



# 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"/> | Personal copy of the relevant Tech. Manual |
| <input type="checkbox"/> | Instructor Log Book                        |
| <input type="checkbox"/> | Valid Driving Licence OR PPL               |
| <input type="checkbox"/> | Flight Log Book                            |
| <input type="checkbox"/> | 1st Aid Certificate                        |
| <input type="checkbox"/> | Pilot rating in the relevant discipline    |
| <input type="checkbox"/> | Proof of training courses attended         |

Date of examination: \_\_\_\_\_ Site: \_\_\_\_\_

Circumstances of examination (post-course, in situ at school, conversion 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
INSTRUCTOR - Hill <input type="checkbox"/>	INSTRUCTOR - Hill <input type="checkbox"/>	INSTRUCTOR - Round <input type="checkbox"/>
Tow <input type="checkbox"/>	Tow <input type="checkbox"/>	Square <input type="checkbox"/>
Power <input type="checkbox"/>	Power <input type="checkbox"/>	AEI Solo (Rnd) <input type="checkbox"/>
	Aerotow <input type="checkbox"/>	
SENIOR	SENIOR	SENIOR
INSTRUCTOR - Hill <input type="checkbox"/>	INSTRUCTOR - Hill <input type="checkbox"/>	INSTRUCTOR - Round <input type="checkbox"/>
Tow <input type="checkbox"/>	Tow <input type="checkbox"/>	Square <input type="checkbox"/>
Power <input type="checkbox"/>	Power <input type="checkbox"/>	AEI Solo (Rnd) <input type="checkbox"/>
AEI Dual <input type="checkbox"/>	Aerotow <input type="checkbox"/>	AEI Dual (Sq) <input type="checkbox"/>
	AEI Dual <input type="checkbox"/>	
SENIOR TOW COACH <input type="checkbox"/>	SENIOR TOW COACH <input type="checkbox"/>	
SENIOR POWER COACH <input type="checkbox"/>	SENIOR AEROTOW COACH <input type="checkbox"/>	
	SENIOR POWER 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.

Signed (Lead Examiner): \_\_\_\_\_

If the examination was not completed state the reason \_\_\_\_\_

and list those areas outstanding \_\_\_\_\_



# EXAMINATION - AIR EXPERIENCE INSTRUCTOR (SOLO)

## PRACTICAL ELEMENT

<b>PREPARATION AND GROUND TRAINING</b>	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"/>
 <b>CONTROL/COMMUNICATIONS</b>	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"/>
 <b>EQUIPMENT CARE AND MAINTENANCE</b>	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 compatibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to assess damage and repairability	<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

<b>PRE-OPERATIONAL REQUIREMENTS</b>	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"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Need to reconnoitre area

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

Wind limitations for student ability/weight

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

Proximity to water and precautions needed

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

Safety equipment suitability

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

Water and tree landing precautions

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

**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"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Need for quick reporting in severe cases

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

**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"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Tow launched operations

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

Recommended Practices

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

BHPA regulations

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

**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"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Wind shear and gradient

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

Dangerous weather conditions

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

Thermals and associated weather

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

Causes of turbulence

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

Knowledge of rotors and 'dead' air zones

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

MOCK EXAM



# 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
INSTRUCTOR - Hill <input type="checkbox"/>	INSTRUCTOR - Hill <input type="checkbox"/>	INSTRUCTOR - Round <input type="checkbox"/>
Tow <input type="checkbox"/>	Tow <input type="checkbox"/>	Square <input type="checkbox"/>
Power <input type="checkbox"/>	Power <input type="checkbox"/>	AEI Solo (Rnd) <input type="checkbox"/>
	Aerotow <input type="checkbox"/>	
SENIOR	SENIOR	SENIOR
INSTRUCTOR - Hill <input type="checkbox"/>	INSTRUCTOR - Hill <input type="checkbox"/>	INSTRUCTOR - Round <input type="checkbox"/>
Tow <input type="checkbox"/>	Tow <input type="checkbox"/>	Square <input type="checkbox"/>
Power <input type="checkbox"/>	Power <input type="checkbox"/>	AEI Solo (Rnd) <input type="checkbox"/>
AEI Dual <input type="checkbox"/>	Aerotow <input type="checkbox"/>	AEI Dual (Sq) <input type="checkbox"/>
	AEI Dual <input type="checkbox"/>	
SENIOR TOW COACH <input type="checkbox"/>	SENIOR TOW COACH <input type="checkbox"/>	
SENIOR POWER COACH <input type="checkbox"/>	SENIOR AEROTOW COACH <input type="checkbox"/>	
	SENIOR POWER COACH <input type="checkbox"/>	

Name of holder: \_\_\_\_\_

Examiner's signature: \_\_\_\_\_ Examiner's name: \_\_\_\_\_

**NOTE: THIS LICENCE IS VALID ONLY FOR USE WITHIN A REGISTERED SCHOOL**