

## 5.7. SKYDIVING APPLICATION

<b>REPORT AUTHOR(S):</b>	Tim O'Brien, Environmental Health Officer
<b>GENERAL MANAGER:</b>	Michael Kriedemann, Acting General Manager Operations
<b>DEPARTMENT:</b>	Sustainable Communities - Environmental Health

### RECOMMENDATION

That Council resolves to:

1. Approve the use by Skydive Great Barrier Reef Pty Ltd of the nominated foreshore areas located at the southern end of Four Mile Beach, Port Douglas; Wonga Beach; Cow Bay Beach; and Myall Beach, Cape Tribulation for the carrying on of the commercial activity of tandem skydiving; and
2. Restrict the use of the foreshore areas by Skydive Great Barrier Reef Pty Ltd to landing tandem parachutists in approved drop zones.

### EXECUTIVE SUMMARY

Sky Dive Great Barrier Reef Pty Ltd is seeking approval from Douglas Shire Council for the use of Council controlled areas, being various foreshore areas in the Shire, as drop zones associated with a proposed tandem skydiving operation. Drop zones are the designated landing areas for the parachutists undertaking the activity. In the case of the proposal each drop zone is 20 metres x 20 metres square.

The activities assessed under this application have been limited to the drop zone area required at each location. Under the Local Laws, Council Officers do not have the authority to assess the auxiliary operations (flight paths, parachute regulations etc) of this application.

All core operations for the proposed activity, including aeroplane takeoff, landings, training and administration, are to be conducted from an approved facility in Cairns. A maximum of six (6) flights is proposed per day with a maximum of four (4) customers per flight. Flights will be spread across the various nominated drop zones based on customer preference, tides and weather conditions.

Details of the application are given below:-

<b><u>Business Name:</u></b>	Skydive Great Barrier Reef Pty Ltd <i>(Partnered With Director Mark Gazley of Coastal Skydive South Australia who will provide technical management, expertise and oversee safety systems).</i>
<b><u>Business Address:</u></b>	Hinterland Aviation Hanger 7 Tom McDonald Drive Aeroglen QLD 4870
<b><u>Applicable Legislation:</u></b>	Douglas Shire Council Local Law No.1 (Administration 2011) Douglas Shire Council Subordinate Local Law No.1 (Administration 2011) Civil Aviation Safety Authority (CASA)

## BACKGROUND

Council has received an application to allow the use of five (5) foreshore areas throughout the Shire for the purpose of landing tandem parachutists. The submission is a standard local law application which is generally approved by an authorised person appointed under the Local Government Act 2009. Such approvals have a maximum five (5) year term and the approval is renewed annually. The assessment process involves:

1. The review of submitted documentation to determine compliance with prescribed criteria under Cairns Regional Council Local Law No.1 (Administration) 2011 (Refer to attachment 5.9.4) and additional criteria for the granting of an approval as set out under Cairns Regional Council Subordinate Local Law (Administration) 2011 Schedule 8 – Commercial Use of Local Government Controlled Areas and Roads (Refer to Attachment 5.9.1);
2. Undertaking an internal referral process with relevant work areas within Council including garnering comments and meeting with internal stakeholders to discuss specifics of the application as required; and
3. Determination by the authorised person to recommend refusal or approval of the application.

In this instance, due to the nature of the activity and the areas proposed for undertaking the activity, it has been determined that there is a potential for high public interest and so the approval process is being brought to Council to determine the approval of the proposed drop zone areas as representatives of the community.

Similar parachuting operations occur on The Strand in Townsville, Magnetic Island beaches, Mission Beach, Airlie Beach and Fraser Island.

## COMMENT

The following is an overview of the proposed operation:-

- All core operations, including aeroplane takeoff and landings, training and administration, are to be conducted from an approved facility located in Cairns;
- A maximum of four (4) customers will be taken on each flight with a maximum of six (6) flights occurring each day;
- Flights will be spread across approved drop zones (as described below) based on customer preference, tides and weather conditions. Each drop zone is a 20 metre x 20 metre marked out square area;
- A small bus (8 seater Hiace) will drive from Cairns and arrive at the designated drop zone 30 minutes prior to a jump occurring. The drop zone safety officer will set out markers, check for hazards and ensure the area is clear of people;
- The drop zone safety officer will maintain radio contact with the pilot at all times to advise of any safety concerns;
- Skydiving operations can only be conducted in specific weather conditions;
- Jumps will occur from a minimum height of 14,000 feet; and
- Skydive Great Barrier Reef will operate under the framework of the Australian Parachute Foundation (APF). The APF regulates and enforces the legislative provisions of the Civil Aviation Safety Authority (CASA), which includes annual audits of all aspects of the Skydiving operation. Drop zones approved by Council will be audited by the APF to ensure compliance with CASA safety requirements prior to be approved for use.

The following comments are provided by Council's Environmental Health Officer in relation to compliance of the proposed activity with local law provisions at each proposed drop zone:-

**DZ1 (Southern end of Four Mile Beach)** - Appropriate access point, adequate parking space, location will not impact on existing amenity or other approved commercial activities. The activity will have minimal impact on community members and tourists utilising the beach. Infrastructure in the area is limited. Compliance with Local Law criteria has been demonstrated and a letter of non-objection has been received from Surf Lifesaving Queensland.

**DZ2 (Wonga Beach in front of Pinnacle Village Caravan Park)** - Letter of support has been received from property owner of Pinnacle Village. Compliance with Local Law criteria has been demonstrated.

**DZ3 (Cow Bay)** - Appropriate access point with adequate parking space. The activity will not adversely impact on the existing amenity of the area and there are no existing commercial operations. The activity will have minimal impact on community members and tourists utilising the beach and infrastructure in the area is limited. Compliance with Local Law criteria has been demonstrated.

**DZ4 (Cape Tribulation)** - Not considered to be an appropriate location. Core tourist beach in the Cape Tribulation area, very populated during peak season. Parking is limited during these peak periods with the potential for moderate impacts to existing beach users. *(It is recommended that this be amended to Myall Beach Cape Tribulation, utilising the public access next to PK's Jungle Village, this location will be supported and achieve compliance with Local Law criteria).*

**DZ5 (Cooya Beach)** - Not considered to be an appropriate location. Whilst the area satisfies many of the necessary criteria the beach itself is quite narrow and very tide dependent.

***\*Applicant has confirmed that the proposed DZ in Cape Tribulation will be amended to Myall Beach.***

(Refer to attachment 5.9.1 for local law provisions)

## PROPOSAL

Sky Dive Great Barrier Reef Pty Ltd is seeking approval for the use of Council controlled areas and roads for the purpose of Drop Zones associated with a skydiving operation.

It is recommended that Council:

1. Approve the use by Skydive Great Barrier Reef Pty Ltd of the nominated foreshore areas located at the southern end of Four Mile Beach, Port Douglas; Wonga Beach; Cow Bay Beach; and Myall Beach, Cape Tribulation for the carrying on of the commercial activity of tandem skydiving; and
2. Restrict the use of the foreshore areas by Skydive Great Barrier Reef Pty Ltd to landing tandem parachutists in approved drop zones.

In assessing the application, including discussions with Council's Open Spaces Team, the authorised person has concluded that the proposed operation and management of the prescribed activity is adequate to protect public health, safety and amenity and prevent environmental harm in those areas where the drop zones will operate.

A decision to refuse the application must be subject to the provisions of Council's adopted local laws. The criteria for local government to consider refusal is set out under Cairns Regional Council Local Law No.1 (Administration) 2011 – Local Governments Discretion in granting approvals (Refer to attachment 5.9.4).

Decisions on applications are subject to review and the review process is set out within Cairns Regional Council Local Law No.1 (Administration 2011). Approvals can be amended, suspended, or cancelled at any time during the approval period. (Refer to attachment 5.9.5)

## **FINANCIAL/RESOURCE IMPLICATIONS**

There are no resource or financial implications for Council. The application and renewals is covered by relevant fees. An annual fee of \$5,407.74 will apply.

## **RISK MANAGEMENT IMPLICATIONS**

Risk assessment and safety management systems have been provided with the application and assessed by the authorised person. The risk assessment provided adequately addresses the safety criteria as outlined in the local law [Local Law No.1 (Administration 2011) part 9.1(b)]

The Australian Parachute Foundation administers the legislative provisions from CASA. All aspects of the skydiving operation including the overarching approval and auditing of drop zones is administered by this Authority. Council approval will not constitute compliance with CASA regulations. Site audits will be conducted by certified CASA auditors if Council approves the use of the proposed areas.

## **SUSTAINABILITY IMPLICATIONS**

**Economic:** New tourism venture. It is intended that some local residents will be employed and a local business will be incorporated into the scheduled activities.

**Environmental:** The business model, with a small customer base, limited flights/jumps per day and multiple drop zones to accommodate the jumps presents as a very low impact activity. Impacts to the existing amenity and environment are expected to be minimal.

**Social:** Adventure and thrill seeking activities within the local government area are limited. This type of activity will provide an additional activity option for residents and visitors to the area.

## **CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE**

This report has been prepared in accordance with the following:

### **Corporate Plan 2014-2019 Initiatives:**

#### **Theme 2 - Building a Sustainable Economic Base**

*2.2.3 - Encourage business activity and investments by removing unnecessary bureaucratic processes.*

*2.3.3 - Support and explore appropriate commercial uses of Council - controlled land, adding to the visitor experience and supporting the local economy.*

## COUNCIL'S ROLE

Council's Local Laws have been approved and adopted by Council. The relevant local law sets prescribed assessment criteria for authorised persons to assess applications against (Council's Environmental Health Officers are currently responsible for approving these type of applications).

Council may also request that additional conditions are included within an approval, keeping in mind that the conditions must be in line with the intent of the specific local law under which the approval is held.

The following areas outline where Council has a clear responsibility to act:

**Regulator** Meeting the responsibilities associated with regulating activities through legislation or local law.

## CONSULTATION

**Internal:** Infrastructure officers including staff from Council's Open Spaces Team

**External:** Applicants

## COMMUNITY ENGAGEMENT

Local Laws undergo a community consultation period prior to adoption and are used to regulate activities on Council controlled land and no specific community engagement has occurred with respect to this application.

## ATTACHMENTS

1. Applicable Local Law Schedule 8 Commercial Use of Local Government Controlled Areas and Roads **[5.7.1]**
2. Proposed standard conditions for the approval **[5.7.2]**
3. Fee Calculation **[5.7.3]**
4. Prescribed criteria for granting an approval **[5.7.4]**
5. Grounds for amending, suspending or cancelling approval **[5.7.5]**
6. 2017-18 New annual application approval of prescribed activity Sky Dive Great Barrier Reef for tande **[5.7.6]**
7. S GB R- Safety Operations Document **[5.7.7]**
8. Reply Letter to Council RE D Zs **[5.7.8]**

## Schedule 8 - Commercial use of local government controlled areas and roads

Section 11

### 1 Prescribed activity

Commercial use of local government controlled areas and roads

—Example: street vendors

### 2 Activities that do not require approval under the authorising local law

Nil

### 3 Documents and materials that must accompany applications for approval

The following documents and materials must accompany an application for an approval—

- (a) application form;
- (b) application fee (as determined within Council's Schedule of Fees and Charges); and
- (c) documents, information and materials identified within the relevant approved application form.

### 4 Additional criteria for the granting of approval

The following criteria are criteria that must be considered for the granting of approval—

- (a) whether in the opinion of an authorised person the proposed activity would—
  - (i) adversely effect the amenity of the area or road and/or the environment; or
  - (ii) adversely effect existing services located in, on or over an area or road.

**5 Conditions that must be imposed on approvals**

The following conditions are conditions that must be imposed on approvals—

- (a) The approval holder, its contractors or agents must—
- (i) conduct the commercial recreation activity on the days and hours specified on the approval;
  - (ii) adhere to the safety standards;
  - (iii) indemnify the local government against all liability directly or indirectly associated with the activity;
  - (iv) take out a public liability insurance policy in the amount specified in the approval in the name of the operator and the local government;
  - (v) provide to its customers or any other persons undertaking the activity all necessary or appropriate safety equipment, warnings and instruction;
  - (vi) comply with all reasonable directions of an authorised person in the time specified by the authorised person.

**6 Conditions that will ordinarily be imposed on approvals**

The following conditions are the conditions that will ordinarily be imposed on an approval where applicable, in the opinion of an authorised person—

- (a) The approval holder, its contractors or agents may be required to—
- (i) supply a written report advising compliance with the approval must be submitted to the Chief Executive Officer on an annual basis;
  - (ii) be responsible for any costs or expenses incurred by local government for rectifying any damage caused by the activity;
  - (iii) make smoking receptacles available to collect cigarette butts, lighted matches, tobacco products or any other lit materials;
  - (iv) ensure that vegetation, soil, sand, rocks, native animals or natural things are not interfered with, damaged or removed;
  - (v) not interfere with, paint, permanently mark, damage or remove any buildings, structures, fixtures, fittings or facilities provided by local government;



- (vi) not erect any permanent or temporary buildings, signs or structures upon the approved activity area without the written consent of local government;
- (vii) ensure that litter is collected and lawfully disposed at a local government waste transfer station;
- (viii) ensure that portable toilets are supplied as directed by local government;
- (ix) ensure that waste from portable toilets is collected by a regulated waste transporter and disposed of lawfully at a facility licensed to accept such waste
- (x) ensure that serving or selling any food, refreshments, souvenirs or other retail items is prohibited unless written approval of local government;
- (xi) ensure that cleaning, maintaining or repairing any vehicle, vessel, aircraft or other equipment except for emergency repairs is prohibited;
- (xii) ensure that activities are not permitted within 30 metres of a deployed stinger net;
- (xiii) advise the means by which impacts on the environment must be minimised;
- (xiv) advise the means by which impacts on the amenity of neighbouring areas must be minimised;
- (xv) ensure that its customers and all other persons undertaking the activity are accompanied and supervised by a person holding a recognised first aid certificate and all other certifications required by any State or Commonwealth authority;
- (xvi) only permit experienced and competent guides, agents or supervisors to oversee the operation of the activity;
- (xvii) accept full responsibility for the safe transportation of customers and all other persons undertaking the activity;
- (xviii) provide information, explanations, cautions and warnings to customers and all other persons undertaking the activity regarding the hazards likely to be encountered by them when the activity is undertaken;
- (xix) ensure that any motor vehicle, vessel, aircraft or other machinery used in connection with the activity, complies with all safety requirements and regulations and are operated in accordance with requirements, guidelines or recommendations published from time to time by the manufacturer or any State or Commonwealth authority;



- (xx) identify the points at which an operator is to access the site for the purpose of undertaking the commercial recreation activity;
- (xxi) state the number of customers to be taken to the site at any one time;
- (xxii) include the programming of a commercial recreation activity on the site;
- (xxiii) include the use of any roads, jetties, foreshores or other means of accessing the site;
- (xxiv) include the amenities or facilities to be provided for use by customers.

**7 Term of approval**

The term of approval is the period stated on the approval.

**8 Term of renewal of approval**

The term of the renewal of an approval is the same term as the original approval subject to compliance with all conditions stated on the approval.

## Attachment 1

### Conditions of Approval

**The Approval is issued under the provisions of Council's Local Law No.1 (Administration) 2011, Subordinate Local Law No.1 (Administration) 2011 and (Schedule 8 – Prescribed Activity – Commercial Use of Local Government Controlled Areas and Roads), and is subject to the Approval Holders compliance with the following terms and conditions-**

1. The approved activity must be conducted in accordance with the approved activity specifications, facts and circumstances as set out in the application submitted to Council.
2. Failure to comply with the Conditions of Approval may result in suspension and/or revocation of *The Approval*.
3. The approved activities may only operate in areas specified on the Approval certificate. The Approval is issued for the purpose of utilising Council controlled areas for Dropzones associated with skydiving activities.
4. The approved activity must not adversely affect the health and safety of other users, and must preserve the features of the natural and built environment and other aspects of the amenity of the approved areas.
5. The *Approval Holder* must hold membership with the Australian Parachuting Foundation.
6. All staff must have recognised accreditation and qualifications for the duties that they are conducting.
7. Ensure no other type of business is conducted, or items sold at the approved sites without prior approval.
8. Ensure all equipment associated with the approved activities is stored at a location external to the approved site outside the approved hours of operation.
9. The *Approval Holder*, its controllers or agents must provide to its customers or any other persons undertaking the activity all necessary or appropriate safety equipment, warnings and instruction in accordance with all relevant codes, standards and laws.
10. The *Approval Holder*, its controllers or agents is required to provide information, explanations, cautions and warnings to customers and all other persons undertaking the activity regarding the hazards likely to be encountered by them when the activity is undertaken.
11. Cleaning, maintaining, or repairing any vehicle, vessel, or other equipment, except for emergency repairs, is prohibited within the approval areas.
12. The *Approval Holder*, its controllers or agents is required to ensure that any motor vehicle, vessel or other machinery used in connection with the activity, complies with all safety requirements and regulations and are operated in accordance with requirements, guidelines or recommendations published from time to time by the manufacturer or any State or Commonwealth authority.
13. Portable or temporary signs, structures, or *equipment* erected by the *Approval Holder*, controllers or agents upon the approved activity areas, is limited to –
  - a) one (1) portable sandwich board; and
  - b) one (1) instructional sign..

The portable sandwich board (1) and safety instructional sign (1) are permitted upon the following conditions –

- the portable sign is only located in the approved location and only displayed during permit approved hours of operation;
- the approved signs shall have a maximum height of 1 metre when standing in the display position;
- the maximum dimensions of each face of the board shall be 900mm (height) and 600mm (width);
- the signs must not obstruct public or emergency access to the beach, esplanade or park;

- Council signage registration labels must be fixed to the top right hand corner on both faces for identification purposes.

Failure to comply with any of the signage conditions may result in the signs being impounded and further penalties applied.

14. The *Approval Holder*, its contractors or agents must not erect any permanent or temporary buildings, signs or structures upon the approved activity area without the written consent of local government.
15. The dunal /foreshore and riparian areas, or any vegetation growing on, or animals inhabiting such areas are not to be disturbed, removed or damaged in any manner.
16. The *Approval Holder*, its controllers or agents are not permitted to interfere with, paint, permanently mark, damage or remove any buildings, structures, fixtures, fittings or facilities provided by Council.
17. The *Approval Holder*, its controllers or agents are responsible for ensuring all areas used in the course of the business are maintained and left in a clean and tidy condition and litter is collected and lawfully disposed.
18. The *Approval Holder*, its controllers or agents is responsible for ensuring consideration is given to other users in all areas used in the course of the business.
19. Unless sooner terminated, the approved prescribed activities shall be for a term of five (5) years from the date of commencement – TBA, with annual renewals of approval thereafter.
20. The Approval shall not be transferred, sold, leased or otherwise disposed of without the prior approval of Council.
21. The *Approval Holder*, its controllers or agents must operate with Public Liability Insurance in the name of the *Approval Holder* with the Douglas Shire Council endorsed as an interested party. The insurance must cover any claims which may arise from injury to person or persons or damage to property arising from or attributed to the business. This policy is to be kept current during the continuance of the business and a copy of the Certificate of Currency for the insurance must be supplied to the Council prior to the carrying out of the activity. Any lapse in the currency of the public liability insurance or failure to meet the requirements as noted above will deem *The Approval* null and void.

The minimum amount of insurance cover required under this clause shall be -

TWENTY MILLION DOLLARS (\$20 000 000).

Please note the amount of insurance cover for permits required by other authorities may differ.

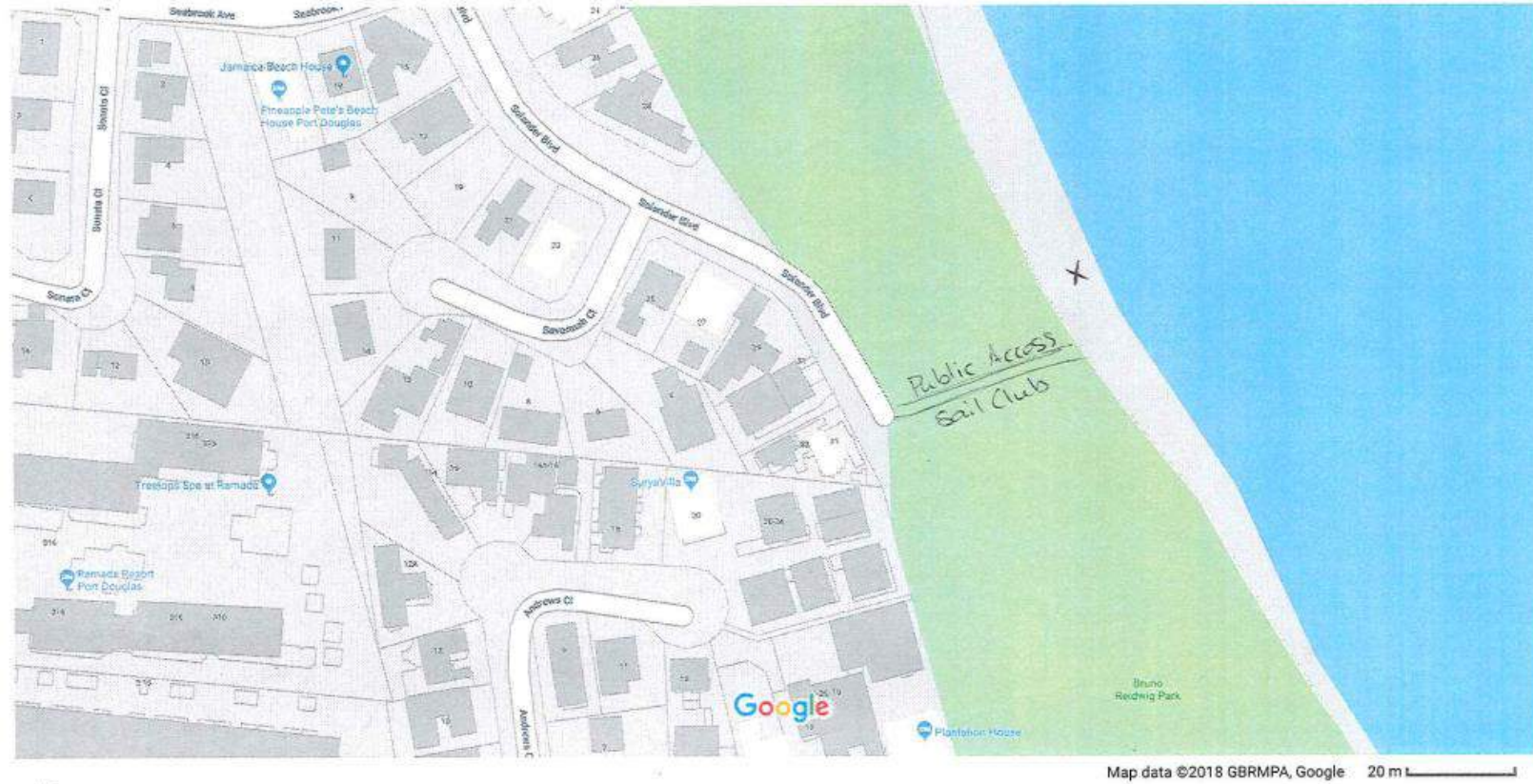
22. An annual approval fee shall be lodged with the Council each term of renewal of approval over the term of approval. Should the fee not be paid by the invoice due date *The Approval* may be revoked. The fee shall be the amount specified in the Council Fees and Charges Schedule of that year.
23. Douglas Shire Council is to be indemnified and kept indemnified in respect of any actions, suits, proceedings, costs, claims and demands brought or made by any person or persons, corporation or corporations, authority or authorities in respect of any accident, injury or damage in consequence of or arising out of the operations of the business.
24. Any directions issued to the *Approval Holder*, its controllers or agents, by an authorised person, or Council staff conducting maintenance works within, or nearby the area approved for your activity are to be conformed with.
25. Should there be non-observance with any of the Conditions of Approval, which necessitate remedial or re-instatement works to be performed by the Council, the costs of the works undertaken are to be met by the *Approval Holder*.
26. Site and Safety Management Plans must be complied with during the course of the operations.
27. Upon request the *Approval Holder* must provide a written annual report to Council which is signed by the operator and contains the following information -
  - a. The total number of persons (including employees or agents) who undertook the Prescribed Activity during each month of its operation together with -

- i. A breakdown of the number of persons who undertook the Prescribed Activity each day (with the number of employees or agents and the number of customers separately identified); and
    - ii. The times on which the Prescribed Activity was undertaken each day.
  - b. Details of any accidents which took place during the conduct of the Prescribed Activity each month; and
  - c. Any other information required by the Council from time to time.
- 28.** Council may refuse to process any application for a subsequent approval unless a properly made *Renewal of Approval Application Form* is lodged with Council prior to the expiry date of the term of renewal of approval.
- 29.** The Approval will be subject to review and amendment by Council at any time, in the interest of public health and safety, amenity, and protection of the natural and built environmental.
- 30.** The *Approval Holder* must hold the appropriate licences, registrations or approvals prior to the commencement of the *Approved Activities*. This may include current instructor Licenses, Marine Parks permit and any other permits or approvals required by other Government departments or authorities. Compliance with the condition of a Permit or Approval that any Government Department may impose is essential. Copies of all other necessary approvals are to be provided to Council.
- 31.** The Approval Holder must notify Council in writing of a suspension or cancellation of an approval necessary for the operation of the approved activities within 5 days of an approval being suspended or cancelled.
- 32.** The *Approval Holder*, its controllers or agents, and patrons are to comply with the relevant provisions of Council Local Laws No. 1 (Administration) and Subordinate Local Law No. 1 (Administration) (Schedule 8 – Commercial Use of local government controlled areas and roads).

4 Mile Beach Port Douglas Sail club - Google Maps

<https://www.google.com.au/maps/search/4+Mile+Beach+Port+Douglas+Sail+club/@-16.5150684...>

Map 1  
Google Maps 4 Mile Beach Port Douglas Sail club



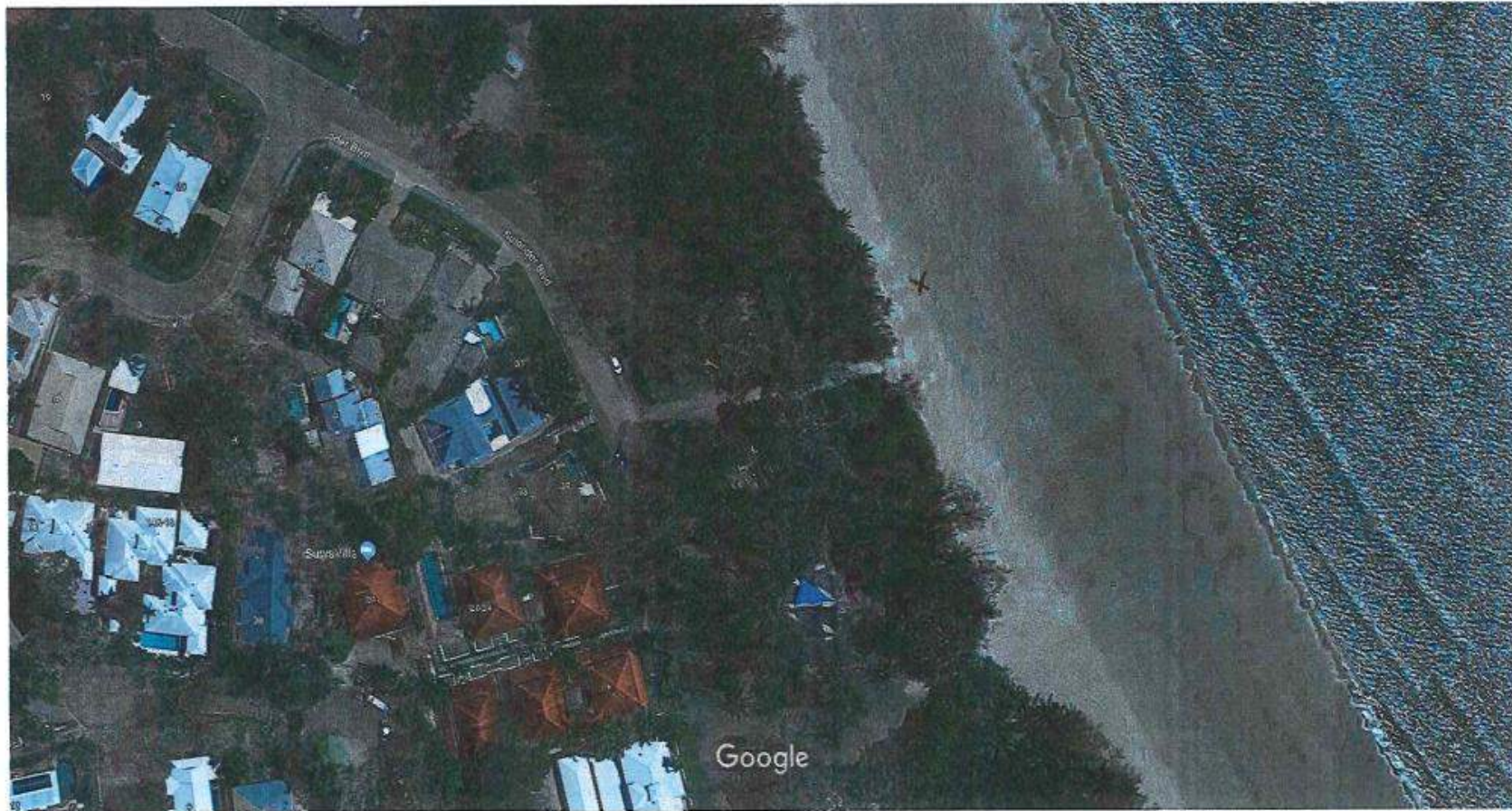
Drop Zone mark with X



4 mile Beach Port Douglas sail club - Google Maps

<https://www.google.com.au/maps/search/4+mile+Beach+Port+Douglas+sail+club/@-16.5151031,...>

Google Maps 4 mile Beach Port Douglas sail club



Imagery ©2018 Google, Map data ©2018 GBRMPA, Google 20 m

Google Maps

Map 2

Google Maps Wonga Beach



Map data ©2018 Google 50 m

Drop zone marked with X



Google Maps

<https://www.google.com.au/maps/@-16.3307569,145.4208901,542m/data=!3m1!1e3>

Google Maps

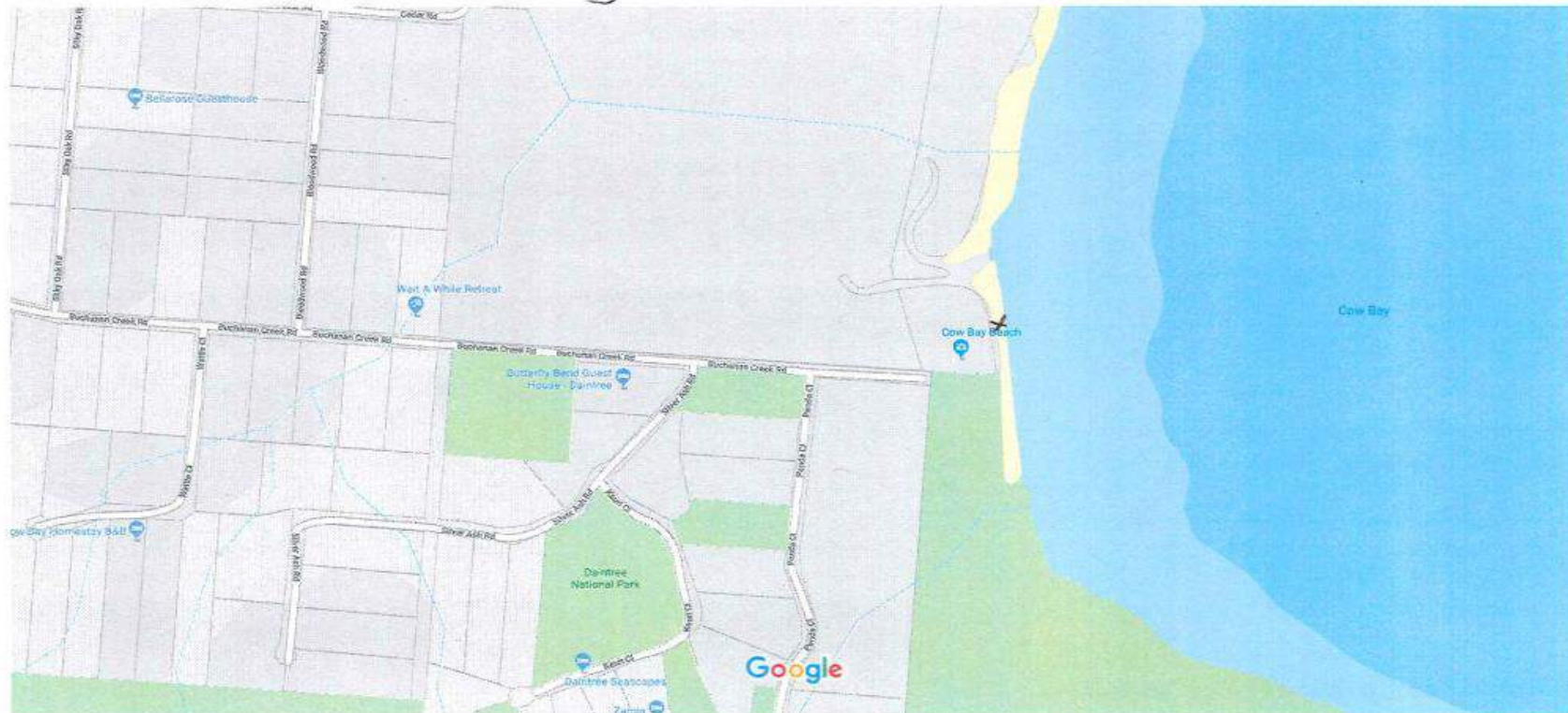


Imagery ©2018 Google, CNES / Airbus, Map data ©2018 Google 50 m

Google Maps

<https://www.google.com.au/maps/@-16.2340315,145.4658877,17z>

# Map 3 Google Maps Cow Bay Beach



Map data ©2018 GBRMPA, Google 100 m

Drop Zone made with X



Google Maps

<https://www.google.com.au/maps/@-16.2340315,145.4658877,1085m/data=!3m1!1e3>

Google Maps



Imagery ©2018 CNES / Airbus, TerraMetrics, Map data ©2018 GBRMPA, Google 100 m

Google Maps

<https://www.google.com.au/maps/@-16.0762425,145.4697489,18z>

Map 4  
Google Maps Cape Tribulation.



Map data ©2018 GBRMPA, Google 50 m

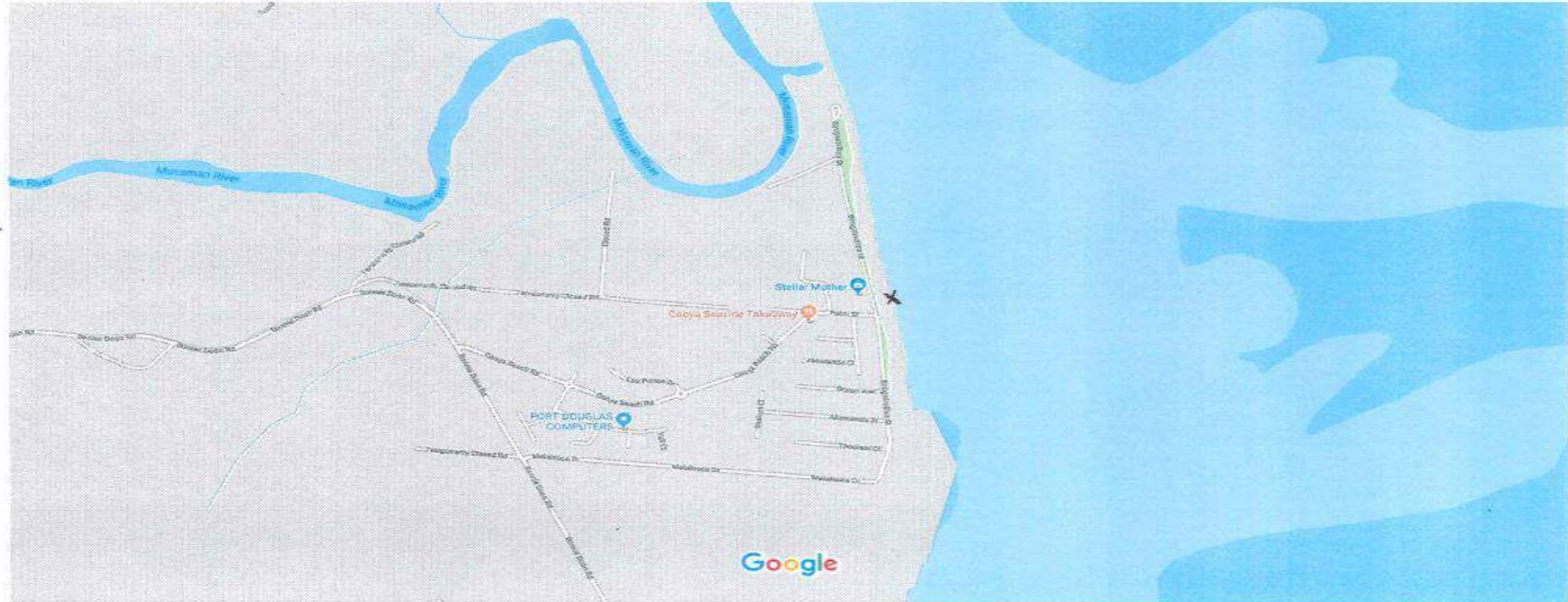
Drop Zone marked with x



Google Maps

<https://www.google.com.au/maps/@-16.4479631,145.4056841,16z>

Map 5  
Google Maps Cooya Beach



Map data ©2018 GBRMPA, Google 200 m

Drop Zone marked with X



## DOUGLAS SHIRE COUNCIL - LOCAL LAW COMPLIANCE - Fees &amp; Charges Schedule 2017 / 2018

Description of Fee, Charge, Penalty plus conditions	Deposit	Unit	Rate incl. GST if applicable	Minimum or Surcharge	Cost Recovery Fee (Y or N)	Legislation & Section	LGA S97 Paragraph
<b>ANNUAL / SEASONAL APPROVALS</b>							
<i>Commercial business utilising Council controlled areas and roads</i>							
<i>NOTE:</i>							
<i>New application = Application Fee (paid at lodgement) + Approval Fee + Location Fee + Impact of Activity Fee (Charged by invoice once approved).</i>							
<i>Renewal application = Renewal Fee + Location Fee + Impact of Activity Fee (charged by invoice at renewal time).</i>							
<i>NOTE: Seasonal (6-Monthly) Approvals are calculated as above with Application Fee, Renewal Fee &amp; Location Fee at 50%.</i>							
Application Fee (One off)		Application	251.00		Y	LL1	S97(2)(a)
Approval/Renewal Fee		Annual	132.65		Y	LL1	S97(2)(a)
Transfer of Approval		Annual	132.65		Y	LL1	S97(2)(a)
Minor Modification Fee (Administrative Changes)		Modification	38.55		Y	LL1	S97(2)(a)
Major Modification Fee (Change/additions to approved activities)		Modification	128.05		Y	LL1	S97(2)(a)
Location Fee (Fores homes)							
< 10 m <sup>2</sup>		Annual	362.70		Y	LL1	S97(2)(a)
< 20 m <sup>2</sup>		Annual	750.55		Y	LL1	S97(2)(a)
> 20 m <sup>2</sup>		Annual	1,147.55		Y	LL1	S97(2)(a)
Impact of Activity Fee							
No. of customers per year: 0 - 1000		Annual	433.85		Y	LL1	S97(2)(a)
No. of customers per year: 1001 - 2000		Annual	867.65		Y	LL1	S97(2)(a)
No. of customers per year: > 2000		Annual	1,735.25		Y	LL1	S97(2)(a)
Security Bond		Bond	2,386.85		N		
<i>NOTE: A Security Bond is applicable and determined in accordance with the event and where site is on Council Controlled Land.</i>							

**Fee Calculation (as per adopted fees and charges schedule)**

**Initial application fee - \$251.00      Approval / Renewal Fee - \$132.65**

**Annual location fee per approved site – (>20m<sup>2</sup>) \$1,147.56**

**Annual Impact activity fee (calculated based on number of customers per annum) – Likely to fall into the 0-1000 category \$433.85**

**Total fees if all recommended (4) Drop Zones approved – \$5407.74 (first year) consecutive years will reflect Council's adopted fees and charges (the one off application fee will not be included in this calculation).**



Maximum penalty for subsection (7)—20 penalty units.

## 9 Local government's discretion in granting approvals

- (1) The local government may grant an approval for an applicant to undertake a prescribed activity only if it is satisfied that—
- (a) if the prescribed activity requires a separate approval under an Act, a law of the Commonwealth or the local government's planning scheme—the separate approval has been granted; and
  - (b) the proposed operation and management of the prescribed activity is adequate to protect public health, safety and amenity and prevent environmental harm; and
  - (c) the grant of the approval would be consistent with the purpose of any relevant local law; and
  - (d) the proposed operation and management of the prescribed activity would be consistent with any additional criteria prescribed for the activity under a subordinate local law for this paragraph; and
  - (e) if the application relates to trust land—the grant of the approval would be consistent with the terms and conditions of the trust; and
  - (f) if the application relates to a prescribed activity mentioned in section 5(b)—the grant of the approval would be consistent with any requirements or criteria specified in the relevant Local Government Act in relation to the approval.

### *Example for paragraph (a)—*

An application for commercial use of a local government controlled area that is held in trust by the local government under the *Land Act 1994* may require registration of a trustee lease or issue of a trustee permit prior to the approval being granted for commercial use of the area.

- (2) The local government may, by written notice to the applicant—
- (a) grant the approval unconditionally; or
  - (b) grant the approval subject to conditions determined in accordance with section 10; or
  - (c) refuse to grant the approval.

### *Examples for paragraph (b)—*

- If an application for which the local government's approval is required may result in damage to property, the local government may, as a condition of giving its approval, require the applicant to give reasonable security (which may include a deposit of money, a guarantee or an insurance bond) to ensure that the damage is made good.
- The local government may grant an approval subject to the standard conditions imposed on the approval pursuant to a subordinate local law made under section 10(3) of this law.

- (3) However, the local government's powers in deciding the application are subject to the provisions of any relevant local law.
- (4) The local government must give the applicant an information notice if the local government—

- (a) refuses to grant the approval; or
  - (b) grants the approval subject to a non-standard condition.
- (5) In this section—

**non-standard condition** means a condition that is not prescribed under section 10(3) as a condition that must be imposed on an approval or that will ordinarily be imposed on an approval.

## 10 Conditions of approval

- (1) An approval may be granted on conditions the local government considers appropriate.
- (2) However, the conditions must—
  - (a) be reasonably necessary to ensure that the operation and management of the prescribed activity will be adequate to protect public health, safety and amenity and prevent environmental harm; and
  - (b) be consistent with the purpose of any relevant local law; and
  - (c) if the approval is for a prescribed activity mentioned in section 5(b)—be consistent with any requirements or criteria specified in the relevant Local Government Act in relation to the approval; and
  - (d) not conflict with the conditions of any other relevant approval issued under an Act; and
  - (e) require the approval holder to notify the local government in writing of a suspension or cancellation of a relevant approval for the prescribed activity under an Act within 3 days of the relevant approval being suspended or cancelled.
- (3) Subject to subsection (2), the local government may, by subordinate local law, prescribe conditions that must be imposed on an approval or that will ordinarily be imposed on an approval.
- (4) To remove any doubt, it is declared that a condition of an approval may authorise an act or omission that—
  - (a) contravenes a noise standard; or
  - (b) causes an environmental nuisance.<sup>3</sup>

*Example for paragraph (a)—*

A condition of an approval for operation of a temporary entertainment event may authorise the operation of an amplifier device at specified times that would otherwise be a contravention of the noise standard in the *Environmental Protection Act 1994*, section 440Y.

- (5) In this section—

**environmental nuisance** see *Environmental Protection Act 1994*, section 15.

**noise standard** see *Environmental Protection Act 1994*, section 440K.

<sup>3</sup> See *Environmental Protection Act 1994*, schedule 1, section 3(b).

## 17 Grounds for amending, suspending or cancelling approval

Each of the following is a ground for amending, suspending or cancelling an approval—

- (a) amendment, suspension or cancellation is necessary—
  - (i) for the protection of public health or safety; or
  - (ii) to prevent environmental harm; or
  - (iii) to prevent property damage or loss of amenity; or
  - (iv) to allow for works on roads or local government controlled areas; or
  - (v) to improve access to a road; or
  - (vi) to improve the efficiency of vehicle or pedestrian traffic.
- (b) another approval required for the prescribed activity under an Act has been suspended or cancelled;
- (c) in undertaking the prescribed activity, the approval holder has failed to comply with a local law or an Act;
- (d) the approval holder has failed to comply with a condition of the approval;
- (e) the approval holder has failed to comply with a notice under sections 26 or 27 that relates to the conduct of the prescribed activity or has failed to comply with a stop order under section 29;
- (f) the approval was granted because of a document or representation that was—
  - (i) false or misleading; or
  - (ii) obtained or made in another improper way.

# Application for Approval of a Prescribed Activity (Annual & Seasonal)

Local Law No. 1 (Administration) 2011

Subordinate Local Law No. 1 (Administration) 2011

Schedule 8 - Commercial Use of Local Government Controlled Areas and Roads

You MUST complete ALL questions unless the form indicates otherwise.  
 Incomplete forms or forms without all necessary information and  
 documentation will result in your application not being a properly made application.

For all applications, you must:

- Complete all relevant sections of the form;
- Complete any other forms relevant to your application;
- Provide any mandatory supporting information identified on the forms as being required to accompany your application; and
- Submit the applicable fee.

DOUGLAS SHIRE COUNCIL	
Received	
File Name	Presented Activity
Document No.	
- 4 JAN 2018	
Attention	TAV orig ✓
Information	247609

## APPLICATION FOR

 **New Application - Annual Approval**

Complete sections 1-2, 4-7

 **Renewal of Approval**

Complete sections 1-3, 5-7

 **New Application - Seasonal Approval (6 monthly)**

Complete sections 1-2, 4-7

 **Changes to Approval (with minor modifications-  
administrative changes only)**

Complete sections 1-3, 5a-7

 **Changes to Approval (with major modifications-  
change or additions to approved activities)**

Complete all sections

## 1. APPLICANT DETAILS

Note: The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions.  
 A business name or trust is not a legal entity and should not be entered in this field as the applicant.  
 Where a person or company operates a business, the applicant is the person or company.

**Applicant Name (Person/s or Company):** Sky Dive Great Barrier Reef PTY LTD

**Business/Trading Name:** As above

**Business Address:** Hinterland Aviation Hanger 7 Tom McDonald Dr Aeroglen QLD 4870

**ABN/ACN:** 160 573 802

**Postal Address of Business:** As above

 Does this postal address apply to all Council Departments (i.e. rates, water, permits, animals etc)  Yes  No

**Contact Name for the Application:** Rod Miller

**Telephone:** **Mobile:** 04 277 81105 **Fax:**
**Email:** Rodney.Miller1@bigpond.com

## 2. PRESCRIBED ACTIVITY DETAILS

**Location(s):** 4 Mile Beach Port Douglas, Wonga Beach, Cow Bay, Cape Tribulation, Cooya Beach

**Details:** Skydiving refer to Document 1

## OFFICE USE

 Does the application fit the criterion for granting of approval?  YES  NO **PL Expiry Date:**
**Receipt Type:** 112**Payment Amount:** \$ 251**Receipt No:** 247609**CSO:** GCAN

**3. PROPOSED MAJOR MODIFICATIONS** **NO** – Please skip to Section 5 **YES** – Please complete Section 4**4. DESCRIPTION OF PROPOSED PRESCRIBED ACTIVITY OR MAJOR MODIFICATIONS TO ACTIVITY**

Provide a detailed description of the proposed activity or modifications to be made to the Prescribed Activity Approval. Include days/ hours of operation, location, activity, motor vehicle/s, number of employees, expected customers etc...

If requiring a **Portable Advertising Device** – please include on site plan (portable advertising devices are limited to 1 "A" frame and 1 instructional/safety sign located at the activity area)

Please attach another page if necessary.

Operation: 7 day/wk - 6:30am to 6:30pm (refer to doc 1)

Location: refer to doc 1 & Maps 1 to 5

Activity: Skydiving

Motor Vehicles: local bus company (8 seater hiace)

No. Employees: 7 refer to doc 1

Expected Customers: tourists & local refer to doc 1

**5. SUPPORTING DOCUMENTS****5a. ALL NEW APPLICATIONS & RENEWALS**

A current copy of your **Public Liability Insurance** to the value of \$20,000,000.00 noting Douglas Shire Council as an interested party.

A copy of any **other permits** required to conduct the Prescribed Activity (e.g. Marine Parks Permit, Licence/s etc).  N/A

**5b. NEW APPLICATIONS & MAJOR MODIFICATIONS ONLY**

A **letter of consent** from the owner of the land if accessing Council controlled areas through private property.

An **Environmental Management Plan**.  N/A

A **Recreation Activity Management Plan**.

A **Risk Management Plan** – (Endorsed by the local branch of the State Emergency Services and, if the activity is water based or to be conducted in a bathing reserve, foreshore or beside any water course, the Queensland Surf Lifesaving Squad).

A statement detailing **experience and qualifications** of all staff.

A **site plan** of the proposed location and layout of the activity including details of, building and other structures, all entry and exit points to the site; and any other commercial operators who are currently operating from the proposed site or adjacent to the proposed site.

refer to doc 1  
& Operational Reg.

refer to doc 1

refer to Maps 1 to 5

**6. FEE** (Please note that the Location Fee and Impact of Activity Fee will be invoiced separately after assessment has been completed. See below for Fee Schedule.)

New Application (both Annual and Seasonal)	\$251.00	<input checked="" type="checkbox"/>
Approval/Renewal	\$132.65	<input type="checkbox"/>
Modification Fee (Minor)	\$ 38.55	<input type="checkbox"/>
Modification Fee (Major)	\$128.05	<input type="checkbox"/>

**7. DECLARATION**

To the Chief Executive Officer, Douglas Shire Council

I / We declare that the information provided by me in this application is true and correct, and agree to comply with all requirements as approved.

Print Name: Rodney John MILLER

Signature: Rod Miller

Date: 04/01/18

**Douglas Shire Council – Information Privacy Statement**

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

**Prescribed Activity Application 2017/18**

*Applicable from 1 July 2017 to 30 June 2018*

**Fee Schedule – Information Only****Location Fee (Seasonal - 50%)**

Esplanade & Foreshore (lake/river/coast)

<10sq. m

\$ 362.70

<20sq. m

\$ 750.55

>20sq. m

\$1,147.55

**Impact of Activity Fee**

No. of customers per year: 0 - 1000

\$ 433.85

No. of customers per year: 1001 - 2000

\$ 867.65

No. of customers per year: > 2000

\$1,735.25

The Location Fee and Impact of Activity Fee will be calculated and invoiced separately after the assessment of the application/renewal has been completed.



**Cairns Regional Council Local Law No. 1 (Administration) 2011**  
**Cairns Regional Council Subordinate Local Law No. 1 (Administration) 2011**  
**Schedule 8 – Commercial Use of Local Government Controlled Areas and Roads**

## GUIDE TO RISK MANAGEMENT PLAN

### Section 3 – Documents and materials that must accompany applications for approval

The following documents and materials must accompany an application for an approval –

- (a) application form
- (b) application fee (determined within Council's Schedule of Fees and Charges); and
- (c) documents, information and materials identified within the relevant approved application form.

A Risk Management Plan (RMP) relating to your proposed Commercial Recreation Activity should be submitted with your proposal. Your RMP may contain the following components:

#### (1) Duty of care to workers and contractors

The operator should demonstrate that it has strategies in place that can be immediately implemented for the safety and welfare of its employees, contractors and subcontractors using the area of operation. Examples of documentation that demonstrate appropriate measures include:

- Workplace Health and Safety Manual, including standards for such considerations as sun protection and lifting procedures, training for operation and maintenance of equipment etc.
- Hazard Inspection Forms
- Incident Report Forms
- Training Itineraries
- Code of Conduct handout for employees, etc.

#### (2) Duty of care to participants and customers

The operator should demonstrate that it has strategies in place that can be immediately implemented for the safety and welfare of customers and other participants, including potential bystanders. Examples of documentation that demonstrate appropriate measures include:

- Tour Itinerary and map indicating "no go" zones (if applicable)
- Qualifications of leaders and emergency contacts
- Contingency measures if staff become unable to lead (through injury, sudden illness, attending to another emergency etc)
- Educational handout that identifies potential risks and hazards and corresponding precautions for fire, injury, fatigue, dehydration etc.
- Training checklist for participants that use equipment (e.g. snorkels, diving equipment, abseiling equipment, etc)
- Quantity list of safety equipment, such as life jackets, two way radios, compasses and maps (if applicable), First Aid Kits, vehicles
- Procedure for assessment of participants ability/suitability for the activity and use of equipment (if applicable)
- Indemnity forms



**Cairns Regional Council Local Law No. 1 (Administration) 2011**  
**Cairns Regional Council Subordinate Local Law No. 1 (Administration) 2011**  
**Schedule 8 – Commercial Use of Local Government Controlled Areas and Roads**

## GUIDE TO ENVIRONMENTAL MANAGEMENT PLAN

### Section 3 – Documents and materials that must accompany applications for approval

The following documents and materials must accompany an application for an approval –

- (a) application form
- (b) application fee (determined within Council's Schedule of Fees and Charges); and
- (c) documents, information and materials identified within the relevant approved application form.

An Environmental Management Plan (EMP) relating to your proposed Commercial Recreation Activity should be submitted with your proposal. Your EMP may contain the following components:

- Details of activity
- Details of location from which the activity is launched
- Area required for operation and possible routes proposed to be used
- Efforts to protect animal life on land and in water in the area proposed for the activities, particularly rare or threatened species, but also general wildlife integral to the experience (e.g. dolphins, turtles) and endemic to the area, where such efforts might include prevention of killing, injuring, collection (e.g. coral), frightening, disrupting the traffic of, or displacing the feeding areas of the animals
- Efforts to protect plant life on land or in the water in the area of your activities, particularly rare or threatened species, but also general vegetation integral to the experience and endemic to the area, where such efforts might include prevention of removal, damage or contamination of plant life. Contamination would include the introduction of weeds and pest species
- Efforts to minimize the potential effects of erosion that your commercial recreation activity might cause, where such erosion might include introduction of tracks and channels, removal of vegetation that binds the soil or prevents the effect of wind and water, impacts on embankments, etc
- Efforts to protect areas or items of historical and cultural heritage, particularly aboriginal and pioneering sites
- Efforts to minimize the potential effects of material pollution that your commercial recreation activity might cause, where such pollution may include litter, fuel spillage, soaps and chemicals, toilet stops, animal droppings, turbidity of clear water etc
- Efforts to minimize impacts on the visual amenity that your commercial recreation activity might cause, where such pollution might include signage, inappropriate structures, poorly presented equipment, etc
- Efforts to minimize noise pollution that your commercial recreation activity might cause, where such pollution might arise from engine noise, equipment such as radios or television, overly rowdy behaviour, whistles or horns, etc.

**Cairns Regional Council Local Law No. 1 (Administration) 2011  
Cairns Regional Council Subordinate Local Law No. 1 (Administration) 2011  
Schedule 8 – Commercial Use of Local Government Controlled Areas and Roads**

## **GUIDE TO RECREATION ACTIVITY MANAGEMENT PLAN**

### **Section 3 – Documents and materials that must accompany applications for approval**

The following documents and materials must accompany an application for an approval –

- (a) application form
- (b) application fee (determined within Council's Schedule of Fees and Charges); and
- (c) documents, information and materials identified within the relevant approved application form.

A Recreation Activity Management Plan (RAMP) relating to your proposed Commercial Recreation Activity should be submitted with your proposal. Your RAMP should contain the following components:

- Details of Activity
- Details of Location
- Area required for operation (especially applicable to beach hire operations)
- Times of Operation (ie months, days, times)
- Number of Trips per day (and times of each trip)
- Maximum number of participants to be catered for (per trip, per day, & per year)
- Expected number of participants (per year)
- Exact Location of activity including map showing exact locations including entry and exit points and any significant points of the tour (eg lunch stop)
- Vehicles or Vessels to be used
- Number of staff required to undertake the activity
- Tour Itinerary (if applicable)
- Details of any equipment display (eg Beach Hire Equipment, Signs etc in compliance with Australian Standards & ISO)
- Safety Management
- Any other details in relation to your activity

# Port Douglas Shire Application for Permit Commercial Activities

## Recreation Activity

*Proposed Activity: Tandem Skydiving Beach Landings*



## 1 Introduction

Tandem Skydiving is a very popular 'Adventure Activity'. Over 180,000 people make a tandem jump every year in Australia. Many of these occur onto beaches around the country, working harmoniously with other beach users. Tandem Skydiving adds color, excitement and activity to the beach which attracts tourism and aids local business.

Skydive Great Barrier Reef, whilst is a new company, has partnered with Director Mark Gazley of Coastal Skydive SA, an experienced and regarded Skydive Operator from South Australia. The Port Douglas operation will base itself on Coastal Skydive's successful multi location Tandem Skydive model. Coastal Skydive will provide technical management, expertise, and safety systems. Coastal Skydive has been operating in Adelaide for 12 years. We are a professional team who create success through attention to detail in areas of safety and customer service.

Tandem Skydiving is a highly regulated industry. Our Operation adheres strictly to the Operational Regulations laid down by the Civil Aviation Safety Authority (CASA) which governs Parachuting in Australia.

## 2 Operation Specifics

### 2.1 Proposed Location:

Our designated beach landing areas are:

- Four Mile Beach Port Douglas (Southern end) refer to Map 1
- Wonga Beach (Pinnacle Village) refer to Map 2
- Cow Bay Beach refer to Map 3
- Cape Tribulation Beach refer to Map 4
- Cooya Beach refer to Map 5

All these areas are located 20 meters North of the access point and would take up approximately 20 meters by 20 meters.

We have selected these site for the following reasons:

1. Excellent Beach access. (Proposed access via: please refer to attached maps.)
2. Far enough from main public beach area to avoid populated beach areas. (Also see Risk Management Strategy pg3)
3. Close to Surf Life Saving Facility as Council have suggested.

## 2.2 Customer Processing Procedure:

The Physical Skydive process for the client is as follows and takes approximately 2 hours per rotation, with 2-4 customers per rotation:

1. Customers arrive at Hinterland Aviation office.
2. Customers fill out necessary paperwork, pay for jump and receive a safety brief.
3. Customers and their Instructors board aircraft. Aircraft takes off from Cairns Airport and ascends to Jump altitude. Tandem pairs exit aircraft and Land at Target Area on Beach. 2-4 tandem pairs per aircraft sortie.
4. Customers and staff walk from landing area to shuttle bus.
5. Instructors are transported by road back to Hinterland office. Customers are transported back to accommodation or Hinterland Office.

This process could be repeated up to 6 times a day on busy days.

## 2.3 Staffing

To operate this activity our team will approximately comprise of 7 staff made up of 2-4 APF Tandem Instructors, 1 pilot and 2-3 ground personal. All staff hold relevant CASA certificates and ratings to legally perform their roles.

## 2.4 Operational Times

Operations take place on 7 days a week from 6.30am – 6.30pm, weather permitting.

Our operation is highly weather dependent and is more popular in high season.



## 2.5 Risk Management Strategy

Risks associated with the Skydiving Industry are managed on an ongoing basis by the Australian Parachute Federation (APF) and the Civil Aviation Authority (CASA). The APF have been regulating Skydiving on behalf of CASA for over 50 years. Our Safety systems consist of but are not limited to:

- Prescribed training syllabus's and examinations for Instructors
- High level regulation and ongoing review of regulations (Refer to Appendix 4 - current CASA Operational Regulations)
- National Incident Reporting system
- Annual mandatory Safety Audits of all APF Skydive Centres.
- Safety Seminars and monthly newsletters
- Active disciplinary systems

We have included a copy of the APF/CASA Operational Regulations which, when adhered to reduces the risk associated with Skydiving to an acceptable level. Our Training Organisation works strictly within the APF/CASA framework. We have also included a Risk Management Plan (refer to Appendix - 2) for the risks associated with Skydiving in a public area that would concern the Council.

We have approached Surf Life Savers Squad Queensland with regards to endorsement of our risk assessment plan. They will be responding to us in writing shortly, we will forward this letter to you as soon as we receive it.

## 3 Contact & Further Information

Reference:

- Document 1 – Port Douglas shire Application for Permit Commercial Activities Recreation Activity – Tandem Skydiving Beach landings
- APF Operational Regulations
- Map 1 – Four Mile Beach Port Douglas Sail Club
- Map 2 – Wonga Beach Pinnacle Village
- Map 3 – Cow Bay Beach
- Map 4 – Cape Tribulation Beach
- Map 5 – Cooya Beach



**Australian Parachute Federation Ltd**

# **Operational Regulations**



**EFFECTIVE: 15 MAY 2017**

**STATUS: MANDATORY**



This document is offered free to APF Members.

**Warning**

***Parachuting and flying in parachuting aircraft can be dangerous.***

**IMPORTANT: Version Control**

It is important that members refer to the current version of the Operational Regulations and the subsidiary Regulatory Schedules. These are current at the time of printing by the APF Office.

Current versions of the Operations Regulations, Regulatory Schedules and associated forms can be found on the [APF website](#). The date of the version is shown on the front cover and in the footer.

Significant changes made from the previous version are shown in the Amendments section. A vertical line in the outside border area aids in highlighting changed text.

*Cover photo by Steve Fitchett, taken at the 2017 APF National Championships at York, WA – showing videographer Steve ‘Spot’ Tonson and winning 8-way team ‘Soft Docks’.*

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For further information visit [www.apf.com.au](http://www.apf.com.au)

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***Requests for further information should be directed to:***

Australian Parachute Federation  
PO Box 1440  
Springwood QLD 4127

***Email:*** [apf@apf.com.au](mailto:apf@apf.com.au)

**AMENDMENTS**

*This version is the initial issue 20170515 released 20170515.*

REVISION	AMENDMENT DETAILS
15 May 2017	<ol style="list-style-type: none"> <li>1. Code of Ethics moved to the APF Member Protection Policy and available on the website.</li> <li>2. Revised definitions for Display Organiser, Parachuting Activities and Parachuting Display. 'Rules and Regulations' replaces definition for Regulations. 'Equipment Bulletin' added as per TD 01/2016. 'Restricted DZ' definition removed.</li> <li>3. 4.3.1 changed from 'overseas' to 'outside APF system' regarding Instructor qualifications.</li> <li>4. 6.1 DZSO Responsibilities rearranged to include system in place versus implementation.</li> <li>5. 6.2.3 Alcohol, Drugs or Fatigue as per TD02/2016.</li> <li>6. 6.4 High Altitude Descents moved to 9.8, under Specific Types of Descents.</li> <li>7. Part 8 contents moved – see note in retained Part 8: Weather Limitations moved to Part 6 Safety as OR 6.4, and 8.2, 8.3 and 8.4 DZ content moved to RS 58 (10, 11, 12).</li> <li>8. 10.1.3 revised with a Table replacing clauses and addition of Display General areas consistent with RS 58, 10.2 DZ classifications.</li> <li>9. 10.1.11 Night Tandems moved from Displays to 9.5.6 under Night Descents.</li> <li>10. 11.2.13 Class E and F DZs – (similar to Displays) a minimum landing requirement for newly endorsed Tandem instructors - 50 landings before being permitted to jump onto Classes E or F DZs.</li> <li>11. As per TD 01/2016, changes to 12.5.2 (a), 15.4.1 and 15.4.2 regarding equipment modifications and bulletins.</li> <li>12. Part 13 contents moved – see note in retained Part 13: 13.1, 13.2 Authorities/Powers moved to <i>Misconduct Policy and Procedures Manual</i>, 13.3 DZ Conditions to RS 58, Waiver of Regs to OR 1.2.</li> <li>13. 14.8.1 Council suspension of instructor ratings/endorsements replaced by Tribunal suspension.</li> </ol>

## Contents

AMENDMENTS .....	3
<b>PART 1 – PRELIMINARY .....</b>	<b>9</b>
<b>1.1 Preliminary .....</b>	<b>9</b>
1.1.1 Purpose .....	9
1.1.2 Authority .....	9
1.1.3 Application .....	9
<b>1.2 Waiver of Regulations.....</b>	<b>9</b>
<b>1.3 Definitions / Interpretation.....</b>	<b>9</b>
<b>PART 2 – GENERAL REQUIREMENTS .....</b>	<b>14</b>
<b>2.1 Obligations of Members .....</b>	<b>14</b>
2.1.1 Compliance.....	14
2.1.2 Anti-Doping Policy.....	14
<b>2.2 Minimum Age Requirements .....</b>	<b>14</b>
2.2.1 Member under 18 Years.....	14
2.2.2 Member under 16 Years.....	14
2.2.3 Member under 12 Years.....	14
<b>2.3 Eligibility and Recent Experience .....</b>	<b>14</b>
2.3.1 Membership Requirement .....	14
2.3.2 Student or Novice Parachutist.....	14
2.3.3 Certified Parachutist.....	14
2.3.4 Sporting Licence Requirements.....	14
2.3.5 Sporting Licence Currency.....	14
<b>PART 3 – CERTIFICATE CLASSES, DISPLAY RATINGS AND CRESTS .....</b>	<b>15</b>
<b>3.1 General .....</b>	<b>15</b>
3.1.1 Certificate Classes, Display Ratings and Crest Levels .....	15
3.1.2 Log Evidence.....	15
3.1.3 Signature / Verification .....	15
<b>PART 4 – VISITORS FROM OVERSEAS OR OUTSIDE THE APF SYSTEM.....</b>	<b>15</b>
<b>4.1 Eligibility for Descents .....</b>	<b>15</b>
4.1.1 APF Membership.....	15
4.1.2 Visitor Assessment .....	15
<b>4.2 Membership Requirements.....</b>	<b>15</b>
4.2.1 Short Term Membership Requirement .....	15
4.2.2 Full Membership Requirement .....	16
<b>4.3 Overseas Qualifications .....</b>	<b>16</b>
4.3.1 Conversion of Instructor Skills.....	16
4.3.2 Training under Overseas Guidelines .....	16
<b>PART 5 – PILOTS AND AIRCRAFT .....</b>	<b>16</b>
<b>5.1 Pilots.....</b>	<b>16</b>
5.1.1 Jump Pilots .....	16
5.1.2 Jump Pilot Requirements .....	16
5.1.3 Balloon Pilot Requirements.....	16
5.1.4 Recreation, Sports Aviation and Warbird Pilot Requirements.....	16
5.1.5 Jump Pilot Responsibilities.....	16
5.1.6 Senior Pilot Requirements.....	17
5.1.7 Senior Pilot’s Responsibilities.....	17
5.1.8 Jump Pilot Examiner Requirements .....	17
5.1.9 Jump Pilot Examiner Responsibilities .....	17
<b>5.2 Aircraft.....</b>	<b>17</b>
5.2.1 Aircraft Maintenance .....	17
5.2.2 Recreation and Sport Aviation Aircraft and Warbirds.....	17

5.2.3	In-Flight Door / Door removed.....	17
5.2.4	Parachutist Restraints .....	17
5.2.5	Knife in Aircraft .....	17
5.2.6	Pilot's Emergency Parachute Availability .....	17
<b>5.3</b>	<b>Airspace .....</b>	<b>17</b>
5.3.1	Reporting Requirements for Parachutes in Controlled Airspace .....	17
5.3.2	Other Airspace Requirements.....	18
<b>PART 6 – SAFETY, RESPONSIBILITIES AND SUPERVISION .....</b>		<b>18</b>
<b>6.1</b>	<b>Operational Supervision and Responsibility .....</b>	<b>18</b>
6.1.1	Training Organisation Activities .....	18
6.1.2	Chief Instructor Responsibilities .....	18
6.1.3	Chief Instructor Supervision .....	18
6.1.4	Operational Appointments .....	18
6.1.5	Direct Supervision by DZSO.....	18
6.1.6	DZSO Responsibilities.....	18
6.1.7	Ratings Holder/Coach Responsibilities.....	19
6.1.8	Ground Control Assistant (GCA) Responsibilities.....	19
6.1.9	Loadmaster Responsibilities.....	19
6.1.10	Target Assistant (TA) Responsibilities .....	19
6.1.11	Individual Responsibilities.....	19
6.1.12	Packer/Rigger Responsibilities .....	19
6.1.13	National Oversight Appointee Responsibilities.....	19
<b>6.2</b>	<b>General Safety Requirements.....</b>	<b>19</b>
6.2.1	Safe Conduct .....	19
6.2.2	Landing near Hazards.....	19
6.2.3	Alcohol, Drugs or Fatigue .....	20
<b>6.3</b>	<b>Operational Safety Requirements.....</b>	<b>20</b>
6.3.1	Minimum Open Height.....	20
6.3.2	Pilot / Parachutist Precautions.....	20
6.3.3	Cutaway Descent Approval .....	20
<b>6.4</b>	<b>Weather Limitations .....</b>	<b>20</b>
6.4.1	Cloud and Visibility.....	20
6.4.2	Ground Wind Speed .....	20
<b>PART 7 – EQUIPMENT.....</b>		<b>20</b>
<b>7.1</b>	<b>General .....</b>	<b>20</b>
7.1.1	Harness and Parachutes.....	20
7.1.2	Clothing, etc. Approval.....	21
7.1.3	Rigid Helmets .....	21
7.1.4	Personal Flotation Devices (PFDs).....	21
7.1.5	Visual Altimeter Requirements .....	21
7.1.6	AAD and RSL Requirements .....	21
7.1.7	Parachute Airworthiness Certification .....	21
7.1.8	Damaged or Unsafe Parachute Assembly.....	21
<b>7.2</b>	<b>Operational Safety Requirements.....</b>	<b>21</b>
7.2.1	Parachutist's Equipment .....	21
7.2.2	Parachutist Restraints .....	21
7.2.3	Dual Controls.....	21
<b>PART 8 – WEATHER LIMITATIONS AND DROP ZONE REQUIREMENTS .....</b>		<b>22</b>
<b>PART 9 – REQUIREMENTS FOR SPECIFIC TYPES OF DESCENTS.....</b>		<b>22</b>
<b>9.1</b>	<b>Freefall Relative Work (RW) General .....</b>	<b>22</b>
9.1.1	Supervision.....	22
9.1.2	RW Minimum Experience.....	22
9.1.3	Relative Descents with More than 10 Parachutists .....	22
9.1.4	Separation Height .....	22
<b>9.2</b>	<b>Freely Descents .....</b>	<b>22</b>



9.2.1	Freely Training Prerequisites.....	22
9.2.2	Freely Training Table Progression.....	22
9.2.3	Audible Altimeter.....	22
<b>9.3</b>	<b>Canopy Relative Work (CRW) Descents.....</b>	<b>23</b>
9.3.1	CRW Training Prerequisites.....	23
9.3.2	CRW Training Table Progression.....	23
9.3.3	Minimum Working Height.....	23
<b>9.4</b>	<b>Wingsuit Descents.....</b>	<b>23</b>
9.4.1	Wingsuit Training Prerequisites.....	23
9.4.2	Wingsuit Training Table Progression.....	23
9.4.3	Audible Altimeter.....	23
9.4.4	Wingsuit Descent Conditions.....	23
<b>9.5</b>	<b>Night Descents.....</b>	<b>23</b>
9.5.1	Night Training Prerequisites.....	23
9.5.2	Night Training Progression.....	24
9.5.3	Parachutist Equipment.....	24
9.5.4	Night Descents Conditions.....	24
9.5.5	Pyrotechnic Flares.....	24
9.5.6	Night Tandem Descents.....	24
<b>9.6</b>	<b>Water Descents.....</b>	<b>24</b>
9.6.1	Water Descents Conditions.....	24
<b>9.7</b>	<b>Camera Descents.....</b>	<b>24</b>
9.7.1	Approval.....	24
9.7.2	Parachutist Requirements.....	24
<b>9.8</b>	<b>High Altitude Descents.....</b>	<b>25</b>
9.8.1	Descents above FL 150 (15,000ft AMSL) and below FL 180 (18,000 AMSL).....	25
9.8.2	Descents above FL 180 (18,000ft AMSL) and below FL 250 (25,000 AMSL).....	25
<b>PART 10 – PARACHUTING DISPLAYS.....</b>		<b>25</b>
<b>10.1 Parachuting Displays.....</b>		<b>25</b>
10.1.1	Parachuting Display Conduct.....	25
10.1.2	Display Organiser Responsibilities.....	25
10.1.3	Distance between Target and Spectators.....	25
10.1.4	Minimum Height over Spectators.....	25
10.1.5	Ground Wind Speed.....	25
10.1.6	Exit Height.....	26
10.1.7	Aircraft Operations.....	26
10.1.8	Canopy Relative Work Requirements.....	26
10.1.9	Flag Requirements.....	26
10.1.10	Display Descents by Student Parachutists.....	26
<b>10.2 Display Rating Assessments.....</b>		<b>26</b>
<b>PART 11 – TRAINING.....</b>		<b>26</b>
<b>11.1 General requirements ALL Training Descents.....</b>		<b>26</b>
11.1.1	Training Syllabus.....	26
11.1.2	Student Parachutist Licence.....	26
11.1.3	Deemed Training Descents.....	26
11.1.4	CI Supervision.....	27
11.1.5	DZSO Authority.....	27
11.1.6	Appropriate Rating / Endorsement.....	27
11.1.7	Log Requirements.....	27
11.1.8	First Descent Requirements.....	27
11.1.9	Orientation Flights.....	27
11.1.10	Student Equipment.....	27
11.1.11	Pre-boarding Briefing.....	27
11.1.12	Canopy Control Assistance.....	27
<b>11.2 Tandem Descents.....</b>		<b>27</b>
11.2.1	Direct Supervision.....	27

11.2.2	Qualifications .....	27
11.2.3	Tandem Endorsement Applicants .....	28
11.2.4	Tandem Passenger Requirement .....	28
11.2.5	AAD Requirements .....	28
11.2.6	RSL Requirements .....	28
11.2.7	Equipment Check .....	28
11.2.8	Aircraft Restraints Tandem Parachutists.....	28
11.2.9	Minimum Open Height.....	28
11.2.10	RW Involving Tandem Instructor.....	28
11.2.11	Canopy Relative Work.....	28
11.2.12	Handcam .....	28
11.2.13	Class E and F DZs .....	28
<b>11.3</b>	<b>AFF, TAF and SFF Descents .....</b>	<b>28</b>
11.3.1	Direct Supervision AFF and TAF Descents.....	28
11.3.2	Direct Supervision SFF Descents .....	29
11.3.3	Instructor Qualifications TAF Descent.....	29
11.3.4	Student Progression .....	29
11.3.5	SFF Training Table .....	29
11.3.6	Aircraft Direct Supervision .....	29
11.3.7	Instructor to Wear Parachute .....	29
11.3.8	Pre-boarding Equipment Check .....	29
11.3.9	Flatfly RW Descent .....	29
11.3.10	Certificate Class A Training.....	29
<b>11.4</b>	<b>Student, Novice Descents and Flatfly RW Training .....</b>	<b>29</b>
11.4.1	Direct Supervision Requirements.....	29
11.4.2	Certificate 'Class B Training Table' (CBTT).....	29
11.4.3	RW Descents Not Part of CBTT.....	29
11.4.4	RW Descents After Stage 5.....	29
<b>PART 12 – RECORDS: LOGS, INCIDENT NOTIFICATION/REPORTS AND PACKING RECORDS.....</b>		<b>30</b>
<b>12.1</b>	<b>Records Retention .....</b>	<b>30</b>
<b>12.2</b>	<b>Parachutist's Log.....</b>	<b>30</b>
12.2.1	Parachutist's Log .....	30
12.2.2	Log Details.....	30
12.2.3	Inspection of Logs and Records.....	30
12.2.4	Lost Log .....	30
<b>12.3</b>	<b>Master Log .....</b>	<b>30</b>
12.3.1	Club's Log .....	30
12.3.2	Operations Conducted Other than by Club.....	30
12.3.3	Master Log Contents .....	30
<b>12.4</b>	<b>Parachute Maintenance Log.....</b>	<b>30</b>
12.4.1	Parachute Packing and Rigging Records.....	30
12.4.2	Parachute Maintenance Log Details .....	30
<b>12.5</b>	<b>Parachute Packing Record.....</b>	<b>31</b>
12.5.1	Packing Cards .....	31
12.5.2	Reserve/Emergency Parachute and Tandem Passenger Harness Airworthiness Requirements .....	31
12.5.3	AAD Service or Replacement .....	31
12.5.4	Student and Tandem Equipment Log.....	31
<b>12.6</b>	<b>Miscellaneous reports.....</b>	<b>31</b>
12.6.1	Equipment Defect / Rigging Report .....	31
12.6.2	Incident Notification and Reporting.....	31
12.6.3	Display Record.....	32
<b>PART 13 – AUTHORITIES / POWERS .....</b>		<b>32</b>
<b>PART 14 – INSTRUCTOR RATINGS, ENDORSEMENTS AND COACH APPOINTMENTS .....</b>		<b>32</b>
<b>14.1</b>	<b>General requirements.....</b>	<b>32</b>
14.1.1	Fit and Proper Person.....	32
14.1.2	Acting as Instructor or Coach .....	32

<b>14.2</b>	<b>Instructor Ratings and Endorsements</b>	<b>33</b>
14.2.1	Instructor Ratings	33
14.2.2	Endorsements	33
14.2.3	STM Waiver	33
<b>14.3</b>	<b>Coach Appointments</b>	<b>33</b>
14.3.1	Coach Appointment Disciplines	33
<b>14.4</b>	<b>Chief Instructor Appointment</b>	<b>33</b>
14.4.1	CI Appointment	33
14.4.2	Existing CI Appointment	33
14.4.3	Council Recommendations	33
14.4.4	Board Powers	33
14.4.5	Termination of Appointment	33
14.4.6	Appeal to the Board	34
<b>14.5</b>	<b>Instructor and Coach Privileges</b>	<b>34</b>
14.5.1	Instructor D Privileges	34
14.5.2	Instructor C Privileges	34
14.5.3	Instructor B Privileges	34
14.5.4	Instructor A Privileges	34
14.5.5	Instructor with Packer B Privileges	34
14.5.6	Instructor with Packer A Privileges	34
14.5.7	Endorsement Privileges	34
14.5.8	AFF Endorsement Privileges	34
14.5.9	Tandem Supervisor Endorsement Privileges	34
14.5.10	SFF Endorsement Privileges	34
14.5.11	Coach Privileges	35
<b>14.6</b>	<b>Validity of Ratings and Endorsements</b>	<b>35</b>
14.6.1	Validity of Ratings and Endorsements	35
<b>14.7</b>	<b>Instructor Examiner</b>	<b>35</b>
14.7.1	Instructor Examiner Appointment	35
14.7.2	Instructor Examiner Responsibilities	35
<b>14.8</b>	<b>Suspension and Cancellation of Ratings and Endorsements</b>	<b>35</b>
14.8.1	Tribunal Suspension	35
14.8.2	Board Suspension or Cancellation	35
14.8.3	Chief Instructor Cancellation	35
<b>PART 15</b>	<b>– PARACHUTE PACKING AND RIGGING</b>	<b>35</b>
<b>15.1</b>	<b>Packer and Rigger Ratings – General</b>	<b>35</b>
15.1.1	Fit and Proper Person	35
15.1.2	Packer and Rigger Ratings	35
<b>15.2</b>	<b>Packer and Rigger Privileges</b>	<b>35</b>
15.2.1	Packer B	35
15.2.2	Packer A	35
15.2.3	Rigger	35
15.2.4	Rigger Examiner	36
<b>15.3</b>	<b>Packing Requirements</b>	<b>36</b>
15.3.1	CI Authorisation	36
15.3.2	Packing Recommendations	36
15.3.3	Documentation	36
15.3.4	Packing for a Live Drop	36
15.3.5	Emergency and Reserve Parachutes	36
15.3.6	Trainee Packer	36
<b>15.4</b>	<b>Rigging Requirements</b>	<b>37</b>
15.4.1	Manufacturers' Modifications and Equipment Bulletins	37
15.4.2	Compliance Date Enforcement	37
<b>15.5</b>	<b>Suspension and Cancellation of Packer and Rigger Ratings</b>	<b>37</b>
15.5.1	Suspension	37
15.5.2	Board Suspension or Cancellation	37

## PART 1 – PRELIMINARY

### 1.1 Preliminary

#### 1.1.1 Purpose

These Operational Regulations and the subsidiary Regulatory Schedules are the Australian Parachute Federation's controlling reference documents for governing the safe and efficient conduct of parachuting activities.

- (a) The Operational Regulations (OR) are approved by CASA as APF's primary regulatory document. Their main purpose is to describe principal safety and training requirements and the duties and responsibilities of all those involved in parachuting. They outline the classification and rating frameworks, and set out the conditions and requirements for parachuting operations.

Whilst the OR also include non-safety related administrative policy and procedures relating to parachuting and overseas visitors, matters in the OR may be set out in more detail in the subsidiary Regulatory Schedules.

- (b) The Regulatory Schedules (RS) expand on some of the regulatory areas in the OR and include procedural regulations. The RS document contains the following Schedules:

- (i) RS 50: Glossary of Terms and Definitions;
- (ii) RS 51: CASA Instruments;
- (iii) RS 52: Parachutist Certification, Crests and Display Ratings;
- (iv) RE 53: Instructor, Packer, Rigger Ratings and Endorsements, Coaches and Assessment;
- (v) RS 54: Chief Instructor Application and Appointment;
- (vi) RS 55: Incident Notification, Investigation and Reporting;
- (vii) RS 56: Jump Pilot Authorisation and Examiner;
- (viii) RS 57: Organisational Structure and Accountabilities;
- (ix) RS 58: Club Regulations, Applications and Drop Zones; and
- (x) RS 60: Cloud Jumping.

- (c) Where an inconsistency arises between the OR and a RS, the OR will prevail.

#### 1.1.2 Authority

These regulations are made pursuant under Rule 25 of the APF Constitution and are binding on all members of the APF.

#### 1.1.3 Application

These regulations apply to parachuting activities conducted or undertaken under the auspices of the APF.

These regulations take effect from 15 May 2017 and repeal any previously issued Operational Regulations.

### 1.2 Waiver of Regulations

- (a) A member may apply in writing for a waiver of the regulations.
- (b) An application for a waiver must set out the grounds upon which the waiver is sought and the operations in respect of which the waiver is requested.
- (c) The NAO, NRO and STM may waive regulations affecting their respective areas of operations with prior notification to the Technical and Safety Committee.
- (d) A waiver must be in writing and copies must be given to the member concerned, the Council and the APF Office.

### 1.3 Definitions / Interpretation

Words not defined in these Regulations have the meaning ascribed to them in the APF Constitution or Regulatory Schedule 50 unless a contrary meaning appears from the context.

In interpreting a provision of APF rules and regulations, the interpretation that would best achieve the purpose or object of the regulations (whether or not that purpose or object is expressly stated in the regulations) is to be preferred to each other interpretation.

The following condensed list of acronyms and terms are reproduced from RS 50. If a term is not defined below, check the Constitution and RS 50.

TERM	DEFINITION / INTERPRETATION
AAD	Automatic Activation Device
AFF	Accelerated Freefall: A method of student training in accordance with the Training Operations Manual, where the majority of descents are undertaken with one or two jumpmasters in freefall with the student.



TERM	DEFINITION / INTERPRETATION
<b>AGL</b>	Above Ground Level: Altitude expressed as feet above terrain or airport elevation.
<b>AMSL</b>	Above Mean Sea Level
<b>APF</b>	Australian Parachute Federation Ltd
<b>APF Conference</b>	The annual APF forum or symposium to promote safety and the objectives of the APF strategic plan, through an exchange of ideas and information between members.
<b>APF equipment standards</b>	Mandatory or optional standards for equipment, including certified and non-certified parachute parts, published by the APF in service bulletins including previously issued rigging advisory circulars.
<b>APF Office</b>	The national administration and management office of the APF.
<b>Appeals Officer</b>	A person appointed with functions and disciplinary authority under the Misconduct Policy and Procedures Manual.
<b>Appeals Tribunal</b>	See 'tribunal' and the Misconduct Policy and Procedures Manual.
<b>ATC</b>	Air Traffic Control
<b>Board</b>	APF Board is a body consisting of Directors appointed under rule 18 of the Constitution. The Board manages the affairs of the APF in accordance with the Constitution.
<b>CASA</b>	The Australian Civil Aviation Safety Authority.
<b>certificate</b>	An APF parachutist Certificate Class A, B, C, D, E or F, issued to a parachutist who has achieved an APF level of proficiency. <i>See also section five of this RS 50 for information on other use of 'certificate'.</i>
<b>CI</b>	Chief Instructor: An Instructor A appointed by the National Training Officer to supervise training for a club and ensure compliance with these regulations.
<b>Club</b>	Any club, organisation, centre, corporation, company or other institution, association or community, in whatever legal form, meeting the criteria set by the APF for Club membership from time to time and which is admitted to the APF as a Club, defined under rule 9 of the APF Constitution.
<b>coach</b>	A person appointed by a Chief Instructor as a coach in accordance with RS 53, 8.
<b>Constitution</b>	The Constitution of the Australian Parachute Federation (APF).
<b>Council</b>	An APF Council Committee defined under rule 7 of the Constitution.
<b>crest</b>	Recognition by the APF of a parachutist's proficiency in a particular parachuting skill.
<b>CRW</b>	Canopy Relative Work: A descent in which the parachutists attempt to bring themselves together, or near to each other, after their parachutes are open.
<b>daily maintenance</b>	<i>(For the purposes of parachute packing and parachute rigging.)</i> The replacement of component parts that require assembly only and no sewing other than hand tacking.
<b>deployment height</b>	The height at which the parachutist initiates the activation sequence to open the main parachute.
<b>descent</b>	A parachute descent, being the time from when the parachutist exits the aircraft until the parachutist lands.
<b>direct supervision</b>	The supervisor must be present throughout the operation, monitoring all relevant activities and ensuring compliance with regulations. <i>See also 'Supervision'.</i>
<b>display</b>	<i>See 'Parachuting Display'</i>
<b>Display Manual</b>	A manual issued by the APF for the organisation of parachuting displays and Display Organisers.
<b>Display Organiser (DO)</b>	A person appointed in accordance with the Rules and Regulations who is responsible for the conduct of a parachuting display.
<b>display rating</b>	A rating issued to allow participation in a parachuting display.
<b>DZSO</b>	Drop Zone Safety Officer: A person who is appointed as Drop Zone Safety Officer for an operation.
<b>DZ</b>	Drop Zone: A general term describing the intended landing area for a descent.
<b>emergency parachute</b>	A parachute that meets APF equipment standards. <i>(An emergency parachute normally refers to a certified parachute intended for emergency use.)</i> <i>See separate definition for 'reserve parachute'.</i>
<b>equipment bulletin</b>	May include any manufacturer directives such as but not limited to: Technical Service Bulletins, Service Bulletins, Technical Bulletins, Product Service Bulletins, Information Bulletins, Technical Standards or Airworthiness Directives.

TERM	DEFINITION / INTERPRETATION
<b>Examiner Manual</b>	A manual issued by the APF for the conduct of assessments for APF instructor, coach and other ratings and endorsements.
<b>exit point</b>	The position of the aircraft over the ground where the parachutist, having regard to the prevailing weather conditions, must exit in order to land on the target.
<b>FAI</b>	Fédération Aéronautique Internationale: The international body that administers sport aviation throughout the world.
<b>FL</b>	Flight Level
<b>flag</b>	Any material or flag attached to a parachutist and having a suspended weight.
<b>flatfly</b>	Freefall in which the parachutists fall in a predominately face-to-earth position.
<b>flotation equipment and (PFD)</b>	A personal flotation device (PFD) that meets an appropriate marine or aviation standard. <i>(Refer to APF Service Bulletins)</i>
<b>freefall</b>	The period from when the parachutist exits the aircraft until parachute deployment.
<b>freefly</b>	Freefall in which the parachutist does not fall in a predominantly face-to-earth position. For regulatory purposes, this may include a general differentiation between head-up (HU) and head-down (HD) descents.
<b>full membership</b>	A visitor or parachutist who has paid the appropriate subscription to the APF, from date of joining to June 30.
<b>full name</b>	A person's given first name and surname, not a nickname or alias.
<b>GCA</b>	Ground Control Assistant: The person who is responsible for communicating to the jump aircraft as to the advisability of exiting the aircraft.
<b>ground</b>	<i>In relation to parachute equipment.</i> To prohibit the use of that equipment for descents.
<b>ground wind</b>	Wind that affects the parachute upon landing.
<b>handcam</b>	A camera mounted on the hand or wrist area.
<b>incident</b>	Any unplanned or uncontrolled event which may or may not result in injury, illness, property damage or a near miss, or significantly increased the risk of a descent. <i>See RS 55 for more detail.</i>
<b>instructor</b>	The holder of a valid APF instructor rating ( <i>Class A, B, C or D, as known as IA, IB, IC and ID</i> ).
<b>instructor-assisted deployment (IAD)</b>	A main canopy deployment system where the instructor deploys the student's parachute by throwing the pilot-chute down and clear of the aircraft door as, or after, the student exits.
<b>Instructor Examiner</b>	An Instructor A appointed to assess APF instructor candidates.
<b>JPA</b>	Jump Pilot Authorisation: An authorisation issued by the APF to certify a pilot is qualified to conduct flights for parachuting activities at member training organisations. <i>See RS 56 for more detail.</i>
<b>jump pilot</b>	The holder of a valid Jump Pilot Authorisation (JPA) flying aircraft for parachuting activities at member training organisations.
<b>landing hazard</b>	An object or group of objects on the ground, including power-lines and water hazards, likely to cause injury to a parachutist when landing and which cannot be avoided by steering the canopy away at a height of 100 feet above the object or group of objects.
<b>licence</b>	Sporting Licence or Student Licence. Not to be confused with certificates or ratings.
<b>load</b>	A parachute operation from aircraft take-off to landing (sometimes referred to as a 'sortie').
<b>maintenance</b>	<i>(For the purposes of parachute packing and parachute rigging)</i> The restoration of any part of a parachute assembly to its original specifications and/or condition, but does not include alteration of existing components or construction of alternative sections to the parachute assembly.
<b>member</b>	A person or club of the APF, defined under rule 6 of the Constitution.
<b>MTOW</b>	Maximum take-off weight.
<b>National Officer</b>	A person appointed to a position of technical responsibility under RS 57. National Officers may form part of the Technical and Safety Committee.
<b>night descent</b>	A descent made during the period of darkness that is taken to commence one hour after official last light.
<b>novice</b>	A novice parachutist who holds a Certificate Class A but not a Certificate Class B.
<b>NAO</b>	National Aviation Officer: The person appointed by the CEO responsible for matters relating to aircraft operations.

TERM	DEFINITION / INTERPRETATION
<b>NRO</b>	<i>Previously 'DR'</i> . National Rigging Officer: The person appointed by the CEO responsible for matters relating to parachute rigging.
<b>occurrence</b>	For the purposes of the OR and RS, refer to "Incident".
<b>open height</b>	The height at which the parachute is fully open.
<b>OR</b>	The APF Operational Regulations, as amended from time to time by the Board.
<b>packer</b>	The holder of a valid APF packer rating ( <i>Class A or Class B</i> ).
<b>parachuting activities</b>	Performing or participating in any APF authorised or recognised activities as described in APF Rules and Regulations, including but not limited to parachuting, training, displays, packing, rigging, flying in any aircraft being used for or in connection with parachuting and related activities.
<b>parachuting display</b>	Excluding descents made at an APF-approved DZ, a descent: (a) made within 600 metres of a populous area; or (b) at a public gathering; or (c) at a DZ set up temporarily involving Tandem descents (see OR 10.1.10) and used no more than seven operational days in any one month period and no more than three months in any one calendar year.
<b>parachutist</b>	The holder of an APF parachutist certificate or an APF Student Parachutist Licence. See <i>section five of this RS 50 for additional detail</i> .
<b>parachutist certificate</b>	See 'certificate'.
<b>rating</b>	A qualification issued by the APF to a parachutist who has achieved a level of proficiency in instructing, packing, rigging or the conduct of displays.
<b>reserve parachute</b>	A parachute that meets APF equipment standards. ( <i>A reserve parachute normally refers to a second or auxiliary parachute worn by a person making a premeditated jump.</i> ) See separate definition for 'emergency parachute'.
<b>Review Officer</b>	The Review Officer is an authorised person with functions and disciplinary authority under the Misconduct Policy and Procedures Manual.
<b>Review Tribunal</b>	See 'tribunal'
<b>rigger</b>	The holder of a valid APF rigger rating.
<b>Rigger Examiner</b>	A Rigger appointed to assess APF packer and rigger rating candidates.
<b>RS</b>	Regulatory Schedule: A supplementary document to the Operational Regulations, which provides more detailed information on a regulation or group of regulations.
<b>RSL</b>	Reserve Static Line (or Reserve Static Lanyard)
<b>Rules and Regulations</b>	Rules, regulations, bylaws, statutes, instructions, policy and/or procedure as determined by the APF under the Constitution.
<b>RW</b>	Relative Work, performed by parachutists in a descent in which the parachutists attempt to bring themselves together or near to each other. <b>Note:</b> This term includes flatfly, camera, wingsuit, freefly and CRW, as well as any other types of descent in which parachutists attempt to fly near/relative each other.
<b>Senior Pilot or SP</b>	A pilot appointed by the Chief Instructor of a training organisation, responsible for oversight of all aircraft related aspects of the operation.
<b>Service Bulletin or SB</b>	( <i>Previously 'Rigging Advisory Circular'</i> ) A document released by the APF or other organisation overseeing parachuting, to provide technical safety information. Includes documents previously issued as Rigging Advisory Circulars (RACs) and/or documents issued by manufacturers relating to their equipment.
<b>SFF</b>	Solo Freefall: A method of student training in accordance with the Training Operations Manual, involving either some Static-Line Deployment (SLD) or Instructor-Assisted Deployment (IAD) in the early stages, where the majority of descents are undertaken without a jumpmaster in freefall with the student.
<b>short-term membership</b>	A membership option that is available to a visiting overseas parachutist or parachutist who has been trained outside the APF system, and may be purchased for a minimum period of one month.
<b>SLD</b>	See "static-line deployment".
<b>sortie</b>	A parachute operation from aircraft take-off to landing (see 'load').
<b>Sporting Licence</b>	A licence issued by the APF, through its affiliation with the FAI, to undertake parachuting activities in accordance with the rules and regulations of the APF. A Sporting Licence is not valid unless the holder is also a full member.

TERM	DEFINITION / INTERPRETATION
<b>stable freefall</b>	A freefall descent in which the parachutist maintains control of body position from exit through freefall and deployment of the parachute.
<b>static-line deployment (SLD)</b>	Deployment initiated by use of a line attached to the aircraft and to the parachute (as opposed to Instructor-Assisted Deployment or by the parachutist initiating the deployment).
<b>static-line descent</b>	A descent in which parachute deployment is activated upon exit by means of a static-line attached to the aircraft.
<b>STO</b>	Safety and Training Officer ( <i>replaces ASO, AIE and DRE</i> ). An Instructor A or other highly experienced instructor acceptable to the STM and APF Office, appointed to encourage safe parachuting, conduct audits, supervise instructional standards, examine display ratings and various compliance matters. <i>See RS 57.</i>
<b>STM</b>	Safety and Training Manager. <i>See RS 57.</i>
<b>student parachutist or student</b>	The holder of an APF Student Parachutist Licence but not an APF parachutist certificate and who must be under the direct supervision of a DZSO.
<b>Student Parachutist Licence</b>	The licence issued by the APF to a member to enable that member to be trained for parachuting.
<b>supervision</b>	The periodic surveillance and assessment of operations and persons conducting operations in order to maintain established standards and compliance with regulations. <i>See also 'direct supervision'.</i>
<b>TA</b>	Target Assistant: The person responsible for communicating canopy control directions to a student parachutist. Proposed to be known as a Canopy Control Assistant.
<b>TAF</b>	Tandem Assisted Freefall: A freefall training method utilising a tandem descent(s) in the early stages of that training.
<b>tandem descent</b>	A descent in which two parachutists exit the aircraft linked to a common harness/parachute system.
<b>Tandem Instructor</b>	The holder of valid APF instructor rating with a valid tandem endorsement.
<b>tandem parachutist</b>	The parachutist holding at least APF student parachutist membership, carried on the front of a Tandem Instructor during a tandem descent.
<b>Tandem Supervisor</b>	The holder of a valid APF Instructor C rating or higher with a valid tandem supervisor endorsement.
<b>target</b>	The area free of landing hazards within the DZ, for use in assessing landing accuracy, marked as: (a) a runway; or (b) a circle, in accordance with RS 52, 4.1.
<b>Technical and Safety Committee</b>	<i>Previously Technical Committee.</i> The operational committee of various national officers and Safety & Training Officers, reporting to the CEO and assigned such powers and functions as are necessary to support the achievement of the APF strategic and operational plans.
<b>technical directive</b>	Technical directive: A document issued by the APF to provide technical safety information in any operational areas of parachuting.
<b>trainee</b>	A parachutist making or training to make a descent which is required to be made under the supervision of a Chief Instructor.
<b>training descent</b>	A descent under OR 11.1.3 'Deemed Training Descents'.
<b>Training Table</b>	A descent table listed in the Training Operations Manual.
<b>TOM</b>	Training Operations Manual: Mandated requirements for parachute training issued by the APF as the industry standard manual, for adoption by Clubs as their parachute training manual. A proposal for a non-standard TOM or modified sections of a TOM must be submitted by the Club's CI for consideration and approval by the STM.
<b>training organisation</b>	An APF club that has an appointed Chief Instructor, and provides facilities for training parachutists.
<b>tribunal</b>	<i>As in Review Tribunal and Appeals Tribunal,</i> a tribunal consists of a person or persons appointed to deal with matters referred to it in accordance with the Misconduct Policy and Procedures Manual, provided for under rule 13 of the Constitution.
<b>visitor</b>	A parachutist who has been trained outside the APF system or any visiting overseas parachutist.
<b>water hazard</b>	An open body of water that has a horizontal dimension of more than 100 metres and a depth of more than one metre.
<b>wingsuit descent</b>	A descent in which the parachutist uses various control surfaces on a specially constructed suit to generate lift for horizontal movement.

## **PART 2 – GENERAL REQUIREMENTS**

### **2.1 Obligations of Members**

#### **2.1.1 Compliance**

- (a) In accordance with OR 6.1.11, members are bound by:
- (i) these Operational Regulations and all subsidiary Regulatory Schedules;
  - (ii) the APF Code of Ethics;
  - (iii) mandatory standards published in service bulletins and rigging advisory circulars, and technical directives; and
  - (iv) all other policies and procedures that may be determined from time to time by the APF.
- (b) Members must ensure their membership and any required ratings or appointments held are valid when participating in parachuting activities.
- (c) With the exception of membership requirements for visitors described in OR 4.2, an APF parachutist certificate, display rating or crest is not valid unless the holder is also the holder of full APF membership and a current APF/FAI Sporting Licence.
- (d) An APF instructor rating or coach appointment is not valid unless the holder or appointee is also the holder of full APF membership and a current APF/FAI Sporting Licence.
- (e) An APF packer or rigger rating is not valid unless the holder is also the holder of full APF membership.

#### **2.1.2 Anti-Doping Policy**

A member must:

- (a) not commit a doping offence as defined in the APF Anti-Doping Policy; and
- (b) permit and assist in providing a sample for drug testing when required to do so by Australian Sports Anti-Doping Authority (ASADA), APF or FAI or by a person authorised by the Board of the APF requiring such a sample.

### **2.2 Minimum Age Requirements**

#### **2.2.1 Member under 18 Years**

A member under the age of 18 years must not make a descent except with the written permission of that member's parent or legal guardian.

#### **2.2.2 Member under 16 Years**

A member under the age of 16 years must not make a descent except as a student parachutist on a tandem descent.

#### **2.2.3 Member under 12 Years**

A member under the age of 12 years must not make a descent except with the written permission of the STM.

### **2.3 Eligibility and Recent Experience**

#### **2.3.1 Membership Requirement**

- (a) Notwithstanding OR 5.1.5, all persons on board an aircraft except flight crew, must hold current membership of the APF.
- (b) Except visitors assessed as eligible under Part 4 and notwithstanding OR 2.3.5, only a member who holds a valid APF Student Parachutist Licence or a valid APF/FAI Sporting Licence is eligible to make a descent.

#### **2.3.2 Student or Novice Parachutist**

A student or novice parachutist who has not made a descent within the period of 90 days immediately preceding the intended training descent, must be assessed by the DZSO prior to undertaking a descent.

#### **2.3.3 Certified Parachutist**

The holder of an APF parachutist certificate who has not made a descent within the immediately preceding six months must not make a descent except under the direct supervision of an Instructor C or higher until assessed as proficient to exercise the privileges of the certificate held.

#### **2.3.4 Sporting Licence Requirements**

The issue or renewal of a Sporting Licence must not be approved unless the certificate holder has made at least six stable freefalls in the preceding 12 months.

#### **2.3.5 Sporting Licence Currency**

A member who does not meet the currency requirements of OR 2.3.4 for the issue of a Sporting Licence may make a descent subject to the following:

- (a) the member must receive approval for the descent from the DZSO of a Training Organisation; and
- (b) the descent must be made under the direct supervision of the DZSO.



## PART 3 – CERTIFICATE CLASSES, DISPLAY RATINGS AND CRESTS

### 3.1 General

#### 3.1.1 Certificate Classes, Display Ratings and Crest Levels

The APF issues certificates, ratings and crests, which must be achieved, authorised and held in accordance with the requirements of RS 52. The certificate classes, display ratings and crest levels are:

- (a) certificate classes A, B, C, D, E and F, with class F being the highest.
- (b) crests for:
  - (i) Australian Star Crest;
  - (ii) Night Star Crest;
  - (iii) Wingsuit Crest;
  - (iv) Freefly Crests; and
  - (v) Canopy Relative Work.
- (c) Display ratings for:
  - (i) Display General;
  - (ii) Display Pro;
  - (iii) Display Open; and
  - (iv) Display Organiser.

#### 3.1.2 Log Evidence

Only descents logged as required by ORs 12.2.1 and 12.2.2 may be accepted as evidence for the issue of certificate classes, display ratings and crests.

#### 3.1.3 Signature / Verification

Provided that the verifier has confirmed that the applicant fully and completely meets the requirements of the certificate class, display rating or crest being applied for, all applications must be verified and countersigned by:

- (a) the Chief Instructor (CI); or
- (b) in the CI's absence: the NAO, NRO, STO or STM.

## PART 4 – VISITORS FROM OVERSEAS OR OUTSIDE THE APF SYSTEM

### 4.1 Eligibility for Descents

#### 4.1.1 APF Membership

A visitor who holds a valid parachuting licence may make descents only after becoming at least a short-term member of the APF.

*Note: Short-term membership without FAI-affiliation does not satisfy FAI and some APF requirements for members wishing to participate in national and international competitions or record attempts.*

#### 4.1.2 Visitor Assessment

- (a) **Experienced Parachutists:** Before a visitor who holds a valid parachutist's licence makes a descent, a CI, or a DZSO authorised by the CI, STO or STM, must:
  - (i) assess the visitor's experience and competence;
  - (ii) write in the visitor's log the level of privileges that the visitor may exercise; and
  - (iii) write in the visitor's log the equivalent experience level for a certificate class up to and including a Class E and Crests;
- (b) **Student Parachutists:** Before a visiting student parachutist makes a training descent, a CI, or in the absence of the CI a DZSO authorised by the CI, must:
  - (i) assess the visitor's experience and level of proficiency; and
  - (ii) ensure the visitor takes up training at the appropriate stage of a Training Table as defined in the Training Operations Manual (TOM).

### 4.2 Membership Requirements

#### 4.2.1 Short Term Membership Requirement

- (a) A visitor who holds a valid parachutist licence, at least a short-term membership of the APF, and who has received the appropriate written assessment in their log in accordance with OR 4.1.2 may apply for:
  - (i) certificate classes A to E;
  - (ii) crests; and/or
  - (iii) Display General rating.
- (b) A visitor must hold the applicable certificate class required for the Display General rating and/or Crest being applied for.

#### 4.2.2 Full Membership Requirement

- (a) A visitor must take out full membership of the APF before applying for:
  - (i) any rating or endorsement;
  - (ii) Display Organiser rating;
  - (iii) Certificate Class F; or
  - (iv) Display Pro or Display Open rating.
- (b) The visitor must hold the certificate class required for the particular display rating being applied for.

### 4.3 Overseas Qualifications

#### 4.3.1 Conversion of Instructor Skills

- (a) A visitor who is qualified as an instructor outside the APF system may apply for conversion of their qualifications to an Instructor D rating with any appropriate endorsement(s) through an assessment process approved by the STM.
- (b) A visitor who wishes to apply for an Instructor B, C or A rating must complete all the relevant requirements as required by Part 14 of these regulations and in accordance with RS 53.

#### 4.3.2 Training under Overseas Guidelines

- (a) Groups of overseas parachutists, including clubs and teams, may conduct training with a club under their own national guidelines only where:
  - (i) the group of overseas parachutists has applied to the STM for permission to train under the visitors' national guidelines; and
  - (ii) the STM has issued a specific permission in writing outlining the conditions and limitations with which the group of overseas parachutists and the club must comply.
- (b) A copy of the permission issued by the STM must be inserted into the TOM and a copy supplied to the APF Office.

## PART 5 – PILOTS AND AIRCRAFT

### 5.1 Pilots

Jump Pilot Authorisations (JPA), Jump Pilot Examiner appointments and Senior Pilot nominations are issued, held and revalidated in accordance with RS 56 and these regulations.

#### 5.1.1 Jump Pilots

All pilots flying at APF training operations must:

- (a) comply with the CASA Instrument issued under CAR 209 (see RS 51);
- (b) hold a JPA; and
- (c) comply with the APF Jump Pilot Manual.

#### 5.1.2 Jump Pilot Requirements

A Jump Pilot must hold:

- (a) a valid commercial pilot licence (CPL); or
- (b) a valid private pilot licence (PPL) and have 200 hours total aeronautical experience, of which at 100 hours must be as pilot in command; or
- (c) an APF Certificate Class D and a valid private pilot licence and have 120 hours total aeronautical experience of which 70 hours must be as pilot in command; and must have:
- (d) 10 hours experience on the particular aircraft type or an aircraft type of similar performance, weight and operational complexity.

#### 5.1.3 Balloon Pilot Requirements

Where a balloon is used for parachuting, the balloon pilot must hold at least a valid commercial pilot (balloon) licence or a valid private pilot (balloon) licence.

#### 5.1.4 Recreation, Sports Aviation and Warbird Pilot Requirements

Where a recreation or sports aviation aircraft or warbird is used for parachuting other than for training operations, the pilot must hold a valid licence or certificate relevant to the aircraft operated and an endorsement to carry passengers.

#### 5.1.5 Jump Pilot Responsibilities

All pilots flying at APF training operations must:

- (a) carry a valid pilot licence and current medical when flying;
- (b) be a current APF member;
- (c) comply with the operating requirements and limitations contained in the aircraft flight manual;
- (d) comply with Cloud Jump Procedures Manual (CJPM) when applicable;

- (e) comply with all pre-jump briefings;
- (f) provide aircraft operational advice to the DZSO; and
- (g) ensure that all parachutists are restrained in accordance with ORs 5.2.4, 7.2.2 and 11.2.8.

#### **5.1.6 Senior Pilot Requirements**

The Senior Pilot must be:

- (a) the holder of a valid JPA;
- (b) nominated in writing by the CI of a Training Organisation; and
- (c) a person acceptable to the NAO.

#### **5.1.7 Senior Pilot's Responsibilities**

The Senior Pilot must:

- (a) be responsible for oversight of all aircraft related aspects of the operation;
- (b) ensure aircraft management systems are in place including but not limited to a system for calculation of MTOW for each load;
- (c) provide aircraft operational advice to pilots and the CI; and
- (d) provide supervision and recurrent training to JPA holders.

#### **5.1.8 Jump Pilot Examiner Requirements**

Before being appointed as a Jump Pilot Examiner, the applicant must:

- (a) meet the requirements of RS 56;
- (b) hold of a valid JPA; and
- (c) be approved to act as a Jump Pilot Examiner by the NAO.

#### **5.1.9 Jump Pilot Examiner Responsibilities**

The Jump Pilot Examiner must:

- (a) conduct the training and assessment of jump pilots in accordance with the APF Jump Pilot Manual; and
- (b) authorise the issue of JPA's.

### **5.2 Aircraft**

#### **5.2.1 Aircraft Maintenance**

Jump aircraft involved in parachute training student operations must be maintained in accordance with the requirements of the CASA Instrument issued under CAR 209 and included in RS 51.

#### **5.2.2 Recreation and Sport Aviation Aircraft and Warbirds**

Notwithstanding OR 5.1.4, Recreation and Sports Aviation Aircraft and warbirds must not be used for parachute training descents.

#### **5.2.3 In-Flight Door / Door removed**

A supplement relating to operations with an external opening door or door removed must be in the flight manual for the aircraft.

#### **5.2.4 Parachutist Restraints**

An aircraft used for parachute operations (other than a balloon) must be:

- (a) fitted with sufficient single point restraints manufactured to a standard approved by CASA and labelled accordingly and accessible to all parachutists aboard the aircraft; or
- (b) fitted with sufficient aircraft seats and seatbelts; and
- (c) used in accordance with ORs 7.2.2 and 11.2.8.

#### **5.2.5 Knife in Aircraft**

A knife, capable of cutting parachute harness webbing, must be readily available and appropriately stored in the aircraft.

#### **5.2.6 Pilot's Emergency Parachute Availability**

A parachute that complies with APF equipment standards and training in the proper use of that parachute must be made available to pilots of aircraft used in making descents.

### **5.3 Airspace**

#### **5.3.1 Reporting Requirements for Parachutes in Controlled Airspace**

The Pilot in command or as otherwise stipulated in a letter of agreement must report to ATC that all parachutists are:

- (a) clear of controlled airspace as soon as practicable; or
- (b) below an altitude as specified by:
  - (i) a Letter of Agreement with Airservices Australia; or
  - (ii) ATC for the individual sortie.

### 5.3.2 Other Airspace Requirements

Notwithstanding OR 5.3.1, airspace requirements for parachute operations are contained in the CASA Instrument issued under CAR 209 and included in RS 51.

## PART 6 – SAFETY, RESPONSIBILITIES AND SUPERVISION

### 6.1 Operational Supervision and Responsibility

*Note: See also ORs 5.1.2, 10.1.2, 14.7.2 and RS 58, 10.2.*

#### 6.1.1 Training Organisation Activities

The appointed CI of a Training Organisation is the person held accountable by the APF for that organisation's compliance with all rules and regulations of the APF.

#### 6.1.2 Chief Instructor Responsibilities

The appointed CI of a Training Organisation is responsible for ensuring that:

- (a) an adequate and appropriate Safety Management System is documented and implemented;
- (b) all parachutists involved in parachuting activities conduct themselves in accordance with the organisation's Safety Management System and comply with all rules and regulations of the APF; and
- (c) all rating holders and persons appointed to those positions as defined in OR 6.1.4:
  - (i) operate within that organisation's Safety Management System and comply with all rules and regulations of the APF; and
  - (ii) ensure students, novice parachutists and certified parachutists under their supervision conduct themselves in accordance with that organisation's Safety Management System and comply with all rules and regulations of the APF.

#### 6.1.3 Chief Instructor Supervision

The CI must exercise direct supervision of each operation at least one third of operational time, calculated in any 90 days, unless any additional direct supervision requirements as stated in writing by the APF, Council, STO or STM have been imposed.

#### 6.1.4 Operational Appointments

- (a) The CI is responsible for ensuring the following appointments are made including:
  - (i) DZSO; and
  - (ii) Senior Pilot.
- (b) The DZSO is responsible for ensuring the following appointments are made, including:
  - (i) Loadmaster;
  - (ii) Ground Control Assistant; and
  - (iii) Target Assistant (as required).

#### 6.1.5 Direct Supervision by DZSO

All descents must be made with the approval of, and under the direct supervision of a DZSO, in accordance with the following requirements:

- (a) **Student or Novice Training Descents** (other than tandem descents): Notwithstanding ORs 14.5.2 (a)(iii) and (b), the DZSO must be the holder of at least an Instructor C rating, and must have been appointed by the CI.
- (b) **Tandem Training Descents**: Notwithstanding OR 11.2.1, the DZSO must be the holder of at least an Instructor C rating, and must have been appointed by the CI.
- (c) **Descents other than Training Descents** (as defined in OR 11.1.3): The DZSO must be:
  - (i) the holder of at least a Certificate Class D; and
  - (ii) at least 18 years of age.
- (d) **Each parachutist must ensure** that a DZSO has been appointed in accordance with these regulations prior to the commencement of operations.

#### 6.1.6 DZSO Responsibilities

- (a) The DZSO must have a reasonable system in place for ensuring that:
  - (i) all parachuting operations are conducted in accordance with APF regulations; and
  - (ii) operations are conducted in accordance with the organisation's Safety Management System.
- (b) The DZSO must ensure measures are implemented so that:
  - (i) all persons involved in parachuting operations are current APF members as required by regulations;
  - (ii) appointments are made in accordance with OR 6.1.4 (b);
  - (iii) all parachutists are qualified for the descent being undertaken;
  - (iv) equipment being used complies with Part Seven of these regulations;
  - (v) the aircraft is properly prepared for parachuting operations; and
  - (vi) all parachutists are accounted for after their descents.

**6.1.7 Ratings Holder/Coach Responsibilities**

Members who hold an APF rating, including Instructors and Display Organisers, and appointed coaches, are responsible for:

- (a) complying with all regulations when exercising the privileges of their rating or appointment;
- (b) maintaining their rating or appointment in accordance with all regulations;
- (c) extending a duty of care to any parachutists under their direct supervision; and
- (d) assisting the DZSO in meeting the responsibilities of their appointment in accordance with OR 6.1.6.

**6.1.8 Ground Control Assistant (GCA) Responsibilities**

- (a) The GCA is responsible for communicating the advisability of exiting the aircraft to the parachutists and pilot.
- (b) The GCA must be:
  - (i) appointed for every load;
  - (ii) a person trained and assessed in accordance with the TOM; and
  - (iii) a member of the APF.
- (c) Unless OR 6.1.8 (d) applies, the GCA must be appointed by the DZSO.
- (d) For display descents, the GCA must be appointed by the Display Organiser.

**6.1.9 Loadmaster Responsibilities**

The Loadmaster must be nominated by the DZSO for every load and is responsible for:

- (a) conducting a pre-jump briefing before any parachute descents are made, which covers all relevant aspects of the descent, and which includes all persons on board the aircraft including pilot and parachutists;
- (b) ensuring the airspace and DZ below is clear of conflicting air traffic and any necessary drop clearances have been obtained; and
- (c) confirming the integrity of the exit point.

**6.1.10 Target Assistant (TA) Responsibilities**

The TA is responsible for providing canopy control assistance to a student parachutist and must:

- (a) hold a valid instructor rating; or
- (b) be a full member of the APF; and must
  - (i) have been trained and assessed in accordance with the TOM; and
  - (ii) hold a CI's authorisation to act as TA.

**6.1.11 Individual Responsibilities**

A parachutist must:

- (a) not contravene any provision of these regulations;
- (b) not refuse or neglect to comply or be reckless as to whether or not they comply with these regulations or the Constitution or any other regulations;
- (c) not act in a manner dangerous to themselves or others during the course of parachuting activities;
- (d) ensure their equipment complies with Part Seven of these regulations;
- (e) comply with all pre-jump briefings;
- (f) be assured of their position in relation to the target prior to exit; and
- (g) report all incidents to the DZSO.

**6.1.12 Packer/Rigger Responsibilities**

Members who hold an APF packer or rigger rating are responsible for:

- (a) complying with all regulations when exercising the privileges of their ratings;
- (b) maintaining their ratings in accordance with all regulations; and
- (c) ensuring any equipment deficiencies or defects noticed within the course of enacting their duties as Packer/Rigger are dealt with according to the regulations.

**6.1.13 National Oversight Appointee Responsibilities**

Those members appointed to positions defined in RS 57 are responsible for carrying out their duties in accordance with RS 57 and other Rules and Regulations.

**6.2 General Safety Requirements****6.2.1 Safe Conduct**

Members must act in a manner which is safe and not dangerous to themselves or others in the course of parachuting activities.

**6.2.2 Landing near Hazards**

A parachutist must not plan to land closer to any landing hazard than the distance specified in RS 58, 10.2.



### 6.2.3 Alcohol, Drugs or Fatigue

- (a) Alcohol must not be consumed in operational areas during operations.
- (b) Parachuting activities must not be conducted by any individual while deemed to be impaired by drugs, alcohol or fatigue.
- (c) An individual is deemed to be impaired by alcohol or drugs if there is any presence of alcohol or drugs in their system, or they act in a manner that raises reasonable suspicion of alcohol or drug use as assessed by the DZSO or STO.

## 6.3 Operational Safety Requirements

### 6.3.1 Minimum Open Height

- (a) For student parachutists, the main parachute must be open by 2,500 feet AGL.
- (b) For all other descents except tandem and Display Open descents, the main parachute must be open by 2,000 feet AGL.

*Note: For Display Open descents, see OR 10.1.6. For Tandem descents minimum open height, see OR 11.2.9.*

### 6.3.2 Pilot / Parachutist Precautions

The pilot and each parachutist on board the aircraft during operations must take all reasonable precautions to ensure that:

- (a) There is no risk of any part of the aircraft becoming fouled by the parachutist or their equipment;
- (b) No adverse stress will be imposed on the aircraft structure, including the undercarriage, wing strut or any device designed to aid the parachutist to exit the aircraft; and
- (c) No loose objects are carried in the aircraft nor during any part of the descent, which would constitute a danger to property or persons on the ground if dropped.

### 6.3.3 Cutaway Descent Approval

Except in an emergency, a Cutaway descent must not be made unless:

- (a) the CI has approved:
  - (i) the making of the descent; and
  - (ii) the equipment used for the descent; and
- (b) a main parachute and two Emergency or Reserve parachutes are worn for the descent.

## 6.4 Weather Limitations

### 6.4.1 Cloud and Visibility

Except where descents are made in accordance with the authorised written approval of the APF, all descents must be made in meteorological conditions that:

- (a) permit the target to be clearly visible throughout the descent; and
- (b) do not require the parachutist to enter cloud.

### 6.4.2 Ground Wind Speed

- (a) For all descents, except night descents and display descents, the wind speed must not exceed the following limits or any lower limit determined by the DZSO:

Student parachutists	15 knots
Holders of a Certificate Class A or B	20 knots
Parachutists not using ram-air main and reserve parachutes (other than students)	20 knots
Holders of at least a Certificate Class C and using ram-air main and reserve parachutes	25 knots

- (b) Wind speed should be measured at a height of 30 feet (nine metres) above the DZ, but where measured at eye level, the wind speed must be recorded as the actual reading plus 25 per cent.
- (c) Wind speed should remain below the specified limits for at least 10 minutes before commencing or resuming operations.

*Note: Wind speeds for night descents can be found at OR 9.5.4 (c) and wind speeds for display descents can be found at OR 10.1.5.*

## PART 7 – EQUIPMENT

### 7.1 General

*Note: See also ORs 9.7.1, 9.7.2 and 11.1.10.*

#### 7.1.1 Harness and Parachutes

A parachutist must wear a harness and container system that complies with APF equipment standards and the TOM and which has at least two parachutes, one of which must be a reserve parachute.

**7.1.2 Clothing, etc. Approval**

Clothing, footwear, jewellery, helmets or any object worn or carried for a descent, or the absence of any of these items, must be approved by the DZSO in accordance with ORs 6.3.2 and 7.2.1.

**7.1.3 Rigid Helmets**

- (a) With the exception of tandem students, parachutists who do not hold a Certificate Class C or higher must wear a hard shell helmet on all descents.
- (b) Parachutists who hold a Certificate Class C or higher may, at the discretion of the DZSO, be allowed to make a descent without a helmet.

**7.1.4 Personal Flotation Devices (PFDs)**

A personal flotation device that complies with APF equipment standards must be worn by each and every parachutist in the following situations:

- (a) All parachutists if the target is within 300 metres of a water hazard;
- (b) A student parachutist if the target is within 500 meters of a water hazard; and
- (c) A student parachutist not equipped with a ram-air main and a ram air reserve parachute if the target is within 1,000 meters of a water hazard.

**7.1.5 Visual Altimeter Requirements**

- (a) A functioning visual altimeter approved by the manufacturer for the purpose of Skydiving, and set to indicate height above the DZ must be:
  - (i) worn on all descents; and
  - (ii) securely mounted so that it can be read without difficulty throughout the descent.
- (b) The CI may authorise in writing an exception to this regulation for specified descents where the delay does not exceed 10 seconds.

**7.1.6 AAD and RSL Requirements**

- (a) All freefall descents made by a parachutist who hold up to and including a Certificate Class C must be made with equipment fitted with an operational AAD.
- (b) All freefall descents made by parachutists who hold a Certificate Class D must be made with equipment fitted with either:
  - (i) A functional RSL; or
  - (ii) An operational AAD.
- (c) The DZSO may authorise in writing an exception to this regulation for specified descents.

**7.1.7 Parachute Airworthiness Certification**

A reserve or emergency parachute assembly must not be worn unless it has been certified as airworthy in accordance with OR 12.4.2 and:

- (a) is accompanied by an accessible packing card in accordance with OR 12.5.1; and
- (b) where the equipment is used primarily by a student parachutist Training Organisation, the details of the certification are recorded in the Training Organisation's parachute packing log.

**7.1.8 Damaged or Unsafe Parachute Assembly**

A parachute assembly which has been damaged or found to be unsafe must not be used for descent unless it has been repaired and or declared safe by a Rigger or Packer A.

**7.2 Operational Safety Requirements****7.2.1 Parachutist's Equipment**

A parachutist must not wear any equipment or clothing or carry any item which is likely to interfere with the deployment or operation of the parachutes.

**7.2.2 Parachutist Restraints**

A parachutist must not be carried in an aircraft during parachuting operations unless the parachutist:

- (a) has been instructed in the use of the parachutist restraints fitted to the aircraft; and
- (b) wears the parachutist restraint at all times below 1,000 feet AGL and at any other time as directed by the pilot.

**7.2.3 Dual Controls**

A parachutist must not occupy a control seat or other position in an aircraft at which dual controls are fitted except with the approval of the Pilot in command and DZSO.

## PART 8 – WEATHER LIMITATIONS AND DROP ZONE REQUIREMENTS

*Part 8 contents moved as follows:*

*8.1 Weather Limitations – moved to Part 6 Safety as OR 6.4*

*8.2, 8.3 and 8.4 Drop Zone Requirements, Inspection, Conditions, Restrictions – moved to RS 58 Club Regulations, Applications and Drop Zones (10, 11, 12).*

## PART 9 – REQUIREMENTS FOR SPECIFIC TYPES OF DESCENTS

### 9.1 Freefall Relative Work (RW) General

*Note: See RS 50 definition of RW.*

#### 9.1.1 Supervision

- (a) All types of RW in freefall that do not involve any training must be carried out with the approval of, and under the direct supervision of the DZSO in accordance with OR 6.1.5.
- (b) All types of training descents as defined under OR 11.1.3 must be made under the supervision of a CI and under the direct supervision of an Instructor C or higher.

#### 9.1.2 RW Minimum Experience

With the exception of training descents under Part 11 of these regulations, a parachutist must not participate in any type of freefall RW descent unless the parachutist holds at least a Certificate Class B.

*Note: See ORs 11.4.3 and 11.4.4 regarding restrictions on Student and Novice RW.*

#### 9.1.3 Relative Descents with More than 10 Parachutists

Participants in a freefall RW descent involving more than 10 parachutists must hold an Australian Star Crest (ASC) or a foreign equivalent acceptable to the APF.

#### 9.1.4 Separation Height

Parachutists on any type of freefall RW descent must discontinue RW and separate at least 1,000 feet above the planned deployment height.

### 9.2 Freely Descents

#### 9.2.1 Freely Training Prerequisites

Before commencing freely training descents, a parachutist must:

- (a) hold at least a Certificate Class B;
- (b) have equipment that is suitable for freely; and
- (c) have completed a course of instruction in accordance with the TOM.

#### 9.2.2 Freely Training Table Progression

- (a) Subject to OR 11.1.6, each stage of the Freely Training Table must be completed to the satisfaction of the DZSO before the parachutist is permitted to advance to the next stage.
- (b) A parachutist who holds a Certificate Class B or higher may with DZSO approval:
  - (i) participate in 2-way freely; or
  - (ii) subject to OR 9.2.2 (c) and the TOM, participate in 3-way freely where additionally approved by the DZSO for that training jump.
- (c) Freely flyers must:
  - (i) have completed Stage 1 of the Freely Training Table (Head-Up Level 1) before participating in Freely Crest Head-Down training descents;
  - (ii) hold a Freely Crest Head-Up (FFC-HU) or a foreign equivalent acceptable to the APF in order to participate in head-up freely jumps of more than three parachutists;
  - (iii) hold a Freely Crest Head-Down (FFC-HD) or a foreign equivalent acceptable to the APF in order to participate in head-down freely jumps of more than three parachutists; and
  - (iv) hold an Australian Star Crest or a foreign equivalent acceptable to the APF in order to participate in freely jumps of more than 10 parachutists.

#### 9.2.3 Audible Altimeter

- (a) A parachutist on any type of freely descent must wear a functioning audible altimeter.
- (b) The altimeter must be:
  - (i) approved by the manufacturer for the purpose of skydiving;

- (ii) mounted so that it is clearly audible throughout the descent; and
- (iii) set to indicate the height above the DZ.

### 9.3 Canopy Relative Work (CRW) Descents

#### 9.3.1 CRW Training Prerequisites

Before commencing CRW training descents, a parachutist must hold:

- (a) at least a Certificate Class B; or
- (b) a Certificate Class A and have demonstrated outstanding competence, reliability and common sense to the CI who gives written and signed approval for the parachutists to make the CRW descent; and must have:
- (c) equipment that is suitable for use in CRW; and
- (d) completed a course of instruction in accordance with the TOM.

#### 9.3.2 CRW Training Table Progression

- (a) Subject to OR 11.1.6, each stage of the CRW Training Table must be performed to the satisfaction of the DZSO before the parachutist is permitted to advance to the next stage.
- (b) Where the exit height permits, more than one stage of the CRW Training Table may be completed on a single descent.

#### 9.3.3 Minimum Working Height

- (a) During CRW training descents, the minimum working height must be 2,000 feet.
- (b) During CRW descents that do not involve any training, the minimum working height may be determined by the DZSO.

*Note: See also OR 10.1.8.*

### 9.4 Wingsuit Descents

#### 9.4.1 Wingsuit Training Prerequisites

Before commencing wingsuit training descents, a parachutist must:

- (a) hold at least a Certificate Class D;
- (b) have equipment that is suitable for wingsuit flying; and
- (c) have completed a course of instruction in accordance with the TOM.

#### 9.4.2 Wingsuit Training Table Progression

- (a) Subject to OR 11.1.6, each stage of the Wingsuit Training Table (WSTT) must be performed to the satisfaction of the Wingsuit Coach and DZSO before the parachutist is permitted to advance to the next stage.
- (b) After successfully completing Part A of the WSTT, the parachutist:
  - (i) must obtain the written and signed approval of a Wingsuit Coach and a CI in order to participate in relative work during a wingsuit descent, and
  - (ii) wingsuit RW is restricted to the training descents defined in the WSTT Part B.
- (c) Before the issue of a Wingsuit Crest, the parachutist must successfully complete Part C of the WSTT.

#### 9.4.3 Audible Altimeter

All parachutists on any type of wingsuit descent must wear a functioning audible altimeter which must be:

- (a) approved by the Manufacturer for the purpose of parachuting;
- (b) mounted so that it is clearly audible throughout the descent; and
- (c) set to indicate the height above the DZ.

#### 9.4.4 Wingsuit Descent Conditions

- (a) For all wingsuit descents, the parachutist must not enter cloud, regardless of whether the operation has the written approval referred to in OR 6.4.1.
- (b) For wingsuit training progression descents, the minimum exit height must be 10,000 feet AGL.

### 9.5 Night Descents

#### 9.5.1 Night Training Prerequisites

A parachutist must not make a night descent unless the parachutist holds:

- (a) at least a Certificate Class C; or
- (b) a Certificate Class B and has demonstrated competence, reliability and common sense to the CI who gives written and signed approval for the parachutist to make night descents.

### 9.5.2 Night Training Progression

- (a) Before progressing to any other night descent, a parachutist must complete night orientation training descents in accordance with the TOM.
- (b) Each parachutist on a night descent must have a CI's written and signed approval:
  - (i) of having completed a course of instruction in accordance with the TOM conducted by at least an Instructor C with night jumping experience; and
  - (ii) after completing the progression requirements in accordance with the TOM, to participate in any night relative work.

### 9.5.3 Parachutist Equipment

Each parachutist on a night descent must:

- (a) wear an illuminated visual altimeter approved by the DZSO;
- (b) carry a securely attached torch approved by the DSZO; and
- (c) wear a functioning audible altimeter that must be:
  - (i) approved by the manufacturer for the purpose of skydiving;
  - (ii) mounted so that it is clearly audible throughout the descent; and
  - (iii) set to indicate the height above the DZ; and
- (d) not wear tinted or coloured goggles, helmet visors or glasses.

### 9.5.4 Night Descents Conditions

Night descents must be made only under the following conditions:

- (a) The aircraft is operated to night VMC, VFR or IFR procedures;
- (b) The target is illuminated so that it is clearly visible throughout the descent; and
- (c) Ground wind speed is below 12 knots.

### 9.5.5 Pyrotechnic Flares

Pyrotechnic flares must not be used during freefall on night descents unless approved by the STO.

### 9.5.6 Night Tandem Descents

A student parachutist may be carried as a tandem parachutist for a night tandem descent only by a tandem instructor who:

- (a) holds a Display Pro rating or higher; and
- (b) has made at least 100 tandem descents as tandem instructor

## 9.6 Water Descents

### 9.6.1 Water Descents Conditions

Deliberate descents into water must be made only under the following conditions:

- (a) Each parachutist, including the DZSO must have completed a course of instruction conducted by at least an Instructor C with water jumping experience covering all aspects of water descents;
- (b) A sufficient number of suitable vessels must be standing by to pick up the parachutists; and
- (c) In accordance with OR 7.1.4, each parachutist must wear floatation equipment that complies with the APF equipment standards.

## 9.7 Camera Descents

### 9.7.1 Approval

- (a) All camera descents must be made with the approval of a DZSO.
- (b) Handcam descents by tandem instructors must be in accordance with OR 11.2.12.

### 9.7.2 Parachutist Requirements

Except for the tandem instructor handcam requirement defined under OR 11.2.12 (b) and notwithstanding OR 9.7.1, a parachutist must not carry a camera during a descent unless the parachutist:

- (a) wears a functioning audible altimeter which must be:
  - (i) approved by the manufacturer for the purpose of Skydiving;
  - (ii) mounted so that it is clearly audible throughout the descent; and
  - (iii) set to indicate the height above the DZ; and
- (b) holds at least a Certificate Class D for an AFF descent; or
- (c) holds at least a Certificate Class C.



## 9.8 High Altitude Descents

### 9.8.1 Descents above FL 150 (15,000ft AMSL) and below FL 180 (18,000 AMSL)

Descents above FL 150 and below FL 180 are subject to the following conditions:

- (a) If a descent is to be made from above FL 150, each parachutist must have access to and use supplemental oxygen above 12,000 feet AMSL while in the aircraft;
- (b) No student or novice descents are to be conducted including AFF, tandem or SFF;
- (c) Each parachutist must receive instruction on all aspects of the descent;
- (d) The descent must be conducted in accordance with written specifications and training approved by the STM;
- (e) Approved training is to be conducted by a minimum of an Instructor B; and
- (f) Each parachutist must hold at least a Certificate Class C.

### 9.8.2 Descents above FL 180 (18,000ft AMSL) and below FL 250 (25,000 AMSL)

Descents from above FL 180 and below FL 250 are subject to the following conditions:

- (a) All requirements of OR 6.4.1 must have been adhered to; and
- (b) A detailed, comprehensive written operational plan covering all aspects of the intended descent must have been submitted to and approved by the NAO, NRO and STM.

## PART 10 – PARACHUTING DISPLAYS

### 10.1 Parachuting Displays

*Note: See also RS 52 and 58.*

#### 10.1.1 Parachuting Display Conduct

Unless approved by the STM, parachuting displays must be conducted **only** in accordance with this Part of the regulations and supporting APF Display Manual.

#### 10.1.2 Display Organiser Responsibilities

A parachuting display must not be conducted except under the authority of a Display Organiser who must ensure that:

- (a) reasonable precautions have been taken in respect to the safety of the public;
- (b) Each parachutist involved in a parachuting display holds the appropriate:
  - (i) display rating; and
  - (ii) APF parachutist certificate class for the intended descent; and
- (c) any parachutist making a display descent has made at least three descents within the previous 90 days;
- (d) subject to a written exemption from the STO, each parachutist wears a ram-air main and a ram-air reserve parachute;
- (e) the necessary notifications are made to the APF and the necessary records are kept in accordance with OR 12.6.3; and
- (f) the aircraft is properly prepared for parachuting operations.

#### 10.1.3 Distance between Target and Spectators

Subject to OR 10.1.5, the minimum area that is free of landing hazards and minimum distance between the spectators and the target at a parachuting display must be:

Certificate	Display General	Display Pro	Display Open
Class B	40,000 m <sup>2</sup> and 50 m		
Class C	20,000 m <sup>2</sup> and 50 m		
Class D	7,500 m <sup>2</sup> and 25 m	3,000 m <sup>2</sup> and minimum 15 m	
Class E	5,000 m <sup>2</sup> and 25 m	2,500 m <sup>2</sup> and minimum 15 m	
Class F	2,500 m <sup>2</sup> and 25 m	625 m <sup>2</sup> and minimum 15 m	500 m <sup>2</sup> and minimum 5 m

#### 10.1.4 Minimum Height over Spectators

A parachutist on a parachuting display must not fly over any member of the public at a height of less than 50 feet, taken from the lowest point of the parachutist or any item being carried on the parachutist for the display.

*Note: This includes all members of the public whether or not they are spectators at the display and includes those using roadways, etc.*

#### 10.1.5 Ground Wind Speed

- (a) A parachutist must not plan to land closer than 50 metres to the spectators if the ground wind speed exceeds 15 knots.
- (b) A parachuting display descent must not be made if the ground wind speed exceeds 25 knots during the day or 12 knots at night or any lower limit determined by the DZSO. (See 6.4.2(b) for measurement of wind speed)

### 10.1.6 Exit Height

- (a) A parachutist who holds a Display Open rating may elect to exit the aircraft at a height not less than 1,500 feet AGL on a parachute display and any practice descents for a particular parachuting display.
- (b) Where the exit height is lowered pursuant to OR 10.1.6 (a), each parachutist must exit separately and deploy immediately.

### 10.1.7 Aircraft Operations

At a parachuting display there must be a holder of at least a Certificate Class D in the aircraft directing the operation.

### 10.1.8 Canopy Relative Work Requirements

Prior to engaging in canopy relative work at a parachuting display, all parachutists must have completed successfully at least five practice descents, during which:

- (a) the same CRW actions to be performed at the parachuting display must have been performed in the five practice descents; and
- (b) all parachutists landed within 25 metres of the target centre.

### 10.1.9 Flag Requirements

A flag may be carried on a parachuting display providing:

- (a) the descent has the approval of the Display Organiser;
- (b) the flag complies with APF equipment standards relating to flags;
- (c) the parachutist has successfully completed at least two practice descents, during which:
  - (i) a flag and harness assembly similar in size and design to be used on the display must have been used; and
  - (ii) the parachutist landed within 25 metres of the target centre.

### 10.1.10 Display Descents by Student Parachutists

Student parachutists must not make descents at parachuting displays, other than as a tandem parachutist, and only providing that:

- (a) the descent is authorised by a CI; and
- (b) the tandem instructor holds:
  - (i) a Display Pro rating, and has documented evidence of at least 50 descents as tandem instructor; or
  - (ii) a Display General rating, and has documented evidence of at least 100 descents as tandem instructor.

## 10.2 Display Rating Assessments

An STO or an examiner appointed by the APF will conduct assessments in accordance with the APF Display Manual.

## PART 11 – TRAINING

### 11.1 General requirements ALL Training Descents

#### 11.1.1 Training Syllabus

Details of a club's training syllabus must be contained in its TOM.

#### 11.1.2 Student Parachutist Licence

Training descents may only be made by the holder of at least an APF student parachutist licence.

#### 11.1.3 Deemed Training Descents

The following descents are deemed to be training descents:

- (a) descents made by parachutists under the age of 18 years;
- (b) descents made by parachutists who do not hold a Certificate Class B including:
  - (i) tandem students;
  - (ii) accelerated freefall training (AFF and TAF);
  - (iii) solo freefall training (SLD and IAD);
  - (iv) certificate 'Class B Training Table' (flatfly); and
  - (v) night descent training as defined under ORs 9.5.1 and 9.5.2;
- (c) CRW training as defined under ORs 9.3.1 and 9.3.2;
- (d) freefly training as defined under ORs 9.2.1 and 9.2.2;
- (e) wingsuit training as defined under ORs 9.4.1 and 9.4.2;
- (f) orientation flights;
- (g) water jump training; and
- (h) conversion training.

**11.1.4 CI Supervision**

All training descents must be made only under the supervision of a CI in accordance with OR 6.1.3.

*Notes: The direct supervision requirements for student parachutist training descents are listed in ORs 11.2.1, 11.3.1 and 11.3.2. See RS 54, 4 for minimum requirements for CI appointment.*

**11.1.5 DZSO Authority**

In accordance with OR 9.1.1 (b), training descents must be made only with the authorisation of, and under the direct supervision of the DZSO.

**11.1.6 Appropriate Rating / Endorsement**

Training must only be conducted by an instructor or coach who holds the appropriate rating and/or endorsement or coach appointment.

**11.1.7 Log Requirements**

Notwithstanding OR 12.2.1 (a), the instructor or coach must enter comments about the training descent in the parachutist's log and must sign the entry.

**11.1.8 First Descent Requirements**

- (a) Student parachutists must not make a first descent unless the student parachutist has:
  - (i) completed a course of instruction in accordance with the TOM; and
  - (ii) passed a practical assessment conducted under the supervision of a CI, which tests the student parachutist's ability to complete the tasks required for a first descent.
- (b) In addition to OR 11.1.8 (a), student parachutists must not make a first descent on the SFF (static-line or instructor-assisted deployment), AFF or TAF Training Table unless they have passed a written assessment set and conducted under the supervision of a CI and approved by the STM which assesses their knowledge of the subject matter of the first descent.

**11.1.9 Orientation Flights**

Notwithstanding OR 2.3.1 (a), student parachutists must not make orientation flights unless they have received the pre-flight instruction specified in the TOM.

**11.1.10 Student Equipment**

A student parachutist must be equipped with an AAD on all freefall descents so that where the AAD is fitted to the:

- (a) **main parachute:** the AAD will be set to activate no lower than 1,000 ft below the planned opening height; and/or
- (b) **reserve parachute:** the AAD must be approved by the manufacturer of the parachute harness.

**11.1.11 Pre-boarding Briefing**

Prior to boarding the aircraft, student parachutists must be briefed on all aspects of their intended descent.

**11.1.12 Canopy Control Assistance**

- (a) An effective means of communicating canopy control directions to a student parachutist must be established.
- (b) Canopy control directions must be given to a student parachutist for at least the first three descents on a Training Table and thereafter until the DZSO is satisfied that the directions are no longer necessary.

**11.2 Tandem Descents**

*Note: The following ORs apply to the tandem instructor but not to the tandem parachutist: 6.4.2, 7.1.1, 7.1.4, 9.5.6, 10.1.2 (b) & (c), 10.1.3, 11.1.7. See also RS 58, 10.2.*

**11.2.1 Direct Supervision**

A tandem instructor who has made:

- (a) **less than 50 descents** as tandem instructor must not carry a tandem parachutist except under the direct supervision of a DZSO who holds an Instructor C rating or higher and who has made at least 50 descents as tandem instructor;
- (b) **50 or more descents** as tandem instructor must not carry a tandem parachutist except under the direct supervision of a DZSO who holds an Instructor C rating or higher with:
  - (i) a tandem endorsement; or
  - (ii) a tandem supervisor endorsement.

*Note: For recency requirements, see RS 53, 7.6 (b).*

**11.2.2 Qualifications**

Notwithstanding OR 11.2.3 the tandem instructor must hold a valid and current instructor rating with a valid tandem endorsement.

### **11.2.3 Tandem Endorsement Applicants**

An applicant for a tandem endorsement may act as a tandem instructor only:

- (a) if the application for a tandem endorsement has been processed by the APF Office;
- (b) the applicant is under the direct supervision of a Tandem Examiner; and
- (c) while the applicant is carrying the holder of a parachutist certificate.

### **11.2.4 Tandem Passenger Requirement**

The passenger on a tandem descent must hold at least a Student Parachutist Licence.

### **11.2.5 AAD Requirements**

A tandem descent must not be made unless the equipment is fitted with an operational AAD approved by the manufacturer of the equipment.

### **11.2.6 RSL Requirements**

A tandem instructor must use a connected RSL on a tandem descent unless the CI under whose authority the descent is conducted, has approved otherwise.

### **11.2.7 Equipment Check**

A tandem descent must not be made unless the tandem instructor checks the parachute equipment immediately before emplaning.

### **11.2.8 Aircraft Restraints Tandem Parachutists**

Unless otherwise approved in writing by the STM, tandem parachutists must be restrained in the aircraft at all times while in flight in such a manner that enables them to be attached to the tandem instructor before being detached from the restraint.

### **11.2.9 Minimum Open Height**

For tandem descents, the main parachute must be open by 4,000 feet AGL.

### **11.2.10 RW involving Tandem Instructor**

A parachutist must not engage in Relative Work with a tandem instructor carrying a tandem parachutist unless the parachutist:

- (a) is the holder of at least a Certificate Class C;
- (b) has the authorisation of the DZSO; and
- (c) has the authorisation of the tandem instructor.

### **11.2.11 Canopy Relative Work**

A tandem instructor must not engage in canopy relative work during a tandem descent and no other parachutist may engage in canopy relative work with a tandem parachute.

### **11.2.12 Handcam**

- (a) A tandem instructor must not use a handcam while carrying a student parachutist unless the CI has approved the camera and mount and the tandem instructor has:
  - (i) completed at least 100 tandem descents since gaining the tandem endorsement;
  - (ii) completed a course of instruction approved by the CI;
  - (iii) the CI's written and signed approval documented in their logbook; and
  - (iv) made one handcam jump with a parachutist who holds a parachutist certificate before using it with a student parachutist.
- (b) A tandem instructor must wear a functional audible altimeter for at least the first 50 handcam descents and thereafter at the discretion of the CI.

### **11.2.13 Class E and F DZs**

A tandem instructor must have documented evidence of at least 50 descents as a tandem instructor before being permitted to make a tandem descent onto a Class E or F DZ.

## **11.3 AFF, TAF and SFF Descents**

### **11.3.1 Direct Supervision AFF and TAF Descents**

- (a) AFF descents made under the Freefall Training Table must be made under the direct supervision of an Instructor C or higher with an AFF endorsement.
- (b) TAF descents made under the Freefall Training must be made under the direct supervision of an Instructor C or higher with an AFF and Tandem/Tandem Supervisor endorsements.

**11.3.2 Direct Supervision SFF Descents**

Descents made under the SFF Training Table (SLD or IAD) must be made under the direct supervision of an Instructor C or higher with the applicable endorsement (SLD or IAD).

**11.3.3 Instructor Qualifications TAF Descent**

The tandem instructor on the first three stages of the Freefall Training Table must have valid AFF and tandem endorsements and have completed at least 50 tandem descents as tandem instructor.

**11.3.4 Student Progression**

Each stage of a student Training Table must be completed on separate descents and to the satisfaction of the DZSO.

**11.3.5 SFF Training Table**

Before making a freefall descent, a student parachutist undergoing training in the SFF Training Table (either SLD or IAD) must make:

- (a) Three SLD or IAD descents each with a successful practice pull, the final two of which must be consecutive; and
- (b) an SLD or IAD descent with successful practise pull in the 48 hours immediately preceding the student parachutist's first freefall descent.

**11.3.6 Aircraft Direct Supervision**

An instructor must accompany a student parachutist in the aircraft until at least stage six of a student Training Table has been completed successfully and thereafter until the DZSO is satisfied that the presence of an instructor is no longer required.

**11.3.7 Instructor to Wear Parachute**

The instructor responsible for the direct supervision of student parachutists in an aircraft in flight must wear a parachute system.

**11.3.8 Pre-boarding Equipment Check**

An instructor must check each student parachutist's equipment immediately prior to boarding the aircraft.

**11.3.9 Flatfly RW Descent**

Student parachutists must not make a flatfly RW descent before the last descent of a student Training Table except under the provisions of the TOM.

**11.3.10 Certificate Class A Training**

A student parachutist's training for Class A certification must conform to the TOM and to either the:

- (a) Solo Freefall (SFF) Training Table; or
- (b) Accelerated Freefall (AFF) Training Table.

**11.4 Student, Novice Descents and Flatfly RW Training****11.4.1 Direct Supervision Requirements**

Notwithstanding ORs 9.1.2 and 9.2.1, parachutists who have not qualified for a Certificate Class B must not make flatfly RW descents except under the direct supervision of an Instructor C or higher holding an AFF or SFF endorsement.

**11.4.2 Certificate 'Class B Training Table' (CBTT)**

- (a) Each stage of the CBTT must be performed satisfactorily before the parachutist is permitted to advance to the next stage.
- (b) Completion of the CBTT requires a minimum of 10 minutes freefall time.
- (c) Where the exit height permits, more than one stage may be completed on a single descent.

**11.4.3 RW Descents Not Part of CBTT**

- (a) A student parachutist must not participate in any flatfly RW descents unless the other parachutist is an instructor.
- (b) With the approval of the DZSO, a novice parachutist who has completed stages one to four of the CBTT may participate in flatfly RW descents with one other parachutist providing the exits are also flatfly in orientation.

**11.4.4 RW Descents After Stage 5**

- (a) A parachutist who has completed stages one to five of the CBTT may engage in flatfly RW with no more than three other parachutists, providing the DZSO has:
  - (i) given written and signed approval in the parachutist's logbook; and
  - (ii) has approved the other participants for the descent.
- (b) Where the parachutist does not hold a Certificate Class A, RW descents may only be conducted as attempts to complete stage six of the CBTT and at least one of the other participants must hold an instructor rating.

## **PART 12 – RECORDS: LOGS, INCIDENT NOTIFICATION/REPORTS AND PACKING RECORDS**

### **12.1 Records Retention**

Original records must be retained in a legible and retrievable manner for seven years by Clubs and Display Organisers, and provided to the APF Office or Officer of the APF when requested.

### **12.2 Parachutist's Log**

#### **12.2.1 Parachutist's Log**

- (a) All parachutists must keep a log of their descents except for student tandem parachutists who are not making their tandem descent as part of a Training Table.
- (b) The log entry for each training descent must be signed by the Instructor or coach in accordance with OR 11.1.7.

#### **12.2.2 Log Details**

The parachutists log must contain at least the minimum of the:

- (a) type of descent;
- (b) date on which the descent was made;
- (c) location of the DZ; and
- (d) exit height.

#### **12.2.3 Inspection of Logs and Records**

The logs and records referred to in this part must be made available to any authorised officer of APF or CASA upon request and may be used to verify the issue or revalidation of any certificate, licence, crest or rating.

#### **12.2.4 Lost Log**

A parachutist who applies for the issue or revalidation of a certificate, licence, crest or rating may be required to provide a statutory declaration if any relevant log is lost.

### **12.3 Master Log**

#### **12.3.1 Club's Log**

Each club must keep a master log recording all descents made under its auspices.

#### **12.3.2 Operations Conducted Other than by Club**

Where operations are conducted other than by a club, the DZSO must ensure that a master log and incident notifications are completed as required by these regulations.

#### **12.3.3 Master Log Contents**

The DZSO is responsible for ensuring that the master log contains:

- (a) hours of CI attendance;
- (b) the full name of the DZSO;
- (c) the full name of the GCA;
- (d) location of the DZ;
- (e) aircraft registration and pilot's full name;
- (f) Loadmaster's full name;
- (g) full name of each parachutist;
- (h) exit height of each descent;
- (i) type of descent, i.e. Tandem, AFF, SLD, IAD or experienced; and
- (j) date of descent.

### **12.4 Parachute Maintenance Log**

#### **12.4.1 Parachute Packing and Rigging Records**

- (a) Packer A's and Riggers must keep a record of all packing, inspection, maintenance, repair, modification or alteration of parachute equipment performed or supervised by them in a parachute maintenance log.
- (b) Notwithstanding OR 12.5.4, the inspection and packing of main parachute canopies are not required to be recorded in any parachute maintenance log.

#### **12.4.2 Parachute Maintenance Log Details**

The parachute maintenance log must contain:

- (a) type and make of parachute equipment;
- (b) dates of manufacture and serial numbers;
- (c) name and contact details of owner;
- (d) date and description of maintenance performed; and



- (e) results of any tests conducted.

## 12.5 Parachute Packing Record

### 12.5.1 Packing Cards

In accordance with OR 12.5.2 (b), each reserve/emergency parachute and tandem passenger harness must have a packing card which includes:

- (a) make and type of the certified components (system harness/container, parachute and AAD as applicable);
- (b) dates of manufacture and serial numbers;
- (c) for an AAD, the limits of its serviceability, service expiry date and required battery change date, as applicable;
- (d) record of work performed;
- (e) identification and signature of the Packer A or Rigger who performed the work; and
- (f) date on which the parachute was last certified as airworthy.

### 12.5.2 Reserve/Emergency Parachute and Tandem Passenger Harness Airworthiness Requirements

- (a) A reserve/emergency parachute can only be certified as airworthy by the holder of at least a Packer A who has packed or directly supervised the packing and who has assured themselves that:
  - (i) all parts of the parachute assembly are fully functional; and
  - (ii) if a parachute is to be used by a Student, Novice, Tandem or in an Emergency parachute (being used in support of parachuting activities) it must comply with all mandatory requirements of equipment bulletins and APF equipment standards.
- (b) A reserve/emergency parachute or tandem passenger harness may be certified as airworthy for a period of up to six months by the holder of at least a Packer A signing the parachute packing record as required by OR 12.5.1.

### 12.5.3 AAD Service or Replacement

- (a) The holder of at least a Packer A may certify as airworthy, a reserve/emergency parachute after opening and closing the container in order to service or replace an AAD provided that this is the same person that last signed the packing records required by OR 12.5.1.
- (b) A record of the work done is to be made on the Packing Card and in the Parachute Maintenance Log.
- (c) Any work performed under this regulation does not extend the period of airworthiness under OR 12.5.2.

### 12.5.4 Student and Tandem Equipment Log

Each member Training Organisation must keep an equipment log containing a record of all packing of parachutes used for descents by student parachutists, tandem instructors and tandem parachutists as follows:

- (a) **For main parachutes:**
  - (i) make, type and serial numbers of the equipment;
  - (ii) the identification of the packer;
  - (iii) the date the parachute was packed; and
  - (iv) any comments regarding the parachute condition or performance.
- (b) **For reserve parachutes, AAD's and Tandem passenger harnesses:**
  - (i) make and type;
  - (ii) date of manufacture and serial numbers of certified components;
  - (iii) for an AAD, the limits of its serviceability, service expiry date and required battery change date, as applicable;
  - (iv) a record of work performed;
  - (v) the identification of the Packer A or Rigger who performed the work;
  - (vi) the date on which the components are deemed airworthy; and
  - (vii) any comments regarding the condition or performance.

## 12.6 Miscellaneous reports

### 12.6.1 Equipment Defect / Rigging Report

- (a) All equipment defects caused by wear and tear; and/or evidence of mis-rigging/mis-packing, must be reported to the APF Office no later than the end of each month in which the defects were identified.
- (b) Where the defect relates to the design or manufacture of the equipment and affects the safe operation of the equipment, the defect must be reported immediately.

### 12.6.2 Incident Notification and Reporting

Incident notification and reporting must be in accordance with RS 55; and:

- (a) **The CI** must ensure that all incident notifications are submitted to the STO and APF Office no later than the 10th day of each month;

- (b) **The Display Organiser** must ensure that the STO and APF Office are notified within 24 hours of all incidents occurring during a parachuting display;
- (c) **The DZSO:** Notwithstanding the provisions of ORs 12.6.2 (a) and (b), the DZSO must immediately notify the STO and the APF Office of any incident if it involves any of the following:
  - (i) a fatality;
  - (ii) a serious injury;
  - (iii) major equipment failure;
  - (iv) likely media interest;
  - (v) likely legal action; and
  - (vi) likely attention from CASA or other aviation authority;
- (d) **The Senior Pilot or CI or DZSO** must provide notification of any incident regarding the operation of the aircraft by:
  - (i) **immediately verbally** notifying the NAO; and
  - (ii) **within 24 hours in writing** notifying the NAO and the APF Office.

### 12.6.3 Display Record

A Display Organiser must keep a log of all parachuting displays which he or she organises, which contains the following information:

- (a) the time, date and APF display lodgement number of the descent which must have been lodged with APF Office before commencement of the display;
- (b) the precise location of the landing area;
- (c) the type/registration of aircraft and the pilot in command;
- (d) an account of any incident, occurrence, accident or injury;
- (e) any waiver against any regulation issued with respect to the parachuting display; and
- (f) display ratings and the details listed in OR 12.3.3.

## PART 13 – AUTHORITIES / POWERS

*Part 13 contents moved as follows:*

- 13.1 *Individual Enforcement Powers – moved to Misconduct Policy and Procedures Manual (2.5, 4.3, 4.4, 13.1, 18.1)*
- 13.2 *Tribunal Enforcement Powers – moved to Misconduct Policy and Procedures Manual (13.2, 18.3, 22)*
- 13.3 *DZ Conditions – moved to RS 58 Club Regulations, Applications and Drop Zones (10, 11, 12)*
- 13.4 *Waiver of Regulations – inserted as OR 1.2.*

*Note: See also, powers defined in RS 57 Organisational Structure and Accountabilities, and under ORs 14.4.2, 14.4.4, 14.4.6, 14.8.1, 14.8.2, 14.8.3, 15.5.1 and 15.5.2.*

## PART 14 – INSTRUCTOR RATINGS, ENDORSEMENTS AND COACH APPOINTMENTS

### 14.1 General requirements

#### 14.1.1 Fit and Proper Person

Instructor ratings and endorsements and coach appointments are issued, held and renewed subject to the applicant being in the opinion of the APF:

- (a) a fit and proper person to discharge the duties and responsibilities and exercise the rights and privileges associated with the rating or endorsement or appointment; and
- (b) a person of good repute having regard to character, integrity, honesty and the policies and principles of the APF.

*Note: See the APF Misconduct Policy and Procedure Manual, Appendix D for a guide to 'fit and proper and of good repute'*

#### 14.1.2 Acting as Instructor or Coach

- (a) Notwithstanding OR 14.5.1, a person must not act as an Instructor or coach unless:
  - (i) the person is the holder of a valid instructor rating or coach appointment; and
  - (ii) the person acts in accordance with the privileges of the ratings and endorsements held and coach appointment; and
- (b) An applicant for a SFF endorsement may dispatch SLD or IAD student parachutists only if:
  - (i) the applicant has made a valid application for an SFF (SLD or IAD) endorsement;
  - (ii) the applicant is accompanied in the aircraft by an Instructor B or higher who has a sub-endorsement for the dispatch method (SLD or IAD); and
  - (iii) the applicant has successfully completed a course of instruction specific to the dispatch method (SLD or IAD).

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## 14.2 Instructor Ratings and Endorsements

### 14.2.1 Instructor Ratings

The APF issues the following Instructor ratings which must be achieved and authorised, held and revalidated in accordance with RS 53:

- (a) Four levels of Instructor ratings – Instructor D, C, B and A, with A being the highest level;
- (b) Master Instructor rating.

### 14.2.2 Endorsements

The APF issues instructor rating endorsements in four disciplines which must be achieved and authorised, held and revalidated in accordance with RS 53, being:

- (a) Tandem with equipment sub-endorsements;
- (b) AFF;
- (c) SFF, with two sub-endorsements for SLD and IAD; and
- (d) Tandem Supervisor with equipment sub-endorsements.

### 14.2.3 STM Waiver

The STM may recognise an applicant's prior experience and issue a written waiver to any of the listed requirements of an instructor rating.

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## 14.3 Coach Appointments

### 14.3.1 Coach Appointment Disciplines

The APF appoints coaches in three disciplines in accordance with RS 53, being:

- (a) Certificate B Coach;
- (b) freestyle; and
- (c) wingsuit.

---

## 14.4 Chief Instructor Appointment

### 14.4.1 CI Appointment

CI appointment will be in accordance with this OR 14.4 and RS 54.

### 14.4.2 Existing CI Appointment

An existing appointment as CI may be reviewed at any time by the STM, who may:

- (a) vary any existing conditions imposed on the appointment; and/or
- (b) suspend the appointment; and/or
- (c) make recommendation to the Board that the appointment be terminated.

### 14.4.3 Council Recommendations

A council or a Review Tribunal may:

- (a) recommend to the STM that an appointment as CI should:
  - (i) have the conditions of appointment varied; or
  - (ii) be suspended; or
- (b) recommend to the Board that an appointment as CI should be terminated.

### 14.4.4 Board Powers

- (a) The Board may, in writing:
  - (i) vary the conditions of appointment of a CI; or
  - (ii) suspend the appointment of a CI; or
  - (iii) terminate the appointment of a CI.
- (b) The Board may exercise any of the powers conferred on the STM under RS 54.

### 14.4.5 Termination of Appointment

- (a) An appointment as CI of a member Training Organisation must cease if:
  - (i) the CI no longer satisfies the requirements of RS 54; or
  - (ii) the Training Organisation ceases to be a member of the APF; or
  - (iii) the Training Organisation specifies in writing to the STM that it no longer intends to engage the person in the capacity of CI; or
  - (iv) the CI notifies the STM in writing of their resignation; or
  - (v) the appointment is terminated by the Board pursuant to OR 14.4.4.
- (b) Except with the authorisation of the STM an appointment as CI must be terminated where the CI does not attend at least one APF Conference in every 39-month period.

#### **14.4.6 Appeal to the Board**

- (a) An applicant or CI may appeal to the Board against any decision made under OR 14.4 by a Council or the STM.
- (b) The decision of the Board will be final and binding.

#### **14.5 Instructor and Coach Privileges**

*Note: Instructor D and Instructor C privileges do not extend to instructing student parachutists in emergency and classroom training; nor do they extend to classroom training of novice parachutists.*

##### **14.5.1 Instructor D Privileges**

Notwithstanding OR 14.5.7, an instructor who holds a valid Instructor D rating may brief, accompany and debrief student and novice parachutists on Certificate Class B Training descents with the permission of the DZSO.

##### **14.5.2 Instructor C Privileges**

- (a) The privileges of an Instructor C are to:
  - (i) exercise the privileges of all lower instructor ratings for all lower endorsements held;
  - (ii) instruct student parachutists and novice parachutists in the disciplines for which the Instructor C is endorsed; and
  - (iii) act as DZSO for student and novice training descents involving only the disciplines for which the Instructor C is endorsed and if delegated by the CI to do so.
- (b) An Instructor C without an AFF or SFF endorsement can supervise any training descent providing the participant holds a minimum of a Certificate Class B and the training is carried out by a qualified coach or instructor.

##### **14.5.3 Instructor B Privileges**

The privileges of an Instructor B are to:

- (a) exercise the privileges of all lower instructor ratings for all lower endorsements held;
- (b) act as DZSO for student and novice training descents involving only the disciplines for which the Instructor B is endorsed and if delegated by the CI to do so; and
- (c) instruct student parachutists in emergency training and classroom training on first jump courses for the disciplines in which the Instructor B is endorsed.

##### **14.5.4 Instructor A Privileges**

The privileges of an Instructor A are to:

- (a) exercise the privileges of all lower instructor ratings for all lower endorsements held; and
- (b) be eligible to apply for the position of CI of a Training Organisation.

##### **14.5.5 Instructor with Packer B Privileges**

The privileges of any instructor who holds a Packer B rating include giving instruction in the assembly, inspection and packing of main parachutes.

##### **14.5.6 Instructor with Packer A Privileges**

The privileges of any instructor who holds a Packer A rating include giving instruction in the assembly, inspection and packing of reserve parachutes.

##### **14.5.7 Endorsement Privileges**

The privileges of an endorsement are to instruct parachutists in the briefing, descent and debriefing phases in the discipline for which the endorsement is held.

##### **14.5.8 AFF Endorsement Privileges**

In addition to the privileges described in OR 14.5.7, an instructor who holds a valid AFF endorsement may dispatch student parachutists performing freefall descents on the SFF Training Table, providing the DZSO is an Instructor C or higher with an endorsement in the specific dispatch method (SLD or IAD).

##### **14.5.9 Tandem Supervisor Endorsement Privileges**

An Instructor C or higher who holds a valid Tandem Supervisor endorsement may:

- (a) act as DZSO while tandem descents are in progress, subject to the provisions listed in OR 11.2.1; and
- (b) train tandem students.

##### **14.5.10 SFF Endorsement Privileges**

In addition to the privileges described in OR 14.5.7, an instructor who holds a valid SFF endorsement may dispatch student parachutists performing Stage 9 of the Accelerated Freefall Training Table, providing the DZSO is an Instructor C or higher with AFF endorsement.

**14.5.11 Coach Privileges**

The privileges of a coach are to brief, accompany and debrief parachutists in the disciplines for which the coach is endorsed but they may not instruct student parachutists.

**14.6 Validity of Ratings and Endorsements****14.6.1 Validity of Ratings and Endorsements**

APF instructor ratings and endorsements must be held and revalidated in accordance with the provisions of RS 53.

**14.7 Instructor Examiner****14.7.1 Instructor Examiner Appointment**

An Instructor Examiner appointment must be made, held and reaffirmed in accordance with the provisions of RS 53.

**14.7.2 Instructor Examiner Responsibilities**

An Instructor Examiner must:

- (a) only assess candidates for instructor ratings and endorsements as authorised by the APF; and
- (b) conduct all assessments for instructor ratings and endorsement in accordance with the provisions of the Instructor Examiner Manual.

**14.8 Suspension and Cancellation of Ratings and Endorsements****14.8.1 Tribunal Suspension**

A Review Tribunal may, at its discretion, suspend any instructor rating or endorsement, or coach appointment.

**14.8.2 Board Suspension or Cancellation**

The Board may, at its discretion, suspend or cancel any instructor rating or endorsement, or coach appointment.

**14.8.3 Chief Instructor Cancellation**

The initial issue of an Instructor D or C or B rating or a coach appointment is subject to cancellation by the CI at any time during the six months after the rating was issued or the appointment made.

**PART 15 – PARACHUTE PACKING AND RIGGING****15.1 Packer and Rigger Ratings – General****15.1.1 Fit and Proper Person**

APF packer and rigger ratings are issued, held and renewed subject to the applicant being in the opinion of the APF:

- (a) a fit and proper person to discharge the duties and responsibilities and exercise the rights and privileges associated with the rating; and
- (b) a person of good repute having regard to character, integrity, honesty and adherence to the policies and principles of the APF.

**15.1.2 Packer and Rigger Ratings**

The APF issues packer ratings in two levels, Packer B and Packer A, and a rigger rating, which must be approved, held and renewed in accordance with RS 53.

**15.2 Packer and Rigger Privileges****15.2.1 Packer B**

The privileges of Packer B are to inspect, pack and carry out daily maintenance only on main parachutes with which the Packer B is familiar.

**15.2.2 Packer A**

The privileges of a Packer A are to:

- (a) exercise all the privileges of a Packer B; and
- (b) inspect, pack, certify as airworthy and carry out daily maintenance only on reserve and emergency parachutes with which the Packer A is familiar.

**15.2.3 Rigger**

(a) The privileges of a Rigger are to:

- (i) exercise the privileges of a Packer A;
- (ii) carry out repairs provided the repair does not include any design alteration;

- (iii) carry out modifications or alterations to specifications approved by the NRO or manufacturer of the parachute; and
  - (iv) manufacture non-certified parachute parts.
- (b) A Rigger is required to comply with mandatory APF equipment standards for the manufacture or maintenance of both certified and non-certified parachute parts.
- (c) For the purposes of this regulation:
- (i) a “**certified parachute part**” means a part of an emergency or reserve parachute that is required to comply with APF equipment standards;
  - (ii) a “**non-certified parachute part**” means a main parachute and any other part of a parachute, including but not limited to an Automatic Activation Device, in respect of which the APF has issued an APF equipment standard; and
  - (iii) the **APF equipment standards** must specify if compliance with the standard for the manufacture or maintenance of a part is mandatory or optional.

#### 15.2.4 Rigger Examiner

The privileges of a Rigger Examiner are to conduct assessments for rigger and packer ratings in accordance with:

- (a) these regulations;
- (b) APF Rigger’s Manual; and
- (c) the directives of the NRO.

### 15.3 Packing Requirements

#### 15.3.1 CI Authorisation

A CI may authorise a person to pack main parachutes for their own use or for the use of the holder of at least a Certificate Class A providing:

- (a) the parachutist has completed a course of instruction;
- (b) the parachutist has demonstrated competence in the inspection and packing of the parachute type which they are being authorised to pack; and
- (c) the CI has given written and signed approval in the parachutist’s log and has specified the type of parachute to which the authority relates.

#### 15.3.2 Packing Recommendations

Parachute packing must be carried out in accordance with the manufacturer’s recommendations or the recommendations of an APF recognised publication.

*Note: APF recognised publications include Poynter’s Parachute Manual and the FAA Rigger Handbook (FAA-H-0883-17).*

#### 15.3.3 Documentation

Immediately after a parachute is packed, the person responsible must complete the documentation required by these regulations and associated service bulletins.

#### 15.3.4 Packing for a Live Drop

Except as authorised in OR 15.3.1 main parachutes must not be packed for live drop except by:

- (a) a Packer B; or
- (b) a Packer A; or
- (c) a Rigger.

#### 15.3.5 Emergency and Reserve Parachutes

Emergency/reserve parachutes must not be packed except by:

- (a) a Packer A; or
- (b) a Rigger; or
- (c) if the parachute has been packed overseas, a certified Rigger of that country, provided that the rigger holds valid rigger qualifications overseas.

#### 15.3.6 Trainee Packer

- (a) A member may apply to become a trainee packer in accordance with RS 53.
- (b) Notwithstanding ORs 15.3.4 and 15.3.5, a parachute for use by another person may be packed by a trainee packer carrying out tasks only as instructed by and under the direct supervision of a trainer specified in RS 53.
- (c) The trainer responsible for the instruction and direct supervision of the trainee packer remains personally responsible for the packing and for complying with ORs 12.4.1, 12.4.2 and 15.3.3.



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**15.4 Rigging Requirements**

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**15.4.1 Manufacturers' Modifications and Equipment Bulletins**

- (a) Where a manufacturer issues a recommended modification or equipment bulletin, the APF may require members to comply with the recommendations and may set a compliance date.
- (b) Student, Novice, Tandem or Emergency parachute equipment (being used in support of parachuting activities) will comply with manufacturers' mandatory bulletins. An alternative means of compliance that achieves the same safety outcome may be approved by the APF.

**15.4.2 Compliance Date Enforcement**

Clubs are required to enforce compliance dates on their DZ.

*Note: Compliance dates are set by National Officers within their area of responsibility.*

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**15.5 Suspension and Cancellation of Packer and Rigger Ratings**

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**15.5.1 Suspension**

- (a) The following persons or authorities may suspend a packer or rigger rating:
  - (i) STO;
  - (ii) NRO;
  - (iii) STM; or
  - (iv) a Review Tribunal.
- (b) Any suspension applied under OR 15.5.1 (a) must be in accordance with the Misconduct Policy and Procedures Manual.

**15.5.2 Board Suspension or Cancellation**

The Board may, at its discretion, suspend or cancel a packer or rigger rating.



CERTIFICATE No. APF2017005

## Certificate of Insurance Currency

### Sportscover Australia Pty Ltd

This certificate confirms that the under-mentioned policy is effective in accordance with the details shown:

**Insured Name:** AUSTRALIAN PARACHUTE FEDERATION LIMITED AND ALL AFFILIATED PARACHUTE CLUBS AND REGISTERED MEMBERS.

**Named Insured:** GREAT BARRIER REEF SKYDIVE

**Cover:** Public Liability: \$20,000,000 any one claim  
 Products Liability: \$20,000,000 any one claim and in the aggregate  
 Professional Indemnity: \$10,000,000 any one claim and in the aggregate

**The Business:** All activities relating to the Business (as defined in the policy wording) of Parachuting including participation.

**Period of Insurance:** 20/11/2017 to 4:00pm 20/11/2018

**Underwriter:** Certain Underwriters at Lloyd's

**Policy Number:** PMEL99/0072920

**Counterparties:** Any Council, Shire, Government Department or Property Owner from whom the above named leases and/or hires and/or rents land and/or buildings shall be indemnified for claims brought against the Council, Shire, Government Department or Property Owner, resulting from a negligent act by The Insured. No cover is extended to negligence relating to a breach of duty by the noted interested party.

**Situation:** Anywhere in the Commonwealth Australia

For full terms, conditions and exclusions please refer to Your Policy Wording version  
 Sportscover APF Claims Made Liability Wording



**Manager:**

**Date:** 17 November 2017

# PINNACLE VILLAGE

Holiday Park

Tel: (07) 4098 7566 Fax: (07) 4098 7813  
Email: pinnvill@bigpond.com  
Web: www.pinnaclevillage.com  
Vixies Road, Wonga Beach, QLD 4873

Monday 13 November 2017.

Pinnacle Village Holiday Park, Vixies Road Wonga Beach is a privately owned and operated property which allows camping facilities and other activities to the general public.

These facilities are allowed on a commercial basis to perspective clients.

Pinnacle Village Holiday Park have entered into negotiations with a group of persons consisting of Rodney Miller, Jim Zoras, Peter Christoudlas and Mark Gazley for the use of our facilities.

As a result of those negotiations, we have now agreed upon a commercial agreement with the above-mentioned persons who own and operate a skydive operation known as "Great Barrier Reef Skydive" for the commercial entity to use our beach land as a drop zone for their proposed skydiving operations.

We also agree as part of this agreement the two parties are entering into a commercial lease agreement to hire a property site on our grounds for the operation to erect a transportable building for their administration and operations centre.

We agree to lease this site for \$7 280.00 PA plus GST.

We as Pinnacle Village Holiday Park and legal land owners allow the use of our facilities and land to be used for skydiving operations.



Darryl TENNI.  
Managing Director  
Pinnacle Village Holiday Park



"Home of the  
Jumping Cod"





Map 1

Google Maps 4 Mile Beach Port Douglas Sail club



Map data ©2018 GBRMPA, Google 20 m

Drop zone mark with X



Google Maps 4 mile Beach Port Douglas sail club



Imagery ©2018 Google, Map data ©2018 GBRMPA, Google 20 m

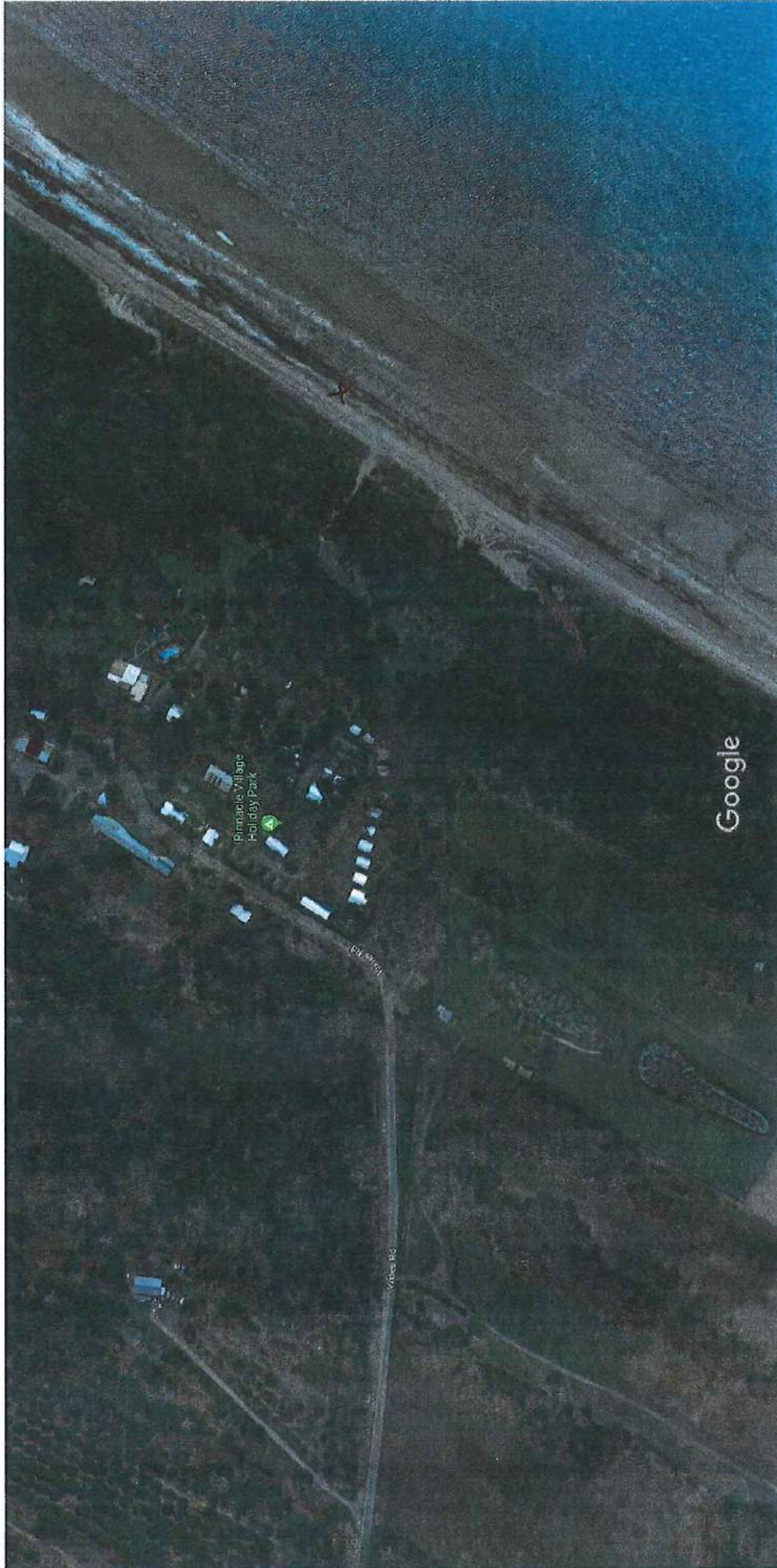


# Map 2 Google Maps Wonga Beach



Drop zone marked with X





Imagery ©2018 Google, CNES / Airbus, Map data ©2018 Google 50 m



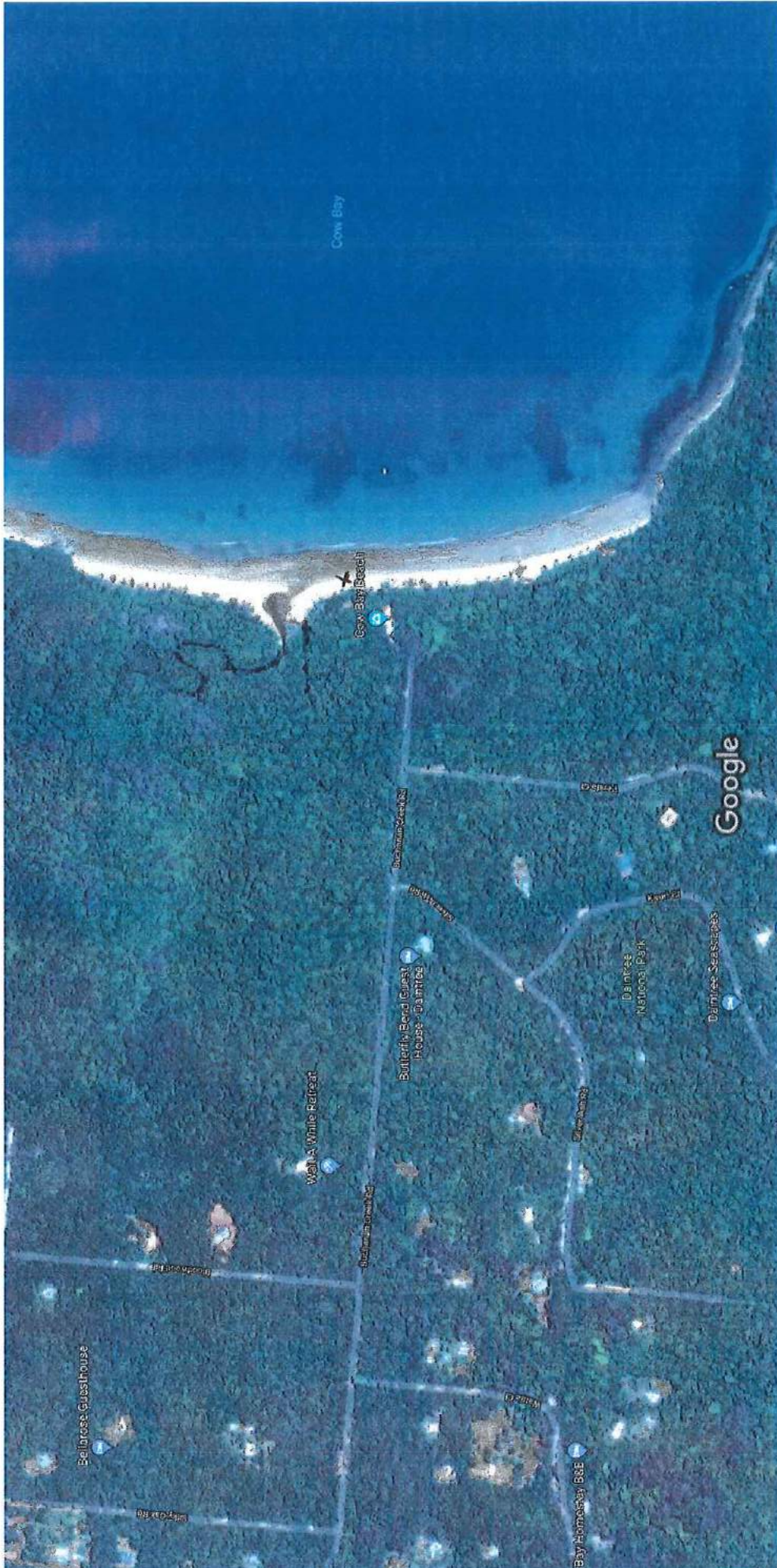
# Map 3 Google Maps Cow Bay Beach



Map data ©2018 GBRMPA, Google 100 m

Drop Zone mark with X





Imagery ©2018 CNES / Airbus, TerraMetrics, Map data ©2018 GBRMPA, Google 100 m



# Map 4 Google Maps Cape Tribulation.



Drop Zone marked with x

Map data ©2018 GBRMPA, Google 50 m





Imagery ©2018 DigitalGlobe, Map data ©2018 GBRMPA, Google 50 m



Map 5

Google Maps Cooya Beach



Map data ©2018 GBRMPA, Google 200 m

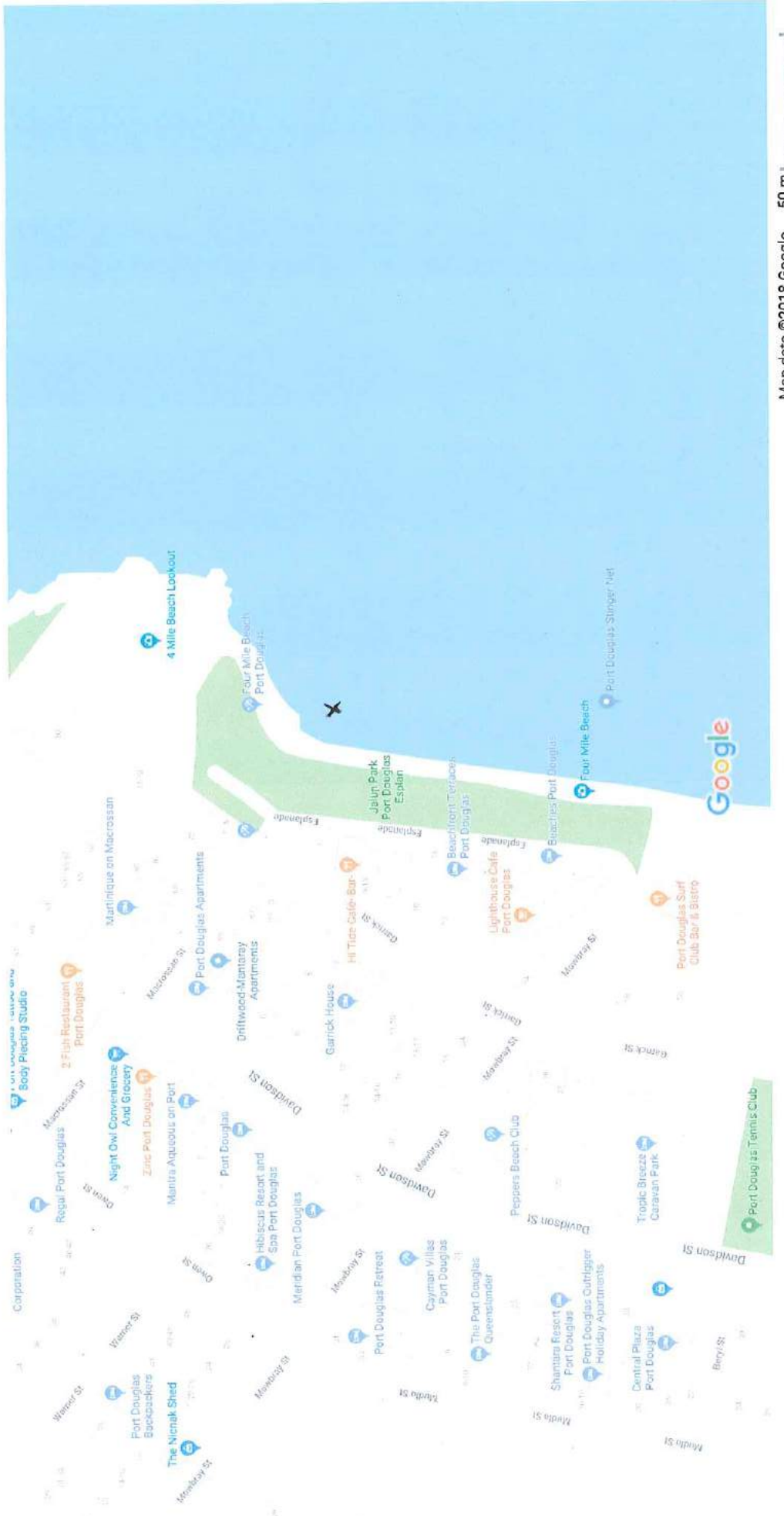
Drop Zone marked with X





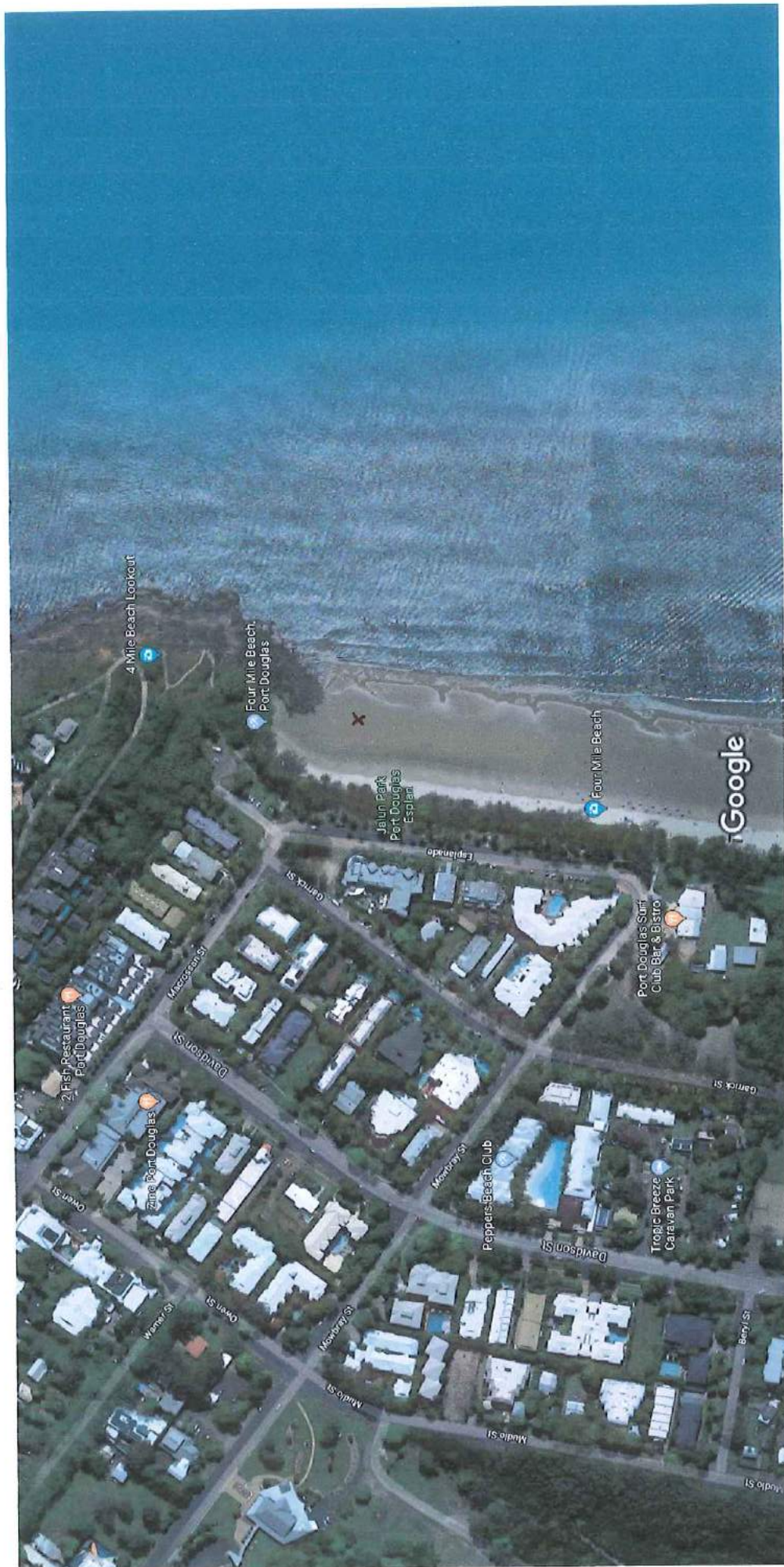
Imagery ©2018 Google, DigitalGlobe, Map data ©2018 GBRMPA, Google 200 m

# Google Maps Four Mile Beach (Northern end)



Drop Zone marked with X





Imagery ©2018 Google, DigitalGlobe, Map data ©2018 Google 50 m

# Skydive Great Barrier Reef Pty Ltd

ACN- 160573802

Please refer to the Attached Certificate of Insurance Currency as issued by the Australian Parachute Federation.

This is issued by the Australian Parachute Federation (APF) only after the relevant prerequisites have been achieved.

Certificate Number **APF 2017005**.

Policy number **PMEL99/0072920**.

Valid until: 20 November 2018.

Sky Dive Great Barrier Reef, is governed by the Australian Parachute Federation Policies and Procedures.

This document has been prepared in conjunction with the Australian Parachute Federation and Sky Dive Great Barrier Reef, Pty Ltd.

All Full time/part time/casual employees and agents of S G B R must adhere to this attached Standard Operating Procedure.

## Safety Management System and risk Management Plan

Far North Queensland

**SMS V1.6**  
**9th November 2017**

## References

- a. CASA <https://www.casa.gov.au/education/standard-page/sms-resource-kit> - 15 Sep2015
- b. APF Safety Management System Manual

## Contents

### **CLUB OPERATIONAL SAFETY MANAGEMENT SYSTEM AND RISK MANAGEMENT**

<b>PLAN</b> .....	<b>1</b>
Contents .....	2
Definitions .....	3
<b>ABOUT THIS DOCUMENT: COMPANION GUIDE TO THE APF CLUB OPERATIONAL SMS</b> .....	<b>5</b>
<b>SAFETY POLICY STATEMENT</b> .....	<b>7</b>
<b>SMS COMPONENT 1: SAFETY POLICY AND OBJECTIVES</b> .....	<b>8</b>
1.1 Responsibilities .....	8
1.2 Safety Objectives .....	10
1.3 Emergency Response Plan (ERP) .....	10
<b>SMS COMPONENT 2: SAFETY RISK MANAGEMENT</b> .....	<b>11</b>
2.1 Hazard Identification .....	11
2.2 Risk Assessment and Risk Mitigation .....	12
2.3 Action on Identified Risks .....	14
<b>SMS COMPONENT 3: SAFETY ASSURANCE</b> .....	<b>14</b>
3.1 Safety Performance Monitoring and Measuring .....	14
3.2 Internal Safety Investigation .....	14
3.3 Change Management .....	15
3.4 Continuous Improvement .....	15
<b>SMS COMPONENT 4: SAFETY PROMOTION</b> .....	<b>15</b>
4.1 Safety Training.....	16
4.2 Safety Communication .....	16
<b>SMS COMPONENT 5: BEACH LANDING STRATEGY</b> .....	<b>17</b>
5.1 Company Policy.....	<b>17</b>
<b>SMS COMPONENT 6: HUMAN FACTORS (FATIGUE AND STRESS)</b> .....	<b>19</b>
6.1 Introduction.....	<b>19</b>
6.2 FRMS Policy and Objectives.....	<b>19</b>

6.3 FRMS Risk Management.....**21**  
6.4 FRMS Promotion.....**22**  
**APPENDICES.....**  
**23**  
Appendix A: Emergency Response Plan (ERP) ..... 23  
Appendix B: Hazard Report Form ..... 34  
Appendix C: Gap Analysis Checklist for Clubs .....  
355

## Definitions

TERM	DEFINITION / INTERPRETATION
As low as reasonably practicable (ALARP)	means a risk is low enough that attempting to make it lower, or the cost of assessing the improvement gained in an attempted risk reduction, would actually be more costly than any cost likely to come from the risk itself.
Change management	A systematic approach to controlling changes to any aspect of processes, procedures, products or services, both from the perspective of an organisation and of individuals. Its objective is to ensure that safety risks resulting from change are reduced to as low as reasonably practicable
Club	Coastal Skydive SA Parachute Centre
Club Safety manager (CSM)	Person responsible for managing all aspects of a club's safety management system.
Hazard	A source of potential harm.
Human factors (HF)	the minimisation of human error and its consequences by optimising the relationships between people, activities, equipment and systems.
Incident <i>[This detailed definition is from taken RS 55.]</i>	Any event which may or may not result in injury, illness, property damage or a near miss. This includes: <ul style="list-style-type: none"> <li>(i) any breach of the regulations;</li> <li>(ii) any happening which, in the course of operations, causes injury to any person or damage to property;</li> <li>(iii) any unusual occurrence which it is reasonable to conclude might have caused injury to any person, or damage to property, or significantly increased the risk of a descent; and</li> <li>(iv) any off drop zone landing by a student parachutist, a tree or water landing, any equipment malfunction and the activation of a reserve parachute or an AAD.</li> </ul>
Just culture	an organisational perspective that discourages blaming the individual for an honest mistake that has contributed to an accident or incident. Sanctions are only applied when there is evidence of a conscious violation, or intentional, reckless, or negligent behaviour.
Likelihood	a general description of probability or frequency that can be expressed qualitatively or quantitatively



Management	Planning, organising, resourcing, leading or directing, and controlling an organisation (a group of one or more people or entities) or effort for the purpose of accomplishing a goal.
Risk	the chance of something happening that will have an impact on objectives. A risk is often specified in terms of an event or circumstance and any consequence that might flow from it.
TERM	DEFINITION / INTERPRETATION
Risk is measured in terms of a combination of the consequences of an event, and its likelihood. Risk can have a positive or negative impact	
Risk assessment	the overall process of risk identification, risk analysis and risk evaluation.
Risk identification	the process of determining what, where, when, why and how something could happen.
Risk management	the culture, processes and structures directed towards realising potential opportunities whilst managing adverse effects.
Safety culture	An enduring set of beliefs, norms, attitudes, and practices within an organisation concerned with minimising exposure of the workforce and the general public to dangerous or hazardous conditions. A positive safety culture is one which promotes concern for, commitment to, and accountability for, safety.
Safety management system (SMS)	a systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures.
Safety	the state in which the probability of harm to persons or property is reduced to, and maintained at, a level which is as low as reasonably practicable through a continuing process of hazard identification and risk management.
Serious injury	Any serious injury or illness that results in: (i) immediate hospital treatment as an in-patient (ii) immediate treatment for serious injuries (for example amputation, scalping, a spinal injury, loss of a bodily function or a serious laceration, burn, head injury or eye injury), or (iii) medical treatment within 48 hours of exposure to a substance.

# ABOUT THIS DOCUMENT: COMPANION GUIDE TO THE APF CLUB OPERATIONAL SMS

## 1. INTRODUCTION

The attached Club Operational SMS has been written in an effort to assist clubs preparing their own SMS. This document can, and should, be changed to reflect the individual characteristics of each DZ. Clubs can:

1. Change and adopt this document and its format to meet their needs, or,
2. Write their own SMS.

## WHY?

It is a Federal Government and CASA requirement that all clubs have an SMS. However, there are sound business and safety reasons for this to be taken up enthusiastically by club management:

- It forms a structured approach to safety management – less likely to miss critical hazards, risks and mistakes.
- It is a formal acknowledgement of what we are already doing – a properly presented document holds more weight in a legal setting than a witness statement which involves interpretation of the 'facts'.
- Significant evidence shows that an SMS approach reduces direct costs (aircraft/equipment damage, lost time from injuries) and indirect costs (insurance implications, business reputation).

## WHEN?

Long term members, especially those in management roles, are aware that this requirement has been on the APF agenda for some years. To maintain our credibility and ongoing relationship with CASA and other bodies, it needs urgent attention. At the same time, clubs will need opportunity to reflect on the implications, prepare their own SMS and brief and train their staff.

The Club Operational SMS is to be up and running in clubs by 30 December 2017. Clubs should aim at finishing their SMS and have staff briefed by end December 2018.

## HOW?

Two recent courses held at APF offices indicate there is some awareness of the requirements among Federation members. Club managers may care to look within their organisation for qualified or experienced WHS members who may be able to assist. In addition:

- Assistance will be provided to individual CIs or Safety Managers when visiting the APF office. Advise the office of this requirement well before you visit so that appropriate staff can be made available.
- A briefing team will visit major centres early in 2018. Sessions conducted will be available to any member. It is hoped that STOs will assist in advising interest, suggesting dates and helping with some logistic arrangements.
- Additional time (probably 1 day) will be made available at the Technical Conference in May 2018 to brief members in detail and assist where requested.

## SMS GAP ANALYSIS

Completion of a gap analysis is a useful tool to identify your present status versus where you should be. A copy designed for clubs is attached to this document as Appendix C.

It is worth noting that the headings and content of the gap analysis reflects the format of the CASA SMS documents.

**SMS CLUB IMPLEMENTATION PLAN**

The gap analysis should identify what SMS components are already in place and what deficiencies need to be fixed. The implementation plan forms the next step in the process.

There are many guides on the web on how to construct an implementation plan; it is suggested that the club safety committee should be involved at this stage.

**CLUB SAFETY MANAGER (CSM)**

An appropriate safety manager is critical to the success of the safety system. In a small club, the safety manager's duties may have to be added to an existing role or the use of part time employee or out sourcing may have to be considered.

Ideally, the safety manager should have operational management experience, technical knowledge of the club's operation, understanding of safety management principles and an approachable and communicative style with members.

**SAFETY RISK MANAGEMENT**

A proactive approach to hazard identification and the management of risk is at the core of the Safety Management System.

The APF uses the Civil Aviation Authority risk management system.

Club owners/Chief Instructors are encouraged to read the 8 volumes of the CASA Practical Guide available on the CASA website.

In particular, Chief Instructors and Safety Managers are directed to Volume 3 of the Guide (Safety Risk Management), especially pages 5 to 9 (inclusive) for the key to calculating risk (see Skydive Great Barrier Reef Risk Assessment & Log Spreadsheet).

The Practical Guides are located at:

<https://www.casa.gov.au/sites/g/files/net351/f/assets/main/sms/download/2014-sms-book3-safety-risk-management.pdf>

## **SAFETY POLICY STATEMENT**

### **Vision**

The management of this club is committed to providing safe, healthy, secure work conditions and fostering positive safety attitudes.

### **Safety Policy Objectives**

We are committed to:

- ongoing pursuit of an accident-free workplace, including no harm to people and no damage to equipment, the environment, or property
- a culture of open reporting of all safety hazards
- an open reporting culture in which management will not initiate disciplinary action against any personnel who, in good faith, disclose a hazard or safety occurrence resulting from unintentional conduct
- supporting effective communication throughout the organisation
- support for safety training and awareness programs
- conducting regular audits of safety policies, procedures and practices
- monitoring industry activity to ensure best safety practices are incorporated into the organisation
- providing the necessary resources to support this policy
- requiring all employees to maintain a safe work environment through adherence to approved policies, procedures, and training; and familiarising themselves, (and complying), with safety policies and procedures
- all levels of management, starting with the owner/president and Chief Instructor, being accountable for safety performance
- the principle that the organisation is strengthened by making safety excellence an integral part of all activities.

Skydive Great Barrier Reef Pty Ltd  
7<sup>th</sup> February 2018

## SMS COMPONENT 1: SAFETY POLICY AND OBJECTIVES

### 1.1 Responsibilities

All participants in this club's activities are to take shared responsibility for their own and other's safety in all aspects of the club's activities. This applies not only to operational activities but includes general hazard identification and reporting. Everyone is encouraged to report possible hazards or potential risks to the club's senior members.

Specific responsibilities for safety in the club are outlined below.

#### 1.1.1 Safety Representatives

1.1.2	Position	Name	Contact Number	Email	Remarks
	Owner	Skydive Great Barrier Reef Pty Ltd	0427781105 1800 191 191		
	Club Safety Manager	Suhail Amin			
	DZSO	Suhail Amin			
	Packing Supervisor	Kyte Specht			
	Manifest Supervisor	Connie Miller			
	Senior Pilot	Hayden Watson			
	Pilot	Hayden Watson Jack Miller			

#### 1.1.2 Owner

The owner will:

1. Actively support and promote the SMS.
2. Ensure that he/she and all staff comply with the SMS processes and procedures.
3. Ensure that resources are made available to achieve the outcomes of the SMS.
4. Monitor ongoing activities to ensure a safe environment for participants.

#### 1.1.3 Chief Instructor

In addition to his/her overall responsibility for club safety, The CI will:

1. Appoint appropriate and qualified persons to the other safety related positions in the club.
2. Schedule and chair club safety committee meetings and appoint appropriate members responsible for follow up action.
3. Introduce and monitor human factors integration in club activities, e.g., clear and understood communications with staff, procedures for preventing fatigue and stress.
4. Promote and ensure an open and fair reporting culture.
5. Ensure timely incident follow up and feedback given to other members.

#### 1.1.5 Club Safety Manager

The Club Safety Manager (CSM), reflecting his critical role in safety, has direct access to all management levels, including the STO.

His specific responsibilities include:

1. Implement, maintain, review and revise the club SMS.
2. Provide safety advice to club management and staff.
3. Encourage a fair and open reporting culture with all members.
4. Promote safety awareness and a positive safety culture.
5. Investigate incidents and accidents.
6. Maintain a reporting system to identify and manage hazards; maintain the hazard and risk register (Skydive Great Barrier Reef Pty Ltd Risk Assessment & Log spreadsheet.)
7. Identify any SMS related training requirements; e.g., safety induction for members or visiting contractors.
8. Oversee internal and external SMS audit programs.
9. Maintain the emergency response plan (ERP).

### **1.1.6 Drop Zone Safety Officer (DZSO)**

In addition to his/her responsibilities under APF Operational Regulations, under this SMS the DZSO (or an appointed DZSO) responsibilities include:

1. Contribute as a member of the club safety committee.
2. Encourage all members under his control to report incidents or hazards & take follow up action.

### **1.1.7 Senior Pilot**

In addition to his/her responsibilities under APF Operational Regulations, under this SMS the senior pilot's responsibilities include:

1. Contribute as a member of the club safety committee.
2. Identify and report incidents and hazards of which he/she becomes aware; not just specifically related to aircraft operations.

### **1.1.8 Club Safety Committee**

The club safety committee will have scheduled meetings once a quarter notified to all members in advance.

All club members are invited to attend. Regular and required members of the committee are:

- Owner – committee chair.
- Club Safety Manager (Assistant CI) – minutes and agenda (committee chair in absence of the CI).
- DZSO.
- Instructors.
- Senior Pilot (and or assistant Senior Pilot).
- Manifest Supervisor.
- Packing Supervisor.

The safety committee is committed to action on safety related matters and its role includes:

1. Reviewing progress on identified hazards and action taken following accidents or incidents.
2. Making decisions to fix safety hazards.
3. Reviewing risk assessments based on hazard identification.
4. Instituting and reviewing internal safety audits.
5. Reviewing communications methods to advise members of safety related matters.
6. Reviewing club safety objectives and targets.

## 1.2 Safety Objectives

The club safety committee will formally review safety objectives yearly. Our initial objectives are:

Safety Objective	Target	Measurement/KPI
<b>Short Term Objectives</b>		
Implement initial club SMS	1 December 2017	All management and critical members fully briefed and inducted in the SMS plan
A culture of open reporting of all safety hazards	100% of incidents formally reported	Number of reports received? Number of known / list incidents known not to have a formal report?
<b>Longer Term Objectives</b>		
Encourage active participation in SMS provisions by all senior staff	1 December 2017	Enthusiastic attendance by senior members at safety meetings
Safety training and awareness programs	Implement a number of safety training initiatives	Number of staff who completed safety training and what type of training was conducted?
Conducting regular audits of safety policies, procedures and practices	Develop an audits and inspections programme for the company and complete all scheduled audits and inspections	How many audits and inspections were completed this reporting period?

## 1.3 Emergency Response Plan (ERP)

The Chief Instructor or, in his absence, the DZSO will control any emergency associated with the club. Any information regarding the emergency is to be passed to him/her immediately and instructions on required action will be issued by him/her.

The Chief Instructor will nominate members to be part of an incident response team and their details will be promulgated to all members.

Emergency procedures covering various possible emergencies will be exercised every six months on a rotation basis, e.g., response to fire, response to in flight emergency, response to parachute accident.

Detailed information on the club emergency response plan is attached as Appendix A (see also APF's Organisational SMS Manual).

The Club Safety Manager is responsible to maintain the ERP, particularly contact details.



## 1.4 IMPLEMENTATION PLAN

The implementation plan for the integration of a formal SMS into the club is:

Milestone	Implement by	Notes
<b>Initial consultation on SMS</b>		
Draft initial club SMS	01/10/17	All management and critical members fully briefed and inducted in the SMS plan
Brief all staff on draft SMS and get feedback and input	01/10/17	Staff meeting / Combine as Q1 CSC 01/12/17 <i>MG to run all staff through an entire introduction to the SMS manual, their expectations and company expectations</i>
Implement the SMS	01/10/17	
<b>Review SMS</b>	01/12/18	Conduct an internal audit of the system, expecting to have no less than one tool integrated for the management of each section (e.g. checklist, internal audit, GAP analysis, hazard ID forms, staff questionnaire / feedback forms, etc.)
Major alterations as a result of review	1/12/18 - 30/1/19	
Annual induction training to the SMS for all new and existing staff	On-going	Conduct a full induction process of all staff to integrate changes as a result of the major update.

## SMS COMPONENT 2: SAFETY RISK MANAGEMENT

Reference: Civil Aviation Safety Authority, 'SMS for Aviation – A Practical Guide', Booklet 3.

The policy of this club is to identify and minimise weaknesses and hazards BEFORE they can cause an accident or incident.

All members are encouraged and required to report (or fix and report) any issues they feel could pose a risk. This can be done verbally to a senior member or by using the hazard report form (Appendix B).

Any senior member of staff receiving a report of this nature is to advise the DZSO or club safety manager.

### 2.1 Hazard Identification

In addition to encouraging all members to report (or fix and report) hazards and weaknesses, the club will:

- Raise the subject of safety and hazard identification at each club meeting.
- Review all new and previously reported hazards at club safety meetings.
- Conduct an internal assessment of procedures and operations yearly to ensure hazards have been identified and minimised.

- Carry out formal hazard identification procedures prior to any change in the club, e.g., expansion of operations, introduction of new equipment (dual brake tandems) or procedures, changes to key personnel or at any time a new risk may be apparent.

All reports of hazards are to be directed to the Club Safety Manager. After verification, he will include the data in the Skydive Great Barrier Reef Pty Ltd Risk Assessment & Log and allocate a priority for attention.

## **2.2 Risk Assessment and Risk Mitigation**

The Club Safety Manager is responsible to hold and maintain the Skydive Great Barrier Reef Pty Ltd Risk Assessment & Log. This is an integral component of our safety management.

The Skydive Great Barrier Reef Pty Ltd Risk Assessment & Log is to be held on the company Google Drive. It is available for all members to read.

The Chief Instructor and Club Safety Manager will take the following steps to ensure that risk management is applied:

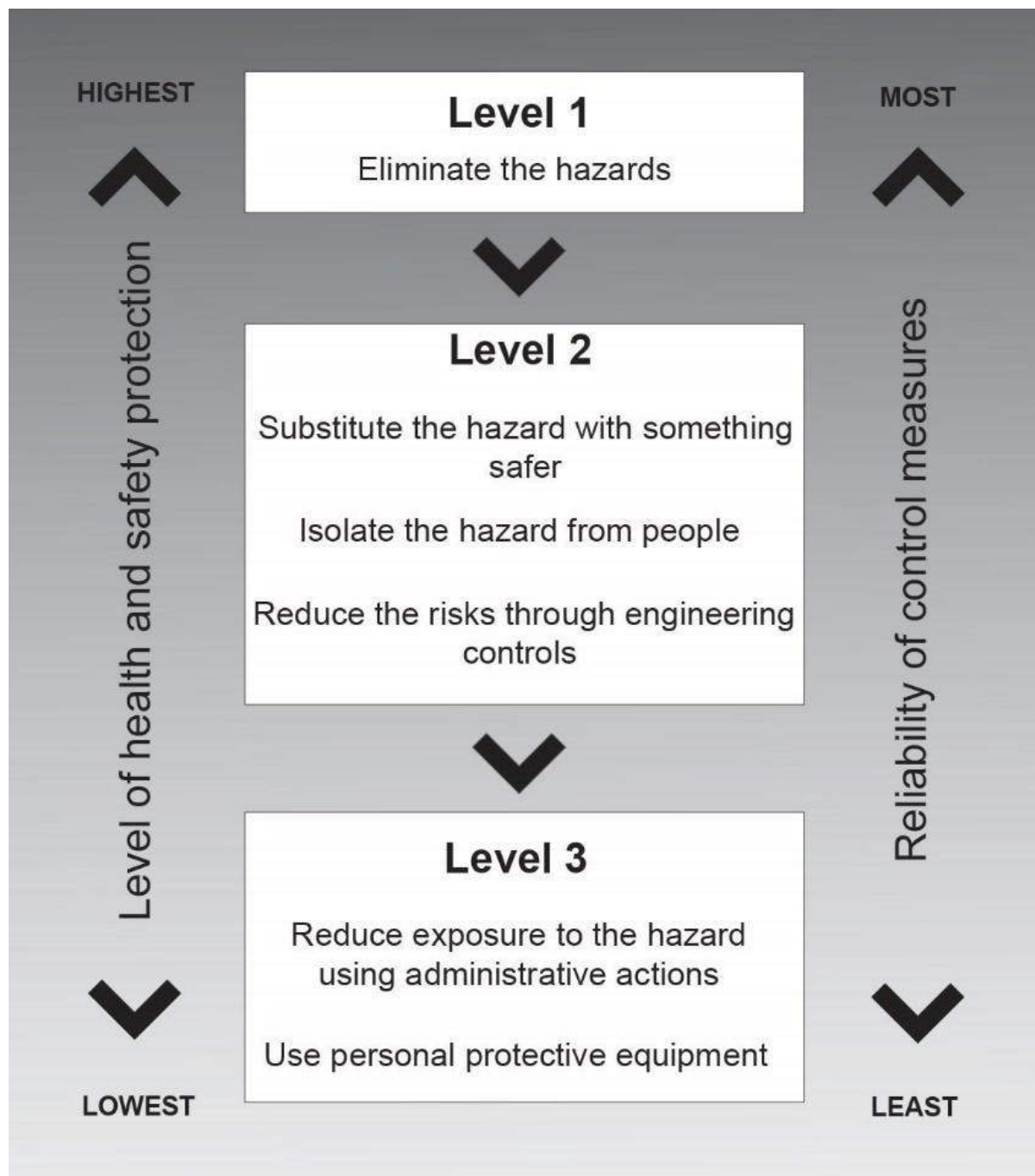
- Hazards are identified and all members are encouraged to participate in the identification of hazards and weaknesses.
- A risk analysis is conducted on all identified hazards to assess the probability of an event occurring and the severity of that event.
- A clear and logical assessment is made to evaluate the seriousness of possible harm to persons, equipment or the environment and whether these are tolerable or not.
- Controls and mitigation are applied to the risk and these are communicated to the safety committee and members.
- A periodic review is conducted to ensure the validity and relevance of the mitigation measures.

## Risk Matrix

See the CASA safety resource spreadsheet kept within the Skydive Great Barrier Reef Pty Ltd Risk Assessment & Log spreadsheet for a detailed risk assessment matrix.

## Risk Control Hierarchy

In controlling hazards and risks, the primary aim is to eliminate the hazard entirely. This may not be always possible. The following table demonstrates a commonly accepted hierarchy of controls.



## 2.3 Action on Identified Risks

Currently all identified risks at Skydive Great Barrier Reef Pty Ltd are mitigated to levels As Low As Reasonable Practicable.

Further risks will be identified, assessed, mitigated and logged into the Skydive Great Barrier Reef Pty Ltd Risk Assessment & Log spreadsheet as they arise.

## SMS COMPONENT 3: SAFETY ASSURANCE

The club is aware that the introduction of a new system, like our SMS, is one thing; maintaining it in the intended way is quite another. Staff and members are entitled to know that their safety is of prime concern to the club and are encouraged to participate in the ongoing maintenance of our safety culture.

### 3.1 Safety Performance Monitoring and Measuring

In addition to the yearly APF audit of our operations, the club, under leadership and scheduling by the Chief Instructor will measure and monitor our compliance with SMS principles by:

- Reviewing our overall compliance with SMS once/six months. The Chief Instructor will delegate this task to a senior member on a rotational basis.
- Reviewing our safety objectives and their measurement annually. This review is to be done by the Club Safety Committee.
- The Chief Instructor will assess the effectiveness of our SMS procedures and processes outlined in this document in regard to their implementation and, importantly, how they are practised by staff and members.

### 3.2 Internal Safety Investigation

There are a number of occurrences which fall outside the reporting and investigation regime required by CASA and the APF. Although these may appear minor to members, investigating these occurrences may reveal potential dangers and hazards.

Members are encouraged to report any occurrences about which they have concern to the DZSO, Club Safety Manager or Chief Instructor. This can be done verbally or using the hazard report form.

The Club Safety Manager will determine the severity, and therefore the priority for corrective action, including investigation. He/she may appoint an investigating officer or conduct the investigation him/herself. The investigation will:

- Be objective and focus on the 'what' and 'how' circumstances rather than the person/s.
- Be reviewed at the club safety committee meeting to identify if improvements or changes need to be made to club procedures or the SMS.
- Determine if any lessons can be drawn from the occurrence.
- Suggest if other members or other clubs in the area could benefit from the investigation results and means by which this communication could be done.

### 3.3 Change Management

All members, especially staff, are reminded that any change, particularly to known methods and procedures, can bring further risk which needs identification, management and mitigation. This will be managed by:

- Risk management procedures being applied to minor changes. The Club Safety Manager and, if necessary, the Chief Instructor are to be kept informed of any proposed changes and the risk management techniques which have been applied.
- The Club Safety Committee will consider the safety implications of any proposed major changes in the club, e.g., introduction of new equipment, aircraft, drop zone location or procedures.

### 3.4 Continuous Improvement

After initial introduction of this SMS, the club needs to remain focused on safety and regularly review our safety net to ensure it is still relevant and working for us.

We will:

- Continuously monitor and annually formally review our risk management process. This will be done through the Club Safety Committee.
- Implement recommendations from any of our incident investigations and review other incident investigations to determine their relevance to us.
- Implement recommendations from our own internal audits and those conducted by the STO and/or the APF.
- All members are welcome and invited to attend club safety meetings. Club Safety Manager will email all members re notice of meeting dates and agenda items (plus minutes ASAP after each meeting).
- Attend Area Council meetings and share safety information with the other clubs.

## SMS COMPONENT 4: SAFETY PROMOTION

The club is aware that a Safety Management System is of little use unless it is promoted and understood by all members. We will achieve this by a combination of safety training and ongoing communication programs.

### 4.1 Safety Training

As an initial step, the Club Safety Manager will:

- Conduct training needs analysis to determine what training is needed, who needs to receive this training and how it can be done.
- Compile a record of members who have appropriate qualifications, e.g., First Aid (including details of currency including CPR), Cert 4 in WH&S, training or experience in risk management, training or experience in project planning.
- Review present safety training and establish its relevance and adequacy, e.g., induction training for new members, safety briefings for contractors or workers.

The safety committee is to review the adequacy and appropriateness of safety training as an agenda item at each meeting.



## 4.2 Safety Communication

Our safety communication strategy is aimed at ensuring there is unimpeded two way communication on safety matters. That is, members are kept informed about safety initiatives and feedback is captured and acted upon.

As an initial step, we will:

- Make it clear all members are welcome at safety meetings by emailing them agenda and minutes.
- Make safety signage obvious and clear.
- Require safety critical members to wear high-vis vests when engaged in safety related activities, e.g., refuelling, marshalling aircraft, coordinating loads.

## SMS COMPONENT 5: BEACH LANDING STRATEGY

Skydive Great Barrier Reef Pty Ltd operates onto a beach and as such is committed to an effective water landing plan.

1- Mitigating factors to reduce the chance of landing in the water include:

- DZSO checks wind forecast via NAIPS, confirms with pilot on the way to height for real time winds. All info passed to jumpers on board and spot is passed onto PIC.
- No jumps are permitted without a visual on the LZ.
- Max offshore wind limits of, 12kt on the ground, 20kt <2000ft and 25kt >2000ft.
- Jump runs will only be made parallel to the beach using offsets to counter any upper winds (max offset of 1nm.)
- DZSO to monitor Wind Villosities
- Display Pro is the minimum requirement to jump onto the beach.

2- Pool training is to be conducted annually with a log maintained by the CSM regarding who has undergone training.

3- Outside rescue services are utilised by GCA's as part of our water landing procedure (including SLSC, Coast Guard and the Sea Rescue Squadron) with live drills currently being scheduled by the CSM.

## SMS COMPONENT 6: HUMAN FACTORS (FATIGUE AND STRESS)

### 6.1 Introduction

In considering our policy for human related safety issues, the club accepts that:

- Human performance limitations continue to dominate aviation and parachuting accident statistics.
- The effective management of error remains one of the greatest challenges to the further reduction of accidents and improving safety.
- Effective technical **and** human factors are required for safe and efficient operations.
- The need for improved efficiency and having fit-for-duty personnel highlights the crucial role of effective human factors.

In resolving the hazards and risks related to human activity within the club and to avoid long term prescriptive measures (fixed and inflexible duty periods), we will gradually introduce a Fatigue Risk Management System (FRMS).

The FRMS is a systems based approach to manage human related risk and introduces management practices and procedures to predict, manage and monitor fatigue and stress related risk.

Our eventual aim is to achieve a fully incorporated FRMS where a culture change has occurred leading to all our members contributing to the reduction in fatigue risk.

We recognise that this change will not occur quickly and have designed the change to happen over three phases (outlined below).

### 6.2 FRMS Policy and Objectives

### **6.2.1 Management Commitment**

The club's safety vision and safety policy objectives remain as outlined in the Safety Policy Statement located at the start of this SMS. In particular, effective communication and an open reporting culture are vital to the reduction of risks related to fatigue and stress.

No one will be penalised for reporting suspected fatigue hazards relating to themselves or others.

### **6.2.2 Responsibilities**

Some symptoms of fatigue and stress may be obvious but not necessarily to the individual. The club encourages members to be on the lookout for fatigue in their peers as part of our 'buddy check' procedures and ask that the member be reminded to check in with the DZSO or CI.

The club encourages members to report to their immediate supervisor (senior pilot, DZSO, club safety manager or CI) if they are not completely fit for their duties. It is recognised that this may involve a temporary reduction in income for the individual but the results of a failure to make appropriate decisions due to fatigue or stress have far reaching impact.

The responsibilities of the owner, CI, Club Safety Manager, DZSO, Senior Pilot and the Club Safety Committee outlined in Component 1 of this SMS apply also to this Component.

### **6.2.3 Objectives**

During initial introduction of this Component, our objectives are:

1. Raise awareness of human factors safety issues by including discussions at each club meeting.
2. Encourage a culture of open reporting and communication of fatigue and stress concerns by not penalising members who report.
3. Foster an environment based on trust and 'just culture' principles with fatigue related incidents.

### **6.2.4 Affected Members**

Although all members could be affected by stress and fatigue, this instruction applies specifically to Operational Crew Members (OCM) who, if affected by stress or fatigue, could present a hazard to other persons or property. OCM include:

- Tandem masters.
- Pilots.

### **6.2.5 FRMS Phases**

Introduction of the fully integrated FRMS will be conducted over three phases:

1. Phase 1 (1 July 2017 – 30 June 2018). The club will provide sufficient rest opportunities for OCM and those members are responsible for using the rest opportunities provided. Suggested duty/rest periods and limits are outlined below. We will encourage members, especially OCM, to record and report instances where they are fatigued so that alternate strategies can be developed.

2. Phase 2 (1 July 2018 - 30 June 2019). Initial fatigue management introduction. Specific to club risk management assessment, training and education for operational staff, increased and continuous monitoring of staff and risks specific to the club.
3. Phase 3 (1 July 2019 – 30 June 2020). Full compliance with a club based FRMS. This will remove a great deal of the prescriptive limitations but will require increased focus on education and training, formal evaluation and review, improvement recommendations, record keeping and audit.

## **6.2.6 Phase 1**

### **(a) Phase 1 Prescriptive Guidelines**

- No authority within the club will require an OCM to perform operational duties if that authority has reason to believe the OCM is suffering from fatigue which may impair the safety of the operation.
- A duty cycle will consist of any 168 hours (7 days) period.
- Off Duty. Following a period of duty, an OCM will have an off-duty period of at least 10 hours. An OCM will be required to be free of all duty for at least 24 hours in any duty cycle (7-day period).
- Duty Period. The maximum duty period is 11 hours.
- Meals. If a duty period exceeds 5 hours, an OCM must have an opportunity to access a meal and a minimum of 30 minutes rest away from the operational area.
- Extensions. The duty period may be extended for up to 1 hour for unforeseen operational circumstances and the OCM considers him/her self, fit for the time extension after consultation with the DZSO.
- Limit on Cumulative Duty Periods. Due to the significant fluctuations on operations imposed by weather and other factors, putting limits on cumulative duty periods is not considered necessary at this time. The Chief Instructor will monitor operational levels and, if considered necessary, may impose mandatory rest periods for OCM who exhibit fatigue symptoms.

**(b) Phase 1 Data Collection**

Ideally, the club would like to collect data on individual's fatigue level over time. However, it is recognised that this would be extremely difficult to manage in a meaningful way and create additional load on members and management.

Members, in particular OCM, are encouraged to record unusual fatigue levels in their log books and raise these incidents either with the CI or in club meetings so that all members can benefit from the experience and changes can be made to operations to make them safer.

**6.2.7 Phases 2 and 3**

Details on the introduction of Phases 2 and 3 will be advised following assessment on the results achieved during Phase 1.

**6.3 FRMS Risk Management****6.3.1 FRMS Overview**

FRMS risk management uses the same principles as the general risk management process outlined in Component 2 of this document. Its approach is to be proactive in identifying fatigue hazards and depends on honest communication between OCM and club management. As with all risk management, the main steps are:

- Identify fatigue hazards and assessing the risk to operations and personnel.
- Treating the risk using control measures to eliminate or mitigate the risk.
- Monitoring, reporting and, if necessary, improving the control measures.

**6.3.2 Common Causes of Fatigue**

<b>Common work-related causes</b>
Restricted sleep due to short rest periods or long commutes to the DZ
Multiple high workload periods
Long duty days
Hot weather during duty periods
High cumulative duty times (hours/month or year)
Changes to operations or procedures
Tasks required to be done before or after duty periods (administration, training, cleaning)
<b>Common non-work-related causes</b>
Having a second job
Long commutes to and from work
Changes in domestic arrangements
New baby
Family commitments
Social life
Moving house
Sleep disorders or sickness affecting quality/quantity of sleep



### 6.3.3 FRMS Process

The FRMS process is similar to the standard SMS risk assessment detailed in Component 2 of this document. In summary:

1. Communicate and consult with members either individually or in meetings.
2. Identify fatigue hazards – all members are encouraged to speak up about perceived fatigue hazards (rest facilities, insufficient education, lack of clear policies or difficulty in following policies and procedures).
3. Assess the severity of fatigue hazards by the club safety committee, safety manager or CI using the likelihood/consequence risk assessment matrix.
4. Evaluate and mitigate the risks by calculated control measures. This will be done by the club management and may involve changes to rosters, operational procedures or other measures to preferably eliminate the risk completely.
5. The club will record the results of the risk management plan and share that with all staff.
6. The club will monitor any changes and formally review them on a regular basis to ensure any changes are effective. Members are encouraged to participate in this review at any time.

## 6.4 FRMS Promotion

### 6.4.1 Training

It is anticipated that the APF will gradually introduce assessment on SMS and FRMS matters on rating and reveal examinations including instructors, pilots and packers. Details will be provided by the APF when finalised.

OCM are encouraged to complete the eLearning modules provided on the CASA web site to gain an understanding of the subject. These modules are specifically designed for sports aviation participants. Each module takes about 10 to 15 minutes to complete. The modules can be accessed at:

<https://www.casa.gov.au/education/landing-page/elearning-catalogue> (scroll down to 'Human Factors in Sport, Recreation and General Aviation').

### 6.4.2 Communication

It is essential that all staff and members participate in communicating issues relating to safety, so we can build a more robust fatigue safety culture within the club.

The risks to our clients are considerable if we do not maintain high levels of professionalism.

Complacency, lack of awareness and bad decision making cannot be tolerated in our business and sport.

## APPENDICES

### Appendix A: Emergency Response Plan (ERP)

#### Part A: Club Particulars

Club Name: Skydive Great Barrier Reef Pty Ltd

Ph: 0427 781105

Club Address Hinterland Aviation Air Port Drive Cairns

Office Address: (Mobile Operation)

#### Personnel Trained to Administer First Aid & CPR Provide First Aid / CPR Qualified Staff

Name	Telephone

#### Location of:

##### First Aid Kits

- Port Douglas Life Savers
- Pinnacle Village
- PK Jungle Village
- Hinterland Hanger
- Hinterland Office
- Training Room
- Each aircraft
- Bus/company vehicles.

##### Fire Fighting Equipment

- Each aircraft
- Bus/company vehicles
- Refuelling points
- Hinterland Hanger

## **Part B: Emergency Procedures**

Unless it is not possible due to circumstances, the person responsible for calling emergency services is the Manifest under instructions of the DZSO.

### **Ferry Vehicle Crash Procedure:**

- 1- Exit the vehicle safely
- 2- If it is safe to help others then help everyone out of the vehicle (only move injured people if their location becomes unsafe)
- 3- Call 000 for ambulance, fire and police if required
- 4- Call manifest to let them know the situation (they can arrange pickup / towing if appropriate)
- 5- Apply first aid as appropriate until emergency responders arrive (remember first aid app)

### **Medical Emergency (heart attack, seizure, etc) Procedure:**

- 1- Call 000 for an ambulance
- 2- Ask someone to help direct the ambulance to the scene
- 3- Apply first aid training (follow first aid app if required)
- 4- Call manifest to let them know the situation (they can send a staff first aider if needed)

### **Aircraft Emergency (on-ground) Procedure:**

- 1- Unless situation is life threatening, obey commands from the pilot
- 2- When appropriate exit plane through rear door, emergency hatch or cockpit canopy
- 3- Move towards the rear of the plane (away from propeller and engine)
- 4- Move a safe distance away from the plane (min 50m)
- 5- Account for all PAX and staff (only return to plane to help others if it is safe to do so)
- 6- Administer any first aid as required (use app if needed)
- 7- Pilot, DZSO or staff member to contact manifest and update them on the situation

**Aircraft Emergency (in-flight) Procedure:**

As Skydive Great Barrier Reef Pty Ltd is primarily a tandem operation the following applies.

Under 1500ft = Stay in the plane

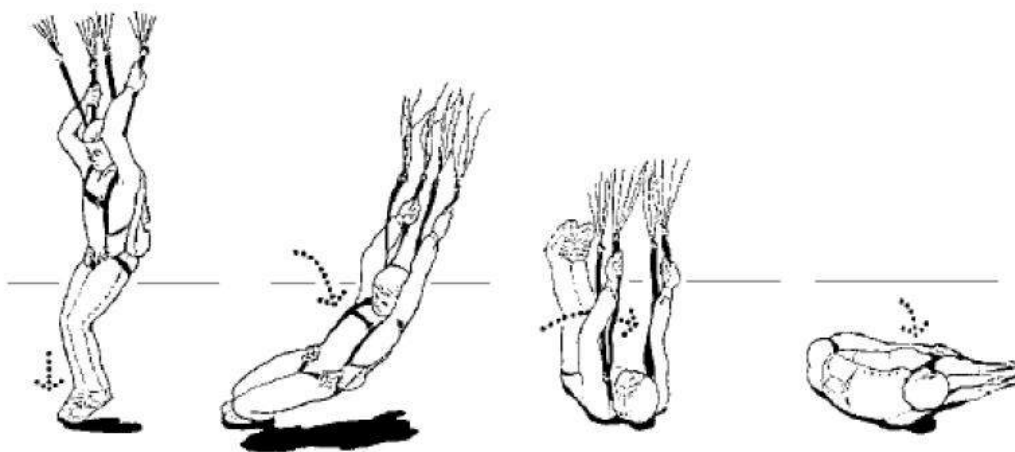
1500 - 4000ft = Exit & Deploy Reserve

Above 4000ft = Exit & Deploy Main

**NB: Listen for further commands**

These '**further commands**' will come from the Pilot In Command (PIC) and must be obeyed:

- 1- PIC communicates Mayday or Pan Pan Pan call to ATC
- 2- PIC issues one of three **further commands** (to be relayed via TI)
  - a. HOOK UP! (Meaning attach customer and prep for exit ASAP)
  - b. HOOK UP & GO! (Meaning EXIT ASAP)
  - c. BRACE BRACE BRACE! (Meaning both TI and customer to lean towards pilot)
- 3- **If possible** PIC calls GCA stating "Jumpers have made emergency exit. Repeat, jumpers have made emergency exit."
- 4- If GCA hears this phrase they immediately call 000
- 2- Should the PIC also need to make an emergency exit in flight, they are to follow these steps:
  - 1- Position yourself for exit / locate and grip parachute ripcord
  - 2- Clear the aircraft and pull the ripcord firmly and to full arm's length (use free arm to protect head if you think you will contact part of the aircraft)
  - 3- Parachute will open in approx. 3 seconds
  - 4- Depending on the design your parachute will be steerable using one of three methods; coloured brake toggles, coloured brake lines or by pulling down on the rear risers. (This will take up to 10 seconds to do a 360 degree turn, pulling either the left or right steering input)
  - 5- Try to steer yourself towards an open flat area for landing. At approx. 250ft turn into the wind and prepare for landing. **NB: When landing DO NOT USE STEERING INPUT!**
  - 6- In preparation for landing, lock your legs together from thighs to ankles. Bend knees slightly forward and brace yourself as if you were jumping from a 2m high platform. Roll your body along your side to absorb the landing shock. See picture below.



**Water Landing (aircraft) Procedure:**

- 1- Brief tandem PAX on how to use the flotation device but tell them not to inflate them inside the aircraft. Tandem Instructor and PAX to place flotation device over their heads (do not inflate)
- 2- Remove and discard the emergency exit hatch in the Fletcher
- 3- Open in-flight door (prevents door jamming due to any twisting of the fuselage on impact)
- 4- If you have time undo your chest strap and loosen leg straps
- 5- PIC calls "BRACE BRACE BRACE" just before water impact
- 6- Assume brace position with one hand holding the buckle of the single point restraint if possible
- 7- Take a deep breath upon initial impact with the water
- 8- After initial impact has subsided release / remove all single point restraints ASAP (remember the knife in the passenger harness should you need it)
- 9- Exit the aircraft as fast as possible
- 10- Swim clear of the aircraft and inflate your flotation device before helping others
- 11- If possible try to group together to assist with rescue and visibility

**Water Landing (GCA duties) Procedure:**

- Call 000 for Coast Guard and Police
- Advise location and number of people / parachutes in the water
- Call 13 78 73 (13SURF) for Surf Rescue
- Advise location and number of people / parachutes in the water
- Contact the pilot with location / number of people in the water and ask them to circle overhead the parachutes at 500ft to give rescue crew a visual target.
- Call Manifest, DZSO & CI if not present (Mark Gazley 0438 148 490)
- If practical seek immediate help from jet skiers / life savers, etc on the beach



**Water Landing (tandem parachute) Procedure:**

**It is essential for the Tandem Instructor to make an early identification that a water landing is about to occur. This gives maximum time to prepare themselves and their student.**

- 1- Inform your student of the impending water landing and the need to stay calm and follow instructions
- 2- Disconnect RSL, loosen your leg straps, undo your chest strap and connect side adjusters onto student harness (preventing a line snag hazard)
- 3- Put life jacket over students head (if possible yourself too) but do not inflate
- 4- Look for stationary boats and aim to land nearby if safe
- 5- Steer into the wind (avoid landing in waves, landing in calmer water further out is better)
- 6- If time permits, remove / discard shoes as they can be heavy when water logged
- 7- As high as possible; instruct student about the landing:
  - Lift your legs up for landing and hold the red tag on the life jacket
  - Take a deep breath when I tell you
  - Do not struggle when entering the water as you will need to be disconnected
  - Swim away once you are released (if you can swim)
  - Inflate your life jacket by pulling red tag or blowing into the tube
- 8- Give the command "Take a deep breath!"
- 9- Flare carefully for landing and prepare for a PLR due to poor depth perception over water / unknown water depth
- 10- Leg-lock your student to prevent 'peeling open' (student rises belly up pushing Instructor face down into the water making it hard to remove top snaps. Harder still if student life jacket is inflated)
- 11- Take a deep breath, enter the water and release student ASAP
- 12- If wind is pulling the canopy use that to separate yourself from your student before cutting away
- 13- If canopy collapses onto you, dive and swim out from under canopy (if you are covered by canopy, stay calm as panic / thrashing will entangle you in lines. Push canopy up to create breathing space Follow any visible seam to find the edge of the canopy)
- 14- Remove yourself from the tandem container and activate your life jacket
- 15- Stay close / hold onto your student to reassure them help is on the way and get them to help look for / spot circling aircraft. (Grouping together will also assist with rescue and visibility.)

**Water Landing (sports parachute) Procedure:**

- 1- Disconnect RSL, loosen your leg straps and undo your chest strap
- 2- Put life jacket over your head but do not inflate
- 3- Look for stationary boats and aim to land nearby if safe
- 4- Steer into the wind (avoid landing in waves, landing in calmer water further out is better)
- 5- If time permits, remove / discard weights, camera helmets and shoes
- 6- Flare carefully for landing and prepare for a PLR due to poor depth perception over water / unknown water depth
- 7- Take a deep breath, enter the water
- 8- After entering the water, throw your arms back and slide forward out of the harness
- 9- If canopy collapses onto you, dive and swim out from under canopy (if you are covered by canopy, stay calm as panic / thrashing will entangle you in lines. Push canopy up to create breathing space Follow any visible seam to find the edge of the canopy)
- 10- Activate your life jacket
- 11- If safe, group together with others who landed in the water to assist with rescue and visibility

## Extra points to think about:

- If using a weight belt / vest, can it be removed easily? Extra weights will drown you quickly
- Do not wear weight belts *under* a jumpsuit as fast removal is almost impossible
- When in the water and free of equipment, remove camera jackets / jumpsuits as these will become water logged and very heavy
- Does your life jacket fit over your helmet / camera gear? Have you tried?

**Skydiving Incident (fatality) Procedure:**

- 1- Assess the incident. Is it fatal? (If not, refer to the serious injury protocol). If yes, **or you are unsure** then assume a fatality then continue with this checklist.)

NB: If you witness an impact in the distance take a note of your position and an approximate compass bearing / distance to impact. This will assist any rescue effort.

- 2- Send a reliable person to call the following emergency phone numbers:

1. 000 for police, doctor and ambulance
2. 0427 781105 for CI (Rod Miller)
3. 0408 213903 for (Jim Zoras)
4. 0410 669998 for (Peter Christoudias)
5. (07) 3457 0100 for the APF
6. The reliable person should also direct emergency responders onto the scene. (If you are alone, perform these duties yourself.)
  - Detail a responsible person to prevent spectators / others from approaching the impact area and if possible establish a perimeter of approx. 50m.
  - Proceed to parachutist, accompanied by another first aider if possible.
  - If they are dead **DO NOT DISTURB THE BODY / GEAR** then photograph, video / document the scene as much as possible (include close ups of apparent gear abnormalities).
  - Cover the body and wait for emergency responders. **DO NOT MOVE THE BODY.**
  - Contact manifest / pilot regarding stopping the operation (not over the radio).
  - Detail a responsible person to take witness statements / contact details and to separate / isolate witnesses if possible.

- Detail a responsible person to talk with any media present (follow company policy regarding dealing with the media), or if nobody is available provide the media with contact details of the APF office i.e. (07) 3457 0100.
- Assist any / all emergency responders / investigators / APF.
- Fill in and lodge incident report, supplementary incident report and if equipment defect is suspected an equipment defect form with the STO and APF office within 24 hours.
- Seek and provide any counselling as required both immediately and ongoing.

**Skydiving Incident (serious injury) Procedure:**

- 1- Assess the incident. Is it Fatal? (If yes, **or you are unsure** then assume a fatality and refer to the fatality protocol. If no, continue with this checklist.)
- 2- Send a reliable person to call 000 for an ambulance / direct them onto the scene (if you are alone you will have to do this yourself.)
- 3- Proceed to parachutist, accompanied by another first aider if possible.
- 4- Provide any first aid, comfort and reassurance that help is on the way while waiting for emergency responders. NB: If back injuries are suspected **DO NOT MOVE THEM**. If internal injuries are suspected, **DO NOT GIVE THEM WATER**.
- 5- Contact the following to let them know there has been a serious incident:
  1. 0427 781105 for CI (Rod Miller)
  2. 0408 213903 for (Jim Zoras)
  3. 0410 669998 for (Peter Christoudias)
  4. (07) 3457 0100 for the APF
    - Contact manifest / pilot regarding a delay in the operation (not over the radio).
    - Talk to victim to assess level of injury, shock and consciousness.
    - When emergency responders arrive, provide a brief report on the situation and any assistance requested of you. Duty of care is handed over to emergency responders.
    - Ensure family and friends present are notified of what has happened and where the victim is going.
    - Continue operating / finish the day.
    - Check up on the victim / contact next of kin and ensure they are receiving treatment (this can be DZSO, CI, the instructor involved or a company representative).
    - Fill in and lodge incident report, supplementary incident report and if equipment defect is suspected an equipment defect form with the ASO and APF office within 24 hours.

## Part C: Emergency Contact Information

Keep up to date and display in manifest

<b>Table One: Emergency Contacts Information</b>			
<b>Club Contacts</b>			
<b>Position</b>	<b>Name</b>	<b>Emergency Telephone</b>	<b>Business Telephone</b>
Company Director	Jim Zoras	0408 213903 1800 191 191	0408 213903 1800 191 191

### APF Contacts

<b>Position</b>	<b>Name</b>	<b>Emergency Telephone</b>	<b>Business Telephone</b>
Chief Executive Officer	Brad Turner	0417 550 077	07 3457 0100
Safety & Training Manager	Richard McCooey	07 3457 0100	07 3457 0100
National Aviation Officer	Mark Edwards	0414 729 958	0414 729 958
National Rigging Officer	Brett Newman	0400 011 331	0400 011 331
Safety & Training Officer	Brett Newman	0400 011 331	0400 011 331
Safety & Training Officer	Charl Rootman	0457 299 122	0457 299 122
Safety & Training Officer	Mike Tibbitts	0458 753 854	0458 753 854

### Public Emergency Services & Contractors

<b>Emergency Service Name</b>	<b>Emergency Telephone</b>	<b>Business Telephone</b>
Australian Transport Safety Bureau (ATSB)	1800 011 034	1800 011 034
Civil Aviation Safety Authority	131757	131757
Emergency Medical Services QATB	000	N/A
Fire Department	000	N/A
Local Police Department	000	131444



### Calls to be made

The following table details the calls that must be made by the club in the event of an emergency. These calls would usually be made by the CI/DZSO or any member of the IMT, depending upon the situation. The order that they are made in would be dependent upon the situation at the time, with calls to EMS (000) taking precedence over all else.

Table Two: Incident Response Table - Calls to Make										
Incident Type	Response									
	Ambulance	Fire Brigade	Police	STO	APF	ATSB	CASA	NAO	NSO	Family
Aircraft Accident – severe injuries, fatality	✓	*	✓	✓	✓	**	***	✓	✓	⊘
Aircraft Accident – minor injuries	*	*	⊘	✓	✓	**	***	✓	⊘	⊘
Parachuting accident – fatality(s)	✓	⊘	✓	✓	✓	**	***	⊘	✓	⊘
Parachuting accident – severe life-threatening injuries	✓	⊘	⊘	✓	✓	**	***	⊘	✓	✓
Parachuting accident – moderate injuries requiring ambulance	✓	⊘	⊘	✓	✓	⊘	⊘	⊘	✓	✓
*	<i>Situation dependent</i>									
**	Calls/Reports to ATSB are made by the senior pilot									
***	calls to CASA are made by the CEO, or Safety and Training Manager									

## Part D: Incident Response

The role and responsibilities of the Incident Management Team in the event of an emergency are as follows:

### Incident Controller (DZSO).

- (i) **Establishing safety of the scene and immediate care of the injured**
- (ii) Administer life saving techniques or first aid if qualified to do so. Continue this care until relieved by the EMS personnel
- (iii) Acute care in an emergency situation should be provided by the most qualified individual on the scene.
- (iv) **Controlling the scene** of the accident
- (v) Ensuring only essential personnel enter the accident site
- (vi) Controlling spectators, media, setting up barriers
- (vii) Keeping EMS access clear.

### CI (May delegate to manifest/instructors)

- (i) **Calling/liaising with Emergency Medical Services (EMS).** This must be done as soon as the situation is deemed an emergency, or a life threatening event. Time is a critical factor. The call may be made by anyone on the IMT however the person chosen must be someone who is calm under pressure, who communicates well, and is familiar with location of the club/event. To avoid numerous calls to EMS all involved should know who is responsible.
- (ii) **Communicate with media,** make media statements.
- (iii) **Contact family,** next of kin - details to be conveyed should also be clearly specified and medical details should only be conveyed by, or with approval from, medical personnel

**Transport & Equipment Officer**

- (i) One member of the team must be responsible for meeting emergency medical personnel as they arrive at the site of the emergency
- (ii) Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel including ensuring designated access is available to EMS vehicles and is kept clear
- (iii) After EMS have arrived at the accident scene the responsibilities of this person diverge to include equipment retrieval

**Part E: Emergency Response Procedures for Specific Events**

Skydive Great Barrier Reef Pty Ltd has issued all staff a Trello 'Team Board' which combined with an Australian Red Cross First Aid app provides a summary of the actions to be taken in the event of an emergency.

All GCA staff (and most jumping staff) carry their mobile phones with them so an 'in your pocket' digital solution was deemed more suitable for our operation.

**Summary**

It is important that all personnel are aware of their role and required actions in the emergency response plan. Emergency plans should be communicated to all club members and participants. These plans should be updated regularly, and ideally should be rehearsed often for reinforcement of actions. Although these incidents may not occur often, a sound, communicated and well-understood emergency plan may mean the difference between life and death in an emergency situation.

## Appendix B: Hazard Report Form

Reported by:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Subject:

Workplace hazard

Hazardous work practice

Public hazard

Operations safety hazard

Description of hazard and any action taken:

---

---

---

Is further action required? Yes  No

Reported to:

Club Safety Manager/DZSO: \_\_\_\_\_

Safety committee/rep: Yes  No

Reporting person's name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Club Safety Manager use only**

Date report received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Action taken or recommended:

---

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Date implemented: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

CSM Name: \_\_\_\_\_

CSM Signature: \_\_\_\_\_



7<sup>th</sup> February 2018  
Skydive Great Barrier Reef Pty Ltd  
101 Snapper Island Drive  
Wonga Beach  
QLD 4873

## Skydive Great Barrier Reef

Tim O'Brien  
Environmental Health Officer  
Sustainable Communities  
Douglas Shire Council  
64-66 Front St,  
Mossman, QLD 4873

Dear Tim,  
Thank you for your letter/email dated 2<sup>nd</sup> February 2018.

I hope the following information provides comprehensive detail of proposed operation

- 1- The dwelling at Pinnacle Village will not be used for admin as all administration will happen at Hinterland Aviation Cairns. This may be used to store some of our equipment, we will offer our clients the opportunity of staying at Pinnacle Village on overnight stays.
- 2- Risk Management and Safety Management have been provided  
-Where tides impact a safe landing zone an alternate will be used
- 3- It is intended that multiple drop zones will be dependant on customer base and on Cairns Air traffic control
- 4- Ground Personnel arrive 30 min prior and will flag the drop zone to advise and ensure it is free of all hazards and the public.  
-Signage will be erected around the area.
- 5- Communication will be provided by VHF Radio between pilot and the ground safety officer  
-The Ground Safety officer will provide wind speeds and direction details.

Our Staff include the following:

- Bus Driver- who will also be the safety officer
- Pursuit Recovery Boat Driver
- CEO- Jim Zoras/Rod Miller
- Chief Pilot – Peter Christoudias

Our office address is Hinterland Aviation Cairns.

Further to your letter we are happy to amend Drop Zone 4 to Myall Beach Cape Tribulation.

Regards

*Rod Miller*

Rod Miller



