

# DARMSTADT FLYING CLUB e.V.

## OPERATING RULES



***ISSUE 8***

05 Februar 2009

Darmstadt Flying Club e.V.  
Christine Forberger  
Holzhofallee 12  
D-64295 Darmstadt  
Germany

Internet - <http://www.flydfc.com>

Phone: 06151 – 963040  
Fax: 06151 – 963041  
e-mail: [d.f.c@t-online.de](mailto:d.f.c@t-online.de)

These operating rules establish policies and procedures for the Darmstadt Flying Club e.V., also known as the DFC.

These operating rules apply to all members of the Darmstadt Flying Club e.V.

Questions or recommended changes concerning these operating rules should be directed in writing to the general manager or the board of governors.

---

Kai Lendermann  
(President)

---

Christine Forberger  
(General manager)

<b>1 General</b>	<b>5</b>
1.1 Hours of Operation	5
1.2 Scheduling Procedures	5
1.3 Minimum Flight Hours	5
1.4 Late Arrivals / No-shows	6
1.5 Club Member Accounts	6
1.6 Bank Account	6
1.7 Aircraft dispatching procedures	6
1.8 Pilot in Command (PIC)	7
1.9 Passengers	7
1.10 Insurance	7
1.11 Landing and Airway Fees	7
1.12 Suspension of Privileges	8
<b>2 Safety</b>	<b>8</b>
2.1 Ground Safety	8
2.2 Refuelling Procedures	8
2.3 Parking Procedures	8
2.4 Taxying	8
2.5 Starting and Enging run-up	9
2.6 Flight Safety	9
<b>3 Operations</b>	<b>10</b>
3.1 Ground Operations	10
3.2 Aircraft Servicing	10
3.3 Flight Operations	10
3.4 Cross country flights	11
3.5 Night Flying	11
3.6 DFC Weather Minimums	11
3.7 Weather information	11
<b>4 Training</b>	<b>12</b>
4.1 Flight Instruction	12
4.2. Flight Instructor Re-imbusement	12
4.3 No-shows	12
4.4 Initial Orientation Training	12
4.5 Currency Requirements	12
4.6 Instrument Training	13
4.7 Student Pilot Training	13
<b>5 Maintenance</b>	<b>13</b>

<b>5.1 General Maintenance Procedures</b>	<b>13</b>
<b>5.2 Maintenance write-ups</b>	<b>14</b>
<b>5.3 Post Flight</b>	<b>14</b>
<b>6 Aircraft Emergencies</b>	<b>14</b>
<b>6.1 Aircraft Incident / Accident</b>	<b>14</b>
<b>6.2 Lost / Overdue Aircraft</b>	<b>15</b>
<b>7 DFC contact information</b>	<b>16</b>
<b>7.1 DFC club address</b>	<b>16</b>
<b>7.2 Elected Members</b>	<b>16</b>
<b>7.3 Appointed Members</b>	<b>16</b>
<b>7.4 Flight Instructors</b>	<b>16</b>
<b>7.5 Club Bank Account</b>	<b>16</b>
<b>7.6 Internet and Airplane Booking System</b>	<b>16</b>

# 1 General

## 1.1 Hours of Operation

1.1.1 Periods of flight operations - The hours of operation are normally limited to the operating hours at Egelsbach airfield.

1.1.2 Office hours - The DFC operates from the home of the general manager. The general manager will answer the phone and deal with DFC business during reasonable hours. However, no calls should be made after 21.00. At other times business will be conducted by means of e-mail, answering machine, fax, and the on-line booking system.

## 1.2 Scheduling Procedures

1.2.1 Scheduling will be on a first come/first served basis.

1.2.2 Aircraft are scheduled via the DFC on-line internet booking system. Detailed procedures for operating the booking system are included on the DFC homepage. If a member has no internet access, telephone bookings can be made with the general manager who will confirm the booking on line.

1.2.3 The general manager will check that the member's account is in credit and he/she has a current club checkout for the requested aircraft. If this is not the case, flying privileges of the member will be temporarily suspended according to rule 1.5.3. and the booking system will be blocked to the member in question.

1.2.4 In the unlikely event that the general manager does not confirm the booking, the member may use the aircraft as long as he/she meets the DFC currency and flying privilege requirements. In this case the flight will be limited to a maximum of one hour and the member will leave a note in the locker stating his/her name, purpose of flight and time of return.

1.2.5 After such a flight has been completed, the pilot shall immediately phone or e-mail the general manager and report the hobbs and tach readings before and after the flight, any fuel purchased and if there were any technical problems regarding operation of the aircraft that may require the attention of the maintenance officer.

1.2.6 Flight tests, BFRs and required DFC check flights have priority over other flights.

1.2.7 Priority will be given to members about to obtain a rating (within 5 hours). Co-ordination to obtain priority must be made by the flight instructor through the general manager.

1.2.8 If a member leaves a club aircraft at any airport other than Egelsbach, due to weather and / or safety considerations, the pilot will be responsible for the return of the aircraft to Egelsbach. The board will assist in returning the aircraft and may consider sharing the costs on a case by case basis.

## 1.3 Minimum Flight Hours

1.3.1 Aircraft scheduled for all day must be flown a minimum of two hours a day on weekdays and three hours on weekends and public holidays. At the discretion of the general manager, during periods of very high usage, all day scheduling of aircraft for pleasure flights may be disallowed.

1.3.2 The minimum flight time requirement includes aircraft on extended cross country flights. (e.g. for a long trip to Spain).

1.3.3 The "hobbs meter" will be used to establish aircraft rental charges. As soon as any portion of the next higher digit shows it will be used to establish flying time. In case the hobbs meter is not functioning, the tach time will be multiplied by 1.3 to establish flight time. For extended cross country flights, the first hour will be calculated at tach time multiplied by 1.3 with any additional hours charged at tach time multiplied by 1.1.

1.3.4 If the difference between hobbs and tach time varies significantly from the rules in paragraph 3 above, the pilot may write a reason in the log book. This could be, for example, due to extended delays on the ground at international airports, or cockpit familiarisation with an instructor. It will be up to the general manager to decide on a credit being given.

## **1.4 Late Arrivals / No-shows**

1.4.1 If the pilot does not arrive for a flight 15 minutes after the scheduled start of the flight period and has not notified the general manager or flight instructor, he/she will be liable for a no-show penalty fee and the aircraft will be released to another pilot. The penalty payment will be 50.00 Euro for the aircraft.

1.4.2 A scheduled flight may be cancelled by the pilot or flight instructor up to 24 hours prior to the flight without penalty payment. The general manager should be notified whenever it becomes necessary to cancel a flight and the booking shall be deleted from the booking system.

1.4.3 Where a scheduled flight cannot be made due to weather or maintenance or for any other reason beyond the control of the member, the member will not be assessed a penalty payment.

1.4.4 Any member who feels that a no-show fee was charged unfairly may appeal to the board of governors in writing within 30 days of the billing date and cite the circumstances. No-show fees may not be appealed after 30 days have passed from the end of the monthly billing period.

1.4.5 By the end of the scheduled flight period, the aircraft must be serviced and ready for the next flight. Ensure that at least one reserve oil bottle is in the airplane (available from the locker in hangar 6), clean windscreen and remove bugs, tidy inside, all aircraft documentation available etc. Pilots will inform the general manager when an aircraft cannot be returned as scheduled.

## **1.5 Club Member Accounts**

1.5.1 The DFC operates on a "Pay as you Go" basis. DFC does not provide credit to its members. Monthly dues are paid by means of a direct debit from the member's bank account to the DFC bank account and all members are expected to pay the dues in this manner.

1.5.2 Otherwise, payment for a flight shall be made by cheque or bank transfer to the DFC bank account immediately on completion of the flight.

1.5.3 When a member's account is overdue by 100,- Euro, flying privileges will be suspended and he/she will not be allowed to book an aircraft.

1.5.4 A member whose account is not in good standing will not be provided a letter of good standing.

## **1.6 Bank Account**

1.6.1 The DFC bank account details are as follows:

Account Name: Darmstadt Flying Club e.V.  
Dresdner Bank Darmstadt  
Bank Code (BLZ) 50880050  
Account Number 0195473800

## **1.7 Aircraft dispatching procedures**

1.7.1 The Aircraft pouches, keys, passenger insurance waiver sheet, log sheets, etc. are kept in the club locker which is located in the Egelsbach airport flight planning room.

1.7.2 Pilots will ensure they have in their possession the aircraft and personal documentation required for the flight by the FAA and the German authorities.

1.7.3 Pilots shall fill out the aircraft log sheet kept in the pouch before and after any flight. If there is a discrepancy between the recorded and actual readings before a flight the general manager must be informed.

## **1.8 Pilot in Command (PIC)**

1.8.1 The PIC is responsible for the security and safety of the aircraft and equipment. On checkout flights the CFI is PIC.

1.8.2 The pilot must pay for any fuel costs at airfields other than Egelsbach. By sending the receipts to the general manager reimbursement will be made at the current Egelsbach price.

1.8.3 Pilots are not authorised to personally repair any aircraft or accessories. While on a flight, the pilot may authorise necessary repairs carried out by a FAA certified mechanic up to a maximum of 200,- Euro. Repairs in excess of 200,- Euro require the approval of the general manager, a board member, or the maintenance officer.

1.8.4 Club members must keep their personal data up to date by entering the information into the appropriate page of the on-line booking system – in particular the current e-mail address.

1.8.5 Aircraft will be flown from the left seat. The only exception to this rule is for DFC flight instructors or other pilots who have a "Right Seat" checkout and logbook endorsement from a DFC instructor.

## **1.9 Passengers**

1.9.1 Non club members may be carried in club aircraft provided they sign a liability waiver form. This form is available in the club's lockers at Egelsbach.

1.9.2 Under no circumstances will the pilot charge passengers for the flight. DFC is not authorised to carry passengers for hire. This does not prevent a pilot from sharing the operating cost of the aircraft with the passengers in accordance with the relevant FAA rules.

## **1.10 Insurance**

1.10.1 DFC Aircraft are covered for third party liabilities and passenger insurance (3 seats in the C172 and 1 seat in the C152) under a Combined Single Limit (CSL) policy for 5.0 Million Euro. The hull is covered up to the estimated value of the aircraft. Policies carry a deductible of 1000,- Euro.

1.10.2 The Pilot in Command is, in principle, responsible for paying the 1000,- Euro deductible. If an incident / accident or any damage was caused by mechanical failure of the aircraft or through no fault of the pilot, the pilot may appeal to the DFC board and request the DFC to take over part or all of the deductible. The DFC board will apply fairness and common sense when dealing with such an appeal.

## **1.11 Landing and Airway Fees**

1.11.1 All landing fees, tie-down costs and storage costs incurred by the member at an airfield other than Egelsbach will be paid by the member flying the aircraft.

1.11.2 These costs will be re-imbursed in the case that the aircraft has to be hangered because of impending high winds or other acts of nature.

1.11.3 If the tie down and/or hanger costs are incurred due to mechanical reasons they will be re-imbursed by the DFC.

1.11.4 The pilot is responsible for the payment of any airway fees or navigation charges that are levied as a result of a flight. In particular, pilots who have filed an IFR flight plan or who have operated under VFR in controlled Airspace such as Hahn, Saarbruecken, Nurnberg, etc. must write the route of flight in the log sheet and inform the General Manager.

## **1.12 Suspension of Privileges**

1.12.1 Pilots or members who violate DFC Operating Rules and procedures may have their club flying privileges suspended or revoked by the DFC board of governors.

1.12.2 The DFC general manager may temporarily suspend a pilot's flying privileges for violation of these operating rules.

1.12.3 Pilots whose privileges have been suspended will be asked to present a written statement to the board of governors and to attend an informal review conducted by the DFC. The club safety officer will conduct an informal review of any rules violation or other unsafe flying.

## **2 Safety**

### **2.1 Ground Safety**

2.1.1 The aircraft engine must be shut down before loading or unloading passengers or luggage.

2.1.2 The beacon light will be switched on at all times the engine is running.

2.1.3 Smoking is not permitted in and within 50 feet of any aircraft.

### **2.2 Refuelling Procedures**

2.2.1 Passengers must be unloaded during refuelling operations. Smoking is not permitted during refuelling or in the refuelling area.

2.2.2 The aircraft must be grounded during refuelling operations. Care must be taken when placing the fuel nozzle into the fuel tank. The tank filler neck is easily bent or damaged during refuelling.

2.2.3 DFC aircraft use AVGAS 100 LL (low lead, blue colour). No other grade of fuel is permitted. Pilots will take a fuel sample before flight and after refuelling to check for contamination by water or debris. Contaminated samples shall not be deposited on the grass or under the engine.

### **2.3 Parking Procedures**

2.3.1 DFC aircraft will only be parked at Egelsbach airfield in the designated parking spaces, unless otherwise requested by the airport operator. Normal parking is in front of hangar 6.

2.3.2 Moving aircraft which are parked inside a hangar is not allowed. Moving an aircraft in or out of a hangar can be requested from Egelsbach Flugleitung.

2.3.3 Pilots will remove personal materials and rubbish from the aircraft at the end of a flight. Empty oil bottles will be returned to the locker for future use and replaced with full ones.

2.3.4 At the end of each flight the aircraft will be tied down (if applicable), the gust lock installed, the pitot tube cover fitted, cowl plugs inserted, the doors locked and documentation returned to the DFC locker.

### **2.4 Taxying**

2.4.1 Aircraft will not be taxied to within 10 feet of a building or other stationary object unless directed by a suitably qualified person on the ground using hand signals.

2.4.2 Aircraft will be taxied slowly in congested areas and no faster than a brisk walk elsewhere - maximum 5 KM per hour.

2.4.3 Pilots must exercise extreme care when taxiing at all times and especially when on unimproved or rough areas where there could be gravel or rocks as these can easily damage the nose strut and Propeller. On such areas, pilots must taxi slowly with the control wheel full aft to lighten the load on the nose wheel.

2.4.4 When surface winds exceed 20 knots from any direction, DFC aircraft will not be flown or taxied.

2.4.5 While taxiing, pilots should avoid riding the brakes. Using the correct procedures will prolong brake life.

## **2.5 Starting and Enging run-up**

2.5.1 The area will be properly cleared of any foreign objects or persons before starting the engine. care will be taken not to direct the prop wash against other aircraft or property.

2.5.2 DFC aircraft will not be hand propped.

2.5.3 Jump-starting using the auxiliary power socket shall follow the procedure in the approved flight manual.

## **2.6 Flight Safety**

2.6.1 During the winter months, all frost and snow must be removed from the aircraft before flight. If the aircraft is pre-heated in a hanger it must be thoroughly dried before flight.

2.6.2 Ensure the seat is properly locked in a comfortable position prior to take-off.

2.6.3 Pilots must visually clear the airspace before performing manoeuvres.

2.6.4 Pilots must exercise particular caution when other aircraft are operating in the traffic pattern.

2.6.5 Touch and go landings are not encouraged – especially at airfields with short or soft runways where they should not be carried out at all.

2.6.6 During takeoff and landing, the landing light shall be switched on. The rotating beacon and strobe lights shall be switched on during the whole flight.

2.6.7 It is the pilot's responsibility to ensure adequate separation from other aircraft and that it is safe to takeoff or land.

2.6.8 For every flight the PIC is required to calculate fuel requirements, based on consumption, distance, speed, headwind, weather, etc.

2.6.9 For every flight leaving the traffic pattern, the PIC is required to obtain the most recent weather information prior to takeoff and to carry proof of obtaining this information with him in the plane. In addition, flight planning must be carried giving the intended route of the flight, frequencies, fuel, weight and balance, etc.

2.6.10 For all flights in a DFC aircraft, the following fuel reserves must be observed:

Day VFR and IFR / VMC .....	45 Minutes
Night VFR .....	90 Minutes
IFR / IMC .....	90 Minutes

2.6.11 Single pilot flights by properly qualified pilots on an instrument flight plan in IMC are not encouraged.

## **3 Operations**

### **3.1 Ground Operations**

3.1.1 Standing or sitting on wing leading edges or empennage is strictly prohibited.

3.1.2 The DFC approved checklist, available in the plane, will always be used for pre-flight and cockpit procedures. This checklist is based on the original Cessna checklist with additions specific to the particular DFC aircraft.

3.1.3 A competent, qualified operator must be seated at the controls with seat belt and shoulder harness fastened before the aircraft engine is started.

3.1.4 The engine run-up will be carried out, headed into the wind, at the threshold of the active runway or other designated area prior to every takeoff. During run-up, pilots should avoid directing the prop wash towards other aircraft or property. Aircraft must never be started in a hanger.

### **3.2 Aircraft Servicing**

3.2.1 Pilots must check the oil & fuel levels before each flight and add oil & fuel as specified in the operators handbook.

3.2.2 Before and after flight the aircraft window should be cleaned with fresh water or a proprietary perspex cleaner.

### **3.3 Flight Operations**

3.3.1 All takeoffs must start at the beginning of the active runway. It is not permissible, for example, to takeoff in DFC Aircraft from one of the taxiways in the middle of the runway at Egelsbach. If a DFC pilot is observed breaking this rule, flying privileges will be revoked. An exception to this rule is when operating at an airfield such as Hahn, under tower control, where an intersection take off would still leave at least 1000 M available.

3.3.2 Except for within the traffic pattern and operations described below, DFC aircraft will not be operated below 1000 feet above ground.

3.3.3 Practice forced landings will only be carried out with a DFC instructor on board. They will be terminated at a minimum altitude of 800 feet above ground.

3.3.4 Aerobatic manoeuvres, apart from those in the commercial pilot syllabus, are strictly prohibited in DFC Aircraft. This includes spins, loops and rolls.

3.3.5 If a flight plan is required for the proposed flight the pilot is responsible for filing it, opening it and making sure it has been closed at the end of the flight.

3.3.6 All flights will be carried out in accordance with FAA and German rules of the air.

3.3.7 DFC aircraft may be subject to a ramp check by the FAA or German authorities. It is the pilots responsibility that all required paperwork is carried on a flight. Although not required by the FARs it is advisable to carry a pilot logbook so currency for the flight can be demonstrated.

3.3.8 Only DFC members are allowed to act as "Pilot in Command" in club aircraft.

3.3.9 Only registered DFC flight instructors are allowed to give any sort of instruction in DFC aircraft.

3.3.10 Taxying and flights with known or reported inoperative equipment that compromise safety such as brakes, controls, control surfaces, miss-firing engine, damaged propeller, communication and navigation equipment is prohibited. Ferry flights to the maintenance shop for repair of such equipment must be endorsed by the maintenance officer or his deputy.

### **3.4 Cross country flights**

3.4.1 Cross country flights are encouraged. DFC flight instructors are available to give any advice and help.

3.4.2 Particular attention must be made to the compulsory reporting points, traffic pattern and altitudes at German airfields. Failure to follow the published procedures may give rise to prosecution by the German authorities.

### **3.5 Night Flying**

3.5.1 Night VFR is rather complicated due to local regulations, cost and the changeable weather. It is not encouraged. The pilot's responsibility is to make sure the weather is suitable and the aircraft is returned promptly to Egelsbach. Pilots must comply with all FAA and German night regulations, especially the requirement for flight plans, reserves and weather minimums. In addition, pilots must have had a night check-out with a DFC CFI within the past 90 days.

### **3.6 DFC Weather Minimums**

3.6.1 The following weather minimums shall be observed. For pilots with limited experience the DFC instructors may impose other limits. Proof of receiving a weather briefing is required on board for every flight out of the traffic pattern.

DAY VFR ..... 1500 ft Ceiling, 5 KM Visibility, 20 Knots Wind, 10 Knots X-Wind

NIGHT VFR ..... 2500 ft Ceiling, 10 KM Visibility, 20 Knots Wind, 10 Knots X-Wind

### **3.7 Weather information**

3.7.1 Weather information is available from the following sources (other sources can also be found on the internet:

- Personal Weather Briefing available in German and English from the DWD or Infomet in Frankfurt. 0900-1077224 (land line). 124 cents per minute.

- General Aviation Forecast – GAFOR (recorded message in German but easy to understand). A decode sheet is required to identify weather codes and areas.

- 0900-1191619 (GAFOR South Germany) 62 cents per minute (land line)

- 0900-1191519 (GAFOR North Germany) 62 cents per minute (land line)

- Fax polling, follows international standards for TAFs, weather charts etc. Includes GAFOR forecasts.

- Internet METARS: <http://weather.noaa.gov/weather/metar.shtml>

- Internet TAFS: <http://weather.noaa.gov/weather/taf.shtml>

- Internet PC Met ([www.flugwetter.de](http://www.flugwetter.de)). DWD account required for personal use, but available for free at Egelsbach Flugleitung.

## **4 Training**

### **4.1 Flight Instruction**

4.1.1 DFC flight instruction is offered by designated club members holding a current FAA CPL, CFI and medical. DFC flight instruction standards are established by the DFC training officer and endorsed by the board. All DFC flight instructors are club members. They are required to undertake the same annual checkout procedures as any other club member.

4.1.2 The designation of a DFC flight instructor can only be given to an FAA rated and current and proficient CFI, who is a member in good standing, has shown his CFI skills to the training officer in a ground and air demonstration, and has been recommended by the training officer to the board for endorsement. This endorsement is subject to revocation at any time if the training officer or the board feel that the CFI is no longer needed or suitable, or if no proof of the biennial FAA CFI currency is in the files of the club. Any revocation must be in writing, and all club members must be informed about the revocation to avoid scheduling further training flights. To avoid endorsing himself, the training officer needs an endorsement from the DFC president should he be a designated instructor. If this is not the case he then has to show his proficiency to any instructor the president feels to be competent to evaluate the CFI skills. In case the training officer is the only DFC flight instructor, or if no other DFC instructor is available to perform this evaluation, the president will appoint an outside instructor to fulfil this regulation.

### **4.2. Flight Instructor Re-imbusement**

4.2.1 The basis of the flight instructor re-imbusement is the total time that the DFC member spends with the instructor. This starts at the agreed time for the instruction to begin. Ground instruction, including briefing and de-briefing, are equally regarded as instruction. The current charge is 35,- Euro per hour. Charges are subject to board decision only, upon request of the training officer.

### **4.3 No-shows**

4.3.1 No-shows as defined in paragraph 1.4 are liable for a no-show penalty of one hour minimum to the instructor.

4.3.2 If an instructor does not arrive on time for a dual flight, he/she will be required to provide a comparable lesson to that student (aircraft not included) at a later date.

### **4.4 Initial Orientation Training**

4.4.1 Pilots must be given an initial DFC club check-out and orientation flight by a DFC flight instructor (CFI). All new DFC pilots will receive the following ground and flight training:

- a. Oral review of pilot procedures
- b. Written review of aircraft operators manual
- c. Written review of FAR part 91
- d. Oral review of German airspace, regulations and procedures
- e. Local flight

4.4.2 An instructor sign off is required for each make and model of aircraft the pilot wants to fly.

### **4.5 Currency Requirements**

4.5.1 Pilots must maintain the currency requirements as laid out in FAR 61.57.

4.5.2 Pilots must carry out an annual currency check flight with a DFC instructor. This check will consist of filling out a questionnaire and discussing it with the CFI, an oral review of DFC procedures and a flight check of both normal and emergency procedures. This check must be made in each make

and model of aircraft the pilot wants to fly. The check will be to PTS and BFR standards. The current questionnaires are available on the DFC web site.

4.5.3 DFC pilots who were continuously current during the 12 months following the last club checkout that included a flight portion according to 4.5.2, AND whose BFR is still good for at least 10 months, are not required to execute the flight portion of the club checkout. "Continuous Currency" is defined according to FAR 61.57 (3 take-offs and 3 landings every 90 days; to a full stop at night for night currency). Every 2 years the flight portion of the club check out has to be carried out in any case. To waive the flight portion of the checkout, the questionnaire has to be filled out accordingly, with all quiz questions answered, and mailed to the training officer who will send a written sign-off to the pilot with a copy to the club manager. The waiver is valid for the period between sign-off and the next regularly scheduled BFR, but in no case for longer than 24 months after the last satisfactory club check out which included a flight portion.

## **4.6 Instrument Training**

4.6.1 For all simulated IFR flights a qualified and current pilot (preferably a DFC instructor) must occupy the other seat and have access to the controls.

## **4.7 Student Pilot Training**

4.7.1 The DFC is not able to offer ab initio Student Pilot training in Germany. Introduction flights may be given and assistance on the written test. A list of approved flight training schools in the United States will be kept up to date by the training officer. Help will be given in finding a school that best meets the needs of the individual member.

# **5 Maintenance**

## **5.1 General Maintenance Procedures**

5.1.1 Pilots can help reduce the maintenance cost and down time by being aware of basic maintenance procedures. Treat the aircraft as if you were the owner – you are!

5.1.2 Do not turn the front wheel by more than 30 degrees from centre when using the tow bar.

5.1.3 Adjust the seat gently and do not force it into position. Don't lean full body weight on the cushion or seat back when adjusting for the most comfortable position or, for example, taking your wallet from your back pocket.

5.1.4 Do not push or pull on the horizontal stabilizer or other unauthorised parts of the aircraft. Use the tow bar to move the aircraft.

5.1.5 During pre-flight inspections, pilots should pay particular attention to the condition of the nose strut. Low or questionable struts should be referred for service and not flown as the chance of a propeller strike is too great. There is also the possibility of bending the fire-wall on landing due to the lack of any shock absorption.

5.1.6 Pilots should avoid throwing the tow bar over the seat back. Secure the bar in the luggage compartment and avoid hitting the windows with it.

5.1.7 Do not slam the doors or windows. Pull the door gently but firmly closed, preferably by first opening the window and pulling at the bottom of the opening. Then gently close the door latch.

5.1.8 Radios are very delicate and susceptible to misuse. Always follow the aircraft check-list and make sure the avionics master switch is turned off before starting the engine and before shutting it down. This will prevent voltage spikes and current surges damaging the circuitry.

5.1.9 Move the radio on/off and frequency selector switches carefully and with respect.

## **5.2 Maintenance write-ups**

5.2.1 Pilots must note any technical or maintenance problems that need correction or repair in the appropriate column on the log sheet (in addition to the requirements in paragraph 1.2.4.). In order to inform the maintenance officer and / or the next pilot, be specific in the write-up. Clearly state what is wrong and give as much background information as possible. If the aircraft should be grounded place a clear warning on the pilot seat, in the locker and inform the maintenance officer.

5.2.2 Only the recognised DFC maintenance officer can sign off write-ups. This means that there will be no further flights in the effected aircraft until the sign-off is completed.

5.2.3 If the pilot believes the aircraft is unsafe to fly for any reason the general manager and maintenance officer must be immediately informed and a note left in the aircraft describing the problem.

## **5.3 Post Flight**

5.3.1 A good post-flight check will allow pilots to identify any discrepancies that must be repaired. Pilots should report aircraft discrepancies when phoning the general manager on completion of a flight.

5.3.2 The parking brake should not be used in the permanent DFC parking places as the chocks and tie-down ropes are adequate to secure the aircraft, and they have to be moved in and out of the hangar by Egelsbach airport employees.

## **6 Aircraft Emergencies**

### **6.1 Aircraft Incident / Accident**

6.1.1 Persons witnessing an incident or accident involving a DFC aircraft should notify the general manager or a member of the board of governors immediately. An incident is where minor damage occurs. An accident is where major damage to the aircraft occurs or where a person is injured and requires hospitalisation.

6.1.2 Pilots witnessing an accident or forced landing from the air by a DFC or any other aircraft will contact flight information and report the location of the downed aircraft. The pilot will continue to circle the downed aircraft and provide radio assistance as required. However, this must not compromise the safe outcome of his / her's own flight.

6.1.3 Unauthorised persons will be courteously kept away from the scene of an incident or accident involving a DFC aircraft. Pilots should avoid making statements or answering questions until the general manager or a member of the board of governors arrives or is contacted. If in doubt – say nothing. This is very important! Pilots could be held liable for any statements about the accident.

6.1.4 If not injured, the pilot should guard the aeroplane against further damage (until the general manager or a member of the board of governors arrives to take responsibility for the aircraft).

6.1.5 In the event of an aircraft incident or accident, the following information must be communicated:

- a. Who is calling, why and where you are calling from.
- b. Location of the incident or accident.
- c. Best route to the site, if known.
- d. Extent of any injury to people.
- e. Extent of damage to aeroplane and property.

6.1.6 The following persons will be advised by the person receiving the initial phone call:

- a. The general manager.
- b. The president or vice president (or any other board member)
- c. The safety officer.

6.1.7 Disposition of the aircraft or other property will not be made without instruction from the general manager or a member of the board of governors. Aircraft involved in any minor accident or incident will not be flown until authorization has been given by the general manager or maintenance officer.

6.1.8 Pilots who have been involved in an accident or incident will not be permitted to fly with the DFC until the safety officer completes an informal investigation into the circumstances. The club member will be informed in writing when their flying privileges have been re-instated. In addition, any "lessons learnt" will be communicated to all club members to try to avoid a repetition.

6.1.9 In case of any accident or incident, a written report will be submitted by the pilot to the board of governors within 24 hours of the time the accident or incident occurred. The report will include the following for all involved parties:

- a. Location and time of the accident.
- b. Pilot in command, name and address.
- c. FAA pilot certificate type and number.
- d. Medical certificate details.
- e. Purpose and type of flight.
- f. Names, addresses and telephone numbers of all passengers.
- g. Aircraft make, model and registration number.
- h. Weather and general conditions at the time.
- i. Statement of facts and circumstances, including a diagram.
- j. Signature of the pilot.

The NASA air safety reporting system form (available on the DFC web page) should be used for this report which will then form the basis of the informal investigation mentioned in paragraph 6.1.8.

6.1.10 Pilots involved in an incident or accident will complete a check flight with the DFC training officer before flying privileges are re-instated.

6.1.11 In an emergency which involves a violation of the DFC operating rules, the FARs or local German regulations a written report will be submitted to the general manager within 24 hours. The format will be as described in paragraph 9 above.

6.1.12 A pilot who declares an in-flight emergency must inform the general manager upon completion of the flight.

## **6.2 Lost / Overdue Aircraft**

6.2.1 If an aircraft is lost or believed to be lost, the general manager or a member of the board of governors should be notified immediately.

6.2.2 If a pilot becomes lost or disoriented during flight:

- a. Tune VOR/ADF to a known station and determine location or use GPS.
- b. Contact the local Flight Information frequency or any airfield thought to be in the vicinity and ask for assistance.
- c. Pilots who are lost and dangerously low on fuel must seek assistance on the emergency VHF frequency 121.5 Mhz
- d. Land at any airfield to determine location.

6.3.1 During an emergency, if at all possible, the Pilot should attempt to fly to the nearest airfield and land.

6.3.2 If an off Airport landing is necessary, the pilot should use caution in selecting the landing area. Many areas are surrounded by obstacles and are unsuitable for landing.

6.3.3 Pilots will not take off after an emergency or precautionary landing without specific instructions from the general manager or a member of the board of governors. The only person authorised to release the aircraft for flight is the maintenance officer.

## 7 DFC Contact Information

### 7.1 DFC club address

Darmstadt Flying Club e.V.  
General Manager  
Christine Forberger  
Holzhofallee 12  
D-64295 Darmstadt  
Germany

Phone: 06151 – 963040  
Fax: 06151 – 963041  
e-mail: d.f.c@t-online.de

Where possible, mobile phone numbers are given. Complete contact data, including email addresses, is available online via the aircraft booking system.

### 7.2 Elected Members

President	Kai Lendermann	0173 - 3591446
Vice President	Peter Dupre	0170 - 1847782
Treasurer	Carl Melbinger	0177 - 6484638
Secretary	Gordon Bridge	+44 – 7747 - 864838

### 7.3 Appointed Members

Supply officer	Steve Brandner	0172 - 6921604
Maintenance officer	Colin Hutchins	06105 - 21636
Safety officer	Arnim Stief	0611 - 404007
Training officer	Timm Preusser	0160 - 7439464
General manager	Christine Forberger	06151 - 963040

### 7.4 Flight Instructors

Timm Preusser	0160 - 7439464
Martin Spitta	0173 - 8290644
Ian Bayliss	0171 - 5742892
Arnim Stief	0611 - 404007

### 7.5 Club Bank Account

Dresdner Bank. Darmstadt. Bank Code (BLZ) 50880050  
Account Name: Darmstadt Flying Club eV.  
Account Number 0195473800

### 7.6 Internet and Airplane Booking System

<http://www.flydfc.de>