

Safety Regulation Group



CAP 755

Recreational Aviation Activities Manual

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May 2008

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Revision History

Issue 1

June 2005

This manual was produced with the aim of providing to organisations undertaking recreational aviation activities, guidance on how to develop an aerial activities manual in order to ensure that satisfactory levels of safety and adherence to aviation regulations were achieved. In particular it was intended to cover those somewhat more adventurous aviation activities undertaken by members of the public, such as trial lessons, where an increased risk was apparent.

Issue 2

May 2008

The first three paragraphs of the Introduction in Part A have been amended to reflect the fact that it is not possible to provide a single template for an aerial activities manual that will be suitable for the wide range of recreational aviation activities which are available.

Editorial changes, corrections and amendments convenient to be included at this time have also been incorporated.

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Part A General

1 Administration and Control of an Activities Manual

1.1 Introduction

1.1.1 Every organisation providing recreational aviation activity should produce an aerial activities or operations manual to ensure a satisfactory level of safety, and compliance with relevant aeronautical legislation, authorised permissions and exemptions. However, it is not possible to provide a format for a manual that will cover the whole gamut of recreational aviation activities.

1.1.2 The aim of this CAP is therefore to provide a guidance template as to those areas that should be considered in the development of an activities or operations manual. Large complex operations may well need to cover all subjects, and in some detail, whereas a small operation may be able to exclude certain matters. However, all areas should be considered before being excluded.

1.1.3 If in doubt as to the level of detail required, advice should be sought from the CAA's Flight Operations Inspectorate (General Aviation), contactable on 01293 573540.

1.1.4 For convenience, the activities manual can be sub-divided as shown below and may be supplemented by other publications as considered necessary, such as aircraft operating handbooks etc.:

Part A General/Basic Information.

Part B Aircraft Type Operating Procedures and Requirements.

Part C Exposition of Individual Recreation Aviation Activities.

Part D Training.

1.1.5 The manual should contain explanations and definitions of the terms and words used in the manual.

1.2 System of amendment and revision

1.2.1 A manager (e.g. the chief pilot) should be nominated to be responsible for the issue and insertion of amendments in the activities manual.

1.2.2 The manual should contain a record of amendments with insertion dates and effective dates.

2 Organisation and Responsibilities

2.1 Organisational Structure

A brief description of the organisational structure of the company should be provided giving the names of those in responsible positions and their duties, including:

a) The delegation of responsibility that is permitted.

b) The training of staff.

c) The issue of temporary instructions (Flying Staff Instructions).

2.2 Authority, duties and responsibilities of the commander

2.2.1 General Responsibilities

The commander of an aircraft should take all reasonable steps to maintain familiarity with the Company Activities Manual and the relevant parts of:

- a) The United Kingdom Air Navigation Order;
- b) The United Kingdom Rules of the Air Regulations;
- c) The United Kingdom Air Navigation Regulations;
- d) The United Kingdom Aeronautical Information Publication;
- e) The United Kingdom Aeronautical Information Circulars; and
- f) Other agreed aviation practices and procedures.

2.2.2 **Specific Responsibilities**

The commander shall:

- a) be responsible for the safe operation of the aircraft and the safety of its occupants during flight time;
- b) ensure that passengers are fully briefed on:
 - i) the use of seat belt or harness and helmets (if worn);
 - ii) the location and operation of emergency exits;
 - iii) the method of locating and jettisoning windows;
 - iv) the use of lifejackets and life rafts, if carried; and
 - v) any other type specific safety feature;
- c) ensure that all operational procedures and checklists are complied with;
- d) ensure that the weather forecast for the proposed operating area indicates that the flight may be conducted in accordance with the Company minima;
- e) decide whether the flight can be safely undertaken after consideration of any unserviceabilities;
- f) ensure that aircraft refuelling is adequately supervised;
- g) ensure that the aircraft's mass and balance is within limits for the operating conditions;
- h) ensure that the aircraft's performance will enable it to safely complete the proposed flight; and
- i) ensure that the pre-flight inspection has been carried out and that the aircraft is fit to fly.

3 Operational Control and Supervision

3.1 Supervision of the operation by the operator

3.1.1 The chief pilot should always be in a position to confirm that:

- a) crew licences and qualifications are valid for the periods throughout which crew members are scheduled to fly;
- b) crew members' proficiency has been checked and found satisfactory at the specified intervals;
- c) the requisite flight personnel and maintenance records are being retained, analysed and stored for the required periods in order that the Company's established quality control procedures may be effectively implemented; and
- d) operations personnel are competent to perform their duties and that levels of competence are monitored.

3.2 **Accident prevention and flight safety programme**

- 3.2.1 A flight safety awareness programme should be fostered by the circulation of the latest accident reports, incident bulletins, General Aviation Safety Information Leaflets and flight safety literature.
- 3.2.2 Procedures to be followed in the event of accidents and incidents should be promulgated.

4 **Quality System**

A quality system should be established which will enable the operator to monitor compliance with the Activities Manual. A checklist of items to be completed within a defined timescale, which is signed off by the responsible manager and his statement acknowledging completion of corrective and follow-up actions, should normally suffice, provided the operation remains small.

5 **Crew Composition**

The flight crew should be properly qualified.

6 **Qualification Requirements**

There should be a description of the required licences, ratings, qualification/competency, training, checking and recency of crew members.

7 **Crew Health Precautions**

This section should contain relevant regulations and guidance to crew members concerning health and fitness, including:

- Sickness
- Blood donation
- Inoculations
- Alcohol
- Drugs
- Medication
- SCUBA diving
- Sleep and rest.

8 **Flight Time Limitations**

There should be an exposition of the flight and duty time limitation scheme utilised by the Company, based upon the guidelines contained in CAP 371.

9 **Operating Procedures**

9.1 **Flight Preparation Instructions**

Instructions should be provided to cover the following aspects of operations:

- a) General procedures;
- b) Task specific procedures; and
- c) System for supply of NOTAMs and meteorological information.

9.2 **Ground Handling Instructions**

Instructions should be provided to cover the following aspects of ground operations:

- a) Fuelling procedures; and
- b) Briefing requirements for passengers.

9.3 **Flight Procedures**

Instructions should be provided to include as much of the following as is applicable:

- Procedures relevant to the aircraft type
- Altimeter setting procedures
- Policy and procedures for fuel management
- Use of safety belts and harnesses
- Actions following alerts from audio warning devices
- Policy on use of vacant seats, especially in the case of seats with installed controls
- Task specific weather limitations
- Cabin safety requirements, including smoking
- Wake turbulence and rotor down-wash.

10 **Dangerous Goods**

Information, instruction and general guidance on the carriage of dangerous goods, including the carriage of sporting goods, should be provided, which is in accordance with the regulations required by the United Kingdom Air Navigation Order.

11 **Security**

Information, instructions and general guidance should be provided on the maintenance of security in accordance with the requirements of the national regulations in force.

12 **Handling of Accidents and Occurrences**

Procedures for the handling, notifying and reporting of accidents and occurrences should be provided, to include:

- a) Definitions of accidents and occurrences;
- b) Procedures to be followed in the case of accidents; and
- c) Reporting procedures for occurrences and accidents.

13 **Rules of the Air**

The rules of the air applicable to operations shall be:

- a) the United Kingdom Rules of the Air Regulations;
- b) the Air Navigation (General) Regulations;
- c) the Permanent Air Navigation (Restriction of Flying) Regulations; and
- d) any permissions and exemptions from these which are applicable to the operations.

Part B Aircraft Operating Matters – Type Related

1 General Information and Units of Measurement

This section of the Activities Manual should include general information (e.g. aircraft dimensions) including units of measurement and conversion tables, as may be applicable to the operational activities of the Company.

2 Limitations

The Limitations section should contain a description of the certified and operational limitations of the Company aircraft, including those applicable to the role equipment, and including, where applicable:

- a) Certification status.
- b) Passenger seating configuration (including diagrams).
- c) The types of missions which may be undertaken.
- d) Crew composition.
- e) Mass and centre of gravity.
- f) Speed limitations.
- g) Flight envelope.
- h) Wind limitations.
- i) Performance limitations.

NOTE: Reference can be made to the relevant section of the aircraft flight manual or similar aircraft documentation where available.

3 Emergency Procedures

Emergency procedures and duties assigned to the crew should be detailed together with checklists and the system for their use, including any specific role equipment procedures not contained in the aircraft flight manual, or equivalent document.

4 Normal Procedures

The normal procedures and duties assigned to the crew should be detailed, together with the checklists and the system for their use, including any specific role equipment procedures not contained in the flight manual or equivalent document.

5 Performance

- 5.1 Performance data should be supplied in a form in which it can be used without difficulty.
- 5.2 If data for the performance is not available in the aircraft flight manual or equivalent document then other data acceptable to the CAA should be included.

6 Mass and Balance

Instructions and data for the calculation of mass and balance should include details of:

- a) A calculation system;
- b) Information on completion of documentation; and
- c) Limitations.

7 Loading

This section should include procedures and guidance in respect of aircraft loading.

8 Flight Planning

The data and instructions necessary for pre-flight planning should be provided in this section.

9 Configuration Deviation List

Reserved.

10 Minimum Equipment List

The Company requirements contained in this section should reflect:

- a) The minimum equipment regulations contained in the United Kingdom Air Navigation Order; and
- b) the information and guidance contained in CAP 549.

11 Survival and Emergency Equipment

The following information should be provided, when applicable:

- a) A list of the survival equipment to be carried, which will be dependent upon the nature of the operational area, and whether it is hostile or non-hostile; and
- b) A checklist for assessing the serviceability of the emergency equipment and instructions for its use.

12 Emergency Evacuation Procedures

This section should contain emergency evacuation procedures, crew co-ordination and passenger handling instructions applicable in the event of forced landing, ditching or other emergency.

13 Aircraft Systems

This section should contain:

- a) a description of aircraft systems and all equipment specified in the codes of practice for the recreational aviation activities undertaken;
- b) a listing of related special procedures; and
- c) any relevant supplements to the aircraft flight manual or equivalent document.

Part C Recreational Aviation Activities – Particular Activities

This part of the recreational aviation activities manual should contain an exposition of the various recreational aviation activities to be undertaken. These should be constructed according to the generic template, shown below, so as to detail the operational aspects of each of the aerial activities undertaken by the Company.

Recreational Aviation Activity – Activity Details

1 Scope and Complexity of the Activity

1.1 The nature of the activity and exposure to risk

This should describe the nature of the flight to be undertaken and the risks involved, together with an overall assessment of the level of risk to which passengers may be exposed.

1.2 The complexity of the activity

This should detail how demanding the activity is with regard to the piloting skills required, the crew composition, the level of experience needed, the ground support, safety considerations and the personal protective equipment which should be provided for those involved.

1.3 The operational environment and geographical area

This should describe the operational environment and geographical area in which the activity may be undertaken.

1.4 The application of risk assessment

This should describe the method of application of paragraphs 1.1, 1.2 and 1.3 to achieve a satisfactory operation in which the risks have been identified, quantified and minimised.

2 Aircraft and Equipment

2.1 The Aircraft

The category of aircraft to be used should be defined (e.g. single/multi-engined; low/high wing; turbine/piston; Fenestron/NOTAR etc.).

2.2 Role equipment

The role equipment required for the activity should be specified.

3 Crew Members

The crew composition, qualifications and experience levels should be specified.

4 Performance

The aircraft performance required for the activity should be specified.

5 Normal Procedures

The normal operating procedures should be specified to include:

- Pre-flight briefing of passengers
- Ground procedures
- Airborne procedures
- Emergency procedures
- Post flight procedures.

6 Ground Equipment

The ground equipment and other facilities required for satisfactory operations should be specified in this section.

Part D Training

1 Minimum Qualifications

This part of the manual should list the minimum qualifications required by personnel undertaking the various types of activity.

2 Training Syllabuses

The essential skills and knowledge required by personnel undertaking the following duties should be listed:

- a) Flight crew.
- b) Crew members.
- c) Ground personnel.

3 Procedures

This section should contain:

- a) a system for tracking expiry dates for qualifications, checks, tests and licences;
- b) a policy for dealing with personnel who fail checks and tests; and
- c) a policy concerning document storage periods.

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