



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:

- BHPA valid membership card/licence
- Instructor Log Book
- Valid Driving Licence OR PPL
- Flight Log Book
- First Aid Certificate - Copy to BHPA office
- Completed Medical Declaration - Copy to BHPA office
- Pilot rating in the relevant discipline
- Proof of training courses attended

(See Technical Manual for required documents for each licence)

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 - DUAL PILOT / AEI (Dual)

PRACTICAL ELEMENT

INTRODUCTION - points covered

	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"/>

PRE-FLIGHT REQUIREMENTS

	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"/>

GROUND TRAINING

	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"/>

BRIEFINGS *(minimum standard 'Good')*

	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 <i>(including, for PG, post landing deflations)</i>	<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 four dual flights demonstrating forward and reverse launch methods, 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"/>
Forward inflation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground control	<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"/>
Reverse inflation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground control	<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 <i>(hill launch only)</i>	<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 <i>(within 10 metres)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMERGENCY PROCEDURES <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"/>
Use of quick-outs if supplied	<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
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"/>

EMERGENCIES AND PROBLEM AREAS	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"/>

AIR LAW AND AIRMANSHIP	Poor	Fair	Avg	Good	V Good
Explain fully the collision avoidance rules <i>(minimum standard 'V Good')</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 <i>(light pilots)</i>	<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"/>
Dealing with groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pass written exam Yes No

DUAL FLYING REGULATIONS

	Poor	Fair	Avg	Good	V Good
Explain accurately - 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"/>

MOCK EXAM

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: _____