

North Shore Aero Club Flight Orders

Section 1 - Overview, Definitions & Abbreviations

The following Flight Orders are effective as of the Release Date.

Part 1 – Overview

- A. The Flight Orders are authorized and approved by the Committee of North Shore Aero Club (herein referred to as 'the Committee' and 'NSAC' respectively).
- B. The Flight Orders must be complied with by all members of NSAC and all pilots of NSAC aircraft. The only permissible exception to this rule is if compliance with the Flight Orders directly compromises the safety of the aircraft or any other persons or property.
- C. In addition to the above, no part of the Flight Orders, stated or implied, absolves a pilot from full compliance with any or all of the New Zealand Civil Aviation Act 1990 and associated Amendments, Rules, Regulations and Advisory Circulars. This includes compliance with all documents and charts published by Airways New Zealand, including but not limited to the New Zealand Aeronautical Information Publication and associated Supplements and Advisories.
- D. Flight Orders are numbered. Subsequently approved or amended Flight Orders will be published and distributed with the NSAC Prop Talk or other newsletter publications. A copy of the latest revision of the Flight Orders is available on request from NSAC. It is the responsibility of all pilots to remain familiar with the latest revision of the Flight Orders.
- E. Failure to comply with Flight Orders is a breach of the Constitution and Rules of the NSAC. Non-compliance with Flight Orders may lead to disciplinary action and a restrictive penalty imposed on the offender by the CFI or Committee.

Part 2 – Definitions

In addition to the definitions listed below, pilots must be familiar with Civil Aviation Authority Definitions as defined in Part 1 of the Civil Aviation Rules.

- A. 'NSAC' means North Shore Aero Club.
- B. 'The Committee' means the Committee of NSAC.
- C. 'Flight Orders' means the Flight Orders of NSAC.
- D. 'Club Aircraft' means any aircraft owned or operated by NSAC.
- E. 'Pilot' means all pilots, including Student Pilots, operating at, into or out of North Shore Aerodrome (whether in Club Aircraft or any other aircraft), in any capacity of operation and not limited to Pilot In Command.
- F. 'Circuit Area' means the horizontal area within 2 nautical miles of the center of the aerodrome extending up to a vertical limit of 1500 feet above aerodrome level.
- G. 'Training Area' means the area defined by the lateral boundaries of the North Shore General Aviation Area (G151) from the surface to 3500 feet above mean sea level by day, or 2500 feet above mean sea level by night.
- H. 'Cross Country' means flight beyond 25 nautical miles from the aerodrome of departure.
- I. 'Instructor' means any flying instructor employed by NSAC.

- J. 'Chief Flying Instructor' means the Principal Flying Instructor employed by NSAC. The Chief Flying Instructor is directly responsible for all operations conducted at North Shore Aerodrome or by NSAC pilots.
- K. 'Manager' means the General Manager employed by NSAC.
- L. 'Base' means the Flight Office of NSAC.
- M. 'Prop Talk' means the bimonthly news and events publication produced and distributed to all members.
- N. 'Flight Card' means the document on which each flight and its associated details for a specific aircraft are recorded, authorized by an Instructor and signed by the pilot.
- O. 'Night' for the purposes of these Flight Orders means the period in between 15 minutes prior to the start of Evening Civil Twilight and the end of Morning Civil Twilight.

Part 3 – Abbreviations

In addition to the abbreviations listed below, pilots must be familiar with Civil Aviation Authority Abbreviations as defined in Part 1 of the Civil Aviation Rules.

AGL	Above Ground Level
AIP	Aeronautical Information Publication
AMSL	Above Mean Sea Level
CAA	Civil Aviation Authority
CFI	Chief Flying Instructor
ECT	Evening Civil Twilight
MCT	Morning Civil Twilight
NM	Nautical Miles
NSAC	North Shore Aero Club
NZAIP	New Zealand Aeronautical Information Publication
PIC	Pilot In Command
RNZAC	Royal New Zealand Aero Club
VFR	Visual Flight Rules
VNC	Visual Navigation Chart
VPC	Visual Planning Chart

Section 2 – Pilot Rules

Part 1 – Flying Attire

- A. Pilots must ensure that they and their passengers and crew members maintain a reasonable standard of dress for flying. Particular thought should be paid to survival considerations in the event of an accident or incident. Bare feet, high heels, sandals and other such foot wear are not permitted.

Part 2 – Authorization of Flights, Flight Cards & Flight Records

- A. All flights in Club Aircraft must be authorized by a NSAC Instructor. Authorization constitutes the Instructors signature being placed on the aircraft Flight Card.
- B. Student pilots must be authorized by an 'A' or 'B' Category Instructor for Cross Country flights.
- C. All Cross Country flights at night must be authorized by the CFI or nominated delegate.
- D. Prior to the authorization of any flight in a Club Aircraft, pilots must submit their Log Book, License and Medical Certificate to the authorizing Instructor along with evidence that they are familiar with the meteorological conditions, NOTAM's, NZAIP and VNC requirements for all stages of the flight.
- E. Cross Country flights in Club Aircraft require the submission of a Navigation Plan, Weight & Balance Form and where appropriate, Performance Charts by all pilots prior to authorization.
- F. The pilot or hiring member's account must not be in arrears. Authorization may not be given to any person owing money to NSAC. In addition, all flights must be paid for upon completion of the flight unless a prior arrangement has been made.
- G. Only the authorized pilot is permitted to fly the aircraft. No other pilot or person may fly the aircraft unless specifically authorized by an Instructor, even if they are a member of and or pilot at NSAC.
- H. On flights to other aerodromes, the authorized pilot is responsible for ensuring the aircraft is securely parked, tied down or picketed and the controls locked.
- I. The pilot's signature on the Flight Card constitutes an agreement to comply with these Flight Orders and within the specific parameters or limitations imposed by the authorizing Instructor.
- J. The pilot must ensure that accurate records for all flights are maintained including fuel management and consumption in addition to keeping a record of fuel and oil purchases from locations other than NSAC. Additionally, daily Tacho, Hobbs, Airswitch and Flight Hours must be recorded on the Flight Card as applicable.

Part 3 – Dual Checks

- A. Any pilot may be required to undertake a dual competency check at an instructor's discretion. This is especially applicable but not limited to flying a specific Club Aircraft for the first time.

Part 4 – Instrument Flying

- A. Any pilot wishing to carry out simulated instrument flying with a safety pilot in a Club Aircraft must obtain prior approval and authorization from an Instructor.

Part 5 – Aerobatics

- A. Pilots must adhere to CAR Part 61 and CAR Part 91.
- B. Solo aerobatic flight without a current Aerobatic Rating may only be authorized by an Instructor approved under CAR Part 141.
- C. Pilots that hold an Aerobatic Rating are required to undertake a continued competency demonstration every 180 days with an Instructor approved under CAR Part 141 if passengers are to be carried.
- D. For the purpose of these Flight Orders, stalls, wingovers and chandelles are not considered to be aerobatic manoeuvres.

Part 6 – Manipulation of Aircraft Controls

- A. Only the authorized pilot may manipulate the controls of a Club Aircraft on any given flight.
- B. When two or more pilots intend to share the flying on Cross Country flights, each pilot must obtain authorization from an Instructor. The PIC must be nominated prior to each particular leg of the flight and becomes the only authorized pilot for that leg of the flight.
- C. Unless otherwise authorized by an instructor, the PIC must occupy the left hand seat if the aircraft is a side-by-side configuration. Seating arrangements for the PIC in aircraft with other seating configurations shall be in accordance with the Aircraft Flight Manual.

Part 7 – Propeller Swinging

- A. No pilot is permitted to engage in unsupervised propeller swinging at North Shore Aerodrome, or at any other location if the activity involves a Club Aircraft unless they have demonstrated competency to an Instructor, have been authorized to undertake propeller swinging and a suitably certified Instructor has certified in the pilots logbook that they may undertake propeller swinging.

Part 8 – Consumption of Alcohol

- A. In addition to CAA Rules, no pilot is permitted to operate or assume control of an aircraft if they have consumed alcohol within the preceding twelve hours.

Section 3 – General Operating & Flight Rules

Part 1 – Aircraft Operation & Fuel Reserve

- A. Pilots must operate aircraft in accordance with the Aircraft Flight Manual.
- B. NSAC handling notes do not override nor shall they be used as a replacement for the Aircraft Flight Manual.
- C. NSAC minimum fuel reserve is 45 minutes for all operations in addition to un-useable fuel. This applies to all Club Aircraft. Minimum fuel reserves for flying at night are detailed in Part 6 of this section entitled Night Flying.
- D. Pilots must ensure the aircraft is within Weight & Balance limitations prior to flight and remain so throughout the flight.

Part 2 – Member's Guests

- A. Guests of members and members of the general public are not permitted on the Aerodrome Movement Area or inside or around Club Aircraft and hangars without prior permission from a member of the NSAC staff or committee unless they are passengers or crew of an authorized flight and are directly supervised by the authorized pilot in command.

Part 3 – Taxiing

- A. All aircraft are to be taxied at a safe speed at all times.
- B. The Pilot is responsible for maintaining adequate clearance from other aircraft, buildings, people and other obstructions.
- C. Pilots shall hold at designated holding positions or at least 50 feet clear of any active runway if no designated holding position exists until ready to enter the runway.
- D. Pilots must expedite, as much as safely possible, their departure from an active runway. This applies but is not limited to take off, landing, back tracking and crossing.
- E. Pilots shall carry out all checks with the brakes parked prior to entering an active runway.
- F. Taxiing into or out of hangars is not permitted.
- G. It is not permitted to taxi aircraft between the Club Hangar and aircraft parked on the club apron without an NSAC Instructor on board the aircraft.

Part 4 – Joining

- A. Joining straight in on Final Approach at North Shore is not permitted unless engaged on an RNAV (GNSS) approach.
- B. All Students flying solo must make Standard Overhead Rejoins unless this directly compromises the safe operation of the aircraft.

Part 5 – Local Flying (Less than 25NM from Departure Aerodrome)

- A. Pilots must land at least 15 minutes prior to ECT unless night rated and authorized by an Instructor.
- B. Pilots may not operate in the period between 15 minutes prior to the start of ECT and the end of MCT unless night rated and authorized by an Instructor.

Part 6 – Cross Country Flying

- A. Pilots of Club Aircraft experiencing unexpected difficulties at aerodromes other than North Shore Aerodrome may telephone NSAC on a collect call basis.
- B. Students in Club Aircraft on solo Cross Country flights must carry a NSAC Student Solo Cross Country Card authorization, authorized by an Instructor.
- C. Pilots of Club Aircraft must plan their flight to land at their destination or alternate aerodrome at least 30 minutes prior to ECT.
- D. Pilots of Club Aircraft must use an Airways New Zealand Alerting Service (Flight Plan) for all Cross Country flights unless authorized by an Instructor.
- E. The Pilot is responsible for the costs incurred in recovering a Club Aircraft when it must be abandoned and recovered at a later date from an aerodrome other than North Shore Aerodrome due to adverse weather or other circumstances prohibiting the Pilot from returning the aircraft to North Shore Aerodrome.

Part 7 – Night Flying

- A. A maximum of 3 aircraft are permitted in the circuit at any given time at night.
- B. Additional fuel over the standard NSAC reserve quantity must be carried to enable a diversion to a suitable alternate aerodrome for landing in the event of North Shore Aerodrome becoming unavailable or unsuitable.
- C. The Pilot of a Club Aircraft must use an Airways New Zealand Alerting Service (Flight Plan) for all flights at Night unless otherwise authorized by an Instructor.
- D. A lifejacket for each person on board a Club Aircraft shall be carried on all flights at Night.
- E. A voluntary curfew exists between the hours of 2200 and 0700 New Zealand Local Time for repeat circuit operations at North Shore Aerodrome. Outside these times arrivals and departures are still permitted but should be minimized if at all possible.
- F. A torch must be carried by every person on board the aircraft, not just crew members.

Part 8 – Low Flying

- A. Pilots must adhere to CAA Rules on minimum safe height and any additional limitations imposed on them by an Instructor at all times.
- B. Flight below 500 feet AGL in accordance with CAA Rule 91.311(c) requires specific authorization by an Instructor.
- C. Any Pilot forced to fly below 500 feet AGL for any non bona fide reason must report the incident to an Instructor as soon as possible after landing.
- D. Solo operations are not permitted in Low Flying Zone L165 unless specifically authorized by an Instructor.
- E. A maximum of 2 aircraft are permitted in Low Flying Zone L165 at any given time and provided both aircraft have an Instructor on board.
- F. Pilots operating in Low Flying Zones in Club Aircraft shall use an Airways New Zealand Alerting Service (Flight Plan) unless specifically authorized by an Instructor.
- G. Pilots must maintain a listening watch and make radio calls as appropriate on 119.10 MHz (Kaipara Flats Traffic) when operating in Low Flying Zone L165.

Part 9 – Dropping of Articles

- A. Any Pilot wishing to drop any article from a Club Aircraft must obtain prior approval from an Instructor.

Part 10 – Forced Landing Practice

- A. This is to be undertaken in the Training Area unless otherwise approved by an Instructor.
- B. Pilots must not descend below 500 feet AGL unless operating at an Aerodrome or in a Low Flying Zone with an Instructor.
- C. Engine Failure After Take Off and Engine Failure below 1000 feet AGL simulations shall only be practiced with an Instructor on board the aircraft.
- D. No passengers are to be carried during any Forced Landing Practice or Engine Failure Simulations.

Part 11 – Actual Forced or Precautionary Landings

- A. Any Pilot involved in an Actual Forced or Precautionary Landing in a Club Aircraft must inform an Instructor at NSAC as soon as possible and must not attempt to take off again.

Part 12 – Emergency Situations, Accidents and Incidents

- A. Any Pilot involved in an Emergency Situation, Accident or Incident in a Club Aircraft must inform an Instructor at NSAC as soon as possible.

Part 13 – Landing Places

- A. Club Aircraft must not be landed at places or aerodromes other than those published in the NZAIP and deemed suitable on the basis of take off and landing performance, unless specific authorization is given by an Instructor or in the event of an emergency situation.

Part 14 – Damage of Aircraft

- A. Any Pilot who has damaged or carried out a heavy landing in a Club Aircraft, or suspects a Club Aircraft may have incurred damaged or have a defect, however minor, must report it to an Instructor or the Maintenance Controller and record any known or observed defect in the Defect Section of the Aircraft Technical Log or Flight Manual.
- B. The Pilot will be liable for insurance excess payments if their actions directly causing the incident or accident are determined negligent by the CFI.

Section 4 – Administration

Part 1 – The Flight Office

- A. Only Staff, Instructors and those authorized by the Manager or CFI are allowed into the Flight Office.
- B. Nothing may be borrowed or removed from the Flight Office without permission from a Staff member.

Part 2 – Base Radio Set

- A. No person is permitted to operate the Base Radio unless they are licensed to do so and have the permission of an Instructor, or it is necessary in an emergency situation.

Part 3 – Bookings

- A. Pilots hiring Instructors and or Club Aircraft must adhere to the allotted booking times for the aircraft in accordance with the booking sheet, the only permissible exception being the return of an aircraft later than planned due to unforeseen circumstances. Failure to attend a booking with an Instructor may result in a 'no show' fee being charged at a rate of \$40.00 per hour for a time period equivalent to the length of the booking.
- B. If due to unforeseen circumstances a booking is delayed, the aircraft must still be returned prior to its next booking or the booking must be forfeited unless an Instructor or staff member authorizes an amendment to the booking sheet to accommodate the delayed start.

Part 4 – Use of Movement Area

- A. No vehicles other than approved aircraft are permitted on the aerodrome Movement Area unless specifically authorized by an Instructor or the Manager. In such a case, the vehicle must give way to all aircraft and display flashing orange or red lights and white headlights if fitted.
- B. No unauthorized persons shall enter the aerodrome Movement Area. All persons entering the aerodrome Movement Area must wear High Visibility Jackets at all times (this excludes the Club apron and fuel pumps).
- C. Works on the aerodrome Movement Area shall not be undertaken without prior approval from the Committee, CFI or Manager. Due consideration must be paid to Health & Safety, including but not limited to all persons wearing high visibility jackets and the notification of works being provided to Pilots by approved means.