

## **Flight Watch: “How to” for Flight Watchers**

Thank you for volunteering to be part of the FLUG team. As a Flight Watch, you have a very important role in the safety of our operations and our pilots.

Per SOPs, every flight, even circuits, needs a flight **plan** and an assigned Flight Watch. The Pilot in Command will contact you days in advance to ask you to be their Flight Watch, usually by a text message. The PIC will add your name as Flight Watch to her calendar booking.

We ask that the PIC contacts you again a day before, to make sure you are still available for her flight. At that point, you can talk about a draft plan of her flight.

On the day of the flight, the PIC will contact you at least an hour before her flight.

The PIC needs to give you pictures of:

- 1) Her Nav Canada flight plan, filed correctly
- 2) The Mandatory Information document, filed with a **SQUAWK** code

Per SOPs, the SQUAWK code is mandatory before their flight departure.

During the flight, you can keep an eye on where FLUG is, either using the Spot link on C-FLUG website and on Manitoba 99s website, or by using the app Flight Radar.

The PIC **needs** to keep you informed of any change in her flight plan, whenever possible. You can ask them to give you a text during their trip, (ex: “Landed in Brandon” “Flyover Lac De Bonnet”).

The PIC is responsible for following her flight plan, especially the timing and the route. If you have questions regarding her whereabouts, send them a message. Communication is really important here.

If the PIC decides to cancel or delay the planned flight, she must let you know before the estimated departure time.

At the end of each flight, the PIC must communicate to you after the Flight Plan is closed, FLUG is fuelled, cleaned, and put away in the hangar. The PIC should let you and then the Chief Pilot know if she had any issues.

**Note:** The PIC must know and follow the SOPs. As a Flight Watch, if you don’t feel comfortable or if the PIC isn’t following the rules, contact the Aircraft Manager and/or the Chief Pilot.

## **Flight Watch Procedures when C-FLUG Pilot is “No Contact”**

If a PIC does not call the Flight Watch by the scheduled departure time, the Flight Watch begins looking for the PIC using the following steps:

### **First Phase**

- Call PIC’s cell and home number,
- Call Chief Pilot/Aircraft Manager to report PIC “No Contact”

### **Second Phase**

- Within 30 minutes After estimated time of call (eg departure or arrival time), begin the following steps:
  - Call Airport Manager or other pilots typically working in their hangars (eg Harold Kroeker, Murray Goosen) to see if someone at the airport can check to see if CFLUG is still in the hangar,

- If C-FLUG is not in the hangar, call 1-866-WX-BRIEF to confirm the Flight Plan was filed and opened. Ask FIS if any radio contact had been made and ask for any updated ETA or position received.
- Call the airport operator at the airport the PIC had planned to fly to, asking if C-FLUG has arrived and if so, request that PIC call immediately.

### **Third Phase**

When PIC is still “No Contact” and C-FLUG is not in the hangar, report missing aircraft to Chief Pilot/Aircraft Manager.