

Scottish Aero Club

Members' Handbook

All Flying Members of SAC must read Section 4 of this document, recording their acceptance and agreement when first joining and annually thereafter on renewal



Agreed and adopted in conjunction with



Nothing in this document overrides the Perth Airport EGPT Standard Operating Procedures, AIP, UK Air Navigation Order or EASA Rules of the Air.

Scottish Aero Club, Hangar 1, Perth Airport, Perth. PH2 6PL. 01738 550055

Table of Contents

Sections

1. Amendments	1
2. General Club Information and Membership Benefits	2
3. Club Rules for all Members	4
4. Club Rules specifically for Flying Members	5

Appendices

1. Membership Categories	7
2. CAA Excerpts:	
i. Definitions of Accident and Incident	8
ii. Procedure for Accident Reporting	10
3. Hangarage:	
i. Conditions	11
ii. Waiting list management guidelines	13
iii. Short-term hangarage	14
4. Helicopter procedures – Scotland’s Charity Air Ambulance	15
5. Fire Awareness	
i. Fire detection and alarm system	16
ii. Disposal of waste oil and oily waste	16
iii. Hot work	17
iv. Hangar plan with location of fire call points	18

Section 1 – AMENDMENTS

Date	No.	Amendment
01/02/14	Original	
24/02/15	1	<u>Flight Safety (Type Conversion and Differences Training):</u> <i>Pilot members of SAC are required to seek appropriate training from a qualified instructor whenever converting to an unfamiliar aircraft type. Particular instances include microlight flexwing/fixed-wing and taildragger/tricycle conversions.</i>
24/02/15	2	<u>Signing of Members' Handbook by Pilot Members:</u> <i>Superseded by new arrangements in 2016 - see 7 below)</i>
2016	3	<u>Hangarage:</u> <i>Hangarage Conditions amended; updated Guidelines issued (incl rates for temporary hangarage) – please re-read Appendix 3. The Hangar Waiting List (regularly updated) is confidential to SAC Committee and employees and those whose names are already on it.</i>
2016	4	<u>SCAA Local Procedures (Appendix 4):</u> <i>These are now given in a condensed and revised form for Club Members. The full Procedures are published in Perth Airport SOPs</i>
2016	5	<u>Fire Awareness and Prevention:</u> <i>Appendix 5 (new) contains vital information and must be read by ALL members</i>
2016	6	<u>Hangar keys:</u> <i>New keyfob-style electronic hangar keys will replace the old keys during the course of 2016. These will be issued personally to owners of resident aircraft. The door from the Clubrooms to the Hangar must be kept locked at all times. If Members are on the premises but nobody is present in the ground floor Clubroom, then the outer door should always be locked.</i>
2016	7	<u>Signing of Members' Handbook by Pilot Members:</u> <i>New arrangements coming into force during 2016 will oblige all Pilot Members to register their acknowledgement of Club Rules as set out in the Members' Handbook by either signing an Assent Form (if paying by cheque) or ticking an Agreement Box (if paying online) when first joining and on annual renewal thereafter. This will supersede the current system of signing the Handbook itself.</i>
2016	8	<i>Minor textual amendments/clarifications (Dec 2016) but please note specifically Section 4.1 and re-read Appendix 3 (Standard Hangarage Termination and Security)</i>
2018	9	<i>Updating for new aircraft, membership category changes and revised CAA accident reporting in Appendix 2</i>

Section 2 – GENERAL CLUB INFORMATION AND MEMBERSHIP BENEFITS

1. The Scottish Aero Club Ltd was officially constituted in 1956 as a Company Limited by Guarantee Not Having Share Capital. Its Board of Directors is an elected General Committee responsible for managing the Club's affairs for the benefit of its members. The names of currently serving members are published on the Club website. The Committee deals with administrative affairs as below, with e-mail contact details as noted:

Chairman chairman@scottishaeroclub.org.uk

Secretary secretary@scottishaeroclub.org.uk

Treasurer treasurer@scottishaeroclub.org.uk

Facilities facilities@scottishaeroclub.org.uk

Communication communication@scottishaeroclub.org.uk

Marketing marketing@scottishaeroclub.org.uk

Events events@scottishaeroclub.org.uk

Hangarage hangarage@scottishaeroclub.org.uk

2. The SAC employs an Office Manager who provides management, clerical and domestic functions in the operation of the office, clubrooms and hangar. Contact details as below:

Office office@scottishaeroclub.org.uk

Membership membersec@scottishaeroclub.org.uk

3. Communication

- The Club website www.scottishaeroclub.org.uk provides a lot of interesting information (weather, webcam, links, news, calendar, etc) which is available to both members and the general public. The site also includes a discrete section for members only, who are encouraged to use it to make appropriate contributions.

- Email bulletins are issued on a regular basis to provide updates on upcoming events and to issue member prompts on matters of importance.
 - Official notifications regarding subscription, constitutional or other matters are occasionally made by post when required.
4. The Club leases and operates Hangar 1 and the adjoining ground level rooms and corridor (Clubroom, offices, toilets). The premises are covered by 24/7 surveillance cameras (CCTV).
 5. The various categories of Membership on offer are detailed in Appendix 1. Current prices are available on the website.
 6. Flying instruction is available at Perth Airport through the SAC's approved providers – Alba Airsports (flexwing and fixed-wing microlight) and The Gyrocopter Experience
 7. Scottish Aero Club members enjoy a large variety of privileges, many of which are iterated in Appendix 1. The following list summarizes the benefits which accrue to members who fly from Perth Airport.
 - Access to 3 runways 365 days per year at Scotland's premier General Aviation Airport, subject to weather
 - Right to contracted hangarage in Hangar 1 if space available
 - Access to Club-owned aircraft for hire (TeamEurostar fixed-wing microlight G-CFNW, Eurostar SL fixed-wing microlight G-FLYJ and P&M GT450 flexwing G-DTAR)
 - Unlimited landings for member aircraft based in Hangar 1
 - Free Out of Hours (OOH) privileges
 - Night flying available by request – Pilot controlled lighting details on request to ACS.
 - Avgas service available 09:00 - 17:00 local time, 7 days per week
 - Perth Radio service usually available 09:00 - 17:00 local time
 - Fire cover available 09:00 - 17:00 local time 7 days per week, including cover to 1000m radius.
 - The Club regularly stages a variety of events including fly-ins, fly-outs, special events, safety talks, guest speaker evening sessions, etc.
 - A weather station and weather data accessible to all members via website
 - Full use of all premises including Clubhouse
 - PC with internet access for pre-flight self-briefing
 - Members-only website sections
 - Frequent Communications by email
 - Discounts: Pooleys, Haywards, Skylodge, and others
 7. All Members are required to observe the Rules set out in Section 3.
 8. Flying Members must additionally abide by the specific Rules set out in Section 4 and, in particular, must record their acceptance of them when joining and annually

thereafter. This should be done at the same time as paying for Membership (those paying online are asked to tick an agreement box and there is a paper Assent Form for those paying by cheque). Members who have joined through ACS are requested to visit the Club in person and sign against their name in the copy of the handbook held in the Club to evidence their acceptance of the handbook contents.

9. Full Conditions of Hangarage are detailed in Appendix 3. Details of availability and current prices can be obtained from the office manager.

Section 3 – CLUB RULES FOR ALL MEMBERS

1. Members are responsible for keeping the Clubrooms tidy and comfortable. This includes the correct disposal of litter and food remnants, cleaning table-tops and washing up crockery and cutlery taken from the kitchen or snack bar. Paper, plastic and cardboard should be placed in the appropriate recycling bins. Food and other non-recyclable refuse should be placed in the general waste bins.
2. Smoking is restricted to the fenced area to the west of the Clubhouse and Car Parking area, and is forbidden inside the Clubhouse, hangar, and 'airside'.
3. All pets on Club premises must be on a lead or otherwise appropriately restrained.
4. The principles and practices outlined in the Club's Child and Vulnerable Persons' Protection Policy are binding on all members. This policy is published on the Club's website.
5. For reasons of safety, and in consideration for others, young children must be closely supervised while on Club premises and all members are responsible for the behaviour of their guests, irrespective of age.
6. When 'airside' all guests, and especially young children, must be accompanied and supervised.
7. Members must park vehicles only in those areas allocated by the landowner.
8. Any member who is last to leave the clubrooms must extinguish the lights, set the alarm and ensure that all doors and windows are locked
9. When lower club room area is unoccupied the front door is to be locked as all members have key fob access. This is for security of club property.
10. Doors from club rooms to hangar to be kept locked at all times to restrict public access.

Section 4 – CLUB RULES SPECIFICALLY FOR FLYING MEMBERS

1. Pilots who own or fly aircraft based at Perth under agreement with the Scottish Aero Club (SAC), the Airport Operator (ACS), and licence holder (Morris Leslie Ltd), either in their own right or as members of a syndicate, or as a student pilot, are required to be full Pilot or Student Members of the Club. Pilots of aircraft based at or visiting Perth (and not in the SAC hangar) must join as pilots within fourteen days of arrival, as Full or Temporary Members
2. A student pilot undertaking a course of instruction with Alba Airsports or Gyrocopter Experience must be a member of the same flying club of which his instructor is also a member (i.e. in this case the SAC). This is in accordance with the UK Air Navigation Order (CAP 393). A pilot may enjoy SAC student membership for one year only, after which full SAC flying membership is mandatory. Student pilots undergoing flight training with Alba Airsports or Gyrocopter Experience should book in/out using the respective flight training provider's booking in/out sheet. All training flights must be authorized (initialled by the designated instructor on the booking sheet) before the flight. A student pilot making an unplanned landing away from EGPT must not take off again without contacting the appropriate instructor.
3. Pilots flying helicopters with any operators based in Hangar 1 are required to join the Club as full pilot members or student members as applicable.
4. Pilots who are authorised to fly and hire club-owned aircraft must be members of the flying club in accordance with the UK Air Navigation Order (CAP 393).
5. The Airport Operator requires all pilots to book out/in every flight, online if available at www.perthairport.co.uk, or via radio or telephone with the tower.
6. UK pilots are governed by the requirements of the UK IAIP (Integrated Aeronautical Information Package). It is also the responsibility of every SAC pilot member to be conversant with and observant of **the Standard Operating Procedures for Perth Airport EGPT** which are issued and amended by the Airport Operator and endorsed by the Perth Airport Permanent Safety Committee.
 - A copy of this document (SAC Members' Handbook) is available on the SAC website www.scottishaeroclub.org.uk.
 - A copy of the Perth Airport SOPs is available on the Perth Airport website www.perthairport.co.uk
7. Aircraft owners are obliged to present proof of current aircraft insurance to the SAC Committee Member with responsibility for hangar management or to the Office Manager. Once this has been done, out-of-hours (OOH) cover and clearance is automatically in place, but only for so long as insurance is current, after which the

relevant documents must be re-presented. Members must also comply with the airport operator's conditions for booking out and in if undertaking OOH flights.

8. All Flying Members must be familiar with the required procedures for dealing with accidents/incidents when Perth Radio is unmanned – see Appendix 2
9. To ensure the safety of all and to protect the reputation of the Club, it is the responsibility of all pilot members to fly and conduct themselves in a manner that complies with UK Air Law.
10. It is the responsibility of pilot members to ensure that all their flying documentation is applicable and valid. Specifically, this must include – pilot's licence, radio licence, Certificate of Airworthiness or Permit to Fly for the aircraft flown, medical certificate if appropriate, and insurance certificate. From time to time Club Officers may conduct spot checks, and Club Members must be willing to furnish these documents on request.
11. The full SAC Conditions of Hangarage are set out in Appendix 3. Members are held to accept these when flying from EGPT.
12. Scotland's Charity Air Ambulance (SCAA) is based at EGPT. SCAA Local Procedures appear in Appendix 4. All pilots flying in and out of EGPT should be aware of these.

Appendix 1 – MEMBERSHIP CATEGORIES AND ASSOCIATED PRIVILEGES

Full Pilot member

- Right to contracted hangarage if space available
- Unlimited landings included in hangarage fee
- Out of Hours (OOH) privileges at no extra charge
- Full use of all premises including Clubhouse
- PC with internet access for pre-flight self-briefing
- Members only website sections
- Attendance at all Club functions
- Discounts: Pooleys, Haywards, Skylodge, etc.

Student member

- All above except those associated with ownership and hangarage
- 1 year limit

Youth member

- Young enthusiasts aged 14 – 18
- Opportunities to fly with members, SkyWatch, etc.
- Not allowed airside or in hangar without member
- Not applicable to student or licensed pilots

Associate Member

- Pilots but no aircraft ownership, hangarage or flying privileges
- Includes regular passengers, SkyWatch Observers, aviation photographers and enthusiasts
- Pilots from another airport who occasionally visit Perth
- Discounts: Pooleys, Haywards, Skylodge, etc
- Attendance at all Club functions

Appendix 2 – EXCERPT FROM CAA: (i) DEFINITIONS OF ACCIDENT AND INCIDENT

1. Definition of an Accident

"Accident" means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight and such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

1. a person is fatally or seriously injured as a result of:
 - being in the aircraft
 - direct contact with any part of the aircraft, including parts which have become detached from the aircraft
 - direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew
2. the aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike, (including holes in the radome)
3. the aircraft is missing or is completely inaccessible.

1.1 Definition of serious injury

"Serious injury" means an injury which is sustained by a person in an accident and which involves one of the following:

1. hospitalisation for more than 48 hours, commencing within 7 days from the date the injury was received;
2. a fracture of any bone (except simple fractures of fingers, toes, or nose);
3. lacerations which cause haemorrhage, nerve, muscle or tendon damage;
4. injury to any internal organ;
5. second or third degree burns, or any burns affecting more than 5% of the body surface;
6. verified exposure to infectious substances or harmful radiation.

Definition of a Serious Incident

"Serious Incident" means an incident involving circumstances indicating that there was a high probability of an accident and is associated with the operation of an aircraft, which in

the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down.

The incidents listed below are typical examples of serious incidents. The list is not exhaustive and only serves as a guide to the definition of 'serious incident'.

- A near collision requiring an avoidance manoeuvre or when an avoiding manoeuvre would have been appropriate to avoid a collision or an unsafe situation.
- Controlled flight into terrain (CFIT) only marginally avoided.
- An aborted takeoff or a takeoff using a closed or engaged runway, a taxiway or unassigned runway.
- A landing or attempted landing on a closed or engaged runway, a taxiway or unassigned runway.
- Gross failure to achieve predicted performance during takeoff or initial climb.
- All fires and/or smoke in the cockpit, in the passenger compartment, in cargo compartments or engine fires, even though such fires were extinguished with extinguishing agents.
- Any events which require the emergency use of oxygen by the flight crew.
- Aircraft structural failure or engine disintegration, including uncontained turbine engine failure, which is not classified as an accident.
- Multiple malfunctions of one or more aircraft systems that seriously affect the operation of the aircraft.
- Any case of flight crew incapacitation in flight.
- Any fuel state which would require the declaration of an emergency by the pilot.
- Runway incursions classified with severity A. The 'Manual on the Prevention of Runway Incursions' (Doc 9870) contains information on the severity classifications.
- Takeoff or landing incidents, such as undershooting, overrunning or running off the side of runways.
- System failures, weather phenomena, operation outside the approved flight envelope or other occurrences which caused or could have caused difficulties controlling the aircraft.
- Failure of more than one system in a redundancy system which is mandatory for flight guidance and navigation.
- The unintentional or, as an emergency measure, the intentional release of a slung load or any other load carried external to the aircraft.

EXCERPT FROM CAA: (ii) PROCEDURE FOR ACCIDENT REPORTING

How to report an aircraft accident or serious incident

Aircraft accidents or serious incidents should be reported to the Air Accidents investigation Branch (AAIB) and aircraft accidents to the police.

AAIB 24-hour reporting line

Telephone: 01252 512299

Telephone: +44 1252 512299 from outside UK

Who must report an aircraft accident or serious incident

The following people must notify the AAIB without delay if they have knowledge of an aircraft accident or serious incident which occurred in the UK, a UK Overseas Territory or a Crown Dependency:

- the crew of the aircraft
- the owner of the aircraft
- the operator of the aircraft
- people involved in the maintenance, design or manufacture of the aircraft
- people involved in the training of the aircraft's crew
- people involved in providing air traffic control, flight information services or aerodrome services to the aircraft
- staff of the Civil Aviation Authority
- staff of the European Aviation Safety Agency

In the case of an accident, the commander of the aircraft or the aircraft operator, if the commander has been killed or incapacitated, must also inform the police.

What information to give the AAIB

The AAIB will need to know as much of the following information as possible:

- the type, model, nationality and registration marks of the aircraft
- the names of the owner, operator and hirer (if any) of the aircraft
- the name of the commander of the aircraft
- the date and time (UTC) of the accident or serious incident
- the last point of departure and the next point of intended landing of the aircraft the position of the aircraft in relation to some easily defined geographical location
- the number of crew on board and the number killed or seriously injured passengers on board and the number killed or seriously injured
- other persons killed or seriously injured as a result of the accident
- the nature of the accident or serious incident and the extent of damage as far as is known

Appendix 3(i) – SAC HANGARAGE CONDITIONS

Hangarage and Club Membership

“Standard Hangarage” for Club members is based on a rolling month contract. Every owner/operator (including syndicate owners, whether pilot or not) and any pilot flying a hangared aircraft as P1 must be a Pilot Member of the Club.

“Short-Term Hangarage” (normally 1-30 days) is offered, subject to availability, on a daily basis. Short-term rates include temporary Club membership for the duration of the hangarage. Details may be obtained from the office manager.

Risk/Liability

The aircraft together with its contents is hangared at the owner’s sole risk. The Club does not accept any responsibility whatsoever, no matter how occasioned, for:

- a) injury to any pilot(s), passenger(s), their guests or the like, or the loss or damage to any of the possessions of the above;
- b) any damage to, or loss of, the aircraft or any of its contents, whether attributed to the negligence or otherwise of the Club or any member of the Club.

By accepting these conditions the owner waives all claims in respect of any such loss or damage and agrees to indemnify the Club against and from all claims, expense and liability in respect of any such loss or damage by or on behalf of any person and to bring this clause to the attention of the owner’s insurers.

Insurance

Hangared aircraft must be insured in accordance with CAA minima, details of which are to be found on the G-INFO website (NB: sums quoted may vary with currency exchange rates).

Standard Operating Procedures

The owner/pilot must comply with instructions/procedures issued from time-to-time by the Scottish Aero Club and by the Airfield Operator.

Payment

Standard Hangarage must be settled monthly in advance by Direct Debit, or as otherwise directed by the Club Treasurer. Short-term hangarage must normally be paid in advance by cash, cheque, BACS payment or as otherwise agreed with a Club Officer.

Standard Hangarage Termination

One calendar month’s advance notice in writing is required, otherwise the hangarage charge for the month during which it is terminated will become payable in full.

Security

Members owning or utilising hangared aircraft are responsible for opening and closing the hangar doors and for the general security of the hangar at all times. Whenever there is the possibility that any member may be the last person to leave the hangar it is that member’s personal responsibility to secure the doors at all times of day unless it is known (and has

been agreed, not merely assumed) that other Club Members are (a) present, (b) intending to fly themselves, and (c) willing to accept this same principle.

Members may obtain a key fob from the Club Office Manager on payment of a £10 deposit. The key fob must be returned, and the deposit will be refunded, when the member leaves the club. The key fob allows access to the club rooms and, for Pilot Members, access to the hangar. The premises is protected by CCTV with 24/7 recording and an intruder alarm. The alarm must be set by the last person to leave the premises each day.

Safety

1. Smoking is restricted to the fenced area to the west of the Clubhouse and the car parking area. It is expressly prohibited anywhere else, including within either the Clubhouse or hangar, or airside.
2. No fuel storage within the hangar except in aircraft integral tanks.
3. No fuel mixing or refuelling within the hangar or on the tarmac apron (refuelling from cans to be done only on grass parking area).
4. No “freewheeling” into the hangar, through the “No Engine” boxes nor taxiing into or inside the hangar.
5. Aircraft are to be started only outside the designated exclusion zones marked on the apron.
6. Vehicle access to apron is allowed only with the prior permission of the Airfield Operator’s staff.
7. No vehicles are permitted within the hangar without prior permission of a Club Officer.
8. No pets are permitted in the hangar or anywhere airside, unless on a lead.
9. Junior members under the age of sixteen, and all visitors, must be accompanied and supervised by a Club Member.
10. All accidents, including personal injury, damage to other aircraft or property etc., must be reported to a Club Officer within 24 hours. A first aid kit is located in the Clubhouse.
11. Aircraft must be left with brakes off, with a visible sign if special ground handling is required.
12. All rubbish must be promptly deposited in the appropriate bins provided, or taken away.

Moving Aircraft

1. All aircraft in the hangar have an allocated space. Arrangements for aircraft parking are under the control of the General Committee and may be changed from time to time at its sole discretion.
2. Members moving aircraft other than their own must carefully replace them immediately to their original location. This applies both before and after flying.
3. Members should obtain help if unable to move any aircraft safely on their own.

Non-Compliance

Non-compliance may result in the owner/pilot being required to remove his/her plane from the hangar.

Appendix 3(ii) Waiting List Management Guidelines

The purpose of maintaining a hangar waiting list is to ensure that members of the Scottish Aero Club Ltd (SAC) who wish to secure hangarage are managed in a fair, equitable and transparent way.

- Hangar places will be allocated on a strictly “first come – first served” basis as far as is possible.
- It is an aircraft owner(s)/potential aircraft owner(s) who constitute the hangar waiting list – not their aircraft.
- No person(s) can be on the hangar waiting list unless they are a full (pilot) member of the SAC or, in the event of an aircraft /potential aircraft being in group ownership, all [flying]members of the group are full (pilot) members of the SAC.
- Should an individual’s membership lapse whilst on the hangar waiting list, the SAC reserves the right to remove them/their group from the list.
- To secure a place on the hangar waiting list the SAC requires, as a minimum, the name(s) of the aircraft owner(s) as well as the type, registration and insurance details of the aircraft they wish to hangar.
- Where aircraft details are not yet known, e.g. A pending purchase, the SAC requires as a minimum the name(s) of the proposed aircraft owner(s) and an indication of the type/size of aircraft being purchased.
- No aircraft will be admitted to the SAC hangar until/unless proof of aircraft insurance and pilot membership of the SAC have been demonstrated and recorded in any event.
- The SAC reserves the right to remove/re-order the waiting list where individuals/groups have been on it for an excessive period (as defined by the SAC on a case by case basis) without aircraft purchase.
- Where a hangar space becomes available that is not suitable for the aircraft at the top of the list, e.g. Because it is too small/inappropriately located for access, etc, it will normally be offered to the next suitable aircraft on the list. Where this happens those waiting who had priority will normally be informed of the reason why an aircraft has entered the hangar before them.
- In the case of new (very large) aircraft requiring the space previously occupied by 2 or more aircraft, the SAC will charge for individual spaces as they become available to secure the amalgamation of the area required. This means that such aircraft may have to pay for space for an unknown period until sufficient overall space is available to re-arrange the hangar and create the single large space required.
- The hangar waiting list will be maintained and managed by the SAC’s Office Manager on behalf of the Directors of the SAC.
- It is a condition of admission to the hangar waiting list that those placed on the list agree to the details they have supplied being made available to members of the SAC in the interests of fairness and transparency.
- The Hangar Waiting List is confidential to Directors and Employees of the SAC and those whose name are on the list.

Appendix 3(iii) Short Term Hangarage:

Although this guidance primarily covers permanent (long-term) hangarage, the SAC is occasionally in a position to offer temporary/short-term hangarage, e.g. To support maintenance activities, visitor's aircraft, etc.

In such instances the SAC still requires:

- Aircraft owners to be members of the SAC (Temporary membership options are available);
- Proof of insurance to have been provided and recorded;
- and permission being granted from the SAC BEFORE admission – no matter how brief the intended stay

Where a situation occurs that is not covered by these guidelines it should be referred to the Directors of the Scottish Aero Club Ltd for prompt resolution and amendment of these guidelines if required.

Any complaint or appeal regarding the implementation of these guidelines must be made in writing to the Directors of the Scottish Aero Club Ltd.

The SAC retains the right to refuse hangarage (and membership) to anyone without explanation.

Appendix 4 – Helicopter Procedures - Scotland’s Charity Air Ambulance (SCAA)

SCAA operates from the Control Tower and has an Airbus Helicopters EC 135 G-SCAA (Callsign HELIMED 76) which parks on a dedicated pad off the western loop taxiway every day of the year. This aircraft operates day and night (but not 24 hr) and is hangared in the western-most hangar. Pilots using the airfield are to be aware that call-outs may occur at any time and that, within the limits of safety and good airmanship, priority should always be accorded to Air Ambulance movements. HELIMED 76 will adopt the following callsign suffixes:

HELIMED 76 ALPHA – Operational air ambulance mission.

HELIMED 76 ECHO – Non-Urgent air ambulance mission.

HELIMED 76 ZULU – Training flight.

HELIMED 76 will alert pilots on the Perth Radio frequency that it is about to lift on a mission. If on an operational mission it will depart the airfield safely climbing to 500 ft agl and revert to 500 ft or above when clear of the circuit. It will also avoid fixed-wing approach and departure routes wherever possible. The EC 135 does have an IFR capability so be aware that the 21 VOR approach may be used for training.

Pilots are to be aware that the EC 135 has a much more intense downwash than the other Perth-based helicopters and avoid getting too close when its rotors are turning, or it is hovering. The effects of the downwash can persist for several minutes in light wind conditions.

Appendix 5 – Fire Information

Fire Detection & Alarm System

On discovering a fire, raise the alarm by shouting FIRE! (to alert anyone in the immediate vicinity) and then activate the nearest push-glass fire alarm call-point (small red box, close to major exits). See Hangar Map below.

If safe to do so, use an appropriate fire extinguisher to tackle the fire, but only if your exit is clear.

Leave the building by the nearest exit.

Call the Fire & Rescue Service on 999 and state location as:

Scottish Aero Club

Hangar 1

Perth Airfield, PH2 6PL

On hearing a continuous siren, leave the building immediately by the nearest exit. Escort any visitors/etc from the building.

Report to the Assembly Point. Main Car Park opposite Main Clubhouse Door
Out of hours (17:00 – 09:00) Main Car Park opposite Main Clubhouse Door

Please familiarise yourself with the layout of the Hangar Call Points and Major Exits with reference to where your Aircraft is parked.

Disposal of Waste Oil & Oily Waste

*Waste Management, the Duty of Care, a Code of Practice. (revised 1996)
Part 3 of the Fire (Scotland) Act 2005, supported by the Fire Safety (Scotland) Regulations 2006.*

There is no facility within the SAC Hangar 1 for the collection and/or disposal of waste oil and oil-contaminated material(s)

Engine oil: Used engine oil & oily waste from aircraft maintenance must be removed by the owner on the day of maintenance and disposed of.

(Oily Waste: “materials which are mixed with used oil and have become separated from that used oil”. This includes spill sorbents/mats/clay and rag wipes).

Hot Work

Hot work can pose significant risks and Club Members must ensure they follow these instructions.

Common hot work processes include **gas soldering, welding, cutting, brazing & engine pre-heating**, while jobs such as **grinding and drilling** also come under the same category when flammable materials are present.

No Hot Work to be undertaken without prior arrangement with SAC.

Can the Hot Work be done in open air as opposed to the Hangar?

It is the responsibility of the Member to ensure that, as far as possible, all combustible material has been relocated away from the area of the hot work process. For such material and equipment that cannot be removed, it should be covered with fire retardant tarpaulins or alternative non-combustible covers.

Equipment such as blow lamps, torches and flame guns should not be lit until required for use, and should be extinguished as soon as they have fulfilled their purpose and removed to a safe area. In no event should any such equipment be left unattended while lit, as this would represent a considerable fire risk. Engine Pre Heat Electric Heaters used should be PAT Tested and Fit For Purpose.

The Member should also ensure the provision of at least two appropriate fire extinguishers ready to be used in case a fire occurs.

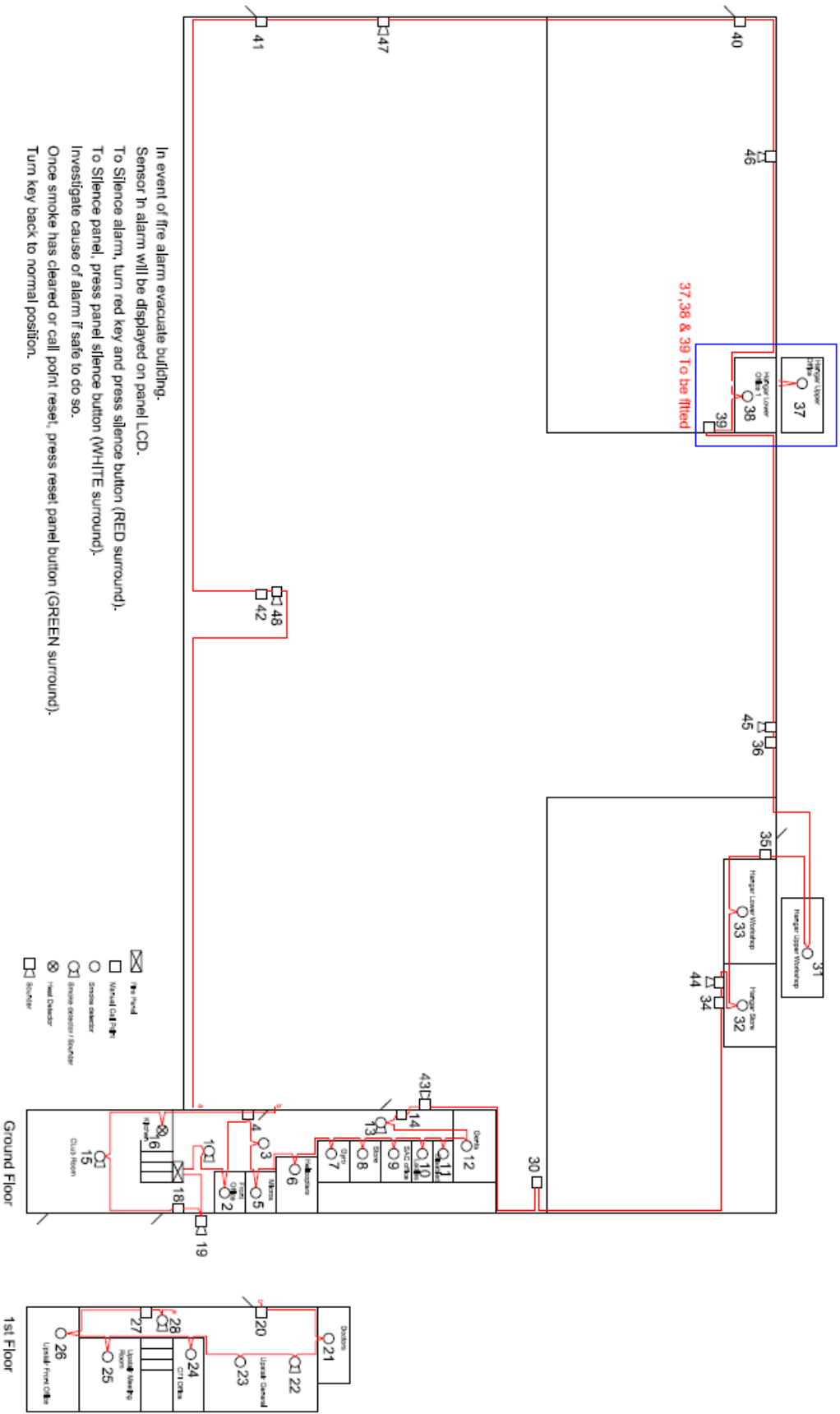
The area of work should also be inspected for any holes or gaps in walls, floors or ceilings where sparks could pass through, and these should be covered by non-combustible material.

Surrounding floors and areas in close proximity to the work, such as on the other side of walls, screens or partitions must be cleared of combustible materials as these could ignite when exposed to direct, radiated or conducted heat.

As hot work can trigger fire detection systems, these should be isolated for the duration of the work but only in the zone where the hot work process is taking place.

All areas need to be examined one hour after completion of the work to ensure any fire risk is eliminated, including incipient burning which can occur in adjoining areas to which sparks and heat may have spread.

Scottish Aero Club Fire Detection System Line Diagram



In event of fire alarm evacuate building.
 Sensor In alarm will be displayed on panel LCD.
 To Silence alarm, turn red key and press silence button (RED surround).
 To Silence panel, press panel silence button (WHITE surround).
 Investigate cause of alarm if safe to do so.
 Once smoke has cleared or call point reset, press reset panel button (GREEN surround).
 Turn key back to normal position.