



AERO-SPORT Internal Rules

▪ **ART. 1.**

▪ **1.1. Usage of flight equipment**

In order to use the flight equipment of the club, the pilot must be a “Pilot-Member” (“membre titulaire pilote”), hold a valid pilot licence, associated medical and hold qualifications valid for the category of aircrafts used, for the type of flight planned as well as for the infrastructure to be used.

All training flights will be conducted according to the relevant Operations and training manuals of LFTA

The usage of flight equipment by non Pilot-Members is restricted to operations by LFTA (either by checkers/instructors/students) only for the scope of training and checking, they are to be contractually defined.

Usage of instructors that do not have the status “Pilot-Member” is restricted to peak student demand coverage, licence and qualification availability.

▪ **1.1.1. Personal documents**

All pilots or holders of a training licence must present to the AERO-SPORT Management Board photocopies of their licences, qualifications and medical certificates. In case of revalidation or renewal of the licences, medicals and/or qualifications, a copy must be submitted to the Management Board within two days after revalidation or renewal by the appropriate authorities.

All pilots, or holders of a training licence of whom the Management Board has not received a copy of the licences and/or qualification/medical will be excluded from flying

This is a purely internal measure of AERO-SPORT and will in no way engage the responsibility of AERO-SPORT, neither for the deadline and means of obtaining, validating, revalidating or renewing, nor for possible carelessness, faults or frauds made for obtaining the validation, revalidation or the renewal of the licences, medicals and/or qualifications.

All pilots, or holders of a training licence:

- Remain personally responsible for the validity of their licences and qualifications;
- Shall personally make sure to complete within the legal deadlines the adequate requests and steps for obtaining the validation, revalidation or the renewal of the licences and/or qualifications before expiration;
- Shall check the validity of their licences, medicals and qualifications before each flight with an AERO-SPORT airplane.

▪ **1.2. Training flights**

All training flights must receive prior approval by an approved LFTA instructor, in accordance with the relevant Operations and training manuals.

▪ **1.3. 3 month type currency**

Any pilot not having flown an aircraft from a “family” (see below) for three months or more must be checked out and certified on this type by an approved LFTA instructor. A record has to be made in the pilot’s logbook and the reservation/management program.



▪ 1.4. Recency of experience

All pilots should log 12 flight hours and 12 landings within the 12 months preceding the expiry of their licence – the same 12 and 12 rules apply for the 12 months following the revalidation of the licence

Meaning that the date of the validity of the flight crew licence (SEP(A)) is the yearly reference date for the count of the flight hours

If the pilot does not manage to fulfil those requirements he can choose to perform either 1 hour training flight in the FNPT2 flight simulator (LX-SIM) according to a pre-defined standard training programme, or perform a training flight in an aircraft of his choice according to our standard 3 month training flights

If the pilot has a SEP(A) training flight scheduled, this can replace all other training flights

Any flight time and landings either achieved as PIC or DC, flown on Aéro-Sport aircraft, in other clubs or on private airplanes, be it on single engine piston aircraft, touring motor glider or higher will count towards those 12 hours. Proof will of course have to be shown. In order to determine the 12 hours, tach-time will be the reference, adding 25% adjustment to compensate for real time (ie: the pilot flies 11h tach-time, then he will be credited with $11 \times 1.25 = 13.75h$)

For a pilot to remain current according to the 3-month rule on certain aircraft variants, a flight of minimum 0,4 tach-time will be necessary. As a reminder to all pilots, you need to have done 3 take offs and landings in the preceding 3 month in order to be able to carry passengers.

Aircraft families are:

Multi engine piston – LX-AIM will permit to fly all the below

C182: – AIT – AIX where AIT automatically permits a pilot to fly AIX and the C172 family, and AIX permits flying the C172's as well

C172: – AIC – AID – AIZ – AIE – AIO, where AIE and AIO have to be flown at least once in the last 6 months

P28A: – AIB – AIF – AIG – AIW

LX-AIT, LX-AIE, LX-AIO also require a one time classroom introduction.

Three consecutive training flights cannot be performed with the same flight instructor, whether it is a 3-month training flight or a SEP (A) training flight – in case of additional training being required, that can be done either with the same FI as before or with another one, at pilot's convenience.

Check flights should be preferably done with CRIs according to their privileges.

As in the past it will still be at the instructor's discretion to validate a 3-month training flight solely on the basis of ground training and personal judgement. This rule is not valid for the 12 hour retraining flights.

Implementation of transition measures

In order to guarantee a smooth transition, following measures will apply:

For a pilot who has his licence validity in January 2015, a total time of 6 hours flown between the January 2014 until January 2015 will prove sufficient, and no training session will be required

February 2014 until February 2015	→ 7 hours
March 2014 until March 2015	→ 8 hours
April 2014 until April 2015	→ 9 hours
May 2014 until May 2015	→ 10 hours
June 2014 until June 2015	→ 11 hours



July 2014 until July 2015 → 12 hours
August 2014 until August 2015 → 12hours
Etc...

Ex: licence date 18.03 : the pilot has 7h of tach-time, (ie $7 \times 1.25 = 8.75$), as 8 hours are needed, no training session needs to be done in this case, of course the pilot has to be 3 month current

Ex: licence date 02.07: the pilot has 8h of tach-time, (ie $8 \times 1.25 = 10$), as 12 are requested, a training session is required, even if the pilot is 3 month current

Once the pilot has reached his licence date in 2015, the 12 hours, 12 landings and 12 months rules will apply for all future periods.

Present scheme does not apply to Instructors and students. Instructors have to have flown same family of aircraft in the past 365 days to be current.

▪ **1.5. Authority of personnel**

The instructors and the members of the Management Board have authority to take all necessary measures against any club member to guarantee safety.

▪ **ART. 2. Responsibilities**

▪ **2.1. PIC responsibility**

The use of club aircraft is made under the sole responsibility of the pilot and at his/her own risk; it will in no case engage the responsibility of the Management Board, its members individually or the club.

▪ **2.2. Usage limits**

The pilot can only use the aircraft within the limits foreseen by the manufacturer as stated in the Pilot Operating Handbook belonging to the airplane, according to his/her qualifications and in conformity with the Luxembourg or other applicable regulations. The pilot in command, with the exception of the instructor, must occupy the left seat, unless otherwise required by training requirements.

▪ **2.3. Aircraft documents and airworthiness**

It is mandatory for all pilots to check the aircraft documents and the condition of the aircraft before any flight, to consult the logbook as well as the incidents records (technical log), and to report any failure or damage noted before, during or after the flight to one of the persons in charge with maintenance or to the club office. All flights are prohibited when a damage or failure is suspected to endanger flight safety. The aircraft must stay on the ground and a "NO-FLYING" panel must be affixed in all the cases where flight safety is no longer given, and the incident must be registered in the incident records (technical log).

▪ **2.4. Damage and Insurance**

In the event of an accident, AERO-SPORT reserves the right to claim from the pilot the monetary value of the airplane, as determined by an expert in case the all-risks insurance refuses to pay (in case of gross negligence for example).

In all cases where the responsibility of the pilot is engaged, he/she must pay the self-contribution.

In cases of gross-negligence, wilful disrespect of operational instructions, deliberate falsification etc, that lead to damage of airplanes/property of Aéro-Sport that are not covered by the insurance, the management board has the right to claim caused damages from the respective member.

▪ **2.5. Notification of incidents/accidents**



All incidents/accidents must be notified to Aéro-Sport via the internal SMS (safety management system) form, the current version of the form is available in the download section of the reservation website.

Use of the SMS forms for potential risks/events is encouraged.

- **2.6. Insurance policies**

The insurance policies covering the club airplanes can be seen by each member at the club office.



- **ART. 3.**

- **3.1. Reservations**

By reserving an aircraft, the pilot commits him- or herself to a minimum flight time, which is a third of the reserved period, with a maximum of two hours per day. If the minimum flight time is not reached, a supplement will be charged to the pilot, based on the “dry price” of the aircraft.

When weather conditions do not allow to fulfil the minimum flight time, the pilot may request in writing the refund of the supplement charged. These requests are to be introduced to the Management Board as soon as possible after the return with a detailed proof of the weather conditions for each day.

Reservations will be automatically cancelled if the pilot does electronically pick-up his booking 15 minutes after the start of his/her reservation. For reservations of more than one day, this time is 2 hours.

If a pilot is unable to use his/her reservation, he/she is required to inform as soon as possible the club office or a member present at the club-house in order to cancel his/her reservation through the reservation program. If possible, he/she will also inform a person registered in stand-by.

If a pilot fails to inform the club of a cancellation, the Management Board may invoice 50% of the “dry price” to him/her.

- **3.2. Short Term Reservation**

The short-term reservations must be entered into the reservation program.

- **3.3. Long-Term Reservations using the Reservation Board**

For any reservations where the dates do not allow the entry into the reservation program, the long-term reservation board must be used. The Management Board’s approval is necessary for these reservations, which will afterwards be entered into the reservation program by the club office. When the reservation is accepted, a lump sum of 50 Euro is charged to the pilot’s account. This reservation fee will be deduced at invoicing, in case the flight has really been carried out.

- **3.4. Pick-up and Release**

Each pilot is required to mark the "Pick-Up" in the reservation program at the time of taking over the aircraft as well as the "Release" in case of returning it before the time planned. Failure to pick-up the airplane will result in a 10€ fee.

- **ART. 4.**

- **4.1. Fuel Purchases Abroad**

On presentation of the invoice, the value of fuel bought abroad will be refunded to the pilot for the same quantity at the price rate of the fuel in the Grand-Duchy of Luxembourg.



- **ART. 5**

- **5.1. Aircraft parking in Luxembourg**

All pilots must return their aircraft to the hangar, unless a direct hand-over to the next pilot can be done at the fuel station or the roundabout.

- **5.2. Parking abroad**

For flights abroad, the pilot must carry the equipment necessary to tie down the aircraft when and where necessary.

- **5.3. Aircraft cleaning**

All pilots are responsible to take care of cleanliness of the airplanes and building.

All pilots are required to clean the aircraft after each flight, in particular the windshield and the leading edges of the wings and the empennage. Failure to comply will result in a 25€ fee.

It is strictly forbidden to smoke on board and/or close to the airplanes and inside the hangars.

- **ART. 6.**

- **6.1. Pricing and tracking of flight time**

The price per flight hour is fixed by the Management Board and is reviewed periodically. The invoiced flight time is the one read from the counter in the aircraft. Before departure, all pilots must check the value shown on the counter and compare it to the record in the aircraft's journey log.

After the flight, the flight time must be entered in a correct and readable way in the journey log. The pilot's name and first name as well as the quantities of added oil, must be registered.

- **ART. 7.**

- **7.1. Non-commercial statement**

It is prohibited to use the club aircraft for remunerated flights.

- **ART. 8.**

- **8.1. Pilot accounts balance**

A pilot account must have a positive balance at any time.

- **8.2. Pilot account details**

The club fees, flight hours and any other sums due will be charged to the pilot account. Reimbursements/Refunds will be credited to the same account. Current account balance and details are visible to every member on his reservation website. No paper statements will be sent out.

For accounts showing debit the following monthly surcharges are applied:

15,00 Euro for a debit up to 250 euros.

30,00 Euro for a debit exceeding 250 euros.

In case of a repeated negative balance, the Management Board will take the necessary measures to exclude the pilot from flying the airplanes of AERO-SPORT.

All Members are themselves responsible for the supervision of their flight time in relation to the payments to be made, so as to avoid any negative balance. Cash-out reimbursements are at the discretion of the club.



LFTA services (courses, flights, tuition etc.) provided to Aéro-Sport members can/will be charged to their respective Aéro-Sport account.

- **ART 9**

- **9.1. Security**

All activities inside the demarcated area (area where the club-house is situated) are governed by special procedures. These procedures are described in the security manual available in the download section of the reservation site. These procedures include but are not limited to: the securing of hangars and airplanes, accompanying visitors etc.

Holders of entry badges must comply with these procedures at all times.

- **9.2. Dissemination of information**

Information, updates, notifications published on the reservation website and electronically read and acknowledged by the different recipients are considered binding.

- **9.3. Data protection**

AERO-SPORT operations and the services offered may imply the processing of personal data of members (including names, first names, addresses, phone numbers, fax numbers, email addresses, activity, information on licensing and qualifications, dates of validity of medical certificates etc.). All concerned persons, in accordance with the law of 2nd August 2002 on the Protection of Individuals with regard to the processing of personal data, have the right of access, rectification and deletion of their personal data. These rights may be exercised by a letter addressed to AERO-SPORT or by emailing to info@aerosport.lu.

- **ART 10**

- **10.1. Asset protection**

All members must make sure that the assets of AERO-SPORT are kept in a clean and well-organised fashion.

This is valid for, but not limited to all rooms (briefing, recreational room, restrooms etc.) and all the equipment available (computers, charts, teaching material, etc.).

Special care is to be given to the classrooms, which must be operational at all times (clean white-board, stowed equipment etc.)

- **ART 11**

- **11.1. Rule change**

The Management Board reserves the right to modify or supplement these regulations at any time.

- **11.2. Receipt acknowledgement**

Any member having not certified by his signature, preceded by the handwritten phrase “read and understood”, that he is aware of the club rules, will be excluded from flying.

Electronic acknowledgment via reservation site is considered equivalent to the above procedure.



AERO-SPORT du Grand-Duché de Luxembourg a.s.b.l.

Route de Trèves
Parking Aviation Générale
L-1110 Luxembourg / Findel

FAX : (352) 420 531 e-mail : info@aerosport.lu

!!To be sent to the AERO-SPORT Club Office!!

Date: _____

The undersigned:

Name: _____ First name: _____ Pilot Account No: _____

Certifies herewith to have taken knowledge of the Pilot Regulations
Rev. 02 of May, 2015

(Precede your signature by the handwritten phrase "read and approved".)

« _____ »

Pilot's signature: _____