e. you) must be considered to be departing from an intermediate point on the same runway. The Hercules C-130 is a **medium** aircraft and the RAF Atlas A400M is **heavy**. You will therefore require a separation of at least 3 minutes.

Finally, whilst the visiting high-performance aircraft (Warbirds etc.) that perform flypasts may not be in the higher wake categories, speeds in excess of 200 knots can cause a significant disruption to the surrounding air, and you should consider a delay to departure or landing.

Appendix E Abbreviations

ANO	Air Navigation Order
ARC	Airworthiness Review Certificate
ATZ	Aerodrome Traffic Zone
BGA	British Gliding Association
BGA MGIR	British Gliding Association Motor Glider Instructor Rating
CAA	Civil Aviation Authority
CFI	Chief Flying Instructor
CTA	Control Area
DCFI	Deputy Chief Flying Instructor
DI	Daily Inspection
DV panel	Direct vision panel – opening window on side of canopy
FISO	Flight Information Service Officer
FLARM	FLight AlaRM
GPL	Glider Pilot's Licence
NOTAM	NOTice to AirMen
NPPL	National Private Pilot's Licence
PIC	Pilot In Command (commonly called P1)
PPR	Prior Permission Required
QFE	'Q' code – height above airfield
SOP	Standard Operating Procedures
SPL	Sailplane Pilot's Licence
TMG	Touring Motor Glider

End of HGC Standard Operating Procedures