



# 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 \_\_\_\_\_

**PLEASE NOTE THE FOLLOWING:**

The Examiner should complete the relevant check boxes on page 1 and check the relevant Flight and/or Instructor Log Book entries. Check that all other certificates are current and valid.

Before the examination 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 examiner intervening only if safety is threatened.

In order to pass the examination the candidate must achieve a ‘Pass’ for ALL the elements examined. The Examiner may choose to revisit weak areas should they feel it appropriate. Examiners must avoid turning the examination into a training session. Candidates who break a Safety Requirement or who operate in an unsafe manner should be failed automatically and the examination should stop at that point.

Overall the candidate should demonstrate a systematic and logical approach to the students’ training. Demonstrations should be plentiful and of a high standard. They should demonstrate appropriate feedback with confirmation of understanding (using ‘question and answer’ technique), all common failings. The candidate should show good levels of leadership and group control. They should have a reasonable working knowledge of the BHPA and its systems. This does not mean they need to be able to recite the Tech. Manual, but they should be familiar with it and be able to use it as a source of reference.

**Phases 1-3 must be completed up to and including exercise 13 (as they are fundamental and the base for all other training).**

Where there is the following; | \_\_\_\_\_ | \_\_\_\_\_ | then this requires a tick indicating either ‘fail or pass’.

Explanation	Demo(s)	Feedback
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Where there is the following;    then this requires either ‘fail or pass’ to be inserted as appropriate. The boxes are an indication that some form of practical demonstration would normally be required, in most instances to be performed by the exam candidate.

In addition to phases 1 – 3, a minimum of 4 elements must be completed from phases 5, 6, and 7 (it must be stressed that this is a minimum and Examiners will be expected to make best use of the time available). The aim here is to cover as reasonable a cross section of elements as is possible. The examiner may choose to add more as he sees fit (eg where a candidate is borderline). Those not demonstrated practically may be covered in the interview session as required. All other elements must be completed in full.

**NB. The pro-forma must be used by the examiner as it will form an important part of the records for that particular candidate.**

It is expected that the Examiner will take notes during the examination to facilitate a thorough debriefing at the end of the exam. This will also aid the examiner in formulating his report to the Chief Examiner.

On completion of the examination the candidate should be debriefed to include an appraisal of strengths and weaknesses and, if failed, the reasons must be given verbally and recorded on the pro-forma.

If successful then the temporary licence should be completed and given to the candidate.

**Finally, the Examiner must now personally post (1st class) the completed pro-forma to the BHPA office for processing.**

PHASE 1. Ground Training

Exercise:

1. Signing membership books & Introductory Talk.
2. Site assessment briefing.
3. Intro to equipment & Daily inspection.  
(this must be systematic and include confirmation).
4. Avoiding injury. Parachute landing fall.

fail	pass

PHASE 2. Ground Handling

5. Briefing. Pre-flight checks, airspeed, into wind etc.
6. Preparation. Helmet, harness, layout etc.


(Insert Fail or Pass)

7. Inflation.
8. Directional control

Explanation	Demo(s)	Feedback

PHASE 3. First Hops

9. Getting airborne.

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**NB. PHASES 1-3 MUST BE COMPLETED TO EX. 13 AT SOME POINT DURING THE EXAMINATION**

PHASE 4. Flight Exercises

10. Eventualities briefing.
11. Commands and communications briefing.
12. Responsibilities briefing (pilot in command).
13. Flights (i) Maintaining course and airspeed. 15m max.
14. Flights (ii) Introducing turns. 30m max.
15. Flights (iii) Flight plans.

Explanation	Demo(s)	Feedback
Explanation	Demo(s)	Feedback
Explanation	Demo(s)	Feedback

- Supervision and group control.  
Use of Student Training Record books.


PHASE 6. Pre-Soaring

21. Theory (EP refresher)
22. 180 degree turns.
23. Planned approaches (spot landings).

Explanation	Demo(s)	Feedback
Explanation	Demo(s)	Feedback

PHASE 7. Soaring

24. Soaring flight.
25. Top landings.
26. Flying with others.

Explanation	Demo(s)	Feedback
Explanation	Demo(s)	Feedback
Explanation	Demo(s)	Feedback

PHASE 8. Improving Skills

27. Explore speed range

Explanation	Demo(s)	Feedback
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28. Accelerator systems (inc. warnings).

Explanation	Demo(s)	Feedback
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29. Forward launch.

Explanation	Demo(s)	Feedback
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30. Reverse launch.

Explanation	Demo(s)	Feedback
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31. Weight shift / pitch control.

Explanation	Demo(s)	Feedback
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32. Cross wind / slope landings.

Explanation	Demo(s)	Feedback
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PHASE 9. Instability / Emergencies

33. Theory. Emergencies, parachutes, alternative control techniques.

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34. Active flying.

Explanation	Demo(s)	Feedback
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35. Rapid descent techniques (big ears).

Explanation	Demo(s)	Feedback
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36. Asymmetric tuck recovery.

Explanation	Demo(s)	Feedback
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PHASE 10. Theory Lecture

37. Meteorology.

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38. Principles of flight.

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39. Air law / rules of the air.

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**The candidate must complete a 20 minute lecture on one of the above. To be chosen by the examiner.**

Location of telephone and A&E services (emergency simulation).

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Supervision and group control continued.

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Use of Student Training Record books continued.

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Personal flying ability.

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INTERVIEW SESSION.

Knowledge of BHPA structure.

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Knowledge of FSC structure.

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Knowledge of incident reporting procedures.

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Knowledge of Safety Requirements and Recommended Practices.

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Awareness of membership schemes.

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Knowledge of training programme.

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Knowledge of Pilot Rating Scheme.

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**Where the Examiner feels it appropriate, any areas not covered in the practical examination may be discussed in the interview session in addition to the elements above.**

Fill in as appropriate.

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# 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: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

## 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"/>
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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**