

# British Hang Gliding and Paragliding Association

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## 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 \_\_\_\_\_

Assessor's and assistant Assessor's \_\_\_\_\_

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):

<b>DISCIPLINE:</b>	<b>HG</b> <input type="checkbox"/>	<b>PG</b> <input type="checkbox"/>	<b>PA</b> <input type="checkbox"/>
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**Instructor Licence Extension:** TOW (Round)  TOW (Wing)

**Tow Coach Licence:** TOW  AEROTOW

**Operator Licence:** AEROTOW TUG  AEROTOW TUG   
(Flexwing) (3 Axis)

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 - COACH (TOW)

## PRACTICAL ELEMENT

<b>PREPARATION AND TRAINING</b>	Poor	Fair	Avg	Good	V Good
Selection of launch point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to assess conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Briefing of support crew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualities of candidate as coach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>EQUIPMENT</b>	Poor	Fair	Avg	Good	V Good
Ability to assess equipment serviceability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awareness of harness tow point attachments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>COMMUNICATIONS</b>	Poor	Fair	Avg	Good	V Good
Pre-flight check monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signal relaying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action in event of line break	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision technique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>PERSONAL FLYING ABILITY</b>	Poor	Fair	Avg	Good	V Good
Canopy/glider control - take off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- under tow	<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"/>
- set exercise performance	<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"/>
Demonstrate a knowledge of canopies/gliders used	<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:					
- A T C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- 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 cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of BHPA Structure/systems	<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"/>

<b>PRE-FLIGHT REQUIREMENTS</b>	Poor	Fair	Avg	Good	V Good
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 tow run	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blow-back precautions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind limitations for pilot 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"/>
Water and tree landing precautions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of ground crew duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Importance of landing position/landing roll practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**INTERVIEW ELEMENT (Continued)**

<b>INCIDENT PROCEDURES</b>	Poor	Fair	Avg	Good	V Good
Why the need to report - when and to whom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of need to investigate cause of emergency	<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"/>
Ability to assess the severity of injuries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <b>CARE &amp; MAINTENANCE OF EQUIPMENT</b>	 Poor	 Fair	 Avg	 Good	 V Good
Knowledge of weakness of release systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of canopy/glider trimming techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <b>KNOWLEDGE AND UNDERSTANDING OF RELEVANT SAFETY REQUIREMENTS</b>	 Poor	 Fair	 Avg	 Good	 V Good
General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tow launch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific bans	<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"/>
Purpose of weak link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permitted weak link values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <b>FLIGHT SAFETY AND AIRMANSHIP</b>	 Poor	 Fair	 Avg	 Good	 V Good
Basic airfield procedure and signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awareness of other sports in close proximity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of dangers from other aircraft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of Airspace Restrictions	<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.**