

DARMSTADT FLYING CLUB e.V.

OPERATING RULES



ISSUE 9

02 January 2018

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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 president or the board of governors.

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1 General

1.1 Governing Rules

1.1.1 All DFC rules are given in the By-Laws, in the Operating Rules, and otherwise by documented and published decisions of the Board and documented and published decisions of the membership assembly. No other binding rules do exist.

1.1.2 The RESI system is more than a reservation system. It also contains all member data, that is name, first name, date of birth, address, phone numbers, email, bank account data, and all pilot credentials (licenses, medicals, class ratings, other privileges). The RESI system is operated by the Vice President, the Training Officer, and by the Treasurer (if required).

1.1.3 The DFC also maintains an internet based Cloud (currently a DropBox) where documents are stored. All Board Members have access to the cloud. When a board member gets replaced, he/she shall no longer have access.

1.1.4 Club members must keep their personal data, bank data, licenses, ratings and medicals up to date by emailing the respective changes / updates to the vice president. The vice president will ensure that the RESI system gets updated.

1.1.5 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.

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

1.1.7 When a member's account is overdue by 100,- Euro, flying privileges will be suspended and

1.2 Suspension of Privileges

1.2.1 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.

1.2.2 The DFC president may temporarily suspend a pilot's flying privileges for violation of these operating rules.

1.2.3 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.

1.3 Insurance

1.3.1 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.

1.3.2 The Pilot Flying (PF) 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.

1.4 Scheduling Procedures

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

1.4.2 Aircraft are scheduled via the RESI internet booking system, www.resi.de .

1.4.3 The RESI system will automatically check that the member has a current license, class rating, medical and DFC club checkout for the requested aircraft. If this is not the case, flying privileges of the member will be temporarily suspended and the booking system will be blocked to the member in question.

1.4.4 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.

1.4.5 If the pilot does not arrive for a flight 60 minutes after the scheduled start of the flight period, the aircraft will be released to another pilot.

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

1.5 Rental Charges / Minimum Flight Hours

1.5.1 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 president, during periods of very high usage, all day scheduling of aircraft for pleasure flights may be disallowed.

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

1.5.3 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 BLOCK TIME will be used to establish rental charges.

1.5.4 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.

1.6 Pilot Flying (PF) / Pilot in Command (PIC)

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

1.6.2 The pilot in the left seat is the Pilot Flying (PF) and also the Pilot in Command (PIC), except for flights with a flight instructor (FI, CFI) or an EASA skill or competency check, where the instructor or examiner is the PIC. The PIC is responsible for the security and safety of the aircraft and equipment.

1.6.3 The Pilot Flying (PF) will be charged by the DFC for airplane rental and must pay for any fuel costs at airfields other than Egelsbach or Aschaffenburg. By sending the receipts to the treasurer, reimbursement will be made at the current Egelsbach price.

1.6.4 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 president, a board member, or the maintenance officer.

1.6.5 Aircraft will be flown from the left seat. The only exception to this rule is for DFC flight instructors and examiners during flight instruction, skill or competency checks.

1.6.6 Only DFC members are allowed to act as "Pilot in Command" in club aircraft. Non club members may fly as Pilot Flying on the left seat when a DFC flight instructor is acting as PIC from the right seat.

1.7 Currency Requirements

1.7.1 Pilots must maintain the currency requirements as laid out in FAR 61.57 and / or EASA FCL (biennial flight review to re-establish class rating, 90 day rules to carry passengers, etc).

1.7.2 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. For the C152 and C172, if the pilot has been checked out properly according to 4.4.2, an annual flight in one of both is sufficient per year, alternating the aircraft every second year for the annual check flight. The check will be to PTS and BFR standards. The current questionnaires are available on the DFC web site.

1.7.3 DFC pilots who were continuously current during the 12 months following the last club checkout that included a flight portion 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 in the airplane. 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 files. 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.

1.8 Passengers

1.8.1 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.

1.8.2 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 and EASA rules.

1.9 Landing and Airway Fees

1.9.1 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.

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

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

1.9.4 The pilot is responsible for the payment of any airway fees, approach fees, departure fees or navigation charges that are levied as a result of a flight. In particular, pilots who have filed an IFR or CVFR flight plan must note the route of flight into the log sheet and into the RESI Bordbuch.

2 Operations and 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.

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

2.1.5 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.

2.1.6 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.

2.1.7 During the winter months, all frost and snow must be removed from the aircraft before flight. If an aircraft is moved into a heated hangar to melt frost or snow, it must be thoroughly dried before flight to avoid any ice build-up.

2.2 General Procedures

2.2.1 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!

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

2.2.3 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.

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

2.2.5 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.

2.2.6 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.

2.2.7 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.

2.2.8 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.

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

2.3 Aircraft Servicing and Refuelling

2.3.1 Pilots must check the oil & fuel levels before each flight and add oil & fuel as specified in the operators handbook. Tires need to be checked for wear, tire pressure is to be measured, and air needs to be replenished if needed (in Egelsbach: tire air to be found at the fire truck station opposite the fuel station).

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

2.3.3 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 and the paint of the wings' leading edges gets easily scratched away by the rubber hoses.

2.3.4 All DFC aircraft use AVGAS 100 LL (low lead, blue colour). Some DFC aircraft in addition may use MOGAS or 91UL (unleaded, clear color), if so indicated for each aircraft. 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.

2.3.5 To avoid any W&B issues for the next flight, DFC aircraft shall not be refuelled after flight, except the next pilot has requested this.

2.4 Starting and Engine run-up

2.4.1 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 or into an open hangar.

2.4.2 DFC aircraft will not be hand propped.

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

2.4.4 Aircraft must never be started in a hangar.

2.4.5 Some DFC aircraft have an electrical engine pre-heat system installed to improve engine starting and reduce engine wear. This system requires being plugged in approx.. 4 hours before engine start. Pilots need to apply caution with 220V extension cords used in the hangar, in particular no other person should trip over such a cable.

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

2.4.7 The engine run-up will be carried out 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. A 30° angle on the taxiway into the direction of approaching aircraft is recommended.

2.5 Taxying

2.5.1 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.

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

2.5.3 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.

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

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

2.6 DFC Weather Minimums

2.6.1 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, GAFOR GREEN or BLUE.

2.6.2 For every flight leaving the traffic pattern, the PF 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.

2.6.3 Some DFC aircraft have airborne weather receivers installed (eg. ADL120). Pilots are encouraged to use that system if weather conditions become marginal, or during IFR flight in IMC. The use of the ADL system must be noted in the logsheet and in the remarks section of the RESI Bordbuch.

2.7 DFC Fuel Minimums

2.7.1 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

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

2.8 Flight Operations

2.8.1 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.

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

2.8.3 Ensure both front seats are properly locked in a comfortable position prior to take-off.

2.8.4 During taxi, takeoff and landing, the landing light shall be switched on. The rotating beacon and strobe lights shall be switched on during the whole flight. DFC encourages all pilots to also keep the

landing light on during all flights.

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

2.8.6 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.

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

2.8.8 Pilots must visually clear the airspace before performing manoeuvres.

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

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

2.8.11 Some DFC aircraft are IFR equipped. However, single pilot flights by properly qualified pilots in IFR equipped aircraft WITHOUT AUTOPILOT on an instrument flight plan in IMC are not encouraged.

2.8.12 Practice forced landings will only be carried out with a DFC instructor on board. They will be terminated at a minimum altitude of 400 feet above ground.

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

2.8.14 DFC aircraft may be subject to a ramp check by the FAA or German or European authorities. It is the pilot's 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.

2.8.15 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.

2.9 Cross country flights

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

2.9.2 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.

2.10 Night Flying

2.10.1 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 EASA 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 flight instructor within the past 90 days.

2.11 Parking Procedures

2.11.1 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.

2.11.2 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.

2.11.3 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.

2.11.4 Before and after flight the aircraft window should be cleaned with fresh water or a proprietary perspex cleaner. After each flight, the airplane has to be cleaned, including leading edges of wings and struts. Violations are subject to a penalty fee of Euro 20.

2.12 Post Flight

2.12.1 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 next pilot scheduled in RESI when an aircraft cannot be returned as planned.

2.12.2 A good post-flight check will allow pilots to identify any discrepancies that must be repaired.

2.12.3 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.

2.12.4 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 president must be informed.

2.12.5 Pilots MUST fill in the electronic Bordbuch residing in the RESI booking system. Continued violation may result in the flying privileges being suspended.

3 Training

3.1 Flight Instruction

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

3.1.2 DFC flight instruction is offered by designated club members holding a current FAA CFI and medical, or EASA FCL FI(A). DFC flight instruction standards are established by the DFC training officer and endorsed by the board. All DFC flight instructors must be DFC club members. They are required to undertake the same annual checkout procedures as any other club member.

3.1.3 The designation of a DFC flight instructor can only be given to an FAA rated and current and proficient CFI, or EASA FI(A), who is a member in good standing, has shown his FI 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 FI is no longer needed or suitable, or if no proof of the biennial FAA CFI or triennial EASA FCL FI(A) 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 FI 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.

3.2. Flight Instructor Re-imburement

3.2.1 The basis of the flight instructor re-imburement 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 40,- Euro per hour (including VAT, if appropriate). Charges are subject to board decision only, upon request of the training officer.

3.3.2 No-shows are liable for a no-show penalty of one hour minimum to the instructor.

3.3 Initial Orientation Training

3.3.1 Pilots must be given an initial DFC club check-out and orientation flight by a DFC flight instructor (FI). 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

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

3.4 Student Pilot Training

3.4.1 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.

3.5 Instrument Training

3.5.1 Some DFC instructors are able to offer IFR Student Pilot training for the FAA IFR or the EASA IR. The training officer will provide details. Also, 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.

3.5.2 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 Maintenance

4.1 Maintenance write-ups

4.1.1 Pilots must note any technical or maintenance problems that need correction or repair in the appropriate column on the log sheet and in the RESI Bordbuch. 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.

4.1.2 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.

4.1.3 If the pilot believes the aircraft is unsafe to fly for any reason the president and maintenance officer must be immediately informed. Place a clear warning on the pilot seat, in the locker and put a note up in the RESI system describing the problem.

5 Aircraft Emergencies

5.1 Aircraft Incident / Accident

5.1.1 Persons witnessing an incident or accident involving a DFC aircraft should notify the president 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.

5.1.2 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 own flight.

5.1.3 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

president 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.

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

5.1.5 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.

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

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

5.1.7 Disposition of the aircraft or other property will not be made without instruction from the president 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 president or maintenance officer.

5.1.8 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.

5.1.9 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.

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

5.1.11 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 president within 24 hours. The format will be as described in paragraph 9 above.

5.1.12 A pilot who declares an in-flight emergency must inform the president upon completion of the flight.

5.2 Lost / Overdue Aircraft

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

5.2.2 If a pilot becomes lost or disoriented during flight:

- a. Tune VOR 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.

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

5.3.2 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.

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

Egelsbach, January 18, 2018

For the Board of Governors:

Signed: Timm Preusser, President