



**AUSTRALIAN PARACHUTE FEDERATION Ltd**  
**Rules-Regulations**  
**Infringement Notice (RIN)**

**MP4**

**CONFIDENTIAL**

**ISSUED BY:** \_\_\_\_\_ Date Issued: \_\_\_\_\_

DZSO, Chief Instructor  
 STO  
 National Officer  
 STM

Authorised Person \_\_\_\_\_ APF # \_\_\_\_\_

**MEMBER DETAILS:**  
 This Regulatory Infringement Notice, having been issued within 14 days of the occurrence of an infringement of the Rules or Regulations, or 14 days of the Authorised Person becoming aware of an infringement, is issued to the following person:

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
 Address: \_\_\_\_\_ APF#: \_\_\_\_\_  
 Ph: \_\_\_\_\_ email: \_\_\_\_\_  
 Certificate level: \_\_\_\_\_ APF Ratings held: \_\_\_\_\_

**NOTIFICATION:** *(The date and method the member was notified of impending RIN)*

Date and time Member notified: \_\_\_\_\_  
 Method of Notification (e.g. phone, email, txt): \_\_\_\_\_

<b>INFRINGEMENT DETAILS:</b> <i>Note any Rules/Regulations that are relevant</i>	
<b>POWER (ORs AND/OR RSs, CONSTITUTION, ETC)</b>	<b>REGULATION NUMBER(S)</b>
<i>e.g. Operational Regulations</i>	<i>e.g. 7.4.9</i>

If needing to include more information, please see page 4 of this document.

**BACKGROUND INFORMATION**

**THE EVENT (the Infringement)**

**FURTHER ACTION** *(Include here Effective Dates of any disciplinary action)*  
*Include here any further action required (eg re-training, further assessment, peer reviews etc) and consequences of Member fails to abide by conditions*

If the Member is the holder of APF Ratings and endorsements, which if any of those ratings and endorsements are affected by this Notice?

RATING/ENDORSEMENT	DETAILS
<i>e.g. Instructor, Tandem/AFF endorsement, Packer A</i>	<i>Penalty applies to Tandem/AFF endorsement only, still able to exercise the privileges of DZSO &amp; Packer A</i>

## DETERMINING CULPABILITY

In determining culpability, the Authorised Person or tribunal issuing this RIN is asked to consider the following determinations in relation to the seriousness of the breach, and the attitude and responsibility of the Member who has committed the breach, by circling one option from 9.1 and 9.2 and ticking one option from 9.3:

<b>9.1 SEVERITY OF BREACH</b>	<b>NO EFFECT</b>	<b>MINOR EFFECT</b>	<b>SERIOUS EFFECT</b>	<b>CRITICAL EFFECT</b>
<b>9.2 INTENT OF MEMBER</b>	<b>UNAWARE</b>	<b>NEGLIGENT</b>	<b>RECKLESS</b>	<b>WITH FULL INTENT</b>
<b>9.3 RESPONSIBILITY FACTOR</b>	<input type="checkbox"/> Member WAS exercising the privileges of an APF rating or endorsement, or Coach appointment at the time the breach occurred, or <input type="checkbox"/> Member was NOT exercising the privileges of an APF rating or endorsement, or appointment at the time the breach occurred.			

## RIGHT of REVIEW

Right of Review – to have this matter of this RIN reviewed, the Member must complete a Request for Review (RfR) Form in accordance with Part 4 of the *Misconduct Policy and Procedures Manual*, stating in detail, the Grounds for Review, and must lodge that RfR with the APF OFFICE (for issue to a Review Officer) **within seven days of receiving the RIN.**

## Guide to Assessment of Breaches (Severity Versus Intent)

To assist Authorised Persons and Tribunals in assessing breaches, the following table provides a two-dimensional explanation of the levels of severity and intent:

Further Explanation of Assessment Criteria	
<b>SEVERITY:</b>	
<b>No Effect</b>	Administrative regulatory breaches, such as jumping with expired membership
<b>Minor</b>	Jumping without appropriate certificate, licence. Opening low – no injury.
<b>Serious</b>	Moderate injuries not life threatening, had potential to result in serious injury or fatality. Instructor acting without current ratings (had potential to impact others). Repeated risk-taker with potential to become ‘critical’ – either injured or otherwise. Packer/Rigger actions caused incident or had potential to cause serious injury or fatality.
<b>Critical</b>	Results in serious injury or fatality to self or others.
<b>INTENT:</b>	
<b>Unaware</b>	Breach was accidental, Member unaware of Rules or Regulations. Willing to take responsibility and rectify behaviour.
<b>Negligent</b>	Risk-taking behaviour or carelessness towards others, but willing to take responsibility for actions. blatantly negligent
<b>Reckless</b>	Actions were reckless, careless or irresponsible. Should know better
<b>With full intent</b>	Lack of respect for others, the Rules and Regulations or the organisation. Knows the Rules and Regulations but chooses to ignore them with blatant disregard.

**BACKGROUND INFORMATION ADDITIONAL INFORMATION**

**THE EVENT (the Infringement) ADDITIONAL INFORMATION**

**FURTHER ACTION ADDITIONAL INFORMATION**