



Examination Pro-forma

When completed the Lead Examiner is to return all pages (except for the temporary licence if the candidate was successful) directly to the BHPA office for processing.

PART 1 To be completed by the Examination Co-ordinator

Candidate's name _____ M/ship No. _____ Telephone No. _____

Type of examination applied for _____

Senior Examiner _____ Exam fee paid £ _____

Assistant Examiner(s) _____

PART 2 To be completed by the Lead Examiner

Indicate (✓) whether the following documents were produced for verification:

<input type="checkbox"/> BHPA valid membership card/licence <input type="checkbox"/> Instructor Log Book <input type="checkbox"/> Valid Driving Licence OR PPL <input type="checkbox"/> Flight Log Book <input type="checkbox"/> First Aid Certificate - Copy to BHPA office <input type="checkbox"/> Completed Medical Declaration - Copy to BHPA office <input type="checkbox"/> Pilot rating in the relevant discipline <input type="checkbox"/> Proof of training courses attended <p>(See Technical Manual for required documents for each licence)</p>
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Date of examination: _____ Site: _____

Circumstances of examination (post-course, in situ at school, licence extension, etc.):

Comments: _____

PART 3 Examiner's recommendations (delete as necessary)

It is / is not recommended that a Licence be issued in the following categories :

PARAGLIDING	HANG GLIDING	PARASCENDING
Dual Pilot <input type="checkbox"/>	Dual Pilot <input type="checkbox"/>	Dual Pilot Square <input type="checkbox"/>
AEI(Dual) <input type="checkbox"/>	AEI(Dual) <input type="checkbox"/>	AEI(Dual) Square Tow <input type="checkbox"/>
Senior AEI(Dual) <input type="checkbox"/>	Senior AEI(Dual) <input type="checkbox"/>	AEI(Solo) Round Land <input type="checkbox"/>
Instructor <input type="checkbox"/>	Instructor <input type="checkbox"/>	Senior AEI(Solo) <input type="checkbox"/>
Senior Instructor <input type="checkbox"/>	Senior Instructor <input type="checkbox"/>	Senior AEI(Dual) <input type="checkbox"/>
Development Instructor <input type="checkbox"/>	Development Instructor <input type="checkbox"/>	Instructor <input type="checkbox"/>
Senior Development Instructor <input type="checkbox"/>	Senior Development Instructor <input type="checkbox"/>	Senior Instructor <input type="checkbox"/>
Environments : Hill <input type="checkbox"/> Tow <input type="checkbox"/> Power <input type="checkbox"/> Speed Flying <input type="checkbox"/>	Environments : Hill <input type="checkbox"/> Tow <input type="checkbox"/> Power <input type="checkbox"/> Aerotow <input type="checkbox"/>	Round <input type="checkbox"/> Square <input type="checkbox"/>
Senior Tow Coach <input type="checkbox"/>	Senior Tow Coach <input type="checkbox"/>	Senior Tow Coach Square <input type="checkbox"/>
	Senior Power Coach <input type="checkbox"/>	Senior Tow Coach Round <input type="checkbox"/>
	Senior Aerotow Coach <input type="checkbox"/>	

If successful the candidate has been issued with a temporary licence (see final page).

If unsuccessful it is recommended that the candidate is allowed to apply for a re-test, after _____ months.

Name (Lead Examiner): _____ Signed: _____

If the examination was not completed state the reason _____

and list those areas outstanding _____



EXAMINATION - AIR EXPERIENCE INSTRUCTOR (SOLO)

PRACTICAL ELEMENT

PREPARATION AND GROUND TRAINING

	Poor	Fair	Avg	Good	V Good
Initial introduction to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude/approach to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of BHPA membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Code of Conduct					
- resident club policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- landowner/tenant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction to equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstration of Daily Inspection procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landing techniques					
- teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- demonstrating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to assess sites and conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to assess student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructional technique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualities of candidate as an instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTROL/COMMUNICATIONS

	Poor	Fair	Avg	Good	V Good
Canopy inflation/briefing of crew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preflight checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT CARE AND MAINTENANCE

	Poor	Fair	Avg	Good	V Good
Ability to assess the suitability of:					
- personal clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- canopies and harnesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- canopy to student compatability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to assess damage and reparability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Care of equipment during practical phase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INTERVIEW ELEMENT

PRE-OPERATIONAL REQUIREMENTS

	Poor	Fair	Avg	Good	V Good
Understanding who is in charge and why	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of obligation to check:					
- weather forecast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- local authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of telephones and medical services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of BHPA Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of FSC structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awareness of membership schemes & regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Why the need to stress the risk factor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INTERVIEW ELEMENT (Cont)**TRAINING PROGRAMMES AND RATINGS**

Knowledge of PA Training and Rating

Poor	Fair	Avg	Good	V Good
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREFLIGHT REQUIREMENTS

Launch point selection and hazards to avoid

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Need to reconnoitre area

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Wind limitations for student ability/weight

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Proximity to water and precautions needed

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Safety equipment suitability

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Water and tree landing precautions

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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INCIDENT PROCEDURES

Why the need to report - when and to whom

Poor	Fair	Avg	Good	V Good
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Knowledge and use of the Incident Report form

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Need for quick reporting in severe cases

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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KNOWLEDGE AND UNDERSTANDING OF SAFETY REQUIREMENTS etc.

Specific bans

Poor	Fair	Avg	Good	V Good
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Tow launched operations

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Recommended Practices

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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BHPA regulations

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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METEOROLOGY

General understanding

Poor	Fair	Avg	Good	V Good
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Understanding of localised conditions

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Wind shear and gradient

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Dangerous weather conditions

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Thermals and associated weather

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Causes of turbulence

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Knowledge of rotors and 'dead' air zones

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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REPORT TO THE CHIEF EXAMINER

The Lead Examiner is to complete this section.

The Lead Examiner's comments will form the basis of the Chief Examiner's Report to the candidate's Chief Flying Instructor on the standard attained, so it is essential to provide an objective assessment, concentrating on those areas of outstanding success or failure.

Candidate's name: _____ Examination date: _____

MOCK EXAM

Chief Examiner's comments: _____

To the CFI: This report is intended to highlight any weak points in the candidate which, although not perhaps sufficient to warrant failure, will need further training or correction.

It will also help to identify any recurring faults in candidates which you present for examination.

TEMPORARY LICENCE

The Chief Examiner's Brief

The Lead Examiner should read out each point in the relevant section below in turn and satisfy himself that the newly licenced member is aware of the added responsibilities. After adding any constructive comments he is to complete the Temporary Licence at the bottom of this page and hand this complete page to the successful candidate.

For newly Licensed Instructors:

The Chairman of the Flying and Safety Committee wants you made aware of the following points:

1. You may only instruct students in the disciplines shown on your licence.
2. You have a DUTY OF CARE towards your students. Don't be intimidated by anyone to carry out operations or training that you are not happy with; and do not hesitate to cease flying or restrict or repeat exercises.
3. You MUST warn all newcomers into the sport about the RISK of injury. It is a sport - NOT a fun fair ride.
4. Make certain that every student is a BHPA member - issue an Introductory Membership Certificate or check their BHPA membership card.
5. Treat every situation as unique - students, launches and flights. Be ready for the unexpected and remember that the weather can change dramatically, especially in hilly terrain, near the coast, or in the summer.
6. If you're not sure whether or not to submit an Incident Report, then send it anyway.
7. Read, take note and act on all Safety and Training information which may appear in SKYWINGS magazine, plus any official Safety Notices you may receive.
8. The issue of your licence means you are considered competent to operate unsupervised and to train students and pilots to all levels within the permitted categories. You have much still to learn, however, but providing you maintain the correct attitude and approach to the sport you will improve as your experience grows.
9. You should be thoroughly conversant with the relevant sections of the Technical Manual.
10. SAFETY REQUIREMENTS AND OPERATING PROCEDURES MUST BE FOLLOWED.
11. To add Extensions to this new Licence you should contact your CFI for details of how to proceed.

LEAD EXAMINER'S COMMENTS: _____

TEMPORARY LICENCE

This is to certify that, subject to compliance with the Rules and Regulations of the British Hang Gliding & Paragliding Association, a temporary Licence is granted in the category shown below for a period of 28 days from:

Date: _____

PARAGLIDING	HANG GLIDING	PARASCENDING
Dual Pilot <input type="checkbox"/>	Dual Pilot <input type="checkbox"/>	Dual Pilot Square <input type="checkbox"/>
AEI(Dual) <input type="checkbox"/>	AEI(Dual) <input type="checkbox"/>	AEI(Dual) Square Tow <input type="checkbox"/>
Senior AEI(Dual) <input type="checkbox"/>	Senior AEI(Dual) <input type="checkbox"/>	AEI(Solo) Round Land <input type="checkbox"/>
Instructor <input type="checkbox"/>	Instructor <input type="checkbox"/>	Senior AEI(Solo) <input type="checkbox"/>
Senior Instructor <input type="checkbox"/>	Senior Instructor <input type="checkbox"/>	Senior AEI(Dual) <input type="checkbox"/>
Development Instructor <input type="checkbox"/>	Development Instructor <input type="checkbox"/>	Instructor <input type="checkbox"/>
Senior Development Instructor <input type="checkbox"/>	Senior Development Instructor <input type="checkbox"/>	Senior Instructor <input type="checkbox"/>
Environments : Hill <input type="checkbox"/> Tow <input type="checkbox"/> Power <input type="checkbox"/> Speed Flying <input type="checkbox"/>	Environments : Hill <input type="checkbox"/> Tow <input type="checkbox"/> Power <input type="checkbox"/> Aerotow <input type="checkbox"/>	Round <input type="checkbox"/> Square <input type="checkbox"/>
Senior Tow Coach <input type="checkbox"/>	Senior Tow Coach <input type="checkbox"/>	Senior Tow Coach Square <input type="checkbox"/>
	Senior Power Coach <input type="checkbox"/>	Senior Tow Coach Round <input type="checkbox"/>
	Senior Aerotow Coach <input type="checkbox"/>	

Name of holder: _____

Examiner's signature: _____

Examiner's name: _____