**ANNEX 2**

**Flight Following Procedures**

Each flight shall generate a Passenger Acknowledgement Form with passenger details *(ANNEX 3)*. This form will be held on file on the ground and must not be in the aircraft at any time. Ground staff shall monitor flight progress.

Where no ground staff are involved in the operation, the Pilot in Command (PIC) must advise flight details to someone on the ground such as the Chief Pilot, or in his absence, another responsible person as designated by the Chief Pilot. (Responsible persons, pilots and their contact details will be listed and available to staff at the airfield.) This can be achieved by making a phone call, or by text message provided the PIC receives a reply to that text indicating that flight following is accepted and underway by that responsible designated person. Upon completion of the flight, the PIC must contact the responsible person and advise safe completion.

When ground staff are involved in the operation at the airfield, they are responsible for noting the expected duration and for flight following. There is provision for this on the Passenger Manifest form - *Annex 4*.

Should multiple ground staff be present, one member shall be designated by the PIC as the responsible person for the day’s operations and this shall be noted on the Passenger Manifest form.

For Flight Following purposes, the PIC shall carry a mobile phone. Ground staff will be in possession of a Company phone and also have access to a VHF airband handheld radio.

Should a flight become late or some other emergency arises, ground staff or the responsible person conducting the Flight Following, shall contact Emergency Services, the *Your airport/airfield operator* and advise the *Chief pilot/Company owner*, if he is not PIC.

***Emergency Services – 000***

*Airport/airfield operator-Phone number*

*Chief pilot/Company owner-Phone number*