



## APF General Audit

SAMPLE

Incomplete

Flagged items	0	Actions	0
Site conducted	Unanswered		
Document number	000077		
Name of the Club being audited	SAMPLE		
APF Club Code			
APF Club Code and Name of the Club			
Conducted on	25.06.2023 10:48 AEST		
Location of the club being audited			
Name of Auditor			
Select auditor's appointment			

## Pre-Audit

1. Was the auditee notified about the audit and date? (If possible, auditee should be notified at least 14 days in advance.)

2. Has the previous audit for this club been reviewed and relevant follow-up items identified?

3. Which of the following documents were obtained for review pre-audit?

3.1 Full equipment list

3.2 List of current instructors

3.3 List of current pilots

3.4 List of current GCA's

3.5 Cloud manual validity (if applicable)

3.6 List of landing areas, including land owner permission for each (if applicable)

3.7 Copy of aircraft insurance

3.8 Certificate of Registration of aircraft

3.9 Certificate of Airworthiness of aircraft

3.10 Paperwork for all aircraft modifications

3.11 First Jump Course Syllabus (if applicable)

1. Have any of the following details of the club changed since the last audit: Club name, Legal entity owning the club, Name of the legal entity, Type of legal entity, Address of the legal entity, Club physical location, Chief Instructor, Senior Pilot, Club APF delegates? If yes, complete the relevant fields to update:

Yes

What is the new club name?

What is the new legal entity name, as well as new business name it operates under?

What type of legal entity is this?

What is the new address of the legal entity?

What is the new physical address of the club?

**Enter the GPS location.**

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**Who is the new CI and what is his/her APF number?**

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**Who is the new Senior Pilot and what is his/her APF number?**

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**Who is the new APF club delegate?**

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**2. Select the type of training offered by the club:**

Full training

Select from the following list:

**Tandem**

**Accelerated Freefall (AFF)**

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## **Additional questions or comments**

Add additional questions or comments:

## Operations

### 1. Master Log

1.1 Is a Master Log in use?

Add a photo of a Master Log entry

1.2 Select the details that are recorded in the Master Log. (NOTE: All are required by the Operational Regulations.)

- Hours of CI attendance
- Full name of the DZSO
- Full name of the GCA
- Location of the DZ
- Aircraft registration and pilot's full name
- Loadmaster's full name
- Full name of each parachutist
- Exit height of each descent
- Type of descent (e.g. Tandem, AFF, SLD, IAD, or experienced)
- Date of descent

Add comments (e.g. if all boxes are not ticked):

1.3 Are loadsheets kept in electronic or paper format?

1.4 Is there documented evidence that the CI is present at least a third of operational time?

Attach evidence:

### 2. Loadmasters

2.1 How are Loadmasters selected? Explain the process, including how the LM, other jumpers and pilot are informed.

2.2 Was this process observed during an active load?

**2.3 Give comments on the effectiveness of the process. Interview 1 or 2 Loadmasters to determine whether they understand their responsibilities.**

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### **3. Manifest**

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**3.1 Explain the process how the manifest system calculates and/or manages the weight and balance of each load.**

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**3.1.1 Check this process. Is it accurate and effective?**

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**3.2 Explain the process by which the weight and balance information is communicated with and confirmed/ checked by the pilot.**

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**3.2.1 Test this system on an active load. Is it effective?**

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**Add comments:**

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**3.3 Explain the system to ensure that all jumpers return from a load.**

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**3.3.1 Test this system on an active load. Is the system effective?**

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**Add comments:**

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**3.4 Explain the manifest system to ensure that sports jumpers are current members of the APF.**

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**3.4.1 Test this system on an active load. Is it effective?**

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**Add comments:**

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**3.5 Explain the manifest system to ensure that jumpers only do jumps they are qualified or cleared for (e.g Certificate D and above for wingsuiting, certificate C or above for camera, Certificate B or above for Freefly, etc).**

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**3.5.1 Test this system on an active load. Is it effective?**

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**Add comments:**

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**4.1 Is a Cloud Manual in place?**

Yes

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**4.2 What is the expiry date?**

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**4.3 Is the Cloud Manual in date?**

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**4.4 What is the name of the person responsible for the Cloud Manual?**

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**4.5 Explain the system to ensure that only approved persons jump under the cloud manual.**

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**4.6 Check this system on an active load. Is it effective?**

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**Add comments:**

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## **5. Incident Management**

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**5.1 Are Incident/ Emergency Response plans in place and accessible to duty staff?**

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**5.2 Assess the management of an incident or emergency by duty staff by either a "walk through" or "talk through" of a selected scenario ( E.g. Injury requiring ambulance/ evacuation, fatality, aircraft accident, off DZ landing or water landing). Go through 1 procedure per audit, change the scenario during the next audit. Detail your comments on the effectiveness.**

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**5.2.1 Was the incident/ emergency handled effectively?**

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**5.3 Is the operation in close vicinity of water?**

Yes

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**5.3.1 Is a water retrieval plan in place?**

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**5.3.2 Explain the water retrieval plan in detail.**

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**5.3.3 Is a water craft available to assist with retrieval?**

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**5.3.4 Was the water retrieval plan tested/ rehearsed during the last 12 months?**

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**When was the water retrieval plan last tested? If this is documented, check.**

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**Add comments on the last test/rehearsal (e.g was it a "dry" run, a pool exercise, a realistic ocean exercise):**

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**5.3.5 Did TM's review and practice water landing training during the last 12 months?**

Yes

**What was the date of the water landing training?**

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**Was the water landing training documented and names of those attending recorded?**

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**Attach evidence:**

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## **6. Additional questions or comments:**

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Add additional questions or comments:

## Landing Areas (Optional)

Will this audit include inspection of the landing area?

Yes

List the landing area:

## DZ/Landing area

### DZ/Landing area 1

What is the location of the landing area?

What are the dimensions of the landing area? (Length, width (or diameter) and area)

Describe any factors that may affect the dimensions (E.g. tides, seasonal crowds, events).

Describe any possible hazards.

What is the classification and conditions for this landing area?

Is current landowner approval/ permission required and in date?

Is a manifest system in place to ensure compliance, i.e. that only suitably qualified persons jump?

Additional comments (including change in classification or conditions):

Follow this link to APF Regulatory Schedules to see DZ Classifications and Distance from Landing Hazards in RS 58.  
<https://www.apf.com.au/ArticleDocuments/1260/Regulatory%20Schedules%20V01-2022.pdf.aspx?Embed=Y>



## Aircraft

### 1. New Aircraft Introduced

1.1 Have any new aircraft been introduced at the DZ since the last audit?

Yes

1.2 What is the aircraft type and registration?

1.3 Is the Certificate of Registration available and in order?

1.4 Is the Certificate of Airworthiness available and in order?

Add comments:

### 2. Aircraft Documentation

2.1 Check the aircraft insurance.

Is the aircraft third party insurance in date (not expired)?

Is the aircraft third party insurance of a sufficient amount, i.e. at least \$500,000 per passenger?

2.2 Check the aircraft maintenance release (MR).

Is the MR in date (not past its expiry date)?

What is the expiry date?

Is the aircraft within the maximum hours indicated by the MR?

Have all required maintenance items been completed by the prescribed dates?

Have all modifications to the aircraft been approved?

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Are all approvals present in the aircraft's flight manual?

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Add comments:

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### 3. Aircraft Equipment

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3.1 Check the Single Point restraints (SPR's).

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Is the number of SPR's sufficient for the number of passengers carried by the aircraft?

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Are the SPR's serviceable, i.e. operational, suitably labeled and not expired, and compliant with APF Equipment Standard 060307-G?

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Follow this link to APF Equipment Standard 060307-G:  
<https://www.apf.com.au/apf-members/equipment/equipment>

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Are SPR's accessible and fitted in practical/usable positions in the aircraft?

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3.2 Check the knife in the aircraft.

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Is a knife available?

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Is the knife suitable and serviceable (e.g. of a suitable size, blade sharp, etc) and located in a practical reachable position?

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Add comments:

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3.3 Is the aircraft a Cessna 170, 172, 175, 177, 180, 182, 185, 190, 195, 206, 207 or 210?

Yes

Select all aircraft used at this club:

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Do all these aircraft have a Secondary Seat stop fitted, as recommended by CASA AWB 25-032 Issue 1, 23 April 2018 and required by the APF?

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Follow this link to CASA AWB 25-032 Issue 1, 23 April 2018.

Add comments:

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## 4. Oxygen Management

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**4.1 Does this club fly loads above FL 120, or does the aircraft ever spend more than 15 minutes above 10,000 ft AMSL or go above 10,000 ft AMSL at night or in I.M.C?**

Yes

**4.2 Do pilots follow standards for O2 use as outlined below?**

Follow link to 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)  
[https://www.legislation.gov.au/Details/F2021C01308/Html/Text#\\_Toc90102867](https://www.legislation.gov.au/Details/F2021C01308/Html/Text#_Toc90102867)

**4.3 Is there evidence that pilots follow this procedure? (Oxygen appears to be used (not full cylinder), evidence or regular refilling, etc).**

**4.4 Check the oxygen system and give comments on how well it is managed. (E.g Date of Manufacture of the cylinder (has it expired), record of refilling of cylinder, condition of mask and tubes, etc).**

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## 5. Aircraft Emergency Management

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**5.1 Explain the Aircraft Emergency procedures in place at the club.**

**5.2 Check to see whether there is a common understanding of this procedures shared by the pilot, jumpers and Loadmaster. Test this in a "talk through", separate interviews or an actual load. Add comments and full details:**

**5.3 Is a placard/ sign regarding aircraft emergency procedures attached in a visible location inside the aircraft? (Not a regulatory requirement)**

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## 6. Refuelling

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**6.1 Explain the procedures to ensure that the refueling**

process is safe.

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Is a static earth used?

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Are 2 serviceable fire extinguishers available according to CASA requirements?

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Is the refueling area secured to prevent access by the public or jumpers?

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6.2 Check the refueling process. Give comments on its safety, and whether the procedures as per par 6.1 are being followed.

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6.3 Is hot refueling done?

Yes

Is appropriate hot refueling procedures in place?

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Is the procedure documented?

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Attach a copy:

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Check refueling process. Are the procedures being followed?

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Follow this link to see CASA refueling regulations as per Civil Aviation Order 20.9:  
<https://www.legislation.gov.au/Current/F2011C00881>

## 7. Additional questions or comments:

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Add additional questions or comments:

## Equipment

### 1. Equipment Maintenance System

1.1 Give a detailed explanation of the equipment maintenance system: How does it work, who does what, when is it done, what is done, how is it recorded, etc.

1.2 How long has the equipment maintenance system been in place?

1.3 Does the club use Tandem equipment?

Yes

Who is responsible for calibrating drogue centre lines (kill lines) and checking the calibration at 25 jump/100 jump/monthly inspections?

Are drogue centre lines (Kill lines) calibrated correctly?

Does the DZ have any VTC's more than 20 years old?

Yes

Have the canopies been recertified by PD?

What evidence confirmed recertification?

Additional comments:

### 2. Equipment Records

2.1 Is a detailed equipment register kept up to date for all training equipment (tandem and student parachute systems)?

Add comments:

2.2 Is a packing log for student and tandem parachutes ("Student and Tandem Equipment Log" as required by OR 12.5.4) maintained and up to date?

Add comments:

Follow link to see APF Operational Regulations:

<https://www.apf.com.au/ArticleDocuments/1260/Operational%20Regulations%20V01-2022.pdf.aspx?Embed=Y>

**2.3 Is a system in place to track the number of jumps on equipment parts with a recommended maximum service life ( e.g. line sets, main parachutes, reserve parachutes, tandem drogue assemblies, tandem drogue centre lines, risers, etc) ?**

**Explain this system in detail. Give comments on its effectiveness and whether all equipment items are included.**

**2.4 Do all reserve parachutes have packing cards as required by OR 12.5?**

**2.4.1 Are these cards/ reserves/inspections in date? (Those selected for inspection)**

**2.4.2 Do the details on the packing/"inspection" cards correspond to the details in the equipment register?**

**2.5 Do all tandem passenger harnesses have packing or "inspection" cards as required by OR 12.5?**

**2.5.1 Are these cards/ inspections in date? (Those selected for inspection)**

**2.5.2 Do the details on the packing/"inspection" cards correspond to the details in the equipment register?**

**2.6 Are sports equipment checks documented?**

**2.6.1 Please provide copy(s) of inspection sheets**

**2.7 Is there a record of sighted Sport Jumper compatibility verification?**

**2.7.1 Please provide evidence of record(s)**

### **3. Personal Flotation Devices (PFD's)**

**3.1 Does the DZ require the use of Personal Flotation Devices (PFD's)?**

Yes

**3.2 Do all PFD's comply with APF Equipment Standard 071206-I? (I.e are they included in the approved list?)**

Follow link to see APF Equipment standard 071206-I:  
<https://www.apf.com.au/apf-members/equipment/equipment>

**3.3 Are all PFD's serviced/ maintained according to APF requirements and the service/ inspection recorded?**

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## **4. Equipment Inspection**

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4.1 Check a Tandem Parachute System.

### **Tandem Parachute Systems**

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#### **Tandem Parachute Systems 1**

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**4.1.1 Add identifying details for the system e.g. club number, harness/container serial number.**

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**4.1.2 Do the details on the reserve card and equipment register match the details on the equipment?**

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**4.1.3 Give detailed comments regarding the full inspection of the system:**

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4.2 Check a Student Parachute System

### **Student Parachute Systems**

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#### **Student Parachute Systems 1**

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**4.2.1 Add identifying details for the system e.g. club number, harness/container serial number.**

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**4.2.2 Do the details on the reserve card match the details on the equipment?**

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**4.2.3 Give detailed comments regarding the full inspection of the system:**

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4.3 Check a Tandem Passenger Harness

### **Tandem Passenger Harnesses**

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#### **Tandem Passenger Harnesses 1**

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**4.3.1 Add identifying details for the system e.g. club number, harness serial number.**

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**4.3.2 Do the details on the reserve card and equipment register match the details on the equipment?**

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**4.3.3 Give detailed comments regarding the full inspection of the harness:**

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4.4 Check a Sport Parachute System

### **Sports Parachute System**

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#### **Sports Parachute System 1**

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**4.4.1 Add identifying details for the system e.g. club number, harness/container serial number.**

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**4.4.2 Do the details on the reserve card and equipment register match the details on the equipment?**

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**4.4.3 Give detailed comments regarding the full inspection of the system:**

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4.5 Check a Pilot Emergency Parachute

### **Pilot Emergency Parachute**

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#### **Pilot Emergency Parachute 1**

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**4.5.1 Add identifying details for the system e.g. club number, harness/container serial number.**

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**4.5.2 Do the details on the reserve card and equipment register match the details on the equipment?**

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**4.5.3 Give detailed comments regarding the full inspection of the system:**

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**How many tandem main canopies are in use at the DZ? List types and sizes**

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**How many student main canopies are in use at the DZ? List types and sizes**

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## **6. Additional questions or comments:**

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Add additional questions or comments:



## Training

### 1. Tandem Operations

1.1 Does the club conduct tandem jumps?

Yes

1.2 Observe a full tandem briefing

Is the briefing by video or by Tandem Instructor in person/verbal?

Is the briefing adequate?

Does the briefing include aircraft emergencies and/or the use of SPR's?

Does the briefing include the use of PFD's?

Add comments:

1.3 Is the briefing and training adequate to reduce the risk of leg or lower back injuries?

Add comments:

### 2. Student Operations (AFF and/or SFF)

2.1 Is this a full training operation conducting AFF and/or SFF training?

Yes

#### Student Documentation

Does the DZ use the standard APF TOM or their own modified TOM?

2.2 Check random First Jump Course exams. Is it a standardised exam, retained and accessible, completed and marked correctly?

Add comments:

2.3 Explain the process for retraining First Jump students in required areas as indicated by the exam.

Is this process consistently being followed?

Add comments:

**2.4 Are Certificate Class A exams paper-based or online? If Paper-based, please supply photos of a recent exam.**

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**2.5 Are waivers electronic or paper-based?**

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**Add comments:**

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**2.6 Observe a student performing simulated Emergency Procedures (EP's). Is his/her performance adequate/ efficient?**

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**Give comments. If required, explore further.**

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**2.7 Is a suspended harness used for student training?**

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**2.8 Are parachute landing rolls (PLR's) practiced?**

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**Add comments:**

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**2.9 Explain the system used for student communication during canopy control (e.g radio, arrow, batons). Observe this system for efficiency during an actual jump, if possible. Give comments:**

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**Is this system effective?**

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**Add comments:**

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### **3. Additional questions or comments:**

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Add additional questions or comments:

## Staff

**1. Explain the process/ system to ensure that membership, ratings, medicals etc. is current for:**

- Instructors
- Pilots
- GCA's
- Packers

1.1 Cross check the details of an instructor, pilot, GCA and/ or packer with the pre-audit documentation supplied.

Follow this link to the APF Member Lookup:  
<https://www.apf.com.au/club/MemberSearchByPublic.aspx>

Check the details of an Instructor/Pilot/GCA/ Packer

## Instructor/Pilot/GCA/Packer

### Instructor/Pilot/GCA/Packer 1

**1.2 Is this system effective?**

**Add comments:**

**2. Explain the procedures/ system for induction of new staff.**

**2.1 Is a standardised "induction package"/ briefing available or used?**

**Add comments:**

**2.2 Are induction recorded/ documented?**

**Add comments:**

**3. Does the DZ have a random alcohol and other drug testing procedure for instructors, pilots, GCA's and packers?**

**Add comments:**

Does the club conduct tandem jumps?

Yes

1. Explain the procedure for regular Tandem Instructor (TI) Emergency Procedures (EP) review:

1.1 Are TM EP reviews conducted twice a year?

1.2 Are TI EP reviews recorded/ documented?

Add comments:

1.3 What was the date of the last TM EP review?

2. Observe a Tandem Instructor perform simulated tandem Emergency Procedures (EP) for a number of scenarios. Is his/her performance adequate/ efficient?

Give comments. If required, explore further (Include TI's name):

3. Is there any evidence or indication of TM's deviating from standard tandem procedures? (Is there indicators of complacency?)

Additional comments:

1. Explain the system/ procedures for GCA training and assessment:

1.1 Check random GCA exams. Is it a standardised exam, retained and accessible, completed and marked correctly?

1.2 Do CGA's have a clear understanding of their role and responsibilities? Check this through an interview or observing a GCA during an active load.

Add comments:

1. Explain the process for JPA reviews:

2.1 Does the operation use aircraft that can carry 11 passengers or more, or do they use twin-engine aircraft?

**2.2 How often are JPA reviews conducted?**

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**2.3 Are JPA reviews conducted withing the period required by OR 5.1.7 (e)?**

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**2.4 Are JPA reviews recorded/ documented as required by OR 5 .1.7 and are these records available?**

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**Add comments:**

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**What is the issue date of the BFR for the duty pilot on the day of the audit? Attach photo when possible.**

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**When was the last JPA review for the duty pilot on the day of the audit?**

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**Additional questions or comments:**

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Add additional questions or comments:

## Safety Management System (SMS)

**1.1 Check whether the SMS document is available and accessible.**

**Add comments:**

**1.2 What is the SMS document version number?**

**Add comments:**

**1.3 When was the SMS document last updated?**

**Add comments:**

**1.4 Who is the Club Safety Manager?**

**Add comments, including the CSM's name:**

**1.6 Is a Human Factors/ Fatigue Risk Management System (FRMS) section included in the SMS?**

**Add comments:**

**2.1 Are staff and contractors aware of and understand their safety accountabilities? Test this by asking a junior instructor about his/her involvement/knowledge with the SMS.**

**Add comments?**

**2.2 Are structured safety meetings being held and are minutes of these available? Check minutes.**

**Add comments:**

**What is the date of the last meeting?**

**2.3 Are decisions taken at meetings implemented? Check minutes and cross reference with other SMS documentation, hazard identification, mitigation actions, etc.**

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**Add comments:**

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**2.4 Have new risks been identified and added to SM documentation since the last audit?**

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**Add comments:**

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**2.5 Check the process from hazard identification and risk analysis through to mitigation activities: Is this process followed? Is it documented? Is it effective? Are lessons learned incorporated into policies and procedures?**

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**Add comments:**

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### **3. Local rules**

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**List any local rules in place at the DZ, e.g. use landing area B in winds over 20 knots.**

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### **4. Add additional questions or comments:**

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Add additional questions or comments:

## Conclusion

1. Have all non-compliances and other findings from the previous audit been resolved and maintained?

Add comments:

2.1 Were any non-compliances found?

Yes

Detail the non-compliance. (Add each non-compliance as a separate item.)

## Non-compliance

### Non-compliance 1

What are the details of the non-compliance? (Add the relevant regulations, is available.)

Enter the date the non-compliance is required to be corrected by.

Has the non-compliance been corrected or addressed?

2.1 Were any general observations made that may have a negative impact on safety or compliance?

Yes

Detail the observations. (Add each observation as a separate item.)

## Observation

### Observation 1

Has the observation been corrected or addressed?

3.1 Were there any observations of items that maybe be considered above and beyond the expected standards of safety and compliance?

Yes

Detail Positive Observations

## Positive Observation



## Positive Observation 1

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**Give detail regarding the positive observation**

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I, being the Chief Instructor responsible for the above Club, agree to rectify all non-compliance issues by the noted date and acknowledge the advisability to rectify the observations as recommended.

**Auditee signature:**

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**Date of signing:**

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**Do you feel that the audit was conducted in a professional, objective, fair and timely manner?**

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Do you wish to make any comment regarding the audit?

**Enter the date by which the club was fully compliant:**

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**Add comments:**

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**Select my recommendation for the club being audited:**

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**Add comments:**

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As the Australian Parachute Federation Auditor, I declare that all non-compliances and observations that I found have been notated in this audit, even if it was rectified or addressed instantly

**Auditor signature:**

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**Date of signing:**

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Do you wish to make any comment regarding the audit?