

CAIRNGORM GLIDING CLUB AIRFIELD OPERATION MANUAL

Mandatory reading and reference for all Cairngorm Gliding Club
members and all visiting pilots

Version 1

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Version	date	Author	Approved	date
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Cairngorm Gliding Club Airfield Operations Manual

1. Introduction

1.1 Purpose

- This manual sets out the governance, safety framework, emergency arrangements, operations and procedures for Cairngorm Gliding Club, operating from Blackmill Airstrip. It is designed to ensure the safe and efficient operation of the site, to comply with British Gliding Association (BGA) guidance, and to provide a reference for members, instructors, and visiting pilots.

1.2 Scope

-The procedures contained in this manual apply to all club members, instructors, visiting pilots, and aircraft.

1.3 References

- CAA Sailplane Rule Book [sailplane rule book](#)
- CAA Air Navigation Order
- CAA Skyway Code [Skyway code](#)
- Cairngorm Gliding Club Emergency Response/Plan
- FLYSAFE Safety Management System [FLYSAFE](#)
- BGA's Managing flying risk [BGA managing flying risk](#)

2. Governance and Club Organisation

2.1 Committee Members

- Chairman: Peter Thomson
- Chief Flying Instructor: Mike Morrison
- Safety Officer: Alison Myers
- Safeguarding officer: Alison Myers
- Treasurer: Nick Norman
- Secretary: Philip Hawkins
- Hangar Manager Andy Farr
- Technical Officer: Craig Chatburn
- Committee Member without portfolio: Jordan Thomson

2.2 Flight Instructors

- Mike Morrison CFI (Chief Flying Instructor)
- Nick Norman FI (Flight Instructor)
 - Examiner (for SPL skill tests and can examine instructors)
 - Cloud flying instructor
 - Aerobatics instructor
- Paul Myers FI

FIC (flight instructor coach)
Examiner (for SPL skills test)

- | | |
|------------------|-----------------------|
| - Alan Mossman | FI |
| - Dave Weeks | FI |
| - Paul Maddocks | FI |
| - Alison Myers | FI |
| - Andy Farr | BI (Basic Instructor) |
| - Jordon Thomson | BI |

2.3 Inspectors

- Nick Norman
- Pete Thomson
- Craig Chatburn
- Alan Mossman
- Ian Carruthers
- Dave Weeks

2.4 Approved tug pilots

- Nick Norman (tug master)
- Bob Forest
- Roger Fothergill
- Stewart Hills
- Alan Mossman
- Paul Myers

3. Safety Management System

3.1 System Overview

- Cairngorm Gliding Club is compliant with the BGA safety management system manual. [bga-safety-management-system-manual](#)
- FLYSAFE alongside the BGA accident reporting system, and CGC emergency response plan are tools used to comply with this.
- All members are required to register with and use the FLYSAFE system. [FLYSAFE](#)
- The club committee monitors entries to ensure compliance.
- All pilots should be aware of the BGA managing flying risk document [BGA managing flying risk](#)

3.2 Reporting of Accidents and Incidents

- All serious accidents during flight (information is available in the Emergency Plan) must be reported to the Air Accidents Investigation Branch (AAIB) and aircraft involved must not be moved without their permission.
- Other significant accidents must be reported to the BGA using their accident reporting system.
- Incidents and near misses should be reported on the FLYSAFE system. [FLYSAFE](#)
- All accidents and incidents must also be reported to the Safety Officer, CFI and club Chairman as per the Emergency Response/Plan and must be entered on FLYSAFE. [FLYSAFE](#)

3.3 Key Distinctions

- Serious Accident: An event causing serious injury, death, or significant damage (information in the Emergency Plan). They can be divided into those that:
 - Involve an aircraft during flight (reportable to the AAIB).
 - Occur outside of the flight (reportable to the BGA).
- Incident: An occurrence that could have led to an accident but did not cause damage or harm.
- Near Miss: A situation where safety was compromised but no harm occurred.

3.4 Emergency Plan

- The Emergency Plan covers flying emergencies only.
- The full emergency plan is available in red folders located:
 - In the clubhouse
 - In the club office
 - In the green caravan (runway 21 control)
 - In the vehicle used as control for runway 03
 - In the Suzuki tow vehicle
- Regular training and updates are provided to ensure familiarity with emergency procedures.
- A First Aid Kit is located in the club house. Club members should make themselves aware of its location.

4. Club Resources and Facilities

4.1 Hangars and Facilities

- The main hangar (Fig2) houses the club gliders, the club tug aircraft, and a small number of privately owned gliders. It can also be used for aircraft maintenance.
- T-hangars are provided for some privately owned gliders.
- Trailer parking (Fig 2) is available for visiting and resident glider trailers.
- The winch is housed at the south end of the airfield in a T-hangar. (Fig3)
- Oxygen refill facilities are available for certificated (in date) bottles. Refilling by trained club members only. (List available on notice boards of club house). Cost on club website.

4.2 Airfield Layout (Figures 1–3)

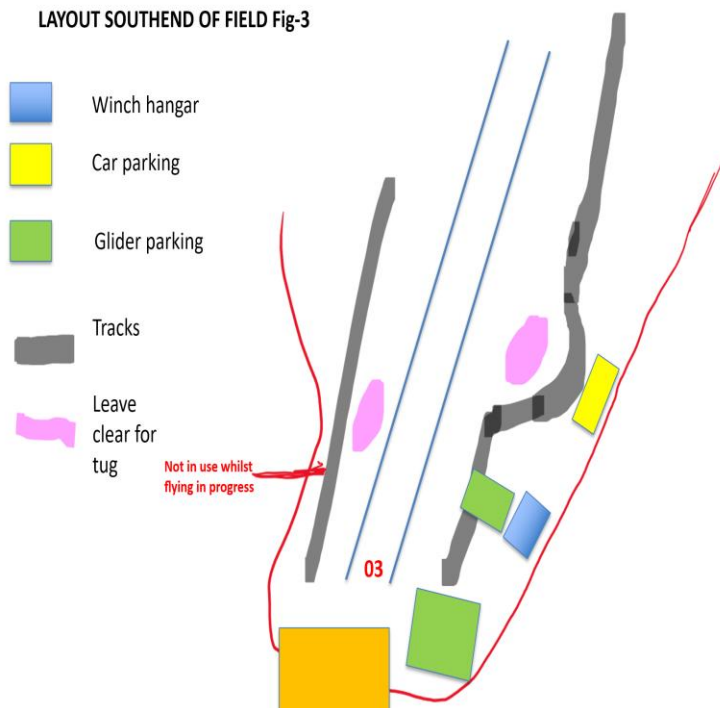
Blackmill Airstrip (Runway 03/21) - Annotated Layout Fig-1



LAY OUT NORTHEND OF FIELD-Fig 2



LAYOUT SOUTHEND OF FIELD Fig-3



5. Landing and Ground Operations

5.1 Operations from Runway 21 Fig 1

- Aircraft can be parked on either side of the runway (east or west).
- On the east side keep gliders as close to the threshold end of the parking area as possible, to reduce the risk of collision in the event of a failed launch.
- Park gliders compactly when it is busy.
- Parking areas are marked in green on the airfield map.

5.2 Operations from Runway 03 Fig 3

- Limited glider parking is available. Aircraft towed to runway 03 must be ready to launch.
- Car parking is not permitted at runway 03 end when it is busy.
- Once operations from runway 03 commence, gliders cannot be towed out using tow out gear. A vehicle and a wing tip holder should be used. They must have access to a radio and an open window to allow communications with the wingtip holder.
- Lookout and situational awareness must be maintained at all times.
- Limited parking is available behind the tug parking area (marked on fig3) but should only be used if essential.

5.3 Landing Procedure

Due to the limited runway width:

- Gliders must vacate the runway to the east side (hillside) at the end of the ground run.
- Towing of aircraft takes place down the east side of the runway.

- Retrieving glider requires a good look out and situational awareness.
- When aircraft are landing or taking off, gliders being retrieved must pull well clear of the runway and park, runway side wing down.

6. Circuit Direction

- Circuit direction is not mandatory. Most commonly, circuits are flown to the west side of the airfield.
- However, the tug will commonly use the east side of the airfield.
- A good lookout is essential.
- It is mandatory to make a downwind radio call.
- When deviating from the normal (above) increased planning, communication (listening and talking) and awareness is important. Consider calls for base and finals.

7. Airfield Hazards

7.1 Weather

Rotor turbulence:

- In certain wind conditions, especially when the wind is south to south-easterly (between 190° and 140°), significant rotor turbulence can occur depending on wind strength. To reduce this risk, SPL pilots must be aware of current meteorological conditions, in particular the geostrophic wind. Conditions may appear benign initially, but change rapidly when the wind is south-southeasterly. It is mandatory to know the 2,000 ft wind direction and strength. If wind strength (at 2000ft) is in excess of 20kts in this sector, advice should be sought from an instructor.
- 2000ft spot winds are available from the Met Office Aviation Briefing Service: [Met Office - Self Registration](#).

7.2 Runway

- Limited runway width: Requires accurate tracking during take-off and landing.
- Careful clearance of the runway when towing gliders is important.
- After landing, gliders must vacate to the east side of the runway at the end of their ground run.
- After landing if there is insufficient clearance of the runway for safe takeoff or landing, pull off manually as soon as possible.
- Towing takes place down the east side of the runway. Aircraft being retrieved must pull off the runway and parked runway side wing down, when a launch or landing is taking place.
- Retrieve vehicles should have a radio and an open window to allow communications with the wingtip holder.
- Lookout and situational awareness must be maintained at all times.
- The track on the West side may not be used when flying operations are in progress.
- Do not drive on the runway. The grass is fragile as we have a very thin layer of topsoil.

8. Launch Procedures

8.1 General Launch Procedure

- It is mandatory to have a duty pilot in order to safely operate. No launching will take place without a duty pilot. The duty pilot's roles and responsibilities are described in Appendix B.
- A serviceable radio in the glider is mandatory for all launches and should be checked prior to launching.
- In the case of unsafe conditions to launch anyone at the launch point may give a "STOP". This must be relayed to the tug or winch driver by the launch marshal.
- In the event of a STOP call the glider must release immediately.
- As the club has a single takeoff and landing strip do not push onto the runway until you are ready to launch.
- Launching outside of normal (scheduled) flying must be notified to the CFI by email.
- In the unlikely event of winch launching and aerotowing, on the same day, before aerotowing the winch cable must be fully wound in until the aerotow launch is completed and the tug is parked.

8.2 Aerotow

8.2.1 General considerations

- The aerotow rope must be inspected daily by the tug pilot. If there are any concerns it should be replaced and reported to the tug master.

8.2.2 The aerotow launch procedure

- Wings level signals to the tug pilot that the glider is ready to launch. The wing should only be leveled once the marshal is satisfied the pilot is ready.
- The launch marshal will check: no tail dolly, no rudder lock, canopy and brakes closed, and that the airspace is clear above, behind, and in front, before initiating launch by radio with the tug <aircraft callsign>" Take up slack."
- The launch marshal must observe the initial part of the launch and must be prepared to stop if required. Therefore, they must be carrying a radio and free of distractions.
- In the event of a launch failure or unsafe conditions, the marshal will transmit 'STOP STOP STOP' by radio.
- The glider pilot must release immediately.
- The marshal will then advise the tug pilot of the nature of the failure (e.g. overrun, wing drop).

8.3 Winch

8.3.1 General Consideration

- Careful consideration must be given to winch launching because of the significant reduction in trees adjoining the airfield and the increased traffic on the public road to the east of the airfield.
- There must be clear three-way communication between the launch point, crew on the road (two people in high vis looking north and south) and the winch. All must have radios and clear commands must be agreed.
- The sailplane pilot must ensure the cable, when released, falls within the airfield boundary by "laying off" to the west.

8.3.2 Winch launch

- The pilot requests the cable only once all checks are complete.
- The cable must only be accepted when the pilot is ready to launch.
- The person hooking on must check: no tail dolly, no rudder lock, brakes and canopy closed. Although the pilot should have already checked, this acts as a final confirmation. Less experienced launch crew must be supervised until competent and signed off.
- Once all clear is confirmed by launch point and the road. Cable can be attached and wings leveled.
- Launches must not take place if there is traffic on the road.
- All clear above, behind and in front must be confirmed.
- Signals to the winch are by bat using the BGA signals for take up slack, all out and stop. The signaler must be appropriately experienced (SPL or ground card signed off) or must be supervised.
- The launch marsh will observe and take an overview of the launch. They must have a radio to communicate if there is a problem.

9. Training

9.1 Training Framework

- Cairngorm Gliding Club is a training facility operating under the authority of a Declared Training Organisation (DTO), which is the British Gliding Association (BGA). The BGA is authorised by the UK Civil Aviation Authority (CAA).
- The Head of Training is the Chief Flying Instructor (CFI).
- The CFI and the Instructors' Committee oversee all training activities, both flight and ground.

9.2 Student Pilots record keeping

- Each student pilot will be issued with the BGA's SPL Course programme, SFCL SPL Training Progress Card and Ground Training Record Card. These will be explained to students.
- Students will also be issued with a log book.
- These records cards are the property of the Club and must be stored at the club, in compliance with the law, for the specified time period.
- Student pilots should purchase "The Student Pilots Manual from the club or the BGA [BGA student pilot manual](#)
- As early as possible student pilot should get a relevant medical certificate. They must have this prior to solo.
- The club must have a copy of any medical certificates.

9.3 Training Delivery:

- Flight training will take place with an authorised instructor.
- Ground training may be delivered by any experienced member of the Club; however, ground training may only be signed off by persons authorised by the CFI.
- A list of authorised signatories for ground training is maintained on the Club notice board.
- The simulator is available for training. Time in the simulator is not relevant to the records.

9.4 Authorisation and supervision non-SPL solo pilot and SPL pilots out of recency

- All pilots in this category must have a Solo Authorisation form in accordance SSFL 125 laws.
- Their flights must be authorised, prior to flight, by an FI, using, the above form.

- Pilot must have their log book prior to flight and have their log book signed after flight. NO LOG BOOK NO SOLO FLIGHT.

10. Pilot Privileges, Responsibilities, and Duties

10.1 Documentation and Compliance

- The club will hold copies of all pilots' licences and medical certificates.
- Pilots are responsible for ensuring these documents are valid and compliant with CAA regulations.
- SPL pilots must ensure they are compliant with the recency requirements of their licence.
- The club will maintain a record of recency which will be updated and published at intervals.
 - This will be based on records held by CCG only.
 - Before flying solo, the pilot must ensure they comply with the recency, currency and medical rules.
 - The DP must check the record for recency. The DP must decline to launch those who are not (by the published list) compliant, unless:
 - they can demonstrate otherwise, with relevant log book entries or
 - are authorised in writing, on the log sheet, by a FI.

10.2 Fitness to Fly

- Pilots must ensure they are fit to fly on any given day, and may do so by:
- Using the BGA Currency Barometer as guidance for judging currency. [bga currency- barometer](#)
- Applying the 'I'M SAFE' mnemonic (Illness, Medication, Stress, Alcohol, Fatigue, Eating) as part of personal risk management. Appendix B
- Being aware of BGA's Managing flying risk-preparing for flight [BGA managing flying risk](#)

10.3 Privileges and Supervision

10.3.1 SPL Pilots

- SPL pilots must check current meteorological conditions (including Met Office spot wind forecast) and NOTAMs.
- Pilots flying private gliders who hold an SPL may fly unsupervised, provided a duty pilot is present.
 - Pilots flying club aircraft may only fly solo if a duty instructor is present and the flight has been authorised in writing on the log sheet.
 - Pilot with an SPL out of recency must be supervised by a FI at all times in compliance with 10.3.2 of this document
 - SPL pilots out of recency can regain their SPL privileges by:
 - Completing the required number of flights or hours under supervision with authorised flights. (See 9.4 re authorisation sheet)
 - Completing a proficiency check (PC) with an examiner.
 - Log book evidence of one of the above will be required.
 - In addition, any flight that counts towards recency must be signed in the log book.

10.3.2 Solo pilots without an SPL or with an SPL but out of recency

- Supervised pilots will have an authorisation form which must be filled in before every solo flight.
- A log book signature is mandatory, by law, after any solo flight.
- NO LOG BOOK NO SOLO FLIGHT.

10.4 Friends and family flying

- Is permitted if approved by the CFI
- minimum qualification is SPL with relevant hours and launches (SPRB).
- There must be a pilot in command (PIC) and a passenger. No instruction can be given.
- In club gliders this must be authorised by FI in writing on the log sheet.

10.5 Mutual flying

- There must be a nominated Pilot In Command (PIC) who is responsible for all activities during the flight, as per the SPRB
- In club gliders this must be authorised by FI in writing on the log sheet.

11. Visitors

11.1 Visiting glider pilots

- Visiting glider pilots are welcome. Fees for reciprocal membership are available on the web site.
- Mayfest and Octoberfest facilitate visiting groups. Numbers may be limited. Booking is essential and can be achieved by the website.
- Visitors should read the Operations Manual.
- Trailer parking is available and is charged at a daily rate.

11.2 Trial lessons Temporary Members

- Trial lessons are available at the club.
- The club always advises contact with the club to check the weather is appropriate for a flight.
- Trial lessons will be conducted by BI or FI
- Trial lessons are associated with 1 month's temporary membership, during which returning visitors can fly at club rates.

11.3 Visiting light aircraft

- Light aircraft landing is by prior permission only. Arrangements can be made by contacting the club secretary via the website.
- Landing fees can be paid in cash (envelope to a club member or through the door), by bank transfer or by card if club members available.
- The club is a weekend operation and the site access gate is locked at other times.

11.4 Heavier aircraft

- By prior permission as above
- Heavy aircraft are charged by weight.

Appendices

- Appendix A: Duty Pilot Roles and Responsibilities (to be developed)

Duty Pilot Responsibilities

The duty pilot is responsible, with the duty instructor, for the safe running of the operation. Many of these duties can be delegated to other club members but it is the DP responsibility to supervise the task and ensure club members have been appropriately trained.

1.	Liaising with the duty instructor with regard to flying:
1.1	Whether flying is to take place.
1.2	Which club gliders are required
1.3	An order of priority for the flying list

2	Getting ready for flying
2.1	DI vehicles (see separate sheet for check list)
2.2	Unpack the hanger
2.3	Get parachutes and batteries for aircraft being used
2.4	DI the club gliders to be used
2.5	Obtain log sheets and fill in appropriate details
2.6	Get and distribute radios
2.7	Make sure wind sock is up

3	Winch and winching (see separate winch manual)
3.1	DI winch
3.2	Check monthly checks been done
3.3	Move the winch to appropriate position
3.4	Draw out cables with hand brake on
3.5	Walk cable and check status
3.6	Obtain stops weak links and parachute and inspect for defects
3.7	Allocate club members to liaise with regard to traffic on the road
3.9	Ensure signal for the winch (adequately supervised)

4	Aerotow
4.1	DP is also launch marshal they must have clear line of site of the launch and have a radio
4.2	DP need to stop the launch and communicate a failed launch to the tug pilot
4.3	Ensure supervision of hooking on the glider and tow plane
4.4	Ensure visiting pilots understand our aerotow procedure
4.5	Liaise between tug pilots and pilots re launches and fuel
4.6	Supervise hooking on the tug
4.7	Ensure the tow rope is cleared from the runway

5	Launch point
5.1	Create and maintain a flying list
5.2	Ensure gliders parked appropriately
5.3	Ensure ground crew are supervised
5.5	Supervise hooking on the glider
5.7	Ensure that pilots are aware of their position on the flying list and are ready

6	Log keeping
6.1	Ascertain names of pilot/s and PIC status
6.2	Non instructional dual flights ascertain PIC and distribution of cost of flight
6.3	Aircraft log T/O and landing
6.4	Check that any pilot to be launched is recent under the SPL rules, or has had the flight authorised in writing by an FI(S)

7	Retrieval
7.1	Ensure readiness and supervision of retrieval driver (see supervision notes for retrieval)
7.2	Retrieval driver has appropriate kit to retrieve the glider
7.3	Ensure glider towed back is parked appropriately
7.4	Maintain a lookout to avoid conflict and ensure safety on the ground

8	Visitor flying
8.1	Make visitor welcome and ensure they are safe
8.2	Ensure they are adequately briefed re safety on the airfield
8.3	Ensure they have signed the membership form and are fit to fly (including weight limitations).
8.4	Elicit means of payment (air ex voucher number to be recorded on log) other wise bank transfer or Sum Up. Record payment on the log

9	End of flying
9.1	Ensure all gliders are accounted for
9.2	Wash the club gliders
9.3	Pack the hangar
9.4	For club gliders ensure
	9.4.1 Kobos switched off
	9.4.2 batteries removed and put on charge
	9.4.3 parachute removed to upstairs
	9.4.4 canopy covers put on
9.5	All radios are replaced to the office and on charge
9.6	Log sheets left in the office
9.7	Green caravan is parked safely
9.8	Wind sock is taken down
9.9	Club vehicles parked
9.10	Bins are out
9.11	Write a brief report of the day
9.12	In winter ensure water is switched off and drained
9.13	Hangar doors locked and storm bars in place, or delegate the responsibility

10	Land outs
10.1	Ensure no injuries or damage If any damage go to emergency plan.
10.2	Ensure land out is recorded on the log
10.3	Ensure have details of aircraft pilot and land out site and pilot and retrieve crew
10.4	Arrange or notify the retrieve crew
10.5	Ensure they get the right trailer and all the equipment needed to de-rig the glider
10.6	Ensure contact details for pilot and retrieve crew are recorded on the land out sheet

11	Accidents and incidents
11.1	DP are responsible with the duty instructor for enacting the emergency response
11.2	Recording information in the emergency plan/record
11.3	Informing relevant club officials

I'm safe' personal fit for flight checklist

The '**I'm Safe**' personal fit for flight checklist items are;

- **Illness** – Is the pilot suffering from any illness or symptom of an illness which might affect them in flight?
- **Medication** – Is the pilot currently taking any medication (prescription or over-the-counter)?
- **Stress** – Is the pilot overly worried about other factors in their life? The psychological pressures of everyday living can be a powerful distraction and consequently affect a pilot's performance.
- **Alcohol** – Although legal limits vary by jurisdiction, the pilot should consider their alcohol consumption within the last 8 to 24 hours.
- **Fatigue** – Has the pilot had sufficient sleep and adequate nutrition?
- **Emotion** – Has the pilot fully recovered from any extremely upsetting events?