

THE BRITISH PARACHUTE ASSOCIATION

5 Wharf Way, Glen Parva, Leicester LE2 9TF
Telephone: 0116 278 5271 Fax: 0116 247 7662
E-mail: skydive@bpa.org.uk Web: www.bpa.org.uk



OPERATIONS MANUAL

1984

(THIRD RE-WRITE APRIL 1998)

CHECK LIST OF PAGES

Amendment No 4/14 July 2014

AMENDMENTS

SECTION	PAGE No.	DATE	SECTION	PAGE No.	DATE
INDEX	i	JUN 2014	SEC 5	3	MAR 2012
INDEX	ii	JUN 2014	SEC 6	1	AUG 2008
INDEX	iii	APR 2005	SEC 6	2	SEP 2013
SEC 1	1	SEP 2013	SEC 6	3	APR 2014
SEC 1	2	MAR 2007	SEC 6	4	APR 2014
SEC 1	3	FEB 2013	SEC 6	5	JUN 2013
SEC 1	4	FEB 2014	SEC 7	1	MAR 2007
SEC 1	5	MAR 2012	SEC 7	2	SEP 2013
SEC 2	1	MAR 2012	SEC 7	3	JUN 2013
SEC 2	2	MAR 2012	SEC 8	1	JUN 2012
SEC 2	3	MAR 2012	SEC 8	2	FEB 2014
SEC 2	4	JUN 2013	SEC 8	3	JUN 2014
SEC 2	5	JUN 2013	SEC 8	4	JUN 2014
SEC 2	6	FEB 2014	SEC 9	1	JUN 2014
SEC 2	7	JUN 2013	SEC 9	2	JUN 2014
SEC 2	8	JUN 2013	SEC 9	3	JUN 2014
SEC 2	9	JUN 2013	SEC 9	4	JUN 2014
SEC 2	10	JUN 2013	SEC 9	5	JUN 2014
SEC 2	11	JUL 2014*	SEC 9	6	JUN 2014
SEC 2	12	JUL 2014*	SEC 9	7	JUN 2014
SEC 2	13	JUL 2014*	SEC 9	8	JUN 2014
SEC 2	14	JUL 2014*	SEC 9	9	JUN 2014
SEC 2	15	JUL 2014*	SEC 9	10	JUN 2014
SEC 3	1	APR 2014	SEC 10	1	FEB 2007
SEC 3	2	APR 2014	SEC 10	2	JUL 2014*
SEC 4	1	JUL 2014*	SEC 10	3	SEP 2013
SEC 4	2	JUL 2014*	SEC 11	1	NOV 2009
SEC 4	3	JUL 2014*	SEC 11	2	JUN 2002
SEC 4	4	JUL 2014*	SEC 12	1	JUL 2014*
SEC 4	5	JUL 2014*	SEC 12	2	JUL 2014*
SEC 4	6	JUL 2014*	SEC 12	3	JUL 2014*
SEC 4	7	JUL 2014*	SEC 13	1	SEP 2013
SEC 4	8	JUL 2014*	SEC 13	2	MAR 2012
SEC 4	9	JUL 2014*	SEC 13	3	MAR 2012
SEC 4	10	JUL 2014*	SEC 13	4	APR 2014
SEC 4	11	JUL 2014*	SEC 14	1	MAR 2007
SEC 5	1	OCT 2009	SEC 14	2	APR 2003
SEC 5	2	AUG 2011	SEC 14	3	APR 2014

Current amended pages will be followed by a * after the date.

Current amended paragraphs will marked by a vertical line on the right hand side of the page; |

It is the responsibility of the holder of this Operations Manual to ensure that the amendments are obtained and incorporated.

BPA Operations Manual 1984 (Previously BPA Parachuting Regulations -1967)

Amended: June 1985; March 1986; January 1988; March 1990; January 1991; March 1992

Re-written: March 1994; February 1996; April 1998

INDEX

	Page
<hr/> SECTION 1. CONDUCT AND CONTROL OF SPORT PARACHUTING <hr/>	
Para	
1. Introduction	1
2. Conditions	1
3. Responsibility	2
4. Ground Control Organisation	2
5. Other Activities Involving Parachutes	5
<hr/> SECTION 2. DESIGNATION AND CLASSIFICATION OF PARACHUTISTS <hr/>	
Para	
1. General	1
2. BPA Parachutist Licence	1
3. FAI International Parachutist Certificate	2
4. The Category System	2
5. Accelerated Free Fall (AFF) Levels	4
6. The Grading System	6
7. Student Tandem Parachutists	15
<hr/> SECTION 3. JUMPMASTERS <hr/>	
Para	
1. General	1
2. Responsibility	1
<hr/> SECTION 4. INSTRUCTORS <hr/>	
Para	
1. Category System Basic Instructor (CSBI)	1
2. Tandem Basic Instructor (TBI)	1
3. Accelerated Free Fall Basic Instructor (AFFBI)	2
4. Category System Instructor (CSI)	3
5. Tandem Instructor (TI)	3
6. Accelerated Free Fall Instructor (AFFI)	6
7. Advanced Instructor (AI)	7
8. Instructor Examiner (IE)	7
9. Ground Instructors (G)	8
10. Evaluation/Examination Appeals	9
11. Club Chief Instructor (CCI)	9
12. Instructor Rating Renewals	9
13. Non BPA Instructors	10
14. Breach of Operations Manual	11
<hr/> SECTION 5. TRAINING <hr/>	
Para	
1. General	1
2. The Basic Training Syllabus (Category System and AFF)	1
3. Revision Training	2
4. AFF and The Category System	2
5. Landings	2
6. Suspended Harness	3
7. Progression Training	3
8. Assistants	3
9. Records	3
10. Training Facilities and Equipment	3
11. Restrictions following a Lay-off	3
12. Non BPA Trained Student Parachutists	3

INDEX/i/JUN 2014

INDEX

SECTION 6.	EQUIPMENT	
-------------------	------------------	--

Para		
1.	Parachutes - General	1
2.	Equipment used by Student Parachutists	1
3.	Personal Clothing and Equipment	2
4.	Instruments	3
5.	Automatic Activation Devices	3
6.	Cameras	4
7.	Auxiliary Equipment	4
8.	Parachute Packing	4
9.	Packing Certificates	5
10.	Packing Records	5

SECTION 7.	PARACHUTE LANDING AREA/DROPPING ZONES	
-------------------	--	--

Para		
1.	Basic Definitions	1
2.	Approval	2
3.	Parachute Landing Areas	2
4.	Split Parachute Landing Area	3
5.	Open Water and Deep Rivers	3
6.	Electricity Power Lines	3
7.	National Grid and Wind Turbines	3
8.	Air Photographs	3
9.	Runway and Obstacle Marking	3

SECTION 8.	PARACHUTING LIMITATIONS	
-------------------	--------------------------------	--

Para		
1.	General	1
2.	Wind	1
3.	Cloud and Visibility	2
4.	Opening Heights	2
5.	Maximum Altitude	2
6.	Cutaways	2
7.	Number of Parachutists per pass	3
8.	Water Jumps	3
9.	Night Jumps	3

SECTION 9.	FLYING	
-------------------	---------------	--

Para		
1.	Pilots	1
2.	Aircraft	5
3.	Aircraft Clearance and Documentation	5
4.	Aircraft Maintenance	7
5.	Flying Operations	7

SECTION 10.	SAFETY	
--------------------	---------------	--

Para		
1.	Safety in the Aircraft	1
2.	Static Line Operation	1
3.	Emergency Procedures - Aircraft	2
4.	Safety in Freefall	2
5.	Safety During Parachute Descents	2
6.	Incidents	3
7.	Discipline	3

SECTION 11.	MEDICAL	
--------------------	----------------	--

Para		
1.	Medical Requirements to Parachute	1
2.	General	1

INDEX

SECTION 12. DOCUMENTATION		
Para		
1.	Personal Documents	1
2.	Club Records	2
3.	Reports	2

SECTION 13. DISPLAY PARACHUTING		
Para		
1.	Team Leader	1
2.	Team Registration	1
3.	Team Members	1
4.	Equipment	3
5.	Canopy Formation (CF)	3
6.	Canopy Piloting (CP)	3
7.	Currency	3
8.	Preparation Procedure	3
9.	Reports	4

SECTION 14. RIGGING		
Para		
1.	General	1
2.	Basic Rigger (BR)	1
3.	Parachute Rigger (PR)	2
4.	Advanced Rigger (AR)	2
5.	Rigger Examiner (RE)	2
6.	Evaluation/Examination Appeals	2
7.	Responsibility	3
8.	Rigger Rating Renewals	3
9.	Breach of Operations Manual	3

SECTION 1

CONDUCT AND CONTROL OF SPORT PARACHUTING

1. INTRODUCTION

The British Parachute Association (BPA) is the governing body of sport parachuting in the United Kingdom. The BPA is committed to maintaining the highest standards of safety in the sport. The BPA's approach to safety is established as good practice in the sport.

Since its foundation in 1961, the BPA has carefully analysed accidents and injuries in sport parachuting. This long experience has enabled the BPA to build up a detailed knowledge of the risks in the sport. As risks have been identified and assessed, measures to manage and control the risks have been put in place. These control measures are documented in this Operations Manual. The BPA Operations Manual may therefore be thought of as the outcome of a cumulative and continuing assessment of the risks inherent to, and associated with, sport parachuting. As techniques of risk assessment become more widely used across many fields of human endeavour, the BPA has an ongoing commitment to develop and promote the role of proactive risk assessment in the sport.

The BPA authorises only qualified individuals as competent persons to conduct parachuting activities at BPA Affiliated Clubs, Schools, Centres, Associations or Organisations (**Clubs**) or in BPA Registered Display Teams. Such activities are conducted in accordance with the procedures set out in this Operations Manual. The training and qualification of persons as competent, and the content of the BPA Operations Manual, are regulated by the BPA Council through its Safety and Training Committee, assisted by competent technical staff employed by the BPA.

The BPA has in place a well-established procedure for the sharing and promulgation of safety information and the reporting and collection of information and data for analysis and action. This enables improvements to be made to control measures, as necessary, on a continuing basis. As with any action sport, sport parachuting can never be entirely risk-free. Participants in the sport must therefore voluntarily accept an element of risk. By its regulation of the sport in accordance with this Operations Manual, and by actively promoting a positive safety culture, the BPA assists parachute clubs and display teams to manage risk in sport parachuting to an acceptable level.

2. CONDITIONS

All parachuting within **Clubs** Affiliated to the BPA must take place under the following conditions:

2.1. Under arrangements made by a BPA Advanced Instructor who is the appointed Club Chief Instructor (CCI) and who is normally present, on a daily basis, when parachuting is taking place.

N.B. Approval of the Safety & Technical Officer, the Chief Operating Officer, the Chairman of STC, or an official nominated by one of the above must be obtained before a CCI may leave a Category System Instructor (CSI) in charge of an operation for any period of time longer than a day.

2.2. By parachutists with a current Declaration of Fitness/Medical/Doctor's Certificate (See Section 11-Medical) who are trained, equipped and briefed to undertake the planned descent.

- 2.3. When an adequate Ground Control Organisation is in progress (see Para 4, below).
- 2.4. With an authorised Pilot (see Section 9 - Flying) and a Jumpmaster (see Section 3 - Jumpmaster) who is qualified to take charge of the parachutists on board the aircraft.
- 2.5. With parachute equipment in good condition, correctly packed, well fitted, and checked before emplaning (see Section 6-Equipment).
- 2.6. From an aircraft that is correctly documented, suitably equipped and prepared for parachuting (see Section 9 - Flying).
- 2.7. When weather conditions are suitable (see section 8 - Parachute Limitations)
- 2.8. Onto an approved Parachute Landing Area (PLA), and within an approved Dropping Zone (DZ), (see Section 7 - Parachute Landing Areas/Dropping Zones).
- 2.9. With all documentation in order and up to date (see Section 12-Documentation).
- 2.10. According to the conditions laid down in the BPA Operations Manual.
- 2.11. When the Club is in possession of a valid Civil Aviation Authority (CAA) Parachuting Permission.

N.B. Para 2.11. above, applies to Clubs operating within the United Kingdom.

3. RESPONSIBILITY

- 3.1. Overall responsibility within BPA Affiliated Clubs for ensuring that the conditions laid down in Paragraph 2 above are observed, will be vested in Club Chief Instructors (CCIs).
- 3.2. It is the CCI's responsibility to make available to every employee or person who is or may engage in sport parachuting activities conducted by the Club, the BPA Operations Manual and local Standard Operating Procedures (SOPs). CCIs must also ensure that any amendments are obtained and incorporated.

N.B. Guidelines for producing Standard Operational Procedures (SOPs) can be found on BPA Form 172.

- 3.3. Student Parachutists (see Section 2 - Designation and Classification of Parachutists) may only parachute under the control of a BPA Affiliated Club and under the supervision of a CCI or BPA instructor authorised by a CCI. Such instructors will be responsible for their training and parachuting activities.

4. GROUND CONTROL ORGANISATION

All Clubs will establish a satisfactory Ground Control Organisation to control parachuting, which must be continuously operational when parachuting is in progress and which will meet the following minimum requirements:

4.1. Briefing and Checking of Parachutists

- 4.1.1. All parachutists must be briefed and checked before enplaning.

N.B. All persons conducting 'Flight line Checks' should be holders of Grade JMI (see Section 2 - Designation and Classification of Parachutists, Paragraph 6.1).

- 4.1.2. All Student Parachutists must be briefed and checked by at least a Basic Instructor before enplaning, including checking the equipment fitted is an appropriate system (ripcord, BOC etc) for the planned descent. These checks must be recorded for each individual Student Parachutist, signed by the instructor who carried out the check, and the Jumpmaster is to refer to this record before accepting responsibility for the parachutists.
- 4.1.3. BPA 'A' Licence parachutists and above (see Section 2 - Designation and Classification of Parachutists) may check each other, provided they are JMI qualified. It is the responsibility of the Jumpmaster to ensure that these checks have been carried out.
- 4.1.4. Tandem Instructors must be checked by a suitably qualified and briefed JMI parachutist. The check must include a visual check of the AAD.
- 4.1.5. The check for all Student and BPA 'A' Licence parachutists must include a visual check to ensure that Automatic Activation Devices (AADs), if fitted to the equipment, are switched on.
- 4.1.6. All Student Parachutists must have a pre-jump check. This is an equipment check made in the aircraft shortly before exit.

4.2. Manifest

- 4.2.1. The names of all parachutists and other persons must be entered on a designated manifest form before they embark in an aircraft.
- 4.2.2. A copy of the manifest must remain on the ground.
- 4.2.3. All BPA 'A' Licence parachutists and above will notify the manifester of the type of descent they intend to carry out.

4.3. Dropping Zone (DZ) Control

- 4.3.1. DZ Control must be continuously established when parachuting is in progress.
- 4.3.2. The DZ Controller must be a nominated BPA 'B' Licence parachutist or above who has been fully briefed on his/her responsibilities and duties for the specific activities of the day and must be in place whilst parachuting is in progress.
- 4.3.3. The DZ Controller's responsibilities will include the following:
 - a. The setting up of and supervising the DZ Control Organisation as required by the CCI.
 - b. Briefing any assistant(s) put at his/her disposal.
 - c. Ensuring that the PLA/DZ indicator (see Section 7 - Parachute Landing Areas/Dropping Zones, 1.3.) is in the correct position as required by the CCI.
 - d. To ensure that the appropriate ground to air signals are displayed when necessary (see 4.7. below).

SEC 1/PAGE 3/FEB 2013

- e. To ensure that the descents of all parachutists are monitored from the ground.
- f. To suspend parachuting where necessary if weather conditions become unsuitable.
- g. To ensure that the PLA is clear of unauthorised vehicles etc.
- h. To ensure that First Aid assistance is given to any parachutist requiring it and that emergency services are contacted where necessary.
- i. Maintain a close lookout for aircraft, including gliders, and to suspend parachuting as soon as any interference with the safe conduct of parachuting becomes apparent. Particular attention should be paid to aircraft landing or taking off and to other aircraft with turning propellers or rotors on the ground, within or close to the PLA.
- j. To ensure that the Club is equipped with a windsock, signal panels and telemeters or suitable high powered mounted binoculars and that they are positioned at the most suitable location.
- k. To maintain communication with other aviation activities on and adjacent to the PLA/DZ.
- l. Whenever Student Parachuting is taking place to maintain radio communications with the parachuting aircraft for the purpose of suspending parachuting. If there has been a breakdown of radio communications between the DZ Control and the parachuting aircraft, Student Parachuting must be immediately suspended and will only recommence when radio communication has once more been established.
- m. To report all injuries, incidents, malfunctions or contravention's of the BPA Operations Manual and/or local SOPs to the CCI. It is also the responsibility of all parachutists to ensure that any injuries, incidents or malfunctions that they witness are reported in the same way.

4.4. Debriefing of Parachutists

- 4.4.1. All parachutists under instruction must be debriefed when possible after every descent.
- 4.4.2. Student Parachutists must be debriefed by an instructor.

4.5. Maintenance of Records

All parachutists' logs and relevant records must be maintained up to date (see Section 12 - Documentation)

4.6. Parachute Packing

Parachute packing by those not qualified must be supervised by a suitably qualified person. (See Section 6 - Equipment).

4.7. Ground to Air Signals

Whenever parachuting by BPA 'A' Licence parachutists or above is taking place and radio communication is not used, or in the event of a breakdown in radio communication between the DZ Control and the parachute aircraft, signal panels, which are visible by parachutists from whatever height they are jumping (which may or may not be the PLA/DZ indicator) will be used to signal instructions to the Jumpmaster as follows:

- 4.7.1. When the panels are in the form of an (X) it indicates that conditions are suitable for parachuting.
- 4.7.2. When the panels are changed to a (T) it indicates that conditions are NOT suitable for all parachutists. Thereafter only parachutists authorised by the CCI/Team Leader may jump.
- 4.7.3. When the panels are changed to an (I) it indicates that all parachuting is temporarily suspended.
- 4.7.4. When the panels are changed to an (L) it indicates that parachuting is suspended and the aircraft must land with all remaining parachutists on board.

5. OTHER ACTIVITIES INVOLVING PARACHUTES

Activities such as Paragliding, Fixed Object Jumping etc. do not come within the provisions of the BPA Operations Manual. The BPA does not associate them with Sport Parachuting.

SECTION 2

DESIGNATION AND CLASSIFICATION OF PARACHUTISTS

1. GENERAL

1.1. Parachutists are Designated as follows :-

- 1.1.1. Student Parachutists – Below BPA ‘A’ Licence.
- 1.1.2. BPA Licence holders (see para 2 below).

1.2. Parachutists are also Classified in several ways:

- 1.2.1. British Parachute Association (BPA) Parachutist Licence (see para.2 below).
- 1.2.2. Fédération Aéronautique Internationale (FAI) International Parachutist Certificate of Proficiency. (see para 3 below).
- 1.2.3. The Category System (see para.4.below).
- 1.2.4. Accelerated Free Fall (AFF) Levels (see para.5.below).
- 1.2.5. The Grading System (see para. 6.below).
- 1.2.6. Student Tandem Parachutists (see para.7.below).

2. BPA PARACHUTIST LICENCE

- 2.1. BPA ‘A’ LICENCE:** Category 8 and at least ‘CH-Grade 1’.
- 2.2. BPA ‘B’ LICENCE:** BPA ‘A’ Licence, 50 descents and at least ‘CH-Grade 2 and JM-Grade 1’.
- 2.3. BPA ‘C’ LICENCE:** BPA ‘B’ Licence, 200 descents and at least one further ‘Grade 1’.
- 2.4. BPA ‘D’ LICENCE:** BPA ‘C’ Licence, and 1000 descents.

N.B.(1) BPA ‘A’ & ‘B’ Licence applications must be endorsed by an Advanced Instructor.

N.B.(2) Military static line descents using round/conical parachutes will not qualify in respect of jump numbers.

N.B.(3) FAI (UK National) Certificates issued prior to 1st April 2012 remain valid.

N.B.(4) Parachutists are required to hold the appropriate BPA Licence in order to have the privileges associated with that Licence. A one-month ‘grace’ period will be allowed between qualifying for a Licence and the receipt of the Licence from the BPA.

N.B.(5). Parachutists jumping at BPA Affiliated Clubs who were trained, or jump outside the BPA system, e.g. in a foreign country, may be integrated into the appropriate BPA Licence/ category as deemed suitable by a CCI.

N.B.(6) Applications for BPA Licences can be found on BPA Forms190A-D.

3. FAI INTERNATIONAL PARACHUTIST CERTIFICATE OF PROFICIENCY

3.1. 'A' CERTIFICATE (PARACHUTIST):

25 Freefall jumps. 5 Minutes of Freefall time. 5 formation (FS) jumps or, 5 freefly (FF) jumps, involving at least 2 participants and made under the supervision of an instructor. Demonstration of control of the body in freefall in all axes (backloops, turns, barrel rolls etc.). Ability to pack a main parachute.

3.2. 'B' CERTIFICATE (FREEFALL PARACHUTIST):

50 Freefall jumps. 30 Minutes of Freefall time. Successful completion of 10 formation (FS) skydives, at least 5 of which must involve a minimum of 3 participants or, ten formation freefly (FF) jumps, at least five of which must involve a minimum of three participants.

3.3. 'C' CERTIFICATE (EXPERIENCED PARACHUTIST):

200 Freefall jumps. 1 hour of freefall time. Successful completion of 50 formation (FS) skydives, at least ten of which must involve a minimum of 4 participants or, 50 formation freefly (FF) jumps, at least 10 of which must involve a minimum of 4 participants.

3.4. 'D' CERTIFICATE (SENIOR PARACHUTIST):

500 Freefall jumps. 3 hours of Freefall time.

N.B. International designations of parachutists do not correlate directly with the BPA system.

4. THE CATEGORY SYSTEM

4.1. Category 1

Has received a minimum of six hours ground training and has been cleared to make a first static line descent.

4.2. Category 2

Has demonstrated the ability to fall in a stable position counting throughout.

4.3. Category 3

Has demonstrated the ability to perform three consecutive stable Dummy Ripcord Pulls (DRPs), counting and maintaining a positive arch throughout.

N.B. Progression to free fall will only take place after a minimum of five static line descents and will only be authorised by at least a Category System Instructor (see Section 4 – Instructors), who must satisfy him/herself that the criteria laid down for progression has been attained. The first free fall descent will take place no later than the day following the last of the successful DRP descents.

4.4. Category 4

Has demonstrated the ability to perform two consecutive stable delayed openings, counting throughout, of between three and five seconds.

N.B. Category 4 descents must take place from a minimum altitude of 4,000ft AGL.

4.5. Category 5

Has demonstrated the ability to perform two consecutive stable delayed openings of ten seconds, maintaining a heading and counting throughout.

N.B. Student Parachutists jumping may transfer to the AFF method of training, at level 3 once they have obtained Category 5.

4.6. Category 6

Has demonstrated the ability to perform the following:-

4.6.1. Two consecutive delayed openings of fifteen seconds.

4.6.2. Use an altimeter in free fall.

N.B. Upon successful completion of Category 6, Student Parachutists may be converted to 'throwaway' pilot chutes. For at least the first 2 conversion jumps no further freefall progression may take place.

4.7. Category 7

Has demonstrated the ability to perform controlled 360° turns in both directions.

N.B. Category 7 descents must take place from a minimum altitude of 6,000ft AGL.

4.8. Category 8

Has demonstrated the ability to perform the following:

4.8.1. An unstable exit

4.8.2. A dive exit

4.8.3. Back loops

4.8.4. Tracks, including a track turn as an avoidance manoeuvre.

N.B. No tracking exercises may be commenced below an exit altitude of 7,000ft AGL.

4.8.5. A back loop, 360° left turn, 360° right turn, a short track and wave off, from a minimum altitude of 8,000ft AGL.

N.B.(1) All Student Parachutists, including AFF Student Parachutists making consolidation descents, are to be observed where practicable from exit to full canopy deployment by at least a Category System Basic Instructor (CSBI). Up to Category 4, this must be done by the dispatching instructor.

N.B.(2) Details of release, count, position, arch, pull and recovery must be entered in the Student Parachutist's log for Categories 2-4 inclusive. These may be in the form of abbreviations such as GATW (Good all the way). All negative aspects must be written in full. All details of performance of Student Parachutists will be entered in their logs by an instructor.

N.B.(3) Prior to being awarded an A Licence, All Student Parachutists, including AFF Student Parachutists must receive a brief on, but not limited to; jumping in higher winds, the use of a knife, being responsible for themselves in the aircraft and making informed decisions about the actions to take in an Aircraft emergency.

N.B.(4) All briefs/lessons for progression and equipment conversions, up to 'B' Licence must be given by at least a CSBI, other than some Grading System briefs which may be given by suitably qualified coaches (see Paragraph 6, below). These briefs/lessons should be entered in the parachutist's log, dated and signed by the instructor/coach.

N.B.(5) BPA 'C' Licence parachutists and above may use 'pullout' pilot chutes.

5. ACCELERATED FREE FALL (AFF) LEVELS.

Has received a minimum of six hours ground training and has been cleared to make a first AFF descent.

5.1. Level 1

Has completed 'Ground School' and has achieved the following:

- 5.1.1. Heading awareness.
- 5.1.2. Awareness of altimeter and instructors.
- 5.1.3. Reasonably co-ordinated Practice Pulls.
- 5.1.4. Pull on instructor's signal.

N.B. Additional possible exercises may be introduced at the instructor's discretion at a level indicated or at any subsequent level:

a, Solo pull on own altitude awareness. b, Heel clicks. c, Free arm time. d, wave off.

5.2. Level 2

- 5.2.1. Free arm time.
- 5.2.2. Practice Pulls

5.2.3. Reasonable body position.

5.2.4. Solo pull on own altitude awareness

a, Turns (instructor attached). b, Tracking (instructor attached). c, Secondary instructor release.

5.3. Level 3

5.3.1. Leg and arm awareness

5.3.2. Heading maintenance (whilst totally released)

a, Spotting

5.4. Level 4

Start and stop turn(s)

5.5. Level 5

Turns left and right

a, Solo exit. b, Sub-terminal control. c, tracking.

5.6. Level 6

5.6.1. Solo exit

5.6.2. Sub-terminal control

5.6.3. Attempt back loop(s)

5.6.4. Tracking

a, Front loop(s). b, Unstable exit. c, Track turns

5.7. Level 7

5.7.1. Solo dive exit

5.7.2. Alternate 360⁰ turns

5.7.3. Back loop(s)

5.7.4. Track and track turns

5.7.5. Wave off

5.8. Level 8

Solo exit and pull stable within 10 seconds.

N.B.(1) Student Parachutists cannot progress more than one level per descent.

N.B.(2) Levels 1-3 require 2 AFF Instructors and Levels 4-8 require 1 AFF Instructor.

N.B.(3) AFF graduates may not be awarded Category 8 until a minimum of 10 consolidation jumps have been completed. These consolidation jumps may be started after the successful completion of Level 7. The AFF Student must be dispatched and supervised by at least a CSBI or AFFBI. Those dispatching instructors must have received a brief to dispatch AFF Students by at least an AFFI or be an AFFI (logbook endorsement).

Non AFFIs will only follow out consolidation students after successful completion of their Level 8.

Level 8 will only be authorised and carried out by an AFFI, who must satisfy him/herself that the criteria laid down for progression has been attained.

N.B.(4) AFF parachuting including consolidation jumps may only take place at a Club where regular AFF parachuting takes place and where AFF instructors are regularly available.

N.B.(5) Continuation training for partially trained Student Parachutists or Student Parachutists trained outside the BPA system will be at the discretion of the CCI.

6. THE GRADING SYSTEM

Once a parachutist has obtained Category 8 (or, prior to obtaining Category 8 in some cases, e.g CH1), that parachutist's continuation training will continue via a choice of various disciplines:

6.1. Jump Master (JM)

6.1.1. To obtain Grade 1 in Jump Master (JM1) the parachutist must be introduced to JM by a CCI/Advanced Instructor nominated Category System Basic Instructor (CSBI), a Category System Instructor (CSI), an Accelerated Free Fall Basic Instructor (AFFBI), or an Accelerated Free Fall Instructor (AFFI) of proven JM instructional ability.

6.1.2. The parachutist must also:

- a) Demonstrate the ability to 'Spot' correctly from at least 10,000 ft AGL.
- b) Receive a full safety brief (given by an instructor) on, be familiar with and be able to carry out the duties and responsibilities of a Jumpmaster and has received an introduction to the BPA Operations Manual.
- c) Receive a full safety brief (given by an instructor) on, be familiar with and be able to carry out flight line checking on other parachutists of 'A' Licence and above.
- d) Receive a full brief (given by a CCI/Advanced Instructor nominated JM1 Grade parachutist) on, and be able to undertake, packing, inspection and basic fault finding on a ram air canopy.

N.B(1) Formal training lessons/briefs for JM1 may be carried out prior to the parachutist obtaining an 'A' Licence, at the discretion of the CCI. However, before a JM1 is awarded, the instructor concerned must ensure that the lessons/briefs have been completed and signed for in the applicant's log book.

N.B.(2) Holders of JM1 may not act as jumpmaster until an 'B' Licence has been obtained.

SEC 2/PAGE 6/FEB 2014

6.2. Canopy Handling (CH)

6.2.1. To obtain Grade 1 in Canopy Handling (CH1), the parachutist must be introduced to CH by a CCI/Advanced Instructor nominated Category System Basic Instructor (CSBI), a Category System Instructor (CSI), an Accelerated Free Fall Basic Instructor (AFFBI) or an Accelerated Free Fall Instructor (AFFI) of proven CH instructional ability, received a full safety brief and been instructed, both theoretically and practically on canopy handling relevant to CH1, and has successfully achieved the following:

- a) Flat turns on at least 3 descents.
- b) Increased the range of the canopy using the toggles on at least 3 descents.
- c) Displayed a reasonable level of canopy handling.
- d) A CH1 written examination.

N.B.(1) Student Parachutists must have successfully completed CH1 before applying for a BPA 'A' Licence.

N.B.(2) Training programmes other than those contained in the BPA Canopy Handling Manual are acceptable for training for CH1, provided all the requirements of sub-para 6.2.1. (above) are met.

N.B.(3) It is permissible to complete both 'flat turns' and 'increasing the range of the canopy using the toggles, exercises on the same descent.

N.B.(4) CH1 written examination can be found on BPA Form 240.

6.2.2. To obtain Grade 2 in Canopy Handling (CH2) the parachutist must be Grade 1 in CH (CH1) and be introduced to CH2 by a CCI/Advanced Instructor nominated 'C' Licence or above CH2 Grade parachutist or equivalent of proven CH instructional ability, have received a full safety brief and been instructed, both theoretically and practically in canopy handling relevant to CH2, and has successfully achieved the following:

- a) Completed 5 of 10 pre-declared safe landings, within an area of 30 metres diameter.
- b) Increased the range of the canopy in straight flight, using front and rear risers, on at least 3 descents.
- c) Rear riser turns, as an avoidance manoeuvre, on at least 3 descents.
- d) A CH2 written examination.

N.B.(1) Parachutists must have successfully completed CH2 before applying for a 'B' Licence.

N.B.(2) Training programmes other than those contained in the BPA Canopy Handling Manual are acceptable for training for CH2, provided all the requirements of sub-para 6.2.2. (above) are met.

N.B. (3) It is permissible to complete riser exercises and a pre-declared landing on the same descent. However, risers are not to be used as part of the landing pattern.

N.B.(4) CH2 written examination can be found on BPA Form 241

N.B.(5) The qualifications to become a CH coach may be found on BPA Form 134B.

6.3. Canopy Piloting (CP)

6.3.1. To obtain Grade 1 in Canopy Piloting (CP1) the parachutist must hold a 'C' Licence and a Grade 2 in CH (CH2) and be introduced to CP1 by a CCI/Advanced Instructor nominated 'D' Licence or above CP1 Grade parachutist or equivalent of proven CP instructional ability or Canopy coach and have a log book endorsement from the CCI/Advanced instructor, have received a full safety brief and been instructed, both theoretically and practically in canopy piloting relevant to CP1, and has successfully achieved the following:

- a) Proficiency at conducting canopy drills (dive recovery techniques, straight approaches - 90°, 90° - 160°, 200° - 270° turns) at altitudes above 3,000ft AGL.
- b) Proficient, high performance landings, using front risers during a straight on approach, on at least 5 consecutive descents.
- c) Proficient, high performance landings, using a front riser/harness to create a final approach turn of between 45° and 90°, on at least 5 consecutive descents.
- d) Proficient, high performance landings, using a front riser/harness to create a final approach turn of between 90° and 160°, on at least 5 consecutive descents.
- e) Proficient, high performance landings, using a front riser/harness to create a final approach turn of between 200° and 270°, on at least 5 consecutive descents.
- f) A CP1 written examination.

N.B.(1) Initially in air drills and high performance landings must be supervised by a CP coach or equivalent. Student Canopy Pilots may then practise their skills. The CP Student must not progress to the next stage unless a CP coach or equivalent has endorsed BPA Form 248.

N.B.(2) All successful high performance landings must be validated by a CP coach or equivalent using BPA Form 248. The candidate must also countersign the coach's validation on BPA Form 248.

N.B.(3) Upon successful completion of each stage the candidate must not attempt larger degree final approach turns before gaining a requisite amount of experience as dictated by a CP coach or equivalent, who has evaluated the candidate over a reasonable period of time.

N.B.(4) Training programmes other than those contained in the BPA Canopy Piloting Manual are acceptable for training for CP1, provided all the requirements of sub-para 6.3.1. (above) are met..

N.B.(5) Parachutists who have not been awarded CP1 must not attempt unsupervised high performance/swoop landings. Skills should only be practised at a Club/Centre where a CP coach or equivalent is available for guidance.

N.B.(6) BPA 'C' Licence CH2 Grade parachutists who hold Official 'Pro Swooping Tour' 'Advanced' qualification are deemed to have qualified as CP1.

N.B.(7) CP1 written examination can be found on BPA Form 249.

6.3.2. To obtain Grade 2 in Canopy Piloting (CP2) the parachutist must hold a 'D' Licence, a Grade 1 in CP (CP1) and have logged 500 high performance swoop landings, including 100 in the previous 12 months, and has successfully achieved the following:

- a) Safe, high performance runs, over a minimum 185ft long, 30ft wide carving course, that consists of 10ft vertical markers with a defined entry and exit gate, on at least 3 pre-declared consecutive descents.

N.B. (1) During the above (a) run the candidate must, in a controlled manner, negotiate the course by scoring the entry gate and then flying to the exit gate without making any physical contact with the surface or vertical markers that define the course. "Scoring" is defined as some part of the candidate's physical body below the tops of the vertical markers that form the entry and exit gates.

N.B. (2) Parachutists must be CP2 holders before being permitted to take part in a BPA Canopy Piloting competition.

N.B. (3) BPA 'D' Licence CP1 Grade parachutists who hold Official 'Pro Swooping Tour' 'Pro' qualification are deemed to have qualified as CP2

N.B.(4) The qualifications to become a CP coach may be found on BPA Form 134C.

6.4. Formation Skydiving (FS)

6.4.1. To obtain Grade 1 in Formation Skydiving (FS1) the parachutist must, be introduced to FS by a CCI/Advanced Instructor nominated FS1 Grade parachutist or equivalent of proven FS instructional/coaching ability, have received a full safety brief and demonstrated the ability to:

- a) Control fall rate and turn in place.
- b) Dive and approach a target and achieve docking techniques.
- c) Break-off turn and track away to obtain clear airspace for deployment.
- d) Maintain good altitude awareness throughout the skydive.
- e) Control horizontal movement (forwards, backwards and sideways).
- f) Complete four points of 4-way FS.

SEC 2/PAGE 9/JUN 2013

N.B.(1) Prior to obtaining FSI, an 'A' Licence parachutist may make 2-way jumps, when not carrying out coaching jumps, provided he/she has received a full safety brief and the other parachutist is at least a 'C' Licence FSI parachutist or equivalent, approved by the CCI.

N.B.(2) Prior to obtaining FSI, during coaching jumps, no more than one non-FSI parachutist per group (maximum of a 4-way), all other parachutists must be at least FSI grade or equivalent, including an FS coach or equivalent.

N.B.(3) Training programmes other than those contained in the BPA Formation Skydiving (FS) Manuals are acceptable for training for FSI, provided all the requirements of sub-para 6.4.1. (above) are met.

N.B.(4) The qualifications to become an FS coach may be found on BPA Form 134.

6.5. Canopy Formations (CF)

6.5.1. To obtain Grade 1 in Canopy Formation (CF1) the parachutist must be a Grade 1 in Canopy Handling (CH1), be introduced to CF by a CCI/Advanced Instructor nominated CF1 Grade parachutist or equivalent of proven CF instructional ability, have received a full safety brief and demonstrated the ability to:

- a) Approach a target canopy.
- b) Control 3D movement, in relation to other canopies (up, down, forwards, backwards and sideslip).
- c) Achieve 'docking' techniques.
- d) Pilot a 4-stack/plane.
- e) Dock 4th on a 4-stack/plane.
- f) Spot for CF from at least 8,000 ft AGL.

N.B.(1). Training programmes such as those contained in the BPA Canopy Formation Coaching Manual are acceptable for training for CF1, provided all the requirements of sub-para 6.5.1. (above) are met.

N.B.(2) The qualifications to become a CF coach may be found on BPA Form 134A.

6.6. Individual Style (IS)

6.6.1. To obtain Grade 1 in Individual Style (IS1) the parachutist must, be introduced to IS by a CCI/Advanced Instructor nominated IS1 Grade parachutist or equivalent of proven IS instructional ability, have received a full safety brief and demonstrated the ability to:

- a) Complete a 'Full Series' with precision within 16 seconds.

N.B. Guidelines for obtaining IS1 can be found on BPA Form 187.

6.7. Freestyle/Freeflying (FF)

6.7.1. To obtain Grade 1 in Freestyle/Freeflying (FF1) the parachutist must first demonstrate (in a belly to earth position, as in 6.4.1. above) the ability to:

- a) Control fall rate and turn in place.
- b) Dive and approach a target and achieve docking techniques.
- c) Break-off turn and track away to obtain clear airspace for deployment.
- d) Maintain good altitude awareness throughout the skydive.
- e) Control horizontal movement (forwards, backwards and sideways).

6.7.2. The parachutist may then be introduced to FF (for FF1 training) by a CCI/Advanced Instructor nominated FF1 or FF2 Grade parachutist or equivalent of proven FF instructional ability, have received a full safety brief and demonstrated the ability to:

- a) Fly in a 'back fly' recovery position without rapid deceleration or 'corking'.
- b) Fly in a controlled sit/stand position.
- c) Control fall rate in a sit/stand position.
- d) Control forward and backward movement in a sit/stand position.
- e) Control turns in both directions in a sit/stand position.
- f) Fly relative to others in a sit/stand position.

6.7.3. Once FF1 has been obtained, the parachutist must not make FF descents with others without CCI approval, (a log book endorsement will suffice) and initially only small groups (e.g. 2-3 ways).

6.7.4. To obtain Grade 2 in Freestyle/Freeflying (FF2) the parachutist must be Grade 1 in FF (FF1) and be introduced to FF2 by a CCI/Advanced Instructor nominated FF2 Grade parachutist or equivalent of proven FF instructional ability, have received a full safety brief and demonstrated the ability to:

- a) Fly in a controlled head down position.
- b) Control fall rate in a head down position.
- c) Control turns in both directions in a head down position.
- d) Fly relative to others in a head down position.
- e) Display independent body movement in a head down position, e.g. hand claps.

N.B.(1) Training programmes such as those contained in the BPA Freefly Progression Manual are acceptable for training for FF1 & FF2, provided all the requirements of sub-para 6.7. (above) are met.

N.B.(2) The qualifications to become a FF or BFF coach may be found on BPA Form 134D or 134F.

6.8. Skysurfing (SS)

6.8.1. To obtain Grade 1 in Skysurfing (SS1) the parachutist must first be a 'C' Licence holder and demonstrate (in a belly to earth position as 6.4.1. above)the ability to:

- a) Control fall rate and turn in place.
- b) Dive and approach a target and achieve docking techniques.
- c) Break-off turn and track away to obtain clear airspace for deployment.
- d) Maintain good altitude awareness throughout the skydive.
- e) Control horizontal movement (forwards, backwards and sideways).
- c) Maintain a 'stand up' position for 15 consecutive seconds.
- g) Perform a controlled 360 degree turn in both directions whilst in a 'stand up' position.
- h) Perform a straight body position forward and backward loop starting and returning back to a 'stand up' position.
- i) Return back to a stable (belly to earth) position within 3-5 seconds from a fast side or back spin of at least 2 revolutions per second.

6.8.2. The parachutist may then be introduced to SS (for SS1 training) by a CCI/Advanced Instructor nominated SS2 Grade parachutist or equivalent of proven SS instructional ability, have received a full safety brief and demonstrated the ability to:

- a) Jump a board of at least 3 feet in length and deploy in a 'stand up' position
- b) Perform a stable 'surfing down the slipstream' type exit.
- c) Perform a controlled 360 degree turn in both directions whilst upright on the board.
- d) Perform a controlled back or front loop on the board.
- e) Demonstrate forward movement by tracking whilst upright on the board.

6.8.3. Once SS1 has been obtained, the parachutist must not make SS descents with others without CCI approval, (a log book endorsement will suffice) and initially only small groups (e.g. 2-3 ways).

- 6.8.4. To obtain Grade 2 in Skysurfing (SS2) the parachutist must be Grade 1 in SS (SS1) and be introduced to SS2 by a CCI/Advanced Instructor nominated SS2 Grade parachutist or equivalent of proven SS instructional ability, have received a full safety brief and demonstrated the ability to:
- a) Perform a controlled seated turn of 720 degrees (sit spin), starting and stopping on heading.
 - b) Perform a controlled 'helicopter' spin, rotating a minimum of 3 x 360 degrees but not exceeding 6 complete revolutions.
 - c) Perform a full 360 degree backloop or frontloop with a half twist from a standing position, under control.

N.B. Guidelines for obtaining SS1 and SS2 can be found on BPA Form 189.

6.9. Wing Suit (WS)

- 6.9.1. To obtain Grade 1 in Wing Suit (WS1) flying, the parachutist must be a 'C' Licence holder with at least 500 descents or at least 200 descents within the previous 18 months and must demonstrate (in a belly to earth position, as in 6.4.1. above) the ability to:
- a) Control fall rate and turn in place.
 - b) Dive and approach a target and achieve docking techniques.
 - c) Break-off turn and track away to obtain clear airspace for deployment.
 - d) Maintain good altitude awareness throughout the skydive.
 - e) Control horizontal movement (forwards, backwards and sideways).
- 6.9.2. The parachutist may then be introduced to WS (for WS1 training) by a CCI/Advanced Instructor nominated WS2 Grade parachutist or equivalent of proven WS instructional ability, have received a full safety brief and demonstrated the ability to:
- a) Complete out at least one descent using a training wing suit/tracking suit (parachutists with less than 500 descents).
 - b) Fly the wing suit safely and in a controlled manner (with overall stability) on at least three descents.
 - c) Deploy the main parachute in a safe wing suit manner (at the correct altitude) on at least three descents.
 - d) Fly a predetermined flight pattern and land within 50 metres of the target.
 - e) Demonstrate the correct post opening procedures on all qualifying descents.

- 6.9.3. Once WS1 has been obtained, the parachutist must not make WS descents with others without CCI approval, (a log book endorsement will suffice) and initially only small groups (e.g. 2-3 ways).
- 6.9.4. To obtain Grade 2 in Wing Suit (WS2) the parachutist must be Grade 1 in WS (WS1) and be introduced to WS2 by a CCI/Advanced Instructor nominated WS2 Grade parachutist or equivalent of proven WS instructional ability, have received a full safety brief and demonstrated the ability to:
- a) Control fall rate, by arching/de arching and use of wings.
 - b) Control of horizontal movement: forwards, backwards (slowing down relative to others) and sideways.
 - c) Maintain control whilst flying suit at it's best and least effective capabilities.
 - d) Recover from an unstable exit and continue on correct flight path.
 - e) Dive and approach a target.
 - f) Land within 25 metres of the target on 5 consecutive descents.
- 6.9.5. Once WS2 has been obtained, the parachutist may jump with groups larger than 3 with CCI approval (a log book endorsement will suffice).

N.B.(1) Training programmes such as those contained in the BPA Wing Suit Training Manual are acceptable for training for WS1 & WS2, provided all the requirements of sub-para 6.9. (above) are met.

N.B.(2) The qualifications to become a WS coach may be found on BPA Form 134E.

6.10. Note:

- 6.10.1 The award of a Grade in any of the disciplines may only be made by an Advanced Instructor.
- 6.10.2 Grades are awarded by the placement of a discipline specific stamp in the parachutist's BPA Licence.
- 6.10.3 BPA 'D' Licence parachutists wishing to take part in the above disciplines (except Skysurfing and Canopy Piloting competitions) may do so without first taking part in the various Grading System training requirements, though they are recommended to do so.

7. STUDENT TANDEM PARACHUTISTS

7.1. Definition

A Student Tandem Parachutist is defined as anyone making a descent attached to a Tandem Instructor, other than those defined in paragraph 7.3 (below).

7.2. Progression

Tandem Students wishing to progress to 'Solo' parachuting may do so in a number of ways: Complete the Basic Training Syllabus for either the Category System or Accelerated Free Fall (AFF) training system (Section 5, Paragraph 2.1).

7.2.1. Convert to AFF at Level 2 after completing a minimum of 2 Tandem descents. The Tandem descent prior to conversion must be preceded by Tandem/AFF conversion training, after which the Tandem conversion descent must be successfully completed.

N.B.(1) The requirements for Tandem/AFF Conversion may be found on BPA Form 273.

7.3. Non Student Tandem Parachutists

BPA 'C' Licence parachutists participating in Tandem Instructor Evaluation Courses (see Section 4, Para 5.2.2), Tandem System Conversion Courses (see Section 4, Para 5.5.2), or assisting on Tandem Instructor currency descents (see Section 4, Para 5.6.1 & 5.7.2c), are not classified as Student Tandem Parachutists.

SECTION 3

JUMPMASTERS

1. GENERAL

- 1.1.** A Jumpmaster (JM) is at least a BPA 'B' Licence parachutist appointed to take charge of the parachutists on any particular aircraft lift. He/she will normally be the most experienced parachutist on board. No aircraft with more than one parachutist on board will take off without a JM being appointed.
- 1.2.** If the nominated JM exits prior to the last pass, a second suitably qualified JM is to be nominated to take charge of subsequent passes.
- 1.3.** BPA 'B' Licence parachutists and above acting as JM may only dispatch BPA 'A' Licence parachutists or above. Student Parachutists must be dispatched by an instructor (except in the case of 1.5. below).
- 1.4.** If for any reason a Student Parachutist does not jump, an instructor (who is not the pilot) must remain in the aircraft with the Student Parachutist(s).
- 1.5.** BPA 'C' Licence parachutists or above preparing to attend, or whilst attending a Category System Basic Instructor (CSBI) Course may dispatch Student Parachutists under direct supervision of at least a Category System Instructor (CSI).
- 1.6.** AFF Students may be dispatched on their consolidation jumps by at least a CSBI or AFFBI, but only AFFIs are permitted to dispatch or jump with AFF Students on all AFF Levels, including Level 8. Non AFFIs will only follow out consolidation students after successful completion of their Level 8. (*see Section 2, Paragraph 5, sub-para 5.8. N.B.3*).
- 1.7.** JMs must have available to them in the aircraft a suitable knife for use in case of emergency.
- 1.8.** Jumpmasters must ensure that parachutists do not exit the aircraft if conditions are not suitable (see Section 8 – Parachuting Limitations).

2. RESPONSIBILITY

- 2.1.** JMs are responsible for briefing their pilots before take off on all relevant points concerning the requirements of the parachutists to be dropped. They will also ensure that all parachutists below BPA 'C' Licence have been fully briefed.
- 2.2.** In an emergency JMs will, if practicable, seek and follow the instructions of the pilot. If this is not possible they will use their own judgement and act accordingly (see Section 10 - Safety, para 1)
- 2.3.** The JM is responsible for ensuring that all parachutists below BPA 'B' Licence on board have been checked.

N.B. BPA 'B' Licence parachutists and above are responsible for ensuring that they have been checked.

- 2.4. JMs must be satisfied that aircraft movement on the ground, or in the air, within or close to the PLA/DZ will not endanger descending parachutists before dispatching any part of the lift.
- 2.5. The dropping of the Wind Drift Indicator (WDI) and subsequent spotting must be carried out by, or supervised by, the JM.

SECTION 4

INSTRUCTORS

1. CATEGORY SYSTEM BASIC INSTRUCTOR (CSBI)

To become a Category System Basic Instructor the candidate must fulfil all the requirements of a Category System Basic Instructor Course.

1.1 Required qualifications to attend:

- 1.1.1. A BPA 'C' Licence.
- 1.1.2. Two years involved in Sport Parachuting,
- 1.1.3. A written recommendation by a CCI who has known the candidate for a minimum of six months and has seen him/her regularly parachuting during that period.
- 1.1.4. Holds a BPA Packing certificate.
- 1.1.5. Holds a current Parachuting Radio Operators Certificate of Competence.
- 1.1.6. Holds a BPA Canopy Handling (CH) coach qualification.

- 1.1.7. Completed and fulfilled the requirements of the BPA CSBI Proficiency Card (BPA Form 254a).

1.2. Will be required to attend a CSBI Course of up to a week in length organised by the Safety & Technical Officer (STO) or Chief Operating Officer (COO).

1.3. After successfully completing the CSBI Course, the candidate will be awarded CSBI status, and will be permitted to instruct/coach (Category System) Student Parachutists, under supervision.

N.B. (1) The CSBI rating is valid for a period of twelve (12) months from the date of issue.

N.B.(2) The Training Syllabus for Category System Basic Instructors can be found on BPA form 151.

N.B.(3) CSBIs may dispatch and supervise AFF Students on Consolidation jumps, following a brief by at least an AFFI (logbook endorsement). CSBIs may only follow out Consolidation students after successful completion of their Level 8.

2. TANDEM BASIC INSTRUCTOR (TBI)

To become a Tandem Basic Instructor the candidate must fulfil all the requirements of a Tandem Basic Instructor Course.

2.1 Required qualifications to attend:

- 2.1.1. A BPA 'C' Licence.

- 2.1.2. Two years involved in Sport Parachuting,
- 2.1.3. A written recommendation by a CCI who has known the candidate for a minimum of six months and has seen him/her regularly parachuting during that period.
- 2.1.4. Holds a BPA Packing certificate.
- 2.1.5. Completed and fulfilled the requirements of the BPA TBI Proficiency Card (BPA Form 254b).
- 2.2. Will be required to attend a TBI Course of up to a week in length organised by the STO or COO.
- 2.3. After successfully completing the TBI Course, the candidate will be awarded TBI status, and will be permitted to instruct/brief Tandem Student Parachutists, under direct supervision, but will not be permitted to make Tandem parachute descents.

N.B.(1) TBI Course candidates should meet the jump and free fall requirements of the Tandem Instructor Course (para. 5.1.2.- below) prior to attending the TBI Course.

N.B.(2) The TBI rating is valid for a period of twelve (12) months from the date of issue.

N.B.(3) The Training Syllabus for Tandem Basic Instructors can be found on BPA form 152.

3. ACCELERATED FREE FALL BASIC INSTRUCTOR (AFFBI)

To become an Accelerated Free Fall Basic Instructor the candidate must fulfil all the requirements of an Accelerated Free Fall Basic Instructor Course.

3.1 Required qualifications to attend:

- 3.1.1. A BPA 'D' Licence.
- 3.1.2. Two years involved in Sport Parachuting,
- 3.1.3. A written recommendation by a CCI who has known the candidate for a minimum of six months and has seen him/her regularly parachuting during that period.
- 3.1.4. Holds a BPA Packing certificate.
- 3.1.5. Holds a current Parachuting Radio Operators Certificate of Competence.
- 3.1.6. Holds a BPA Canopy Handling (CH) coach qualification.
- 3.1.7. Completed and fulfilled the requirements of the BPA AFFBI Proficiency Card (BPA Form 254c).

- 3.2. Will be required to attend an AFFBI Course of up to a week in length organised by the STO or COO.

- 3.3. After successfully completing the AFFBI Course, the candidate will be awarded AFFBI status, and will be permitted to instruct/brief Accelerated Free Fall Student Parachutists, under direct supervision. The AFFBI may dispatch and supervise AFF Students on Consolidation jumps, following a brief by at least an AFFI (logbook endorsement). AFFBIs may only follow out consolidation students after successful completion of their Level 8. The AFFBI may not make any AFF instructional descents with AFF Student Parachutist.

N.B.(1) AFFBI Course candidates should meet the jump and free fall requirements of the Accelerated Free Fall Instructor Course (para. 6.1.2. - below) prior to attending the AFFBI Course.

N.B.(2) The AFFBI rating is valid for a period of twelve (12) months from the date of issue.

N.B.(3) The Training Syllabus for Accelerated Free Fall Instructors can be found on BPA form 153.

4. CATEGORY SYSTEM INSTRUCTOR (CSI)

To become a Category System Instructor the candidate must fulfil all the requirements of a Category System Instructor Course.

4.1 Required qualifications to attend:

- 4.1.1. At least 6 months as a Category System Basic Instructor.
- 4.1.2. A written recommendation from the candidate's CCI, together with BPA form 254d detailing the work carried out during the candidate's probationary period.
- 4.1.3. Holds a BPA Canopy Handling (CH) coach qualification.

4.2. Will be required to attend a Category System Instructor Course of up to a week in length organised by the STO or COO.

4.3. On successful completion of 4.2. above, two Instructor Examiners (IEs) will sign the qualification of the candidate. He/she will then be awarded CSI status and be qualified to instruct/coach (Category System) Student Parachutists up to BPA 'A' Licence.

N.B. The Training Syllabus for Category System Instructors can be found on BPA form 151.

5. TANDEM INSTRUCTOR (TI)

To become a Tandem Instructor the candidate must fulfil all the requirements of a Tandem Instructor Course authorised by the STO or COO.

5.1. Requirements to attend:

- 5.1.1. At least a Category System Basic Instructor, a Tandem Basic Instructor or Accelerated Free Fall Basic Instructor.
- 5.1.2. A minimum of 800 descents and 8 hours of free fall time.

- 5.1.3. A written recommendation by the candidate's CCI.
- 5.1.4. Holds a current 'Tandem Parachute Instructor Medical Certificate/Doctor's Certificate'. (BPA Form 116)
- 5.1.5. Has completed a minimum of 50 descents in the previous 12 months.
- 5.1.6. Has made a descent acting as a Student Tandem Parachutist within the previous 6 months.
- 5.1.7. Has read and is fully familiar with the Tandem Equipment Manual applicable to the Tandem Equipment he/she is to be evaluated on.
- 5.1.8. Knows how to pack the main parachute of the Tandem Equipment (as per the Manufacturer's Manual) and is documented to do so.
- 5.1.9. Completed and fulfilled the requirements of the BPA TI Proficiency Card (BPA Form 254e).

5.2. Evaluation descents on the Course.

- 5.2.1. A minimum of 4 evaluation descents will be made using a suitable container, followed by:
- 5.2.2. A minimum of 5 evaluation descents with a BPA 'C' Licence parachutist acting as a Student Tandem Parachutist (see 5.3. below).
- 5.2.3. All objectives must be achieved within a maximum of 12 descents.
- 5.2.4. The candidate will only be evaluated on one type of Tandem parachute system.

N.B. 5.2.1 & 5.2.2 above does not apply to candidates who are current British Military Tandem Parachutists. The course Examiners will decide on the number of descents required.

5.3. Qualifications to act as Student Tandem Parachutists on the Course

- 5.3.1. All evaluation descents must be with current BPA 'C' Licence parachutists. They must be briefed on how to respond to Tandem emergencies.
- 5.3.2. All parachutists acting as Student Tandem Parachutists must wear an altimeter. Secondary handles may also be fitted.

5.4. On successful completion of the course the candidate will be awarded Tandem Instructor status for the particular type of equipment he/she was evaluated on.

5.5. Tandem System Conversion.

Tandem Instructors wishing to convert to a different type of Tandem System where the primary handles (deployment devices) are situated in a different place to the system they were originally evaluated on, will be required to complete a TI Conversion Course, authorised by the STO or COO, which will include the following evaluation jumps:

- 5.5.1. At least 1 jump with a suitable container.
- 5.5.2. A minimum of 2 descents with a BPA 'C' Licence parachutist acting as a Student Tandem Parachutist.

N.B. The requirements for those acting as Student Tandem Parachutists are as 5.3.1 and 5.3.2 above.

5.6. Requirements to use a hand/wrist mounted camera

Tandem Instructors wishing jump with a hand/wrist mounted camera must have a minimum of 500 Tandem descents and have completed a minimum of 250 Tandem descents within the 12 months prior to the 31st March each year. Prior to jumping with a hand/wrist mounted camera with Tandem Students the Tandem Instructor must demonstrate the ability to perform 3 successful consecutive Tandem jumps with a 'C' Licence parachutist acting as a Tandem Student whilst using a hand/wrist mounted camera.

- 5.6.1. Only a TI approved by the CCI may use a hand/wrist mounted camera and its mount must be inspected and approved by the CCI.
- 5.6.2. TIs must be fully briefed by the CCI or CCI nominated TI on the requirements to use the camera. This will include emergency procedures.
- 5.6.3. Prior to jumping with a 'C' Licence parachutist the TI must make a minimum of 2 descents with a hand/wrist mounted camera on non-Tandem sport parachute equipment.

N.B.(1) The Tandem Instructor must be able to carry out/his her systems checks, maintain heading and deploy in a stable position.

N.B.(2) The 'C' Licence parachutists must be briefed on how to respond to Tandem emergencies.

N.B.(3) Each 'C' Licence Tandem descent must be filmed by inside/outside camera person and this must be included in the Tandem Instructor's debrief.

N.B.(4) Hand/wrist mounted cameras are to fitted to left hand/wrist only.

5.7. Currency requirements to jump a hand/wrist mounted camera

Any TI qualified to jump with a hand/wrist mounted camera who has not made a Tandem descent within the preceding 3 months must make 2 Tandem descents with a 'C' Licence parachutist before jumping a hand/wrist mounted camera with Tandem Students.

N.B.(1) The first descent will be with a 'C' Licence parachutist, without a hand/wrist mounted camera.

N.B.(2) The second descent will be with a 'C' Licence parachutist, with a han/wrist mounted camera. The jump to include an inside/outside camera person.

N.B. (3) The BPA 'C' Licence parachutists must be briefed on how to respond to Tandem emergencies.

N.B.(4) Prior to the above jumps the TI must practice emergency procedures with the parachutist attached.

5.8. Tandem Instructor Currency

- 5.8.1. Any TI, who has not made a Tandem descent in the preceding 3 calendar months, must make one Tandem jump with a BPA 'C' Licence parachutist before taking a Student Tandem Parachutist. The BPA 'C' Licence parachutist must be briefed on how to respond to Tandem emergencies.
- 5.8.2. Prior to the above jump the TI must practise emergency procedures with the parachutist attached.
- 5.8.3. All current TIs must have practised Tandem Reserve Drills in a suspended harness within the previous 2 calendar months. The harness handle configuration must be as per the equipment to be used. It is the responsibility of the TIs to ensure that the reserve drills are observed and signed for in their log book by a CCI, or CCI nominated TI.

5.9. Tandem Instructor Rating Renewal

In addition to normal Instructor Rating Renewal requirements (see Para 12 below), a TI must also fulfil the following:

- 5.9.1. Has made a minimum of 20 Tandem descents in the previous 12 months. Instructors holding ratings for more than one Tandem System must have made a minimum of 10 Tandem descents on each system in that period.
- 5.9.2. Failure to reach the required number of descents in the preceding 12 months will require the TI to present him/herself to an IE for refresher training. Training will include the following:
 - a. Suspended harness drills and emergency drills.
 - b. One descent with a suitable container.
 - c. One descent with a BPA 'C' Licence Parachutist, who has been fully briefed on how to respond to Tandem emergencies.
- 5.9.3. Subsequent failure to reach the required number of Tandem descents in the next 12 months, will require the instructor to present him/herself for re-evaluation on a TI course. The course Instructor Examiners will decide on the number of descents required.

N.B. The Training Syllabus for Tandem Instructors can be found on BPA Form 152.

6. ACCELERATED FREE FALL INSTRUCTOR (AFFI)

To become an Accelerated Free Fall Instructor the candidate must successfully complete an Accelerated Free Fall Instructor Course, organised by the STO or COO.

6.1. Required qualifications to attend:

- 6.1.1. A Category System Instructor (CSI). A Category System Basic Instructor (CSBI) or an Accelerated Free Fall Basic Instructor (AFFBI) who has held the rating for at least six months.

- 6.1.2. Holds a BPA 'D' Licence and has a minimum of 10 hours free fall time.
- 6.1.3. Holds a BPA Canopy Handling (CH) coach qualification.
- 6.1.4. A written recommendation from the candidate's CCI.
- 6.1.5. Completed and fulfilled the requirements of the BPA AFF Proficiency Card (BPA Form 254f).

6.2. Evaluation jumps

Candidates must make 5 evaluation jumps on which a pass mark of 12 points must be obtained.

- 6.3. On successful completion of the above course, two IEs will sign the qualification of the candidate. He/she will then be awarded AFFI status and be qualified to instruct/coach AFF Student Parachutists.

N.B. The Training Syllabus for Accelerated Free Fall Instructors can be found on BPA form 153.

7. ADVANCED INSTRUCTOR (AI)

To become an Advanced Instructor the candidate must fulfil all the requirements of the Pre-Advanced Instructor Assessment Course and an Advanced Instructor Examination Course.

7.1. Required qualifications to attend :-

- 7.1.1. Has been a Category System Instructor for at least three years.
- 7.1.2. Holds a BPA 'D' Licence.
- 7.1.3. Has completed a night descent and display descent.

- 7.2. Will be required to attend a Pre-Advanced Instructor Assessment Course of up to a week in length organised by the STO or COO.

- 7.3. After completing the Pre-Advanced Instructor Assessment Course, the candidate will be either advised to re-apply to attend another Pre-Advanced Instructor Assessment Course after a minimum period of time, or will be recommended to attend an Advanced Instructor Examination Course for upgrading to Advanced Instructor after a period of time specified by the Instructor Examiners, but within a maximum of 18 months.

- 7.4. On successful completion of the Advanced Instructor Examination Course two Instructor Examiners will sign the qualification of the candidate; he/she will then be awarded Advanced Instructor status.

N.B. The Training Syllabus for Advanced Instructors can be found on BPA Form 151.

8. INSTRUCTOR EXAMINER (IE)

To become an Instructor Examiner the candidate must fulfil the requirements for upgrading to Instructor Examiner on the appropriate Courses.

- 8.1. The candidate must have been an Advanced Instructor for at least two years.
- 8.2. Has attended at least two Category System Basic Instructor Courses of up to a week in length.
- 8.3. Prove his/her ability to examine candidates on instructor courses and be able to critique instructors.
- 8.4. Is able to present the required lectures on the CSBI Course.
- 8.5. On successful completion of the requirements for upgrading to IE, two IEs will sign the qualification of the candidate. He/She will then be awarded Instructor Examiner status.
- 8.6. After becoming an IE he/she must attend an instructor course at least every two years.
- 8.7. When examining instructors, every IE must be aware of his/her responsibilities towards the BPA, the Club, the Student Parachutists and the Candidate him/herself and of the consequences which may flow from an incident due or partly due to faulty instruction. If there is any reasonable doubt in his/her mind that the candidate is too inexperienced, temperamentally or in any way unsuitable, an IE must NOT sign his/her rating.

9. GROUND INSTRUCTORS (G)

A Ground Instructor is a BPA instructor who does not meet the required annual/bi-annual jump number requirements for instructor rating renewal (see para 12, below). To obtain a ground instructor rating, an instructor must first obtain STC approval, via his/her CCI. After which the instructor may renew his/her ground instructor rating annually (see *N.B.* below).

9.1. Category System Instructor (G)

To become a CSI(G) the CSI must have held the rating for a minimum of 3 years before seeking STC approval. Once CSI(G) status has been awarded, the instructor will be permitted to carry out all the duties of a CSI on the ground, but will not be permitted to carry out any CSI duties in the aircraft or in the air, including dispatching, jumping with or observing Student Parachutists.

9.2. Accelerated Free Fall Instructor (G)

To become an AFFI(G) the AFFI must have held the rating for a minimum of 3 years before seeking STC approval. Once AFFI(G) status has been awarded, the instructor will be permitted to carry out all the duties of a AFFI on the ground, but will not be permitted to carry out any AFFI duties in the aircraft or in the air, including dispatching, jumping with or observing Student Parachutists.

9.3. Tandem Instructor (G)

To become a TI(G) the TI must have held the rating for a minimum of 3 years before seeking STC approval. Once TI(G) status has been awarded, the instructor will be permitted to carry out all the duties of a TI on the ground, but will not be permitted to carry out any TI duties in the aircraft or in the air, including jumping with Tandem Student Parachutists.

N.B. Ground Instructor ratings expire on the 31st March each year, but may be renewed up to six months after that date. To renew a ground instructor rating the instructor must satisfy his/her CCI and an IE that he/she is current in all aspects of parachuting instruction relevant to his/her status.

9.4. Regaining Full Instructor Status

Should a Ground Instructor (G) wish to regain his/her full instructor status, that instructor must first obtain STC approval, via his/her CCI. STC will decide what will be required to regain full instructor status. After regaining full instructor status, the instructor will then be required to fulfil the requirements for renewal as detailed in paragraph 12 (below).

10. EVALUATION/EXAMINATION APPEALS

Any candidate who fails an evaluation or examination for any instructor or IE qualification may appeal against such a decision. In the first instance such appeal must be made to the STC. STC's subsequent ruling will be referred to Council for ratification and a further appeal may be made to council at that time.

11. CLUB CHIEF INSTRUCTOR (CCI)

- 11.1.** A CCI must be at least an AI who is responsible for ensuring that all parachuting, training, and flying activities are carried out in accordance with the BPA Operations Manual.
- 11.2.** The CCI may delegate various responsibilities to qualified subordinates. This may be by the subordinate signing a form to accept responsibility for a specific area/duty. The CCI is to ensure that any person accepting responsibility is aware of what that responsibility entails.
- 11.3.** The CCI has the full backing of the STC to ground any member of the club or visitor using the club's facilities on grounds of contravening BPA Operations Manual requirements, or local SOPs, or whenever it is considered to be in the interests of the club or members to do so. He/she may recommend to the STC that any BPA member be permanently grounded, giving the reason in writing. In such cases members concerned will have the right of appeal.
- 11.4.** The CCI is automatically a voting member of STC, providing he/she is the CCI of a BPA Affiliated Club.
- 11.5.** The BPA and CAA shall be notified in writing not less than seven days in advance of any intended change of CCI.

12. INSTRUCTOR RATING RENEWALS

Instructor ratings expire on the 31st March each year, but may be renewed up to six months after that date. To renew an instructor rating the instructor must satisfy his/her CCI and an IE that he/she is current in all aspects of parachuting instruction relevant to his/her status. During the preceding 2-year period the instructor must have completed a minimum of 60 parachute descents. However, if an instructor was unable to complete the 60 jump minimum in the previous 2-year period, the following may apply:

- 12.1. CSIs that have held a CSI rating for a minimum of 3 years and hold a BPA 'D' Licence are required to have completed a minimum of 40 descents during the preceding 2-year period.
- 12.2. CSIs that have held a CSI rating for a minimum of 10 years are required to have completed a minimum of 40 descents during the preceding 2-year period.
- 12.3. AIs and IEs are not required to have completed a minimum number of descents in the previous two years to renew their ratings provided they have held their rating for a minimum of 3 years. In the case of IEs they are only permitted to carry out in air evaluations on a BPA Instructor Course provided they are current and only at the discretion of the course director.

N.B.(1) At least one signature on the renewal application must be that of a CCI or IE other than the instructor renewing.

N.B.(2) Once an instructor rating has expired the instructor may not exercise the privileges of that rating until the rating is renewed.

N.B.(3) Tandem Instructor rating renewals, also refer to para 5.7. above.

N.B.(4) The above (12.1. – 12.3.) does not apply to AFF Instructor ratings.

N.B.(5) All instructors (excluding TBIs or TIs) are required to hold a current Parachuting Radio Operators Certificate of Competence.

13. NON BPA INSTRUCTORS

Non BPA rated AFF and/or Tandem Instructors wishing to make AFF or Tandem instructional descents at BPA Affiliated Clubs must be 'full' members of the BPA, have a good knowledge of the English language, successfully complete a written examination on the requirements of the BPA Operations Manual, have received a Methods of Instruction and a BPA Incident Procedures lecture, given by at least a BPA Advanced Instructor. Prepared and delivered (to a CCI) the relevant 'ground school' for the rating being applied for. Have a written recommendation from a CCI prior to attending a BPA Tandem and/or AFF Instructor Conversion Course. Successfully carry out the relevant 'ground school' on the course and be evaluated in air as directed by the Instructor Examiners on the course (at least two descents). He/she must also fulfil the specific requirements to attend, below:

13.1. Accelerated Free Fall

- 13.1.1. Hold an current AFF instructor rating acceptable to the sport parachuting governing organisation of the country where the rating was obtained.
- 13.1.2. Hold a current BPA Declaration of Fitness to Parachute/Doctors Certificate (BPA form 114).
- 13.1.3. Have completed a Foreign AFF Proficiency card (BPA Form 254g).
- 13.1.4. Holds a current Parachuting Radio Operators Certificate of Competence.
- 12.1.5. Hold a BPA Canopy Handling (CH) coach qualification.

- 12.1.6. Have a minimum of 100 AFF instructional descents.
- 12.1.7. Have at least 1,000 descents and 10 hours of free fall time.

13.2. Tandem

- 13.2.1. Hold a current Tandem instructor rating acceptable to the sport parachuting governing organisation of the country where the rating was obtained.
- 13.2.2. Hold a current BPA Tandem Instructor Medical Certificate (BPA form 116).
- 13.2.3. Hold a BPA packing certificate for the main Tandem parachute to be evaluated on.
- 13.2.4. Have completed a Foreign Tandem Proficiency card (BPA Form 254h).
- 13.2.5. Have a minimum of 100 Tandem instructional descents.
- 13.2.6. Have at least 800 descents and 8 hours of free fall time.

N.B(1). Following successful completion of the above the instructor will be awarded a BPA Tandem and/or AFF rating as applicable.

N.B(2). Non BPA AFF Instructor Syllabus may be found on BPA Form 153a.

N.B(3). Non BPA Tandem Instructor Syllabus may be found on BPA Form 153b.

N.B(4). Other BPA instructor ratings such as Advanced Instructor do not have non-BPA equivalents, therefore non BPA instructors wishing to obtain ratings other than AFF or Tandem must complete the appropriate BPA course(s).

14. BREACH OF OPERATIONS MANUAL

The Chairperson of STC may, in consultation with the Safety & Technical Officer and/or Chief Operating Officer deal with an instructor alleged to be in breach, or suspected breach of the Operations Manual, in a number of ways:

- 14.1.** Be dealt with informally by way of a letter setting out the allegation/breach and, if appropriate, advising the instructor as to their future conduct, or
- 14.2.** The allegation/breach should be referred to STC to decide if a formal Tribunal is required, or
- 14.3.** Form a Panel of Inquiry to investigate the matter further.

N.B. Tribunal Proceedings – Rules and Procedures can be found on BPA Form 256.

SECTION 5

TRAINING

1. GENERAL

All training must take place as required in; the BPA Category System, the BPA Accelerated Free Fall (AFF) Levels, the BPA Grading System or for Tandem Parachuting.

2. THE BASIC TRAINING SYSTEM SYLLABUS

2.1. All training for Category System and Accelerated Free Fall parachuting must include the following:

- 2.1.1. Orientation and Documentation.
- 2.1.2. Familiarisation with and Fitting of Equipment.
- 2.1.3. After Landing Procedures.
- 2.1.4. The Stable Position.
- 2.1.5. Aircraft Drills and Emergency Drills.
- 2.1.6. Malfunctions and Reserve Procedures.
- 2.1.7. Canopy Control and Flight Drills.
- 2.1.8. Abnormal Landings.
- 2.1.9. Landings, including practical Parachute Landing Fall (PLF) training.
- 2.1.10. Written Examination.

N.B.(1) Nuisance Factors may not be taught or introduced to student parachutists for the first time within the Malfunctions Lesson, but must be taught as part of an earlier lesson.

N.B.(2) Nuisance Factors may not be formally introduced into the main Malfunctions Lesson until Malfunctions have been fully described, and the drill to deal with those Malfunctions has been demonstrated to, and practiced by, the participating Student Parachutists.

2.2. Briefing for Tandem parachuting must include the following:

- 2.2.1. Orientation and Documentation.
- 2.2.2. Equipment.
- 2.2.3. The Stable Position.

2.2.4. Aircraft Drills and the Exit Position.

2.2.5. Landings.

3. REVISION TRAINING

3.1. AFF and the Category System

3.1.1. Revision training must take place prior to a Student Parachutist's first descent of the day. The type of revision training will be as required by the CCI and must be recorded in the Student Parachutist's Training Record Card or Log Book.

3.1.2. Should a gap exceeding 1 week and up to a maximum of 1 month lapse since the last recorded Revision Training Session, a practical and theoretical assessment (including exits and malfunctions) must be undertaken and if appropriate a written examination. This is to be recorded in the Student Parachutist's Training Record Card or Log Book.

3.1.3. Should a gap exceeding 1 month and up to a maximum of 3 months elapse since the last recorded Revision Training Session, the basic training syllabus must be revised, including a written examination. The duration of this revision training will be as required by the CCI. This is to be recorded in the Student Parachutist's Training Record Card or Log Book.

3.1.4. Should a gap exceeding 3 months elapse since the last recorded Revision Training Session, the full basic training syllabus must be revised, or complete retraining may be required. This will be as required by the CCI and is to be recorded in the Student Parachutist's Training Record Card or Log Book.

3.2. Tandem

3.2.1. Revision training must take place should a gap of 1 week or more elapse since initial training, or the last recorded revision training. The type of revision training will be as required by the CCI and must be recorded.

3.2.2. *Should there be a gap of 1 year or more since initial training, or the last recorded revision training, a full re-brief must take place.*

4. AFF AND THE CATEGORY SYSTEM

No more than 4 AFF or 12 Category System Student Parachutists will be trained on any one Course.

5. LANDINGS

Suitable training equipment, such as ramps, platforms or 'fan' trainers are to be used on practical landing sessions.

6. SUSPENDED HARNESS

All AFF and Category System Student Parachutists must perform suspended harness drills during initial training.

7. PROGRESSION TRAINING

As part of any progression training, revision/instruction of emergency drills and procedures must take place.

8. ASSISTANTS

An assistant may be used by an instructor at the CCI's discretion.

9. RECORDS

9.1. Records should be kept showing what training has been completed. The record should include details of any problem(s) encountered and the response to corrective training.

9.2. Entries copied into log books from training record cards should be countersigned by the original instructor or, the original critique card attached to the bound log book, where practicable.

10. TRAINING FACILITIES AND EQUIPMENT

10.1. Facilities for the training of parachutists will be inspected periodically by a BPA official. The BPA official must be permitted access to any club area or relevant documentation.

10.2. The BPA makes no safety inspections of training equipment, apparatus or facilities used in conjunction with parachute training or parachuting activities.

11. RESTRICTIONS FOLLOWING A LAY-OFF

Where a Student or a BPA 'A' Licence parachutist has had a lay-off of two months or more, approval of the CCI must be obtained as to the type of descent to be made next.

12. NON-BPA TRAINED STUDENT PARACHUTISTS

Student parachutists trained outside the BPA may be integrated into the appropriate BPA training system at the appropriate Category/Level/Grade, with CCI approval.

SECTION 6

EQUIPMENT

1. PARACHUTES - GENERAL

- 1.1. All sport parachutists intending to make a descent are to be equipped with a minimum of two airworthy parachutes attached to a common harness, except Student Tandem Parachutists who must be attached to a Tandem Instructor. Jumpmasters or instructors not intending to make a parachute descent must be equipped with a minimum of one airworthy parachute.
- 1.2. Parachutes may only be used if they are manufactured for Sport Parachutists or Military Parachutists, by recognised parachute equipment manufacturers or riggers with the necessary qualifications.
- 1.3. Any modifications to parachute equipment must be carried out by a parachute equipment manufacturer or a rigger with the necessary qualifications. Modifications to equipment, including changes to manufacturer's specifications, used by Student Parachutists, including Tandem equipment, must be approved by the BPA, via Riggers' Committee, before use.
N.B. BPA Form 209 complete with relevant drawings should be submitted for modifications to equipment used by Student Parachutists.
- 1.4. Changes to manufacturer's specifications on Tandem equipment must be approved by the BPA (via Riggers' Committee and STC).

2. EQUIPMENT USED BY STUDENT PARACHUTISTS

All equipment, other than main parachutes used by Student Parachutists must be acceptable to the BPA (via Riggers' Committee and STC).

2.1. AFF & Category System

- 2.1.1. Main parachutes must be ram-air type and must be large and docile in relation to the parachutist's weight and height. The main and reserve parachutes must be contained in 'piggyback' type containers.
- 2.1.2. Where static line deployment is used, the static line must be continuous from deployment bag to the point of attachment in the aircraft.
- 2.1.3. The following Wing Loading criteria should be applied to main canopies:
 - a. First Jump 'Solo' Student Parachutists - not to exceed 0.8 lbs/sq.ft.
 - b. 'Solo' Student Parachutists having completed at least one 'solo' descent - not to exceed 0.85 lbs/sq.ft.

N.B. Exceptions to the above are permitted where a Canopy's Manufacturer has published advice that a higher wing loading is suitable. The manufacturer's higher limit may then apply.

- 2.1.4. Equipment must be fitted with a reserve static line (RSL) and an automatic activation device (AAD), which must be switched on prior to any descent.

SEC 6/PAGE 1/AUG 2008

2.1.5. *Category System freefall equipment must be ripcord deployed, up to at least the completion of Category 6.*

2.1.6. Accelerated freefall equipment may be either ripcord or throwaway deployed, and must be able to be activated from either side, unless the Student Parachutist is making a Level 8 or Consolidation descent.

2.2. Tandem

2.2.1. Tandem equipment is not classified as Student Parachutist equipment, however it is equipment used by Student Parachutists. Therefore only Tandem equipment acceptable to the BPA (via Riggers' Committee and STC) may be used.

2.2.2. Tandem equipment must be fitted with an AAD specifically designed for tandem equipment. If the equipment is not specifically designed to accept an AAD, the initial installation must be carried out by an Advanced Rigger. In the case of a Cypres AAD the Advanced Rigger must be approved by Airtec.

2.2.3. Tandem equipment (excluding the Student Harness – see 2.2.5. below) must be packed and fully inspected every 6 months (BPA Forms 112A & 112D). Also, the Tandem equipment, excluding the reserve canopy, must be inspected every 100 descents (BPA Form 112B & 112C).

N.B(1). The 100 descent inspection may take place between 100 and 110 descents.

N.B(2). The 100 jump inspection requirements can be found on BPA Form 112C.

N.B(3). BPA Forms 112A, 112B, 112C, 112D & 112E must be retained with the Tandem equipment documentation.

2.2.4. The 100 descent inspection must be carried out by Advanced Packer (Tandem).

2.2.5. The Student Tandem harness must be inspected monthly and certified as serviceable, by a Tandem Instructor or Advanced Packer (Tandem). (BPA Form 112D).

2.2.6. The owner of the Tandem equipment must maintain a Log Card/record of all descents, which must be available for the 100 jump and 6 monthly inspections/repacks (BPA Form 112B).

2.2.7. The owner of the Tandem equipment must maintain a log of repairs, modifications and component replacements, which must be available for the 100 jump and 6 monthly inspections/repacks (BPA Form 112E).

2.2.8. Parachutists who are not Tandem Instructors (TI), or TI candidates undergoing evaluation, may not jump Tandem equipment.

3. PERSONAL CLOTHING AND EQUIPMENT

All parachutists will be equipped with suitable clothing and equipment. 'B' Licence parachutists are responsible for the safe condition of personally owned equipment that they may use, and for ensuring that such equipment is serviced, checked and inspected as appropriate.

3.1. Helmets

3.1.1. Student and BPA 'A' Licence parachutists must wear a suitably sturdy open faced, hard protective helmet without a peak.

N.B. The 'Raleigh Burner' helmet is not acceptable for use by Student Parachutists.

3.1.2. Student Tandem Parachutists must wear a 'French Type' ribbed helmet.

3.1.3. BPA 'B' Licence holders may wear hard protective helmets acceptable to the CCI/Team Leader.

3.1.4. BPA 'C' Licence holders may wear headgear acceptable to the CCI/Team Leader.

3.1.5. Helmets are to be worn throughout the entire parachute descent.

3.2. Footwear which is suitable for the planned descent.

3.3. Gloves (if worn) must allow easy operation of emergency equipment.

3.4. All BPA 'A' Licence parachutists and above are required to carry a serviceable knife about their person, or on their equipment. The knife should be readily accessible.

4. INSTRUMENTS

4.1. Altimeters must be worn by all Student Parachutists (other than Tandem Student Parachutists). Also, altimeters must be worn by BPA Licenced parachutists carrying out planned delayed openings of 15 seconds or more.

4.2. The minimum instrument is a serviceable non-sensitive visual read out altimeter, securely mounted in a suitable position.

4.3. Instruments should be positioned so as not to interfere with the use of other parts of the equipment.

4.4. Tandem and AFF instructors must be equipped with an audible altimeter when carrying out Tandem and/or AFF instructional descents.

4.5. AFF and Category System Student Parachutists must be equipped with a radio receiver for at least the first three descents.

5. AUTOMATIC ACTIVATION DEVICES (AADs) AND RESERVE STATIC LINES (RSLs)

BPA 'A' Licence parachutists must use equipment fitted with an RSL and operational AAD, which must be switched on prior to any descent.

N.B. Also see sub-paras 2.1.5. and 2.1.4. above and Section 13 (Displays) para 4.3.

6. CAMERAS

- 6.1.** Cameras may only be used by BPA 'C' Licence parachutists after inspection and approval of a CCI.
- 6.2.** Cameras must be securely fitted. Only in cases of emergency should they be jettisoned.

7. AUXILIARY EQUIPMENT

Equipment such as; GPS, flags, smoke brackets etc, may be actively used by BPA 'C' Licence parachutists with permission of the CCI/Team Leader. They must be securely fitted to the parachutist. Only in the case of emergency should they be jettisoned.

N.B. Skysurfing boards may only be used by SSI Grade parachutists or above, or parachutists training for SSI (see Section 2, para 6.8).

8. PARACHUTE PACKING

8.1. Student Equipment.

All Student main parachutes are to be packed under the supervision of a person holding a BPA Packing Certificate for the parachute being packed.

8.2. Main Parachutes

BPA 'B' Licence parachutists and above and holders of JM1 Grade qualification are responsible for the packing of the main parachutes they are jumping.

8.3. Reserve Parachutes

8.3.1. Reserve parachutes may only be inspected and packed by riggers or Advanced Packers (AP).

N.B.(1) The Training Syllabus for Advanced Packer Courses can be found on BPA form 169.

N.B.(2) Advanced Packer ratings expire on the 31st March each year, but may be renewed up to six months after that date. To renew an AP rating the AP must satisfy an Advanced Rigger or Advanced Instructor, that he/she is current in all aspects of advanced packing relevant to their status. Once an Advanced Packer rating has expired the packer may not exercise the privileges of that rating until the rating is renewed.

8.3.2. Reserve Parachute Packers must keep a log of all reserves packed.

8.4. Where manufacturers' requirements conflict with those of the BPA, the BPA requirements will apply.

8.5. Reserve parachutes that have been packed in a foreign country, in a manner acceptable to the parachuting organisation of that country, may be jumped at a BPA Club for up to 6 months from the date of that packing. This is provided that the parachuting organisation of that foreign country allows 6 months validity for a reserve repack; otherwise the foreign country's lesser time will apply. In the case of visiting foreign parachutists the length of time may be up to 12 months, depending on the repack cycles permitted in their country.

SEC 6/PAGE 4/APR 2014

- 8.6. Prior to packing reserve parachutes (excluding Tandem reserve parachutes – see para 8.7. below) they must be inspected and certified as serviceable on the appropriate Record of Inspection/Inspection Check List. (BPA Forms 112, or 113).
- 8.7. Prior to packing Tandem reserve parachutes, the Tandem system, including main parachute, reserve parachute, container, instructor harness, AAD and drogue, must be inspected and certified as serviceable on the Tandem Record of Inspection/Check List (BPA Form 112A). This form must be retained with the Tandem system documentation.
- 8.8. Packing/record cards must also be maintained for all reserve parachutes.
- 8.9. The pull force of a reserve ripcord on piggyback equipment may be test pulled by the user after the reserve has been packed. The user should then sign the Inspection Check List to indicate that he/she has made the test pull. In all cases, the packer must test pull the reserve ripcord with a scale and sign for the recorded poundage on the Inspection Check List. The maximum acceptable pull force is 22 lbs.

8.10. Repack Cycles.

Parachutes must be packed at least every 6 calendar months.

8.11. Reserve Sealing Thread

Only Riggers, Advanced Packers and packers with the appropriately endorsed packing certificate may seal reserves and must use a method acceptable to the BPA Riggers Sub-Committee. The rigger/packer should use a method of identification on their seal that is identifiable to him/her. Seal thread must be a thread manufactured to break at no more than 6lbs. The sealing of reserves is optional.

N.B. The acceptable BPA reserve sealing method can be found on BPA form 215.

9. PACKING CERTIFICATES

Approved Packing Certificates (Main parachutes). Holders of these certificates are certified to assemble and pack specified parachutes and deployment devices into specific containers. These may be issued or endorsed by Parachute Riggers/Instructors (excluding CSBIs, TBIs or AFFBIs).

10. PACKING RECORDS

- 10.1. Clubs will maintain a record for each parachute in use as club equipment.
- 10.2. Student Parachutists will maintain a record for their personal parachutes.
- 10.3. Packing records will log every packing, re-packing and modification to the parachutes to which they relate.
- 10.4. Records must incorporate the date of packing and signature of the holder of a relevant packing certificate, at each of the stages of packing that requires inspection.

SECTION 7

PARACHUTE LANDING AREAS / DROPPING ZONES

1. BASIC DEFINITIONS

1.1. Parachute Landing Area (PLA)

A PLA is a suitable area where it is intended parachutists will land.

1.2. Dropping Zone (DZ)

A DZ is a notified portion of airspace within which parachute descents are made. The normal radius is 1.5 nautical miles and up to the altitude notified.

1.3. PLA/DZ Indicator

This is a PLA/DZ location marker, which can be a cross, an arrow or some other suitable indicator and is normally placed in the centre of the PLA but may be offset to one side as dictated by wind direction and/or other safety considerations, providing that it is clearly visible from whatever height parachutists are dropping.

1.4. Overshoot Area

This is an area largely free of Major Hazards where parachutists may land if they are unable to land on the PLA.

1.5. Minor Hazard

This is any object, either natural or artificial, which should be easily avoided but which if struck by a parachutist may result in injury (i.e. hedges, fences, ditches etc.).

1.6. Major Hazard

This is any obstacle, either natural or artificial, which because of its size may be difficult to avoid and which, if struck by a parachutist, may result in injury (i.e. large hangars, buildings, small wind turbines up to 15 mtrs to a blade tip at its highest point, woods etc.).

1.7. Temporary Hazard

This is a hazard on the PLA such as an aircraft landing or taking off, other aircraft with turning propellers or rotors on the ground, or moving vehicles or agricultural machinery which may cause injury if struck by a parachutist and is not a permanent fixture on the PLA.

1.8. Special Hazard

This is a hazard, which could carry a special risk to parachutists and if parachutists were to come in contact with may result in serious, or fatal injury. Special Hazards include stretches of open deep water and deep rivers (see paragraph 5- below), electricity power lines (see paragraph 6- below), large wind turbines of a height greater than 15 mtrs to a blade tip at its highest point (see paragraph 7 – below), densely built up areas, cliffs and quarries. All of them require greater attention to safety and special consideration should be given to their presence in the neighbourhood of PLAs.

1.9. Aerial Hazard

This is a hazard, which could carry special risks to parachutists and other aviators. Obstacles in excess of 90 metres AGL, such as large wind turbines or radio masts, which protrude in to airspace, are classified as aerial hazards. These hazards are not permitted within the PLA and if located within the DZ, restrictions would likely be placed on the parachuting operation.

2. APPROVAL

All Clubs, including their PLA/DZs intended for regular parachuting use must initially be inspected by the STO, COO, or an STO/COO nominated IE. Some operations may require operational restrictions, which will require STC approval. Once BPA Approval has been given, a Parachuting 'Permission' must be obtained from the Civil Aviation Authority (CAA), who will require the following before the 'Permission' is issued:

- 2.1.** The signed permission of the landowner(s), or the landowner(s) agent(s).
- 2.2.** If the proposed parachuting operation is to be based at an aerodrome, a copy of the relevant sections of the operational instructions applicable to that aerodrome (at a licensed aerodrome, the Aerodrome Manual) showing the procedures to ensure non-conflict of aircraft and parachutists in the air and on the ground, and procedures for aircraft landing, taking off, or manoeuvring within or close to the designated PLA or the DZ.
- 2.3.** A copy of the Club's SOPs. In the case of a club based at an aerodrome it is essential that these instructions are compatible with the instructions mentioned in 2.2. above, and at a licensed aerodrome, these procedures and the instructions of the Aerodrome Manual and the Manual of Air Traffic Services (MATS) part 2 must be in accord.
- 2.4.** A copy of any agreements which have been made with other users of the site or in connection with the use of airspace.

N.B.(1) The above 2.1.-2.4. are to be sent to the BPA together with completed CAA Form SRG1313, who will then forward same to the CAA.

N.B.(2) Notwithstanding any review of the above items by the CAA, Clubs remain responsible for ensuring the ongoing validity of their Landowner(s) Permission, other agreements, and instructions to their operating staff, including pilots and parachutists.

3. PARACHUTE LANDING AREAS

- 3.1.** PLAs to be used by all designations of parachutists should provide a large open space of reasonably level ground, which can contain a circle of 500 metres diameter free from Major Hazards, and largely free from Minor Hazards. These PLAs should be bordered on at least three sides by suitable overshoot areas.
- 3.2.** PLAs which do not comply with the above, may require restrictions on operational procedure and/or may not be suitable for all designations of parachutists. These PLAs will need the approval of the Safety and Training Committee (STC) of the BPA. This does not apply to display PLAs (see Section 13 - Display Parachuting).

4. SPLIT PARACHUTE LANDING AREA

A split PLA is where the centre is more than 2000 metres from the control/manifest or organisation point. In addition to normal requirements for PLAs, when Student Parachuting is taking place, split PLAs must operate under the following conditions:

4.1. The DZ controller must be at least a CSI with a minimum of two assistants. If more than four Student Parachutists are being dropped on any one lift, an extra assistant will be needed for each additional two Students.

4.2. The CCI must be present whenever Student Parachutists are jumping.

5. OPEN WATER AND DEEP RIVERS

Where open water and deep rivers (excluding minor rivers and small shallow ponds) exist within 1200 metres of the centre of PLAs, all parachutists, unless otherwise agreed by STC, must be equipped with suitable flotation aids.

6. ELECTRICITY POWER LINES

Routine parachuting will not take place on PLAs where power lines are within 800 metres of the centre of the PLA without prior approval of STC. Where a PLA is approved when power lines run within 800 meters of the PLA centre, restrictions may be imposed.

7. NATIONAL GRID AND WIND TURBINES

7.1. Special hazards over 15m in height (i.e. national grid pylon supported electric power lines) are not normally acceptable within 1200m of the PLA/DZ centre without restrictions applying to, or curtailment of the parachuting activity.

7.2. Wind turbines are not normally accepted within the DZ (minimum 2.4 km from the centre) without severely restricting or curtailing all parachuting activities.

8. AIR PHOTOGRAPHS

All PLAs/DZs used for routine parachuting will be equipped with an aerial photograph on which Major and Special Hazards on the overshoot areas are marked.

9. RUNWAY AND OBSTACLE MARKING

9.1. Any obstacle that, because of its height or position, could be a hazard to an aircraft landing or taking off, and which cannot be removed, should be conspicuous and marked if necessary.

9.2. For grass aerodromes the boundaries of unlicensed unpaved runways used for parachuting operations should be delineated by runway edge and end markers.

N.B. Guidance on markings on unpaved runways is available in CAP 428 – Safety Standards at Unlicensed Aerodromes (including Helicopter Landing Sites), chapter 4, paragraphs 3.11. & 3.12.

SECTION 8

PARACHUTING LIMITATIONS

1. GENERAL

Parachuting may only take place under the conditions laid out in the BPA Operations Manual. Variations from, or amendments to the requirements of the Operations Manual must be the subject of formal application to and acceptance by the Council of the British Parachute Association, usually via the Safety and Training Committee (STC). Because of the need for prompt action in some circumstances the decisions of STC will be considered as having immediate approval of Council unless the Council subsequently rescinds those decisions.

N.B.(1) Articles of Association for the BPA can be downloaded from the BPA web-site (www.bpa.org.uk).

N.B.(2) Terms of Reference and Rules of Procedure for STC can be found on BPA Form 160.

2. WIND

2.1. Ground wind speed limits for Parachutists.

2.1.1.	AFF & Category System Student Parachutists	15 Knots
2.1.2.	BPA 'A' Licence parachutists and above and Student Tandem Parachutists	20 Knots

2.2. Suspension and Resumption of Parachuting.

Suspension of parachuting will be ordered for the designations of parachutists concerned after two gusts above the limit have taken place within five minutes. After parachuting has been suspended it will not be resumed for at least thirty minutes during which time no gusts above the limit have occurred.

2.3. Wind Speed and Direction

- 2.3.1. Every club must use an anemometer for measuring ground wind speed.
- 2.3.2. Further information about wind speed and direction will be obtained using Wind Drift Indicators (WDIs) or meteorological forecasts.
- 2.3.3. This information will be obtained:
 - a. Before parachuting begins.
 - b. Following a significant change in wind speed or direction.
 - c. Following any break of more than thirty minutes caused by winds in excess of the limits laid down. (see 2.1. above).
 - d. After parachutists have failed to land in the intended landing area and a faulty 'spot' or bad canopy control is not suspected.
 - e. A WDI must be thrown if Static Line Students are on the first lift of the day, or before the start of a parachute display.

3. CLOUD AND VISIBILITY

3.1. Cloud

Parachutists may not leave the aircraft if, at the point of exit, the ground between the opening point and the intended landing area is not visible.

3.2. Visibility.

The minimum flight visibility must be at least 5km.

4 OPENING HEIGHTS

Minimum canopy opening heights for main parachutes:

4.1.	BPA 'B' Licence parachutists and below	3000ft AGL
4.2.	BPA 'C' Licence parachutists and above	2500ft AGL
4.3.	Student Tandem Parachutists	5000ft AGL
4.4.	BPA 'C' Licence holders, on displays	1500ft AGL

5. MAXIMUM ALTITUDE

5.1. Parachutists

5.1.1. Normal parachuting will not take place above Flight Level (FL) 120.

5.1.2. Parachuting will only take place between Flight Level 120 and 150 without oxygen, provided that:

- a. Parachutists are not above FL100 for more than 30minutes before leaving the aircraft.
- b. Parachutists are not above FL120 for more than 6 minutes before leaving the aircraft.
- c. The aircraft commander monitors these flight levels and time limits.
- d. If the flight level or time limits are exceeded, the drop will be aborted and all parachutists will land with the aircraft.

5.2. Pilots

See Section 9 (FLYING), paragraph 5.6. (Flight Crew Oxygen Requirements).

5.3. Members who wish to parachute above FL150 (with oxygen) will need STC and CAA approval and must submit their plans and details of their equipment in advance (via a CCI).

6. CUTAWAYS

6.1. BPA 'A' Licence parachutists and above may perform cutaways (at a club PLA/DZ) with a cutaway `rig' designed for the purpose, provided they have CCI permission and have been thoroughly drilled in the cutaway procedures.

SEC 8/PAGE 2/FEB 2014

- 6.2. Display cutaways will only be performed by BPA 'C' Licence holders when a cutaway 'rig' designed for the purpose is being used.

7. NUMBER OF PARACHUTISTS PER PASS

No more than 2 Category System Students Parachutists will be dispatched per pass.

8. WATER JUMPS

Water jumps may only be made under the following conditions :-

- 8.1. When there is a minimum of one power boat to each parachutist in the air.
- 8.2. When all parachutists are equipped with suitable buoyancy aids and have been briefed on their use.
- 8.3. When DZ Control is organised by an Advanced Instructor, who must be present during the entire programme.

9. NIGHT JUMPS

- 9.1. BPA 'B' Licence is the minimum qualification to participate in a night descent. (Also see Section 13 - Display Parachuting, para 3.2.5).
- 9.2. DZ Control must be organised by an Advanced Instructor, who must be present during the entire programme.
- 9.3. All parachutists are to be briefed on the position of all obstructions adjacent to the PLA.
- 9.4. The PLA/DZ is to be marked in a standardised manner (see Fig 1 below).
- 9.5. Any obstructions within the PLA are to be lit.
- 9.6. The PLA should be indicated to the parachutists by the Jumpmaster from the air prior to exit.
- 9.7. Torches should be available for use inside the aircraft.
- 9.8. All parachutists must have at least one light.
- 9.9. The pilot is to be in communication with local Air Traffic Control (ATC).
- 9.10. Local Police are to be informed of proposed night descents.
- 9.11. Notification of night parachuting is to be made in writing at least five working days in advance to Airspace Regulation (AR) (see 9.12. below) and copied to the BPA giving the following information:
 - 9.11.1 Name, address and telephone number of club/display team.
 - 9.11.2 Name of CCI/Team Leader.
 - 9.11.3 Date and time of proposed night parachuting.

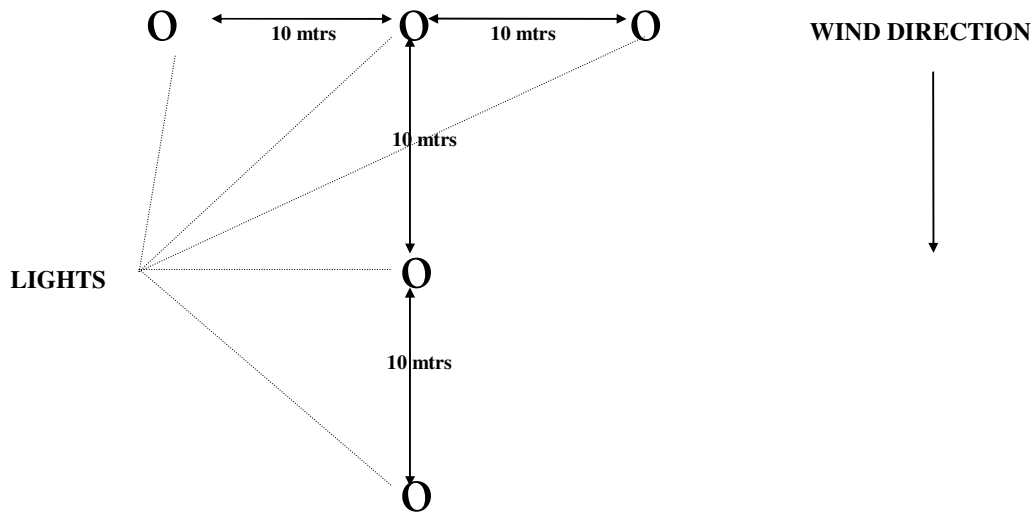
9.11.4. Name of PLA/DZ together with its 6 figure grid reference using Ordnance Survey 1:50,000 series.

9.11.5. Proposed maximum dropping height.

9.12. Airspace Regulation (AR)
Directorate of Airspace Policy
K6, CAA House
45-59 Kingsway
London, WC2B 6TE

Tel: 020 7453 6599
Fax: 020 7453 6593
e-mail: ausops@caa.co.uk

FIG 1 Standardised Marking of PLAs/DZs for Night Descents



SECTION 9

FLYING

1. PILOTS

1.1. Pilot Qualifications.

A pilot shall not act as pilot in command of an aircraft for a flight during which parachutists are to be dropped unless he/she meets the following minimum requirements:

1.1.1. **Licence.** He/she holds a valid pilot's licence for the type or class of aircraft to be flown (including any differences training appropriate to the type*) and any ratings necessary for the type of flight to be undertaken, i.e. IR, Night, IMC; RT licence.

1.1.2. **Experience.** He/she has at least 100 hours as Pilot in Command (PIC) of aeroplanes if aeroplanes are to be flown by the applicant, or 100 hours as PIC of helicopters if helicopters are to be flown, (except in the case of BPA 'C' Licence parachutists where the requirement is 75 hours PIC in each case). In addition he/she must have at least 5 hours on type*.

N.B. In the course of training any hours flown as P1 under supervision of a CCP or Pilot Examiner (see 1.1.4. (a) below) may be counted towards the five hours on type.

1.1.3. Training.

a. Has flown at least four lifts (accompanied and supervised by a BPA Pilot Examiner (PE) or Club Chief Pilot) as PIC (under supervision) on the type* of aircraft to be used. The lifts are to be live drops of one or more Experienced Parachutists under the supervision of at least a Category System Instructor or Team Leader.

N.B.(1) CCPs must hold a BPA Pilot Authorisation on the type of aircraft being used.

N.B.(2) In the case of service pilots or commercial pilots (operating under the terms of an AOC) flying in the course of their service duty or commercial duty, the training requirement of 'a' above may be supplanted by the training requirements specified in their military role training or by the training requirements specified in the AOC.

b. He/she has received at least one hour of ground instruction on parachute dropping techniques, standard procedures and emergency procedures given by at least a BPA Advanced Instructor or BPA Pilot Examiner and has studied the BPA Pilot's Manual and relevant sections of the BPA Operations Manual.

N.B. In the case of service pilots or commercial pilots (operating under the terms of an AOC) flying in the course of their service duty or commercial duty, this briefing may be given by a BPA CSI or Team Leader.

1.1.4 Tests.

- a. Has flown a flight test conducted by a BPA Pilot Examiner) as PIC on the type* of aircraft to be used. The test will be conducted according to the Flight Test Proforma (BPA Form 108C) and will be a live drop of one or more Experienced Parachutists under the supervision of at least a Category System Instructor or Team Leader.

or

In the case of aircraft whose seating capacity or configuration only permits the use of one pilot's seat for parachuting to be safely conducted, have flown at least three flights with a BPA Pilot Examiner and performed at least two lifts involving a live drop with a Category System Instructor or Team Leader and under the ground supervision of a BPA Pilot Examiner.

- b. Have successfully completed a written examination (BPA Form 108D) administered by a CCP or Pilot Examiner.
- c. The recommendation of a Chief Instructor and a BPA Pilot Examiner (*to be signed on a BPA Pilot Application Form*).

** N.B.(1) 'Type' in 1.1.1., 1.1.2, 1.1.4. & 1.1.5.(a) above, means a type where a type rating is appropriate, or else a type within a class.*

N.B.(2) The five hours on type and four lifts requirement at 1.1.2. and 1.1.4 (above) apply only to the initial application. Subsequent types are applied for on BPA Form 108F.

1.1.5 Documentation. Having satisfied all the above requirements, BPA Forms 108A (Initial Application), 108C (Flight Test Proforma), and 108D (Written Examination) are to be completed and sent with the appropriate fee to the BPA office who will then issue an Authorisation to Drop Parachutists Certificate. This certificate will be valid for a maximum of two years and will be renewable on the 31st March each second year. (BPA Authorised Parachute Pilot Renewal Form 108G).

1.1.6 Proficiency checks. All Pilots must complete a proficiency check at least every twelve months. This must be conducted by a Club Chief pilot (CCP) or PE and signed off on BPA Form 108E. This form is to be retained in a Pilot's personal file, which is to be kept and maintained by the CCP.

N.B. A BPA Authorised Pilot may conduct proficiency checks on CCPs and Pilot Examiners.

1.1.7 **Recency.**

- a. A pilot shall not act as PIC of an aircraft carrying passengers, including parachutists, unless within the preceding 90 days he has made three take offs and three landings as the sole manipulator of the controls in an aircraft of the same type or class.
- b. A pilot who has not flown parachutists for a period exceeding six months must undergo a proficiency check.

1.1.8 **Renewal.** In order to renew an Authorisation the applicant must have had a proficiency check (BPA Form 108E) within the previous twelve months. The application for renewal must be signed by a Chief Instructor as well as a Pilot Examiner or Club Chief Pilot who must be satisfied that the applicant is current with parachute dropping techniques, emergency procedures and relevant BPA Operations Manual requirements. If a renewal is not effected within two years of expiry then a pilot must fulfil all the initial requirements.

N.B. Paragraphs 1.1.4 - 1.1.9 above, do not apply to service pilots, or commercial pilots (operating under the terms of an AOC) who in the course of their service duty or commercial duty fly parachuting lifts. Those pilots will be deemed as BPA Authorised Pilots for the duration of the flight provided the parachutists on board are BPA members.

1.1.9. **Additional Types.** Approved Pilots may add additional types of aircraft to their BPA Authorisation. This will require conformity with the licence requirements at 1.1.1. (above) and completion of a Proficiency Check (on the type of aircraft applied for) with a Pilot Examiner. Upon satisfactory completion of a proficiency check Form 108F must be signed and returned to the BPA who will then issue an additional authorisation.

1.2. Balloon Pilots.

A balloon pilot shall not act as PIC of a Balloon for a flight during which parachutists are to be dropped unless he/she meets the following minimum requirements:

- 1.2.1. **Licence.** He/she holds a valid Pilot's Licence for the balloon to be flown on the intended flight.
- 1.2.2. **Experience.** He/she has at least 60 hours PIC of Balloons.
- 1.2.3. **Training.** He/she has received ground instruction on parachute dropping techniques and procedures given by at least a Category System Instructor or Team Leader who has made a minimum of one parachute jump from a balloon or by a Balloon Pilot who has already dropped two or more parachutists. This must include the procedures to be followed in the event of emergencies. He/she must also have read the BPA guidelines for Skydiving from Hot Air Balloons (BPA Form 109B).
- 1.2.4. **Recency.** For any parachute dropping flight, logbook evidence is required of flight within the 90 days preceding the date of the intended flight, as PIC of the Class of balloon to be used. For the privileges of a professional licence to be exercised on a parachute dropping flight, a Certificate of Test is also required – valid for 13 months.

1.2.5. **Documentation.** Having satisfied 1.2.1 - 1.2.4 above, BPA Form 109A is to be completed and sent to the BPA office who will then issue an Authorisation to Drop Parachutists Certificate. This certificate will be valid for a maximum of two years and will be renewable on the 31st March each second year (BPA Form 108A).

1.2.6. **Renewal.** The renewal procedure is the same as the initial application and is made on the same form. (Also on BPA Form 109A).

N.B. The minimum qualification for a parachutist to jump from a balloon is BPA 'A' Licence.

1.3. Club Chief Pilot (CCP).

1.3.1 CCI's will appoint a Club Chief Pilot who will be responsible to him/her for the Club's flying operations. The name of the CCP should be notified to the BPA in writing at least seven days in advance of the appointment (BPA Form 108H – BPA Club Chief Pilot Application).

1.3.2 To become a BPA Club Chief Pilot (CCP) the applicant must meet the following minimum requirements:

- a. Be a current BPA Authorised Pilot.
- b. Have a recommendation of a CCI and a Pilot Examiner (BPA Form 108H).
- c. Have been a BPA Authorised Pilot for at least 1 year.
- d. Have a minimum of 100 hours parachute flying.
- e. Have successfully completed CCP written examination, administered by the STO or COO.

N.B. Suggested guidelines for the responsibilities of a CCP can be found on BPA Form 236.

1.4. Pilot Examiner (PE).

To become a BPA Pilot Examiner the applicant must meet the following minimum requirements:

- 1.4.1. Be a current BPA Authorised Pilot.
- 1.4.2. Have the recommendation of a CCI and a Pilot Examiner.
- 1.4.3. Have been a BPA Authorised Pilot for at least 1 year.
- 1.4.4. Have 500 hours parachute flying, or,
250 hours parachute flying and a CSI rating.
- 1.4.5. Have an IR or IMC rating.
- 1.4.6. Have successfully completed the Pilot Examiner written examination, administered by the STO or COO.

- 1.4.7. **Documents.** Having satisfied 1.4.1. -1.4.5.above, BPA Form 108J is to be completed and sent to the BPA office who will then issue the applicant with a BPA Pilot Examiner Certificate. This certificate will be valid for up to two years and will be renewable at the same time as the Pilot Examiner's Authorisation to Drop Parachutists is renewed.

N.B. BPA Pilot's Manuals are obtainable from the BPA office.

2. AIRCRAFT

2.1. Weight

- 2.1.1. Other than in accordance with the additional requirements listed in 4.2. below, the Maximum Total Weight Authorised (MTWA) of aircraft used for parachute dropping shall not exceed 5,700 kg.
- 2.1.2. Aircraft with MTWA in excess of 5,700 kg may be used subject to the following conditions:-
- a. The aircraft is registered in the United Kingdom or other EU State.
 - b. The aircraft is flown only by pilots holding valid professional pilots' licences, which include a valid Type Rating for that aircraft.
 - c. The aircraft is operated for parachuting from a Licensed or Government Aerodrome.

3. AIRCRAFT CLEARANCE AND DOCUMENTATION

An aircraft shall not be used for the purpose of dropping persons unless the Certificate of Airworthiness issued or rendered valid in respect of the aircraft under the law of the country in which the aircraft is registered includes an express provision that it may be used for that purpose and the aircraft is operated in accordance with a written Permission granted by the CAA.

3.1. British Registered Aircraft.

Aircraft must have a valid Certificate of Airworthiness (C of A) in the category appropriate to the type of operation and must be approved by the CAA for the purpose of parachute dropping. Any aircraft modifications required for parachute dropping, for example the installation of parachutist restraints (if necessary) or static line modifications, must be CAA approved. Any structural or performance limitations applicable to parachuting operations must be stated in the aircraft Flight Manual or in a CAA approved supplement, which must be included in the Flight Manual for that particular aircraft. The aircraft must be operated in accordance with the aircraft Flight Manual and applicable Flight Manual Supplements.

3.2 Foreign Registered Aircraft

An operating permit must be obtained from the Department for Transport (DfT) before a foreign registered aircraft is used for any aerial work. The aircraft must have a valid C of A from the country of registration in the category appropriate to the type of operation and must be operated in accordance with the aircraft Flight Manual with respect to flight with the door removed or for parachuting operations. The DfT consults with the CAA prior to granting any such permit.

Application for use of foreign registered aircraft should be made to:

International Aviation Negotiations 2
Department for Transport
Zone 1/25
Great Minster House
76 Marsham Street
London. SW1P 4DR
Tel: 020 7944 5815
Fax: 020 7944 2194

3.3. Pilots qualifications to fly foreign registered aircraft

Pilots wishing to fly foreign registered aircraft in the parachute-dropping role should have had some form of formally certified training carried out, either in the country of registration or in the UK, by a type rating examiner or equivalent, which culminates in a type rating, or similar qualification, which applies specifically to the type of aircraft being flown. Evidence of this training must be contained in the pilot's folder at any Club where he or she acts as pilot in command of a parachute-dropping aircraft. The BPA will be the final arbiters of the suitability of the qualification.

N.B.(1) The pilot of a foreign registered aircraft who is not qualified and experienced in parachute dropping will, in addition, be required to complete the training programme outlined in 1.1.4. (above) and the tests outlined in 1.1.5 (above).

N.B.(2) The pilot of a foreign registered aircraft who is qualified and experienced in parachute dropping in the country of registration will, in addition, have to complete a test in accordance with 1.1.5 above.

N.B.(3) Where the requirements of a state of registration differ or are in conflict with the regulatory requirements of the BPA the more stringent shall apply.

3.4. Documents

The following aircraft documents must be available to the pilot and Chief Instructor/Team Leader before a flight for the purpose of parachute dropping is made:

- 3.4.1. The approved flight manual/owner's manual/pilot's operating handbook and MELs as applicable to the aircraft.
- 3.4.2. The Certificate of Airworthiness.
- 3.4.3. A Weight and Centre of Gravity schedule.
- 3.4.4. Documents recording the maintenance and serviceability of the aircraft (see 5.1.-5.3. below).
- 3.4.5. The BPA Operations Manual, and any local SOPs.
- 3.4.6. Any Permissions issued by the CAA relevant to the intended flight.

4. AIRCRAFT MAINTENANCE

Aircraft owned or operated by BPA Clubs or Display Teams in the parachuting role will be maintained in accordance with the current requirements of EASA or the state of registration. Where there is any regulatory conflict over such requirements then the more stringent will apply.

5. FLYING OPERATIONS.

5.1 Authorisation of Flights.

All flights made for the purpose of parachute dropping are to be authorised in writing. A list of those entitled to authorise flights for this purpose is to be maintained by the CCI/ Team Leader. A person thus entitled must be satisfied before authorising such flights that:

- 5.1.1. The aircraft to be used has a valid Certificate of Maintenance Review or Certificate of Release to Service, or there is evidence in the aircraft logbook or Technical Log that the requirements of the maintenance schedule have been met and are current.
- 5.1.2. The serviceability state of the aircraft has been properly recorded in accordance with para 5.3. below, and that the aircraft is serviceable for the flight.
- 5.1.3. The pilot of the aircraft is appropriately qualified for the intended flight.

5.2. Pilot's Fuel Log/Flight Log

- 5.2.1. The pilot must have available to him/her in the aircraft, a record of fuel and oil uplifts made, and the quantity of fuel on board prior to each flight or series of flights, to enable remaining endurance and fuel reserves to be readily calculated.
- 5.2.2. The following pre and post flight details for each flight or series of flights must be recorded. All records must be preserved for at least 2 years from the date of the last entry, or longer if required by the ANO. A series of flights means any number of consecutive flights made for the same purpose, taking off and landing at the same airfield. The record must include at least:
 - a. **Pre Flight.** The date, the aircraft registration, the destination or dropping zone, quantity of fuel on board, and signature or initials of the pilot in command certifying that he/she has accepted the conditions under which the flight shall be made.
 - b. **Post Flight.** Take off and landing times of each flight, the number of landings and the signature or initials of the pilot in command certifying the serviceability of the aircraft.

5.3. Recording of Aircraft Serviceability.

If the keeping of a Technical Log is not a requirement, the flight authorisation sheet may be used for recording aircraft serviceability, provided that the details of no more than one aircraft are kept on one sheet. The record is to include a statement of the serviceability of the aircraft, the action taken to clear any defects (supported by the signature of an appropriately licensed or approved aircraft maintenance engineer), and in the case of an acceptable defect, a statement by the pilot of the operational limitations applicable to further flights.

SEC 9/PAGE 7/JUN 2014

5.4. Aircraft Performance.

Take off, climb and landing data in the approved Flight Manual/owner's manual/pilot's operating handbook must be observed and any guidance contained in the relevant Aeronautical Information Circulars (AICs) should be followed.

5.5. Aircraft Limitations.

Weight and balance limitations are to be observed throughout all phases of flight. Pilots are required to advise CCIs/Team Leaders of any performance or structural limitations of the aircraft they are commanding, that may affect safety during flight and in particular during exit. CCI/Team Leaders must ensure that parachutists are aware of such limitations.

5.6. Flight Crew Oxygen Requirements

5.6.1. During any period when the aircraft is flying above FL100 up to and including FL130 oxygen must be used by all flight crew for that part of the flight at those FLs that is more than 30 minutes duration; and

5.6.2. During any period when the aircraft is flying above FL130 oxygen must be used by all flight crew of the aircraft.

5.7. Carriage of Passengers.

No passengers may be carried on a flight made for the purpose of parachute dropping except parachutists who are equipped for and intend to make a descent by parachute during the flight or are carried solely for the purpose of acting as Jumpmaster or Instructor, except the following:

5.7.1 When pilots are under training or checking, a suitably qualified person may be carried as a passenger for the purposes of that duty.

5.7.2 Persons (such as television camerapersons) who are carried under the terms of an exemption or a variation to a Permission.

5.7.3 **Aircraft.** At the discretion of the operator/CCI, a passenger may occupy a co-pilot's seat in any multi- engine aircraft or any single engine turbine aircraft provided that:

- a. This is in compliance with the requirements and limitations stated in the aircraft Flight Manual and applicable Flight Manual Supplements, taking into account the purpose of the flight as deemed by the Air Navigation Order (ANO).
- b. The seat is fitted with an approved safety harness.
- c. The seat is not adjacent to a door that will be removed or opened in flight.
- d. No valuable consideration is involved in the carriage of the passenger.
- e. The passenger is formally informed that the flight is not being conducted in accordance with the requirements of a flight for the purpose of Public Transport.

5.7.4 **Balloons.** At the discretion of the operator/CCI, passengers other than parachutists may be carried in balloons provided that:

- a. This is in compliance with the requirements and limitations stated in the Aircraft Flight Manual and applicable Flight Manual Supplements, taking into account the purpose of the flight as deemed by the ANO.
- b. No valuable consideration is involved in the carriage of those passengers
- c. The passengers are formally informed that the flight is not being conducted in accordance with requirements of flight for the purpose of Public Transport.

5.8. Pilot Fatigue.

A pilot who is engaged in parachuting operations should not fly more than four hours without a thirty minute break away from the aircraft, and should not fly more than eight hours in any one day. Air Operators Certificate (AOC) holders should continue to apply the flight duty and rest period limitations associated with their AOC operation. In addition the flight time limitations prescribed in the ANO are applicable - 100 hours in any 28 day period and 900 hours in any one year.

5.9. Aeronautical Information.

Up to date aeronautical information relevant to the intended flight or flights is published in the UK AIP, (Air Pilot), NOTAMs and AICs. These documents must be accessible to the pilot either as hard copy or online.

5.10 Air Traffic Control Clearance.

Where it is intended to make flights for the purpose of dropping parachutists in notified areas of controlled airspace, the notification procedures published in the UK AIP for 'Non-Standard Flights' must be complied with. For parachuting operations in aerodrome traffic zones, the prior permission of the person having management of the aerodrome or of the appropriate ATC unit must be obtained.

5.11. Transponder

In the United Kingdom, unless a discrete code has already been assigned, pilots of transponder equipped aircraft should squawk 0033 with Mode C at least five minutes before the drop commences until the parachutists are estimated to be on the ground. A serviceable transponder with Mode A and Mode C (altitude reporting) is required for flight above flight level (FL) 100 and normally for Non-Standard Flights in notified areas of Controlled Airspace.

5.12. ATSU Notification

All operators are required to notify the start and finish of parachuting operations to appropriate Air Traffic Service Units (ATSUs) as listed in the UK AIP (Air Pilot) ENR section 5.5. Attention is drawn to the need to notify Area Control Centres (ACCs) outside the operating hours of some ATSUs. Operators are required to ensure that their SOPs specify the person responsible within their organisation for ensuring that this notification procedure is followed. It is recommended that all operators should maintain a record of the times when the drop zone has been notified as active or inactive.

N.B. The record of times can be kept on BPA Form 193, which also gives detailed information on the notification procedure.

5.13. Crash Rescue Procedures and Equipment.

5.13.1. CCIs are to specify crash rescue procedures appropriate to their operation. A notice should be displayed at the DZ control position (and/or other suitable location), giving instructions for summoning the local Police, Fire, Ambulance (and Coastguard, if applicable) services in the event of emergencies.

5.13.2. Fire-fighting, release and rescue equipment should be available whilst parachuting is taking place, to a scale appropriate to the aircraft types to be used and not less than the following:

A vehicle carrying;

- a. A foam extinguisher of appropriate size.
- b. One axe.
- c. One bolt cropper-61cm.
- d. One crow bar-1m
- e. One fire resistant blanket.
- f. Two pairs of fire resistant gloves.
- g. One medical first aid pack.
- h. Two blankets.

N.B.(1) Holding of this equipment at a forward site at which a Display Team may enplane is not mandatory. It should nevertheless be provided at such sites whenever it is practicable to do so.

N.B.(2) For aircraft operations at a location other than a licensed or Government aerodrome further guidance is to be found in CAA CAP 793 "Safety Operating Practices at Unlicensed Aerodromes".

5.14. Flying Accidents.

Any flying accidents or incidents which have, or could have, caused substantial damage to an aircraft, or fatal/serious injury to any person while upon, or by direct contact with, an aircraft during any stage of flight must be reported by the quickest available means to the BPA and:

Air Accident Investigation Branch
Department for Transport
Berkshire Copse Road
Aldershot, Hampshire. GU11 2HH
Tel..01252 512299 (24 Hours)

N.B. Attention is also drawn to the CAA reporting requirements, which can be found on the CAA web-site: www.caa.co.uk under 'The CAA', 'Aviation Legislation' and 'The Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 1996'

The direct hyperlink is: http://www.opsi.gov.uk/si/si1996/uksi_19962798_en_1.htm
SEC 9/PAGE 10/JUN 2014

SECTION 10

SAFETY

1. SAFETY IN THE AIRCRAFT

- 1.1. No person will approach a moving aircraft.
- 1.2. Parachutists will not approach an aircraft from forward of the wings.
- 1.3. The JM is responsible to the pilot for the control of the parachutists in the aircraft. The pilot is in overall command.
- 1.4. All parachutists must have been briefed as to the emergency crash procedures and brace positions relevant to their seating or kneeling positions in the aircraft.

N.B. Aircraft Crash Landing Procedures can be found on BPA Form 261.

- 1.5. The JM is responsible for the orderly enplanement of his/her lift and for supervision and instruction as necessary in the aircraft and it is his/her responsibility to ensure that all embarked parachutists have been instructed in the correct method of exit from the type of aircraft concerned, so as to ensure adequate separation between themselves and the aircraft structure.
- 1.6. All parachutists must fit helmets before take off, except in the case of parachutists jumping with camera helmets, who may fit their helmets at the most suitable time prior to jumping. (Helmets not fitted for take off should be securely located in the aircraft).
- 1.7. Movement inside the aircraft should be kept to a minimum and consideration should be given to the protection of handles, pads etc.
- 1.8. All parachutists landing with the aircraft wearing AADs must have them deactivated where practicable.
- 1.9. Where parachutists restraints are fitted, they are to be used during take off and landing.
- 1.10. All Student Tandem Parachutists, or parachutists acting as Student Tandem Parachutists are to be attached to the Tandem Instructor before take-off and must remain attached, except in the event of an aircraft emergency landing, where Tandem Instructors may have to separate from their Students inside the aircraft.
- 1.11. No parachutist will exit the aircraft until there has been a clear indication from the pilot, either visually or audibly, that the aircraft is in the correct configuration for exit. This indication may be in the form of lights, sound or pre-arranged hand signals.

2. STATIC LINE OPERATION

- 2.1. Clubs may only use Static Line deployment systems acceptable to the BPA (via Riggers' Committee and STC).
- 2.2. Static Line 'strong points' must be of an approved type, and must either conform to the BPA Minor Modifications (where applicable) or be CAA approved.
- 2.3. It is the JM's responsibility to ensure that the static line is controlled correctly. Static lines are to be hooked up prior to take off and must not be unhooked until the last static line parachutist has exited.

- 2.4. If, after dispatching static line parachutists, the instructor does not intend to land with the aircraft, all static lines and bags will be unhooked and stowed away securely. In the case of aircraft with high strong points where provision is made for stowing static lines and bags, unhooking may not be necessary.
- 2.5. When dispatching, the static line and bags must be the correct length for the aircraft in use, the aircraft must be at the correct speed for dropping and there must be no short lining of static lines.

3. EMERGENCY PROCEDURES - AIRCRAFT

- 3.1. In the case of an emergency the JM should follow instructions from the pilot where practicable.
- 3.2. Where an emergency occurs at low altitude parachutists may be required to remain on board.
- 3.3. If a parachute container opens inside an aircraft, the parachutist should be moved as far away from the door as is practicable and must land with the aircraft.
- 3.4. The pilot's attention should always be drawn to any emergency situation.
- 3.5. A suitable knife must be located inside the aircraft as part of aircraft equipment in case of a hang-up or other emergency. Jumpmasters, instructors and pilots must be aware of its location and the procedures to be taken in the event of a hang-up.

4. SAFETY IN FREEFALL

- 4.1. When control in freefall is lost by a parachutist who is unable to regain it, he/she should operate his/her parachute immediately.
- 4.2. In freefall the responsibility for avoiding collision rests with the higher parachutist.
- 4.3. All B Licence parachutists and below must separate when jumping with others in freefall by a minimum altitude of 4,000ft AGL. All C Licence parachutists and above must separate when jumping with others in freefall by a minimum altitude of 3,500ft AGL, to ensure adequate separation before deploying their parachutes.
- 4.4. All freefall parachutists should signal their intentions before operating their main parachutes.
- 4.5. FS will only take place with Student Tandem Parachutists by BPA 'C' Licence parachutists and above and with the permission of the Tandem Instructor and CCI.

5. SAFETY DURING PARACHUTE DESCENTS

- 5.1. After operating the main parachute, all parachutists will check that their canopy has developed normally. If it has not, emergency procedures may need to be taken.
- 5.2. Throughout the descent parachutists should be aware of other parachutists and, if necessary, take avoiding action.
- 5.3. Under canopy the responsibility for avoiding collision rests with the higher parachutist.
- 5.4. Student Parachutists should land into wind.

- 5.5. Student Tandem Parachutists or parachutists acting as Student Tandem Parachutists are not permitted to take part in activities or disciplines prohibited to other Student Parachutists, other than F.S, which may take place with CCI approval.

6. INCIDENTS

- 6.1. Records are to be kept of all incidents, including malfunctions, deployment problems and injuries. Reports are also to be sent to the BPA (see Section 12, Documentation).

6.2. Investigation of Incidents

- 6.2.1. **Fatal Accidents.** The procedures for fatal accidents are covered on BPA Form 146.

- 6.2.2. **Other Incidents.** Including injuries will be investigated under Club arrangements unless special factors make a BPA investigation desirable.

7. DISCIPLINE

- 7.1. A CCI may suspend any parachutist from his/her Club for any breach of the BPA Operations Manual.

- 7.2. If a parachutist is permanently grounded from a Club. The parachutist's log book/card and BPA membership card should be endorsed, in red. The BPA must also be informed to prevent the re-issue of a new non-endorsed membership card.

- 7.3. A CCI who has reason for recommending the temporary or permanent suspension of any parachutist from all parachuting should state the case in writing to the Chairman of the STC. The parachutist concerned will have the right to appeal to the STC/BPA Council.

- 7.4. The Safety & Technical Officer or Chief Operating Officer may suspend any member from parachuting, or the rating/authorisation/qualification of a member, for a suspected breach of the BPA Operations Manual, until the next STC Meeting. A Panel of inquiry may be formed to investigate further. The member concerned will have the right to appeal at the said STC meeting.

- 7.5. The STC may suspend any member from parachuting, or the rating/authorisation/qualification of a member, for a suspected breach of the BPA Operations Manual or for any safety reason until the outcome of a report by a formal Tribunal if it is felt necessary.

N.B. Tribunal Proceedings – Rules and Procedures can be found on BPA Form 256.

7.6. Low Openings.

All instructors are authorised to ground any parachutist who has made a low opening without good reason, pending further investigation.

- 7.7. All instructors are expected to intervene whenever they observe a breach of the BPA Operations Manual and/or local SOPs, or an unsafe practice and bring it to the notice of the CCI.

SECTION 11

MEDICAL

1. MEDICAL REQUIREMENTS TO PARACHUTE

1.1. All parachutists must be in possession of a completed Declaration of Fitness to Parachute, Medical/Doctor's Certificate. BPA Forms 114 – 116 (see 1.1.1 – 1.1.4. below).

1.1.1. **Form 114. Declaration of Fitness to Parachute/Doctor's Certificate** is for all parachutists other than parachutists making a 'first' static line or AFF jump, or Tandem Parachute Instructors.

1.1.2. **Form 114A. 'Solo' Student Parachutist Declaration of Fitness to Parachute/Doctor's Certificate** is for Student Parachutists making a 'first' static line or AFF jump. The duly completed form is valid for the first and subsequent jumps during the period of validity of the form.

N.B. Student Tandem Parachutists may also use Form 114A, but Forms 114 or 115 may be more appropriate.

1.1.3. **Form 115. Student Tandem Parachutist Declaration of Fitness/Doctor's Certificate** is for Student Tandem Parachutists who may be unable to meet the requirements of Form 114, above.

1.1.4. **Form 116. Tandem Parachute Instructor Medical Certificate/Doctor's Certificate** is for Tandem Instructors.

1.2. In the case of persons under 18 years of age the signature of the witness of the Declaration of Fitness to Parachute/Medical Certificate must be that of the Parent/Guardian.

1.3. In the case of persons of 40 years of age or more the Doctor's Certificate section must be completed.

1.4. In the case of Tandem Parachute Instructors the Doctor's Certificate must be completed.

1.5 Validity.

All Declaration of Fitness to Parachute/Doctor's Certificates are only valid providing all the requirements as listed on the forms are met.

2. GENERAL

2.1. No person under the age of 16 years, or aged 55 years or over, will be permitted to carry out initial 'solo' parachute training. Exceptions to the higher age limit may be permitted if the person has previous recorded parachute experience (not to include Student Tandem Parachutist descents). Higher age limits for Student Tandem Parachutists may be acceptable (see BPA Form 115 – Student Tandem Parachutist Declaration of Fitness to Parachute/Doctor's certificate).

2.2. No parachutist will take any form of alcoholic drink before he/she has completed parachuting for the day. Persons deemed to be under the influence of alcoholic drink will not be permitted to parachute.

2.3. Parachutists who do not feel fit in all respects, including a head cold, must not parachute until fully recovered.

2.4. Illegal Drugs/Substances.

Possession or use of illegal drugs/substances by a BPA member at a Club or within a dropping zone will automatically lead to the withdrawal of his/her BPA membership and all that entails.

2.5. Blood Donors.

Sport parachutists are advised that parachuting and giving blood are not compatible. Whilst the quantity of blood is quickly replaced after donation, the necessary oxygen retaining qualities required at altitude are not.

2.6. Foreign Parachutists.

A parachutist from a foreign country may parachute at a BPA Club if he/she fulfils the medical requirements of that parachutist's own country.

SECTION 12

DOCUMENTATION

1. PERSONAL DOCUMENTS

1.1. All parachutists, riggers, packers, judges and DZ controllers must be current members of the British Parachute Association. Except in the case of other European Union (EU) parachutists, who are current members of their own country's parachuting governing organisations, are FAI certificated, have a minimum of 100 descents and hold current third party liability insurance cover of a minimum of €1,300,000.

1.2. All Parachutists must have either a Declaration of Fitness to Parachute/Doctor's Certificate or appropriate Medical Certificate (see Section 11 - Medical).

1.3. Parental Consent

All BPA members aged 16 or 17 must obtain the written consent of their parent/guardian before being permitted to commence parachute training and to make parachute descents. This must be by the parent/guardian signing a BPA Form of Agreement and a BPA Declaration of Fitness to Parachute/Doctor's Certificate. Their Club should normally hold these forms.

1.4. All BPA members are required to sign a Form of Agreement.

1.5. Parachutists' Log.

All parachutists must keep a personal log recording details of all of their sport parachute descents.

1.6. Parachute Records.

All parachutists must keep a record for each of their personal parachutes.

N.B.(1) In the case of all personal reserve and Tandem main parachutes the log will record every packing, repair and modification to the parachute to which they relate.

N.B.(2) In the case of BPA 'A' Licence parachutists and above, their parachuting log is adequate as a packing record for the main parachute.

1.7. BPA Parachutist Licence

Issued by the BPA detailing the qualifications of a parachutist (see Section 2, Para 2).

1.8. FAI Sporting Licence.

Issued by the BPA on behalf of the Royal Aero-Club of the U.K.

1.9. Parachute Packing Certificates.

Issued by the BPA office, application having been countersigned by a BPA instructor or rigger who has tested the applicant in the required packing procedure.

1.10. Ratings, Qualifications, Certificates of Competence

BPA ratings, qualifications and Certificate of Competence will only be awarded or issued to Full BPA members and will only be valid whilst that membership is current.

SEC 12/PAGE 1/JUL 2014

- 1.11. CCIs are responsible for ensuring that the personal documents of all Student Parachutists under their supervision are valid and up to date and that suitable documents are issued to all first jump 'solo' Student Parachutists following completion of their initial training course.
- 1.12. BPA 'A' Licence parachutists and above are responsible for maintaining their personal documents and ensuring that they are valid and up to date.

2. CLUB RECORDS

Club records must be maintained in accordance with this Operations Manual.

3. REPORTS

The following reports will be made by all Clubs:

3.1. Annual Parachuting Returns

- 3.1.1. This will show the number of parachute descents made within the club's DZ(s), excluding display descents.
- 3.1.2. It will also summarise injuries sustained by parachutists within the club's DZ(s). These will be categorised as follows:
 - a. **Fatal**
 - b. **Serious** - (Detained in hospital for 2 weeks or more).
 - c. **Medium** - (Admitted to hospital or rendered unfit for parachuting for at least three weeks or more).
 - d. **Slight** - (Unfit for parachuting for any period less than three weeks)
- 3.1.3. The Annual Return will also summarise parachute malfunctions and give other statistical information as requested by the BPA.
- 3.1.4. It is recommended that the appropriate form (BPA Form 150) is used for the Annual Return and is submitted as soon as possible after the 31st December each year.

3.2. Other BPA Reports.

The BPA require Reports in the following cases:

- 3.2.1. **Injury Reports** (BPA Form 117). Any injury to any parachutist requiring professional medical treatment whilst taking part in any parachuting activities, including training.
- 3.2.2. **Incident/Malfunction/Deployment Problem Report** (BPA Form 118). Any malfunction or deployment problem, any incident involving BPA members taking part in parachuting activities, or any incident involving an aircraft flight for the purpose of parachute dropping.
- 3.2.3. **Tandem Incident/Malfunction/Deployment Problem Report** (BPA Form 118A). Any malfunction or deployment problem, any incident involving BPA members taking part in Tandem parachuting activities.

SEC 12/PAGE 2/JUL 2014

3.2.4. **Third Party Claim** (BPA Form 119). Any incident involving injury to a third party or damage to property.

N.B. Reports should be sent to the BPA office on the appropriate form as soon as possible after the incident, injury or malfunction has taken place.

SECTION 13

DISPLAY PARACHUTING

1. TEAM LEADER

All display teams must have a Team Leader, who must fulfil the requirements of a Team Member (see para 3.2 below), plus the following:-

1.1. Additional Requirements

- 1.1.1. A minimum of 300 descents.
- 1.1.2. A minimum of 30 display descents.
- 1.1.3. Has passed a written examination, administered by the STO or COO on display procedures and flying operations.

N.B. A written recommendation of a CCI or an Advanced Instructor who is a current display team leader is required before taking the written examination.

- 1.2. The Team Leader is responsible for the parachuting and flying operations carried out by that Display Team.
- 1.3. It is the Team Leader's responsibility to make available to every team member, the BPA Operations Manual and other information as may be necessary to enable them to perform their duties. Team Leaders must also ensure that amendments to the BPA Operations Manual are incorporated.
- 1.4. The BPA and CAA are to be notified in writing not less than seven days in advance of any intended change of the team leader.
- 1.5. The Team Leader may delegate various responsibilities to qualified subordinates. This may be by the subordinate signing a form to accept responsibility for a specific area/duty. The Team Leader is to ensure that any person accepting responsibility is aware of what that responsibility entails.

2. TEAM REGISTRATION

- 2.1. Display teams are to register annually with the BPA, (from 1st April), using BPA Form 120. The team will then receive a Certificate of Registration.
- 2.2. Display Teams must also complete CAA form SRG1313 applying for a CAA Permission. This completed form must be sent to the BPA, who will then forward same to the CAA.

3. TEAM MEMBERS

3.1. Jumpmaster (JM)

- 3.1.1. BPA 'C' Licence holder, with a minimum of 300 descents.
- 3.1.2. A minimum of 20 display descents.

- 3.1.3. Must be nominated and fully briefed on his/her responsibilities as a JM by the team leader.
- 3.1.4. Must satisfy the team leader of his/her capability to carry out his/her responsibilities, (a log book endorsement will suffice).

3.2. BPA 'C' Licence Holders

- 3.2.1. Must have carried out a minimum of 5 consecutive, pre-declared, simulated, display landings, landing within 5 metres of the centre of the target. These must be carried out annually, prior to any display descents being carried out for the calendar year and these must be recorded in the parachutist's log and signed by a BPA team leader or BPA CCI.
- 3.2.2. May give displays using PLAs of not less than 5,000 square metres, of which the minimum width must be 50 metres. The PLA must be free from Major Hazards and not more than 10% of the area may be taken up with Minor Hazards. In all such cases adequate overshoot areas must exist on all sides.
- 3.2.3. Parachutists should not intentionally land closer than 15 metres to the edge of the arena.
- 3.2.4. The minimum Opening Height for BPA 'C' Licence parachutists on a display is 1,500 ft AGL.
- 3.2.5. Parachutists holding BPA 'C' Licence may make night displays provided they have at least 500 descents. (Also see Section 8, para 9).

3.3. BPA 'B' Licence Holders

- 3.3.1. Must have a minimum of 100 descents. Must have carried out a minimum of 5 consecutive, pre-declared, simulated, display landings, landing within 10 metres of the centre of the target. These must be carried out annually, prior to any display descents being carried out for the calendar year and these must be recorded in the parachutist's log and signed by a BPA team leader or BPA CCI.
- 3.3.2. May give displays using PLAs of not less than 20,000 square metres, of which the minimum width must be 100 metres. The PLA must be free from Major Hazards and not more than 5% of the area may be taken up with Minor Hazards. In all such cases adequate overshoot areas must exist on at least 3 sides.
- 3.3.3. Parachutists should not intentionally land closer than 30 metres to the edge of the arena.
- 3.3.4. Must have their CCI's written approval, (log book endorsement will suffice).

3.4. Dropping Zone Controller

- 3.4.1. The DZ Controller on a display must be a responsible BPA member, who holds, or has held a BPA 'B' Licence and has been fully briefed on his/her duties and responsibilities by the Team Leader.
- 3.4.2. The DZ Controller must have at least the following on a display:
 - a. Ground to air signals.
 - b. A method of measuring wind speed and direction.

- c. Access to first aid equipment and emergency services.
- d. A written 'Incident Procedure'. The Team Leader must have briefed the DZ Controller on that procedure.

4. EQUIPMENT

- 4.1.** Parachutists must be fully familiar with the equipment they intend using on a display.
- 4.2.** Parachutists taking part in displays must be equipped with ram-air reserves.
- 4.3.** Parachutists taking part in displays must use equipment fitted with an operational AAD, which must be switched on prior to jumping.

N.B. The above sub-para (4.3) does not apply to parachutists taking part in water displays.

- 4.4.** Ancillary equipment such as cameras, flags, smokes etc should not be carried by jumpers for at least their first 5 display descents.

5. CANOPY FORMATION (CF)

Canopy Formation may only be carried out on displays by BPA 'C' Licence parachutists of proven CF ability (CF1) and they must be cleared to do so by the Team Leader, (a log book endorsement will suffice).

6. CANOPY PILOTING (CP)

High performance swoop landings may only be carried out on displays by BPA 'C' Licence parachutists of proven CP ability (CP1) and they must be cleared to do so by the Team Leader, (a log book endorsement will suffice). Conditions and landing area size must be taken into account before permission is given.

7. CURRENCY

- 7.1.** Team Leaders are responsible for ensuring the currency of all team members, prior to any display.
- 7.2.** All display parachutists must have completed a minimum of 100 descents in the 2 years prior to the display being carried out, of which 20 must have been within the 3 months prior to the display and of which 5 of the 20 must have been on the same type and size of canopy which is to be used on the display.

N.B. The 5 descents on the same type and size of canopy requirement do not apply to water displays.

8. PREPARATION PROCEDURE

- 8.1.** Display PLAs must be visited and reconnoitred by an experienced team member before a display is due to be given. Existing and anticipated hazards must be plotted.
- 8.2.** Written permission of the Landowner(s), or landowner(s) agent(s) must be obtained.

- 8.3. Liaise with local Police and confirm that they have no objection to the proposed display.
- 8.4. Organise any necessary air traffic clearance, (BPA Form 185).
- 8.5. Notify the Airspace Regulation of NATS (see Section 8, para 9.12), if possible 28 days in advance (BPA Form 185), a copy of which must be sent to the BPA.

9. REPORTS

9.1. Annual Returns

All display teams are required to submit Annual Returns to the BPA, as soon as possible after the 31st December each year, giving the following information:

- 9.1.1. Dates and locations of each display, for the calendar year.
- 9.1.2. Number of parachutists on each display.

9.2. Incident Reports

The BPA also requires reports of any display that has not gone according to plan. These reports must be submitted giving all relevant details (BPA Forms 117-119, where applicable) as soon as possible after the incident has taken place.

SECTION 14

RIGGING

1. GENERAL

1.1. Repair and Manufacture.

The repair and manufacture of all parachute equipment may only be carried out by the following:

- 1.1.1. BPA Rigger Examiners (RE)s, Advanced Riggers (ARs) and Parachute Riggers (PRs), or Basic Riggers (BRs) under training (who must have all work inspected by their supervising rigger).
- 1.1.2. Recognised parachute equipment manufacturers.

1.2. Assembly.

The assembly of parachuting equipment may only be carried out by the following:

- 1.2.1. Those listed in para 1.1.1. and 1.1.2. above.
- 1.2.2. Advanced Parachute Packers.
- 1.2.3. Holders of the appropriate packing certificate(s).

2. BASIC RIGGER (BR)

2.1. The qualifications required for Basic Rigger training are as follows:

- 2.1.1. Must be a full BPA Member
- 2.1.2. Must hold an Advanced Packer (S) qualification.
- 2.1.3. Have a written recommendation from a CCI or Advanced Rigger, who has known the candidate for a minimum of six months.

2.2. To become a Basic Rigger the candidate must fulfil the requirements of the Basic Rigger Course Syllabus (BPA Form 199). There are two methods of pursuing this course of training, as listed in the course syllabus.

2.3. BRs may carry out all the requirements of the Parachute Rigger Course Syllabus prior to attending a Parachute Rigger Course, under the direct supervision of a PR.

2.4. The work limitations, record keeping and currency requirements of the Basic Rigger rating are detailed in the Basic Rigger Course Syllabus.

3. PARACHUTE RIGGER (PR)

- 3.1. To become a Parachute Rigger (PR) the candidate must first have successfully completed Basic Rigger training (either method). The candidate must then attend a Parachute Rigger Course as per the Parachute Rigger Course Syllabus (BPA Form 200).
- 3.2. The work limitations, record keeping and currency requirements of the Parachute Rigger rating are detailed in the Parachute Rigger Course Syllabus.

4. ADVANCED RIGGER (AR)

- 4.1. The qualifications required to attend an Advanced Rigger Course are as follows:
 - 4.1.1. Must have been a PR for at least two years.
 - 4.1.2. Have a written recommendation from an Advanced Rigger, who has known the candidate for a minimum of six months.
- 4.2. The Advanced Rigger candidate must fulfil the requirements of the BPA Advanced Rigger Course as per the Advanced Rigger Course Syllabus (BPA Form 201).
- 4.3. PRs may carry out all the requirements of the Advanced Rigger Course Syllabus prior to attending an Advanced Rigger Course, under the direct supervision of an AR.
- 4.4. The work limitations, record keeping and currency requirements of the Advanced Rigger rating are detailed in the Advanced Rigger Course Syllabus.

5. RIGGER EXAMINER (RE)

- 5.1. The qualifications required to attend a Rigger Examiner Course are as follows:
 - 5.1.1. Must have been an AR for at least two years.
 - 5.1.2. Must have attended a 'Methods of Instruction' lecture on a BPA Instructors' Course, or can demonstrate a instructional experience and background.
- 5.2. The Rigger Examiner candidate must fulfil the requirements of the BPA Rigger Examiner Course Syllabus as per the Rigger Examiner Course Syllabus (BPA Form 202).
- 5.3. The work limitations, record keeping and currency requirements of the Rigger Examiner rating are detailed in the Rigger Examiner Course Syllabus.

6. EVALUATION/EXAMINATION APPEALS

Any candidate who fails an evaluation or examination for any rigger or RE qualification may appeal against such a decision. In the first instance such appeal must be made to the STC, via the Riggers' Committee. STC's subsequent ruling will be referred to Council for ratification and a further appeal may be made to Council at that time.

7. RESPONSIBILITY

Rigger Examiners must be fully aware of their responsibilities towards every BPA member and to the candidate he/she may be assessing, and to the consequences which may flow from an accident due to faulty rigging. If there is any reasonable doubt in the mind of a RE that a candidate he/she is assessing is too inexperienced, is temperamentally unsound or is in any other way unsuitable then the RE must not sign the rating.

8. RIGGER RATING RENEWALS

Rigger ratings expire on the 31st March each year, but may be renewed up to six months after that date. To renew a rigger's rating the rigger must satisfy an Advanced Rigger, or a Rigger Examiner in the case of a RE rating renewal, that he/she is current in all aspects of rigging relevant to their status.

N.B.(1) Once a rigger rating has expired the rigger may not exercise the privileges of that rating until the rating is renewed.

N.B.(2) Advanced Riggers or Rigger Examiners may not endorse their own rating renewal applications.

9. BREACH OF OPERATIONS MANUAL

The Chairperson of the Riggers' Sub-committee may, in consultation with the Safety & Technical Officer and/or Chief Operating Officer deal with a rigger/packer alleged to be in breach, or suspected breach of the Operations Manual, in a number of ways:

- 9.1.** Be dealt with informally by way of a letter setting out the allegation/breach and, if appropriate, advising the rigger/packer as to their future conduct, or
- 9.2.** The allegation/breach should be referred to the Riggers' Sub-Committee, or STC to decide if a formal Tribunal is required, or
- 9.3.** Form a Panel of Inquiry to investigate the matter further.

N.B. Tribunal Proceedings – Rules and Procedures can be found on BPA Form 256.