



AUSTRALIAN PARACHUTE FEDERATION

Regulatory Schedules



VERSION 01-2024

STATUS: MANDATORY

WARNING

Parachuting and flying in parachuting aircraft can be dangerous.

IMPORTANT: Version Control

It is important that members refer to the current version of each Regulatory Schedule. As the Regulatory Schedules are administered exclusively by the APF, they will be updated and amended when and as required (separately to the Operational Regulations).

The Regulatory Schedules in this booklet are current only at the time of printing by the APF Office, with the booklet's initial release date shown on the cover page.

Current versions of the Operations Regulations, Regulatory Schedules and associated forms can be found on the [APF website](#).

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.

CURRENT VERSION	RELEASE DATE
01-2024	01 April 2024

PREVIOUS VERSIONS	REPLACED BY
01-2023	01-2024
01-2022	01-2023

AMENDMENTS

VERSION	AMENDMENT DETAILS
01-2024	<ul style="list-style-type: none"> • Various and multiple minor changes to align with CASR Part 105 and Part 105 MOS. Including administrative amendments. • RS53 7.3 Remove the APF Conference as a tool for continued professional development • RS53 7.8 & 9.2 Remove the allowance for new Master Instructor ratings (allowing retention and renewal of existing Master Instructor ratings). • RS53 14.3 Allow STM to extend Packer A or Rigger ratings to three years. • RS56 5.2 Ensure pilot currency is conducted at a training organisation. • RS58 9 Ensure Group Members are using waivers for the State in which they are jumping.

2024 Australian Parachute Federation Ltd**Front cover photo by Mason Holden**

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Regulatory Schedule 50: Glossary of Terms and Definitions

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1. References

- Australian Parachute Federation (APF) Constitution
- APF Operational Regulations and other Regulatory Schedules
- Civil Aviation Safety Authority (CASA)
- Dictionary of Definitions on APF website
- APF Training Operations Manual
- APF Procedures Manual.

2. Purpose

This Regulatory Schedule was adopted as a Regulation by the Board of APF under the APF Constitution. The terms, definitions and interpretations listed are reproduced from the Dictionary of Definitions on the [APF website](#), which provides a comprehensive list of the 'Terms and Definitions' relating to the conduct of parachuting activities, and supports compliance with the referenced Operational Regulations.

3. Application

This Regulatory Schedule is applicable to all APF members who participate in APF parachuting/skydiving activities. It must be read in conjunction with the current APF Operational Regulations and other Regulatory Schedules. Where an inconsistency arises, the Operational Regulations will prevail.

4. Definitions

Words not defined in Operational Regulations or Regulatory Schedules have the meaning ascribed to them in the APF Constitution or Dictionary of Definitions on the [APF website](#) (reproduced below) unless a contrary meaning appears from the context.

The following acronyms and terms are used in the Operational Regulations (OR), associated Regulatory Schedules (RS), other APF manuals, or in general use in the sport parachuting/skydiving environment. Terms used in specifically in APF policy documents may be defined in those documents.

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.
AGL	Above Ground Level: Altitude expressed as feet above terrain or airport elevation.
AIP ENR	Aeronautical Information Publication – En route: Documentation of information necessary for en route air navigation which is published by Air Services Australia.
Airworthiness Directive (AD)	A directive issued by CASA or the aviation body of any other nation relating to the airworthiness of an aircraft or aeronautical equipment. A CASA airworthiness directive will take precedence over that of any other authority or nation.
AMSL	Above Mean Sea Level

TERM	DEFINITION / INTERPRETATION
angle flying descent (angles)	Freefall in which there is a horizontal component, but the angle is diagonal relative to the ground, resulting in faster fall rate than flatly or tracking and less horizontal movement than in tracking. The horizontal component in angles may involve several direction changes. Some parachutists call these “Atmonauti/Atmo” or tracing jumps.
APF	Australian Parachute Federation Ltd
APF Conference	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.
APF Office	The national administration and management office of the APF.
ATC	Air Traffic Control
Authorised Person	Individuals authorised to deal with misconduct and take appropriate action. <i>See Misconduct Policy and Procedures for further detail.</i>
Board	APF Board is a body consisting of Directors appointed under the Constitution. The Board manages the affairs of the APF in accordance with the Constitution.
CASA	The Australian Civil Aviation Safety Authority.
certificate	An APF parachutist Certificate Class A, B, C, D, E or F, issued to a parachutist who has achieved an APF level of proficiency.
certify as airworthy	A Packer A or Rigger is satisfied that all components of a parachute system are fully functional and compatible. To ascertain this, the parachute system must be fully opened (reserve tray and canopy) and inspected. The reserve parachute must then be packed in accordance with the approved manuals for those components by, or the packing directly supervised by, the same Packer A or Rigger who inspected it.. The accompanying data card must be completed in accordance with OR12.5.1.
CI	A Senior Instructor approved by the Safety and Training Manager to supervise training for a Group Member and ensure compliance with these regulations.
Chief Instructor	
Club	<i>See ‘Group Member’</i>
coach	A person appointed by a Chief Instructor as a coach in accordance with RS 53, 8.
Constitution	The Constitution of the Australian Parachute Federation (APF).
Council	An APF Council Committee defined under rule 7 of the Constitution.
crest	Recognition by the APF of a parachutist’s proficiency in a particular parachuting skill.
CRW descent	Canopy Relative Work: A descent in which the parachutists attempt to bring themselves together, or near to each other, after their parachutes are open.
daily maintenance	<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.
deployment height	The height at which the parachutist initiates the activation sequence to open the main parachute.
descent	A parachute descent, being the time from when the parachutist exits the aircraft until the parachutist lands.
direct supervision	The supervisor must be present throughout the operation, monitoring all relevant activities and ensuring compliance with regulations. <i>See also ‘Supervision’.</i>
display	<i>See ‘Parachuting Display’</i>
Display Manual	A manual issued by the APF for the organisation of parachuting displays and Display Organisers.
Display Organiser (DO)	A person approved in accordance with the Rules and Regulations who is responsible for the conduct of a parachuting display.
display rating	A rating issued to allow participation in a parachuting display.
Drop Zone (DZ)	A general term describing the intended landing area for a descent. <i>See also “Operation Centre”.</i>
Drop Zone Safety Officer (DZSO)	A person who is appointed as Drop Zone Safety Officer for an operation.
emergency parachute	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>
equipment bulletin	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
equipment standards	Mandatory or optional standards for equipment, including certified and non-certified parachute parts, published by the APF as 'Equipment Standards', including previously issued APF 'Service Bulletins' (SB) and 'Rigging Advisory Circulars' (RAC).
Examiner Manual	A manual issued by the APF for the conduct of assessments for APF instructor, coach and other ratings and endorsements.
exit point	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.
FAI	Fédération Aéronautique Internationale: The international body that administers sport aviation throughout the world.
FL	Flight Level
flag	Any material or flag attached to a parachutist and having a suspended weight.
flatfly descent	Freefall in which the parachutists fall in a predominately belly-to-earth, without substantial horizontal movement (except for safe separation prior to opening).
flotation equipment and (PFD)	A personal flotation device (PFD) that meets the APF Equipment Standard. (<i>Refer to APF Service Bulletins</i>)
Formation Skydiving Judge	A judge approved by the National Judging Officer to adjudicate APF formation skydiving competitions and records.
freefall	The period from when the parachutist exits the aircraft until parachute deployment.
freely descent	Freefall in which the parachutist's orientation is predominantly vertical to the ground, head-up (HU) (Standing or sitting) and/or head-down (HD) without substantial belly-to-earth or horizontal movement except for safe separation prior to opening.
full membership	A visitor or parachutist who has paid the appropriate subscription to the APF, from date of joining to June 30.
full name	A person's given first name and surname, not a nickname or alias.
GCA	Ground Control Assistant: The person who is responsible for communicating to the jump aircraft as to the advisability of exiting the aircraft.
ground	<i>In relation to parachute equipment.</i> To prohibit the use of that equipment for descents.
ground wind	Wind that affects the parachute upon landing.
Group Member	Any club, organisation, centre, corporation, company or other institution, association or community, in whatever legal form, meeting the criteria set by the APF for Group Member membership from time to time and which is admitted to the APF as a Group Member (Referred to as 'Club' in the APF Constitution).
handcam	A camera mounted on the hand or wrist area.
high performance landing	A landing approach in which the parachutist uses canopy inputs to induce vertical acceleration to increase horizontal distance travelled across (close to) the ground.
incident	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>
instructor	The holder of a valid APF Instructor or Senior Instructor rating.
instructor-assisted deployment (IAD)	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.
Instructor Examiner	A Senior Instructor approved to assess APF instructor candidates.
jumpmaster	The instructor with an AFF or SFF endorsement who supervises student or novice parachutists in the aircraft and throughout the descent.
jump pilot	The pilot in command of a jump aircraft holding a valid Jump Pilot Authorisation (JPA).
JPA	Jump Pilot Authorisation: An authorisation issued by the APF to certify that a pilot is qualified to conduct flights for parachuting activities at member training organisations. <i>See RS 56 for more detail.</i>
jump pilot associate membership	A free of charge APF membership available annually to Jump Pilot Authorisation holders.
landing hazard	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.
licence	Sporting Licence or Student Licence. Not to be confused with Certificates or Ratings.

TERM	DEFINITION / INTERPRETATION
load	A parachute operation from aircraft take-off to landing (sometimes referred to as a 'sortie').
Loadmaster	The parachutist on each load with responsibilities in accordance with OR 6.1.9.
maintenance	<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.
member	A person or Group Member of the APF.
member organisation	See 'Group Member'
MTOW	Maximum take-off weight.
National Officer	A person approved to a position of technical responsibility under RS 57. National Officers may form part of the Technical and Safety Committee.
night descent	A descent made during the period of darkness that is taken to commence one hour after official last light.
non-training organisation	An APF Group Member with no Chief Instructor that provides for parachuting by holders of at least a Certificate Class B.
novice	A novice parachutist who holds a Certificate Class A but not a Certificate Class B.
NAO National Aviation Officer	The person responsible for matters relating to aircraft operations.
NRO National Rigging Officer	The person responsible for matters relating to parachute rigging and packing.
occurrence	For the purposes of the OR and RS, refer to "incident".
open height	The height at which the parachute is fully open.
operation centre	The central location of Group Member parachuting operations, generally where parachutists are inducted, trained and manifested and parachuting equipment is stored and refurbished; however not necessarily where aircraft depart or at the DZ.
OR	The APF Operational Regulations, as amended from time to time by the Board.
packer	The holder of a valid APF packer rating (<i>Class A or Class B</i>).
parachuting activities	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.
parachuting display	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.
parachutist	The holder of an APF parachutist certificate or an APF Student Parachutist Licence.
parachutist certificate	See 'certificate'.
PFD	A personal flotation device that meets an appropriate marine or aviation standard. <i>(Refer to APF Service Bulletins)</i>
pull height	The height at which the parachutist initiates the deployment sequence to open the container.
RAC	Rigging Advisory Circular: See 'Service Bulletin'.
rating	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.
reserve parachute	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. For the purposes of these Regulations, it refers to a ram air canopy. Where a round canopy may be used, stricter requirements may apply.) See separate definition for 'emergency parachute'.</i>
Review Officer	The Review Officer is an authorised person with functions and disciplinary authority under the Misconduct Policy and Procedures Manual.

TERM	DEFINITION / INTERPRETATION
Review Panel	A panel consists of a person or persons approved to deal with matters referred to it in accordance with the Misconduct Policy and Procedures Manual, provided for under the Constitution.
rigger	The holder of a valid APF rigger rating.
Rigger Examiner	A Rigger approved to assess APF packer and rigger rating candidates.
RS	Regulatory Schedule: A supplementary document to the Operational Regulations, which provides more detailed information on a regulation or group of regulations.
RSL	Reserve Static Line (or Reserve Static Lanyard)
Rules and Regulations	Rules, regulations, bylaws, statutes, instructions, policy and/or procedure as determined by the APF under the Constitution.
RW	Relative Work, performed by parachutists in a descent in which the parachutists attempt to bring themselves together or near to each other. Note: 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.
Safety and Training Manager STM	<i>See RS 57.</i>
Safety and Training Officer STO	A Senior Instructor 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>
Service Bulletin or SB	<i>(Previously 'Rigging Advisory Circular')</i> Service Bulletin: 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.
Senior Pilot or SP	A pilot appointed by the Chief Instructor of a training organisation, responsible for oversight of all aircraft related aspects of the operation.
SFF	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.
short-term membership	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.
SLD	<i>See "static-line deployment".</i>
SMS	Safety Management System: A systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures (ICAO definition adopted by CASA).
sortie	A parachute operation from aircraft take-off to landing (see 'load').
Sporting Licence	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.
stable freefall	A freefall descent in which the parachutist maintains control of body position from exit through freefall and deployment of the parachute.
static-line deployment (SLD)	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).
static-line descent	A descent in which parachute deployment is activated upon exit by means of a static-line attached to the aircraft.
student parachutist or student	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.
Student Parachutist Licence	The licence issued by the APF to a member to enable that member to be trained for parachuting.
supervision	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>
TA	Target Assistant: The person responsible for communicating canopy control directions to a student parachutist. May also be known as Canopy Control Assistant.

TERM	DEFINITION / INTERPRETATION
TAF	Tandem Assisted Freefall: A freefall training method utilising a tandem descent(s) in the early stages of that training.
Tandem Accuracy Approval	An approval given to allow an Instructor with a Tandem Endorsement to perform a tandem descent into Class D, E or F Class DZ. <i>Note: The Tandem Accuracy Approval is not an approval to perform display jumps without an appropriate display rating.</i>
tandem descent	A descent in which two parachutists exit the aircraft linked to a common harness/parachute system.
Tandem Master	The holder of valid APF instructor rating with a valid tandem endorsement.
tandem parachutist	The parachutist holding at least APF student parachutist membership, carried on the front of a Tandem Master during a tandem descent.
target	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.
Technical and Safety Committee (TSC)	The operational committee comprising the STOs, NRO and NAO, chaired by the STM and reporting to the CEO. <i>See RS 57 and committee charter for further detail.</i>
technical directive	A document issued by the APF to provide technical safety information in any operational areas of parachuting.
track	Freefall in which the parachutist uses their body position to attain maximum horizontal (relative to the ground) direction.
tracking descent	A descent in which the majority of the freefall is spent in a track with a fall rate similar to flatfly, achieving significant horizontal movement. <i>Note: A tracking jumpsuit may be worn but these differ from a wingsuit in that they do not have the additional surface area under the arms and between the legs.</i>
trainee	A parachutist making or training to make a descent which is required to be made under the supervision of a Chief Instructor.
training descent	A descent under OR 11.1.3 'Deemed Training Descents'.
Training Table	A descent table listed in the Training Operations Manual.
TOM	Training Operations Manual: Mandated requirements for parachute training issued by the APF as the industry standard manual, for adoption by Group Members as their parachute training manual. A proposal for a non-standard TOM or modified sections of a TOM must be submitted by the Group Member's CI for consideration and approval by the STM.
training organisation	An APF Group Member that has an appointed Chief Instructor and provides facilities for training parachutists.
visitor	A parachutist who has been trained outside the APF system or any visiting overseas parachutist.
water hazard	An open body of water that has a horizontal dimension of more than 100 metres and a depth of more than one metre.
wingsuit descent (wingsuiting)	A descent in which the parachutist uses a gliding jumpsuit with additional surface area under the arms and between the legs to generate significant lift during freefall, resulting in reduced fall rate and flight over large horizontal distances (relative to the ground).

Regulatory Schedule 51: CASA Instruments

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6.	CASA EX105/23 – Part 105 (Parachute Operators and Pilots) Instrument 2023.....	11
7.	CASA Part 91 (GENERAL OPERATING AND FLIGHT RULES) MANUAL OF STANDARDS 2020	12
8.	CASA EX81/21 – PART 91 OF CASR – SUPPLEMENTARY EXEMPTIONS AND DIRECTIONS INSTRUMENT 2021.....	12

1. References

- Civil Aviation Regulation 1988 (CAR 1988), 207 - Requirements according to operations on which Australian aircraft used
- Civil Aviation Regulations 1988 (CAR 1988), 209 - Private operations
- Civil Aviation Regulations 1988 (CAR 1988), 152 - Parachute descents
- Civil Aviation Regulations 1988 (CAR 1988), 83 - Transmitting on aeronautical radio frequencies
- Civil Aviation Safety Regulations 1998 (CASR 1998), 11.056 - Authorisation may be granted subject to conditions
- Civil Aviation Safety Regulations 1998 (CASR 1998), 11.160 - What exemptions can be granted under this Division
- Civil Aviation Safety Regulations 1998 (CASR 1998), 11.205 - Conditions
- Civil Aviation Safety Regulations 1998 (CASR 1998), 11.245 - CASA may issue directions.

2. Purpose

This Regulatory Schedule provides a short description and links to the Instruments issued by CASA relating to the conduct of parachuting activities. The [APF website](#) provides a list of CASA documents relating to parachute operations.

3. Application

This Regulatory Schedule is applicable to all APF Members who participate in APF parachuting/skydiving activities. It must be read in conjunction with the current APF Operational Regulations and other Regulatory Schedules.

4. [Civil Aviation Safety Regulations 1998 – Part 105 Parachuting from Aircraft](#)

Part 105 of the Civil Aviation Safety Regulations (CASR) sets out the operational requirements for aircraft used to facilitate parachute descents. These are in addition to Part 91 which also applies to parachuting operations. Part 105 also includes the requirements for parachute certification and the operational rules for the safe conduct of parachute activities.

5. [Part 105 \(Parachuting from Aircraft\) Manual of Standards 2023](#)

The Part 105 MOS provides the complex technical detail for the rules governing parachuting activities conducted under Part 105 of the Civil Aviation Safety Regulations 1998 (CASR).

6. [CASA EX105/23 – Part 105 \(Parachute Operators and Pilots\) Instrument 2023](#)

The purpose of the instrument is to make some adjustments to the scope and framework of Part 105 in response to what CASA regards as unintended consequences

7. [CASA Part 91 \(General Operating and Flight Rules\) Manual of Standards 2020](#)

Division 26.11 Oxygen equipment and oxygen supplies of CASA Part 91 Manual of Standards sets out the requirements for supplementary oxygen requirements. Table 26.43(2) details the requirements for flight crew and passengers.

8. [CASA EX81/21 – Part 91 of CASR – Supplementary Exemptions and Directions Instrument 2021](#)

Division 22 of this instrument makes an exemption against Part 91 of the Civil Aviation Safety Regulations that allows for the hot fuelling of aircraft used for parachute operations.

Regulatory Schedule 52: Parachutist Certification, Crests and Display Ratings

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1. References

- APF Constitution
- Dictionary of Definitions on APF website
- APF Operational Regulations 9.1.3, 9.2, 9.3, 9.4, 9.5, 11.3 and other Regulatory Schedules
- APF Training Operations Manual.

2. Purpose

This Regulatory Schedule was adopted as a Regulation by the Board of APF under the APF Constitution. It describes the prerequisites, application process and procedures for APF parachutist's classification (certificates), crests including wingsuit, freefly and CRW, and all display ratings. It provides a method of compliance for the referenced Operational Regulations.

3. Application

This Regulatory Schedule is applicable to all APF Members who participate in APF parachuting/skydiving activities. It must be read in conjunction with the current APF Operational Regulations and other Regulatory Schedules. Where an inconsistency arises, the Operational Regulations will prevail.

4. Qualifying Descents and Validity

4.1 Qualifying Descents

- (a) A descent that has been used to qualify for one rating or certificate may be used to qualify for another rating or certificate.
- (b) Descents as a tandem parachutist cannot be used as landing accuracy qualifying descents for the purpose of certificates, ratings or crests.
- (c) All qualifying descents for the assessment of landing accuracy must be:
 - (i) performed without canopy control assistance, with a safe landing preceded by a predictable canopy flight;
 - (ii) for Sporting Licence holders, witnessed and assessed by an instructor with a DZSO endorsement who verifies the landing as being in accordance with 4.1; and
 - (iii) recorded in the parachutist's log and counter-signed by the witness.

Note: Student qualifying descents may be witnessed and signed-off by their instructors.
- (d) For 'consecutively pre-nominated' landings in 4.1(f) to be valid, they must satisfy the requirements of 4.1(c) and:
 - (i) each descent must be nominated to an instructor with a DZSO endorsement before explaining; and

- (ii) failure to meet the required landing accuracy on any of the pre-nominated descents invalidates all the completed landings in the set, requiring a restart from descent 1 to achieve the required number of witnessed verified landings.
- (e) Landing accuracy for certificate classes and display ratings is defined by the parachutist staying within:
- (i) the prescribed distance to the target centre (a radius); or
 - (ii) the runway (in their lane) from first point of contact with the ground until they reach a complete stop.
- (f) The distance to the target centre, alternative landing runway and descent requirements for each certificate class or display rating are:

Qualifying for a Certificate or Rating	Alternative 1	Alternative 2	Number of witnessed verified landings	Consecutively Prenominated?
	Distance to target centre (radius, m)	Runway Length & Width (m)		
A	30	50 x 30	At least 10	No
B	25	30 x 20	At least 10	No
Display General	20	30 x 20	At least 10 (Not required for Classes D, E, & F)	Yes for Classes B & C
C	10	20x 10	At least 10	No
D	5	10 x 5	At least 20	No
E	1	10 x 2	At least 20	No
Display Pro	5	15 x 2	At least 20 (Not required for Class F)	Yes
Tandem Accuracy Approval	5	20 x 5	At Least 5	Yes
F	5	15 x 2	At least 20	Yes
Display Open	1	3 x 1	At least 20	Yes

Notes: Column 2 (alternative 1) is for classic landing accuracy defined by the distance measured to the centre of the target (radius from a point). Column 2 (alternative 2) defines the requirements of a runway. The landing runway should be set so that its long side is generally parallel to wind direction. Where wind direction shifts more than 30 degrees prior to exit, the parachutist may elect to void the qualifying landing without penalty. For column 5 on 'Consecutively Prenominated', see 4.1(d) for requirements of 'Yes'.

4.2 Validity of Certificates, Display Ratings and Crests

Except for a visitor described in OR Part 4, an applicant for any parachutist certificate, display rating or crest must be the holder of full APF membership.

5. Parachutist Certification Requirements

In addition to having completed the qualifying descents set out in 4.1, applicants for a Certificate Class must:

- (a) either:
 - (i) hold a student licence if applying for a Certificate Class A; or
 - (ii) hold the next lower Certificate Class; or
 - (iii) have applied for and be eligible to be issued with the next lower Certificate Class;
- (b) have verification from an STO if applying for a Certificate Class F;
- (c) have completed the following freefall and mandatory training requirements:

Certificate Class	Number of Stable Freefalls	Training in accordance with the TOM
A	10	Mandatory: Student Training Table (AFF/SFF/Modified) and Canopy Handling Training Table
B	50	Mandatory: Cert B Training Table, Pack main parachute for own use, Certified by CI for flatfly RW descents with up to 10 parachutists, Ability to determine correct exit point. Highly recommended: Canopy Training Descent with an approved Coach.
C	100	Recommended: Camera Descents and Canopy Piloting
D	200	Mandatory: Spotting; Recommended: Loadmaster and DZSO non-training.
E	500	N/A
F	1,000	Mandatory: A night jump.

6. Crest Requirements

6.1 Australian Star Crest (ASC)

Applicants for an ASC must:

- (a) hold or be eligible to hold an APF Certificate Class B;
- (b) have entered fifth or later in at least three separate, successful flatfly RW descents involving eight to 10 parachutists;
- (c) have each formation witnessed by two ASC holders or two APF Formation Skydiving Judges; and
- (d) have a CI's verification that the applicant is competent to participate in RW involving more than 10 parachutists.

Note: See OR 9.1.3 regarding RW with more than 10 people; OR 9.1.2 regarding minimum RW experience; ORs 11.4.3 and 11.4.4 regarding restrictions on Student and Novice RW.

6.2 Freely Crests (FFC)

Note: see OR 9.2 regarding Freely descents.

(a) Applicants for a FFC HU must:

- (i) hold a Certificate Class B;
- (ii) have completed the head-up qualifying descents in the Freely Training Table to the satisfaction of a Freely Coach;
- (iii) have the coach witness and verify the two qualifying descents; and
- (iv) have the written approval of the CI that the applicant is competent to participate in freely HU relative descents with more than three parachutists.

(b) Applicants for FFC HD must:

- (i) hold or be eligible to hold a FFC HU;
- (ii) have completed the head-down qualifying descents in the Freely Training Table to the satisfaction of a Freely Coach;
- (iii) have the coach witness and verify the two qualifying descents; and
- (iv) have the written approval of the CI that the applicant is competent to participate in freely HD relative descents with more than three parachutists.

6.3 Canopy Relative Work Crest (CRWC)

Applicants for a CRWC must:

- (a) have participated in a successful Canopy formation involving eight to 10 parachutists; and
- (b) have the descent witnessed by two CRWC holders or two APF Canopy Relative Work Judges.

Note: See OR 9.3 regarding canopy relative work descents.

6.4 Wingsuit Crest (WSC)

Applications for a WSC must:

- (a) hold an APF Certificate Class D; and
- (b) have completed the Wingsuit Training Table Parts A, B and C to the satisfaction of a Wingsuit Coach in accordance with the TOM.

Note: see OR 9.4 regarding Wingsuit descents.

6.5 Night Star Crest (NSC)

Applicants for an NSC must:

- (a) have participated in a successful flatfly RW formation at night involving eight to 10 parachutists; and
- (b) have the formation witnessed by two NSC holders or each of the parachutists in the formation.

Note: see OR 9.5 regarding night descents.

7. Display Rating Requirements

7.1 Minimum Display Rating Requirements

- (a) A display rating may be issued only if the applicant is at least 18 years of age.
- (b) Applicants must have completed the qualifying landings in accordance with 4.1.

7.2 Display General Requirements

Applicants for a 'Display General' rating must hold a valid Certificate Class B or higher.

7.3 Display Pro Requirements

Applicants for a 'Display Pro' rating must:

- (a) hold a valid Certificate Class D or higher;
- (b) have performed:
 - (i) at least five parachuting displays in the past 12 months; or
 - (ii) at least 20 descents into a Class E DZ, or what was previously a Restricted DZ, in the past 12 months; and
- (c) be assessed as proficient by an STO and recommended for Display Pro.

7.4 Display Open Requirements

Applicants for a 'Display Open' rating must:

- (a) hold a valid Certificate Class F;
- (b) have performed:
 - (i) at least five parachuting displays of Display Pro standard in the preceding 12 months; or
 - (ii) at least 20 descents into a Class E DZ, or what was previously a Restricted DZ, in the past 12 months;
- (c) be assessed as proficient by an STO, including the ability to land consistently within the minimum landing area specified in OR 10.1.3 under conditions specified, and recommended for Display Open.

7.5 Display Organiser Requirements

Applicants for a Display Organiser rating must:

- (a) hold a valid Certificate Class D or higher;
- (b) have participated, as parachutist, ground crew or in assisting the organisation of, at least 20 parachuting displays in the preceding four years;
- (c) have assisted in the organisation of at least five parachuting displays in the preceding two years;
- (d) be recommended by an STO; and
- (e) pass assessments set by the APF.

7.6 Validity of Display Ratings

- (a) To remain valid, Display General, Pro and Open ratings must be:
 - (i) renewed every 12 months; and
 - (ii) applicants for renewal of Display Pro and Open ratings must complete at least 20 descents in the preceding 12 months and may be required to provide evidence of these descents.
- (b) A Display Organiser rating must be revalidated every two years, subject to the following conditions being met:
 - (i) The applicant continues to meet the requirements in 7.5 (d) and (e);
 - (ii) the applicant meets the requirements in 7.5 (c) or an alternate means of compliance with regard to considerations in the Display Manual 4.4.2.
 - (iii) The applicant provides a copy of their Display Organiser log to the APF Office.

7.7 Tandem Accuracy Approval

Applicants for a Tandem Accuracy Approval must:

- (a) hold a valid TM endorsement;
- (b) have documented evidence of a minimum of 100 tandem descents;
- (c) completed the qualifying landings in accordance with 4.1, with all landings performed on tandem equipment with the passenger a qualified parachutist with a minimum of Certificate Class B;
- (d) be assessed as proficient by a CI and recommended for the approval.

7.7.1 Validity of Tandem Accuracy Approval

To remain valid, Tandem Accuracy Approval must:

- (a) be renewed every 12 months;
- (b) applicants for renewal must complete at least 20 tandem descents in the preceding 12 months and may be required to provide evidence of these descents.

8. Records

- (a) On the completion of the training and assessment for these classifications, crests and ratings, the qualification/s need to be recorded by the APF Office and on the Members records.
- (b) Applications must be submitted online (where available on the [APF website](#)) with verification by the CI or relevant authorised person.
- (c) When the APF online system is unavailable, hardcopy applications may be used. Out-of-date forms may be rejected and APF may charge a small processing fee for hardcopy applications if used when the online APF system is available.

Regulatory Schedule 53: Instructor, Packer, Rigger Ratings and Endorsements, Coaches and Assessment

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1. References

- APF Constitution
- Dictionary of Definitions on the [APF website](#)
- APF Operational Regulations 2.1, 14.1–14.3, 14.5–14.8, 15.1 and 15.2 and other Regulatory Schedules.

2. Purpose

This Regulatory Schedule was adopted as a Regulation by the Board of APF under the APF Constitution. It describes the prerequisites, application process and procedures for APF instructing, packing and rigging ratings and endorsements, and coach approvals (excluding CI – see RS 54). It defines retention and revalidation procedures, and the requirements and approval procedures for Examiners. It provides a method of compliance for the referenced Operational Regulations.

3. Application

This Regulatory Schedule is applicable to all APF Members who participate in APF parachuting/skydiving activities. It must be read in conjunction with the current APF Operational Regulations and other Regulatory Schedules. Where an inconsistency arises, the Operational Regulations will prevail.

4. Minimum Requirements for Ratings, Endorsements and Approvals

4.1 Foundation Core Skills

A rating or endorsement may be issued, revalidated or retained, or an approval given, only if the applicant, holder or approved person has an adequate level of English and capability in each of the core skill areas of learning, reading, writing, oral communication and numeracy as determined by the Examiner, STO or the relevant STM or NRO.

4.2 Age and Validity

A rating or endorsement may be issued or an approval made, only if the applicant or approved person is:

- (a) a full member of the APF; and
- (b) at least 18 years of age.

4.3 Obligations

A rating or endorsement may be issued, revalidated or retained, or approval given, only if the applicant, holder or approved person complies and continues to comply with the regulations.

4.4 General Requirements for Instructor Ratings, Endorsements and Approvals

Before issue of any instructor rating or endorsement, the applicant must:

- (a) hold an Australian Star Crest;
- (b) hold a minimum of a Packer B;
- (c) have successfully completed the course of instruction and relevant assessments approved by the STM;
- (d) be recommended to receive the rating or endorsement by the examiner; and
- (e) have the approval of:
 - (i) the STM or the CI under whom the applicant intends to be registered, or
 - (ii) where the applicant already holds an instructor rating, the CI under whom the applicant is currently registered.

5. Instructor Ratings

Instructor ratings are issued in accordance with OR Part 14 at two levels, Instructor and Senior Instructor. A Master Instructor may also be approved in accordance with 9.2.

5.1 Instructor

Before the issue of an Instructor rating, the applicant must comply with 4.4 and:

- (a) hold at least a valid Certificate Class D;
- (b) be trained, assessed and authorised in accordance with the TOM, to act as GCA;
- (c) be recommended by the CI of the Group Member with whom the applicant will spend the six-month probation period;
- (d) have successfully completed an Instructor course involving a minimum of 12 days part-time or seven days full time working under the supervision of a CI; and
- (e) complete an AFF, SFF or tandem endorsement in conjunction with the Instructor rating.

5.2 Senior Instructor

Before the issue of a Senior Instructor rating, the applicant must comply with 4.4 and:

- (a) hold at least a valid Certificate Class E;
- (b) have held a valid AFF, SFF or Tandem endorsement for at least the preceding two years;
- (c) hold valid DZSO and Course Trainer endorsements for at least the preceding two years;
- (d) have taken part in at least two instructor assessment panels in the preceding two years;
- (e) either:
 - (i) submit an acceptable thesis or a body of work on a subject approved by the STM; or
 - (ii) hold a qualification approved by the STM; and
- (f) have the approval of the STO.

6. Instructor Endorsements

In accordance with OR 14.2.2, five types of endorsement may be issued, each with the following requirements:

6.1 Course Trainer Endorsement

Before the issue of a Course Trainer endorsement, the applicant must comply with 5.1 and:

- (a) hold at least a valid Certificate Class E;
- (b) have either:
 - (i) held a valid AFF or SFF endorsement for at least the preceding six months; or
 - (ii) held a Tandem endorsement and DZSO endorsement for at least the preceding 12 months and completed a minimum of 500 descents as TM; or
 - (iii) completed a trainer qualification approved by the STM; and
- (c) have the approval of the STO.

6.2 Drop Zone Safety Officer (DZSO) Endorsement

Before the issue of a DZSO endorsement, the applicant must comply with 5.1 and:

- (a) hold at least a valid Certificate Class E;
- (b) have held a valid AFF, SFF or tandem endorsement for at least the preceding 12 months;
- (c) hold certificate of competency HLTAID011 Provide/Apply First Aid (or equivalent) that has been completed within the preceding three years; and
- (d) have the approval of the STO.

6.3 AFF Endorsement

An applicant for an AFF endorsement must hold an instructor rating in accordance with 5.1 and have documented evidence of four hours' freefall.

6.4 SFF Endorsement

An applicant for an SFF endorsement must:

- (a) hold an instructor rating in accordance with 5.1; and
- (b) have successfully completed an approved course of instruction in:
 - (i) SLD; or
 - (ii) IAD; or
 - (iii) both (i) and (ii).

6.5 Tandem Endorsement

An applicant for a tandem endorsement must hold an instructor rating in accordance with 5.1 and:

- (a) hold a valid Certificate Class E;
- (b) hold a current *CASA Private Pilot Medical Certificate*; or
- (c) APF may accept a current *CASA Basic Class 2 Medical Certificate*, as recognition of the applicant's fitness to act as a Tandem Master.

Note: *An already accepted GP or RAMPC medical remains valid until the Instructor's next medical is due or unless otherwise advised.*

7. Validity and Revalidation of Instructor Ratings and Endorsements

7.1 Validity of Instructor Ratings and Endorsements

7.1.1 Validity

- (a) Instructor ratings and endorsements are initially approved for a probationary period of 6 months, and only becomes fully issued after CI validation.
- (b) After validation, subject to the requirements of this Schedule, instructor ratings and endorsements remain valid, provided the holder:
 - (i) continues to hold a valid APF/FAI sporting licence;
 - (ii) continues to remain current, and
 - (iii) remains registered with a CI or the STM.

7.1.2 Tandem Endorsement Currency

A tandem endorsement is current if the holder has:

- (a) an in-date medical in accordance with 6.5 (b) or (c) confirming their fitness to act as a Tandem Master; and
- (b) made either:
 - (i) if **less than 50** documented descents as a Tandem Master, at least three tandem descents within the preceding 90 days and one tandem descent within the preceding 30 days; or
 - (ii) if **50 or more** documented descents as a Tandem Master, at least three tandem descents with the preceding 90 days; or
 - (iii) a tandem descent with a parachutist who holds a parachutist certificate to the satisfaction of the DZSO; and
- (c) completed a satisfactory emergency procedure assessment:
 - (i) initially and at least twice each year;
 - (ii) with each CI under whom Tandem descents are being performed; and
 - (iii) records must be kept of the assessments.

7.2 Revalidation of Instructor Ratings and Endorsements

Notwithstanding Part 4, instructor ratings and endorsements must be revalidated every two years, subject to the following conditions being met by the applicant:

- (a) the applicant has spent at least 12 full days acting as an instructor on a DZ within the previous 12 months;
- (b) the applicant must be recommended by their CI, who must certify that the applicant is current and competent in each rating and endorsement to be revalidated;
- (c) the applicant must either:
 - (i) complete the assessments set by the APF for revalidation; or
 - (ii) have attained a minimum level of professional development approved by the STM; and
- (d) prior to reissue of ratings and endorsements, the applicant must be approved by their CI or the STO or STM.

7.3 Rating Extension

Before the expiry of a rating, the STM may approve an extension of an instructor rating or coach approval to three years if the holder has:

- (a) completed other training or professional development acceptable to the STM,
- (b) during the currency of their rating and has otherwise complied with this section 7.

NOTE: When determining acceptable training or professional development (PD) the STM will consider:

- *How the training or PD is relevant to the rating*
- *how the training or PD was undertaken;*
- *The type of training or PD undertaken;*
- *Who conducted the training or PD.*

7.4 Specific Revalidation Requirements for DZSO Endorsement

- (a) The revalidation of a DZSO endorsement is subject to the holder having completed or renewed a certificate of competency HLTAID011 Provide/Apply First Aid (or equivalent) within the preceding three years.

7.5 Specific Revalidation Requirements for AFF Endorsement

The validity of an AFF endorsement is subject to the holder:

- (a) having documentary evidence of at least 20 freefall student parachutists training descents in the preceding six months; or
- (b) having a written statement of current proficiency from the instructor's CI.

7.6 Specific Revalidation Requirements for SFF Endorsement

The validity of an SFF endorsement is subject to the holder having a written statement of current proficiency from the instructor's CI, in either or both SLD and/or IAD.

7.7 Specific Revalidation Requirements for Tandem Endorsement

The revalidation of a Tandem endorsement is subject to the holder:

- (a) having documentary evidence of at least 24 tandem descents in the preceding two years and is assessed by the instructor's CI as proficient to exercise the privileges of the endorsement, or
- (b) having been re-assessed by a Tandem Examiner on the practical component of the tandem course of instruction. Tandem descents performed as part of this assessment must be with a parachutist who holds a valid Tandem endorsement.

7.8 Specific Revalidation Requirements for Senior Instructor Rating

- (a) The validity of a Senior Instructor rating is subject to the holder continuing to hold valid DZSO and Course Trainer endorsements.
- (b) The STM may authorise in writing the retention of an instructor rating or Instructor Examiner approval for a highly experienced Senior Instructor who is no longer able to meet the requirements of 7.1.1 (b) of this RS.

8. Coach Approvals

8.1 General Requirements

Before approval as a coach, the applicant must:

- (a) hold at least a Certificate Class D;
- (b) hold an Australian Star Crest or a foreign equivalent acceptable to the APF;
- (c) be recommended by the CI with whom the applicant will spend the six-month probationary period;
- (d) have successfully completed the relevant course of instruction as approved by the STM;
- (e) have successfully completed the assessments set by the APF; and
- (f) be recommended for the approval by the assessor.

Note: *Apart from the CI, the examiner for the practical assessment for a coach approval or qualification must be an experienced coach in that discipline (see 8.3 below).*

8.2 Coach Pre-requisites

- (a) **Certificate B Coach:** An applicant for a Cert. B Coach approval must be verified by the CI as proficient in both the flatfly relative work and canopy handling skill levels defined in the TOM's Class B Training Table.
- (b) **Freefly Coach:** An applicant for a freefly coach approval must:
 - (i) hold a Freefly Crest (HU & HD); and
 - (ii) have documented evidence of a minimum of 300 freefly descents.
- (c) **Wingsuit Coach:** An applicant for a Wingsuit Coach approval must:
 - (i) hold a Wingsuit Crest; and
 - (ii) have documented evidence of at least 500 descents, including a minimum of 100 wingsuit descents.
- (d) **High-Performance Canopy Coach:** An applicant for a high performance canopy coach approval must:
 - (i) hold at least a valid Certificate Class E;
 - (ii) hold certificate of competency HLTAID011 Provide/Apply First Aid (or equivalent) that has been completed within the preceding three years;
 - (iii) have documented evidence of a minimum of 1000 high performance landings;
 - (iv) attended at least three Canopy Piloting competitions within the last two years;

- (v) have the endorsement of the Canopy Piloting expert panel; and
 - (vi) submit a suitable training syllabus to the Canopy Piloting expert panel.
- (e) **CRW Coach:** An applicant for a Canopy Relative Work (CRW) coach approval must:
 - (i) hold a CRW Crest;
 - (ii) have documented evidence of a minimum of 250 CRW descents.
 - (f) **Canopy Coach:** An applicant for a Canopy Coach approval must be verified by the CI as proficient to teach the Certificate Class C course syllabus as defined in the TOM Appendix J.

8.3 Coach Assessment

Candidates for approval as coaches must be assessed by the following:

- (a) an Instructor Examiner with the relevant endorsement; or
- (b) a CI with the relevant endorsement; or
- (c) a CI in conjunction with a highly experienced coach with the relevant endorsement, who is delegated by the CI to conduct the practical components of the assessment.

8.4 Coach Approval Validity

- (a) Coach approvals are initially approved for a probationary period of 6 months, and only becomes fully issued after CI validation.
- (b) After validation, subject to the requirements of this Schedule, a coach approval remains valid subject to the holder;
 - (i) continues to hold a valid APF/FAI sporting licence;
 - (ii) remains registered with a CI; and
 - (ii) complies with one of the following:
 - (1) provide evidence of at least 20 descents in the preceding 12 months coaching in the discipline for which the coach approval is made; or
 - (2) provide a written statement of current proficiency from the coach's CI; or
 - (3) successfully complete re-assessment set by the APF where currency and CI approval is insufficient.

8.5 Coach Reconfirmation

Notwithstanding Part 4, coach approvals must be reconfirmed every two years, subject to the following conditions being met. The applicant:

- (a) continues to comply with 8.4;
- (b) has spent at least 12 full days acting as a coach or instructor on a DZ within the previous 12 months; and
- (c) must be recommended by a CI or the expert panel examiner, who must certify that the coach is current and competent in each discipline to be reconfirmed.

9. Senior Instructor Approvals

9.1 Approval as an Instructor Examiner

9.1.1 General Requirements

A person may be approved and continue to act as an Instructor Examiner subject to the following conditions:

- (a) The applicant must have been a Senior Instructor or an Instructor A for a minimum of two years;
- (b) The STM may make the approval;
- (c) The approval may be withdrawn at any time; and
- (d) The approval must be reviewed annually by the STM.

9.1.2 AFF Instructor Examiner

In addition to fulfilling the requirements of this Part, an AFF Instructor Examiner must:

- (a) hold a current AFF instructor endorsement;
- (b) have documented evidence of at least 200 AFF descents, at least 20 of which must have been undertaken in the previous six months;
- (c) satisfy the STO that he/she is as an active AFF Instructor, having regard to the Instructor Examiner's overall and recent experience; and
- (d) have participated in two AFF instructor certification courses, assisting in the organisation of at least one of these courses and have been recommended by the examiner who assesses this course, unless excused from this requirement by the STM.

9.1.3 SFF Instructor Examiner

In addition to fulfilling the requirements of this Part, a SFF Instructor Examiner must:

- (a) hold a current SLD and/or IAD sub-endorsement; and
- (b) satisfy the STO that he/she is an active SFF instructor, having regard to the Instructor Examiner's overall and recent experience; and
- (c) have participated in two SFF instructor certification courses, assisting in the organisation of at least one of these courses and have been recommended by the examiner who assesses this course, unless excused from this requirement by the STM.

9.1.4 Tandem Master Examiner

In addition to fulfilling the requirements of this Part, a Tandem Master Examiner must:

- (a) have made at least 1,000 freefall descents;
- (b) have made at least 500 tandem descents as Tandem Master and satisfy the STO that the examiner is an active Tandem Master, having regard to the Tandem Master's overall and recent experience; and
- (c) undertake to act as a tandem passenger for candidates being assessed.

9.2 Retention and revalidation of a Master Instructor (MI)

(Note: Issue of new MI approvals discontinued with effect 1 January 2024.)

- (a) The holder of a current MI approval may retain the approval if, at the time of revalidation, they:
 - (i) have held uninterrupted APF membership for the preceding 5 years; and
 - (ii) have held and revalidated a MI or SI approval and associated endorsements uninterrupted for the preceding 5 years; and
 - (iii) have the support of their CI confirming continued activity, involvement, and contribution to sport parachuting.Failure to meet (i), (ii) or (iii) will result in cancellation of the MI approval and reverting to a Senior Instructor rating.
- (b) An MI will have all the privileges of a Senior Instructor in accordance with the endorsements they may hold.
- (c) An MI will be required to meet the revalidation requirements defined in 7.1.1(b)(iii), 7.2(c) and (d), 7.4(b) and hold full APF membership but will not be required to meet the currency and other requirements defined under 7.1 to 7.7, unless
 - i. The MI performs jumps as a Tandem Master, in which case 7.1.2 applies; or
 - ii. The MI only acts as DZSO for tandem descents, in which case 7.1.2(c) applies.

10. Instructor Assessments

10.1 Instructor Rating Assessment Panel

Except on the authority of the STM, the Assessment Panel for any instructor rating or endorsement must:

- (a) be selected by the STO; and
- (b) consist of three instructors, each of whom holds at least the same rating or endorsement as that being assessed; and
- (c) have:
 - (i) at least one Instructor Examiner; or
 - (ii) where the Instructor Examiner prepared the candidate for assessment, the Instructor Examiner must not act as Instructor Examiner unless approved to do so by the STM.

Note: (ii) does not apply to a candidate for a coach approval or a tandem endorsement.

10.2 Instructor Re-assessment

- (a) A person who is deemed not yet competent on initial assessment for any instructor rating or endorsement may not apply for re-assessment for a period of 28 days;
- (b) A person who does not achieve competence on their first attempt at revalidation for any instructor rating or endorsement may apply to re-sit the assessment immediately.

11. Packer Rating Requirements

Packer ratings are issued in accordance with OR Part 15 and available at two levels: Packer B and A, with A being the highest level.

11.1 Packer B and Packer A Ratings

An applicant for either a Packer B or Packer A rating must have:

- (a) successfully completed a relevant course of instruction;
- (b) passed the written, oral and practical assessments as set by the APF for the relevant rating; and
- (c) have the recommendation of the CI or Rigger with whom the applicant will spend the probation period (6 months for Packer B and 12 months Packer A).

11.2 Training of Packer

The training of a packer must only be conducted by:

- (a) an instructor who holds the appropriate packer rating; or
- (b) a Rigger; or
- (c) a packer who is authorised by the CI to conduct the training.

12. Rigger Rating Requirements

12.1 Rigger Rating

An applicant for a rigger rating must:

- (a) be the holder of a Packer A rating;
- (b) have successfully completed a relevant course of instruction;
- (c) pass the written, oral and practical assessments as set by the APF; and
- (d) have the recommendation of a Rigger Examiner and Rigger with whom the applicant will spend the 12 month probation period.

12.2 Training of Riggers

The training of a rigger must be conducted by a Rigger Examiner.

13. Packer and Rigger Examiners and Assessments

13.1 Packer Assessments

The assessment for a packer rating must be conducted by a Rigger Examiner or a CI who holds a packer rating of at least the level for which the candidate is being examined.

13.2 Rigger Assessments

The assessment for a rigger rating must be conducted and supervised by a Rigger Examiner.

13.3 Rigger Examiners

- (a) A person may be approved as a Rigger Examiner provided, he or she:
 - (i) has held a valid rigger rating for at least two years; and
 - (ii) is approved by the NRO.
- (b) A Rigger Examiner who has prepared a candidate for examination as a Rigger may not, except with the approval of the NRO, act as examiner for that examination.
- (c) The approval of a Rigger Examiner must be reviewed annually by the NRO and may be withdrawn at any time.

13.4 Packer and Rigger Re-assessments

Candidates who fail the assessment may not apply for re-assessment for a period of 28 days.

14. Packer and Rigger Rating Revalidation

Packer A and Rigger ratings are initially approved for a probationary period of 12 months and Packer B ratings for 6 months. Packer A and B only becomes fully issued after CI or Rigger validation, and Rigger only becomes fully issued after Rigger or Rigger Examiner validation.

All packer and rigger ratings are valid for a period of up to two years subject to the holder remaining a current member of the APF.

14.1 Revalidation of Packer Rating

- (a) The holder of packer rating must pass a Revalidation Assessment every two years.
- (b) If the revalidation candidate holds a Packer A rating at the time of the assessment, he/she must provide any evidence required by the examiner or NRO, including at least:
 - (i) evidence of having packed six reserve/emergency parachutes in the last two years; or
 - (ii) pack three reserve/emergency parachutes under the supervision of a Rigger Examiner or a CI who holds at least a Packer A rating.
- (c) If the revalidation candidate holds a Packer B rating at the time of assessment, the candidate must satisfy the Instructor Examiner or a CI of their current packing experience.
- (d) If the revalidation candidate holds an instructor rating at the time of the assessment, revalidation of an instructor rating automatically includes revalidation of the member's packer rating providing the requirements of either 14.1 (b) or 14.1 (c) have been met.

14.2 Revalidation of Rigger Rating

- (a) The holder of rigger rating must pass a Revalidation Assessment every two years.
- (b) At the time of the assessment, the candidate must produce their parachute maintenance log and any other evidence required by the Rigger Examiner.
- (c) If the revalidation candidate holds an instructor rating at the time of the assessment, revalidation of the instructor rating will automatically revalidate the member's rigger rating provided that the member:
 - (i) provides evidence of having packed six reserve/emergency parachutes in the last two years; or
 - (ii) packs three reserve/emergency parachutes under the supervision of either a Rigger Examiner or a CI who holds a rigger rating.

14.3 Rating Extension

Before the expiry of a rating, the STM may approve an extension of a Packer A or Rigger rating to three years if the holder:

- (a) has completed training or professional development acceptable to the STM;

- (b) holds a current rating; and
- (c) has otherwise complied with 14.1 and/or 14.2.

NOTE: When determining acceptable training or professional development (PD) the STM will consider:

- *How the training or PD is relevant to the rating*
- *How the training or PD was undertaken*
- *The type of training or PD undertaken*
- *Who conducted the training or PD*

15. Records

- (a) On the completion of training and assessment for these ratings, endorsements and approvals, the qualification/s or approval/s need to be recorded by the APF Office and on the Members records.
- (b) Applications must be submitted online (where available on the [APF website](#)) with verification by the CI or relevant authorised person.
- (c) When the APF online system is unavailable, hardcopy applications may be used. Out-of-date forms may be rejected and APF may charge a small processing fee for hardcopy applications if used when the online APF system is available.

Regulatory Schedule 54: Chief Instructor Application and Approval

Contents of RS 54:

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1. References

- APF Constitution
- Dictionary of Definitions on the [APF website](#)
- APF Operational Regulation 14.4 and other Regulatory Schedules
- APF Training Operations Manual.

2. Purpose

This Regulatory Schedule was adopted as a Regulation by the Board of APF under the APF Constitution. It describes the prerequisites, application process and procedures for the approval of a Chief Instructor (CI). It provides a method of compliance for the referenced Operational Regulations.

3. Application of this RS

This schedule is applicable to APF Group Members, Training Organisations and members with instructional qualifications considering becoming Chief Instructors. It must be read in conjunction with the current APF Operational Regulations and other Regulatory Schedules, particularly RS 58 Group Member Regulations and Applications. Where an inconsistency arises, the Operational Regulations will prevail.

4. Minimum Requirements

Before being approved as a CI of a Training Organisation, the applicant must:

- (a) be a current member;
- (b) hold a current and valid Senior Instructor or Master Instructor rating;
- (c) hold current and valid endorsement(s) for the type(s) of training operations for which the Training Organisation is approved to conduct;
- (d) be recommended for the approval by two currently approved CIs;
- (e) not have any disciplinary determinations against them for the preceding five years; and
- (f) be able to commit to the time and responsibilities necessary to act as a CI and provide the direct supervision requirements defined in the regulations.

5. CI Application Requirements

5.1 Application

A member seeking to hold the position of CI of a Training Organisation must submit a written application to the APF Office for consideration and STM approval. The documents required include:

5.1.1 Application Form and Group Member's Nomination

- (i) Completed application form for approval as CI (Form R6).
- (ii) A written request from the Group Member for the approval of the applicant as CI.

5.1.2 Résumé

The applicant's résumé, which must include where applicable:

- (i) previous instructional experience, both parachuting or other, including any CI appointments;
- (ii) parachuting experience;
- (iii) previous and current APF volunteer positions held; and
- (iv) previous and current APF non-volunteer positions held.

5.1.3 Training Operations Manual (TOM) and Safety Management System (SMS)

Details of the proposed TOM and SMS to be used being:

- (i) a declaration to utilise the industry standard APF TOM; or
- (ii) a request to utilise the existing modified TOM that is in use by the Training Organisation; or
- (iii) submit an alternative TOM which must be approved by the STM; and
- (iv) the existing organisational SMS in use by the Group Member, or submit an alternative SMS.

5.1.4 Personnel, equipment and facilities

Description and declaration of access to personnel, equipment and facilities to be utilised:

- (i) for an **existing Training Organisation**, it will usually be adequate to write a letter stating that the personnel, equipment, documentation and facilities that were available to the organisation when last audited will continue to be utilised; or
- (ii) for a **new Training Organisation**, the applicant must be able to demonstrate that they have access to all the necessary personnel, equipment, documentation and facilities needed to satisfactorily conduct the parachute training covered in the proposed TOM.

5.1.5 Senior Pilot

- (i) In accordance with RS 58, 6.4, the CI must nominate a Senior Pilot.
- (ii) A CI application may be approved prior to finalisation of Senior Pilot approval; however training operations must not commence until the approval of an approved Senior Pilot is made effective by the APF Office.

Note: Senior Pilot requirements and approval are covered in RS 58 and the Jump Pilot Manual.

5.1.6 Direct supervision

Commitment and supporting information that demonstrates the applicant's ability to provide the necessary direct supervision:

- (i) attend and be actively involved in instruction on site a minimum of one third of operational time, calculated quarterly as required under OR 6.1.3; or
- (ii) exercise supervision in accordance with a written plan approved by the APF in consultation with the STM and STO.

5.2 Multiple Training Organisations

- (a) An applicant will normally be approved as CI to one Training Organisation.
- (b) If an applicant or existing CI believes there are mitigating circumstances to 5.2(a), an application may be submitted to the APF detailing justification for approval for more than one training organisation. The APF in considering such an application will:
 - (i) consult with the STO and the STM; and
 - (ii) pay particular attention to direct supervision requirements defined in the regulations.

6. Candidate Approval Process

6.1 APF Assessment and Consultation

- (a) Following APF Office receipt of an application for a permanent CI role, APF will assess the submission for completeness and that all requirements have been met.
- (b) The APF will consult on the suitability of the candidate for the particular training operation to confirm:
 - (i) the candidate is a fit and proper person to hold the position of Chief Instructor (this may require a National Police Check);
 - (ii) their ability to conduct training operations safely and effectively;
 - (iii) a credible history as a professional instructor, able to handle the responsibilities of the position;
 - (iv) suitability for the peculiarities of the particular Group Member;
 - (v) any gap in the candidate's capabilities requiring attention;
 - (vi) any conditions on the approval that may need to be imposed; and
 - (vii) the Group Member's endorsement of the candidate (through its Nominated Person).

Consultation will include the TSC and may include Council officers and other relevant personnel.

6.2 Approval

The approval of a CI will be in accordance with OR 14.4 and as follows:

- (a) Approval of a CI, or rejection of an application, will be in writing by the APF to the candidate.
- (b) The APF will notify the Group Member's Nominated Person, STO and Council of the approval or rejection.
- (c) The letter of approval and notification will include any conditions imposed, such as the proportion of operational time or particular periods of operation during which the CI must exercise direct supervision of training descents.
- (d) The applicant must provide written acceptance of the approval and any conditions imposed. The CI approval becomes effective when this acceptance has been received at the APF Office.

Note: Training operations must not commence until all regulatory requirements have been met, including but not limited to CI approval, Group Member membership, and approvals of drop zones, TOM and Senior Pilot.

6.3 Termination of Approval

The approval of a CI may be terminated:

- (a) in accordance with OR 14.4.3; or
- (b) by the APF if the training operation is deemed to be inactive in accordance with RS 58, 5.2(c).

7. Temporary Approvals

7.1 Circumstances Allowing Temporary Approval

- (a) A temporary CI may be approved due to:
 - (i) the extended absence of a CI;
 - (ii) in an emergency, illness or personal event; or
 - (iii) the unplanned ceasing of the CI's engagement or standing down by the Group Member.
- (b) A temporary CI may not be approved where the existing CI's engagement or standing down has involved the existing CI taking legitimate actions for safety reasons.

7.2 Process for Assessment and Approval

- (a) Applicants for temporary approval must meet the minimum requirements of section 4 in this RS
- (b) Applicants must provide relevant supporting information for their candidacy.
- (c) The approval of a temporary CI will be in accordance with section 6 of this RS and include approval for a maximum period of three months.

7.3 Responsibilities

During the approval period, the CI will be fully responsible for training operations under the existing processes until the return of the existing CI or approval of a new CI.

8. Records

- (a) Applications must be submitted online (where available on the [APF website](#)) with verification by the relevant authorised person.
- (b) When the APF online system is unavailable, hardcopy applications may be used. Out-of-date forms may be rejected and APF may charge a small processing fee for hardcopy applications if used when the online APF system is available.

Regulatory Schedule 55: Incident/Defect Notification, Investigation and Reporting

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1. References

- APF Constitution
- Dictionary of Definitions on the [APF website](#)
- Operational Regulations 6.1.11 (h), 12.3.2, 12.6 and other Regulatory Schedules
- Member Protection Policy
- Misconduct Policy and Procedures Manual.

2. Purpose

This Regulatory Schedule was adopted as a Regulation by the Board of APF under the APF Constitution. It is intended to provide all relevant information relating to the notification and reporting of incidents to ensure all Members understand the process and the role each person plays. It describes the APF's management of incident notification, investigation and reporting and provides a method of compliance for the referenced Operational Regulations.

APF's incident reporting system is used for the effective communication of accidents, incidents and occurrences, and to identify trends and commonalities so that mitigation strategies may be implemented to reduce or eliminate root causes.

It is not the purpose of this process to apportion blame or liability but to enhance the safety of skydiving operations by understanding and learning from mistakes and near misses. Incident notification and reporting is also a regulatory compliance requirement.

3. Application

This Regulatory Schedule is applicable to all APF Members who participate in APF parachuting/skydiving activities. It must be read in conjunction with the current APF Operational Regulations and other Regulatory Schedules. Where an inconsistency arises, the Operational Regulations will prevail.

4. Definitions / Interpretation

4.1 Definitions

- (a) **Incident:** Any event which may or may not result in injury, illness, property damage or a near miss. This includes:
- (i) any breach of the regulations;
 - (ii) any happening which, in the course of operations, causes injury to any person or damage to property;
 - (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

- (iv) any off dropzone landing by a student parachutist, a tree or water landing, any equipment malfunction and the activation of a reserve parachute or an AAD.
- (b) **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.

4.2 Interpretation

- (a) Whether an event is described in terms such as accident, incident, near miss, close call or occurrence, all are collectively termed as an incident.
- (b) 'Incident notification' refers to documenting and communicating incidents from the field. 'Incident reporting' is the system overseen by APF and includes APF Office compilation of 'Incident Reports'.
- (c) Grievances or events involving prohibited behaviour under the Member Protection Policy are excluded from the incident definition in 4.1 and this RS 55.

5. Notification Requirements

5.1 All Members

- (a) All members, regardless of their experience level or whether or not they hold an APF rating, are responsible for notifying of incidents.
- (b) All incidents must be reported to the DZSO or Display Organiser, however any member can also lodge an Incident/Accident Notification with the APF.

5.2 Incidents Requiring Notification

The following is a non-exhaustive list of what must be notified and is not intended to be prescriptive. It includes, but is not limited to:

- (a) any breach of the rules or regulations;
- (b) any happening which, in the course of operations, causes injury to any person or damage to property;
- (c) any unusual occurrence which it is reasonable to conclude might have caused injury to any person, or damage to property, or significantly increased risk during a descent;
- (d) an off drop zone landing by a student parachutist;
- (e) a tree, water or power line landing;
- (f) any equipment malfunction;
- (g) dropped equipment during the course of an ascent or descent;
- (h) any activation of a reserve parachute or an AAD; or
- (i) any rigging or equipment defect or failure, and/or evidence of mis-rigging/mis-packing.

Note: In addition to notifications under 5.2 (a), the Constitution and the Misconduct Policy and Procedures Manual cover disciplinary action for breach of rules or regulations.

5.3 Immediate Notification

Immediate verbal notification must be provided as follows:

- (a) By the DZSO or Display Organiser notifying the STO and other relevant national officer/manager if the incident 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;

- (b) By the Jump Pilot, Senior Pilot or CI notifying the NAO if the incident involves the operation of a jump aircraft; and
- (c) By the Packer, Rigger or Member notifying the NRO where a defect relates to the design or manufacture of equipment and affects the safe operation of the equipment.

Note: Following initial assessment, further written reports may be required earlier than the seven days required in 5.4.

5.4 Written Notification Within 7 Days

- (a) Incident written notifications must be submitted online to the APF within seven days of the occurrence as follows:
 - (i) for incidents on displays, by the Display Organiser;
 - (ii) for training operations, the CI must ensure that all incident notifications are submitted; or
 - (iii) for non-training operations, by the DZSO.
- (b) Incident written notifications involving the operation of aircraft must be submitted online to the APF within seven days of the occurrence.

Note: The Australian Transport Safety Bureau (ATSB) has the role to investigate aircraft incidents in Australia and Jump Pilots, Nominated Senior Pilots and aircraft owner/operators are reminded of their responsibility to adhere to any ATSB reporting requirements that apply under the Transport Safety Investigation Act 2003.

- (c) Equipment reports must be submitted online by packers and riggers to the APF within seven days of the occurrence or defect being identified.

Note: Identification of a packing/rigging defect may include the additional time (more than 7 days) it takes to investigate the defect and where necessary, to notify the Packer or Rigger involved and provide them with an opportunity to respond.

6. Incident Response

- (a) As part of their SMS, all Group Members should have an Emergency Response Plan established which details the actions to be taken following an incident.
- (b) In the event of a fatality or life-threatening injury, Police must be notified and they will work in conjunction with the APF on investigations. Depending on local requirements, they may also wish to be advised of serious incidents.
- (c) In the event of a fatality or a serious incident, the media will take a heightened interest in the event and the APF. If the Group Member does not have a suitably competent person available to handle inquiries from the media, all inquiries should be referred to the APF Office.

7. Critical Incident / Fatality Investigation and Reports

7.1 Investigation Leadership, Independence and Review

- (a) An STO should lead the field investigation into any critical incident or fatality.
- (b) The STM retains the right to take charge of an investigation delegated to the STO or some other officer, at any time, should there be cause to do so.
- (c) If either the STO or the STM has a personal involvement or conflict, or is unable to immediately attend to an investigation, their deputy (if one is appointed) will be directed to assume the responsibility.
- (d) In the event there is no deputy STO:
 - (i) the STM may assume the investigation responsibilities; or
 - (ii) the STM, in consultation with the STO, will appoint another suitably qualified person.
- (e) Critical incidents and fatalities will be reviewed by the Technical and Safety Committee.

7.2 Other Interested Parties

- (a) **Australian Transport Safety Bureau (ATSB)** has reporting requirements and investigative powers for accidents and serious incidents involving aircraft.
- (b) **Work Health Safety Inspectors** have a right to investigate a workplace fatality or serious incident at their discretion.

Note: See relevant state/territory Work Health Safety requirements for work-related notifiable incidents.

- (c) **Coroner:** When an official inquest is held to investigate a skydiving related death, the APF will be represented by the Chief Executive Officer or CEO's delegate.

7.3 Reporting

The APF will issue investigation reports described in the APF's Organisational SMS. Following fatalities, these will normally include an initial summary within seven days of the occurrence, a Preliminary Investigation Report (PIR) within 30-60 days, and a detailed Fatality Report when the investigation referred to in 7.1 is completed.

8. Records

- (a) For investigative purposes, photographs and video footage of serious incidents are considered records that must be retained in accordance with OR 12.1.
- (b) When the APF online system is unavailable, hardcopy Incident Notifications (e.g. IN1, IN2) may be used. Out-of-date forms may be rejected. APF may charge a small processing fee for hardcopies if used when the online APF system is available.

Regulatory Schedule 56: Jump Pilot Authorisation and Examiner

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1. References

- APF Constitution
- Dictionary of Definitions on the [APF website](#)
- APF Operational Regulation 5.1 and other Regulatory Schedules
- Civil Aviation Regulation 1988 (CAR 1988), 209 – Private operations
- APF Jump Pilot Manual.

2. Purpose

This Regulatory Schedule was adopted as a Regulation by the Board of APF under the APF Constitution. It includes pilot requirements for Jump Pilot Authorisation and associated APF jump pilot associate membership. It provides a method of compliance for the referenced Operational Regulations.

3. Application

This Regulatory Schedule is applicable to all jump pilots and APF members who fly aircraft for parachuting/skydiving activities at APF Group Members. It must be read in conjunction with the current APF Operational Regulations and other Regulatory Schedules. Where an inconsistency arises, the Operational Regulations will prevail.

4. Jump Pilot Authorisation (JPA)

4.1 Assessment

Note: Examiners and pilots must be aware that a pilot in training for a JPA **MAY NOT** conduct parachute operations with students until the JPA assessment has been completed.

- (a) Providing the applicant meets the requirements of OR 5.1.1, the applicant must complete a Jump Pilot Authorisation (JPA) assessment with an approved Jump Pilot Examiner. All relevant material and assessments are included in the APF Jump Pilot Manual.
- (b) The applicant must complete written, oral and practical assessments administered by the Jump Pilot Examiner. The written assessment may be open book.
- (c) The Jump Pilot Examiner must forward the completed assessment booklet to the APF Office using either an on-line tool or traditional post, so as the APF can issue the Authorization.

4.2 Issue of Authorisation and Validity

- (a) Upon receipt of the assessment booklet at the APF Office, along with the new jump pilot's details and payment of the prescribed fee for the JPA, the APF Office will formally issue the JPA.
- (b) With the initial application for a JPA there is no requirement for the new jump pilot to also complete an M1 Membership Application.

- (c) An initial JPA is valid for a part-year until 30th June, thereafter for one year and is renewed at the end of each financial year. The JPA is only valid whilst the pilot holds current jump pilot associate membership of the APF or full APF membership. (See Part 6).
- (d) Issue of a new JPA is subject to a 12-month probationary period under supervision of a Senior Pilot. Probation is considered to be completed on successful completion of a second 6-monthly or first 12-monthly assessment as required by OR 5.1.7(e).

5. JPA Revalidation Requirements

5.1 General Requirements

- (a) The JPA will require revalidation by the expiry date of that authorisation with reminders provided electronically.
- (b) Revalidation of the JPA requires:
 - (i) submission of an appropriately completed JPA renewal application and '*Statement of Proficiency & Currency*' authorised as per RS56, 5.2(a), (b) or (c); and
 - (ii) Successfully completed a Flight Review and/or proficiency check in the appropriate category aircraft within the preceding two years; and
 - (iii) the applicant holds a valid pilot's medical.

5.2 Currency Requirements

In addition to the general requirements, the jump pilot must also be able to meet one of the following requirements:

- (a) has completed a minimum of 10 hours conducting parachute operations at a training organization within the previous 12 months and is considered by the CI, Senior Pilot or a Jump Pilot Examiner to be current and competent to continue to hold the Authorization; or
- (b) be required to pass the JPA written assessment with a CI, Senior Pilot or a Jump Pilot Examiner; or
- (c) be required to undergo re-training and assessment with a Jump Pilot Examiner.

6. Jump Pilot Associate Membership

6.1 Issue of APF Membership

- (a) Upon issue of a JPA, the new JPA holder will be automatically made a jump pilot associate member of the APF with an expiry date of June 30th (maximum period of one year).
- (b) An APF membership card may be dispatched on request to the new JPA holder only if a passport style photograph of the new jump pilot has been provided.
- (c) Associate membership is free of charge and valid until June 30 each year, with all holders required to renew each year prior to June 30 in order for their Authorisation to remain valid.
- (d) Existing APF members who apply for a JPA are not eligible for 'free of charge jump pilot associate membership'. These members will be required to keep their APF membership current in order to hold a valid sporting licence as the JPA associate membership does not include jumping, voting or insurance privileges. Their JPA will be issued and noted as an endorsement.
- (e) JPA holders will be sent a membership renewal reminder electronically approximately six weeks prior to expiry providing they have maintained their contact details with the APF Office.

6.2 Jump Pilot Associate Membership Entitlements

- (a) The jump pilot associate membership limited entitlements include:
 - (i) being able to exercise the privileges of the JPA;
 - (ii) receipt of APF promulgated broadcasts, newsletters and safety communications; and
 - (iii) inclusion in the APF National Pilot Register.
- (b) The jump pilot associate membership does not include:
 - (i) undertaking parachuting activities other than jump pilot activities (e.g. jumping); or
 - (ii) insurance privileges.

7. Jump Pilot Examiner

7.1 Jump Pilot Examiner

A Jump Pilot Examiner (Trainer-Assessor) is a person who:

- (a) holds a valid JPA; and
- (b) has been approved by the NAO and continues to be approved to conduct Jump Pilot Authorisation training and assessment in accordance with the Jump Pilot Manual; and
- (c) completes a minimum of 10 hours conducting parachute operations each year; and
- (d) is authorised to approve the issue of JPA's.

7.2 Application Process

- (a) Prospective Jump Pilot Examiners must hold a valid JPA.
- (b) Individuals should lodge their written expression of interest with the APF Office.
- (c) This expression of interest should include:
 - (i) the approximate number of hours (minimum recommended 1500hrs total);
 - (ii) total hours flying parachutists (minimum recommended 250hrs);
 - (iii) aviation qualifications held;
 - (iv) parachuting qualifications held;
 - (iii) any involvement in parachuting activities; and
 - (iv) any other information considered pertinent.
- (d) The application will be considered, and any approval given by the NAO. The NAO will consider relative industry experience (such as higher flying hours, instructing or recommendation from a CI) should the applicant not meet the minimum recommendations.
- (e) The successful examiner will be advised, and their details added to the list of approved Jump Pilot Examiners.

8. Records

- (a) On the completion of the training and assessment for a JPA, the qualification/s are recorded by the APF Office and a JPA issued.
- (b) Applications must be submitted online (where available on the [APF website](#)) with endorsement by the Jump Pilot Examiner or CI.
- (c) When the APF online system is unavailable, hardcopy applications may be used. Out-of-date forms may be rejected. APF may charge a small processing fee for hardcopy applications if used when the online APF system is available.

Regulatory Schedule 57

Organisational Structure and Accountabilities

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1. References

- Australian Parachute Federation (APF) Constitution
- Dictionary of Definitions on the [APF website](#)
- APF polices
- APF Operational Regulations
- APF Council Committee Charter.

2. Purpose

This Regulatory Schedule was adopted as a Regulation by the Board of APF under the APF Constitution. This schedule provides an overview of the organisational structure and accountabilities of APF positions. It defines national oversight levels in the structure, groups and positions in each level, and provides some detail on their appointment, roles and responsibilities.

3. Application

This schedule is applicable to all APF members appointed to positions in the APF. It must be read in conjunction with the current APF Operational Regulations and other Regulatory Schedules. Where an inconsistency arises, the Operational Regulations will prevail.

4. Introduction

- (a) The APF is a member organisation whose Constitution describes APF membership and provides for the establishment of its Board and area Councils. To manage the APF's activities in order to achieve its objects, the Constitution also provides for the making of regulations and the appointment or employment of officers, employees, agents and contractors.
- (b) In accordance with the Constitution, the Board or CEO may appoint personnel and delegate responsibilities with arrangements determined at the time of appointment.
- (c) The Constitution covers some of the functions, rights, privileges and powers of APF constituent groups and positions and the control of parachuting. However, it does not fully describe national oversight, including national management positions (located in the APF Office). This schedule summarises the APF's oversight and provides additional explanation by describing the organisational hierarchical structure and individual positions within the structure.
- (d) APF's role as the administrator of the skydiving industry should not be interpreted as APF assuming control of the business or undertaking of its members. APF is not a PCBU (Person Conducting a Business or Undertaking) with respect to the business or undertakings of its members and nor is APF considered to have engaged, caused to be engaged, directed or influenced the workers of its members. Group Members or training organisations separately owe duties to their workers and other persons pursuant to the applicable Workplace Health and Safety (WHS) laws and regulations. Complying with the APF regulations may assist them to concurrently discharge their WHS duties.

5. Group Structural Overview

The organisation of the APF can be simply illustrated by the following top-down group structure. The comprehensive organisational chart (in section 6) provides more detailed positional structure.

5.1 The Board of Directors

The Board consists of the elected Directors who report to the membership. *See the Constitution for details.*

5.2 National Managers

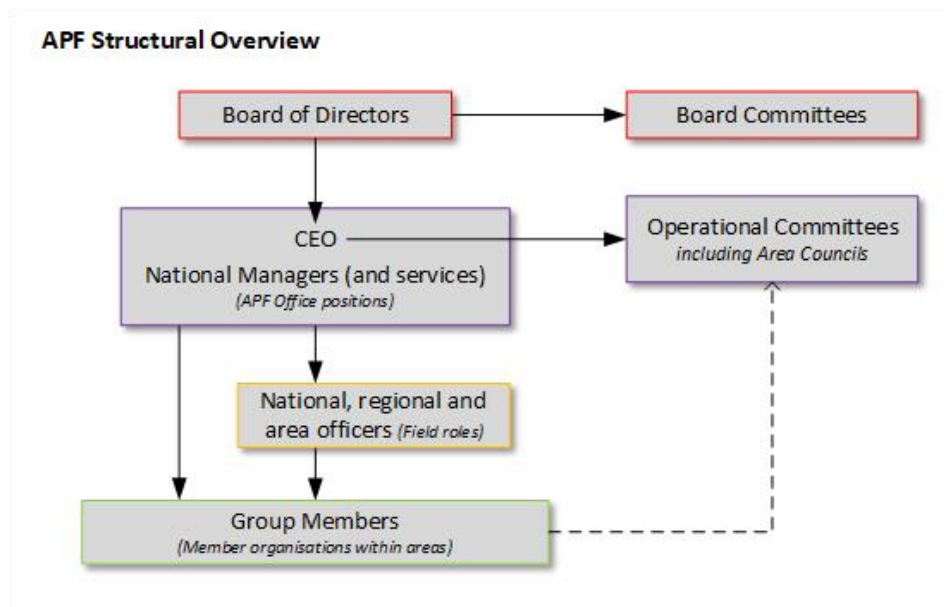
The CEO and national managers are located on the APF Office and report to the CEO. The APF Office is responsible for the management and administration of the APF. A small team of administrative services personnel are also based in the APF Office.

5.3 Committees

Under the Constitution, the Board may appoint various committees. These may be:

- (a) Board committees advising the Board, or
- (b) Operational committees reporting to the CEO.

Council Committees formed under of the Constitution are considered operational committees.



Operational committees include: area Councils, Technical and Safety, Funding, Awards, Sport Development, Aviation, and Rigging.

Council committees consist of members of the APF elected and conducting business in accordance with the *Area Council Charter* in the following regions:

- South Queensland
- New South Wales (includes ACT)
- Victoria/Tasmania
- South Australia
- Western Australia
- Northern Territory
- North Queensland.

These Councils report to and work in conjunction with the APF Office in the interest and facilitation of parachuting activities. Area positions include roles which may form part of other ad-hoc national committees convened by the CEO or APF managers. Such advisory groups may be convened to provide collaborative expert opinion from various fields, including Competitions, and Judging.

Note: For more information on committees, see the [APF website](#) for: *APF Board Charter and Board Committees Charters and APF Operational Committees Charters.*

5.4 Group Members

Group Members are member organisations falling into two broad categories: Training and non-training organisations.

5.4.1 Training Organisations

Due to the nature of skydiving, a strong emphasis is placed on regulatory compliance of member Training Organisations. These Group Members have a Chief Instructor overseeing instructors and a Senior Pilot overseeing Jump Pilot Authorised pilots. Training is conducted under the provisions of an approved Training Operations Manual (TOM). Additional rules and regulations apply to the conduct of training operations.

5.4.2 Non-Training Organisations

Member Non-Training Organisations of the APF are primarily social organisations that may conduct recreational or sports parachuting activities. These Group Members are not authorised to engage in any aspect of student or novice training.

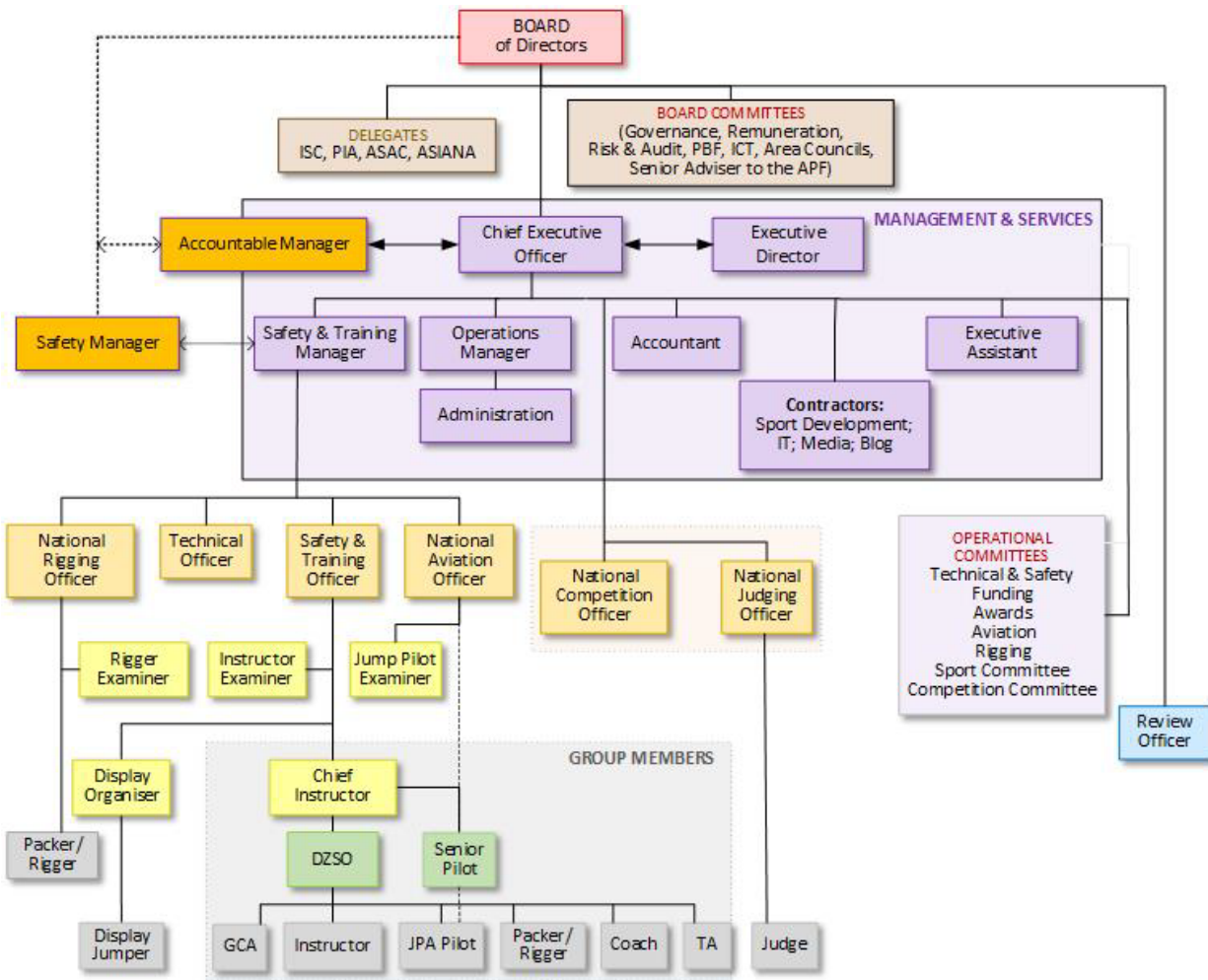
6. Operational Structure

The organisational chart summarises the APF's operational structure in the following general authority levels:

1. Board of Directors and Board committees and delegates;
2. National managers, including the administration/services team and operational committees;
3. National field officers;
4. Area field officers and committees (including Councils);
5. Local appointments; and
6. Organisation appointments.

6.1 Board of Directors

Directors report to the membership and are responsible for *overseeing* the management of the APF, providing leadership and focussing on governance and strategic direction. Directors may be assisted by Board committees, which may include other experts and advisors.



6.2 CEO and National Managers

National Managers report to the CEO and are responsible for *managing* the operation of the APF and the conduct of parachuting within their respective portfolios / areas of responsibility. This includes authority delegated by the CEO to deal with regulatory matters. The positions are:

- Chief Executive Officer (CEO)
- Safety and Training Manager (STM)
- Sport Development Manager (*sport and industry*)
- Technical Officer (*reporting, collation and dissemination*)

6.3 National Officers

National Officers are appointed by the CEO in consultation with APF management and report to the national manager in their field. They are responsible for *supervising* the conduct of parachuting operations nationally. The positions are:

- Aviation Officer (NAO)
- National Competition Officer (NCO)
- Judging Officer (NJO)
- Rigging Officer (NRO)
- Safety and Training Officer (STO)
- Review Officer – appointed by the APF Office.

National Officers are considered experts in their field, providing advice to APF management. Where appropriate, a deputy National Officer may be appointed.

6.4 Local Approvals

Each national manager or officer approves the following:

- Chief Instructor
- Display Organiser
- Instructor Examiner
- Jump Pilot Examiner
- Rigger Examiner
- Senior Pilot.

These area and local approvals are responsible for *supervising, facilitating and implementing* the conduct of parachuting operations regionally and locally.

6.5 Organisation Appointments

The following appointments are made by the Chief Instructor (or the Senior Pilot on aviation issues if the Chief Instructor is not Jump Pilot Authorised):

- Instructors (required for training operations)
- Drop Zone Safety Officers (DZSO – required for all operations)
- Jump Pilot Authorised pilots (JPA – required for training operations).

These appointments *supervise and facilitate* local parachute operations.

7. Individual Appointments and Responsibilities

7.1 Job Descriptions

Job descriptions for regulatory or key positions may be available from the APF Office.

7.2 Selection and Appointment

- (a) Directors are APF members and are elected in accordance with the APF Constitution.
- (b) National managers are appointed following a merit-based selection process and employed fulltime.
- (c) National officers and area officers are appointed following a merit-based selection process and engaged as part-time or casual employees or as volunteers.
- (d) The APF is responsible for advertising positions in 6.2 to 6.4. The Administrator or Chairperson of each Council shall assist in promoting vacant area positions to its members.

7.3 Multiple Appointments

It is preferred that members be appointed, elected or selected to only one position defined in 6.2 to 6.4. This principle supports impartiality and avoids role overload.

Regulatory Schedule 58: Drop Zones, Group Member Regulations and Applications

Contents of RS 58:

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1. References

- APF Constitution
- Dictionary of Definitions on the [APF website](#)
- APF Operational Regulations and other Regulatory Schedules
- APF Procedures Manual
- APF Council Committee Charter
- APF Jump Pilot Manual
- APF Training Operations Manual
- APF Code of Ethics.

2. Purpose

This Regulatory Schedule was adopted as a Regulation by the Board of APF under the APF Constitution. This schedule sets out the rules and regulations for Group Member membership, approval of drop zones and the appointment of key personnel, except the Chief Instructor (see RS 54 for CI Application and Approval). It incorporates DZ regulations previously contained in Parts 8 and 13 of the Operational Regulations.

3. Application

This schedule is applicable to all Group Members participating in APF parachuting/skydiving activities. It must be read in conjunction with the APF Constitution, Operational Regulations, other Regulatory Schedules and the Council Committee Charter. Where an inconsistency arises, the Constitution will prevail and thereafter as described by the document hierarchy in the APF Procedures Manual.

4. Compliance with APF Rules

- (a) Each Group Member must:
 - (i) abide by the Constitution, Operational Regulations, Regulatory Schedules, Council Committee Charter, Jump Pilot Manual, Training Operations Manual, Member Protection Policy, Procedures Manual and all other mandatory rules and such other regulations of the APF that may be in force from time to time;
 - (ii) as far as possible and practical, assist the APF to achieve the APF's goals and objectives and its strategies for achieving these;
 - (iii) permit the CEO, STM, STO, NAO and NRO and/or their delegates access to the Group Member's records and the facilities it is required to maintain in accordance with APF regulations;
 - (iv) provide APF, the STM, STO, NAO and NRO and/or their delegates with access to the Group Member's property and premises, in order to:
 - a) inspect any facilities the Group Member is required to maintain in accordance with APF rules; and
 - b) inspect, copy or remove any of the Group Member's records.
- (b) Wherever possible, the APF will provide the Group Member with notice prior to attending the Group Member's premises. However, at times, advance notice will not be practical or appropriate. Any failure by the APF to provide notice will not entitle the Group Member to refuse to grant access to the Group Member's property or premises as set out under this section 4.
- (c) Any actual or purported revocation of this right of access or any attempt to delay, limit, obstruct or otherwise hamper the APF's access to property, premises, facilities or records which the APF considers necessary to inspect will be regarded as a breach of a fundamental term of the Group Member's membership.

5. Group Member Membership of the APF

Notes: Refer to Appendix A – Application Process flow chart for membership including training and for DZ's. Use the CL1 Form online or hardcopy subject to this RS 58, 17.

5.1 Membership Application

- (a) An organisation may apply for membership, or to change its membership, by submitting an application to the APF Office. *(See Appendix A – Application Process flow chart.)*
- (b) The APF Office may consult with the relevant area Council.
- (c) New membership applications and changes to details of Group Members may be approved by the APF Office following an assessment. Applications must include:
 - (i) valid details for all mandated fields;
 - (ii) signed declarations by the required parties;
 - (iii) membership fee.
- (d) The APF may request any other information it considers relevant. Incomplete applications may be rejected.

5.2 Approval of Training Organisations

- (a) A Group Member or applicant may apply to be a Training Organisation or to change its training status by submitting an application to the APF Office for assessment and approval. Applications must include:
 - (i) valid details for all mandated requirements;
 - (ii) landowner's permission in writing to use the DZ;
 - (iii) the documented Group Member SMS to be used; and
 - (iv) payment of the prescribed fee.
- (b) Following an assessment and subject to the requirements in 5.2(a) being met, the APF Office may provide:
 - (i) preliminary approval for the Training Organisation to allow arrangements to proceed; and

- (ii) final approval, which permits training operations to commence.
- (c) Training status may not be granted, or may be forfeited, if the Group Member is inactive or unable to demonstrate the ability to be active. Inactivity will be deemed by the APF if the Group Member does not:
 - (i) operate at least 7 operational days in any 1 month and 3 months in any one year; or
 - (ii) have an APF-approved DZ for training purposes; or
 - (iii) register sufficient students; orthe Group Member's CI resigns or is terminated.

5.3 Membership Renewal

- (a) Group Members must renew their membership annually by the membership expiry date in order to continue conducting parachuting/skydiving activities (even where they hold perpetual term membership).
- (b) Each year, the APF must send each Group Member notification that its membership is due for renewal and provide details of fees payable. The Group Member must confirm whether the membership information is correct or provide updated information.
- (c) Where the APF determines that a Group Member has:
 - (i) paid the applicable Group Member membership fee;
 - (ii) met all necessary DZ audit requirements; and
 - (iii) met any other requirements relevant to renewal of membership,the APF will provide a certificate of membership, which must be displayed at the Group Member premises.
- (d) The Group Member membership fee is payable prior to June 30th each year and in the event the fee has not been received by this date, on the 1st July the Group Member membership will lapse.
- (e) Perpetual membership is available to member organisations for a one-off payment of 20 times the annual fee and entitles the organisation to perpetual membership with no annual fee subject to the Group Member meeting the membership renewal requirements set out in this subsection 5.3.
- (f) If a Group Member fails to pay the Group Member membership fee, the Group Member:
 - (i) may have a late penalty fee imposed upon it;
 - (ii) will be unable to purchase student membership applications;
 - (iii) will not be covered by APF insurance; and
 - (iv) will be removed from APF website DZ directory / ASM directory.

5.4 Membership Name

- (a) **Training Organisations** must apply for membership with the APF in the name of the registered legal entity that will be directly conducting parachuting/skydiving operations. Where the parachuting/skydiving operations will be conducted under a registered business name, the business name must also be included in the membership application. The name of the registered legal entity is the name applied to the membership of the APF.
- (b) **Non-Training Organisations** that are not a registered legal entity may apply for membership to the APF under a name acceptable to the APF, however members of the Group Member will be personally liable for any and all decisions or actions of the Group Member.

6. Key Group Member Appointments

6.1 Nominated Person (Training and Non Training Organisations)

- (a) The Group Member must nominate a person ("Nominated Person") to be the authorised contact between the Group Member and APF in all matters other than those for which the Chief Instructor is responsible.
- (b) The Nominated Person must be a full financial member of the APF and in the case of a Training Organisation, may be the same person as the Chief Instructor.

- (c) The Group Member must inform the APF of the name and contact details of its Nominated Person and any changes to this nomination.
- (d) The Nominated Person will be notified when applications and changes are approved and made effective.

6.2 Group Member Delegates (Training and Non Training Organisations)

- (a) The Group Member must nominate one Delegate responsible for representing the Group Member at area Council meetings.
- (b) The Group Member Delegate must be affiliated with the Group Member and full financial member of the APF.
- (c) The Group Member must notify the APF and area Council in accordance with the Council Committee Charter of its nominated Delegate and ensure the APF and Council are informed of any changes.

6.3 Chief Instructor – Training Organisations only

Note: Refer to RS 54 for regulations covering application and approval of CIs.

- (a) Training Organisations must appoint a CI. The responsibilities of the CI are outlined in the Operational Regulations and RS 54.
- (b) The CI is responsible for ensuring the APF is informed of any operational or training changes.
- (c) The CI must be notified when applications and changes are approved before being made effective.

6.4 Senior Pilot (SP) – Training Organisations only

- (a) Each APF Training Organisation must ensure that the CI nominates a Senior Pilot. The requirements for and responsibilities of the Senior Pilot are outlined in the Operational Regulations and Jump Pilot Manual.
- (b) Following approval by the NAO, Senior Pilot appointment is made effective by the APF Office in writing to the various stakeholders.
- (c) A person may only be nominated by the CI as Senior Pilot to one Group Member. If a person wishes to be appointed as a Senior Pilot to more than one Group Member or to simultaneous training operations, the person and CI must obtain prior approval from the NAO.

7. Notifications

- (a) Where a Group Member proposes changing the registered name(s) it trades under, it must seek prior approval from the APF of the intended change.
- (b) Each Group Member must promptly notify the APF of any changes to the details listed in sections 5 and 6 within seven days.

8. Agents for APF

- (a) Each Group Member must be an agent of the APF for the purpose of accepting people as members of the APF. In doing so, each Group Member must ensure:
 - (i) Student Membership registrations and applications are completed online, fully and correctly. APF may charge an administration fee for processing hardcopy applications. Persons **under the age of 18** must have written consent of a parent or legal guardian before being allowed to engage in parachuting activities;
 - (ii) all completed membership applications and money collected by a Group Member for and on behalf of the APF must be forwarded to the APF within seven days of the date of application. Funds not transferred by the due date may be deducted from the Group Member's account;
 - (iii) where a first descent has not been made, the incomplete membership registration is cancelled with the APF within 30 days of the initial application;
 - (iv) an official APF membership receipt for payment is issued to each member;

- (v) it does not profit from the sale of APF memberships and does not impose any additional levies or surcharges on the APF memberships;
- (vi) it makes available to members all member benefits including personal accident insurance (if any), as approved by the APF Board from time to time; and
- (vii) the collection, holding and use of the personal and sensitive information of members in accordance with the APF Privacy Policy.

Group Members **must not** permit individuals to participate in parachuting or skydiving (or any preparation or training for such activities) until such person is a member of the APF.

- (b) Group Members may request the APF to provide:
 - (i) subject to privacy considerations, data from the APF membership register;
 - (ii) address labels for APF members, for which a fee will apply; or
 - (iii) information and statistics on membership figures.
- (c) APF will send an electronic renewal reminder to each full-financial member whose membership in the APF is about to expire. The APF membership register must be maintained to show the membership status of each APF member and their Group Member.

9. The Parachuting Contract and Application for Membership (Group Member Waiver)

- (a) Each Group Member must ensure:
 - (i) The Parachuting Contract and Application to Membership (commonly known as the 'Group Member waiver') must be completed by any person before commencing any parachuting/skydiving activities at each Group Member in each membership year;
 - (ii) Each Parachuting Contract and Application to Membership (Group Member waiver) must be completed according to the State or Territory in which the parachuting activity takes place;
 - (iii) When the APF makes an amendment to the Parachuting Contract and Application to Membership, the Group Member must incorporate the change within 28 days, unless directed otherwise. The current version will be made available on the APF website;
 - (iv) Any intention to undertake any customisation of the Parachuting Contract and Application to Membership template to suit their organisation must first obtain approval from the APF Office. Additional content may be permitted by APF (subject to its sole discretion) provided the customisation and additions do not in any way alter the template's original content, meaning and intent. Group Members must not remove any term or condition of the Parachuting Contract and Application to Membership.
- (b) APF must provide Group Members upon request and at no charge, common language translations of the Parachuting Contract and Application to Membership and the Student Membership Application Form for use by non-English speaking prospective members. The number of non-English translations (and common languages) will be determined by the APF.

10. DZ Approval and Classification

10.1 DZ Approval for Group Member Operations

Note: 10.1 does not apply to non-Group Member non-training descents conducted in accordance with all other Rules and Regulations, e.g. the APF does not need to approve a DZ where a Class D or higher parachutist acts as DZSO for non-training descents.

- (a) The APF maintains a register of all DZs in use by Group Members for parachuting/skydiving activities.
- (b) The APF may approve a DZ for parachuting/skydiving if the DZ meets the following criteria and the applicant submits satisfactory written documentation to the APF Office:
 - (i) documented landowner's permission;
 - (ii) accurate coordinates and physical address;
 - (iii) inspection and approval of suitability for the proposed operations by an STO, including if applicable:

- a) safety requirements identified in 12.3; and
 - b) any conditions applied; and
- meets any other requirements the APF considers to be relevant. In assessing a request for approval of a DZ, the APF may request any other information it considers relevant.
- (c) Before a Training Organisation may use a new DZ which is to operate on a regular basis and at which student and novice parachutists will land, the DZ must be assessed and approved by the STO or their nominee, who must ensure it meets the requirements of 10.2.
 - (d) A Display Organiser or an STO may approve a DZ for temporary display use, defined as being for no more than seven operational days in any one calendar month and no more than three months in any calendar year.

Note: For these temporary display use DZs, refer to regulations covering Parachuting Display.

10.2 DZ Classification and Distance from Landing Hazards

The DZ must be an area that is free of landing hazards and comply with the following minimum dimensions for each classification:

DZ and Parachutist Classification	Minimum Areas of Drop Zone and Minimum Distances from Target to Nearest Hazard			
	No Display Rating held	Parachutist holds a Display General	Parachutist holds a Display Pro (or Tandem Accuracy Approval)	Parachutist holds a Display Open
Student Licence (non-Tandem)	100,000 m ² and 180 metres			
Class A (minimum)	75,000 m ² and 150 metres			
Classes B (minimum)	50,000 m ² and 100 metres	40,000 m ² and minimum 50 metres		
Classes C (minimum)	30,000 m ² and 100 metres	20,000 m ² and minimum 50 metres		
Class D (minimum)	20,000 m ² and 75 metres	7,500 m ² and minimum 25 metres	3,000 m ² and minimum 15 metres	
Class E (minimum)	10,000 m ² and 50 metres	5,000 m ² and minimum 25 metres	2,500 m ² and minimum 15 metres	
Class F	2,500 m ² and 25 metres	2,500 m ² and minimum 25 metres	1,000 m ² and minimum 15 metres	500 m ² and minimum 5 metres

Notes: i) Where DZ conditions include Display Rating requirements, the landing runway length should be predominantly parallel to wind direction for descents. Where wind direction shifts more than 30 degrees, parachutists must be able to land safely along the DZ's-length or the DZ-dimensions must be those defined for non-Display Rating holders.

ii) Tandem Accuracy Approval is not an approval to perform display jumps without the appropriate display rating.

11. DZ Conditions

11.1 DZ Conditions of Use

- (a) The STO and/or the STM may place or remove conditions on the use of a DZ or proposed DZ for safety reasons, including the power to forbid any or all operations at a site, with any conditions to be notified in writing to the relevant council and the Group Member.
- (b) If temporary display use of a DZ is not in accordance with 10.1(d), the STO or APF Office may change its status and apply conditions.
- (c) An STO or deputy appointed by the STM may conduct a review of a DZ during audits or as required to reaffirm or change its status and operational conditions of use.

11.2 Disputes about Conditions

Any dispute about conditions placed on the use of a DZ or proposed DZ pursuant to 11.1, must be dealt with under the APF Constitution.

12. DZ Requirements

12.1 Wind Measuring Device

A device that indicates wind speed and direction must be in use on the DZ whenever descents are in progress.

12.2 Communications System

A system of ground-to-air communication approved by the STO must be used between the GCA and the parachutists on board the aircraft and/or the pilot, in accordance with CASA Instrument EX61/19.

12.3 Operations within 6nm of an Active DZ

- (a) Where a proposed DZ is closer than six nautical miles to an active DZ of another Group Member, the applicant must provide the following to the APF for its consideration:
 - (i) a risk management plan which addresses the safe operations of both DZs and mitigates possible risks between the proposed operations and existing approved operations. Alterations to the risk management plan may be proposed by the APF, the existing Group Member or the applicant; and
 - (ii) a letter of agreement with the Group Member with the existing DZ operation in which the existing Group Member agrees to comply with the risk management plan for the safe operation of both DZs. If the risk management plan is altered or updated, the letter of agreement must also be updated.
- (b) If the applicant and existing Group Member are unable to agree to the risk management plan in 12.3(a)(i), the application will be assessed by the APF. The applicant and existing Group Member may:
 - (i) propose alterations to the risk management plan to mitigate safety concerns; and
 - (ii) provide justification as to why they believe the DZ application and risk management plan should be either approved or rejected.
- (c) Following assessment of the application, the APF will approve or reject the proposed DZ application.

13. Auditing

- (a) Periodic audits will be conducted of Training Organisations. The STM or STO may determine that a Group Member may require additional audits, and this will be at the expense of the Group Member.
- (b) If a Group Member conducts training at more than one DZ simultaneously, the STO may determine each operation requires an audit each membership year and this will be at the expense of the Group Member.

14. Insurance

14.1 Insurance Cover

- (a) The APF has arranged insurance cover for the benefit of Group Members and Individual Members.
- (b) The cover available is determined by the terms and conditions of the policy taken out by the APF (APF Policy).
- (c) Where a claim is made which falls within the deductible or cover available under the APF Policy, the Group Members or Individual Member must:
 - (i) notify the APF immediately upon being informed of such claim;
 - (ii) where directed by the APF, pay the sums referred to in paragraph 14.1(d) and 14.1(e);
 - (iii) fully co-operate in defence of any claim; and
 - (iv) comply with all rules, regulations, policies, standards and guides of APF.
- (d) Where a claim is made, the Group Member(s) or Individual Member(s), at the discretion of the APF, may each be charged \$7,500.00 or such other sum as is determined by the APF Board.
- (e) If a settlement or judgment in favour of a claimant against a Group Member and Individual Member named in the APF Policy is reached or ordered in relation to a claim, the APF may, at its

discretion, impose upon each Group Member or Individual Member a further fee of \$7,500.00 or such other amount as is determined by the APF Board.

- (f) When determining whether an amount should be paid by the Group Member(s) or Individual Member(s) under section 14.1(d) or 14.1(e) and the amount of any such payment, the APF Board may take into account any failure by the Group Member(s) or Individual Member(s) to comply with section 14.1(c) and any failure to comply with all rules, regulations, policies, standards and guides of the APF.

14.2 Aircraft

- (a) Aircraft operated in support of parachuting are not covered under the APF Policy.
- (b) In addition to the cover provided under the APF Policy, each Group Member must ensure the Group Member or aircraft operator holds a minimum of \$500,000 insurance cover for each passenger to cover:
 - (i) persons on board the aircraft;
 - (ii) the Group Member;
 - (iii) the relevant area Council; and
 - (iv) the APF.
- (c) Each Group Member must satisfy itself that appropriate insurance cover is provided by the owner or operator of the aircraft including aircraft hull insurance and third-party insurance (public liability and property).

15. APF Logo, Advertising and Publications

15.1 Logo

- (a) Group Members are permitted to use the APF logo on the basis that such use is not misleading as to the association between it and the APF and subject to paragraph (b). Using the term “member of the Australian Parachute Federation” or “affiliate of the Australian Parachute Federation” or similar is acceptable.
- (b) Use of the APF logo is conditional on the Group Member agreeing to the terms and conditions of logo use, which are available from the APF.

15.2 Advertising and Publications

- (a) APF may display a Group Member’s particulars, including location, facilities, training offered and aircraft used in the Group Member listing on the APF website.
- (b) Where the APF is satisfied that a Group Member’s website properly portrays parachuting, APF may provide links from the APF’s website to the Group Member’s website.
- (c) Advertising by Group Members must not:
 - (i) include anything that is deceptive, misleading or disparages others;
 - (ii) advertise APF fees or levies that are greater than the amount charged by APF;
 - (iii) describe the aircraft ascent as a “scenic flight” or “joy flight” unless the APF Group Member holds an Air Operator’s Certificate (AOC) which permits it to offer scenic flights; or
 - (iv) make any statements or claims that might expose the APF and/or the Group Member to claims or legal actions, such as “safe skydives” or “parachuting is safe” or “soft landings are guaranteed”.
- (d) Any Group Member advertising or marketing that breaches an APF rule or regulation, or is considered by the APF to be inappropriate, will be considered a breach of the APF’s Code of Ethics and these regulations and such material must be removed upon request. In addition, disciplinary action may be taken by the APF against the Group Member.

16. Misconduct and Disputes

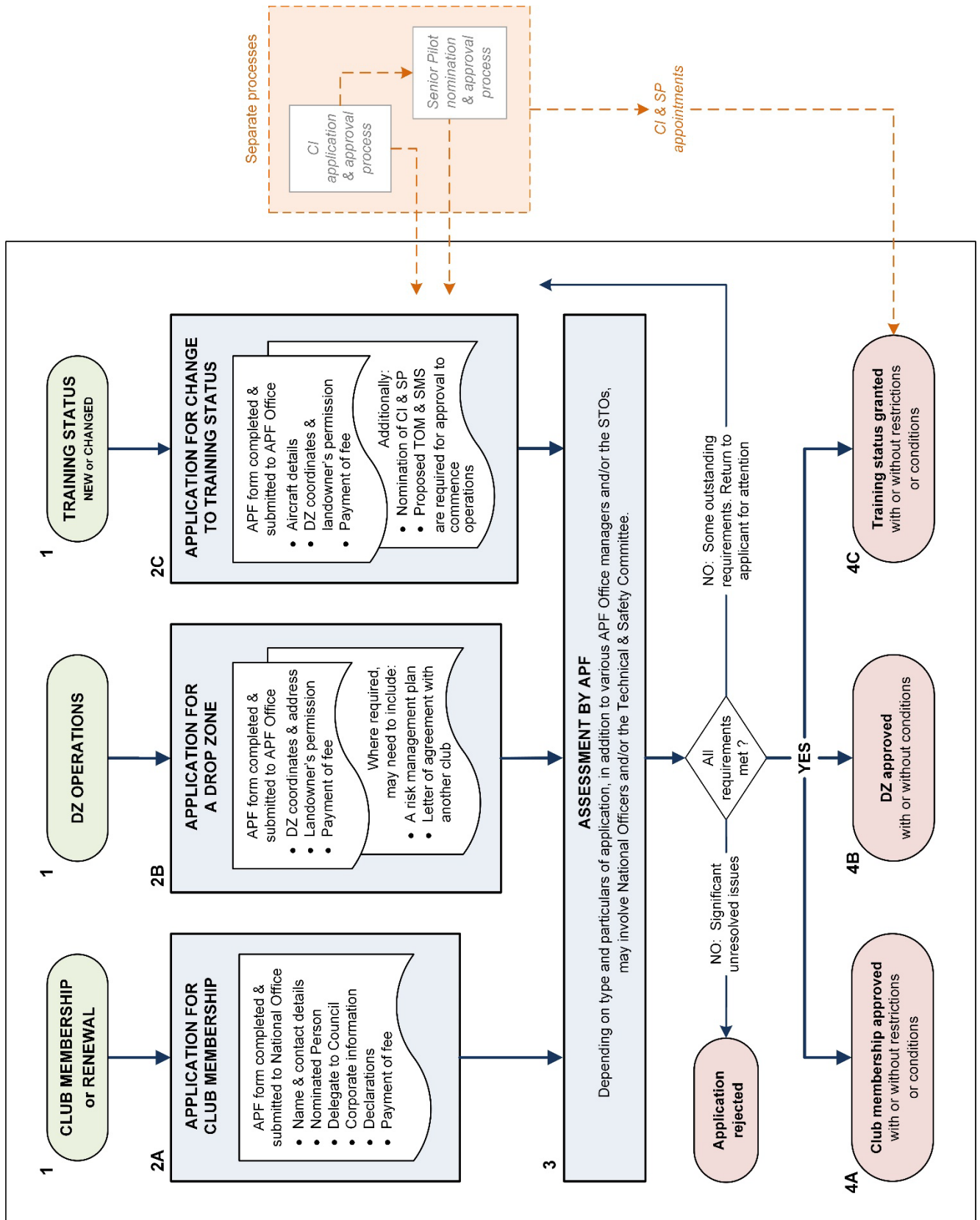
Where the APF or an authorised person is of the opinion a Group Member is in breach of this Regulatory Schedule or a dispute arises, the matter must be dealt with under the APF Constitution.

17. Applications and Records

- (a) Group Members submitting applications must do so online (where applicable). When the APF online system is unavailable, hardcopy application forms may be used. Out-of-date forms may be rejected by the APF Office. APF may charge a small processing fee for hardcopy applications, if used when the online system is available.
- (b) Group Members must maintain sufficient stocks of current paper-based Membership, License, Crest and Rating application forms to meet expected demand.
- (c) Group Members applying for or renewing membership, or changing any of their details, must complete a Form CL1 authorised by the Nominated person and other Group Member officers as required, with payment details if required, and forward it to the APF Office.
- (d) Group Members wanting approval for new DZs (for regular use) or changes to existing DZs conditions must complete a CL1 application and authorised by the Nominated person and other Group Member officers as required, with payment details if required. For temporary display use of a DZ, use Form D3.
- (e) State- and Territory-specific Forms CL8 are the standard templates of the Parachuting Contract and Application to Membership (commonly known as the 'Group Member waiver'). These are for limited customisation by Group Members and for completion by parachutists on an annual basis.

Current online applications and forms can be found on the [APF website](#).

Appendix A: Application Process Flowchart



Regulatory Schedule 60: Cloud Jumping

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1. References

- APF Constitution
- Dictionary of Definitions on the [APF website](#)
- APF policies
- APF Operational Regulations 6.4.1 and other Regulatory Schedules
- APF generic template for a Cloud Jumping Procedure Manual (CJPM)

2. Purpose

This Regulatory Schedule was adopted as a Regulation by the Board of APF under the APF Constitution. It provides an overview of the cloud jumping authorisation and acts as an approval process for such authorisation, instead of Civil Aviation Safety Authority (CASA) delegation that previously covered authorisation of Cloud Jumping Procedure Manuals (CJPM). It defines requirements for making application for approval to drop parachutists in cloud conditions and the development of a CJPM.

3. Application

This Regulatory Schedule is applicable to all APF Group Members involved in applying for authorisation to conduct cloud jumping operations and those already authorised to do so. It must be read in conjunction with the current APF Operational Regulations and other Regulatory Schedules.

4. Background / About Cloud Jumping

Cloud jumping is defined as jumping operations being conducted by either parachutists descending through cloud or conducting parachuting descents where the Drop Zone (DZ) cannot be visually identified or located by known reference points.

Cloud jumping is not generally authorised under APF regulations which restrict parachutists from descending through cloud or where the DZ cannot be identified.

Historically, CJPMs were first approved by Instruments issued directly by CASA, and later by the APF through delegation by CASA Instruments. This Schedule forms part of the APF's manual set approved by CASA.

5. Applying for Authorisation to Cloud Jump

5.1 Initial Proposal: Application with a draft CJPM

- (a) Group Members seeking approval to undertake descents through cloud need to apply in writing to the APF. The application needs to specify the name of the Group Member on whose behalf the application is made and the DZ area for which approval is sought.
- (b) The application shall name the person (the "Responsible Person") who will take overall responsibility for the safe conduct of parachute descents through cloud. The duties and

responsibilities of this person, the Pilot in Command (PIC), DZSO, Loadmaster and GCA and all others who have a role to play should be specified.

- (c) Application is made when a draft CJPM is submitted to the APF Office (see section 6 in this RS for CJPM details).
- (d) A Group Member must make a separate application for each DZ at which it is proposed to seek approval to make parachute jumps that may involve parachutists entering cloud. Applicants may suggest measures that they propose to adopt to mitigate risk when making initial or subsequent applications.
- (e) A Group Member should make a new Application at least 3 months prior to any existing Authorised CJPM expiring (i.e. renewing an existing CJPM).

5.2 Assessing an Application

- (a) APF CJPM-Authorisation Appointed Person will review each application against the risk analysis, using data provided by the Group Member as to the amount of parachuting activity which occurs or is expected to occur, together with a consideration of the airspace, terrain, traffic mix and aeronautical facilities and services available for risk mitigation. The initial assessment may include consultation with technical advisors where required.
- (b) The proposal may be referred back to the applicant for clarification, further information or amendment until a final decision can be made to either approve or reject the application.
- (c) To aid applicants as well as the APF personnel assessing an application, a checklist of essential requirements is included as an Appendix to the APF generic CJPM template.
- (d) Conditions and requirements appropriate to the location may be imposed on any approval issued.
- (e) Not all operations may be found suitable to conduct parachute descents through cloud.

5.3 Authorisation of Cloud Jumping and the CJPM

- (a) Approvals will be issued on a case-by-case basis after analysis of the risks and hazard-mitigating strategies available, by issuing a location-specific authorisation.
- (b) When the APF Office, STM and NAO are satisfied with the CJPM proposal and are satisfied that the application has met all requirements, a CJPM Authorisation will be issued to the Group Member, in writing by the APF Office.
- (c) Once this written approval is dated and issued with an authorisation number, the Group Member may commence parachute operations from that date and under the conditions detailed in the approved written authorisation.

6. The Cloud Jumping Procedures Manual (CJPM)

6.1 Purpose and Format of the CJPM

- (a) A CJPM is a document drafted by the applicant for the conduct of parachute operations in cloud conditions. The CJPM clearly defines the systems and procedures used to effectively, efficiently and safely conduct parachute operations where descents cannot be made in meteorological conditions that permit the target to be visible throughout the descent, and/or do not require the parachutist to enter cloud.
- (b) The manual must show a version number and comprehensively detail and articulate how the Group Member conducts parachute operations in cloud conditions. The applicant must use the APF CJPM template and all associated appendices as the basis for their CJPM for a specific DZ.

6.2 Contents of the CJPM

See the APF generic CJPM template for more detail on contents. The manual is to include the following:

6.2.1 Organisation and Responsible Person

The full name and address of the Group Member. The person who takes overall responsibility is to be identified by name, as well as how this person can be contacted by APF, ATC and CASA when parachuting operations are in progress.

6.2.2 Location

A description of the DZ location and area including its latitude and longitude. Specify significant topographical features within 3NM radius of the DZ target that determine the applicant's nominated Lowest Safe Altitude (LSALT) for the aircraft and parachutists.

6.2.3 Airspace

The overlying airspace up to the maximum altitude from which parachute descents will be made needs to be described in detail.

6.2.4 Duties and responsibilities

All those with a role to play shall need to have their duties and responsibilities explained. Of particular importance are those of the Responsible Person, the DZSO, GCA, PIC, Loadmaster and Manifester.

6.2.5 Arrangements with the Airspace Manager

If these are described in a Letter of Agreement, it could be appended to the procedures. If arrangements are via "Local Instructions" to ATC personnel, then the details need inclusion in the Procedures Manual.

6.2.6 Authorisation to jump through cloud

The procedures need to explain on what basis a person is permitted to jump through cloud, specifically:

- (i) the minimum qualifications and experience to be eligible,
- (ii) the training of, and
- (iii) means by which endorsement to jump will be made.

6.2.7 Meteorological conditions

Explain how, prior to each day's operations, the likely conditions are determined. This might be a pilot responsibility but involve the DZSO and the Loadmaster(s) in respect of who might be permitted to jump.

6.2.8 Flight plan or notification

Describe how aircraft operations for the day are planned and ATC notified. The PIC might activate a standard Flight Plan or lodge one based on the forecast conditions.

6.2.9 Determination of exit point

The DZSO, in conjunction with the pilot, must calculate the exit point, e.g. from the forecast winds. Also detail how this determined in the first instance and how it is subsequently modified in light of changed conditions.

6.2.10 Manifesting

The procedures should specify how the DZSO, using the Manifester, would ensure only those with the appropriate authorisation are permitted to manifest for a jump.

6.2.11 Pre-flight briefing

Two aspects require explanation:

- (i) Before take-off, the PIC and Loadmaster need to agree on the run-in direction and exit point; and
- (ii) The Loadmaster needs to ensure all those about to board the aircraft are conversant with the prevailing meteorological conditions and are clear about the procedures for a descent through cloud. The details of the briefing could be specified here.

6.2.12 Aircraft operations

The procedures need to describe arrangements with ATC and others in respect to the aircraft used and the type of operation, i.e. VFR or IFR, frequencies to use, phraseology, climb and descent areas, etc.

6.2.13 Spotting

The process by which the PIC and Loadmaster determine the correct exit point needs to be specified and what reliance will be made on navigation aids, visual observation, etc. is to be specified.

6.2.14 Determination that the airspace is clear – Authorising the exit

Describe how:

- (i) the airspace above the cloud will be declared clear;
- (ii) the airspace with cloud will be declared clear; and
- (iii) that below the cloud will be declared clear before the Loadmaster allows the exit to proceed.

6.2.15 Descent phase

Describe the protective measure to be used to ensure the Parachute Jump Exercise (PJE) Aircraft descent will not conflict with the parachutists or other airspace users.

6.2.16 Landing and debriefing

Normal procedures would apply, however if the cloud introduces other factors that were not predicted, what can be learned and how will this be passed on (continuous improvement).

6.2.17 Reporting of incidents

If the organisation has reporting procedures additional to those normally required, then these need to be specified.

6.2.18 Safety Management System

The procedures that are in place in the event of a failure of ground-to-air communications, deteriorating weather, etc, need to be documented in the organisation's Safety Management System.

6.2.19 A copy of a risk assessment model

Identify the number of parachutes and aircraft movement statistics used in demonstration of the overall raw and mitigated risks for the location.

Note: The risk model is to be completed for any operations conducted in uncontrolled airspace.

7. APF Authorisation of a CJPM

7.1 Responsibility for Authorisation

- (a) The APF CJPM-Authorisation Appointed Person is responsible for issuing the authorisation of a CJPM, which is required in writing to the Group Member owning the CJPM. The APF Office is responsible to ensure to the appropriate consultations if required are engaged, and the CJPM meet the requirements to conduct the intended operations.
- (b) Each authorisation must be in accordance with:
 - (i) the current version APF Operational Regulations and Regulatory Schedules; and
 - (ii) the Group Member's CJPM manual.

Note: If there is discrepancy between the APF Operational Regulations/Regulatory Schedules and the Group Member's CJPM, the Responsible Person must give effect to the APF regulations (i.e. APF regulations prevail).

7.2 Contents of the Authorisation

Each authorisation issued by the APF Office must include:

- (a) the DZ area;
- (b) the name of the APF DZ operator (Group Member);
- (c) date of issue and version of the CJPM for the DZ area (the manual); and
- (d) any additional conditions of the authorisation.

7.3 Duration of Authorisation

- (a) The APF Office must only issue an authorisation of a CJPM for a maximum duration of three years. The authorisation effectively expires after three years and so a new application must be made.
- (b) The APF may issue a maximum 3 month extension to an existing CJPM when a Group Member makes an Application for a new CJPM (i.e. renewing an existing CJPM).

7.4 Records of Authorisations

- (a) The APF Office must maintain a register of CJPMs. The register must contain the following details:
 - (i) the name of the Group Member issued with the authorisation;
 - (ii) the name of the Chief Instructor of the Group Member;
 - (iii) the name of the CJPM Responsible Person;
 - (iv) the name of the Group Member's Senior Pilot;
 - (v) the location of the DZ, including coordinates;
 - (vi) the duration period of the authorisation;
 - (vii) any amendment dates; and
 - (viii) the name of APF signatory on the authorisation.
- (b) The APF Office must ensure that copies of all documents with each authorisation are kept in accordance with the APF's document retention policy.

7.5 Review of Authorisation

- (a) The APF may, either independently or on the advice or request of an interested party, review an authorisation approving jumping through cloud.
- (b) APF may cancel, suspend or vary an authorisation and is likely to do so for reasons of:
 - (i) safety of air navigation; and/or
 - (ii) on reasonable indication that conditions have been breached; and/or
 - (iii) the authorisation no longer being relevant to the situation pertaining at the applicable location.
- (b) A change of key personnel (Chief Instructor, Responsible Person, Senior Pilot, operator's management) or use of an aircraft of greater capacity than advised in the original approval must be notified to APF, who may review the approval and vary conditions attached if necessary.
- (c) Other grounds for reviewing the approval will be:
 - (i) change in traffic levels (particularly passenger transport services or IFR operations with 10 or more passengers),
 - (ii) change in nearby airspace structure,
 - (iii) provision or withdrawal of ATS facilities and services,
 - (iv) increased levels of parachuting activity, whether on a permanent or temporary basis.

8. APF CJPM-Authorisation Terms of Appointment and Procedures

8.1 CJPM-Authorisation Accountable Person

The CJPM-Authorisation Accountable Person will:

- (a) be the APF Chief Executive Officer,
- (b) appoint the CJPM-Authorisation Appointed Person,
- (c) conduct an annual review of the procedures for authorising CJPM applications,
- (d) conduct an annual performance review of the Appointed Person.

8.2 CJPM-Authorisation Appointed Person

- (a) The CJPM-Authorisation Appointed Person will be the STM.
- (b) The appointment will be for a period as directed by the Accountable Person.