

CHAPTER 3

RESPONSIBILITIES OF THE DUTY PILOT

The **Duty Instructor** is in overall charge of flying operations and is assisted on the ground by the **DUTY PILOT**. The Duty Pilot is responsible for the safety of personnel and aircraft on the ground along with the efficient organisation of the day's flying. The DP must **ACTIVELY** keep pilots and launches **MOVING** at the launch point. He needs also to be the main person to clarify club procedural issues and must act decisively in the event of any disputes. Where visitors and potential new members are concerned it's his task to answer questions politely and intelligently, while all the time acting as host and PR person on behalf of the club.

1.0) PRIOR TO THE DAY OF DUTY.

1.1) During the week, prior to your day of duty, remind the Tug Pilots and Instructors that they are on duty and check that fuel will be available and if necessary that the tug is serviceable. Telephone the Chief Duty Pilot by Thursday evening to inform him of the status.

1.2) Flying should start before 10.30am therefore gliders should be on the runway by this time. **This means that you should arrive before 9.30am.**

2.0) BEFORE THE DAY'S FLYING COMMENCES

2.1) On arrival at the airfield, unlock the hangar and take out and clean the 'Start Wagon'. Ensure that the battery is fully charged and that the Members

Forms/Cards and sufficient, Indemnity Forms, Annual Check Forms, etc. are in the wagon. Check that the base stations are operational and that the First-Aid Kit and fire extinguisher are in the wagon.

2.11) Put an appropriate message on the answering machine. Briefly indicate weather conditions and aircraft serviceability.

2.12) Phone the Meteorological Office at Cape Town International and ask them to fax the tephigram.

2.2) Start the flying list or ballot list for the day. The list for the ASK13 and K7 closes at 11.00 or one hour after the first launch, whichever is the earlier. Members arriving after these times fly at the discretion of the Duty Pilot/Instructor. The names of "Air Introduction" passengers should also be entered on the flying list, but note that club members take precedence over "Air Introduction" flights. Badge flying takes precedence over all other flying, but the Duty Instructor must give his approval.

2.3) Start a new Time Sheet filling in the tacho readings from both the tug aircraft.

2.4) Arrange for all the club gliders to be taken out, washed, DI'd and towed to the launch point. Help, or arrange for someone to help, the tug pilot to wash the tug.

2.5) Remind pilots to fill in the glider DI books. An instructor should

countersign if the ‘D I’ was carried out by a pupil.

2.6) Take the tug aircraft out of the hangar ready for the tug pilot to carry out his daily inspection.

2.7) Towropes should be thoroughly inspected and placed in the ‘Flight Centre’. It is the responsibility of the Duty Pilot to DI the rope and to return it to the hangar at the end of the day.

2.8) Take the 'Flight Centre' and the 'Retrieve Vehicle' to the launch point. Clean, refuel and generally make them ready for use.

2.9) Be familiar with the layout and operation of the ‘Flight Centre’.

2.10) Attend the Pre-Flight Meeting with the Instructors, Duty Pilots and Tug Pilots.

3.00) DURING THE DAY'S FLYING

3.01) Duty pilots are expected not to fly on the day they are on duty day unless another duty pilot is present who agrees to take over his/her responsibilities while he/she is flying. If the Duty Pilot does fly this should preferably not be towards the end of the day when he/she should be ensuring that every thing is properly stowed away.

3.02) The filling in of the time sheet ,(Appendix (i) form (p), should be done as neatly as possible to avoid mistakes when the data is entered into our computer system. (use the 24 hour notation for times). The timing of a flight starts when the tug begins it's take-off roll. The completion of the time is when the tugs wheels touch down and the completion of the glider flight is when the glider lands. Ensure that the tug pilot does not start his engine before

the glider is ready and in fact, he should only start-up on hearing the pilot's blind call “ Glider-Golf Uniform Charlie pushing on and lining up - Runway 33”. If the tug has to orbit because of traffic on the runway, delaying landing, this must be noted in the "remarks" column on the timesheet with the amount of orbit time stated. In the case of two-seater gliders, the name of the pilot to be charged is entered first. There is no need to enter remarks like "charge account" . There is also no provision in our system for splitting the cost of a flight. If two pilots wish to split the cost of a flight they should arrange this between themselves.

3.03) “Air Introduction” flights are charged for at the rate shown on the "List of Flying Charges and Subscriptions". This money should be collected before the flight. Also ensure that the Indemnity Form is properly signed and witnessed before the flight. The form to be used is the abbreviated (half page) "Application for Temporary Membership". Explain to the “Air Introduction” passenger that he is flying as a daily member of the Cape Gliding Club. On the timesheet enter "A I" followed by the passenger's name as the pilot to be charged. Then enter the passenger's name and the amount of money paid on the reverse of the timesheet.

3.04) A New members must fill in the full "Application for Membership" which must be properly witnessed. If the applicant is a minor (usually under the age of 21) his/her parent or legal guardian must also sign the indemnity. Ensure that the applicant has filled in all the fields on both sides of the form. Finally collect the required entrance deposit (see the "List of Flying Charges and Subscriptions" in the Flight Centre) and sign to this effect on the of the

application form under the point 1 of "Official Use Only". Also enter the applicant's name and the amount of money received on the back of the time sheet.

3.05) Members of other gliding clubs fly at club rates. Before they fly they should fill in the Indemnity Form and be cleared by the Duty Instructor. After flying, calculate the cost of the flight(s). Collect the required amount and enter this on the back of the timesheet.

3.06) Make sure the pilots are ready for take-off before the tug lands and that there are sufficient experienced helpers to get the gliders on and off the runway and to act as wingman and tug signaller. The Duty Pilot should stop flying activities if there are not enough people available.

3.07) Members, who put their names (or cards) on the list and then disappear, will have their names put at the bottom of the list or removed altogether. No 'trading' of flight slots is permitted.

3.08) Spectators and children must be kept off the runway and away from the gliders.

3.09) Make sure that gliders not in use are parked well off the runway (50m from runway centre) with canopies closed and the windward wing loaded down with tyres or sandbags. At the 33-runway end the glider should be parked with the tail facing the runway and at the 15 runway end the nose should face the runway. This is so that the wind will tend to keep the canopy open when climbing into the glider. Keep gliders of the taxiway.

3.10) Damage to club aircraft should be reported to the Maintenance Officer or Chairman as soon as possible. Should

the aircraft be unserviceable, it should be put back in the hangar with an "Aircraft Grounded" notice attached to it in a prominent position. An entry should be made in the glider DI book as to the nature of the unserviceability.

3.11) Permitted maximum flight duration.

- K7 and ASK13 - One hour
- Jeans Astir - Two hours unless being used for badge or X-country flight.
- Twin Astir - Two hours unless being used for X-Country.
- Cirrus – Now syndicated within the club. Per minute paying non-syndicate pilots – by arrangement.
- Badge and X-country flights require the permission of the Duty Instructor.

The Pilot of a glider should be informed by radio when he has 10 minutes left to give him time to descend.

The Duty Pilot and Duty Instructor must use their discretion where special circumstances make this necessary.

4.00) AFTER THE DAY'S FLYING

4.01) Ensure that responsible club members park all gliders and the tug in the hangar in a safe manner. Wing and canopy covers must be put on and the batteries removed from club gliders and put on charge.

4.02) Park both the Flight Centre and the Retrieve Vehicle in the garage and ensure that the radios in both are switched off and the Flight Centre

charging lead is plugged in.

4.03) Check that the tug pilot has removed the rope from the runway and that it is hung in the hangar. Arrangements must be made for unserviceable ropes to be got to the "Rope Keeper" for repairs.

4.04) Enter the closing tug tacho reading for the tug aircraft on the Timesheet.

4.05) Ensure that the hangar is locked correctly and that the lights are out. Visually check the two locking pins in the centre of the sliding doors.

4.06) Complete the timesheet by totalling the times and the amount of any money collected. Enter any comments on the back of the timesheet and sign it. Seal the timesheet and any cheques or cash in an envelope. Write your name and date on this envelope and hand it to Ed Verpraet or put it in the Treasure's box in the clubhouse. (If you rewrite the timesheet also enclose the original).

5.00) *DUTY PILOT'S CHECK LIST* *Abbreviated*

5.01) *ON ARRIVAL*

- *Flying List*
- *Time sheet*
- *Tacho reading*
- *Answering machine*
- *DI's and cleaning*
- *Are all the rostered people there?*
- *Tug and Tow rope - OK?*
- *Glider tow out ropes*
- *Bucket and sponge*
- *Fire extinguisher*
- *Retrieve Vehicle*
- *Start Wagon*

5.02) *DURING FLYING*

- *Attend the Pre-Flying Meeting with the Instructors, Duty Pilots and Tug Pilots.*
- *Safety*
- *Awareness of gliders/aircraft in circuit*
- *Readying next glider pilot before tug lands*
- *Accurate and neat time-keeping*
- *Encourage students to push/retrieve gliders and participate in smooth operations at the launch point.*

5.03) *BEFORE RETIRING TO THE CLUBHOUSE*

- *No equipment left at the launch site (tow-out equipment, towrope etc.)*
- *Wing covers on gliders*
- *Batteries on charge*
- *Lights off*
- *Lock up hangar*
- *Time sheet completed (also damage report) and posted with money and all new membership forms.*

DUTY PILOTS PLEASE NOTE:

Failure to turn up or make alternative arrangements with another Duty pilot is a serious offence and could result in some form of disciplinary action.

CHANGES TO DUTY ROSTER:

You can state your preferences or make changes through the "WIKI" Website. See Appendix (xii) -page 353 or the link on the CGC Website.

**Please don't
let your
fellow pilots
down!**

See Detailed Check list on next page