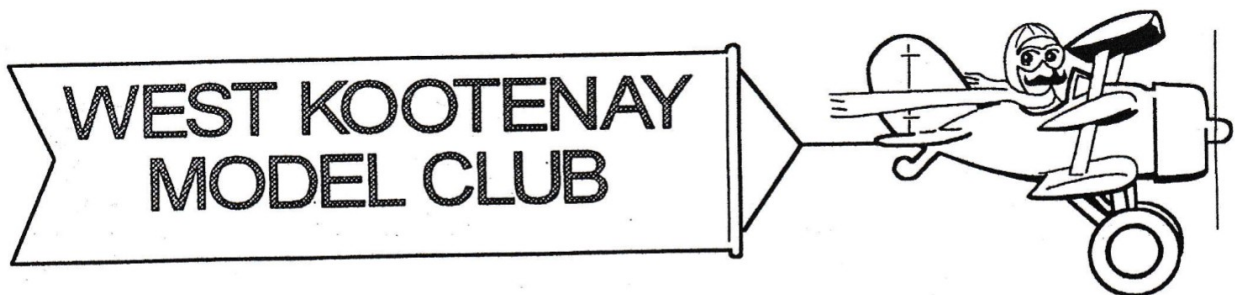# STANDARD OPERATING PROCEDURES

**West Kootenay Model Club (WKMC)**
**South Slocan Field**
**GPS 49.45650 / -117.50506**



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**by David Idle**

## 1. PURPOSE

To establish a set of guidelines and rules that pilots must follow when flying RC aircraft at the club's site. The SOPs outline the procedures for safe and responsible flying, including pre-flight checks, emergency procedures, operating procedures, and incident reporting. They also cover compliance requirements, such as legal and regulatory requirements, pilot certification or registration, and insurance coverage.

## 2. APPLICABILITY

The SOPs (Standard Operating Procedures) for the West Kootenay Model Club are applicable to all pilots who fly RC aircraft at the club's site. They are designed to establish a set of guidelines and rules that must be followed to ensure the safety of everyone at the site, protect the property and equipment of the club, and comply with legal and regulatory requirements.

## 3. RESPONSIBILITIES

All pilots are responsible for familiarizing themselves with the SOPs and complying with their provisions, as well as to adhere to the following:

1. Ensuring the safety of themselves and others: The pilot must take all necessary precautions to ensure that their aircraft is operated safely and does not pose a risk to themselves, other people, or property.

2. Conducting pre-flight checks: The pilot must perform a pre-flight inspection of the aircraft and its components to ensure that it is in good working order and airworthy.

3. Monitoring the airspace: The pilot must be aware of and comply with any airspace restrictions or regulations that may be in effect in the area where they are flying.

4. Reporting any incidents or accidents: The pilot must report any incidents or accidents that occur while operating their aircraft to the appropriate

authorities, and cooperate fully with any investigation or inquiry that may follow.

5. Respecting the rights and privacy of others: The pilot must respect the rights and privacy of other people, including their right to enjoy public spaces and to be free from interference or harassment.

## 4. COMPLIANCE REQUIREMENTS

As per Part IX of the Canadian Aviation Regulations (CARs) and the guidelines set forth by Transport Canada, all individuals utilizing the site are expected to fulfill the following requirements:

1. Current MAAC membership. All flying must be in accordance with current MAAC rules / regulations.

2. A valid Pilot Certificate for Basic Operations issued by Transport Canada. If the current certificate has been issued over two years ago, proof of recency is also required. All flying must be in accordance with CARS Part IX (Canadian Aviation Regulations)

3. Membership to WKMC is a requirement for anyone using the South Slocan field.

4. Registration with Transport Canada. All members who intend to fly Remotely Piloted Aircraft Systems (RPAS) must ensure their aircraft is registered with Transport Canada, and that the registration number is clearly visible on the aircraft.

5. Flight logs and maintenance logs. This can be done in a logbook or through an electronic system. Must be up to date and available for inspection by Transport Canada upon request.

6. A site survey is required and can be conducted electronically using the RPAS Wilco app, which is accessible to all MAAC members. This will usually be completed by Greg, Tom, or Jim. Please note that a recently completed survey

will suffice unless there are updates or specific instructions provided at a later time.

7. Operating manuals. As per section 901.30 of Part IX, if the manufacturer of an RPAS has provided an operating manual, it is required that the manual be immediately available prior to taking off or launching the aircraft.

## 5. NORMAL OPERATING PROCEDURES

This section outlines the standard procedures that all members must follow to maintain a high level of safety while operating RPAS at the West Kootenay Model Club:

1. No pilot shall operate a remotely piloted aircraft at a distance of less than 100 feet (30 m) from another person, measured horizontally and at any altitude, except from a crew member or other person involved in the operation.

2. All aircraft shall remain within visual line of sight at all times and below 400' above ground level.

3. Pilots shall give way to full-sized aircraft, airships, gliders and balloons at all times.

4. Range checks are mandatory prior to the first flight and whenever a remotely piloted aircraft system (RPAS) is new, rebuilt, damaged, or involved in a crash.

5. Parking at the pit area is limited to equipment loading and unloading only. Aircraft are given priority over vehicles when entering or exiting the pit area. Designated parking areas must be used by all vehicles during flight operations.

6. While operating at WKMC, all pilots must use the appropriate designated areas, which include pilot stations, a pit area for crew members, and a spectator area.

7. When performing engine run-ups, the designated pit area must be used. Standing in the path of a propeller arc during a running engine is prohibited.

8. Pilots must follow the prevailing traffic pattern for takeoffs and landings. Any changes in direction should only occur after all aircraft have landed and all pilots have been informed.

9. All turns after takeoff must be made away from the pit or spectator areas. Flying over the pit, spectator, or parking areas is forbidden under any circumstances.

10. Announce takeoffs, landings, and dead sticks so others may clear the way. Dead sticks have priority.

11. Landing aircraft have the unconditional right of way. Landed aircraft shall clear the runway as soon as possible.

12. No aircraft are to be taxied back to the pit area. A shutdown of engines is to occur at the taxiway entry.

13. Notify all pilots before walking onto, crossing over, and exiting the runway.

14. All pilots must have a spotter if more than one aircraft is in the circuit.

## 6. EMERGENCY OPERATING PROCEDURES

This section details the necessary steps to take in case of unexpected events during flight operations, such as engine failure, mid-air collisions, or emergency landings. Its importance lies in promoting safety and minimizing potential harm to people, equipment and property.

1. In an emergency situation, the pilot's foremost responsibility is to prevent harm to individuals on the ground. As such, the pilot shall always prioritize the following in this order: (1) Maintaining control of the aircraft and announcing to club members there is an issue, (2) taking appropriate action to resolve the issue, (3) landing as soon as possible, (4) terminating flight in a manner that minimizes the risk of harm to others.

2. **Emergency situations always take precedence over normal flight operations, and pilots in distress should be given priority. All other pilots must yield the right of way to the affected aircraft.**

3. In the event of an emergency, all members are expected to provide assistance to the best of their abilities.

4. If there is an equipment failure that does not cause a loss of control of the RPAS, the pilot must announce it to club members and promptly land the aircraft.

5. If there is a command station failure that does not cause the loss of the command and control link, the pilot must announce it to club members and promptly land the aircraft.

6. If there is a failure onboard the RPAS that does not cause the loss of the command and control link, the pilot must announce it to club members and promptly land the aircraft.

7. If there is a loss of of the command and control link, the pilot must announce it to club members and take immediate action to establish a connection with the aircraft to regain control.

8. If there is a fly away event, the pilot must announce it to club members and attempt to regain control of the aircraft. All other pilots in the area should immediately land their aircraft and assist the pilot of the fly-away aircraft in tracking its flight path and location. All members must take immediate action to alert bystanders and mitigate any potential harm to people or property.

9. If there is a partial loss of control of the aircraft due to equipment failure, the pilot must announce it to club members and, if it is not safe to attempt to land, terminate flight at a safe distance from people to prevent harm to individuals or property.

10. In accordance with 901.49, any reportable occurrence must be documented using the appropriate form and sent to the relevant members.

11. Aircraft equipped with fail-safe systems should be configured to automatically cut the throttle in the event of a loss of the command and control link.

12. If a li-po battery fire occurs, the fire extinguisher and sand located on-site should be used to put out the fire.

## 7. SITE POLICY

This section outlines various rules that are not covered in other sections. These rules are important for maintaining a safe and organized environment for all individuals involved in flight operations.

**STANDARD OPERATING PROCEDURES**

1. Flying drones at the South Slocan site is forbidden as per the request of the owner, Teck Metals.

2. Take all garbage with you and pick up any litter.

3. Be respectful and courteous to each other and the property owner (TECK METALS)

4. All spectators must remain in the designated spectator area. No crossing into the pit or pilot stations.

5. No alcoholic drinks or drugs are allowed on the property. No flying permitted under the influence of alcohol or drugs.

6. WKMC is a non-smoking field.

7. The discharge of firearms is prohibited, and pyrotechnics are not allowed on the premises.

## 8. SUPPLEMENTARY RESOURCES AND DOCUMENTATION

Additional materials and resources are included with this document that are relevant to flight operations at the site. These may include example flight logs, site maps, emergency contact information, reportable occurrence forms, and other pertinent documentation. These resources are intended to provide additional support to pilots and help ensure safe and organized operations at the site. It is important to regularly review and utilize these resources as needed to maintain a high level of safety and efficiency in all flight operations.