



DOCUMENT  
**GSM-G-CPL.022**

DOCUMENT TITLE  
**GENERAL OPERATIONS, FLIGHT PLANNING AND  
PERFORMANCE**

**CHAPTER 21 - AIRCRAFT ADMINISTRATION AND SAFETY**

Version 1.1  
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<b>CONTENTS .....</b>	<b>PAGE</b>
<b>AIRCRAFT ADMINISTRATION AND SAFETY PRECAUTIONS .....</b>	<b>3</b>
<b>AIRCRAFT ADMINISTRATION .....</b>	<b>3</b>
<b>AIRCRAFT DOCUMENTS .....</b>	<b>3</b>
<b>THE CERTIFICATE OF REGISTRATION .....</b>	<b>3</b>
<b>THE CERTIFICATE OF AIRWORTHINESS .....</b>	<b>3</b>
<b>THE MAINTENANCE RELEASE .....</b>	<b>4</b>
<b>SCHEDULED MAINTENANCE .....</b>	<b>6</b>
<b>DAILY INSPECTION CERTIFICATION .....</b>	<b>6</b>
<b>DAMAGE AND DEFECT REPORT .....</b>	<b>7</b>
<b>LOG BOOKS .....</b>	<b>8</b>
<b>THE OPERATIONS MANUAL .....</b>	<b>8</b>
<b>THE MANUFACTURER'S MANUAL .....</b>	<b>8</b>
<b>THE FLIGHT MANUAL .....</b>	<b>8</b>
<b>CASA MAINTENANCE SCHEDULE .....</b>	<b>10</b>
<b>UNSERVICEABILITY REPORTING .....</b>	<b>12</b>
<b>FUEL SYSTEM INSPECTION .....</b>	<b>12</b>
<b>CHECKING THE FUEL PRE-FLIGHT FOR THE PRESENCE OF WATER .....</b>	<b>13</b>
<b>THE MOST COMMON METHOD OF CHECKING FUEL PRE-FLIGHT .....</b>	<b>13</b>
<b>SAFETY PRECAUTIONS WHEN REFUELLING .....</b>	<b>13</b>
<b>GROUND OPERATIONS OF ENGINES .....</b>	<b>13</b>
<b>HANDLING DRUM STOCKS OF FUEL .....</b>	<b>14</b>
<b>RECEIVING DRUM STOCK .....</b>	<b>14</b>
<b>THE STORAGE OF FUEL DRUM STOCK .....</b>	<b>14</b>
<b>REFUELLING FROM DRUM STOCK .....</b>	<b>15</b>
<b>DISPATCH .....</b>	<b>15</b>
<b>BATCH NUMBER SYSTEM AND FILLING CENTRE REFERENCE .....</b>	<b>16</b>
<b>AIRCRAFT TIEDOWN AND SECURITY PROCEDURES .....</b>	<b>17</b>
<b>GENERAL .....</b>	<b>17</b>

## AIRCRAFT ADMINISTRATION AND SAFETY PRECAUTIONS

### AIRCRAFT ADMINISTRATION

#### AIRCRAFT DOCUMENTS

Like a motor car, an aircraft requires registration and some documentation which proves that the aircraft is airworthy and safe for flight. These documents are:

- The Certificate of Registration (CoR)
- The Certificate of Airworthiness (CoA)
- The Maintenance Release
- Airframe, engine, propeller and radio Log Books

#### THE CERTIFICATE OF REGISTRATION

The Certificate of Registration (CoR) certifies that the aircraft is on the Australian register of aircraft. The CoR contains the following information:

- Nationality and registration lettering (VH-YTK)
- Manufacturer and the designation for the aircraft
- Aircraft serial number
- Name of certificate holder
- Address of certificate holder
- Date of entry on the register and Issue date of the certificate

#### THE CERTIFICATE OF AIRWORTHINESS

The Certificate of Airworthiness (CoA) certifies that the aircraft has been examined by an approved authority and has been found airworthy at the time of inspection.

The CoA is issued when it is proven that the aircraft complies with the airworthiness certification standards and remains valid for an unlimited period unless suspended.

A valid CoA does not mean that the aircraft is safe for flight. It is the pilot's responsibility to ensure the aircraft's flight safety. The CoA certifies safety only in regard to design and structural integrity of the aircraft. It does not certify that all required maintenance has been carried out.

Australian Government Civil Aviation Safety Authority		
CERTIFICATE OF REGISTRATION		
1. Nationality and Registration Mark <b>VH-YTK</b>	2. Manufacturer and Manufacturer's Designation of Aircraft <b>S.O.C.A.T.A.-Groupe Aerospatiale TB-10</b>	3. Aircraft Serial Number <b>1516</b>
4. Name <b>FLIGHT TRAINING ADELAIDE PTY LTD</b>		
5. Address <b>HANGAR 54 KITTYHAWK LANE PARAFIELD AIRPORT SA 5106</b>		
6. It is hereby certified that the above described aircraft has been duly entered in the Australian Civil Aircraft Register in accordance with the Convention on International Civil Aviation dated 7 <sup>th</sup> December 1944 and the Commonwealth of Australia Civil Aviation Regulations. Date first registered in Australia: 11/03/93 Registration holder commencement date: 12/07/05 Date of issue of this certificate: 12/07/05 Expiry date of this certificate: _____		
For the Civil Aviation Safety Authority, <b>Ricardo Inacio,</b> Registrar, Civil Aircraft Register		
<b>Note:</b> <ul style="list-style-type: none"><li>• This certificate is not conclusive evidence of the existence of a legal or beneficial property interest in the aircraft.</li><li>• This certificate must be carried on board of the aircraft when it is engaged in international air navigation.</li><li>• The registration holder must notify the Civil Aircraft Register in writing about changes to the particulars recorded on this certificate within 14 days of the change occurring.</li></ul> <b>All certificates of registration previously issued in respect of this aircraft are hereby superseded and cancelled.</b>		
If found, this certificate should be forward to: Postage Paid, Civil Aviation Safety Authority, Australian Civil Aircraft Register, GPO Box 2005, Canberra ACT 2601		

Civil Aviation Authority AUSTRALIA		
CERTIFICATE OF AIRWORTHINESS - AIRCRAFT		
		No. <b>BKN10365</b>
1. Nationality and Registration Marks <b>Australian</b>  <b>VH- YTK</b>	2. Manufacturer <b>S.O.C.A.T.A.</b> <b>GROUPE AEROSPATIALE</b> Manufacturer's Designation of Aircraft <b>TE-10</b>	3. Aircraft Serial No. <b>1516</b>  Place and Year of Construction <b>TARBES</b> <b>FRANCE 1992</b>
4. Categories <b>NORMAL/UTILITY</b>		
<p>5. This Certificate of Airworthiness is issued pursuant to the Convention on International Civil Aviation dated 7th December, 1944, and the Civil Aviation Regulations of Australia, in respect of the above mentioned aircraft which is considered to be airworthy when maintained and operated in accordance with the Civil Aviation Regulations and the limitations specified in the flight manual approved or issued for the aircraft under the Civil Aviation Regulations.</p> <p>6. Subject to suspension or cancellation under the Civil Aviation Regulations, the period during which this certificate shall remain in force shall be from this date of issue until</p> <p>or until the aircraft ceases to be registered in the Register of Australian Aircraft.</p>		
Date of Issue <b>11th August 1993</b>		
Signature <i>J.P. Hilpert</i> Printed Name <b>J.P. HILPERTY</b> Appointment (Please tick appropriate box)		
Delegate of the Authority <input type="checkbox"/>		
Authorised Person appointed under the Civil Aviation Regulations <input checked="" type="checkbox"/>		
No entries or endorsements may be made on this certificate except in the manner and by a person authorised as a Delegate of the Authority. <b>ALL CERTIFICATES OF AIRWORTHINESS PREVIOUSLY ISSUED IN RESPECT OF THIS AIRCRAFT ARE HEREBY SUPERSEDED AND CANCELLED</b> DA 2500 (Rev 7/90) Stock No. 17315.5		

## THE MAINTENANCE RELEASE

The document which shows that scheduled and required maintenance has been carried out is called the Maintenance Release.

The Maintenance Release (MR) is issued by a Licenced Aircraft Maintenance Engineer (LAME) and is valid for a certain number of operational hours (usually to the next 100 hourly inspection), or to a certain date, whichever occurs first.

The MR includes the following:

- MR Certification
- Scheduled Maintenance
- Daily Inspection Certificate
- Damage and Defect Report

## THE MAINTENANCE RELEASE

### Part 1

**Civil Aviation Authority**  
**MAINTENANCE RELEASE**  
Aircraft Type: PIPER PA-32  
000000  
VH: SPV

Expires: 28 09 2471 (VDO)  
Aircraft TTIS:

This maintenance release has been issued by virtue of Regulation 43(7) (a) of the Civil Aviation Regulations and except where it ceases to be in force by virtue of Regulation 45 or Regulation 47 of the Civil Aviation Regulations shall remain in force until the expiry date or aircraft time in service shown whichever is the earlier.

Issued by: TOP NOTCH AVIATION PTY LTD  
Signed: J. CITIZEN  
A.M.E. Licence/Authorisation No: N 10210  
Time: 1030  
Date: 28-9-98  
Place: DEVONPORT  
Operational Category: PRIVATE

Maintenance requirements - The following maintenance, in addition to daily inspections is required to be carried out on the aircraft during the period for which the maintenance release is expressed to remain in force, in order to comply with requirements or conditions imposed under the Civil Aviation Regulations.

Schedule/System of Maintenance application to this aircraft: CASA SYSTEM OF MAINTENANCE SCHEDULES

Item No.	Maintenance required	Due at date/ Aircraft TTIS	Completed with, entered & Certified in Log Book or Part 2 of MR	Date	Item No.	Maintenance required	Due at date/ Aircraft TTIS	Completed with, entered & Certified in Log Book or Part 2 of MR	Date
1	ADPA-3275	5/11/98							
2	CARRY OUT								
3	INSPECTION JAW	2300							
4	PIPER SER 521								
5	CARRY OUT INSPECTION								
6	JAW PIPER 58 507								
7	FUEL LINE	2300							

This section lists any maintenance which will become due prior to the expiration of the maintenance release. Before flight ensure that no maintenance is due and that none will fall due during the intended flight operation.

If maintenance is due you must not fly the aircraft (CAR 133) and the maintenance release ceases to be in force (CAR 47), until the completion of that maintenance has been certified. Further, if you think that someone is likely to fly the aircraft before the maintenance is carried out, then make an endorsement in part 2 setting out the details and stating that the aircraft is UNAIRWORTHY (CAR 47).

### Part 3

**DAILY INSPECTION CERTIFICATIONS AND AIRCRAFT TIME - IN - SERVICE**  
Part 3

Date	Daily Inspection Certification	Aircraft Time-In-Service		Progressive Total of
		This Flight	Progressive	
Signature		Hours	Minutes	Hours
	BROUGHT FORWARD			2271 00
28/9/98	N. Bloke	123456	7 00	2278 00
4/10/98	N. Bloke	123456	2 00	2380 00
1/11/98	F. Neskin	246800	4 35	2384 35
7/11/98	E. Fudd	130068	3 20	2387 55
20/11/98	M. Mouse	196802	2 15	2390 10
30/11/98	M. Mouse	196802	3 56	2394 06
1/12/98	N. Bloke	123456	1 00	2395 06

A signature in part 3 of the Maintenance Release certifying for the completion of maintenance shall constitute a certification required by Civil Aviation Regulation 34.

For a 'B' Class aircraft any pilot (not a student pilot) can certify. For an 'A' Class aircraft only those approved under the aircraft's approved system of maintenance can certify. Any ENG or AF Lame can perform and certify. N.B. The person certifying must have performed the Daily Inspection.

Make sure that the maintenance release is current. Check expiry date and total time in service to ensure the MR will not expire during your flight. (For the progressive TTIS refer to part 3.)

Check that the operational category and the class of operation is appropriate to your intended operation. Note: CAR 2(6) requires that an aircraft must be classified in accordance with the type of operations in which it is being employed at any time.

### Part 2

Item No.	Endorsements	Signature and Date	Item No.	Cleaning Endorsements	Cleaning Signature License No. Address No. and Date
1	Ref item 2 in Part 1	J. Citizen 4/10/98	1	58 507, Carried out - no defects found	J. Citizen 4/10/98, N10210, 4/10/98
2	A-GF, US	M. Mouse 30/11/98			

Check any endorsements to assess their effect on your intended operation and make sure the maintenance release is in force.

If, at any time, you become aware of damage or a defect, make an endorsement listing the appropriate details and sign it (CARs 50 & 248). Should the defect or damage be major, include the words "the aircraft is UNAIRWORTHY" with your endorsement (CAR 47).

Abnormal flight or ground loads, such as a heavy landing, must also be reported in this manner (CAR 47).

Record aircraft time-in-service for each day's flying and calculate the progressive total (CAR 43B).

**WARNING:** This educational document does not replace the Civil Aviation Regulations, Aeronautical Information Publication or NOTAMS. The information contained herein is subject to change.



CIVIL AVIATION  
SAFETY AUTHORITY  
AUSTRALIA

## Maintenance Release Certification

The MR Certification section contains general data of the aircraft and the name and licence number of the LAME who issued the MR.

This section contains the date and the maximum hours in operation by which the MR becomes invalid and the aircraft needs to undergo another inspection.

It is the pilot's responsibility to ensure that the aircraft is not flown after the date shown in the MR. Before conducting a flight the pilot must ensure that the aircraft can be flown on the proposed trip without exceeding the maximum permitted operation hours as shown in the MR.

**Civil Aviation Authority**  
**MAINTENANCE RELEASE**  
0599  
Aircraft Type: VH-  
Expires: 0599 OR Aircraft TTIS: 0599

This maintenance release has been issued by virtue of Regulation 43(7) (a) of the Civil Aviation Regulations and except where it ceases to be in force by virtue of Regulation 45 or Regulation 47 of the Civil Aviation Regulations shall remain in force until the expiry date or aircraft time in service shown whichever is the earlier.

Issued by: [Signature]  
Signed: [Signature]  
A.M.E. Licence/Authorisation No: [Blank]  
Time: [Blank]  
Date: [Blank]  
Place: [Blank]  
Operational Category: [Blank]

Maintenance requirements - The following maintenance, in addition to daily inspections is required to be carried out on the aircraft during the period for which the maintenance release is expressed to remain in force, in order to comply with requirements or conditions imposed under the Civil Aviation Regulations.

Schedule/System of Maintenance application to this aircraft:

Item No.	Maintenance required	Due at date/ Aircraft TTIS	Completed with, entered & Certified in Log Book or Part 2 of MR	Date	Item No.	Maintenance required	Due at date/ Aircraft TTIS	Completed with, entered & Certified in Log Book or Part 2 of MR	Date

*Cancelled - NOT FOR USE  
Training Aid.*





FLIGHT TRAINING ADELAIDE PTY LTD				MAINTENANCE REALISE				PAGE 1				VH SIG				DAILY INSPECTION CERTIFICATION			
Part 2				LOG BOOK TIME				AIR SWITCH TIME				FUEL				OIL R L			
Fit No	PILOT	INSTRUCTOR / PASSENGER	FLIGHT DETAILS	START	STOP	TOTAL	START	STOP	TOTAL	START	STOP	TOTAL	START	STOP	TOTAL	START	STOP	TOTAL	
1				Brought forward			Brought forward												
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			

ENTERED BY	ENDORSEMENTS	ENGINEERING COMMENT	CLEARING CERTIFICATION
			RECTIFIED <input type="checkbox"/> XFERRED <input type="checkbox"/> ACQUITTED SIG. LIC. DATE
			RECTIFIED <input type="checkbox"/> XFERRED <input type="checkbox"/> ACQUITTED SIG. LIC. DATE
			RECTIFIED <input type="checkbox"/> XFERRED <input type="checkbox"/> ACQUITTED SIG. LIC. DATE
			RECTIFIED <input type="checkbox"/> XFERRED <input type="checkbox"/> ACQUITTED SIG. LIC. DATE
			RECTIFIED <input type="checkbox"/> XFERRED <input type="checkbox"/> ACQUITTED SIG. LIC. DATE

## DAMAGE AND DEFECT REPORT

If a pilot detects a problem while operating an aircraft that could render the aircraft unserviceable, the fault must be entered into Part 2 of the MR and the entry initialled.

Unless the unserviceability is a "permitted unserviceability" as per CAO, the aircraft is not to be operated until the unserviceability has been cleared and signed out by a LAME.

FLIGHT TRAINING ADELAIDE PTY LTD				MAINTENANCE REALISE				PAGE 1				VH SIG				DAILY INSPECTION CERTIFICATION			
Part 2				LOG BOOK TIME				AIR SWITCH TIME				FUEL				OIL R L			
Fit No	PILOT	INSTRUCTOR / PASSENGER	FLIGHT DETAILS	START	STOP	TOTAL	START	STOP	TOTAL	START	STOP	TOTAL	START	STOP	TOTAL	START	STOP	TOTAL	
1				Brought forward			Brought forward												
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			

This section is the defect report part of the MR part 2

ENTERED BY	ENDORSEMENTS	ENGINEERING COMMENT	CLEARING CERTIFICATION
			RECTIFIED <input type="checkbox"/> XFERRED <input type="checkbox"/> ACQUITTED SIG. LIC. DATE
			RECTIFIED <input type="checkbox"/> XFERRED <input type="checkbox"/> ACQUITTED SIG. LIC. DATE
			RECTIFIED <input type="checkbox"/> XFERRED <input type="checkbox"/> ACQUITTED SIG. LIC. DATE
			RECTIFIED <input type="checkbox"/> XFERRED <input type="checkbox"/> ACQUITTED SIG. LIC. DATE
			RECTIFIED <input type="checkbox"/> XFERRED <input type="checkbox"/> ACQUITTED SIG. LIC. DATE

## LOG BOOKS

Records as to maintenance and modifications are kept for:

- Airframe.
- Engine(s)
- Propeller(s)
- Radio(s).

## THE OPERATIONS MANUAL

All organisations and persons involved in aviation for business purposes must have an Operations Manual.

The Operations Manual is a document in which all company operating procedures are documented. This document is kept for easy access for all operational staff thus assuring standardised and safe flight operations.



The Operations Manual must at least require operations according to the current air navigation legislation but an operator is permitted to require more stringent rules.

Notice that the Operations Manual must be approved by the Civil Aviation Safety Authority thus making it a legal document.

## THE MANUFACTURER'S MANUAL

When a person is buying a motor car, a manual is issued with operating instructions for the car. This manual details the general specifications for the model bought but does not show exactly the details of the individual car.

When purchasing an aircraft, the manufacturer issues a manual similar to that of a car. This Manufacturer's Manual states all the common details valid for the aircraft type and gives details for the operation of this particular type.

## THE FLIGHT MANUAL

The Flight Manual is a book which contains details about a specific and individual aircraft. It is approved by the authorities for that individual aircraft and must be carried in the aircraft at all times. The Flight Manual contains eight sections:

### Section 1 General Aircraft Particulars

- Engine and propeller data
- Fuel and oil grade and capacity
- Other general data





## **Section 2      Operating Limitations**

- Speed limitations
- Permitted manoeuvres
- Max. crosswind component

## **Section 3      Emergency**

- Electrical and Mechanical Failures
- In-flight Emergencies

## **Section 4      Normal Procedures**

- Inspections
- Checklists
- Speeds for Safe Operations

## **Section 5      Performance**

- Performance charts
- Performance limitations

## **Section 6      Weight and Balance**

- Aircraft empty weight and empty C of G position
- Loading system tables and graphs

## **Section 7      Description**

- Airframe and Flight Controls
- Instrument Panel
- Engine and other Aircraft Systems

## **Section 8      Airplane Handling, Service and Maintenance**

- Inspection Services
- Alterations and Repairs
- Handling
- Cleaning and Care

## **Section 9      Supplements**

- Special operations
- Limitations
- Emergency and Normal Procedures

## CASA MAINTENANCE SCHEDULE

### Part 1- Daily Inspection (Schedule 5 in the CAR)

- An inspection (in this Part called a Daily Inspection) must be carried out on the aircraft before the aircraft's first flight on each day on which the aircraft is flown.
- A daily inspection consists of making of checks as set out in the table at the end of this Part, as are applicable to the aircraft.

#### Table of Checks included in a Daily Inspection

##### Section 1 - General

- Check that the ignition switches are OFF, the mixture control is lean or idle cut off, the throttle is closed and the fuel selector is on.
- Check that the propeller blades are free from cracks, bends and detrimental nicks. Check that the propeller spinner is secure and free from cracks and that there is no evidence of oil or grease leakage from the propeller hub or actuating cylinder. Check the propeller hub where visible, has no evidence of any defect which would prevent safe operation.
- Check that the induction system and all cooling air inlets are free from obstruction.
- Check that the engine, where visible, has no fuel or oil leaks and that the exhaust system is secure and free from cracks.
- Check that the oil quantity is within the limits specified by the manufacturer for safe operation and that the oil filler cap, dipstick and inspection panels are secure.
- Check that the engine cowlings and cowl flaps are secure.
- Check that the landing gear tyres are free from cuts or other damage, have no canvas exposed and, by visual inspection, are adequately inflated.
- Check that the landing gear oleo extensions are within normal static limits and that the landing gear doors are secure.
- Check that the wing and fuselage surfaces are free from damage and that the inspection panels, flight control surfaces and flight control devices are secure.
- Check that the interplane and centre section struts are free from damage and that the bracing wires are of the correct tension.
- Check that the pitot heads and static ports are free from obstruction and that the pitot cover is removed or is free to operate.



**After visually checking fuel contents, pilots should make sure that the fuel caps are done up securely.**

- Check that the fuel tank filler caps, chains, vents and associated access panels are secure and free from damage.
- Check that the empennage (tail) surfaces are free from damage and that the control surfaces, control cables and control rods where visible, are secure.
- Check that the canard surfaces are free from damage and that the control surfaces, control cables and control rods where visible, are secure.
- Check that the flight controls, the trim systems and the high lift devices operable from the ground have full and free movement in the correct sense.
- Check that the radios and antenna are secure and that where visible, radio units and interwiring are secure.
- Check that the drain holes are free from obstruction.
- Check that there is no snow, frost or ice on the wings, tail surfaces, canards, propeller or windscreen.
- Check that each tank sump and fuel filter is free from water and foreign matter by draining a suitable quantity of fuel into a clean transparent container.
- Check that the windscreen is clean and free from damage.
- Check that the instruments are free from damage, legible and secure.
- Check that the seat belts, buckles and inertia reels are free from damage, secure and functioning correctly.

Pilot maintenance may be carried out on a Class 'B' aircraft by the holder of a pilot licence (other than a Student Pilot Licence), that is valid for the aircraft.

Pilots have certain responsibilities as to maintenance of aircraft, aircraft acceptance and unserviceability reporting.

#### **Pilot Conducted Repairs (Schedule 8 in the CAR)**

The repair type maintenance items a pilot may do are listed below:

- Removal or installation of landing gear tyres, but only if the removal or installation does not involve the complete jacking of the aircraft.
- Repair of pneumatic tubes of landing gear tyres.
- Servicing of landing gear wheel bearings.
- Replacement of defective safety wiring or split pins, but not including wiring or pins in control systems.
- Removal or refitting of a door, but only if:
  - no disassembly of the primary structure or operating system of the aircraft is involved, *and*
  - if the aircraft is to be operated with the door removed, the aircraft has a flight manual and the manual indicates that the aircraft may be operated with the door removed.

- Replacement of side windows in an unpressurised aircraft.
- Replacement of seats, but only if the replacement does not involve disassembly of any part of the primary structure of the aircraft.
- Repairs to the upholstery or decorative furnishings of the interior of the cabin or cockpit.
- Replacement of seat belts or harnesses.
- Replacement or repair of signs and markings.
- Replacement of bulbs, reflectors, glasses, lenses or lights.
- Replacement or cleaning of spark plugs or setting spark plug gaps.
- Replacement of batteries.
- Changing oil filters or air filters.
- Changing or replenishing engine oil or fuel.
- Lubrication not requiring disassembly or requiring only the removal of non-structural parts, or of cover plates, cowlings and fairings.
- Replenishment of hydraulic fluid.
- Application of preservative or protective materials, but only if no disassembly of the primary structure or operating system of the aircraft is involved.
- Removal or replacement of equipment used for agricultural purposes.
- Removal or replacement of glider tow hooks.
- Carrying out of an inspection under regulation 42G of a flight control system that has been assembled, adjusted, repaired, modified or replaced.

### **UNSERVICEABILITY REPORTING**

After a flight has been terminated the pilot is compelled by the CARs to report all defects on:

- Aircraft
- Aerodromes
- En route aids
- Aeronautical facilities

### **FUEL SYSTEM INSPECTION**

The operator and pilot in command shall ensure that the inspections and tests for the presence of water in the fuel system of the aircraft are made before the commencement of each day's flying and immediately after each refuelling. Many pilots check their fuel before each flight.

There is a possibility that minute water droplets are suspended in the fuel. In that state they would not have any effect on the engine at all.



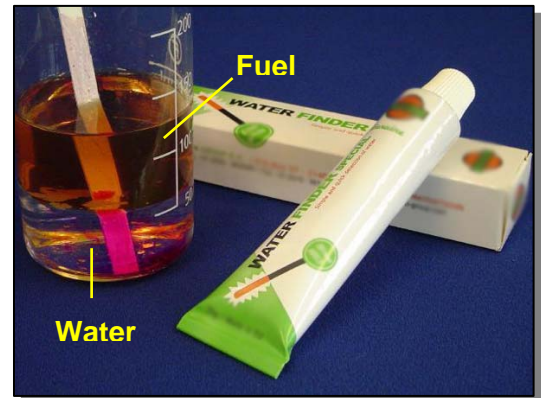
The CAO states that you must use a positive method to check the fuel for water. The most positive method is a water detecting chemical.

When an aircraft climbs and the temperature drops, water which has remained suspended in the fuel, may condense and run to the bottom of the tank and collect there. Water could be fed to the engine IN FLIGHT, resulting in an engine failure.

### CHECKING THE FUEL PRE-FLIGHT FOR THE PRESENCE OF WATER

It is important that, checks for water contamination of fuel drainage samples be positive in nature and do not rely solely on sensory perceptions of colour and smell, both of which can be highly deceptive. The following methods are acceptable:

- Fuel may be checked by chemical means such as water detecting paper or paste, where a change in colour of the detecting medium will give clear indication of the presence of water.



### THE MOST COMMON METHOD OF CHECKING FUEL PRE-FLIGHT



- Place a small quantity of fuel into the container before taking samples from tank or filter drain points.
- With the aircraft standing on a reasonably level surface, drain some more fuel from each fuel tank into a clear transparent container. The presence of water will be revealed by a visible surface of demarcation between the two samples of fuel in the container.
- On such aircraft types as may be specified by the Director-General, a pilot should extend the foregoing inspection to fuel system filters and collector boxes. It is recommended that all aircraft fuel system filters and collector boxes be checked for water contamination at frequent intervals.

### SAFETY PRECAUTIONS WHEN REFUELLING

Safety precautions which must be observed when refuelling an aircraft are outlined in CAO 20.9 (Subsection 4)

Pilots should carefully read and memorise these precautions, particularly the minimum distance from other aircraft, buildings and areas, in detail because it is unlikely that they would have the time to look up the requirements in CAOs every time they refuel.

### GROUND OPERATIONS OF ENGINES

When intending to start an engine or run an engine on the ground, pilots must observe the provisions of CAO 20.9 - Subsection 5.



It is important to familiarise carefully with this CAO.

## HANDLING DRUM STOCKS OF FUEL

### RECEIVING DRUM STOCK

When receiving fuel drum stock a pilot should:

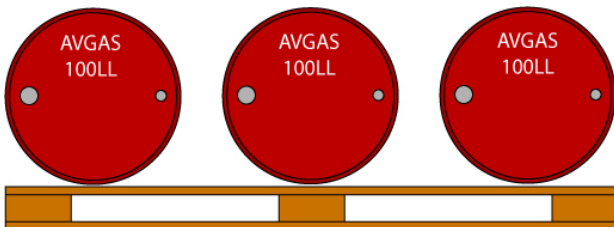
- Ensure that the correct release note accompanies the drums.
- Check the details on the drums against the details on the release note.
- Check that the drums are completely sealed.
- Check that the drums are not leaking.



### THE STORAGE OF FUEL DRUM STOCK

When storing the drums the following points must be observed:

- Store the drums under cover on some pallets on their sides with the line of bungs horizontal.



- Store drums in a defined area away from other products.
- Use drums in strict sequence of rotation according to the age of the fuel as indicated by the batch number.
- Check that the drum content is less than 18 months old, by reference to the batch number. If the stock is older, contact your fuel agent.





## REFUELLING FROM DRUM STOCK

Example of a release / indemnity note

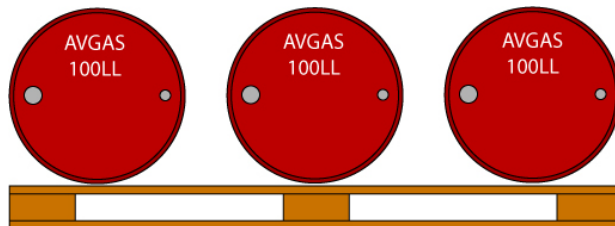
INDEMNITY REQUEST TO FILL EMPTY DRUMS WITH AVIATION FUEL							
This is a customers request to fill into customer supplied drums.							
Site: _____ Person making request: _____							
No. of drums: _____ Type of aviation fuel: _____ Date: _____							
<table border="1"><thead><tr><th>FUEL TYPE</th><th>QUANTITY REQUIRED</th></tr></thead><tbody><tr><td><b>AVGAS</b></td><td></td></tr><tr><td>AVIATION GASOLINE</td><td>LITRES</td></tr></tbody></table>	FUEL TYPE	QUANTITY REQUIRED	<b>AVGAS</b>		AVIATION GASOLINE	LITRES	
FUEL TYPE	QUANTITY REQUIRED						
<b>AVGAS</b>							
AVIATION GASOLINE	LITRES						
BATCH NUMBER: _____							
<b>IMPORTANT</b>							
When BP is requested to fill empty drum(s) with aviation fuel, the following risks may arise:							
<ul style="list-style-type: none"><li>• Contamination of the aviation fuel by substance in the drum;</li><li>• Explosion or fire when aviation fuel is mixed with substance in the drum;</li><li>• Incorrect dispensing of aviation fuel from the drum resulting in contamination or spillage; and</li><li>• Improper use of the aviation fuel.</li></ul>							
By requesting BP to fill the empty drum(s), you agree to:							
<ul style="list-style-type: none"><li>• to ensure that the drum(s) is clean and safe to use;</li><li>• comply with safe practices in the handling and use of the drum(s) and the fuel;</li><li>• take all responsibility over the quality of the fuel in the drum(s) and its subsequent use; and</li><li>• indemnify BP against all claims, loss, damage, injury or death suffered by BP and which arise from your request.</li></ul>							
Except to the extent required by law, BP will not be liable for the quality of the fuel delivered into the drum(s) or its subsequent use.							
I have read the above and agree to these conditions:							
_____ (Customer Signature)	_____ (Witness Signature)						
as authorised representative for and on behalf of							
_____ (Name of company, partnership or trust, if applicable)	_____ (Witness Name)						

AIR BP	
BATCH No :	_____
FILL POINT :	_____
DATE :	_____
BPD017023	

Label attached to drum



Incorrect storage



Correct storage

## DISPATCH

Compile and forward with drums a release note showing number of drums, grade, batch number, test report number.

## BATCH NUMBER SYSTEM AND FILLING CENTRE REFERENCE

The Batch numbering system ensures that there is no possibility of duplication of products under one batch number.

The Shell company batch numbers consist of a series of letters and numerals as follows:

- The letter **S** indicating SHELL and thus differentiating the identification system from that used by other suppliers.
- A letter indicating the state in which the batch number is issued or location of product in case of Islands areas.

**N** - New South Wales

**V** - Victoria

**Q** - Queensland,

**S** - South Australia

**W** - Western Australia

**P** - Pacific Islands

- Numerals indicating the serial number of the batch, the series recommencing on the first day of each month.
- A letter indicating the month:

<b>A</b> - January	<b>G</b> - July
<b>B</b> - February	<b>H</b> - August
<b>C</b> - March	<b>J</b> - September
<b>D</b> - April	<b>K</b> - October
<b>E</b> - May	<b>L</b> - November
<b>F</b> - June	<b>M</b> - December
- A numeral indicating the year, the last figure of the year only being used.

*Example: **SW 54 L5** - means Shell Company batch no. 54 issued in Western Australia in November, 2005.*

## AIRCRAFT TIEDOWN AND SECURITY PROCEDURES

### GENERAL

When an aircraft is parked, it should be tied down. Generally the following general procedures should be observed:

- Park the aircraft into the wind (consider the forecast).
- Place chocks fore and aft of the main wheels.
- Tie wings and tail down to rings in the ground. Leave ropes a little slack as moisture can over-tighten them.
- Install control locks or tie controls down with the seat belt to prevent the controls "snatching" in gusty wind conditions.
- Make sure the flaps are in the UP position.
- Before leaving the aircraft unattended, always make sure that doors and controls are locked, and the aircraft is secured with a cable in accordance with College operating procedures.



**Cables shown in the picture on the left, or a clamp, used on the nosewheel (shown on the right), are approved methods of securing**