

# **This document is a reminder of some of the responsibilities of the Duty Pilot**

**The function of the Duty Pilot is to ensure that the needs of the Duty Instructor are fulfilled and the flying operations are run in an efficient, smooth, safe and pleasurable manner.**

**It is an important job and is the second in the chain of command after the Duty Instructor.**

**If there is no Duty Pilot present then instructional flying must cease. Therefore if you cannot attend on your duty day there can be no instructional flying until a replacement for you is found, please therefore arrange your own duty swaps if necessary.**

## **Preparation for flying:**

Ensuring that there are appropriate members allocated to the various tasks, including ensuring that new, inexperienced or trial lesson members are given a courteous welcome to the Club and they are given any necessary guidance to the Club's operations.

## **Preparation of Aircraft:**

Ensure that Daily Inspections (D.I.)s are carried out by experienced members, this includes ensuring that the aircraft and especially their canopies are clean.

Note: An Instructor or a person approved by an Instructor must be present before the Club aircraft are taken out of the hangar.

## **Ground Equipment:**

Allocate members to vehicles so that they are checked for levels of: oil, water, fuel, tyre pressures.

N.B. tractors use diesel; buggies use petrol.

Winch is D.I.'ed as per its DI manual

Launch point caravan is loaded with:

Daily Flying list and pens

Log Sheets

Membership forms

Annual flight Check board

Up to date price list

Radio

Parachutes, cushions and wooden parachutes back rests

Spare traces and weak links.

## **Positioning of Equipment:**

Assign members to:-

Position the winch as per the Duty Instructor's wishes.

Tow gliders to the launch point or park them out of the way, all gliders to be safely protected from any danger from the wind.

Tow winch cables to the launch point.

## **Commencement of flying:**

Delegate members to ensure that the following jobs:

Winch driver

Log Keeper

Cable tractor driver

Glider retrieve vehicle driver

Launch signaller (note: Up Slack is at a 4 second cycle rate and All Out is at a 1 second cycle rate)

Trainer of inexperienced members for the above tasks

Any non-members who may be visiting are briefed as to where it is safe for them to go.

## **Throughout the day:**

Make sure that the above duties are carried out with a fair sharing of the work load.

If new or inexperienced members are present make sure that they are properly and fully briefed in the duties before they are asked to perform them. Ask an experienced member to mentor a new member on the operations.

## **Specific areas of concern:**

All signallers must fully understand that their role is crucial in the chain of command. They must be briefed on the correct signals and how to use the "STOP" signal

Wing tip holders must move the wing tip at the same speed as the fuselage of the glider during the launch as otherwise they will turn the glider

Explanations on the correct use of weak links, traces and cable attachments, for both winch and aerotow launches, should be given to untrained members.

The winch driver is advised of the next glider to launch before the pilot are ready to launch, this enables a more efficient launch rate to be achieved.

Tug pilots cannot see behind the tug, forward signallers are needed to indicate when it is safe to launch.

**IF ANYONE SEES ANYTHING WHICH THEY BELIEVE COULD MAKE A LAUNCH DANGEROUS THEY MUST SHOUT "STOP" AND GIVE THE APPROPRIATE SIGNAL.**

## **At the end of flying:**

Make sure all aircraft are properly stored in the hangar.

Batteries are disconnected and if needed put on charge.

Parachutes are put in their bags and stored in the cupboard

All ground equipment is parked correctly and keys are returned to the Clubhouse

All documentation, log sheets, trial membership forms etc is brought into the Clubhouse.

Fuel stores, container and hangar are closed and locked.