

# **THE REDCLIFFE AERO CLUB**

## **OPERATIONS MANUAL**

### **PART B**

#### **SPECIFIC AIRCRAFT OPERATING PROCEDURES**

for

#### **AEROPLANES**

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**PART B**

**SPECIFIC AIRCRAFT OPERATING PROCEDURES**

**FOR**

**AEROPLANES**

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PREFACE PAGES

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## 0.1 INTRODUCTION

- (1) This Part of the Operations Manual contains information and instructions to assist flight crew members in the handling and operation of all aeroplanes not exceeding 5700 kg MTOW that are specified in the Air Operators' Certificate issued to THE REDCLIFFE AERO CLUB.
- (2) The individual aircraft Flight Manual and the manufacturer's handbook for the aeroplane in use together with the supplementary data contained in this Part constitute the Specific Aircraft Operating Procedures. The manufacturer's handbook (or an abbreviated version) is to form part of the aircraft's equipment and the pilot in command is responsible for ensuring its carriage.
- (3) Pilots are reminded that the operating data in the manufacturer's handbook applies to the aeroplane type identified within that publication by model, year of manufacture or serial numbering while the data in the approved Flight Manual applies **only** to the specific aeroplane identified by the registration letters and serial number stated in that document.
- (4) All operating limitations, conditions and requirements of the individual aircraft Flight Manual shall take precedence over any information contained in this Part. See sub-section 1.11 of Section A1, Part A.
- (5) Operation of a particular aeroplane is subject always to the pilot in command being endorsed on type, appropriately rated and meeting the recency requirements as specified at sub-section 2.7 of Section A2, Part A.



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## SECTION B1

### AIRCRAFT OPERATIONS

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## 1.2 AIRCRAFT TECHNICAL DATA

- (1) Particulars of the individual aircraft and its systems, including standard optional equipment available at the time of manufacture and which may be installed in the aircraft are described in the appropriate sections of the manufacturer's handbook and/or maintenance and servicing manuals for that aircraft.
- (2) For aeroplane general data, airworthiness limitations and data pertaining to any optional equipment or modifications installed on the aircraft in use, refer to the appropriate Sections of the approved Flight Manual for that aircraft.
- (3) The recommended procedures for proper ground handling, routine care and servicing of the aircraft and its equipment are described in the applicable aircraft manufacturer's handbook and/or service manuals.
- (4) The appropriate tables/charts and performance data, including graphs and tables and other information which is to be used to facilitate the planning and safety of flight and for the conducting of flight operations, are contained in the appropriate sections of the manufacturer's handbook and Flight Manual for the particular aircraft.
- (5) Except when using a factored performance chart, the take-off and landing distance obtained from charts appearing in the manufacturers' handbooks for Club operated aeroplanes shall be factored by 1.15 when used for determining the take-off and landing distance required for a particular operation.
- (6) The minimum runway width applicable to Club operated aeroplanes is 10 meters.

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## 1.3 NORMAL PROCEDURES

### (1) General Requirements:

- (a) Club aeroplanes shall at all times be operated in accordance with the operating limitations and other essential operating data contained in the individual aircraft Flight Manual.
- (b) The operating procedures relating to any optional equipment, modification or specialised function for which a particular aeroplane is approved, shall be in accordance with the relevant limitations and instructions contained in the appropriate section(s) of the currently amended Flight Manual for that aircraft.
- (c) The pilot in command of a Club operated aeroplane shall ensure that a listening watch is maintained at all times from immediately prior to the time at which the aeroplane commences to move for a flight until the aeroplane stops on the apron after a flight, or in the case of communicating with an ATC unit, he/she shall personally maintain a listening watch at all times the aeroplane is under control of that ATC unit and shall comply with the instructions issued by ATC. Club pilots shall use the radio telephony procedures and phases detailed in the AIP.

### (2) Specific Requirements:

Notwithstanding anything else to the contrary, all flight crew members must observe the following specific requirements when piloting Club operated aircraft:

- (a) Reduced Power Take-offs shall at **NO TIME** be used.
- (b) Power Reduction to climb power after take-off shall not be made at a height less than 300 feet above the aerodrome elevation. The actual height will vary according to traffic, terrain, gross weight, field elevation and temperature.
- (c) Aeroplanes Shall be Climbed at not less than  $V_{YSE}$  (blue line) ( $V_Y$  for single engine aeroplanes) until a safe height (at least 300 feet AGL) is reached unless a climb at not less than  $V_x$  is required to clear obstacles.

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## 1.2 NORMAL PROCEDURES

### (2) Specific Requirements: *(cont'd)*

- (d) All Approaches in Multi-engine Aeroplanes shall be made at a speed not less than  $V_{YSE}$  (blue line) ( $V_y$  for single engine aeroplanes) until a point at which the pilot has decided he/she is committed for the landing, when the airspeed adopted shall be not less than the airspeed calculated from the approved landing weight chart in the individual aircraft Flight Manual.
- (e) Flaps shall not be retracted until the aircraft has taxied clear of the runway after landing.
- (f) Avionics master switch shall be switched off prior to starting and prior to shut down of engines. For aircraft not fitted with an avionics master switch, each avionics unit will be individually switched off in that aircraft.
- (g) Anti-collision Beacons shall, at night or in conditions of poor visibility, be switched on before the engines have been started, and switched off after the engines are shut down.
- (h) Strobe Lights shall, at night or in conditions of poor visibility, be switched on before entering runways and switched off after exiting runways. Strobe lights may, at the pilot's discretion, be switched off in flight while operating in cloud at night.
- (i) Navigation Lights will be switched on at night and in conditions of poor visibility.
- (j) Auto Pilot will not be used below 1000 feet above ground level unless specific permission has been given by the Chief Pilot or delegate.
- (k) Combustion Type Cabin Heaters should not be operated below 1000 feet AGL except to ensure passenger/pilot comfort in low temperature conditions. However, the heater may be used on the ground to demist the windscreen and ensure clear vision for the pilot during take-off.
- (l) The Club specifically prohibits the pilot in command of a Club aeroplane from towing, dropping or picking up of any person or object while that aeroplane is in flight.

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### 1.4 EMERGENCY PROCEDURES

- (1) An emergency briefing is to be considered before every take-off, regarding the intentions of the pilot in command before/after committed point, and his/her intentions below LSALT at night. If a second pilot or an instructor is carried, the pilot flying is to verbally brief the pilot not flying of these intentions and of any requirements or delegation of duties the pilot in command may wish to give to that crew member.
- (2) In the event of an engine failure, equipment malfunction, or aircraft emergency (including fire on the ground or in the air), the recommended procedures described in the Emergency Procedures section of the applicable aircraft manufacturer's handbook shall be followed to deal with the particular problem.
- (3) In addition to the actions detailed in 1.3(2) above, the pilot in command shall advise ATS immediately giving all relevant information.
- (4) For the emergency procedures applicable to any optional equipment installed in, or non-standard configurations approved for, a particular aeroplane refer to the appropriate supplement in the Flight Manual for that aircraft.
- (5) Pilots should appreciate the importance of transmitting a radio distress message at the earliest possible opportunity after the onset of an in-flight emergency.
- (6) Manufacturers' handbooks for certain early model aeroplanes omit some or all emergency procedures. Should the Club be in the position of operating such an aircraft, the Chief Pilot is to ensure that emergency procedures (including fire procedures and electrical load reduction in the event of alternator/generator failure) not included are inserted in the applicable aircraft manufacturer's handbook and are brought to the attention of all Club pilots.

### 1.5 CREW COMPLEMENT AND DUTIES

- (1) The minimum operating crew required for each Club operated aeroplane shall be one pilot or as specified in the individual aircraft Flight Manual. The pilot assigned on the Club's roster to fly a particular aircraft as Captain shall be the pilot in command of that aircraft.
- (2) The pilot in command shall occupy the left hand seat at all times except for FOIs, instructors or check pilots who may occupy the right hand seat.

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## 1.6 MINIMUM EQUIPMENT AND UNSERVICEABILITES

### (1) CAR/CAO Minimum Equipment Requirements- IFR Operations

#### (a) Radio Apparatus

- (i) minimum of one VHF radio and, if area of operations require the carriage, one HF radio;
- (ii) for operations OCTA, a minimum of one radio navigation aid. This may be either one ADF or one VOR;
- (iii) for CTA operations either DME or GPS and a minimum of one radio navigation tracking aids. This may be one ADF or one VOR;
- (iv) any other radio equipment that may be specified in the in the individual aircraft Flight Manual for the class or type of operation in which the aircraft is engaged.

#### (b) Instruments and Indicators

- (i) Airspeed Indicator;
- (ii) Altimeter;
- (iii) Compass;
- (iv) Directional Gyro;
- (v) Turn and Slip Indicator;
- (vi) Vertical Speed Indicator
- (vii) Two Artificial Horizons;
- (viii) Power Source Indicators for instruments (iv), (v) and (vii);
- (ix) Outside Air Temperature Gauge;
- (x) Pitot Heater;
- (xi) Balanced Static Ports or Normal and Alternate Static Ports;
- (xii) Time piece;
- (xiii) any other instruments and indicators that are specified in the individual aircraft Flight Manual.

- (c) An assigned altitude indicator meeting the requirements specified in sub-section 7 of CAO 20.18.

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## 1.5 MINIMUM EQUIPMENT AND UNSERVICEABILITES

### (2) CAR/CAO Minimum Equipment Requirements- VFR Operations

#### (a) Radio Apparatus

- (i) a minimum of one VHF radio and, if area of operations require the carriage, one HF radio;
- (ii) any other radio equipment that may be specified in the individual aircraft Flight Manual for the class or type of operation in which the aircraft is engaged.

#### (b) Instruments and Indicators

- (i) Airspeed Indicator;
- (ii) Altimeter;
- (iii) Direct Reading Magnetic Compass;
- (iv) Turn and Slip Indicator;
- (v) Outside Air Temperature Gauge;
- (vi) Time piece;
- (vii) any other instruments and indicators that are specified in the individual aircraft Flight Manual.

### (3) Emergency Locator Transmitter

All Club operated aircraft shall be equipped with or carry a portable or fixed ELT.

### (4) Transponder

Except when operating in the circuit area at a GAAP aerodrome, all Club aeroplanes shall be fitted with a Mode A/C transponder.

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## 1.5 MINIMUM EQUIPMENT AND UNSERVICEABILITES

### (5) Aircraft Lighting

The minimum lighting equipment for operations in Club aeroplanes at night shall be;

- (a) fixed instrument illumination for all instruments and equipment used by the pilot for the safe operation of the aeroplane so that;
  - (i) the instruments and equipment are easily read or discernible;
  - (ii) it does not shine directly or indirectly on the pilot's eyes;
  - (iii) an alternate source of power is immediately available in the event of a failure of the normal source;
  - (iv) the intensity of the illumination can be controlled where required.
- (b) two landing lights, except for non-passenger carrying charter operations or aerial work operation, where one landing light is required;
- (c) passenger compartment lights;
- (d) adequate lighting in the pilot's compartment to enable the reading of maps and flight documents;
- (e) navigation and anti-collision lights;
- (f) a shock proof electric torch for each pilot.

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## 1.5 MINIMUM EQUIPMENT AND UNSERVICEABILITES

### (6) Unserviceabilities

#### (a) Charter Operations

Except where permitted by the Operator Minimum Equipment List for the particular aeroplane or where the Club has received an approval for the flight, all instrumentation and equipment, except passenger convenience items, fitted to Club aeroplanes engaged in charter operations shall be serviceable prior to take-off.

#### (b) Aerial Work Operation

Where an aerial work operation is to be conducted with an unserviceable instrument or equipment not required for that operation, the unserviceable instrument or equipment shall be prominently placarded 'UNSERVICEABLE'. The flight may also be conducted where the unserviceable instrument or equipment is removed from the aeroplane after approval has been obtained from CASA or a delegate under CAR 35 for that removal.

#### (c) Maintenance Release Endorsements

An endorsement shall be entered in Part 2 of the Maintenance Release detailing the unserviceability and any restriction to the operation of the aeroplane that results from that unserviceability.



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## SECTION B2

### FLIGHT PLANNING AND PERFORMANCE

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1. FLIGHT PLANNING DATA

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## FLIGHT PLANNING AND PERFORMANCE

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### 2.5 POINT OF NO RETURN

- (1) The technique of flying to a point of no return (PNR) can be very useful in day to day operations when the available fuel load is limited and/or headwinds are forecast. It should not be the norm in planning but will often give an otherwise unattainable sector distance.
- (2) Club procedure is as follows:
  - (a) Flight plan to a suitable aerodrome on the intended route in the normal manner. All standard flight fuel reserves must be carried. The aerodrome obviously must have fuel available and facilities for passengers. As this aerodrome is approached, use the ambient conditions and remaining fuel on board to calculate a time to a PNR from this aerodrome towards the intended destination.
  - (b) When approaching the PNR replan the fuel required with reserves to continue from the PNR to the destination. In most cases if reasonable calculations have been made at the planning stage the aim will be achievable.
- (3) **Time to PNR = Flight fuel (mins) x GS return / GS out + GS return**

### 2.6 CRITICAL POINT

- (1) There may be times when operating long distances and operating at night when normal emergency strips are not available that it would be necessary to know the sector equi-distance point.
- (2) **Distance to CP = Distance x GS return / GS out + GS return**

### 2.7 LATEST DIVERT TIME/POINT

- (1) No flight shall depart any station unless the pilot in command has ensured that sufficient fuel is carried in the tanks so that no less than the minimum quantities specified below will be on board upon arrival at the destination airport, or at the alternate airport if an alternate is required.
- (2) If a successful approach and landing at the destination aerodrome appears marginal due to weather or any other reason, the pilot in command shall determine the latest divert time or position to proceed to a suitable alternate. The divert time/position shall be determined so as to allow the aeroplane to land at the alternate with the required fuel reserves intact.

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### 2.7 LATEST DIVERT TIME/POINT

- (3) While enroute, should the pilot in command become aware that insufficient fuel remains in the aircraft fuel tanks to ensure landing at the destination or alternate airport with no less than the required fuel reserves, he or she shall land at a suitable alternate airfield so as to have no less than the specified minimum fuel on board after landing. If no suitable alternate airfield is available, a fuel emergency shall be declared with ATS or if unable to make contact with ATS a fuel emergency broadcast shall be made on area frequency. Immediately that a fuel shortage is realised, the pilot in command should adopt a power setting for the aircraft that will give maximum endurance. Time to prepare for a forced landing due to fuel starvation should be taken if a suitable airfield does not exist to divert to.



**FLIGHT PLANNING DATA**

AIRCRAFT TYPE	TOTAL USABLE FUEL LTRS			TAS	BLOCK FUEL FLOW LTRS/HR	POWER 4000 PH/ISA MP/RPM 65%	OIL CAPACITY US QTS	
	MAINS	AUX	TIPS				MAX	MIN
7GCAA	133	N/A	N/A	115	33	2300	8	6
8KCAB	151	N/A	N/A	120	40	25"/2500	8	6
Beech BE76	379	N/A	N/A	140	76	24"/ 2300	8	6
Beech A36	281	N/A	N/A	160	60	23"/2300	12	10
CA25N	48	N/A	N/A	70	15	5000	3	2
Cessna 152	92	N/A	N/A	95	25	2300	6	4
Cessna 172	189	N/A	N/A	105	36	2400	6	4
Cessna 172SP(s)	201	N/A	N/A	120	40	2300	8	6
Cessna 177	185.4	N/A	N/A	120	40	23"/2450	8	6
Cessna 210M	336	N/A	N/A	150	60	23"/2400	10	7
Cessna 310	386	242	158	189	110	23"/2400	12	9
Cessna U206G	334	N/A	N/A	130	60	23"/2400	12	9
Cessna 182	334	N/A	N/A	130	50	20"/2400	12	10
DH82	80	N/A	N/A	80	30	1850	9	-
Grumman AA 5B	193	N/A	N/A	122	40	2450	8	6
Piper PA32-300	356	N/A	N/A	130	60	23"/2400	12	8
Piper PA28	182	N/A	N/A	120	40	2450	8	6
Piper PA28 151	182	N/A	N/A	105	26	2450	8	6
Piper PA30-160B	205	114	114	150	70	22"/2400	8	6
Piper PA38	113.6	N/A	N/A	90	25	2350	6	4
Piper PA28R - 200	182	N/A	N/A	130	50	22"/2400	8	6
PN68	389	N/A	N/A	135	80	22"/2300	8	6

*For Club operated aircraft not listed above, the pilot in command shall use the fuel consumption tables from the Performance Section of the particular Pilot's Operating Handbook.*

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## SECTION B5

### SECURITY AND SURVIVAL

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## SECURITY AND SURVIVAL

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### 5.1 SECURITY FROM SABOTAGE

- (1) Owners and operators are responsible for the security and safety of their own aircraft, associated facilities and areas specifically allocated for their use at a particular aerodrome.
- ☞ (2) To minimise the risk of sabotage away from base where hangarage is not available, the pilot in command should select an area that offers the best security protection available such as a lighted area or near an occupied building.
- ☞ (3) Pre-flight Security Checks
  - (a) The pilot in command must ensure that a pre-flight security check of a Company aeroplane is carried out if;
    - (i) the proposed flight is the aeroplane's first flight since returning to service after maintenance has been carried out outside a security controlled airport; or
    - (ii) the aeroplane has not been hangared or continuously protected from unauthorised access since its previous flight.
  - (b) This check shall include inspection of;
    - (i) the cabin which must be done before any passenger boards the aeroplane;
    - (ii) the cargo compartment which must be done before any cargo is loaded;
    - (iii) the baggage compartment(s) which must be done before any baggage is loaded.
  - (c) This check must also include a comprehensive inspection of;
    - (i) the interior of the aeroplane; and
    - (ii) any unlocked storage compartment in any part of the aeroplane's interior; and
    - (iii) the parts of the aeroplane's exterior that are reasonably accessible, i.e. check propeller(s), pitot tube(s), doors, windows, tank caps, fuel vents and any other aperture for signs of tampering, forcible entry or the presence of foreign matter.

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### 5.2 SECURITY FROM VANDALISM

Take appropriate action in accordance with sub-sections 5.1(2) and 5.3, this Section.

### 5.3 SECURITY FROM UNAUTHORISED ENTRY

- (1) Whenever a Club operated aircraft is left unattended in the open, the pilot in command shall ensure that
  - (a) keys are removed; and
  - (b) windows, doors and hatches are adequately secured to deter unauthorised persons from gaining entry; and
  - (c) the aircraft locking device is fitted and the visual alert is displayed.
- (2) No member of the public shall be permitted to enter or look around the aeroplane without a Club escort.

### 5.4 TIE-DOWN EQUIPMENT

Responsibility shall rest upon the pilot in command to ensure that the appropriate tie-down equipment is either carried or will be readily available at the aircraft's destination and used to secure the aeroplane when appropriate.

### 5.5 WEATHER PROTECTION

- (1) Take action in accordance with sub-section 5.3 this Section and whatever additional measures the pilot may deem advisable under the prevailing or predicted weather conditions.
- (2) The implementation of proper parking and tie-down procedures offers the best protection against accidental damage to an aircraft from inclement weather

### 5.6 MEDICAL KIT

All Club aircraft shall be equipped with a first aid kit which meets the recommendations of AIP/ERSA. It is the responsibility of the pilot in command to ensure this kit is in its correct stowage location prior to flight.

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### 5.7 SURVIVAL KIT AND SURVIVAL INSTRUCTIONS

- (1) A survival kit, which meets the recommendations of AIP/ERSA and is appropriate to the area to be overflown, will be carried on all flights within or through a remote or sparsely inhabited area and on such other flights as the Chief Pilot considers necessary and directs.
- (2) Consideration should be given to the carriage of supplementary drinking water to guard against dehydration when operating in high temperature conditions or the planned route is over inhospitable terrain.

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### 5.8 MINIMUM EMERGENCY KIT TO BE CARRIED

The minimum emergency equipment to be carried on Club aeroplanes shall consist of

- First aid kit as per sub-section 5.6 this Section
- Fire extinguisher
- an Emergency Locator Transmitter.

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