

# British Hang Gliding and Paragliding Association

8 Merus Court, Meridian Business Park, Leicester LE19 1RJ. Tel. 0116 289 4316 Fax. 0116 281 4949

## Instructions to Assessors

The CFI/CAC/CTC should ensure that all Instructors duly appointed as Assessors within the school or club are fully qualified, are in current practice and that they understand their role and responsibilities.

It is not necessary for the candidate to make formal application through the BHPA for assessment - the school or club can be approached direct.

The CFI/CAC/CTC must ensure that any and all training is completed, and the necessary log entries recorded, before allowing the assessment to be carried out.

It must be clearly understood by the Assessor and candidate which license or extension is being sought and the type clearly entered on page 1 of the attached pro-forma.

The Assessor should complete the relevant check boxes on page 1, checking log records where necessary. All other certificates should be current and valid.

Before the assessment starts the candidate must be briefed on what to expect and what his or her responsibilities are - it is, for instance, expected that they would take all operational decisions; the Assessor intervening only if safety is threatened.

The assessment should be conducted in a logical sequence, covering the general areas shown. Where the Assessor detects a weakness it must be explored to determine whether safety is jeopardised. Catch questions or scenarios are not allowed, nor is the introduction of deliberately unsafe situations or equipment.

Assessors must avoid turning the assessment into a training event - the candidate's performance should be judged by objectively scoring relative to a sensible standard. Candidates who break a Safety Requirement and potential Operators who fail to carry out Emergency Procedures near-faultlessly should be failed automatically and the assessment should stop.

On completion of the assessment the candidate should be debriefed on his or her strengths and weaknesses and, if failed, the reasons must be given verbally and recorded on the pro-forma.

If successful the details must be entered clearly in the candidate's Instructor Log Book (Extension section) or - for Dual Pilots, in the Flight Log Book (Endorsement section).

Finally, the completed pro-forma must be returned to the BHPA Office for recording and for the Chief Examiner's scrutiny.

**ALTHOUGH NO ASSESSMENT FEE IS PAYABLE BY THE CANDIDATE - THE REGISTRATION FEE AND INSURANCE SUPPLEMENT(S) MUST ACCOMPANY THE ASSESSMENT PAPERWORK.** Standard Registration fee £10.

(NB - AEID and Dual Pilot PG(H) incur insurance supplements, please contact the office for current fee).



# Assessment Pro-forma

When completed the CFI/CAC/CTC is to return all pages to the BHPA Office with the Registration fee. Standard fee of £10 for all assessments. (NB - AEID and DP PG (Hill) incur insurance supplements, please contact the office for current fee).

**PART 1** To be completed by the Assessor

Candidate's name \_\_\_\_\_ M/ship No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Type of assessment \_\_\_\_\_

Assessors and assistant Assessors \_\_\_\_\_

I confirm that the candidate has met all the pre-requisites and produced the following documents for verification:

- a) BHPA valid Instructor licence
- b) Personal copy of the relevant Technical Manual
- c) Instructor Log Book/Operator Log
- d) Valid Driving Licence
- e) Flight Log Book
- f) 1st Aid Certificate (\*)
- g) Pilot rating in the relevant discipline
- h) Proof of training course completed
- i) Coach Course

Instructor Extension	Tow Coach	Operator	AEI Dual	Dual Pilot
	N/A	N/A	N/A	N/A
		N/A		N/A
				N/A
			N/A	N/A
		N/A		
		N/A		N/A
N/A		N/A		N/A

(\*) It is recommended that Operators hold a 1st Aid Certificate

Date of assessment \_\_\_\_\_ Site \_\_\_\_\_

Comments \_\_\_\_\_

## **PART 2** Assessor's recommendations ( ✓ as necessary).

The registration fee (£10) is attached - please record the following (I have entered the details in the candidate's Instructor Log Book):

DISCIPLINE: HG  PG  PA

Instructor Licence Extension: TOW (Round)  TOW (Wing)

Tow Coach Licence: TOW  AEROTOW

Operator (Tug Pilot Only): AEROTOW TUG (Flexwing)  AEROTOW TUG (3 Axis)

Operator: MOBILE/PAYOUT WINCH  STATIC WINCH  VEHICLE

AEI (Dual Only): HILL  TOW  AEROTOW

Dual Pilot Lic: HILL  TOW  AEROTOW

Signed (Assessor) \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Memb.No. \_\_\_\_\_



# ASSESSMENT - DUAL PILOT

## PRACTICAL ELEMENT

<b>INTRODUCTION - points covered</b>	Poor	Fair	Avg	Good	V Good
Risk warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General description/brief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any Infirmities/disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>PRE-FLIGHT REQUIREMENTS</b>	Poor	Fair	Avg	Good	V Good
Ability to assess conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selection of launch point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proximity of hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Daily Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check co-flyer's: Footware suitability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clothing suitability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helmet fitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combined weight within glider weight range?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flight plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>GROUND TRAINING</b>	Poor	Fair	Avg	Good	V Good
Harness fitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Launch drills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landing drills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>BRIEFINGS</b> <i>(minimum standard 'Good')</i>	Poor	Fair	Avg	Good	V Good
Flight plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take-off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanations during flight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landing (including, for PG, post landing deflations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debriefings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **FLIGHT ABILITY** *(minimum standard 'Good')*

**(You are expected to see the pilot fly a minimum of three dual flights, plus one solo flight if hill launch: and check for consistent clean launches and controlled landings).**

	Poor	Fair	Avg	Good	V Good
Pre-flight checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
inflation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
take-off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
under-tow <i>(tow launch only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
on release <i>(tow launch only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
in free flight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
during turns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
whilst soaring/ridge flying (hill launch only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
set exercise (s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
landing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
recovery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to assess height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
landing accuracy (within 10 metres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>EMERGENCY PROCEDURES</b> <i>(Tow launch only)</i>	Poor	Fair	Avg	Good	V Good
Correctly state procedures for dealing with:					
slow rotations/driftng off line slowly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
fast rotations/ turning off line quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
low or ground level rotations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
tip cell collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
partial deflations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of: release failure causes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
release failure remedies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ground drag on tow line	<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
Understand/define: who is in charge and why	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
need to stress risk factor of sport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
the Dual Pilot's legal responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand the need to check the co-flyer for signs of:					
drink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
drugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
fatigue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
peer pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
abnormal apprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>EMERGENCIES AND PROBLEM AREAS</b>	Poor	Fair	Avg	Good	V Good
Causes of rotation on tow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Importance of wing position relative to tow line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Why release both line ends in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problems associated with: tall/short co-flyer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
heavy/light co-flyer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effect of different pilot weights on risers/spreaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strong conditions - use of ground crew for take - off and landing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of use of alternative controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>AIR LAW AND AIRMANSHIP</b>	Poor	Fair	Avg	Good	V Good
Explain fully the collision avoidance rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(minimum standard 'V Good')</i>					
Explain the effects of:					
a) higher wing loading on: air speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
the stall point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
turning radius	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
in turbulence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) low wing loading (light pilots)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of: basic airfield procedure and signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dual 'flyable' 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"/>
hazards from other aircraft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dangerous cloud formations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
flying on congested sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
causes of deflations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
recovery from - spins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- stalls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- deflations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DUAL FLYING REGULATIONS**

	Poor	Fair	Avg	Good	V Good
<b>Explain accurately</b> - membership requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
tuition and 'valuable consideration'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
age limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
parental permission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
briefing responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
flight log recording responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hill launch assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
equipment - certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- harnesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- emergency parachutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BHPA insurance coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# THE CHIEF EXAMINER'S BRIEF

The assessor should read out each point in the relevant section below in turn and satisfy himself that the newly qualified member is aware of the added responsibilities. **He should ensure that he has recorded the details of the qualification in the candidate's Instructor Log Book - the entry must be clear and signed and dated by the Assessor.**

## **To All Successful Candidates:**

The chairman of the Flying and Safety Committee wants you to be made aware of the following points:

1. You may only operate, instruct or supervise in the disciplines shown on your licence and in the Licence Extensions section of your Instructor Log Book.
2. When acting as a qualified BHPA member you have a DUTY OF CARE towards those whom you are towing, carrying or instructing. 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. Treat every situation as unique - students, tows 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.
4. You must comply with the requirements laid down in the BHPA Technical Manual; and you should read, take note and act on all Safety and Training information which may appear in the SKYWINGS magazine, plus any official Safety Notices you may receive.

## **5. SAFETY REQUIREMENTS, RECOMMENDED PRACTICES AND OPERATING PROCEDURES MUST BE FOLLOWED.**

### **To Licenced Instuctors gaining an additional Extension:**

1. You **MUST** warn all newcomers to the sport about the RISK of injury. It is a sport - NOT a fun fair ride.
2. Make certain that every student is a BHPA member - issue an introductory Membership certificate or check their BHPA membership card.
3. If you're not sure whether to submit an Incident Report, then send it in anyway.
4. 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 but you still have much to learn.

### **To newly Licenced Operators:**

1. You may now operate the tow unit providing that there is a suitably qualified Instructor or Tow Coach in charge of the operation.

### **To newly Licenced Dual Pilots:**

1. You **MUST** warn all newcomers to the sport about the RISK of injury. It is a sport - NOT a fun fair ride.
2. If you're not sure whether or not to submit an Incident Report, then send it in anyway.
3. When operating within a school you must ensure that anyone you carry is a BHPA member. Outside a school environment this procedure is strongly recommended.

**NOTE: THIS QUALIFICATION (AND THE ATTACHED BENEFITS) IS VALID ONLY WHEN USED WITHIN A REGISTERED BHPA SCHOOL OR CLUB.**