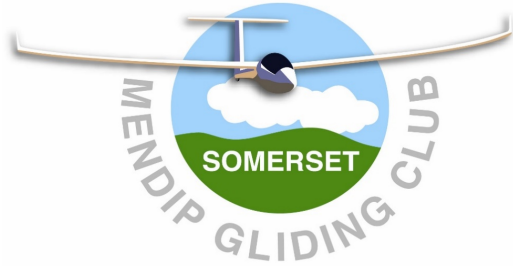


Standard Operating Procedure



Airfield Set-Up

Purpose: Operations to establish the airfield ready for the day's operations.

Who: All members.

General: Airfield set-up is started by the first members on site. Please join in with tasks that require assistance or that have not been started otherwise follow directions of Duty Instructor / Supervising Pilot / Duty Pilot.

General Opening Up

- Unlock main gate (usual code).
- Unlock club house (usual code) and get keys for hangar and MT shed from safe.
- Unlock hangar (fasten padlock to outside of man-access door handle after opening).
- Unlock MT Shed man-access door (hang (unfastened) padlock on inside of door or place on side of second or third mezzanine steps, i.e. out of the weather).
- Open up generator house, DI generator and switch on battery.
- Return keys to key safe.

Daily Inspection of Motor Transport

- Open north door of MT Shed and secure open with chain./bolt.
- For each vehicle in turn, open bonnet and check oil, water and brake fluid.
- Visually check tyres for pressure.
- Check sufficient fuel and arrange for refuelling if necessary.
- Reverse out vehicles needed for the day's anticipated operations through the north door and park up on grass against east wall of car park.
- Winch driver (preferably duty winch driver) to DI tractor and winch (refer specialist training and manuals).
- If wind is blowing into the MT Shed from the north-east, now close north door.
- Open main south door and remove winch.

Stock Clearance and Windsack

WARNING Cattle and horses are large, heavy animals. They are used to human contact (the farmer visits daily) and are not normally aggressive. However, they should be treated with care especially if calves are present.

- Currently, both access gates of the south enclosure are kept open when there is no flying. Close the gate furthest from the majority of the animals.
- Herd the animals gently, slowly and calmly towards the nearer, open gate – do NOT hoot, do NOT rev the engine and do NOT drive aggressively.

Standard Operating Procedure



Airfield Set-Up

- Cattle and sheep will follow each other and will all start to move together once the first few start to move.
- Horses are more individualistic, and, furthermore, are also fast and nimble. They may treat being herded by vehicles as a game or as a nuisance and you may need a large degree of patience. Do not be tempted into racing after them as it will simply excite them and will, therefore, make putting them away much harder. If it gets too difficult leave them for a while to calm down and return later (Mint Polos are useful treats with which to bribe them).
- Drive slowly behind all animals to keep them moving in the right direction.
- Close last gate afterwards.
- Drive up to stile and put up windsock.

Open up Hangar and Removal of Aircraft

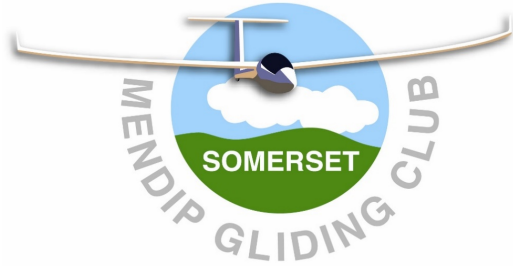
WARNING Aircraft should not be taken out of the hangar unless under the direction of an Instructor / Supervising Pilot or Duty Pilot who will decide what aircraft are needed for the day's Club flying. All Daily Inspections (DIs) of gliders shall only be undertaken by or under the control of qualified members.

- Before opening hangar doors, attention should be paid to the wind direction and the vulnerability of aircraft to being disturbed by wind and possibly damaging neighbouring aircraft. Consider stabilising aircraft if necessary / as appropriate.
- Open hangar doors.
- Preferably, the day's aircraft should be rolled out (minimum of two persons per glider) onto the grass north of the club house ready for DI. Before removing them from the hangar, check tyres are sufficiently inflated – if not, re-inflate to stated pressure.
- The Rotax Falke is normally at the front of the hangar. It is to be removed (two pulling on straps attached to undercarriage legs, one steering using the rudder) and parked with brakes applied on the grass north of the track. (If considered necessary by the DI / DP, it may be returned to the hangar for protection from squalls and the like after removing the day's gliders.)
- The gliders should be parked across the slope with dollies (where fitted) removed.
- Wood gliders should have their into-wind wings suitably anchored with tyres; noses and stern posts should also be stabilised where conditions require. Glass gliders should have their downwind wing placed on the ground; no tyres should be used on glass gliders.
- Clean gliders and / or canopies if necessary.
- DI Club gliders and take up to launch point.

Bus Set Up

WARNING Bus shall only be driven by suitably experienced members.

Standard Operating Procedure



Airfield Set-Up

- Obtain bus keys from safe.
- Open up bus, check fuel levels and refuel if necessary.
- Start engine and get air pressures up to normal range.
- Remove chock from under front wheel using rope so that hands are not at risk of getting trapped.
- Move bus and manoeuvre into launch point ensuring driven wheels remain on the track in wet /soft ground conditions.
- Reel out cable and plug in comms.
- Test comms with winch.

Winch Set Up

WARNING Winch and tractor shall only be operated / driven by suitably experienced members. This is an abbreviated *aide memoire* for winch drivers and does not take the place of winch training and experience, and sign off by the Winch Master.

- Check winch and tractor fuel levels and refuel if necessary.
- Start winch engine and warm up before moving onto airfield.
- Drive winch to allocated position and align in correct orientation.
- Switch off and brake tractor.
- Chock winch (chocks on opposite side to tractor).
- Put out earth and earth lead.
- Put out cones to mark risk perimeter.
- Reel out cable and plug in comms.
- Test comms with bus.
- Pull out pair of cables sufficient distance for tow-out vehicle.
- Put winch brake on ready for cable tow-out.
- Pull out cables and DI cables as per winch procedures (not covered here).