



# AUSTRALIAN PARACHUTE FEDERATION

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**R6**

## CHIEF INSTRUCTOR APPLICATION

Name ..... Date of Birth ..... / ..... / .....

APF No ..... Mobile .....

Group Member /Training Organisation .....

**Requirements (as per RS 54):**

Resume (*attached*).

*To satisfy the requirement for a written request from the Group Member for the appointment of the applicant as the CI, and for nomination of TOM, a completed 'Form CL1 Group Member Application, Renewal and Change' will suffice.*

Training Organisation Details:

Written notification stating that the personnel, equipment, documentation and facilities that are presently available to the organisation will continue to be utilised (*attached*), or

Evidence the applicant has access to all the necessary personnel, equipment, documentation and facilities needed to satisfactorily conduct the parachute training covered in the proposed TOM (*attached*).

*To satisfy the requirement for Senior Pilot, the Chief Instructor/applicant and proposed Senior Pilot must complete and submit Form J3 for NAO approval.*

**Notes:** *The assessment and approval of new/changed Chief Instructors, Group Members, TOMs, and Senior Pilots are each separate processes. Training operations must not commence until each is approved and the APF Office makes the necessary appointments effective.*

*The applicant should work with Group Member and APF officers to ensure the APF Office (and in particular, the Safety & Training Manager) receive all the information necessary for assessing the application. (Refer to RS 54 and see "Office Use only" over page as a guide.)*

**Statement by Applicant:** I hereby declare that:

- I have met all APF requirements applicable to this application;
- I agree to abide by the approved TOM for the Group Member;
- I am committed to providing the necessary direct supervision; and
- I agree to comply with and abide by all APF policies, rules, regulations and mandatory manuals in force and as varied from time to time.

Applicant Signature: ..... Date ...../...../..... Home Dropzone: .....

**Payment:**

**A \$99 (non-refundable) fee per application as applicable**

**Payment Details – Please complete the following fields, then post or email this form to the APF Office.**

<b>MasterCard / VISA</b> <input type="checkbox"/> <i>The APF Office will contact you for payment details</i>	<b>Life Member</b> <input type="checkbox"/> (Free to Life Members)
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*Have you considered making a donation to the Australian Parachute Team? Tax deductible donations to support our national teams with training and competition costs may be made to the Australian Sports Foundation. For further information visit [www.apf.com.au](http://www.apf.com.au)*

## APF Office use only:

The following been provided:

- recommendations for appointment from two currently appointed CI's
- CL1 for Group Member (satisfies group member endorsement requirement)
- J3 for Senior Pilot (if applicable)
- Evidence of consultation with the Technical and Safety Committee and any other relevant consultations

APF Office is satisfied that the candidate:

- is 'a fit and proper person and of good repute' to hold the position of Chief Instructor (a Police Check may be required);
- has the ability to conduct training operations safely and effectively;
- has not had any disciplinary determinations against them in the preceding five years;
- has a credible history as a professional instructor, able to handle the responsibilities of the position; and
- is suitable for the peculiarities of the particular Group Member.

Conditions imposed (if any): .....

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### Approval of the Safety & Training Manager or his/her delegate:

Comments (if any): .....

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Signature: ..... Date...../...../.....

### Candidate Notification:

- Rejection of application, or  Approval of Application then  Written acceptance received

### Other Notifications:

- Group Member Nominated Person  Council  STO  APF Office staff

### Updates:

- APF Database  APF website  Any gap in candidate's capabilities has been noted for attention.