



# APF General Audit 2018 V.4

**Document number**

000001

**Conducted on**

15 Aug 2018 10:33 AM

**Name of Auditor**

Charl Rootman

**Score**

43/147.0 - 29.25%

## Pre-Audit - 2/12 16.67%

Question	Response	Details
<b>Pre-Audit Notification and Documentation</b>		
1. Was the auditee notified about the audit and date? (If possible, auditee should be notified at least 14 days in advance.)	Yes	
Enter the date when the auditee was notified.		
2. Has the previous audit for this club been reviewed and relevant follow-up items identified?		
3. Which of the following documents were obtained for review pre-audit?		
3.1 Full equipment list		
3.2 List of current instructors		
3.3 List of current pilots		
3.4 List of current GCA's		
3.5 Cloud manual validity (if applicable)		
3.6 List of landing areas, including land owner permission for each (if applicable)		
3.7 Copy of aircraft insurance		
3.8 Certificate of Registration of aircraft		
3.9 Certificate of Airworthiness of aircraft		
3.10 First Jump Course Syllabus (if applicable)		
<b>Confirmation of Club Details</b>		
1. Has any of the following details of the club changed since the last audit: Club name, Legal entity owning the club, Name of the legal entity, Type of legal entity, Address of the legal entity, Club physical location, Chief Instructor, Senior Pilot, Club APF delegates? If yes, complete the relevant fields to update:	Yes	

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Score (2/12) 16.67%

Question	Response	Details
What is the new club name?		
What is the new legal entity name, as well as new business name it operates under?		
What type of legal entity is this?		
What is the new address of the legal entity?		
What is the new physical address of the club?		
Enter the GPS location.		
Who is the new CI and what is his APF number?		
Who is the new Senior Pilot and what is his APF number?		
Who is the new APF club delegates?		
2. Select the type of training offered by the club:	Full training	
Select from the following list:		
Tandem		
Accelerated Freefall (AFF)	<input checked="" type="checkbox"/>	
TAF (Tandem-Assisted Freefall)		
AFF (Traditional AFF)		
Trial Tunell-AFF		
Solo Freefall (SFF)	<input checked="" type="checkbox"/>	
Static-line Deployment (SLD)		
Instructor-assisted Deployment (IAD)		
<b>Additional questions or comments</b>		
Add additional questions or comments:		

## Operations - 0/21 0.00%

Question	Response	Details
<b>1. Master Log</b>		Score (0/11) 0.00%
1.1 Is a Master Log in use?		
Add a photo of a Master Log entry		
1.2 Select the details that are recorded in the Master Log. (NOTE: All are required by the Operational Regulations.)		
- Hours of CI attendance		
- Full name of the DZSO		
- Full name of the GCA		
- Location of the DZ		
- Aircraft registration and pilot's full name		
- Loadmaster's full name		
- Full name of each parachutist		
- Exit height of each descent		
- Type of descent (e.g. Tandem, AFF, SLD, IAD, or experienced)		
- Date of descent		
Add comments (e.g. if all boxes are not ticked):		
1.3 Are loadsheets kept in electronic or paper format?		
1.4 Is there documented evidence that the CI is present at least a third of operational time?		
Attach evidence:		
<b>2. Loadmasters</b>		Score (0/1) 0.00%
2.1 How are Loadmasters selected? Explain the process, including how the LM, other jumpers and pilot are informed.		

Question	Response	Details
2.2 Was this process observed during an active load?		
2.3 Give comments on the effectiveness of the process. Interview 1 or 2 Loadmasters to determine whether they understand their responsibilities.		
<b>3. Manifest</b>		Score (0/5) 0.00%
3.1 Explain the process how the manifest system calculates and/or manages the weight and balance of each load.		
3.1.1 Check this process. Is it accurate and effective?		
3.2 Explain the process by which the weight and balance information is communicated with and confirmed/ checked by the pilot.		
3.2.1 Test this system on an active load. Is it effective?		
Add comments:		
3.3 Explain the system to ensure that all jumpers return from a load.		
3.3.1 Test this system on an active load. Is the system effective?		
Add comments:		
3.4 Explain the manifest system to ensure that sports jumpers are current members of the APF.		
3.4.1 Test this system on an active load. Is it effective?		
Add comments:		

Question	Response	Details
3.5 Explain the manifest system to ensure that jumpers only do jumps they are qualified or cleared for (e.g Certificate D and above for wingsuiting, certificate C or above for camera, Certificate B or above for Freefly, etc).		
3.5.1 Test this system on an active load. Is it effective?		
Add comments:		
<b>4. Cloud Manual</b>		
4.1 Is a Cloud Manual in place?	Yes	
4.2 What is the expiry date?		
4.3 Is the Cloud Manual in date?		
4.4 What is the name of the person responsible for the Cloud Manual?		
4.5 Explain the system to ensure that only approved persons jump under the cloud manual.		
4.6 Check this system on an active load. Is it effective?		
Add comments:		
<b>5. Incident Management</b>		Score (0/2) 0.00%
5.1 Are Incident/ Emergency Response plans in place and accessible to duty staff?		

Question	Response	Details
5.2 Assess the management of an incident or emergency by duty staff by either a "walk through" or "talk through" of a selected scenario ( E.g. Injury requiring ambulance/ evacuation, fatality, aircraft accident, off DZ landing or water landing). Go through 1 procedure per audit, change the scenario during the next audit. Detail your comments on the effectiveness.		
5.2.1 Was the incident/ emergency handled effectively?		
5.3 Is the operation in close vicinity of water?		
<b>6. Additional questions or comments:</b>		
Add additional questions or comments:		

## Landing Areas (Optional) - 0/10 0.00%

Question	Response	Details
Will this audit include inspection of la landing area?	Yes	
List the landing area:		
DZ/Landing area 1		
What is the location of the landing area?		
What are the dimensions of the landing area? (Length, width (or diameter) and area)		
Describe any factors that may affect the dimensions (E.g. tides, seasonal crowds, events).		
Describe any possible hazards.		
What is the classification and conditions for this landing area?		
Is current landowner approval/ permission required and in date?		
Is a manifest system in place to ensure compliance, i.e. that only suitably qualified persons jump?		
Additional comments (including change in classification or conditions):		
<p>Follow this link to APF Regulatory Schedules to see DZ Classifications and Distance from Landing Hazards in RS 58.</p> <p><a href="https://www.apf.com.au/ArticleDocuments/836/APF_Regulatory_Schedules_20170515_Initial_Issue_2_0170515.pdf.aspx?Embed=Y">https://www.apf.com.au/ArticleDocuments/836/APF_Regulatory_Schedules_20170515_Initial_Issue_2_0170515.pdf.aspx?Embed=Y</a></p>		



## Aircraft - 0/19 0.00%

Question	Response	Details
<b>1. New Aircraft Introduced</b>		Score (0/2) 0.00%
1.1 Has any new aircraft been introduced at the DZ since the last audit?	Yes	
1.2 What is the aircraft type and registration?		
1.3 Is the Certificate of Registration available and in order?		
1.4 Is the Certificate of Airworthiness available and in order?		
Add comments:		
<b>2. Aircraft Documentation</b>		Score (0/5) 0.00%
2.1 Check the aircraft insurance.		
Is the aircraft third party insurance in date (not expired)?		
Is the aircraft third party insurance of a sufficient amount, i.e. at least \$500,000 per passenger?		
2.2 Check the aircraft maintenance release (MR).		
Is the MR in date (not past its expiry date)?		
What is the expiry date?		
Is the aircraft within the maximum hours indicated by the MR?		
Have all required maintenance items been completed by the prescribed dates?		

Question	Response	Details
Add comments:		
<b>3. Aircraft Equipment</b>		Score (0/5) 0.00%
3.1 Check the Single Point restraints (SPR's).		
Is the number of SPR's sufficient for the number of passengers carried by the aircraft?		
Are the SPR's serviceable, i.e. operational, suitably labeled and not expired, and compliant with APF Equipment Standard 060307-G?		
Follow this link to APF Equipment Standard 060307-G: <a href="https://www.apf.com.au/apf-members/equipment/equipment">https://www.apf.com.au/apf-members/equipment/equipment</a>		
Are SPR's accessible and fitted in practical/usable positions in the aircraft?		
3.2 Check the knife in the aircraft.		
Is a knife available?		
Is the knife suitable and serviceable (e.g. of a suitable size, blade sharp, etc) and located in a practical reachable position?		
Add comments:		
<b>4. Oxygen Management</b>		Score (0/1) 0.00%
4.1 Does this club fly loads above FL 120, or does the aircraft ever spend more than 15 minutes above 10,000 ft AMSL or go above 10,000 ft AMSL at night or in I.M.C?	Yes	
4.2 Explain the procedure to ensure that pilots use oxygen according to CASA Instrument 184/00 under CAR 207 (3) :		

Question	Response	Details
Follow link to CASA Instrument 184/00 under CAR 207 (3): <a href="https://www.casa.gov.au/file/153121/download?token=_8Bw2yWm">https://www.casa.gov.au/file/153121/download?token=_8Bw2yWm</a>		
4.3 Is there evidence that pilots follow this procedure? (Oxygen appears to be used (not full cylinder), evidence or regular refilling, etc).		
4.4 Check the oxygen system and give comments on how well it is managed. (E.g Date of Manufacture of the cylinder (has it expired), record of refilling of cylinder, condition of mask and tubes, etc).		
<b>5. Aircraft Emergency Management</b> <span style="float: right;">Score (0/1) 0.00%</span>		
5.1 Explain the Aircraft Emergency procedures in place at the club.		
5.2 Check to see whether there is a common understanding of this procedures shared by the pilot, jumpers and Loadmaster. Test this in a "talk through", separate interviews or an actual load. Add comments and full details:		
5.3 Is a placard/ sign regarding aircraft emergency procedures attached in a visible location inside the aircraft? (Not a regulatory requirement)		
<b>6. Refuelling</b> <span style="float: right;">Score (0/5) 0.00%</span>		
6.1 Explain the procedures to ensure that the refueling process is safe.		
Is a static earth used?		
Are 2 serviceable fire extinguishers available according to CASA requirements?		

Question	Response	Details
Is the refueling area secured to prevent access by the public or jumpers?		
6.2 Check the refueling process. Give comments on its safety, and whether the procedures as per par 5.1 are being followed.		
6.3 Is hot refueling done?	Yes	
Is a valid permit in place for hot refueling?		
Attach a copy:		
Check refueling process. Are the requirements of the permit being followed?		
<p>Follow this link to see CASA refueling regulations as per Civil Aviation Order 20.9:</p> <p><a href="https://www.legislation.gov.au/Current/F2011C00881">https://www.legislation.gov.au/Current/F2011C00881</a></p>		
<b>7. Additional questions or comments:</b>		
Add additional questions or comments:		

## Equipment - 0/16 0.00%

Question	Response	Details
<b>1. Equipment Maintenance System</b>		Score (0/1) 0.00%
1.1 Give a detailed explanation of the equipment maintenance system: How does it work, who does what, when is it done, what is done, how is it recorded, etc.		
1.2 How long has the equipment maintenance system been in place?		
1.3 Does the club use Tandem equipment?	Yes	
Who is responsible for calibrating drogue centre lines (kill lines) and checking the calibration at 25 jump/100 jump/ monthly inspections?		
Are drogue centre lines (Kill lines) calibrated correctly?		
Additional comments:		
<b>2. Equipment Records</b>		Score (0/9) 0.00%
2.1 Is a detailed equipment register kept up to date for all training equipment (tandem and student parachute systems) ?		
Add comments:		
2.2 Is a packing log for student and tandem parachutes ("Student and Tandem Equipment Log" as required by OR 12.5.4) maintained and up to date?		
Add comments:		
<p>Follow link to see APF Operational Regulations:</p> <p><a href="https://www.apf.com.au/ArticleDocuments/836/APF_Operational_Regulations_20170515_Initial_Issue_20170515.pdf.aspx?Embed=Y">https://www.apf.com.au/ArticleDocuments/836/APF_Operational_Regulations_20170515_Initial_Issue_20170515.pdf.aspx?Embed=Y</a></p>		

Question	Response	Details
2.3 Is a system in place to track the number of jumps on equipment parts with a recommended maximum service life (e.g. line sets, main parachutes, reserve parachutes, tandem drogue assemblies, tandem drogue centre lines, risers, etc) ?		
Explain this system in detail. Give comments on its effectiveness and whether all equipment items are included.		
2.4 Do all reserve parachutes have packing cards as required by OR 12.5?		
2.4.1 Are these cards/ reserves/inspections in date? (Those selected for inspection)		
2.4.2 Do the details on the packing/"inspection" cards correspond to the details in the equipment register?		
2.5 Do all tandem passenger harnesses have packing or "inspection" cards as required by OR 12.5?		
2.5.1 Are these cards/ inspections in date? (Those selected for inspection)		
2.5.2 Do the details on the packing/"inspection" cards correspond to the details in the equipment register?		
<b>3. Personal Flotation Devices (PFD's)</b>		Score (0/2) 0.00%
3.1 Does the DZ require the use of Personal Flotation Devices (PFD's)?	Yes	
3.2 Do all PFD's comply with APF Equipment Standard 071206-I? (I.e are they included in the approved list?)		
Follow link to see APF Equipment standard 071206-I: <a href="https://www.apf.com.au/apf-members/equipment/equipment">https://www.apf.com.au/apf-members/equipment/equipment</a>		

Question	Response	Details
3.3 Are all PFD's serviced/ maintained according to APF requirements and the service/ inspection recorded?		
<b>4. Equipment Inspection</b>		Score (0/4) 0.00%
4.1 Check a Tandem Parachute System.		
Tandem Parachute Systems 1		
4.1.1 Add identifying details for the system e.g. club number, harness/container serial number.		
4.1.2 Do the details on the reserve card and equipment register match the details on the equipment?		
4.1.3 Give detailed comments regarding the full inspection of the system:		
4.2 Check a Student Parachute System		
Student Parachute Systems 1		
4.2.1 Add identifying details for the system e.g. club number, harness/container serial number.		
4.2.2 Do the details on the reserve card and equipment register match the details on the equipment?		
4.2.3 Give detailed comments regarding the full inspection of the system:		
4.3 Check a Tandem Passenger Harness		
Tandem Passenger Harnesses 1		
4.3.1 Add identifying details for the system e.g. club number, harness serial number.		
4.3.2 Do the details on the reserve card and equipment register match the details on the equipment?		

Question	Response	Details
4.3.3 Give detailed comments regarding the full inspection of the harness:		
4.4 Check a Sport Parachute System		
Sports Parachute System 1		
4.4.1 Add identifying details for the system e.g. club number, harness/container serial number.		
4.4.2 Do the details on the reserve card and equipment register match the details on the equipment?		
4.4.3 Give detailed comments regarding the full inspection of the system:		
<b>5. Additional questions or comments:</b>		
Add additional questions or comments:		



## Training - 0/12 0.00%

Question	Response	Details
<b>1. Tandem Operations</b>		Score (0/4) 0.00%
1.1 Does the club conduct tandem jumps?	Yes	
1.2 Observe a full tandem briefing		
Is the briefing by video or by Tandem Instructor in person/verbal?		
Is the briefing adequate?		
Does the briefing include aircraft emergencies and/or the use of SPR's?		
Does the briefing include the use of PFD's?		
Add comments:		
1.3 Is the briefing and training adequate to reduce the risk of leg or lower back injuries?		
Add comments:		
<b>2. Student Operations (AFF and/or SFF)</b>		Score (0/8) 0.00%
2.1 Is this a full training operation conducting AFF and/or SFF training?	Yes	
<b>Student Documentation</b>		
2.2 Check random First Jump Course exams. Is it a standardised exam, retained and accessible, completed and marked correctly?		
Add comments:		
2.3 Explain the process for retraining First Jump students in required areas as indicated by the exam.		
Is this process consistently being followed?		

Question	Response	Details
2.4 Check random Certificate Class A exams. Is it a standardised exam, retained and accessible, completed and marked correctly?		
Add comments:		
2.5 Check random Club Waiver's for students. Is it the latest version, used in the correct state, unmodified and completed correctly?		
Add comments:		
<b>Student Procedures/ Communication/ Training Aids</b>		
2.6 Observe a student performing simulated Emergency Procedures (EP's). Is his/her performance adequate/ efficient?		
Give comments. If required, explore further.		
2.7 Is a suspended harness used for student training?		
2.8 Are parachute landing rolls (PLR's) practiced?		
Add comments:		
2.9 Explain the system used for student communication during canopy control (e.g radio, arrow, batons). Observe this system for efficiency during an actual jump, if possible. Give comments:		
Is this system effective?		
Add comments:		
<b>3. Additional questions or comments:</b>		
Add additional questions or comments:		

## Staff - 0/13 0.00%

Question	Response	Details
<b>Staff: General</b>		
1. Explain the process/ system to ensure that membership, ratings, medicals etc. is current for: - Instructors - Pilots - GCA's - Packers		
1.1 Cross check the details of an instructor, pilot, GCA and/ or packer with the pre-audit documentation supplied.		
Follow this link to the APF Member Lookup: <a href="https://www.apf.com.au/club/MemberSearchByPublic.aspx">https://www.apf.com.au/club/MemberSearchByPublic.aspx</a>		
Check the details of an Instructor/Pilot/GCA/ Packer		
Instructor/Pilot/GCA/Packer 1		
Instructor/Pilot/GCA/Packer 2		
1.2 Is this system effective?		
Add comments:		
2. Explain the procedures/ system for induction of new staff.		
2.1 Is a standardised "induction package"/ briefing available or used?		
Add comments:		
2.2 Are induction recorded/ documented?		
Add comments:		

Question	Response	Details
3. Does the DZ have a random alcohol and other drug testing procedure for instructors, pilots, GCA's and packers?		
Add comments:		
<b>Staff: Tandem</b>		
Does the club conduct tandem jumps?	Yes	
1. Explain the procedure for regular Tandem Instructor (TI) Emergency Procedures (EP) review:		
1.1 Are TM EP reviews conducted twice a year?		
1.2 Are TI EP reviews recorded/ documented?		
Add comments:		
1.3 What was the date of the last TM EP review?		
2. Observe a Tandem Instructor perform simulated tandem Emergency Procedures (EP) for a number of scenarios. Is his/her performance adequate/ efficient?		
Give comments. If required, explore further (Include TI's name):		
3. Is there any evidence or indication of TM's deviating from standard tandem procedures? (Is there indicators of complacency?)		
Additional comments:		
<b>Staff: Ground Control Assitant (GCA)</b>		
1. Explain the system/ procedures for GCA training and assessment:		

Question	Response	Details
1.1 Check random GCA exams. Is it a standardised exam, retained and accessible, completed and marked correctly?		
1.2 Do CGA's have a clear understanding of their role and responsibilities? Check this through an interview or observing a GCA during an active load.		
Add comments:		
<b>Staff: Pilots</b>		
1. Explain the process for JPA reviews:		
2.1 Does the operation use aircraft that can carry 11 passengers or more, or do they use twin-engine aircraft?		
2.2 How often are JPA reviews conducted?		
2.3 Are JPA reviews conducted withing the period required by OR 5.1.7 (e)?		
2.4 Are JPA reviews recorded/ documented as required by OR 5.1.7 and are these records available?		
Add comments:		
<b>Additional questions or comments:</b>		
Add additional questions or comments:		

## Safety Management System (SMS) - 40/40 100.00%

Question	Response	Details
<b>1. SMS Documentation</b>		
1.1 Check whether the SMS document is available and accessible.	Effective, Not assessed, Not present, Operating, Present, Suitable	
Add comments:		
1.2 What is the SMS document version number?		
Add comments:		
1.3 When was the SMS document last updated?		
Add comments:		
1.4 Who is the Club Safety Manager?	Effective, Not assessed, Not present, Operating, Present, Suitable	
Add comments, including the CSM's name:		
1.6 Is a Human Factors/ Fatigue Risk Management System (FRMS) section included in the SMS?	Effective, Not assessed, Not present, Operating, Present, Suitable	
Add comments:		
<b>2. SMS Processes</b>		
2.1 Are staff and contractors aware of and understand their safety accountabilities? Test this by asking a junior instructor about his/her involvement/knowledge with the SMS.	Effective, Not assessed, Not present, Operating, Present, Suitable	
Add comments?		
2.2 Are structured safety meetings being held and are minutes of these available? Check minutes.	Effective, Not assessed, Not present, Operating, Present, Suitable	

Question	Response	Details
Add comments:		
What is the date of the last meeting?		
2.3 Are decisions taken at meetings implemented? Check minutes and cross reference with other SMS documentation, hazard identification, mitigation actions, etc.	Effective, Not assessed, Not present, Operating, Present, Suitable	
Add comments:		
2.4 Have new risks been identified and added to SM documentation since the last audit?	Effective, Not assessed, Not present, Operating, Present, Suitable	
Add comments:		
2.5 Check the process from hazard identification and risk analysis through to mitigation activities: Is this process followed? Is it documented? Is it effective? Are lessons learned incorporated into policies and procedures?	Effective, Not assessed, Not present, Operating, Present, Suitable	
Add comments:		
<b>3. Add additional questions or comments:</b>		
Add additional questions or comments:		

## Conclusion - 1/3 33.33%

Question	Response	Details
<b>1. Items from Previous Audit</b>		
1. Have all non-compliances and other findings from the previous audit been resolved and maintained?		
Add comments:		
<b>2. Non-compliances</b>		
2.1 Were any non-compliances found?	Yes	
Detail the non-compliance. (Add each non-compliance as a separate item.)		
Non-compliance 1		
What are the details of the non-compliance? (Add the relevant regulations, is available.)		
Enter the date the non-compliance is required to be corrected by.		
Has the non-compliance been corrected or addressed?		
<b>2. Observations/ General Safety Recommendations</b>		
2.1 Were any general observations made that may have a negative impact on safety or compliance?	Yes	
Detail the observations. (Add each observation as a separate item.)		
Observation 1		
Has the observation been corrected or addressed?		



Question	Response	Details	
<b>3. Positive Observations</b>			
3.1 Were there any observations of items that maybe be considered above and beyond the expected standards of safety and compliance?	Yes		
Detail Positive Observations			
Positive Observation 1			
Give detail regarding the positive observation			
<b>Auditee Acknowledgement</b>			
I, being the Chief Instructor responsible for the above Club, agree to rectify all non-compliance issues by the noted date and acknowledge the advisability to rectify the observations as recommended.			
Auditee signature:			
Date of signing:			
Do you feel that the audit was conducted in a professional, objective, fair and timely manner?			
Do you wish to make any comment regarding the audit?			
Comment 1			
<b>Auditor Declaration</b>			
Enter the date all non-compliances were rectified by:			
Add comments:			
Select my recommendation for the club being audited:	Continues without restrictions		
Add comments:			
As the Australian Parachute Federation Auditor, I declare that all non-compliances and observations that I found have been notated in this audit, even if it was rectified or addressed instantly			
Auditor signature:			

Question	Response	Details
Date of signing:		
Do you wish to make any comment regarding the audit?		