

OPERATIONAL PROCEDURES FOR CLUB RENTAL AIRCRAFT

The general intent of the Aircraft Rules, Regulations, and Operating Procedures is to maintain safe and unified flying practices. The aim is to minimize risk to the Club Aircraft and its passengers; and to foster friendly co-operative use of common property. Deliberate contravention of these regulations places fellow members in the confrontational position of playing the role of enforcement officer, instead of having fun and enjoying the benefits of club membership. Your co-operation in adhering to the basic principals outlined in the co-ownership of this Club Aircraft is appreciated.

As a Club Rental Member and pilot you are responsible for the aircraft.

BEFORE FLIGHT

Booking the rental aircraft is done by logging on to www.nanaimoflyingclub.org

The cabinet in the hangar contains many of the items you will require for your flight: The Journey Logbook, keys for the rental aircraft, extra oil, cleaning supplies, and 3 passenger headsets.

Check: *prior entries in the Logbook. Make sure the Flight Time recorded agrees with the Aircraft Hobbs meter.

At the Aircraft:

Use the checklists provided for all Pre-flight, Start-up, Pre-Takeoff, Cruise, Pre-landing and Shutdown procedures.

PIC is responsible for having current navigational charts for the intended flight.

AFTER FLIGHT

Complete the 'shut down' checklist.

On returning the aircraft to the hangar or parking stall after flight make sure:

- Aircraft is positioned correctly
(with landing gear parked within the red boxes painted on the NFC hangar floor)
- Aircraft is tied down correctly (if outside)
- Master switch is 'OFF'

- Control lock is inserted correctly
- Pitot tube cover installed
- Wheel chocks installed
- Aircraft is as clean (or cleaner) and tidy as when you got it.
- If parked outside, remove the tow-bar and place on the floor behind the front seats.

Note Hobbs time

The Journey Logbook must be filled out after each flight. For each flight leg, please make accurate notations for Flight time, Air time and Hobbs time in the correct columns.

Do not write in the "remarks" section of the Journey Log Book.

Record all snags in the provided red booklet.

If a snag is of a serious nature that could affect safe flight and requires grounding of the Aircraft, please contact the rental club director (or any other Aircraft Rental Committee member) as soon as possible. The rental club director monitors the 'snag reports' and categorizes problems appropriately as to their urgency in requiring attention.

If your Aircraft rental account does not carry a credit balance, then the appropriate rental payment must be deposited in deposit box in the clubhouse. ALL rental time must be paid in full upon completion of the flight.* NO CREDIT IS PERMITTED.*

Return all items taken from the cupboard.

PAYMENT TO CLUB ACCOUNT:

Payment for Aircraft rental time (in advance) may be made at Club meetings DIRECTLY to the Club Treasurer; deposited in the Clubhouse cash box (by cheque or money order); or online through PayPal on the www.nanaimoflyingclub.org website (3% surcharge).

Rental account statements can be made available upon request. Any disputes shall be resolved by comparing the PIC personal pilot logbook with the Flight time (hobbs) recorded in the Journey Log Book. Journey Logbook entries shall be deemed correct.

If, for medical reasons, a renter is no longer able to operate an aircraft as PIC, they may choose to sell their remaining block time to other members of the Rental Club. In order to facilitate a fair transaction and keep accurate records of the hours transferred, the seller must contact the rental club director and advise of their intentions. The rental club director will then manage the sale and transfer of the time credit. Rental club members who have flown the rental aircraft for

10 or more hours in a given year will be given first offer at the rate determined by the seller.

REFUELING:

The Aircraft rental rate includes fuel. A 'Club' credit card is located in an envelope inside the back cover of the Journey Log Book, to be used to purchase fuel for the Club Aircraft, at Nanaimo Flying Club's fuel pump only.

Please deposit all gas receipts in the envelope provided in the journey log book.

If you fuel up at a different airport, you will need to use your own credit card. Place your personal receipt in the envelope and the amount will be credited to your rental account at the current NFC members fuel rate.

AIRCRAFT HOUSEKEEPING CHORES:

The Aircraft should always be left neat and clean for the next member. There is special windshield cleaner (prist) and toweling in the cabinet in the hangar. Make sure you take all your personal belongings with you and do not leave Club equipment stored in the aircraft.

As a Club member, you are also a co-owner of the Club Aircraft, and as such you will be expected to do 'your share' in helping maintain the Club assets. From time to time as required, a work party of volunteer Rental Club Members will be called upon to perform clean up duty of washing, waxing, vacuuming etc. of the Club aircraft. Also, the rental club director may call on you for help when performing maintenance. Please make yourself available when called, so we can all contribute to this common property.

RENTAL AIRCRAFT OPERATIONAL TERMS AND CONDITIONS

1. If you do not feel safe, don't fly. You will not be reprimanded for exercising good judgement. That being said, please remember to cancel your booking and let a member of the ARC know. Other renters can then be made aware of the available time slot.
2. An annual PPC is required unless a minimum of 15 hours PIC on type is logged in the previous 12 months. Time logged on other aircraft types may be considered at the discretion of the Check Pilot and the ARC. The maximum time allowed between PPC rides, regardless of hours logged on type is 24 months.
If a prospective renter has not flown for 24 months, it will be their responsibility to get a pilot proficiency check-out done by an accredited flight training unit. This is to ensure compliance with recurrent training requirements set out in CARs 401.05(2)(a).
3. Before each flight the PIC will inspect and make a preflight ground check of the Aircraft, its

equipment and accessories. The PIC will not accept said aircraft for flight, until he/she is satisfied as to its airworthiness, mechanical conditions, its proper functioning, and the proper functioning of its equipment and accessories. This includes checking the fuel from all sumps, in addition to determining that fuel and oil on board the Aircraft are sufficient for the contemplated flight, plus legal and adequate reserve. Any defects found in the Aircraft's structure or accessories shall be reported, and NO flight shall be made if such defect may endanger the safe operation of the Aircraft.

4. The PIC will not tamper with, molest or attempt to repair (nor allow any one else to tamper with, molest, or attempt to repair) any part of the Aircraft or its accessories, unless permission has been granted to do so by the aircraft rental committee in consultation with an AME.

5. Ensure all required documentation is onboard the aircraft. It is the responsibility of the PIC to ensure that all required documents, charts and publications are carried on each flight and that they are current, including the pilot's licence/permit and medical certificate.

6. The Aircraft snag booklet should be reviewed, and any discrepancies noted. It is the PIC's responsibility to ensure that all inspections and maintenance as required by the Club's maintenance schedule and Transport Canada are complied with before flying.

7. Smoking is prohibited in the Club Aircraft.

8. The PIC shall have knowledge of the cruising power settings of the Aircraft and should ensure that safe operating speeds are not exceeded. The PIC should practice proper fuel mixture control and power settings to minimize risk of overheating or shock cooling of the engine.

9. The PIC shall report all accidents, major or minor, together with names and addresses of witnesses and involved parties, immediately to the Aircraft Rental Committee. The PIC will not permit the aircraft to be moved, unless expressly authorized to do so by the Aircraft Rental Committee and will take necessary steps to protect the Aircraft and its equipment from further loss.

10. No person except a Club Rental Member of the Club or qualified persons making necessary test flights shall be permitted by any member of the Club to act as Pilot in Command. All flights are to be made within the limits of the Licence, Endorsements and CURRENT experience of the person acting as PIC of the Club Aircraft, and as per the Conditions applicable as stated in the current Insurance Policy of the Club Aircraft.

11. If due to inclement weather or other unforeseen circumstances,(ie .mechanical breakdown) the Aircraft is grounded elsewhere other than home base (CYCD), it will be the responsibility of the PIC to make the necessary arrangements to have the Aircraft returned to home base (CYCD) as soon as reasonably practical. An Aircraft Rental Committee member(s) should be notified as soon as possible, as well as any other Club Rental Member who may have the Aircraft booked

(contact booking agent to obtain name(s)) If the grounding is due to a mechanical breakdown, then the Maintenance Manager should also be notified. This will facilitate pilot/engineer consultation, in order that follow up arrangements for repairs can be organized. (Names and phone numbers of the NFC Rental Committee members are listed inside the front cover of the Journey Log Book).

12. The Club Aircraft must not be loaded outside the permissible limits of the center of gravity. The weight of the Aircraft and its disposable load must not exceed the maximum weight for the Aircraft as detailed in the Aircraft Type Certificate, Weight and Balance Certificate or the Flight Manual.

13. When passengers are carried, a detailed safety briefing must be carried out by the Pilot in Command. This should include: Correct operation of seat-belts; Details on the ELT; location of life jackets and explanation of their proper use; location of the first aid and if carried survival kit; reminder of smoking prohibition; proper use of exits/windows; and to ensure hands and feet are free of all controls.