



**Australian Parachute Federation Ltd**

# **Operational Regulations**



**EFFECTIVE: 1<sup>ST</sup> OCTOBER 2015**

**REVISION 1**

**STATUS: MANDATORY**

**This document is offered free to APF Members.**

**Warning**

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

**IMPORTANT: Version Control**

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

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

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

*Cover photo: over Dunk Island NQ by Hamish McCorkindale, 2015*

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## AMENDMENTS

REVISION	AMENDMENT DETAILS
<p>1 Oct 2015</p> <p>Significant changes from OpRegs dated May 2014</p>	<ol style="list-style-type: none"> <li>1. General: Wording enhancements and title changes: from 'granting' to 'issuing', 'Federation' to 'APF', 'National Office' to 'APF Office', 'member organisation' to 'Club', 'Area Board of Review' to 'Area Tribunal', DCBR to 'National Tribunal', 'Disciplinary Committee Chairperson (DCC)' to 'National Review Officer (NRO)', DCBA to 'Appeals Tribunal' (consistent with Constitution, Misconduct Procedures Manual and RS 57).</li> <li>2. 1.2: Definitions / Interpretation: <i>Reworded and expanded. Includes new titles consistent with R.S. 57 and Misconduct Procedures Manual throughout APF regulations and other documents (e.g. Technical Directors now National Officers).</i></li> <li>3. 2.1.1(c) to (e): <i>Insertion to clarify and replace 3.1.4</i> – Describes requirements for membership and a current APF/FAI Sporting Licence.</li> <li>4. 2.3.1(a): <i>Reworded</i> – Excludes flight crew (ad cross-reference corrected to 5.1.5).</li> <li>5. 6.2.1: <i>Moved</i> – from old Constitution to here</li> <li>6. 6.3.1: <i>Change of Intent</i> - Increase of minimum 'open' height (consistent with change from previously defined 'opening' height).</li> <li>7. 9.2.2(b): <i>Insertion</i> – 'or 3-way freely where additionally approved by the DZSO for that training jump'.</li> <li>8. 9.2.2(c): <i>Insertion</i> – 'or a foreign equivalent acceptable to the APF'.</li> <li>9. 9.5.2(a) and (b)(ii): <i>Change of Intent</i> – First 3 night training jumps made consistent with TOM.</li> <li>10. 10.1.1: <i>Reworded.</i></li> <li>11. 10.1.6: <i>Change of Intent</i> – Removal of Display Pro rating in what was (a), and clause (b) removed.</li> <li>12. 11.2.9: <i>Reworded and change of intent.</i></li> <li>13. 11.3.1: <i>Reworded</i> – Define requirement for AFF and TAF.</li> <li>14. 12.1: <i>Insertion</i> – Records Retention.</li> <li>15. 12.3.3: <i>Insertion</i> – hours of CI attendance and full name of GCA.</li> <li>16. 12.5.1: <i>Title change, insertion and reworded</i> – Packing Card details and includes AAD requirement</li> <li>17. 12.5.2: <i>Title change and insertions</i> – emergency/reserve, Tandem passenger harness, Rigger.</li> <li>18. 12.5.3 – the May 2014 version of O.R. removed and its (c) incorporated into 12.5.1 and 12.5.4(b)</li> <li>19. 12.5.4(b): <i>Reworded and insertion</i> – Tandem passenger harnesses and details, and for AAD.</li> <li>20. 12.6.2: Change in terminology – now using 'notification' for documenting/communicating incidents in the field, and 'reporting' for the system overseen by APF.</li> <li>21. 12.6.3: <i>Insertion</i> – '(f) display ratings and the details listed in 12.2.'</li> <li>22. 14.4.1 &amp; 14.4.2(a) <i>combined</i> as 14.4.1; 14.4.2(b) changed to 14.4.2 with <i>insertion of 'and/'</i></li> </ol>
<p>Revision 1 6 Oct 2015</p>	<ol style="list-style-type: none"> <li>23. 2.3.1: Notwithstanding clause corrected – 5.1.2 to 5.1.5.</li> <li>24. 10.1.6: Reinstatement of clause (b).</li> </ol>

## **APF CODE OF ETHICS**

As members and officials of the APF and its clubs, we are governed by such regulatory documents as the Constitution, Operational Regulations, Regulatory Schedules, misconduct policy and procedures, Service Bulletins and Rigging Advisory Circulars.

In addition, it is imperative that we conduct ourselves in a way which will uphold the professional reputation of the APF when involved in operations and business activities relating to parachuting.

It is therefore a condition of APF membership that all members including clubs adhere to the Code of Ethics outlined below. Non-compliance could result in the loss of membership or refusal of affiliation.

The following principles set out the ethical standards which the APF expects to be upheld.

### ***As members and officials, we must at all times:***

1. Implement the APF's regulations and policies so that the highest possible standards of safety and professionalism are maintained.
2. Conduct our professional and parachuting activities in a way which upholds and enhances the reputation of the sport and the APF.
3. Act honestly, fairly and properly in dealings with students, other parachutists and with the general public.
4. Refrain from intentionally spreading false or misleading information, whether written, spoken or implied.
5. Refrain from knowingly using or being party to improper or illegal methods and practices in business and operational activities.
6. Refrain from any form of discrimination or harassment based on race, gender, age, disability, etc, when such factors do not prejudice the safe conduct of the sport.
7. Refrain from intentionally injuring the professional reputation of any other member, parachuting organisation or the APF.
8. Continue to acquire professional skills and knowledge, thereby improving our personal competence and knowledge of the sport.
9. Encourage and assist others to develop good attitudes, skills and knowledge relating to the sport.

If any member has evidence that another member or club has been guilty of unethical practices, it shall be his/her duty to inform the APF or its appointed officers.

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## **PART 1 – PRELIMINARY**

### **1.1 Preliminary**

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#### **1.1.1 Purpose**

These regulations are the Australian Parachute Federation’s primary controlling reference document governing the safe and efficient conduct of parachuting operations. They include non-safety related administrative policy and procedures relating to parachuting operations and describe the duties and responsibilities of all those involved in parachuting.

#### **1.1.2 Authority**

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

#### **1.1.3 Application**

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

These regulations take effect from 1<sup>st</sup> October 2015 and repeal any previously issued Operational Regulations.

#### **1.1.4 Regulatory Schedules**

Where expanded information or policy on a particular matter is required, reference is made to a subsidiary Regulatory Schedule. Where an inconsistency arises between the Operational Regulations (O.R.) and a Regulatory Schedule (R.S.), the Operational Regulations will prevail.

### **1.2 Definitions / Interpretation**

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

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

## PART 2 – GENERAL REQUIREMENTS

### 2.1 Obligations of Members

#### 2.1.1 Compliance

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

#### 2.1.2 Anti-Doping Policy

A member must:

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

### 2.2 Minimum Age Requirements

#### 2.2.1 Member under 18 Years

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

#### 2.2.2 Member under 16 Years

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

#### 2.2.3 Member under 12 Years

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

### 2.3 Eligibility and Recent Experience

#### 2.3.1 Membership Requirement

- (a) Notwithstanding 5.1.5, all persons on board an aircraft except flight crew, must hold current membership of the APF.
- (b) Notwithstanding O.R. 2.3.5, only a member who holds a valid APF Student Parachutist Licence or a valid APF/FAI Sporting Licence is eligible to make a descent.

#### 2.3.2 Student or Novice Parachutist

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

#### 2.3.3 Certified Parachutist

The holder of an APF parachutist certificate who has not made a descent within the immediately preceding 6 months must not make a descent except under the direct supervision of an instructor C (IC) or higher until assessed as proficient to exercise the privileges of the certificate held.

#### 2.3.4 Sporting Licence Requirements

The issue or renewal of a Sporting Licence must not be approved unless the certificate holder has made at least 6 stable freefalls in the preceding 12 months.

**2.3.5 Sporting Licence Currency**

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

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

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

### 3.1 General

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

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

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

#### 3.1.2 Log Evidence

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

#### 3.1.3 Signature / Verification

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

- (a) the Chief Instructor (CI); or
- (b) in the CI's absence: the National Safety Officer (NSO), National Training Officer (NTO), National Aviation Officer (NAO), National Rigging Officer (NRO), Area Instructor Examiner (AIE), Area Safety Officer (ASO) or the Display Rating Examiner (DRE).

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

### **4.1 Eligibility for Descents**

#### **4.1.1 APF Membership**

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

#### **4.1.2 Visitor Assessment**

- (a) Before a visitor makes a descent, a CI must:
  - (i) assess the visitor's experience and competence;
  - (ii) write in the visitor's log the level of privileges that the visitor may exercise;
  - (iii) write in the visitor's log the equivalent experience level for a certificate class up to and including a Class E and Crests; and
  - (iv) if the visitor is a student parachutist, assess the visitor's experience and level of proficiency and ensure the visitor takes up training at the appropriate stage of a Training Table as defined in the Training Operations Manual (TOM).
- (b) When the CI is absent, the DZSO of a Training Organisation may make the assessments required in O.R. 4.1.2 (a), but only when authorised by the CI to do so.

### **4.2 Membership Requirements**

#### **4.2.1 Short Term Membership Requirement**

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

#### **4.2.2 Full Membership Requirement**

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

### **4.3 Overseas Qualifications**

#### **4.3.1 Conversion of Instructor Skills**

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

#### **4.3.2 Training under Overseas Guidelines**

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

## **PART 5 – PILOTS AND AIRCRAFT**

### **5.1 Pilots**

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

#### **5.1.1 Jump Pilots**

All pilots flying at APF training operations must:

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

#### **5.1.2 Jump Pilot Requirements**

A Jump Pilot must hold:

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

#### **5.1.3 Balloon Pilot Requirements**

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

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

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

#### **5.1.5 Jump Pilot Responsibilities**

All pilots flying at APF training operations must:

- (a) carry a valid pilot licence and current medical when flying;
- (b) be a current APF member;
- (c) comply with the operating requirements and limitations contained in the aircraft flight manual;
- (d) comply with Cloud Jump Procedures Manual (CJPM) when applicable;
- (e) comply with all pre-jump briefings;
- (f) provide aircraft operational advice to the DZSO; and
- (g) ensure that all parachutists are restrained in accordance with O.R. 5.2.4, 7.2.2 and 11.2.8.

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

The Senior Pilot must be:

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

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

The Senior Pilot must:

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

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

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

- (a) meet the requirements of R.S. 56;



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

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

The Jump Pilot Examiner must:

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

## **5.2 Aircraft**

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### **5.2.1 Aircraft Maintenance**

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

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

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

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

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

### **5.2.4 Parachutist Restraints**

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

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

### **5.2.5 Knife in Aircraft**

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

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

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

## **5.3 Airspace**

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

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

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

### **5.3.2 Other Airspace Requirements**

Notwithstanding O.R. 5.3.1, airspace requirements for parachute operations are contained in the CASA Instrument issued under CAR 209 and included in APF R.S. 51.

## PART 6 – SAFETY, RESPONSIBILITIES AND SUPERVISION

### 6.1 Operational Supervision and Responsibility

*Note: See also O.R. 5.1.2, 8.4.1, 10.1.2 and 14.7.2.*

#### 6.1.1 Training Organisation Activities

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

#### 6.1.2 Chief Instructor Responsibilities

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

- (a) adequate and appropriate safety systems are in place;
- (b) all parachutists involved in parachuting activities conduct themselves in accordance with the organisation's safety systems and comply with all rules and regulations of the APF; and
- (c) all rating holders and persons appointed to those positions as defined in O.R. 6.1.4:
  - (i) operate within that organisations safety systems and comply with all rules and regulations of the APF; and
  - (ii) ensure students, novice parachutists and certified parachutists under their supervision conduct themselves in accordance with that organisations safety systems and comply with all rules and regulations of the APF.

#### 6.1.3 Chief Instructor Supervision

The CI must exercise direct supervision of the organisation at least one third of operational time, calculated quarterly, unless any additional direct supervision requirements as stated in writing by the Council, ASO, AIE, NTO or NSO have been imposed.

#### 6.1.4 Operational Appointments

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

#### 6.1.5 Direct Supervision by DZSO

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

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

#### 6.1.6 DZSO Responsibilities

The DZSO is responsible for ensuring that:

- (a) All parachuting operations are conducted in accordance with APF regulations;
- (b) All persons involved in parachuting operations are current APF members as required by regulations;
- (c) Operations are conducted in accordance with the organisation's safety systems;
- (d) The appointments are made in accordance with O.R. 6.1.4 (b);
- (e) Measures are in place to account for all parachutists after their descents;
- (f) All parachutists are qualified for the descent being undertaken; and
- (g) Equipment being used complies with Part 7 of these regulations.

### 6.1.7 Ratings Holder/Coach Responsibilities

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

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

### 6.1.8 Ground Control Assistant (GCA) Responsibilities

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

### 6.1.9 Loadmaster (LM) Responsibilities

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

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

### 6.1.10 Target Assistant (TA) Responsibilities

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

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

### 6.1.11 Individual Responsibilities

A parachutist must:

- (a) not contravene any provision of these regulations;
- (b) not refuse or neglect to comply or be reckless as to whether or not they comply with these regulations or the Constitution or any other regulations;
- (c) not act in a manner dangerous to themselves or others during the course of parachuting activities;
- (d) ensure their equipment complies with Part 7 of these regulations;
- (e) comply with all pre-jump briefings;
- (f) be assured of their position in relation to the target prior to exit; and
- (g) report all incidents to the DZSO.

### 6.1.12 Packer/Rigger Responsibilities

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

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

### 6.1.13 National Oversight Appointee Responsibilities

Those members appointed to positions defined in R.S. 57 are responsible for carrying out their duties in accordance with R.S. 57 and Part 13 of these regulations.

## 6.2 General Safety Requirements

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### 6.2.1 Safe Conduct

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

### 6.2.2 Landing near Hazards

A parachutist must not plan to land closer to any landing hazard than the distance specified in O.R. 8.2.2.

### 6.2.3 Alcohol, Drugs or Fatigue

- (a) Alcohol must not be consumed in operational areas during operations.
- (b) A parachutist must not make a descent while deemed by the DZSO to be affected by drugs, alcohol or fatigue.
- (c) A parachutist is deemed to be affected by alcohol if the parachutist has consumed alcohol during the preceding 8 hours.

## 6.3 Operational Safety Requirements

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### 6.3.1 Minimum Open Height

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

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

### 6.3.2 Pilot / Parachutist Precautions

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

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

### 6.3.3 Cutaway Descent Approval

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

- (a) the CI has approved:
  - (i) the making of the descent; and
  - (ii) the equipment used for the descent; and
- (b) a main parachute and 2 Emergency or Reserve parachutes are worn for the descent.

## 6.4 High Altitude Descents

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

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

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

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

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

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

## **PART 7 – EQUIPMENT**

### **7.1 General**

*Note: See also O.R. 9.7.1, 9.7.2 and 11.1.10.*

#### **7.1.1 Harness and Parachutes**

A parachutist must wear a harness and container system that complies with APF equipment standards and the TOM and which has at least 2 parachutes, one of which must be a reserve parachute.

#### **7.1.2 Clothing, etc. Approval**

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

#### **7.1.3 Rigid Helmets**

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

#### **7.1.4 Personal Flotation Devices**

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

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

#### **7.1.5 Visual Altimeter Requirements**

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

#### **7.1.6 AAD and RSL Requirements**

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

#### **7.1.7 Parachute Airworthiness Certification**

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

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

#### **7.1.8 Damaged or Unsafe Parachute Assembly**

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

## **7.2 Operational Safety Requirements**

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### **7.2.1 Parachutist's Equipment**

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

### **7.2.2 Parachutist Restraints**

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

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

### **7.2.3 Dual Controls**

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

## PART 8 – WEATHER LIMITATIONS AND DROP ZONE REQUIREMENTS

### 8.1 Weather Limitations

#### 8.1.1 Cloud and Visibility

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

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

#### 8.1.2 Wind Speed

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

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

- (b) Wind speed should be measured at a height of 9 metres above the DZ, but where measured at eye level, the wind speed must be recorded as the actual reading plus 25 per cent.
- (c) Wind speed should remain below the specified limits for at least 10 minutes before commencing or resuming operations.

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

### 8.2 Drop Zone Requirements

#### 8.2.1 Wind Measuring Device

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

#### 8.2.2 Distance from Landing Hazards

The DZ must be an area that is free of landing hazards and, unless written and signed approval is given by the NSO, must comply with the following:

- (a) Where the parachutist is a student parachutist performing a non-tandem descent the area of the DZ must not be less than 125,663 square metres;
- (b) Where the parachutist is using a ram-air or round main and a ram-air or round reserve parachute, the minimum distance from the target to any landing hazard must be:

Holders of Certificate Class A	150 metres
Holders of Certificate Class B	100 metres
Holders of Certificate Class C	100 metres
Holders of Certificate Class D	75 metres
Holders of Certificate Class E	50 metres
Holders of Certificate Class F	25 metres

- (c) Where the parachutist is a student parachutist and is:
  - (i) using a ram-air reserve parachute, the minimum distance from the target to any landing hazard must be 200 metres; or
  - (ii) using a round reserve, the minimum distance from the target to any landing hazard must be 300 metres.

#### 8.2.3 Distance from Populous Area

Subject to Part 10 (relating to display descents) and O.R. 8.4 (Restricted DZ), the distance between a target and a populous area must not be less than:

- (a) where all parachutists wear ram-air main and reserve parachutes: 600 metres; or
- (b) in any other case: 1,500 metres.

### **8.2.4 Communications System**

A system of ground-to-air communication approved by the ASO must be used between the GCA and the parachutists on board the aircraft and/or the pilot.

## **8.3 DZ Inspection and Conditions**

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### **8.3.1 ASO Approval**

In accordance with O.R. 13.3.1, before a Training Organisation may use a new DZ which is to operate on a regular basis and at which student parachutists will land, the DZ must be inspected and approved by the ASO or their nominee, who must ensure it meets the requirements of O.R. 8.2.2.

### **8.3.2 Compliance with DZ Conditions**

A member must not contravene any condition placed on a DZ by:

- (a) an ASO or NSO in accordance with O.R. 13.3.1; or
- (b) a council in accordance with the council regulations.

## **8.4 Restricted DZ**

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### **8.4.1 Rules for Restricted DZ**

The following rules apply to Restricted DZs:

- (a) A Restricted DZ is one operating permanently within 600m of a populous area;
- (b) Descents at each Restricted DZ site will be conducted under the same rules applicable to parachuting displays except that the responsibilities of the DO will be undertaken by the CI, in their capacity as CI; and
- (c) The ASO, in conjunction with the Council, must maintain a Restricted DZ register and must immediately register any new approvals with the APF Office.

### **8.4.2 Approval**

- (a) The area Council is responsible for the approval of Restricted DZ's within their Council area.
- (b) The ASO must inspect the DZ on behalf of the Council and may request any information required in order to make the assessment.
- (c) The ASO must make recommendation to the Council of any operational restrictions to be imposed on the DZ, in accordance with O.R. 13.3.1, which must be confirmed by the Council.

### **8.4.3 Annual Review**

The ASO will conduct an annual review of the DZ to re-affirm its status and operational restrictions.



## PART 9 – REQUIREMENTS FOR SPECIFIC TYPES OF DESCENTS

### 9.1 Freefall Relative Work (RW) General

*Note: See R.S. 50 definition of RW.*

#### 9.1.1 Supervision

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

#### 9.1.2 RW Minimum Experience

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

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

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

#### 9.1.4 Separation Height

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

### 9.2 Freely Descents

#### 9.2.1 Freely Training Prerequisites

Before commencing freely training descents, a parachutist must:

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

#### 9.2.2 Freely RW Training Table Progression

- (a) Subject to O.R. 11.1.6, each stage of the Freely Training Table must be completed to the satisfaction of the DZSO before the parachutist is permitted to advance to the next stage.
- (b) A parachutist who holds a Certificate Class B or higher may with DZSO approval participate in 2-way freefly, or 3-way freefly where additionally approved by the DZSO for that training jump.
- (c) Freeflyers must hold:
  - (i) a freefly crest or a foreign equivalent acceptable to the APF in order to participate in freefly jumps of more than 3 parachutists; and
  - (ii) an Australian Star Crest or a foreign equivalent acceptable to the APF in order to participate in freefly jumps of more than 10 parachutists.

#### 9.2.3 Audible Altimeter

- (a) A parachutist on any type of freefly descent must wear a functioning audible altimeter.
- (b) The altimeter must be:
  - (i) approved by the manufacturer for the purpose of skydiving;
  - (ii) mounted so that it is clearly audible throughout the descent; and
  - (iii) set to indicate the height above the DZ.

### 9.3 Canopy Relative Work (CRW) Descents

#### 9.3.1 CRW Training Prerequisites

Before commencing CRW training descents, a parachutist must hold:

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

### 9.3.2 CRW Training Table Progression

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

### 9.3.3 Minimum Working Height

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

*Note: See also regulation 10.1.8.*

## 9.4 Wingsuit Descents

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### 9.4.1 Wingsuit Training Prerequisites

Before commencing wingsuit training descents, a parachutist must:

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

### 9.4.2 Wingsuit Training Table Progression

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

### 9.4.3 Audible Altimeter

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

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

### 9.4.4 Wingsuit Descent Conditions

- (a) For all wingsuit descents, the parachutist must not enter cloud, regardless of whether the operation has the written approval referred to in O.R. 8.1.1.
- (b) For wingsuit training progression descents, the minimum exit height must be 10,000 feet AGL.

## 9.5 Night Descents

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*Note: For night tandem descents, see O.R. 10.1.11.*

### 9.5.1 Night Training Prerequisites

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

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

### 9.5.2 Night Training Progression

- (a) Before progressing to any other night descent, a parachutist must complete night orientation training descents in accordance with the TOM.

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

### 9.5.3 Parachutist Equipment

Each parachutist on a night descent must:

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

### 9.5.4 Night Descents Conditions

Night descents must be made only under the following conditions:

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

### 9.5.5 Pyrotechnic Flares

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

## 9.6 Water Descents

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### 9.6.1 Water Descents Conditions

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

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

## 9.7 Camera Descents

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### 9.7.1 Approval

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

### 9.7.2 Parachutist Requirements

Except for the tandem instructor handcam requirement defined under 11.2.12 (b) and notwithstanding O.R.

9.7.1, a parachutist must not carry a camera during a descent unless the parachutist:

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

## PART 10 – PARACHUTING DISPLAYS

### 10.1 Parachuting Displays

*Note: See also O.R. 8.4 and R.S. 52.*

#### 10.1.1 Parachuting Display Conduct

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

#### 10.1.2 Display Organiser (DO) Responsibilities

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

- (a) Reasonable precautions have been taken in respect to the safety of the public;
- (b) Each parachutist involved in a parachuting display holds the appropriate:
  - (i) display rating; and
  - (ii) APF parachutist certificate class for the intended descent; and
- (c) Any parachutist making a display descent has made at least 3 descents within the previous 90 days;
- (d) Subject to a written exemption from the ASO, each parachutist wears a ram-air main and a ram-air reserve parachute; and
- (e) The necessary notifications are made to the APF and the necessary records are kept in accordance with O.R. 12.6.3.

#### 10.1.3 Distance between Target and Spectators

Subject to O.R. 10.1.5, the minimum distance between the spectators and the target at a parachuting display must be:

- (a) for holders of Display General rating and the parachutist holds a:

Certificate Class B	100 metres
Certificate Class C	100 metres
Certificate Class D	75 metres
Certificate Class E	50 metres
Certificate Class F	25 metres;

or

- (b) for holders of Display Pro rating – 3,000 square metres, or the minimum area allowed by O.R. 10.1.3 (a), whichever is smaller, with a minimum distance of 15 metres between the spectators and the target; or
- (c) for holders of Display Open rating – 500 square metres, or the minimum area allowed by O.R. 10.1.3 (a), whichever is smaller, with a minimum distance of 5 metres between the spectators and the target.

#### 10.1.4 Minimum Height over Spectators

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

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

#### 10.1.5 Ground Wind Speed

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

#### 10.1.6 Exit Height

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

#### 10.1.7 Aircraft Operations

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

### 10.1.8 Canopy Relative Work Requirements

Prior to engaging in canopy relative work at a parachuting display, all parachutists must have completed successfully at least 5 practice descents, during which:

- (a) the same CRW actions to be performed at the parachuting display must have been performed in the 5 practice descents; and
- (b) all parachutists landed within 25 metres of the target centre.

### 10.1.9 Flag Requirements

A flag may be carried on a parachuting display providing:

- (a) the descent has the approval of the DO;
- (b) the flag complies with APF equipment standards relating to flags;
- (c) the parachutist has successfully completed at least 2 practice descents, during which:
  - (i) a flag and harness assembly similar in size and design to be used on the parachuting display must have been used; and
  - (ii) the parachutist landed within 25 metres of the target centre.

### 10.1.10 Display Descents by Student Parachutists

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

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

### 10.1.11 Night Tandem Descents

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

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

## 10.2 Display Rating Examiner (DRE)

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### 10.2.1 Display Rating Examiner (DRE)

- (a) A DRE must be appointed by a council, subject to the approval of the NSO.
- (b) A DRE must conduct assessments in accordance with the APF Display Manual.
- (c) Where no DRE has been appointed in a council area, the ASO must assume the responsibilities and privileges of the position.

## PART 11 – TRAINING

### 11.1 General requirements ALL Training Descents

#### 11.1.1 Training Syllabus

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

#### 11.1.2 Student Parachutist Licence

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

#### 11.1.3 Deemed Training Descents

The following descents are deemed to be training descents:

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

#### 11.1.4 CI Supervision

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

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

#### 11.1.5 DZSO Authority

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

#### 11.1.6 Appropriate Rating / Endorsement

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

#### 11.1.7 Log Requirements

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

#### 11.1.8 First Descent Requirements

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

#### 11.1.9 Orientation Flights

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

### 11.1.10 Student Equipment

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

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

### 11.1.11 Pre-boarding Briefing

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

### 11.1.12 Canopy Control Assistance

- (a) An effective means of communicating canopy control directions to a student parachutist must be established.
- (b) Canopy control directions must be given to a student parachutist for at least the first 3 descents on a Training Table and thereafter until the DZSO is satisfied that the directions are no longer necessary.

## 11.2 Tandem Descents

*Note: The following O.R. apply to the tandem instructor but not to the tandem parachutist: 7.1.1, 7.1.4, 8.1.2, 8.2.2, 10.1.2 (b) & (c), 10.1.3, 10.1.11, 11.1.7.*

### 11.2.1 Direct Supervision

A tandem instructor who has made:

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

*Note: For recency requirements, see R.S. 53 paragraph 7.6 (b).*

### 11.2.2 Qualifications

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

### 11.2.3 Tandem Endorsement Applicants

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

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

### 11.2.4 Tandem Passenger Requirement

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

### 11.2.5 AAD Requirements

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

### 11.2.6 RSL Requirements

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

### 11.2.7 Equipment Check

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

**11.2.8 Aircraft Restraints Tandem Parachutists**

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

**11.2.9 Minimum Opening Height**

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

**11.2.10 RW involving Tandem Instructor**

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

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

**11.2.11 Canopy Relative Work**

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

**11.2.12 Handcam**

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

**11.3 AFF, TAF and Static-Line Descents****11.3.1 Direct Supervision AFF and TAF Descents**

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

**11.3.2 Direct Supervision Static-Line Descents**

Descents made under the Static-Line Training Table must be made under the direct supervision of an Instructor C or higher with static-line endorsement.

**11.3.3 Instructor Qualifications TAF Descent**

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

**11.3.4 Student Progression**

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

**11.3.5 Static-Line Training Table**

Before making a freefall descent, a student parachutist undergoing training in the Static-Line Training Table must make:

- (a) 3 static-line descents each with a successful practice pull, the final 2 of which must be consecutive; and
- (b) a static-line descent with successful practise pull in the 48 hours immediately preceding the student parachutist's first freefall descent.



### 11.3.6 Aircraft Direct Supervision

An instructor must accompany a student parachutist in the aircraft until at least stage 6 of a student Training Table has been completed successfully and thereafter until the DZSO is satisfied that the presence of an instructor is no longer required.

### 11.3.7 Instructor to Wear Parachute

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

### 11.3.8 Pre-boarding Equipment Check

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

### 11.3.9 Flatfly RW Descent

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

### 11.3.10 Certificate Class A Training

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

- (a) Static-Line Training Table; or
- (b) Freefall Training Table.

## 11.4 Student, Novice Descents and Flatfly RW Training

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### 11.4.1 Direct Supervision Requirements

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

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

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

### 11.4.3 RW Descents Not Part of CBTT

- (a) A student parachutist must not participate in any flatfly RW descents unless the other parachutist is an instructor.
- (b) With the approval of the DZSO, a novice parachutist who has completed stages 1 – 4 of the CBTT may participate in **flatfly RW** descents with one other parachutist providing the exits are also flatfly in orientation.

### 11.4.4 RW Descents After Stage 5

- (a) A parachutist who has completed stages 1 – 5 of the CBTT may engage in flatfly RW with no more than 3 other parachutists, providing the DZSO has:
  - (i) given written and signed approval in the parachutist's logbook; and
  - (ii) has approved the other participants for the descent.
- (b) Where the parachutist does not hold a Certificate Class A, RW descents may only be conducted as attempts to complete stage 6 of the CBTT and at least one of the other participants must hold an instructor rating.

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

### **12.1 Records Retention**

Records must be retained in a legible and retrievable manner for 7 years by Clubs and Display Organisers, and provided to the APF Office or Officer of the APF when requested.

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

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

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

#### **12.2.2 Log Details**

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

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

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

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

#### **12.2.4 Lost Log**

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

### **12.3 Master Log**

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

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

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

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

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

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

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

### **12.4 Parachute Maintenance Log**

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

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

### 12.4.2 Parachute Maintenance Log Details

The parachute maintenance log must contain:

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

## 12.5 Parachute Packing Record

### 12.5.1 Packing Cards

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

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

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

- (a) A reserve/emergency parachute can only be certified as airworthy by the holder of at least a Packer A who has packed or directly supervised the packing and who has assured him/herself that:
  - (i) all parts of the parachute assembly are fully functional; and
  - (ii) all mandatory requirements of service bulletins, APF equipment standards and any airworthiness directives have been complied with.
- (b) A reserve/emergency parachute or tandem passenger harness may be certified as airworthy for a period of up to 6 months by the holder of at least a Packer A signing the parachute packing record as required by O.R. 12.5.1.

### 12.5.3 AAD Service or Replacement

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

### 12.5.4 Student and Tandem Equipment Log

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

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

- (vi) the date on which the components are deemed airworthy; and
- (vii) any comments regarding the condition or performance.

## 12.6 Miscellaneous reports

### 12.6.1 Equipment Defect / Rigging Report

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

### 12.6.2 Incident Notification and Reporting

Incident notification and reporting must be in accordance with R.S. 55; and:

- (a) **The CI** must ensure that:
  - (i) all incident notifications are submitted to the APF Office no later than the 10th day of each month; and
  - (ii) the ASO and APF Office are notified within 24 hours of all incidents occurring at a Restricted DZ;
- (b) **The DO** must ensure that the ASO and APF Office are notified within 24 hours of all incidents occurring during a parachuting display;
- (c) **The DZSO:** Notwithstanding the provisions of O.R. 12.6.2 (a) and (b), the DZSO must immediately notify the ASO and the APF Office of any incident if it involves any of the following:
  - (i) a fatality;
  - (ii) a serious injury;
  - (iii) major equipment failure;
  - (iv) likely media interest;
  - (v) likely legal action; and
  - (vi) likely attention from CASA or other aviation authority.
- (d) **The Senior Pilot or CI or DZSO** must provide notification of any incident regarding the operation of the aircraft by:
  - (i) **immediately verbally** notifying the NAO; and
  - (ii) **within 24 hours in writing** notifying the NAO and the APF Office.

### 12.6.3 Display Record

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

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

## PART 13 – AUTHORITIES / POWERS

### 13.1 Individual Enforcement Powers

*Note: See also powers defined in the Misconduct Procedures Manual, R.S. 57, national oversight documentation, and under O.R. 14.4.2, 14.4.4, 14.4.6, 14.8.1, 14.8.2, 14.8.3, 15.5.1 and 15.5.2.*

#### 13.1.1 Purpose of Part

This Part 13 of the regulations defines the powers of those APF appointees authorised to discipline members in accordance with current APF misconduct policy and procedures.

#### 13.1.2 Drop Zone Safety Officer (DZSO), Chief Instructor (CI), Area Instructor Examiner (AIE)

Notwithstanding O.R.13.1.8, the DZSO, CI and AIE share the same enforcement powers including the power to:

- (a) suspend from any or all operations, a member who contravenes any provision of the regulations, or who acts in a manner dangerous to themselves or others in the course of parachuting activities; and
- (b) suspend or vary any privilege of any certificate, rating or endorsement held by a member,

where any suspension or variance period will not exceed 28 days.

#### 13.1.3 Area Safety Officer (ASO)

Notwithstanding O.R. 13.1.8, the ASO has enforcement powers including:

- (a) all of the powers as defined under O.R. 13.1.2; and
- (b) the power to set aside or otherwise vary any suspension or variance of privileges applied in O.R. 13.1.2,

where any suspension or variance period will not exceed 90 days.

#### 13.1.4 National Officers

Notwithstanding O.R. 13.1.8, National Officers including NSO, NAO, NTO and NRO, acting only within their respective technical area, have enforcement powers including:

- (a) all of the powers as defined under O.R. 13.1.2 and O.R. 13.1.3; and
- (b) the power to issue Service Bulletins and Technical Directives,

where any suspension or variance period will not exceed 180 days.

#### 13.1.5 Area Review Officer (ARO)

The ARO (*previously ABR Chair*) has the power to convene an Area Tribunal in accordance with the APF Constitution and misconduct policy and procedures, including hearing an appeal by a member suspended under O.R 13.1.2, 13.1.3, 13.1.4 and 13.1.8.

#### 13.1.6 National Review Officer (NRO)

The NRO (*previously Disciplinary Committee Chair - DCC*) has the power to convene a National Tribunal in accordance with the APF Constitution and misconduct policy and procedures.

#### 13.1.7 Display Rating Examiner (DRE) Powers

A DRE has the power to restrict or suspend a Display Organiser's rating or a display rating for a period not exceeding 90 days where the holder of the rating is in breach of these regulations or acts in a manner dangerous to themselves or others in the course of parachuting display activities.

#### 13.1.8 Power to Ground Equipment

- (a) The following National Officers possess the power to ground any equipment that they consider to be dangerous or failing to comply with APF equipment standards:
  - (i) NTO;
  - (ii) NSO;
  - (iii) NRO; and
  - (iv) NAO.
- (b) The following people also possess the power to ground equipment in accordance with 13.1.8 (a) but only for the period of time it takes to notify the relevant APF National Officer:
  - (i) Packer A;
  - (ii) DZSO;
  - (iii) CI;
  - (iv) Rigger; and

- (v) ASO.
- (c) Equipment may remain grounded until a National Officer acting within their area of expertise has resolved the matter.

## 13.2 Tribunal Enforcement Powers

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### 13.2.1 Area Tribunal

Where convened, an Area Tribunal:

- (a) possesses all of the powers set out in O.R. 13.1.2 (a) and (b) and 13.1.7; and
- (b) may set aside or otherwise vary any suspension applied in O.R. 13.1.2, 13.1.3, 13.1.4 (a), 13.1.7 and 13.1.8.

### 13.2.2 National Tribunal

The National Tribunal (*previously Disciplinary Committee Board of Review – DCBR*) may set aside or otherwise vary any suspension or variance of privileges applied in O.R. 13.2.1 (a) and (b).

### 13.2.3 Appeals Tribunal

The Appeals Tribunal (*previously Disciplinary Committee Board of Appeal – DCBA*) may set aside or otherwise vary any suspension or variance of privileges applied in O.R. 13.2.1 (a) or (b) and 13.2.2.

### 13.2.4 The Board

In addition to any of its powers under the Constitution or these regulations, including but not limited to, the powers under O.R. 14.8.2, the Board has:

- (a) the power to terminate any certificate, rating, endorsement or membership held by a member;
- (b) the power to call any member before a quorum of the Board, or a committee appointed by the Board, in order to 'Show Cause'; and
- (c) the final decision on all matters.

## 13.3 DZ Conditions

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### 13.3.1 DZ Conditions of Use

The ASO and/or the NSO 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 club.

### 13.3.2 Disputes about Conditions

Any dispute about conditions placed on the use of a DZ or proposed DZ pursuant to O.R. 13.3.1, will be determined by a committee appointed by the Council Chair and consisting of 3 Instructors A with the decision of that committee to be final.

### 13.3.3 Operations outside Controlled Areas

Where operations take place within Australia but outside the areas controlled by the Councils, the appropriate National Officer appointed under the Constitution must assume the responsibilities normally exercised by council officials.

## 13.4 Waiver of Regulations

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

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

### **14.1 General requirements**

#### **14.1.1 Fit and Proper Person**

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

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

#### **14.1.2 Acting as Instructor or Coach**

- (a) Notwithstanding O.R. 14.5.1, a person must not act as an Instructor or coach unless:
  - (i) the person is the holder of a valid instructor rating or coach appointment; and
  - (ii) the person acts in accordance with the privileges of the ratings and endorsements and coach appointment held; and
- (b) An applicant for a static-line endorsement may dispatch static-line student parachutists only if:
  - (i) he/she has made a valid application for a static-line endorsement; and
  - (ii) the applicant is accompanied in the aircraft by an IB or higher who has a static-line endorsement.

### **14.2 Instructor Ratings and Endorsements**

#### **14.2.1 Instructor Ratings**

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

- (a) 4 levels of Instructor ratings – Instructor D, C, B and A, with A being the highest level;
- (b) Master Instructor rating.

#### **14.2.2 Endorsements**

The APF issues instructor rating endorsements in 4 disciplines which must be achieved and authorised, held and revalidated in accordance with R.S. 53, being:

- (a) Tandem;
- (b) AFF;
- (c) Static-Line; and
- (d) Tandem Supervisor.

#### **14.2.3 NTO Waiver**

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

### **14.3 Coach Appointments**

#### **14.3.1 Coach Appointment Disciplines**

The APF appoints coaches in 3 disciplines in accordance with R.S. 53, being:

- (a) RW;
- (b) freestyle; and
- (c) wingsuit.

### **14.4 Chief Instructor Appointment**

#### **14.4.1 CI Appointment**

CI appointment will be in accordance with this subsection 14.4 and R.S. 54.

#### **14.4.2 Existing CI Appointment**

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

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

**14.4.3 Council Recommendations**

A council or an Area Tribunal may:

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

**14.4.4 Board Powers**

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

**14.4.5 Termination of Appointment**

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

**14.4.6 Appeal to the Board**

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

**14.5 Instructor and Coach Privileges**

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

**14.5.1 Instructor D Privileges**

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

**14.5.2 Instructor C Privileges**

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

**14.5.3 Instructor B Privileges**

The privileges of an Instructor B are to:

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



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

The privileges of an Instructor A are to:

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

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

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

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

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

#### **14.5.7 Endorsement Privileges**

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

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

In addition to the privileges described in O.R. 14.5.7, an instructor who holds a valid AFF endorsement may dispatch student parachutists performing freefall descents on the Static-Line Training Table, providing the DZSO is an Instructor C or higher with static-line endorsement.

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

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

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

#### **14.5.10 Static-Line Endorsement Privileges**

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

#### **14.5.11 Coach Privileges**

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

### **14.6 Validity of Ratings and Endorsements**

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#### **14.6.1 Validity of Ratings and Endorsements**

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

### **14.7 Instructor Examiner**

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#### **14.7.1 Instructor Examiner Appointment**

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

#### **14.7.2 Instructor Examiner Responsibilities**

An Instructor Examiner must:

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

### **14.8 Suspension and Cancellation of Ratings and Endorsements**

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#### **14.8.1 Council/Area Suspension**

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

**14.8.2 Board Suspension or Cancellation**

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

**14.8.3 Chief Instructor Cancellation**

The initial issue of an Instructor D or C or B rating or a coach appointment is subject to cancellation by the CI at any time during the 6 months after the rating was issued or the appointment made.

## PART 15 – PARACHUTE PACKING AND RIGGING

### 15.1 Packer and Rigger Ratings – General

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#### 15.1.1 Fit and Proper Person

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

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

#### 15.1.2 Packer and Rigger Ratings

The APF issues packer ratings in 2 levels, Packer B and Packer A, and a rigger rating, which must be approved, held and renewed in accordance with R.S. 53.

### 15.2 Packer and Rigger Privileges

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#### 15.2.1 Packer B

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

#### 15.2.2 Packer A

The privileges of a Packer A are to:

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

#### 15.2.3 Rigger

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

#### 15.2.4 Rigger Examiner

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

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

### 15.3 Packing Requirements

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#### 15.3.1 CI Authorisation

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

- (a) the parachutist has completed a course of instruction;

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

### 15.3.2 Packing Recommendations

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

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

### 15.3.3 Documentation

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

### 15.3.4 Packing for a Live Drop

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

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

### 15.3.5 Emergency and Reserve Parachutes

Emergency/reserve parachutes must not be packed except by:

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

### 15.3.6 Trainee Packer

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

## 15.4 Rigging Requirements

### 15.4.1 Manufacturers' Recommended Modifications

Where a manufacturer issues a recommended modification, the APF may require members to comply with the recommendation and may set a compliance date.

### 15.4.2 Compliance Date Enforcement

Member organisations are required to enforce compliance dates on their DZ.

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

## 15.5 Suspension and Cancellation of Packer and Rigger Ratings

### 15.5.1 Suspension

- (a) The following persons or authorities may suspend a packer or rigger rating:
  - (i) ASO;
  - (ii) Rigger Panel Chair;
  - (iii) Area Tribunal;
  - (iv) NSO; or
  - (v) NRO.
- (b) Any suspension applied under 15.5.1 (a) must be in accordance with APF misconduct policy and procedures.

### 15.5.2 Board Suspension or Cancellation

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