

Western Sydney Model Aviators

Standard Operating Policies – Version 2.0

These laws are valid from 30th of May 2024

Document Control

REVISION HISTORY		
Revision Date	Version	Description of Change
May 2019	V1.1	Multiple changes to align with Risk Assessment and Controls Document
30/05/2024	V1.2	Committee Review, update including risk assessment and addition of Observer/Spotter procedures, multiple references to CASA and MAAA requirements updated.

Primary Objective

The Western Sydney Model Aviators (WSMA) as an Affiliated club with the ANSW and the MAAA has the following objectives;

- to promote all aspects of building and flying radio-controlled model aircraft, helicopters and jet aircraft in a safe and friendly manner,
- to operate in compliance with the appropriate CASA statutes and regulations (Reference CASR101, CASA 101 MOS, CASA 22/22) and MAAA Manual Of Procedures (MOPs).

Link to CASA 22/22 as follows; <https://www.legislation.gov.au/F2022L00449/latest/text>

Link to MAAA MOPs as follows; <https://www.maaa.asn.au/mops>

These Standard Operating Procedures (SOP/s) are supplied to all WSMA members, at the annual renewal of membership or at the time of a new member joining WSMA.

Membership of WSMA confers the responsibility of all members to accept and comply with these SOPs. Compliance with the procedures is mandatory condition of your membership of WSMA. They are to be adhered to as closely, practically and as reasonably possible.

The SOPs describe the operational procedures and how WSMA shall manage model aircraft flying at the WSMA flying field located at Bandon Road Flying Field, Riverstone, 2765, NSW in compliance with all CASA regulatory requirements and MAAA MOPs.

A printed copy of this manual will be kept on site at the flying field clubhouse for reference to all pilots, visitors and guests.

(This manual is inclusive to our CASA instrument and can only be altered with formal CASA approval.)

Safety & Emergency contacts

In the event of a safety incident occurring, you must contact a member of the WSMA Committee, as soon as practicable with regard to the nature of the injury and given that first aid or medical treatment is the priority.

In the event of an incident involving injury or property damage (excluding model aircraft) full details must be provided, preferably on the same day, to a WSMA Safety Officer or WSMA Committee member who in turn will complete the Incident Report and Incident Investigation forms (refer MOP 001) which are to be forwarded as soon as practicable to ANSW.

The WSMA Executive will guide you on the appropriate MAAA incident investigation process to follow.

If there is an injury, the first aid box is in the WSMA Clubhouse.

HAWKESBURY Hospital is located at 2 Day Street, Windsor and is open 24 hours.

The Hospital Phone is 02 45605555 or 000 in an Emergency

The WSMA Committee strongly advises that you avoid flying by yourself in the case you find yourself in an emergency event.

General SOP's and Limitations

Members are reminded that these SOPs are to ensure the safety of all members, visitors, and the community at large.

If a WSMA member or visitor or other guest repeatedly infringes these procedures then that member/visitor will be given clear advice which they are compelled to follow.

Repeated safety violations will result in official action being taken by the WSMA Committee in accordance with the WSMA Constitution and By-laws.

- All members and visitors must make themselves aware of the Exclusion and NO FLY Zones (as per the WSMA Flying Field Diagram) and demonstrate an understanding of their requirements prior to flying their first time at the WSMA Flying Field.
- Safety considerations require careful coexistence of all types of model aircraft including Rotary wing, Fixed Wing, Gliders and Turbine aircraft. All members are requested to be inclusive of each other in kind communication giving everyone time and space to enjoy their hobby time respectively.
- Committee Members, Observers and Instructors are Safety Officers.
- All members are responsible for their own safety as well as the safety of all others and should be “Kindly Proactive” rather than silent in this regard. If a member considers that another member is not complying with the rules then they should point out the noncompliance to a Safety Officer.
- At no time should ANY member act in an unkind or abusive manner, after all we are all here for a safe and good time.
- Minors or Children must;
 - be “under supervision “of a parent or guardian at all times (including the car park, pit area, pilot box, flightline, clubhouse and amenities)/
 - Instructors of children must hold a Working With Children Check (WWCC).
- 30 Meter Rule: ONLY persons directly associated (pilots, observers or assistants) with the operation of model aircraft shall be within 30 meters of the Flight Line (Ref# C.A.S.A CAR 1998 part 101).

- All members and guests must follow the MAAA MOPs at all times, as relevant to the type of model being operated as well as MOP 014 “General Rules”, MOP 056 Safety Code and all other MAAAMOPs relevant to the flight operations and model type.
- Fire Extinguisher/s and a First Aid Kit is available at all times at the WSMA Club House and ANY USE MUST be reported to the Committee so replenishment can be made as required.
- No alcohol is to be consumed by members or guests on any day prior to or during direct involvement with any flying operations or works at the flying field.
- Any dogs at the field must be on a lead at all times, to respect and ensure the local farmers dogs are not interfered with.
- LiFe, Lilon, LiPo and any other battery that poses a fire risk must NOT be charged within 1 meter of any clubhouse or vehicle to avoid a major fire in the event an unexpected ignition occurs. Damaged or swollen batteries are to be removed from the area and taken home for responsible disposal. No batteries good, bad or otherwise are to be left on site.
- Car Parking;
 - No vehicles or trailers to access the Pit Area or Taxi Way at any time.
 - No vehicles shall access or drive across the Runway without Committee permission, in order to preserve from damage the Runway surface for model usage.

Visitors

- Visitors are welcome at WSMA as either spectators or if they intend to participate in flying activities they will be required to sign in to the Visitors Book located in the clubhouse. Visitors intending to fly must provide their MAAA insurance and membership and sign in the visitors book for compliance with MAAA insurance policies.
- A visiting pilot must hold a current FAI Class F Aero modelers license issued by MAAA or an affiliated State body, or an international body.
- A visiting pilot must be under the direction of an WSMA instructor for training purposes.

Access- Entry and Exit via the Electric Gate

- ALWAYS make sure and visually confirm that the gate “CLOSEs and LOCKs “.
- All good electric gates have a “Reverse operation Failsafe” ours included and it only takes a twig or stone or person to block normal operation and send it into reverse opening up again. Notice a problem, please call your WSMA committee.
- On your departure you must be extra vigilant that the main access gate is closed behind you.
- It is the responsibility of the last member at the field to Turn off the Tap, any lighting or other power. Put attendance book away and tidy chairs and tables. Lock Clubhouse door and verandah gates then double check.
- Rubbish -WSMA have no rubbish removal facility, it’s costly and unnecessary. We “EACH” are asked to take HOME what we bring plus some we may find. It’s OUR field, our hobby, our backyard and front so let’s keep it clean.

Permissible Flight Times & Flying Conditions

- Although access to the field is available at any time it is a strict condition imposed by RAAF Richmond that there is no model aircraft flying before 8am or later than sundown.
- **If VMC (Visual Meteorological Conditions) are less than 500 meters 360 degrees, we are GROUNDED meaning NO FLY. This is a strict condition of flying in Military Airspace.**
- Ensure a Total Fire Ban is not in place. Fire Ban = NO FLYDAY.

Height Limits AND Operations above 400 feet

- For day to day flying WSMA members and visitors are not permitted to fly over 400 feet unless you have obtained permission from the WSMA Committee who will be responsible for liaising with and obtaining permission from the RAAF Richmond ATC.
- The WSMA Committee will obtain the necessary permission from the RAAF Richmond ATC for flying up to 1000 feet for one occurrence only.
- All model aircraft must not exceed a height limit of 1000FT AGL, at any time, as required under the CASA Area Approval Ref# 0183
- All model aircraft pilots flying above 400' must be accompanied by a suitable observer (spotter). Pilots should avoid loitering at this ceiling height.

Before the start of daily Flight Operations

- Obtain RAAF Richmond Air Traffic Control(ATC) Flight Approval for Model aircraft flying by phoning 02 4587-1201 and communicating as follows and 'Word for Word';

'Western Sydney Model Aviators requesting to operate Model Aircraft at Vineyard not above 400 feet AGL'.

- **Special Notice: Verbal Flight Approval MUST be obtained before any model aircraft flying is conducted. The RAAF have informed us that leaving a message is not an approval and a NO FLY condition must be complied with.**
- Add to the attendance book, the Flight Approval confirmation, time and caller first name.
- All club members and flying visitors MUST sign the Attendance book.

End of the Days Flight Operations

- We must ring RAAF Richmond ATC at the end of each flying day to notify them that model aircraft flying has stopped, regardless of the time. Contact RAAF Richmond ATC **by phoning 02 4587-1201** and repeat 'Word for Word' as follows;

'Western Sydney Model Aviators have ceased operating Model Aircraft at Vineyard'.

Pre Take Off, Starting and Taxiing

- A range check should be carried out for each aircraft prior to commencement of flying. If any abnormalities are noticed, then the aircraft should not be flown until the abnormality is rectified. If in doubt, contact a WSMA Committee member or Safety Officer for help or advice.
- Failsafe must be enabled so engine/turbine resets to idle or shut down and control surfaces reset to level positions or as appropriate for the type of model.
- No model motor to be Armed or Started behind the front line of the starting Benches. Electric powered aircraft must have a motor safety shutoff operated from the transmitter.
- Pilots must restrain all models during engine starting, running and testing procedures. Restraints may be a suitable device affixed to the ground, on a suitable stand or by having an assistant hold the model firmly.

Strictly NO RESTRAINT = NO STARTING

- Propeller wash should not be directed towards other modelers or equipment as a matter of etiquette and courtesy.
- Where engine tuning requires the model to be held vertically, it must be done while standing with the propeller above the pilots head.
- Extending engine running shall be done away from fellow pilots to reduce noise, fumes, propeller wash and nuisance.
- Taxiing Fixed Wing Aircraft is permitted from the Starting Tables to the Runway
- Taxiing "back" is permitted up the Taxi Way only, up to the Pit Area entry where the engine must be stopped. Should the engine not stop, then the model MUST be carried or pushed holding the tail firmly, back to the Pit Area where it can be restrained and the engine safely shut down.
- Rotary wing models including Drones must be carried to the Flight Line.
- Rotary wing models must not be hovered or taxied in the PITS AREA or the TAXI WAY at any time.

Flight Operations and Safety

- All flying must be carried out in front of the Flight Line within the flying area as per the attached WSMA Flying Field Diagram. Flying behind the flight line, overhead the Pilots Box, Exclusion/No Fly Zone, Taxiways, the Pits Area or Carpark is not permitted at any time.
- Maximum number of aircraft permitted in the air at any one time shall be six (6).

Pilots will position themselves within the confines of the Pilot's Box to control the model aircraft. This assists in allowing other pilots and/or observers to communicate with each other while flying. **Communication between pilots is a key aspect of maintaining situational awareness.**

- Pilots/assistants recovering models from the Runway must call "On the Runway" loudly before entering and when exiting the Runway call "Runway Clear" loudly.
- No takeoffs or landings are permitted from Taxi Ways or the Pit Area.
- Calls of "taking off " and " downwind to land " and nominating a runway or " landing " nominating a runway should be made.
- When an aircraft engine stops or does not respond...a "DEAD STICK "call should be made loudly. All other pilots should attempt to position their models away from the runways and circuit area until the "Dead Stick" has landed.
- When more than one aircraft is flying, pilots should fly in the same circuit direction. If a pilots intention is to to fly aerobatics, other pilots should be informed, reducing the chances of a mid-air collision.
- 3D maneuvers of Helicopters, Fixed Wing and Drones including Helicopter Autos are to be communicated to other pilots prior to commencement.
- Should an engine stop on any model whilst taxiing, it may only be restarted in a safe position & time with the help of an assistant to restrain the model for the safety of the pilot.
- Helicopters flying outdoors must have a minimum 9 meter safety distance from all other pilots at all times.

HEAVY MODELS (i.e greater than 25kg), IMAC & TURBINES

- Heavy Models, IMAC aircraft or Jet Turbine must have at least one observer per pilot to identify and observe potential full size aviation movements within VLOS of the WSMA field and provide safety advice and situational awareness to the pilot/s.
- Models greater than 7kg dry weight (i.e. without fuel or electric models with main motor batteries onboard) require MAAA MOP 015 inspection and a Permit to Fly. Do not even test fly without a Permit to Fly, please contact a WSMA Committee member or seek a Heavy Model Inspector to obtain valid model inspection and Permit to Fly.
- Turbine powered models may only be started in the specially designated turbine starting area.
- During turbine starting an MAAA approved fire extinguisher with the pin removed, must be at hand to the operator.
- During turbine startup, operators must ensure spectators stand clear a minimum 8 meters for safety and the model is suitably restrained.
- Turbine tail blast is to be directed away from any personal and property a minimum of 10 meters at all times.
- Turbines must be fitted with a hand manual shutoff fuel valve that is made accessible during the whole startup procedure.
- Operators must be in possession of a current Heavy Model/Turbine Permit to Fly. No Permit in possession on person for inspection = NO FLY.

Observer (Spotters)

In accordance with Restricted Airspace and CASA requirements full size aviation has absolute priority over model aircraft operations.

- The Observer must immediately inform all pilots when a full size aircraft is entering the area or within VLOS. If a full-size aircraft approaches within VLOS all model aircraft are to immediately, and safely, land and clear the airspace and runway/taxiways.
- Do not commence a flight if a full-size aircraft is within VLOS or full size operations on the ground are underway.
- All pilots have a responsibility to assist the Flightline Director/Observer in maintaining a vigilant lookout for full size aircraft and identifying their location, height and flight direction of that aircraft and communicating it to other pilots.
- The Observer must be at the flight line or no further than 15m away from the pilots at all times during the flight sequence of the model aircraft.
- All pilots must comply immediately with any directive issued by the Observer. Pilots who disobey a directive from the Observer or any club member or person advising of an approaching full size aircraft will have flight privileges suspended and a review by the committee will be undertaken.
- The Observer will be over 16 years of age and a member of the MAAA.

NOISE




- All internal combustion engines must be fitted with an appropriate muffler to maintain an efficient noise reduction of less than 96 dB as set out by MAAA MOP062.

Flight Training & Competency Check

- All new members and visiting pilots, regardless of their flying history, are to demonstrate competency in controlling the model aircraft before being allowed to fly solo.
- The competency check should include an understanding of Exclusion/No Fly Zones and pit procedures (starting, arming and stop procedures) and these SOPs..
- Pre-flight check of aircraft which includes radio range check, take off, trimming of aircraft, circuit directions, L+R, and landing approach and landings. The competency check should be conducted with no other models in the air and only the pilot and the appropriate member in the flight box.
- Students and new members should be cleared for solo flight by a qualified instructor.
- Student aircraft being flown for the first time shall be checked by an experienced flyer or qualified instructor prior to test/first flight.

WSMA Flying Field Diagram



-  Exclusion /No Fly Zone Remove
-  Ops Area (inc runways)
(Operational Area) Remove
-  Pilot/Flight Box Remove