



3.0 FLYING RECORDS

A record of all flights made by gliders, motor gliders, tugs and other powered aircraft is necessary, both for the Club and for the individual pilot, in order to meet with requirements for pilot licensing, aircraft maintenance, aircraft insurance, accident investigation, BGA statistics, meeting planning conditions and as a basic verification both for badge claims and for allocating costs or for charging flights to members.

3.1 Operational Records

Operational records to be kept at the launchpoint and by the tug pilots, together with the underlying legislation or BGA Operational Regulations are summarised as shown in the table below.

The log keeper is required to record details of the pilot(s), (name(s) and account number(s), the glider (type and identification markings) and the tug aircraft (if appropriate).

An aircraft is defined as being in flight from the time when it first moves in order to take off until it next comes to rest, after landing. (ANO 1995, Article 118).

3.2 Other Records

Gliding clubs have a legal obligation to maintain other records regarding safety of operations, eg:-

- COSHH (Control of Substances Harmful to Health - HSE)
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations- HSE)
See Section 8 on Health and Safety at Work Act, 1974.

Record	Purpose	Legal Requirement
Glider flight log sheets with details of launches and landing times and of launch heights for aerotows	Debtor control and members flying accounts	Op Reg. 1.7
	Accounting for all aircraft at end of day	
	Accident Investigation	S.I. 1989 no. 2062
	Glider maintenance and C of A	Op Reg. 3.2
Temporary membership forms	Membership records	BGA annual return
Tug flight sheets	Pilots log book records	Op. Reg. 7.9
	Motor glider pilots log book records	Op. Reg. 8.3, ANO '95 Art. 26
	Planning conditions	Town & County planning Act 1990
	Letters of agreement	
	Glider maintenance and C of A	Op. Reg. 3.2
	Tug maintenance and C of A Light aircraft maintenance schedules (LAMS)	ANO '95 Art. 46 ANO '95 Art. 17