

## **Explanatory notes to Sittles annual flying members documentation audit.**

This process is intended as a basic annual document check to rule out the possibility that a flying member will be flying illegally for extended periods of time running into years (e.g. expired insurance, medical, permit to fly, pilot licence etc). In the same way as when you renew the road tax on your car you have to provide evidence that **at the time of renewal** you have valid insurance and a MOT. A tax disc on a car does not in itself prove that one has a current MOT or insurance, but it does filter out those that would drive, knowingly or unknowingly, without insurance or MOT indefinitely for many years.

Therefore this audit is intended as an annual spot check on flying members to ensure that, **on the date of the audit** the member's paperwork complies with the basic top level requirements necessary to fly their aircraft within the UK (insurance, permit to fly/CofA, medical, licence).

The audit will be done each year between 1 October and 31 December to cover the following calendar year. Any flying member who has not presented their documentation to a committee member showing they have a valid and up to date set of documentation within this 3 month time period will be prohibited from flying from Sittles until they have renewed the lapsed item and had this signed off of by a member of the Committee. Essential documentation required is a current and valid:

- Certificate of insurance (minimum of public liability).
- Permit to fly/Cert. of Airworthiness (as appropriate to aircraft type).
- Medical or Declaration endorsed by doctor (as appropriate to licence type).
- Pilot Licence (as appropriate to the member's aircraft)

It is important to stress that this basic annual audit of paperwork does not in anyway:

1. ...absolve the pilot from his/her responsibility to self-audit and ensure that he/she has complied with the legal requirements to fly in full.
2. ... confer any liability on the auditor as an individual or the Club to follow up specific expiry dates during the following year.
3. ...guarantee that the pilot has complied in full with specific requirements for the aircraft type and equipment beyond the basic type of licence required (e.g. does not necessarily cover specific ratings for a constant speed propeller, tail wheel rating, retractable gear etc).

It is hoped that the majority of audits will be carried out at the Autumn biannual meeting on the first Sunday of October each year. If any member is unable to attend the October meeting, or does not bring their documentation to the meeting it is their responsibility to arrange a meeting separately with one of the committee members to get the audit completed before 31 December of that year.

Any flying member who has not presented their documentation to a committee member showing they have a valid and up to date set of documentation within this 3 month time period will be prohibited from flying from Sittles airfield until they have renewed the lapsed item of documentation and have had this signed off by a member of the Committee.