



SAFETY OFFICER / DUTY PILOT Written Briefing Document

This document is to be printed and supplies to each SO/SSO/Duty Pilot at a PICO CLUB event.

Introduction Statement: The primary goal of the fly-in is **SAFETY FOR ALL**.

This is not just pilots, but spectators, onlookers, neighbours and everyone that is around our aircraft and flying in general.

The increased numbers of pilots at a fly-in means a greater “**situational awareness**” for everyone, whether in the air or on the ground.

OUR LEGAL RESPONSIBILITIES - please ENSURE that you read this :

HGFA Operations Manual – New edition - V9.01 – 23/3/2015
with regards to flying operations states:

3.1.2.1 Responsibilities - Club

(b) Determine when the scale of operations at a site warrant the appointment of a Duty Pilot and arrange for a roster of **Duty Pilots or Safety Officers to control operations on the site;**

6.4.1 Safety Officer Responsibilities

(n) act as Duty Pilot on request or as required; and

(o) assist a Duty Pilot where necessary

6.4.2 Senior Safety Officer Responsibilities

(m) Assist the club to prepare a roster of Duty Pilots if necessary for operations at sites under the control of the club;

3.1.3 Duty Pilots Responsibilities

(a) Provide advice to pilots on request;

(b) Assist Supervised Pilot Certificate holders on request;

(c) Make inquiries of pilots as to their qualifications to fly the particular site, and the currency of their membership of the HGFA;

(d) Notify the club executive or Senior Safety Officer of dangerous activities or incidents where disciplinary action is recommended, as safety has been or is likely to be compromised;

(e) Where there are mixed operations, work with the Duty Pilots from other organisations sharing the site to ensure safe operating procedures are established.

(f) Be present whilst operations are being conducted.

FLY-IN BRIEFINGS MUST CONTAIN :

- **This introduction statement:** The primary goal of the fly-in is SAFETY FOR ALL. This is not just pilots, but spectators, onlookers, neighbours and everyone that is around our aircraft and flying in general. The increased numbers of pilots at a fly-in means a greater “situational awareness” for everyone, whether in the air or on the ground.
- Information regarding **emergency procedures and location of safety gear** (fire extinguisher/first aid).
- Information regarding **clearance from spectators and other pilots**.
- Information regarding **specific launch and landing areas**.
- The interaction between **Duty Pilots** and pilots.
- Information regarding **low flying around launch**.

- **Weather forecast information.**
- Motors **must not be started** on the spectator side of the safety cones.
- Motors **must not be re-fueled** inside the marquee.
- **Notices of incidents or safety issues** that have arisen during the day and how they can be addressed in future.