



# **EAC-m SOP's**

## **Standard Operating Procedures**

Version: 1 rev. 6 (B)

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## Revisions

- ➔ 1.0 – Initial release
- ➔ 1.1 – Textual change
- ➔ 1.2 (12-10-2021)
  - Coordination with MilATCC for IFR flights (3.f + 3.g)
  - Registration period for visit changed (10.d)
- ➔ 1.3 (16-10-2021)
  - Change Homebriefing account (1 + 3.k)
  - Report technical condition (6.b)
  - Change radio failure procedure OBA (17.a)
- ➔ 1.4 (16-07-2022)
  - Drain after refuelling (7.b)
  - ~~Static take-off when using MOCAS~~ (7.h)
  - Minimum reserve fuel increased to 45 minutes (7.k)
- ➔ 1.5 (14-10-2022)
  - Report oil in the journal (5.c)
  - Tech at outstation (6.c)
  - Drain procedure further elaborated (7.b)
- ➔ 1.6 (01-05-2023)
  - Bristell B23 added (7.f + 7.k + 7.l)
  - Leave oil hatch door open (7.k)
  - Editorial changes: cleaning up and merging various manuals
- ➔ 1.6 B (30-10-2023)
  - References to Cruiser aircraft removed (7.f + 7.k + 7.l)
  - Static take-off procedure for Rotax engines removed (before 7.h)

## 1. Flight preparation

Before the start of each flight, the following points are carried out:

- Inspection of the aircraft and the on-board documents
- Refuel in accordance with instructions (see chap.7 Oil, fuel and refueling)
- Check technical condition (see chap.6 Technical condition)
- Check Safety Notification Board (see chap.9 Safety)
- Checking own documents and currency (see chap.12 Currency requirements)
- View and interpret notams (Homebriefing.nl; login: flp@eacm.nl, password: Flightplan@1)
- View and interpret the weather (Luchtvaartmeteo.nl; login: KNMI1008, password: EACM)
- Calculate fuel and mass & balance
- Submit flight plan (see chap.3 Submit flight plan)

## 2. Lesson preparation

- a. Be present at least 1 hour in advance for flight preparations (see chap.1 Flight preparations) independently or together with the flight coordinator.
- b. Prepare the lesson so that you can tell the instructor which items from previous lessons still need to be done, what will be done in this lesson and how it will be done.
- c. Exercises are performed in accordance with the Basic Training Manual.

## 3. Submit a flight plan

- a. A flight plan is mandatory for every flight to and from EHEH, including for circuit training
- b. Preferably use the partially pre-filled templates in the EAC-m home briefing account (see chap.1 Flight preparation). It is not allowed to make changes in the templates.
- c. The EAC-m home briefing account is only allowed to be used for flights with EAC-m aircraft.
- d. A flight plan is submitted at least 1 hour in advance. Only exception; if only circuits will be flown, the flight plan may be submitted half an hour in advance.
- e. Circuit training is requested in advance by telephone through traffic control EHEH. On weekends you ask the VC to do this.
- f. IFR flights are coordinated in advance by telephone with MilATCC Supervisor (+31 577 45 8700), after obtained permission, traffic control EHEH will be telephoned at least 1.5 hours in advance for last minute changes and permission.
- g. For IFR training flights, "IR Training Flight" is listed under Item 18 (Other Information).
- h. For navigation flights, a waypoint is specified at Item 15 (Route) at least every 30 minutes. For local flights, enter the name of the departure. For circuit flying you fill in 'Circuits'.
- i. When choosing an alternate, take into account opening hours and the end of UDP. You must be within the EHEH CTR 30 minutes before the end of UDP.
- j. The number of POB is listed under Item 18 (Other Information) and Item 19 (Persons on Board).
- k. Enter your own mobile phone number and email address under Pilot Tel and Pilot Email.

## 4. How to use Easy Booking

- a. Booking an aircraft shall always be done via Easy Bookings, and always before commencing the flight
- b. It is not allowed to take an aircraft with you without reservation
- c. Usage of Easy Booking shall be conform the manual *Bestuursreglement (chapter 2 EASY BOOKING)*
- d. For instruction flights, you state in the booking which lesson you are going to do. For weekdays you also mention the name of the flight instructor that will fly with you.
- e. If you book a plane for a full weekday, you must fly or otherwise pay for at least 2 flying hours. On weekends this is increased to at least 4 flying hours.
- f. If you take a plane to stay overnight somewhere, you must have prior permission from the owner. For club aircraft a board member has to grant the permission.
- g. A booking that you want to cancel must be removed from Easy Booking at least 24 hours in advance. If you want to cancel a booking later, you must always report this to a board member, with the exception of cancellations because of weather conditions. On weekends also report cancellations to the VC on duty. If you want to cancel a booking on the same day as the booking, the booked hours can still be charged.

## 5. Fill out the Journal

- After the flight, first complete the digital journal (times in UTC)
- Then put the times in the paper journal, so it will reflect the exact content as the digital journal.
- After each flight put in the small (2nd) box on the right page the amount of oil added. Always make an entry, even if no oil has been added; then put down 0L.

## 6. Technical condition

- Before every flight, you have to verify the technical condition of the aircraft.
- Technical aspects, points of interest or defects to the aircraft, buildings and inventory are reported (and found) in the OPS room Aircraft Deficiency Log (ADL). Any reports negatively reflecting the Air Worthiness of the aircraft are also reported via WhatsApp to 06-24867909 (Joep Oudenhuijsen).
- Any malfunction at any other airport than Eindhoven (where the Aircraft Discrepancy Log is not present), the PIC has to make an entry in the orange "Journal" in box 12, to reflect the issue. After this action, the PIC must contact EACM Maintenance (Joep 0624867909 or Theo), to discuss the item and to further determine whether the aircraft is airworthy or not. Permission to continue the flight is only given by Joep or Theo. After returning to EHEH, the PIC must immediately document the issue in the ADL.

## 7. Oil, fuel and refuelling

- A checkout is required to use the EACM refuelling system.
- Aircraft draining takes place in accordance with the procedures in the POH and at least before the first flight of the day and after every(!) refuelling. Wait at least five (5) minutes after refuelling or moving an aircraft before draining, to give the water and other contamination time to settle down.
- To refuel place the aircrafts nose wheel in the bracket. Turn the key in the hangar shortly to the right, to activate the fueling station for 30 minutes. Attach the grounding wire to the aircraft. Hold the blue RFID key (of the correct aircraft!) in front of the screen and enter the number of the required pump, followed by OK. Take the nozzle from its holder. Refuel the aircraft conform the rules in the SOP. Place the nozzle back to its holder. De-attach the grounding wire and let it smoothly roll back onto its spool.
- During refueling the aircraft cannot be occupied, if applicable all persons must leave the aircraft.
- The PH-BSF and PH-DKF are certified to use MOGAS. It is allowed to mix MOGAS and AVGAS. If the fuel in the tanks consists of 25% MOGAS or more, the aircraft is considered to fly on MOGAS. If less than 25% MOGAS it is considered to fly on AVGAS.
- The BR23 should only be fuelled using MOGAS. In exceptional cases and with the approval of the board, AVGAS may be used.
- The risk of icing in the carburettor is greater with MOGAS than with AVGAS; 'in Flight' turn on the CVV regularly (for at least one minute).
- All refuelling is recorded in the digital and paper aircraft journal. The notation is as follows: the letter A (AVGAS) or M (MOGAS) followed by the number of liters or gallons and then the designation LTR (litres) or USG (US gallons).
- The mechanic and/or flight coordinator take care all aircraft have sufficient oil. If you take the aircraft away from EHEH for multiple days, you can request a spare bottle of oil at our mechanic. It is possible to add oil yourself in the absence of our mechanic or flight coordinator. To do this, contact a board member to get access to the pantry. The amount of oil added needs to be filled out both on the check-out list in the pantry, the digital and the paper aircraft journal.
- After the flight, the oil hatch door is opened to prevent heat build-up in the engine compartment.
- As a refinement to the EASA regulations (Part NCO.OP.125 Fuel and oil supply), the EACM uses a minimum amount of fuel to be carried, sufficient for: the flight to the destination, plus the flight continued from there to the alternate airport, plus 45 minutes holding, plus 5% general reserve. Therefore, when landing at EHEH after a flight of one hour and EHBD as alternate airport, the following approximate amount of fuel must be in the tanks:

DKF	9 USG	BSF	9 USG	COP	40 Liter
BR23	20 Liter	DEC	30 Liter	BBC	14 USG

- Aircraft will be returned with the following maximum amount of fuel, deviations will be reported to the board:

DKF	2x14 = 28 USG	BSF	2x20 = 40 USG	COP	2x45 = 90 Liter
BR23	2x60 = 120 Liter	DEC	2x35 = 70 Liter	BBC	2x23 = 46 USG

## 8. Weather and wind limits

- a. Weather and wind limits for ATO students are described in the Operations Manual.
- b. For EACM members, a maximum overall wind speed limit of 25KT applies (including gusts). If flying with an instructor this limit is increased to 30KT. Also an effective crosswind limit of 10KT is applicable (including gusts). The latter can be increased to the maximum demonstrated crosswind limit stated in the aircraft POH. This must be done by making a flight under crosswind conditions with an EACM instructor supervising. A note of this 'extended limit' is subsequently made in the pilot's logbook. It will be valid for 6 months. For pilots with a minimum of 250 PIC hours, the validity of this endorsement is 12 months. Thereafter the limit drops back to 10KT. This 'logbook limit entry' is checked by VCs in advance and also during the week (by the Head VC). The crosswind limit does not apply to instructors and a pilot flying an aircraft that he owns.

## 9. Safety

- a. Consult the Safety Management Manual and the initial and annual mandatory SMS briefing.
- b. In the event of an incident or accident, the Emergency Response Plan (see SMS briefing) comes into effect.
- c. Before each flight, check the Safety Notification Board in the OPS room for particularities concerning the aircraft and flight safety.

## 10. Flight Coordinator (VC)

- a. Duties of the VC are described in the VC Manual (see members website).
- b. During the weekend, flights are authorized by the VC, who is authorized to check the flight preparation (see chap.1 Flight preparation) and currency requirements (see chap.12 Currency requirements).
- c. After the flight, the pilot in command reports to the VC and hands over the journal and the keys of the aircraft.
- d. Visitors must be reported to the Air Base on the day of the visit before 10:00 am via EasyBooking.
- e. No later than 7 p.m. the evening before, a request for visit guidance is registered with the VC. Bookings and changes in bookings are also made before that time.
- f. The times at which the VC will guide visitors to and from the Main Gate during the weekends are: 09.00, 11.00, 13.00 and 15.00. At the end of the day there is a last guidance for visitors who want to leave the airfield. For weekday guidance, one can submit a request to a 'guidance authority holder'. Members who are allowed to guide visitors can be found on the website under 'Leden zoeken leden', filter on 'Begeleidingspas'.

## 11. Eindhoven R/T

- a. Consult the document 'Eindhoven RT' (see members website).
- b. For VFR flights a start-up and switch off clearance is not required, but a taxi approval is mandatory.
- c. For IFR flights a start-up clearance is additionally required.

## 12. Currency requirements

- a. Consult EASA regulations (Part FCL) for validity of exams, ratings, etc.
- b. Flying members of the EACM must be checked out by an instructor on each type of aircraft they wish to fly. Additionally they have to fly each 'checked type' at least once every 2 months. This currency is checked by VCs in advance and also during the week (by the Head VC). This does not apply to aircraft owners.
- c. If an incident or accident has occurred, a check flight will be carried out, at the discretion of the chief instructor or members of the board.
- d. New flying members of the EAC-m must have the form "Checkvlucht zij-instromende brevethouders" completed and signed.

### **13. Parking**

- a. Parking on the platform is in the same direction as the RWY in use.
- b. Parking in the hangar takes place at the indicated positions.
- c. To prevent the main switch from being forgotten after engine shutdown, the anti-collision light is not turned off after switch off.
- d. After each flight it is mandatory to apply the pitot cover and gust lock (if the aircraft has one) and to place a wheel chock. The parking brake will not be applied, except in case of adverse weather conditions.
- e. When parking in the hangar, the aircraft is cleaned and a wheel chock and drip tray are placed. In the hangar the tow bar remains attached to the aircraft.
- f. Aircraft are cleaned with an aircraft bucket and cloths, windscreens with a window bucket and chamois.
- g. To keep the hangar clean, overhead doors must be closed immediately, after the aircraft has been taken out.

### **14. Taxiing**

- a. Taxi clearance (approval) is required for taxiing (see chap.11 Eindhoven R/T).
- b. Only after obtaining permission TWY ROMEO may be crossed.
- c. Default entry point RWY 03 is R5. Default entry point RWY 21 is R2 (see Aerodrome chart in the OPS room).
- d. Exit points are described in chap.15 Club circuit.
- e. The run-up for RWY 03 is on UNIFORM, before the holding position to TWY ROMEO. The run-up for RWY 21 will take place at KILO, in the bend before the taxiway holding position to TWY ROMEO (see Aerodrome chart in OPS room).
- f. After landing, a stop is made past the holding line. Then a frequency change is made to Ground and the frequency is listened out. Only after carrying out the after landing checks, Ground is called for a taxi clearance.
- g. A Pilot Change is reported in advance and takes place on the platform in front of the hangar. The engine has to be switched off during a pilot change. The same flight plan may be used.

### **15. Club circuit**

- a. Club circuit altitude is 800'AMSL (see OBA).
- b. Circuit training takes place on the west side of the RWY. A left hand circuit is normally flown on RWY 03 and a right hand circuit on RWY 21, unless otherwise indicated by air traffic control EHEH.
- c. If a left hand circuit is flown on RWY 03, turn to base before Wintelre. Circuits around Wintelre are requested from air traffic control EHEH.
- d. When taking off from RWY 21 turn to crosswind before Wintelre at an height of at least 500 ft AAL. If 500 ft AAL is not reached in time in order to fly crosswind before Wintelre, fly around Wintelre, this is communicated with air traffic control EHEH.
- e. For departures, after take-off climb to 1000 ft AMSL inbound OSCAR or MIKE.
- f. In case of a full stop on RWY 21, a threshold base full stop is requested, touchdown point is R4, exit R5 (see Aerodrome chart in the OPS room).
- g. In case of a full stop on RWY 03 around Wintelre, a long field landing full stop is requested, touch down between R4 and mid-runway, exit R2.
- h. Traffic control EHEH can deviate from the standard club circuit.

## 16. Local procedures

- a. EHEH arrivals (1500'AMSL) and EHEH departures (1000'AMSL) are flown in accordance with the procedures described in the AIP.
- b. Before flying into the EHEH CTR or TMA, permission is requested to carry out the desired arrival procedure.
- c. Eindhoven TMA 1 starts at WHISKEY at 1500'AMSL and at ECHO at 1500'AMSL. Keep this in mind.
- d. During opening hours of EHEH, CTR de Peel west of Someren/Asten and TMA1 above are controlled by EHEH Tower.
- e. ECHO outbound is reported, as well as leaving the CTR. ECHO inbound is reported for approaching the CTR.
- f. Flights within a radius of 2NM of the EBI in Vught are not allowed.
- g. Winch area Sterksel is listed on the ICAO VFR map as a circled S and in the AIP under ENR. 5.5. Flying from ECHO to EHBD you can get close to that.
- h. The KMar has drawn up rules for the EACM for flights to non-Schengen countries (see members' website).

## 17. Radio failure

- a. In case of radio failure, transponder code A7600 is used. Via the standard VFR arrival route, downwind is flown at 500'AMSL, where orbits are made. Crossing the runway centerline is prohibited. After obtaining permission from traffic control by means of green light signals, a landing may be made via the shortest circuit (see OBA).
- b. In case of a simulated radio failure procedure, transponder code A5476 is used and the procedure is carried out as described under (a). If a red light signal is used, it will be followed by a go-around with a normal circuit and normal use of R/T (see OBA). This procedure is coordinated in advance with air traffic control EHEH.

## 18. Budel

- a. EHBD is the default alternate airport. Keep in mind the opening hours. Monday: UTC 0800-1700 (0700-1600 daylight saving time). Tuesday to Sunday: UTC 0800-1900 (0700-1800 daylight saving time).
- b. Budel is PPR and may decide not to remain open for flights using EHBD as an alternate. Always call in advance to Budel. To verify that they are aware to being used as alternate and that they remain open to comply.
- c. New members (zij-instromers) make a flight to EHBD before the first solo flight is carried out.
- d. Circuits (814'AMSL), arrivals (1100'AMSL) and departures (1100'AMSL) are flown in accordance with the procedures described in the AIP (EHBD AD 2.22 FLIGHT PROCEDURES).
- e. ATZ/RMZ Budel (<1200'AMSL) is only for flights to and from EHBD, other flights are not allowed (AIP EHBD AD 2.20 LOCAL AERODROME REGULATIONS).
- f. If only touch and go's and no full stop landing is carried out, one can request the costs via the radio and report them in the digital journal for settlement.