



Australian Parachute Federation Ltd

# OPERATIONAL REGULATIONS

# REGULATORY SCHEDULES

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**AUSTRALIAN PARACHUTE FEDERATION**

# **Operational Regulations**



**VERSION 01-2024**  
**STATUS: MANDATORY**

**Warning*****Parachuting and flying in parachuting aircraft can be dangerous.*****IMPORTANT: Version Control**

It is important that members refer to the current version of 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](#).

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

CURRENT VERSION	RELEASE DATE
01-2024	01 April 2024

PREVIOUS VERSIONS	REPLACED BY
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**AMENDMENTS**

VERSION	AMENDMENT DETAILS
01 April 2024	<ul style="list-style-type: none"> <li>2.3.5 Sporting Licence renewal jumps conducted under the direct supervision of DZSO of a training organisation.</li> <li>5.1.1 Align with Part 105 MOS</li> <li>14.5.4 Allow Instructor with DZSO endorsement to supervise B-rels</li> <li>Minor administration amendments</li> </ul>

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## PART 1 – PRELIMINARY

### 1.1 Preliminary

#### 1.1.1 Purpose

These Operational Regulations and the subsidiary Regulatory Schedules are the Australian Parachute Federation's controlling reference documents for governing the safe and efficient conduct of parachuting activities.

- (a) The Operational Regulations (OR) are approved by CASA as APF's primary regulatory document. Their main purpose is to describe principal safety and training requirements and the duties and responsibilities of all those involved in parachuting. They outline the classification and rating frameworks and set out the conditions and requirements for parachuting operations.

Whilst the OR also include non-safety related administrative policy and procedures relating to parachuting and overseas visitors, matters in the OR may be set out in more detail in the subsidiary Regulatory Schedules.

- (b) The Regulatory Schedules (RS) expand on some of the regulatory areas in the OR and include procedural regulations. The RS document contains the following Schedules:
- (i) RS 50: Glossary of Terms and Definitions;
  - (ii) RS 51: CASA Instruments;
  - (iii) RS 52: Parachutist Certification, Crests and Display Ratings;
  - (iv) RE 53: Instructor, Packer, Rigger Ratings and Endorsements, Coaches and Assessment;
  - (v) RS 54: Chief Instructor Application and Approval;
  - (vi) RS 55: Incident/Defect Notification, Investigation and Reporting;
  - (vii) RS 56: Jump Pilot Authorisation and Examiner;
  - (viii) RS 57: Organisational Structure and Accountabilities;
  - (ix) RS 58: Drop Zones, Group member Regulations and Applications; and
  - (x) RS 60: Cloud Jumping.
- (c) Where an inconsistency arises between the OR and a RS, the OR will prevail.

#### 1.1.2 Authority

These regulations are made pursuant to the APF Constitution and are 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 01 April 2024 and repeal any previously issued Operational Regulations.

### 1.2 Permission to temporarily vary (waive conditions of) a regulation and Issue of Technical Directives

- (a) A member may apply in writing for permission to temporarily vary a regulation.
- (b) An application for permission must set out the grounds upon which the permission is sought and the operations in respect of which the permission is requested.
- (c) The NAO, NRO and STM may give permission to temporarily vary a regulation affecting their respective areas of operations with prior notification to the Technical and Safety Committee.
- (d) Permission must be in writing and copies must be given to the member concerned and the APF Office.
- (e) The NAO and NRO, acting only within their respective technical area, and the STM and the APF Technical & Safety Committee have the power to issue Technical Directives.
- (f) A written application for a waiver must be made in advance to comply with CASA notification requirements

### 1.3 Definitions / Interpretation

Words not defined in these Regulations have the meaning ascribed to them in the APF Constitution or Dictionary of Definitions on the [APF website](#) (reproduced in 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.

## PART 2 – GENERAL REQUIREMENTS

### 2.1 Obligations of Members

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#### 2.1.1 Compliance

- (a) In accordance with OR 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 as equipment standards, service bulletins and rigging advisory standards, 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 approvals held are valid when participating in parachuting activities.
- (c) With the exception of membership requirements for visitors described in OR 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 approval is not valid unless the holder or approved person 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 Australian Sports Anti-Doping Authority (ASADA), APF or FAI or by a person authorised by the Board of the APF requiring such a sample.

### 2.2 Minimum Age Requirements

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#### 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 and with the written permission of the STM.

### 2.3 Eligibility and Recent Experience

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#### 2.3.1 Membership Requirement

- (a) Notwithstanding OR 5.1.5, all persons on board an aircraft except flight crew, must hold current membership of the APF.
- (b) Except visitors assessed as eligible under Part 4 and notwithstanding OR 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 six months must not make a descent except under the direct supervision of an Instructor with a DZSO endorsement 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 six stable freefalls in the preceding 12 months.

#### 2.3.5 Sporting Licence Currency

A member who does not meet the currency requirements of OR 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 and make the descent under the direct supervision of a DZSO of a Training Organisation until the renewal requirements are met.

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

### 3.1 General

#### 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 RS 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;
  - (ii) Night Star Crest;
  - (iii) Wingsuit Crest;
  - (iv) Freestyle Crests; and
  - (v) Canopy Relative Work.
- (c) Display ratings for:
  - (i) Display General;
  - (ii) Display Pro;
  - (iii) Display Open; and
  - (iv) Display Organiser.

#### 3.1.2 Log Evidence

Only descents logged as required by OR 12.2 and RS 52 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 NAO, NRO, STO or STM; or
- (c) STO/STM where required.

## 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 may make descents only after becoming at least a short-term member of the APF.

*Note: Short-term membership without FAI-affiliation does not satisfy FAI and some APF requirements for members wishing to participate in national and international competitions or record attempts.*

#### 4.1.2 Visitor Assessment

- (a) **Experienced Parachutists:** Before a visitor who holds a valid parachutist licence makes a descent, a CI, or a DZSO authorised by the CI, STO or STM, 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; and
  - (iii) write in the visitor's log the equivalent experience level for a certificate class up to and including a Class E and Crests;
- (b) **Student Parachutists:** Before a visiting student parachutist makes a training descent, a CI, or in the absence of the CI, an instructor with a DZSO endorsement authorised by the CI, must:
  - (i) assess the visitor's experience and level of proficiency; and
  - (ii) ensure the visitor takes up training at the appropriate stage of a Training Table as defined in the Training Operations Manual (TOM).
- (c) Visitors will also be assessed regarding any restrictions or cancellations that may be in place from another parachuting organisation.

### 4.2 Membership Requirements

#### 4.2.1 Short Term Membership Requirement

- (a) A visitor who holds a valid 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 OR 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 person who is qualified as an instructor outside the APF system may apply for conversion of their qualifications to an Instructor rating with AFF, SFF or Tandem endorsement(s) through an assessment process approved by the STM.
- (b) A person who wishes to apply for an instructor rating must complete all the relevant requirements as required by Part 14 of these regulations and in accordance with RS 53.

#### 4.3.2 Conversion of Other Skills and Qualifications

- (a) An APF member who gained experience and/or obtained qualifications outside the APF system, may have the experience recognized and/or apply for conversion of the qualifications to APF equivalencies (Certificate Class up to E, crests or Display general). A CI, or a DZSO authorised by the CI, STO or STM, must:
  - (i) assess the member's experience and competence;
  - (ii) record in the member's log the APF equivalency this meets;
  - (iii) verify the members application and issuance of the APF equivalency.

#### 4.3.3 Training under Overseas Guidelines

- (a) Groups of overseas parachutists, including clubs and teams, may conduct training with a group member under the visitors' national guidelines only where:
  - (i) the group of overseas parachutists has applied to the STM for permission to train under the visitors' national guidelines; and
  - (ii) the STM has issued a specific permission in writing outlining the conditions and limitations with which the group of overseas parachutists and the group member must comply.
- (b) A copy of the permission issued by the STM 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 approvals and Senior Pilot nominations are issued, held and revalidated in accordance with RS 56 and these regulations.

#### 5.1.1 Aircraft Pilot Requirements for Parachuting Operations

An aircraft Pilot (other than for a balloon, recreation, sports aviation or warbird) engaged in the dropping of parachutists 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; and must have:
  - (c) 10 hours experience on the particular aircraft type or an aircraft type of similar performance, weight and operational complexity.

#### 5.1.2 Jump Pilot Requirements for Training Descents

In addition to 5.1.1, all pilots engaged in the dropping of parachutists for parachute training descents must:

- (a) comply with the relevant CASA Instruments, issued from time to time (see RS 51);
- (b) hold a JPA; and
- (c) comply with the APF Jump Pilot Manual.

### 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, and have a minimum 75 hours aeronautical experience as pilot in command of balloons.

### 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:

- (a) hold a valid licence or certificate relevant to the aircraft operated and an endorsement to carry passengers; and
- (b) 200 hours total aeronautical experience, of which at 100 hours must be as pilot in command.

### 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;
- (g) ensure that all parachutists are restrained in accordance with ORs 5.2.4, 7.2.2 and 11.2.8; and
- (h) ensure they are assessed as competent in accordance with OR 5.1.7 (e) by their Senior Pilot, a JPE or another person approved by the NAO:
  - (i) in flight for normal parachuting operations;
  - (ii) for emergency procedures; and
 the assessment is recorded in the Jump Pilot's log.

### 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;
- (d) provide supervision to JPA holders; and
- (e) ensure the assessment in OR 5.1.5 (h) is conducted at least:
  - (i) 12-monthly for pilots flying aircraft that are 10-places or less, or
  - (ii) 6-monthly for pilots flying aircraft that are 11-place or more or any twin-engine aircraft; and
 Records must be kept of the assessment.

### 5.1.8 Jump Pilot Examiner Requirements

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

- (a) meet the requirements of RS 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

### 5.2.1 Aircraft Maintenance

Jump aircraft involved in parachute training student operations must be maintained in accordance with the requirements of the Part 105 Manual of Standards, relevant CASA Instruments issued from time to time and included in RS 51.

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

Notwithstanding OR 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 the APF and labelled accordingly and accessible to all parachutists aboard the aircraft, or
- (b) fitted with sufficient aircraft seats and seatbelts; and
- (c) used in accordance with ORs 7.2.2 and 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.

### **5.2.7 Secondary Seat Stop Fitment for Cessna Aircraft**

The secondary seat stop, required by Cessna service bulletin SEB 07-5, or its approved equivalent, must be fitted on the pilot's seat of the indicated models.

## **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 OR 5.3.1, airspace requirements for parachute operations are contained in the Part 105 Manual of Standards, relevant CASA Instruments issued from time to time and included in RS 51.

## **PART 6 – SAFETY, RESPONSIBILITIES AND SUPERVISION**

### **6.1 Operational Supervision and Responsibility**

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#### **6.1.1 Training Organisation Activities**

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

- (a) an adequate and appropriate Safety Management System is documented and implemented;
- (b) all parachutists involved in parachuting activities conduct themselves in accordance with the organisation's Safety Management System and comply with all rules and regulations of the APF; and
- (c) all rating holders and persons approved to those positions as defined in OR 6.1.4:
  - (i) operate within that organisation's Safety Management System 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 organisation's Safety Management System and comply with all rules and regulations of the APF.

#### **6.1.3 Chief Instructor Supervision**

The CI must exercise direct supervision of each operation at least one third of operational time, calculated in any 90 days, unless any additional direct supervision requirements as stated in writing by the APF, STO or STM 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 ORs 14.5.4 a) and b), the DZSO must be the holder of an instructor rating with a DZSO endorsement and must have been appointed by the CI.
- (b) **Tandem Training Descents**: Notwithstanding OR 11.2.1, and OR 14.5.4(a) and (c), the DZSO must be the holder of an instructor rating with a DZSO endorsement and must have been appointed by the CI.
- (c) **Descents other than Training Descents** (as defined in OR 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

- (a) The DZSO must have a reasonable system in place for ensuring that:
  - (i) all parachuting operations are conducted in accordance with APF regulations; and
  - (ii) operations are conducted in accordance with the organisation's Safety Management System.
- (b) The DZSO must ensure measures are implemented so that:
  - (i) all persons involved in parachuting operations are current APF members as required by regulations;
  - (ii) appointments are made in accordance with OR 6.1.4 (b);
  - (iii) all parachutists are qualified for the descent being undertaken;
  - (iv) equipment being used complies with Part Seven of these regulations;
  - (v) the aircraft is properly prepared for parachuting operations; and
  - (vi) all parachutists are accounted for after their descents.

#### 6.1.7 Ratings Holder/Coach Responsibilities

Members who hold any APF rating,, and approved coaches, are responsible for:

- (a) complying with all regulations when exercising the privileges of their rating, endorsement or approval;
- (b) maintaining their rating, endorsement or approval 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 approval in accordance with OR 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;
  - (iii) a member of the APF;
  - (iv) at least 18 years of age.
- (c) Unless OR 6.1.8 (d) applies, the GCA must be appointed by the DZSO.
- (d) For display descents, the GCA must be appointed by the Display Organiser.

#### 6.1.9 Loadmaster Responsibilities

The Loadmaster 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 Seven of these regulations;
- (e) ensure their equipment is checked by another APF member ("buddy check") before emplaning;
- (f) comply with all pre-jump briefings;
- (g) be assured of their position in relation to the target prior to exit; and
- (h) 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.

## 6.2 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 RS 58, 10.2.

### 6.2.3 Alcohol, Drugs or Fatigue

- (a) Alcohol must not be consumed in operational areas during operations.
- (b) Parachuting activities must not be conducted by any individual while deemed to be impaired by drugs, alcohol or fatigue.
- (c) An individual is deemed to be impaired by alcohol or drugs if there is any presence of alcohol or drugs in their system, or they act in a manner that raises reasonable suspicion of alcohol or drug use as assessed by the DZSO or STO.

## 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 OR 10.1.6. For Tandem descents minimum open height, see OR 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 two Emergency or Reserve parachutes are worn for the descent.

## 6.4 Weather Limitations

### 6.4.1 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.

### 6.4.2 Ground 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
Holders of at least a Certificate Class C and above	25 knots

- (b) Wind speed should be measured at a height of 30 feet (nine 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 OR 9.5.4 (c) and wind speeds for display descents can be found at OR 10.1.5.*

## PART 7 – EQUIPMENT

### 7.1 General

*Note: See also ORs 9.7.1, 9.7.2 and 11.1.10.*

#### 7.1.1 Harness and Parachutes

- (a) A parachutist must wear a harness and container system that complies with APF Equipment Standards and the TOM and which has at least two ram-air parachutes, one of which must be a reserve parachute.
- (b) The main parachute must be verified as compatible with the rest of the parachute system by a Packer A or Rigger (notwithstanding OR 9.3.4).
- (c) The DZSO is responsible to ensure that:
  - (i) verification of compatibility is confirmed,
  - (ii) sport jumper equipment is inspected by an Instructor or Packer A for serviceability and compatibility every 12 months; and
  - (iii) records of inspections kept.
- (d) An STO may approve equipment with a round parachute(s) for use, excluding displays, by the holder of a Certificate Class D or above, subject to conditions.

#### 7.1.2 Clothing, etc. Approval

- (a) 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 ORs 6.3.2 and 7.2.1.
- (b) A student parachutist must wear suitable closed footwear.

#### 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 (PFDs)

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; and
- (b) A student parachutist if the target is within 500 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 OR 12.5.2 and:

- (a) is accompanied by an accessible packing card in accordance with OR 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.

### **7.3 Power to Ground Equipment and Issue Service Bulletins**

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- (a) The following Officers possess the power to ground any equipment that they consider to be dangerous or failing to comply with APF Equipment Standards:
  - (i) STM;
  - (ii) NRO; and
  - (iii) NAO.
- (b) The following people also possess the power to ground equipment in accordance with 7.3(a) but only for the time it takes to notify relevant APF National Officer or STM:
  - (i) Packer A;
  - (ii) Rigger;
  - (iii) DZSO;
  - (iv) CI; and
  - (v) STO.

- (c) Equipment may remain grounded until the STM or a National Officer acting within their respective technical area has resolved the matter.
- (d) The NAO and NRO, acting only within their respective technical area, the STM and the APF Technical & Safety Committee have the power to issue Service Bulletins.

## PART 8 – WEATHER LIMITATIONS AND DROP ZONE REQUIREMENTS

*Note: This Part was removed. For Weather Limitations – see OR 6.4; For Dropzones – see RS 58.*

## PART 9 – REQUIREMENTS FOR SPECIFIC TYPES OF DESCENTS

### 9.1 Freefall Relative Work (RW) General

#### 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 OR 6.1.5.
- (b) All types of training descents as defined under OR 11.1.3 must be made under the supervision of a CI and under the direct supervision of an instructor with a DZSO endorsement.

#### 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.

*Note: See ORs 11.4.3 and 11.4.4 regarding restrictions on Student and Novice RW.*

#### 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 freely; and
- (c) have completed a course of instruction in accordance with the TOM.

#### 9.2.2 Freely Training Table Progression

- (a) Subject to OR 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:
  - (i) participate in 2-way freely; or
  - (ii) subject to OR 9.2.2 (c) and the TOM, participate in 3-way freely where additionally approved by the DZSO for that training jump.
- (c) Freeflyers must:
  - (i) have completed Stage 1 of the Freely Training Table (Head-Up Level 1) before participating in Freely Crest Head-Down training descents;
  - (ii) hold a Freely Crest Head-Up (FFC-HU) or a foreign equivalent acceptable to the APF in order to participate in head-up freely jumps of more than three parachutists;
  - (iii) hold a Freely Crest Head-Down (FFC-HD) or a foreign equivalent acceptable to the APF in order to participate in head-down freely jumps of more than three parachutists; and
  - (iv) hold an Australian Star Crest or a foreign equivalent acceptable to the APF in order to participate in freely jumps of more than 10 parachutists.

#### 9.2.3 Audible Altimeter

- (a) A parachutist on any type of freely 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

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### 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 OR 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 OR 10.1.8.*

### 9.3.4 CRW Equipment

Main parachutes designed for CRW can be verified as compatible with the rest of the parachute system by a CRW coach, if:

- (a) it is used for a CRW descent only;
- (b) it is used by a member holding at least a certificate Class B; and
- (c) verification is documented.

## 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 OR 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 OR 6.4.1.
- (b) For wingsuit training progression descents, the minimum exit height must be 10,000 feet AGL.

## 9.5 Night Descents

### 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 an instructor with either a DZSO or Course Trainer endorsement and 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 STO.

### 9.5.6 Night Tandem Descents

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

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

## 9.6 Water Descents

### 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 an instructor with either a DZSO or Course Trainer endorsement and 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 OR 7.1.4, each parachutist must wear floatation equipment that complies with the APF Equipment Standards.

## 9.7 Camera Descents

### 9.7.1 Approval

- (a) All camera descents must be made with the approval of a DZSO.
- (b) Handcam descents by Tandem Masters must be in accordance with OR 11.2.12.

### 9.7.2 Parachutist Requirements

Except for the Tandem Master handcam requirement defined under OR 11.2.12 (b) and notwithstanding OR 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.

## 9.8 High Altitude Descents

### 9.8.1 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 SFF;
- (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 STM;
- (e) Approved training is to be conducted by a minimum of an instructor with a Course Trainer endorsement; and
- (f) Each parachutist must hold at least a Certificate Class C.

### 9.8.2 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 OR 9.8.1 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 NAO, NRO and STM.

## 9.9 Tracking and Angles Descents

### 9.9.1 Tracking and Angles Prerequisites

Before commencing tracking or angles training descents, a parachutist must:

- (a) hold at least a Certificate Class B;
- (b) have equipment that is suitable for tracking or angles; and
- (c) have received a course of instruction in tracking and navigation approved by the CI.

### 9.9.2 Tracking and Angles Requirements

- (a) Novices are permitted to take part in solo tracking or angles descents under direct supervision of DZSO.
- (b) A parachutist who holds a Certificate Class B may participate in up to 3-way tracking descents.
- (c) A parachutist who holds a Certificate Class C or higher:
  - (i) may take part in a tracking or angles descent under the supervision of a DZSO-approved leader.
  - (ii) Must have the written logbook endorsement from the DZSO at the intended dropzone to take part in tracking or angles descents greater than a 3-way.
- (d) Tracking and Angles participants must:
  - (i) prior to the jump, must be able to demonstrate a clear flight-path plan and an understanding of the current jump run to the DZSO.
  - (ii) hold an Australian Star Crest or a foreign equivalent acceptable to the APF in order to participate in tracking or angles jumps of more than 10 parachutists.

### 9.9.3 Leading Tracking and Angles Descent

- (a) To lead a tracking or angles descent, a leader must be:
  - (i) an approved Freefly Coach or hold a Certificate Class C; and
  - (ii) approved by a DZSO at the intended dropzone
- (b) To lead a tracking or angles descent with over 8 participants, the leader must be:
  - (i) an approved Freefly Coach or have completed 300 tracking/angles jumps; and
  - (ii) approved by a DZSO at the intended dropzone.
- (c) To be approved by a DZSO, the intended leader must demonstrate a clear understanding and knowledge of the specific dropzone's:
  - (i) jump runs;
  - (ii) exit order procedures;
  - (iii) possible freefall drift (knowledge of upper winds and wind shear); and
  - (iv) opening locations.

If at any time the DZSO deems the leader "not safe" to lead, they may revoke the leaders right to do so.

## 9.10 High Performance Landings

### 9.10.1 High Performance Landings Prerequisites

Before commencing high performance landings, a parachutist must:

- (a) either:
  - (i) hold at least a Certificate Class D; or
  - (ii) hold a Certificate Class C and have demonstrated outstanding competence, reliability and common sense to the CI who gives signed approval for the parachutist to make a High Performance Landing; and
- (b) wear a functioning digital altimeter; and
- (c) have completed a course of instruction approved by the CI and the CP Expert Panel.

## PART 10 – PARACHUTING DISPLAYS

### 10.1 Parachuting Displays

*Note: See also RS 52 and 58.*

#### 10.1.1 Parachuting Display Conduct

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

#### 10.1.2 Display Organiser Responsibilities

A parachuting display must not be conducted except under the authority of a Display Organiser 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 three descents within the previous 90 days;
- (d) the necessary notifications are made to the APF;
- (e) the aircraft is properly prepared for parachuting operations; and
- (f) the necessary log of all parachuting displays which he or she organises, which contains the following information:
  - (i) the time, date and APF display lodgement number of the descent which must have been lodged with APF Office before commencement of the display;
  - (ii) the precise location of the landing area;
  - (iii) the type/registration of aircraft and the pilot in command;
  - (iv) an account of any incident, occurrence, accident or injury;
  - (v) any waiver against any regulation issued with respect to the parachuting display; and
  - (vi) display ratings and the details listed in OR 12.3.3.

#### 10.1.3 Distance between Target and Spectators

Subject to OR 10.1.5, the minimum area that is free of landing hazards and minimum distance between the spectators and the target at a parachuting display must be in accordance with RS 58, 10.2.

#### 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. *(See 6.4.2(b) for measurement of wind speed.)*

#### 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 OR 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 five practice descents, during which:

- (a) the same CRW actions to be performed at the parachuting display must have been performed in the five 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 Display Organiser;
- (b) the flag complies with APF Equipment Standards relating to flags;
- (c) the parachutist has successfully completed at least two practice descents, during which:
  - (i) a flag and harness assembly similar in size and design to be used on the 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 Master holds:
  - (i) a Display Pro rating, and has documented evidence of at least 50 descents as Tandem Master; or
  - (ii) a Display General rating and has documented evidence of at least 100 descents as Tandem Master.

## 10.2 Display Rating Assessments

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An STO or an examiner appointed by the APF will conduct assessments in accordance with the APF Display Manual.

## PART 11 – TRAINING

### 11.1 General requirements ALL Training Descents

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#### 11.1.1 Training Syllabus

- (a) Details of a group member's training syllabus must be contained in its TOM.
- (b) A proposal for a non-standard TOM or modified sections of a TOM must be submitted by the group member's CI for consideration and approval by the STM.

#### 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;
- (c) night descent training as defined under ORs 9.5.1 and 9.5.2;
- (d) freely training as defined under ORs 9.2.1 and 9.2.2;
- (e) wingsuit training as defined under ORs 9.4.1 and 9.4.2;
- (f) orientation flights;
- (g) CRW training as defined under ORs 9.3.1 and 9.3.2;
- (h) water jump training;
- (i) conversion training;
- (j) high performance landing training under OR 9.10.1; and
- (k) basic canopy training as recommended by TOM Appendix G/H/I.

#### 11.1.4 CI Supervision

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

**Notes:** The direct supervision requirements for student parachutist training descents are listed in ORs 11.2.1, 11.3.1 and 11.3.2. See RS 54, 4 for minimum requirements for CI approval.

### 11.1.5 DZSO Authority

In accordance with OR 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 approval.

### 11.1.7 Log Requirements

Notwithstanding OR 12.2.1, 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 OR 11.1.8 (a), student parachutists must not make a first descent on the SFF (static-line or instructor-assisted deployment) or AFF Training Table unless they have passed a written assessment set and conducted under the supervision of a CI and approved by the STM which assesses their knowledge of the subject matter of the first descent.

### 11.1.9 Orientation Flights

Notwithstanding OR 2.3.1 (a), student parachutists must not make orientation flights unless they have received the pre-flight instruction specified in the TOM conducted by an instructor with either a DZSO or Course Trainer endorsement.

### 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 ft 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 three descents on a Training Table and thereafter until the DZSO is satisfied that the directions are no longer necessary.

## 11.2 Tandem Descents

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### 11.2.1 Direct Supervision

A Tandem Master who has made **less than 50 descents** as Tandem Master must not carry a tandem parachutist except under the direct supervision of a DZSO who has made at least 50 descents as Tandem Master.

### 11.2.2 Qualifications

Notwithstanding OR 11.2.3, the Tandem Master 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 Master only:

- (a) if the application for a tandem endorsement has been processed by the APF Office;
- (b) while 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 Master 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 Master checks the parachute equipment immediately before emplaning.

### **11.2.8 Aircraft Restraints Tandem Parachutists**

Unless otherwise approved in writing by the STM, 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 Master before being detached from the restraint.

### **11.2.9 Minimum Open Height**

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

### **11.2.10 RW involving Tandem Master**

A parachutist must not engage in Relative Work with a Tandem Master 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 Master.

### **11.2.11 Canopy Relative Work**

A Tandem Master 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 Master must not use a handcam while carrying a student parachutist unless the CI has approved the camera and mount and the Tandem Master 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 Master must wear a functional audible altimeter for at least the first 50 handcam descents and thereafter at the discretion of the CI.

### **11.2.13 Class E and F DZs**

A Tandem Master must have documented evidence of at least 50 descents as a Tandem Master before being permitted to make a tandem descent onto a Class E or F DZ.

## **11.3 AFF, TAF and SFF Descents**

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### **11.3.1 Direct Supervision AFF and TAF Descents**

AFF and TAF descents made under the Freefall Training Table must be made under the direct supervision of an instructor with DZSO and AFF endorsements.

### **11.3.2 Direct Supervision SFF Descents**

Descents made under the SFF Training Table (SLD or IAD) must:

- (a) for Stages 1 (a) and (b) be made under the direct supervision of an instructor with a DZSO endorsement and the applicable SFF sub-endorsement (SLD or IAD);
- (b) for Stage 2 to 9, be made under the direct supervision of an instructor with a DZSO endorsement and a SFF endorsement with either SLD or IAD sub-endorsement.

### **11.3.3 Instructor Qualifications TAF Descent**

The Tandem Master on a TAF descent from the Freefall Training Table must have valid AFF and tandem endorsements and have completed at least 50 tandem descents as Tandem Master.

### **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 SFF Training Table

Before making a freefall descent, a student parachutist undergoing training in the SFF Training Table (either SLD or IAD) must make:

- (a) Three SLD or IAD descents each with a successful practice pull, the final two of which must be consecutive; and
- (b) an SLD or IAD descent with successful practise pulls 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 six 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 a Certificate Class A must conform to the TOM and to either the:

- (a) Solo Freefall (SFF) Training Table; or
- (b) Accelerated Freefall (AFF) Training Table.

## 11.4 Student, Novice Descents and Flatfly RW Training

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### 11.4.1 Direct Supervision Requirements

Parachutists who have not qualified for a Certificate Class B must not make flatfly RW descents except under the direct supervision of an instructor holding a DZSO endorsement and AFF or SFF 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 one to four 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 one to five of the CBTT, or who has completed stages one to six but has not qualified for a Certificate Class B, may engage in flatfly RW with no more than three 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 six of the CBTT and at least one of the other participants must hold an instructor rating.

**Note:** For further clarification on minimum requirements for flat-fly RW, see the matrix in the TOM 4.1.5.

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

### 12.1 Retention and Inspection of Logs and Records

- (a) Original records must be retained in a legible and retrievable manner for seven years by Group Members and Display Organisers and provided to the APF Office or any authorised officer of APF or CASA upon request.

*Note: For parachutists under 18 years of age, Australian law requires that records be maintained for seven years after the person reaches the age of 18 (i.e. until they reach age 25).*

- (b) Logs and records may be used to verify the issue or revalidation of any certificate, licence, crest or rating.

### 12.2 Parachutist's Log

#### 12.2.1 Parachutists Must Keep a Log

Except for student tandem parachutists who are not making their tandem descent as part of a Training Table, all parachutists must keep a log of their descents.

#### 12.2.2 Log Details

The minimum level of detail required for each log entry, based on the type of descent and the parachutist's level of experience and qualifications, are:

- (a) For deemed training descents defined by OR 11.1.3, the log must be signed by the Instructor or coach in accordance with OR 11.1.7 and must contain at least:
  - (i) the type of descent;
  - (ii) the date on which the descent was made;
  - (iii) location of the DZ; and
  - (iv) exit height.
- (b) For qualifying descents for certificates and ratings, each log entry must provide the detail and witness verification in accordance with RS 52, 4.1.
- (c) For highly experienced parachutists where further certificates, crests, ratings or endorsements are not being sought, electronic records may be acceptable.

### 12.3 Master Log

#### 12.3.1 Group Member's Log

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

#### 12.3.2 Operations Conducted Other than by Group member

Where operations are conducted other than by a group member, 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) Loadmaster's full name;
- (g) full name of each parachutist;
- (h) exit height of each descent;
- (i) type of descent, i.e. Tandem, AFF, SLD, IAD or experienced; 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 OR 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 OR 12.5.2 (b) and (c), 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;
- (f) date on which the parachute was last certified as airworthy; and
- (g) if being certified to an earlier date than the maximum period permitted under OR 12.5.2 (b) and (c), the date on which the next inspection and repack is due.

### 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 themselves that:
  - (i) all parts of the parachute assembly are fully functional and compatible, as per APF Equipment Standards; and
  - (ii) all mandatory requirements of service bulletins, APF equipment standards and any airworthiness directives have been complied with.
- (b) Student, Tandem reserve and Pilot emergency parachute equipment as well as tandem passenger harness, may be certified as airworthy for a period of up to six months by the holder of at least a Packer A signing the parachute packing record as required by OR 12.5.1.
- (c) Certificate Class A holders and above reserve parachute equipment may be certified as airworthy for a period of up to 12 months by the holder of at least a Packer A signing the parachute packing record as required by OR 12.5.1. In this case, the use of a checklist (APF Form P3 or Certifier's modified version) is recommended.

### 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 OR 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 OR 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 Masters 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 Incident Notification and Equipment Defect / Rigging Reporting**

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Incident notification and equipment defect/rigging reporting must be in accordance with RS 55.

## **PART 13 – AUTHORITIES / POWERS**

*Note: This part was removed 15 May 2017. For Enforcement Powers, see Misconduct Policy and Procedures Manual; For Waiver of Regulations, and issue of Technical Directives and Service Bulletins, see OR 1.2 and OR 7.3; For Grounding Equipment – see OR 7.3; For DZ Conditions, see RS 58.*

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

### **14.1 General requirements**

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

Instructor ratings and endorsements and coach approvals 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 approval; 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**

Notwithstanding OR 14.5.1, a person must not act as an Instructor or coach unless:

- (a) the person is the holder of a valid instructor rating or coach approval; and
- (b) the person acts in accordance with the privileges of the ratings and endorsements held and coach approval.

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

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#### **14.2.1 Instructor Ratings**

The APF issues an Instructor rating and a Senior Instructor rating, which must be achieved and authorised, held and revalidated in accordance with RS 53.

#### **14.2.2 Endorsements**

The APF issues the following five types of endorsement to instructor ratings, which must be achieved and authorised, held and revalidated in accordance with RS 53:

- (a) Course Trainer;
- (b) Drop Zone Safety Officer (DZSO);
- (c) AFF;
- (d) SFF, with two sub-endorsements for SLD and IAD; and
- (e) Tandem with equipment sub-endorsements.

#### **14.2.3 STM Waiver**

The STM 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 Approvals**

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#### **14.3.1 Coach Approval Disciplines**

The APF appoints coaches in six disciplines in accordance with RS 53, being:

- (a) Certificate B Coach;
- (b) freefly;
- (c) wingsuit;
- (d) high performance canopy;
- (e) CRW; and
- (f) Canopy Coach.

## 14.4 Chief Instructor Approval

### 14.4.1 CI Approval

CI approval will be in accordance with this OR 14.4 and RS 54.

### 14.4.2 Existing CI Approval

- (a) An existing approval as CI may be reviewed at any time by the STM, who may:
  - (i) vary any existing conditions imposed on the approval; and/or
  - (ii) suspend the approval.
- (b) A Review Panel may:
  - (i) recommend to the STM that an approval as CI should:
    - a. have the conditions of approval varied; or
    - b. be suspended or cancelled.

### 14.4.3 Termination of Approval

- (a) An approval as CI of a member Training Organisation must cease if:
  - (i) the CI no longer satisfies the requirements of RS 54; or
  - (ii) the Training Organisation ceases to be a member of the APF or changes to non-training; or
  - (iii) the Training Organisation specifies in writing to the STM that it no longer intends to engage the person in the capacity of CI; or
  - (iv) the CI notifies the STM in writing of their resignation; or
  - (v) the approval is terminated by a Review Panel pursuant to OR 14.4.2(b).
- (b) Except with the authorisation of the STM, an approval as CI must be terminated where the CI does not attend at least one APF Conference in every 39-month period.

## 14.5 Instructor and Coach Privileges

*Note: Only instructors who hold a Course Trainer endorsement are authorised to instruct student parachutists in emergency and classroom training, or to conduct classroom training of novice parachutists.*

### 14.5.1 Privileges of an Instructor with AFF, SFF or Tandem Endorsement

The privileges of an Instructor with an AFF, SFF or Tandem endorsement are to:

- (a) instruct parachutists in the briefing, descent and debriefing phases in the discipline for which the endorsement and sub-endorsements are held; and
- (b) brief, accompany and debrief student and novice parachutists on Certificate Class B Training descents with the permission of the DZSO.

### 14.5.2 Privileges of an Instructor with an AFF Endorsement

In addition to the privileges described in OR 14.5.1, an instructor who holds a valid AFF endorsement may dispatch student parachutists performing freefall descents on the SFF Training Table, providing the DZSO is an Instructor who holds a DZSO endorsement and an endorsement in the specific dispatch method (SLD or IAD).

### 14.5.3 Privileges of an Instructor with an SFF Endorsement

In addition to the privileges described in OR 14.5.1, an instructor who holds a valid SFF endorsement may dispatch student parachutists performing Stage 9 of the Accelerated Freefall Training Table, providing the DZSO is an Instructor who holds a DZSO endorsement and an AFF endorsement.

### 14.5.4 Privileges of an Instructor with a DZSO Endorsement

- (a) In addition to the privileges described in OR 14.5.1, an instructor who holds a valid DZSO endorsement with an AFF or SFF endorsement may act as DZSO for:
  - (i) student training descents involving only the disciplines for which the instructor is endorsed;
  - (ii) novice training descents;
 and if delegated by the CI to do so.
- (b) An Instructor with DZSO endorsement without an AFF or SFF endorsement 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.
- (c) An Instructor with DZSO endorsement without a valid Tandem endorsement may act as DZSO while tandem descents are in progress under the following conditions:
  - (i) the instructor has previously held an APF tandem endorsement;
  - (ii) tandem jumps are conducted on the specific equipment on which the instructor was sub-endorsed; and
  - (iii) subject to the provisions listed in OR 11.2.



### **14.5.5 Privileges of an Instructor with a Course Trainer Endorsement**

In addition to the privileges described in OR 14.5.1, an instructor who holds a valid Course Trainer endorsement may also:

- (a) Instruct student parachutists in approved courses, including classroom training on first jump courses for the disciplines in which the instructor is endorsed;
- (b) Instruct student parachutists in emergency training; and
- (c) Instruct candidates in approved Instructor level courses for those ratings and endorsements the Instructor holds.

### **14.5.6 Privileges of a Senior Instructor**

In addition to the privileges described in OR 14.5.1, a Senior Instructor may be eligible to apply for the position of CI of a Training Organisation or Instructor Examiner.

### **14.5.7 Privileges of an Instructor with Packer B**

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

### **14.5.8 Privileges of an Instructor with Packer A**

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

### **14.5.9 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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APF instructor ratings and endorsements must be held and revalidated in accordance with the provisions of RS 53.

## **14.7 Instructor Examiner**

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### **14.7.1 Instructor Examiner Approval**

An Instructor Examiner approval must be made, held and reaffirmed in accordance with the provisions of RS 53.

### **14.7.2 Instructor Examiner Responsibilities**

An Instructor Examiner must:

- (a) only assess candidates for instructor ratings and endorsements as authorised by the APF; 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 Suspension and Cancellation**

A Review Panel may, at its discretion, suspend or cancel any rating, endorsement, or approval.

### **14.8.2 Chief Instructor Cancellation**

The initial issue of any Instructor rating or endorsement or a coach approval is subject to cancellation by the CI at any time during the six months only after the rating or endorsement was issued or the approval 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 two levels, Packer B and Packer A, and a rigger rating, which must be approved, held and renewed in accordance with RS 53.

## 15.2 Packer and Rigger Privileges

### 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 Examiners Manual; and
- (c) the directives of the NRO.

## 15.3 Packing Requirements

### 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.*

### 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 OR 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 RS 53.
- (b) Notwithstanding ORs 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 RS 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 ORs 12.4.1, 12.4.2 and 15.3.3.

## **15.4 Rigging Requirements**

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### **15.4.1 Manufacturers' Modifications and Equipment Bulletins**

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

### **15.4.2 Compliance Date Enforcement**

Group members are required to enforce compliance dates on their DZ.

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

## **15.5 Suspension of Packer and Rigger Ratings**

---

### **15.5.1 Suspension**

- (a) The following persons or authorities may suspend a packer or rigger rating:
  - (i) STO;
  - (ii) NRO; or
  - (iii) STM.
- (b) Any suspension applied under OR 15.5.1 (a) must be in accordance with the Misconduct Policy and Procedures Manual.



**AUSTRALIAN PARACHUTE FEDERATION**

# **Regulatory Schedules**



**VERSION 01-2024**

**STATUS: MANDATORY**

**WARNING**

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

**IMPORTANT: Version Control**

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

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

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

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

CURRENT VERSION	RELEASE DATE
01-2024	01 April 2024

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

**AMENDMENTS**

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

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# Regulatory Schedule 50: Glossary of Terms and Definitions

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## 1. References

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

## 2. Purpose

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

## 3. Application

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

## 4. Definitions

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

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

TERM	DEFINITION / INTERPRETATION
<b>AAD</b>	Automatic Activation Device
<b>AFF</b>	Accelerated Freefall: A method of student training in accordance with the Training Operations Manual, where the majority of descents are undertaken with one or two jumpmasters in freefall with the student.
<b>AGL</b>	Above Ground Level: Altitude expressed as feet above terrain or airport elevation.
<b>AIP ENR</b>	Aeronautical Information Publication – En route: Documentation of information necessary for en route air navigation which is published by Air Services Australia.
<b>Airworthiness Directive (AD)</b>	A directive issued by CASA or the aviation body of any other nation relating to the airworthiness of an aircraft or aeronautical equipment. A CASA airworthiness directive will take precedence over that of any other authority or nation.
<b>AMSL</b>	Above Mean Sea Level



TERM	DEFINITION / INTERPRETATION
<b>angle flying descent (angles)</b>	Freefall in which there is a horizontal component, but the angle is diagonal relative to the ground, resulting in faster fall rate than flatly or tracking and less horizontal movement than in tracking. The horizontal component in angles may involve several direction changes. Some parachutists call these “Atmonauti/Atmo” or tracing jumps.
<b>APF</b>	Australian Parachute Federation Ltd
<b>APF Conference</b>	The annual APF forum or symposium to promote safety and the objectives of the APF strategic plan, through an exchange of ideas and information between members.
<b>APF Office</b>	The national administration and management office of the APF.
<b>ATC</b>	Air Traffic Control
<b>Authorised Person</b>	Individuals authorised to deal with misconduct and take appropriate action. <i>See Misconduct Policy and Procedures for further detail.</i>
<b>Board</b>	APF Board is a body consisting of Directors appointed under the Constitution. The Board manages the affairs of the APF in accordance with the Constitution.
<b>CASA</b>	The Australian Civil Aviation Safety Authority.
<b>certificate</b>	An APF parachutist Certificate Class A, B, C, D, E or F, issued to a parachutist who has achieved an APF level of proficiency.
<b>certify as airworthy</b>	A Packer A or Rigger is satisfied that all components of a parachute system are fully functional and compatible. To ascertain this, the parachute system must be fully opened (reserve tray and canopy) and inspected. The reserve parachute must then be packed in accordance with the approved manuals for those components by, or the packing directly supervised by, the same Packer A or Rigger who inspected it.. The accompanying data card must be completed in accordance with OR12.5.1.
<b>CI</b>	A Senior Instructor approved by the Safety and Training Manager to supervise training for a Group Member and ensure compliance with these regulations.
<b>Chief Instructor</b>	
<b>Club</b>	<i>See ‘Group Member’</i>
<b>coach</b>	A person appointed by a Chief Instructor as a coach in accordance with RS 53, 8.
<b>Constitution</b>	The Constitution of the Australian Parachute Federation (APF).
<b>Council</b>	An APF Council Committee defined under rule 7 of the Constitution.
<b>crest</b>	Recognition by the APF of a parachutist’s proficiency in a particular parachuting skill.
<b>CRW descent</b>	Canopy Relative Work: A descent in which the parachutists attempt to bring themselves together, or near to each other, after their parachutes are open.
<b>daily maintenance</b>	<i>(For the purposes of parachute packing and parachute rigging.)</i> The replacement of component parts that require assembly only and no sewing other than hand tacking.
<b>deployment height</b>	The height at which the parachutist initiates the activation sequence to open the main parachute.
<b>descent</b>	A parachute descent, being the time from when the parachutist exits the aircraft until the parachutist lands.
<b>direct supervision</b>	The supervisor must be present throughout the operation, monitoring all relevant activities and ensuring compliance with regulations. <i>See also ‘Supervision’.</i>
<b>display</b>	<i>See ‘Parachuting Display’</i>
<b>Display Manual</b>	A manual issued by the APF for the organisation of parachuting displays and Display Organisers.
<b>Display Organiser (DO)</b>	A person approved in accordance with the Rules and Regulations who is responsible for the conduct of a parachuting display.
<b>display rating</b>	A rating issued to allow participation in a parachuting display.
<b>Drop Zone (DZ)</b>	A general term describing the intended landing area for a descent. <i>See also “Operation Centre”.</i>
<b>Drop Zone Safety Officer (DZSO)</b>	A person who is appointed as Drop Zone Safety Officer for an operation.
<b>emergency parachute</b>	A parachute that meets APF Equipment Standards. <i>(An emergency parachute normally refers to a certified parachute intended for emergency use.)</i> <i>See separate definition for ‘reserve parachute’.</i>
<b>equipment bulletin</b>	May include any manufacturer directives such as but not limited to: Technical Service Bulletins, Service Bulletins, Technical Bulletins, Product Service Bulletins, Information Bulletins, Technical Standards or Airworthiness Directives.

TERM	DEFINITION / INTERPRETATION
<b>equipment standards</b>	Mandatory or optional standards for equipment, including certified and non-certified parachute parts, published by the APF as 'Equipment Standards', including previously issued APF 'Service Bulletins' (SB) and 'Rigging Advisory Circulars' (RAC).
<b>Examiner Manual</b>	A manual issued by the APF for the conduct of assessments for APF instructor, coach and other ratings and endorsements.
<b>exit point</b>	The position of the aircraft over the ground where the parachutist, having regard to the prevailing weather conditions, must exit in order to land on the target.
<b>FAI</b>	Fédération Aéronautique Internationale: The international body that administers sport aviation throughout the world.
<b>FL</b>	Flight Level
<b>flag</b>	Any material or flag attached to a parachutist and having a suspended weight.
<b>flatfly descent</b>	Freefall in which the parachutists fall in a predominately belly-to-earth, without substantial horizontal movement (except for safe separation prior to opening).
<b>flotation equipment and (PFD)</b>	A personal flotation device (PFD) that meets the APF Equipment Standard. ( <i>Refer to APF Service Bulletins</i> )
<b>Formation Skydiving Judge</b>	A judge approved by the National Judging Officer to adjudicate APF formation skydiving competitions and records.
<b>freefall</b>	The period from when the parachutist exits the aircraft until parachute deployment.
<b>freely descent</b>	Freefall in which the parachutist's orientation is predominantly vertical to the ground, head-up (HU) (Standing or sitting) and/or head-down (HD) without substantial belly-to-earth or horizontal movement except for safe separation prior to opening.
<b>full membership</b>	A visitor or parachutist who has paid the appropriate subscription to the APF, from date of joining to June 30.
<b>full name</b>	A person's given first name and surname, not a nickname or alias.
<b>GCA</b>	Ground Control Assistant: The person who is responsible for communicating to the jump aircraft as to the advisability of exiting the aircraft.
<b>ground</b>	<i>In relation to parachute equipment.</i> To prohibit the use of that equipment for descents.
<b>ground wind</b>	Wind that affects the parachute upon landing.
<b>Group Member</b>	Any club, organisation, centre, corporation, company or other institution, association or community, in whatever legal form, meeting the criteria set by the APF for Group Member membership from time to time and which is admitted to the APF as a Group Member (Referred to as 'Club' in the APF Constitution).
<b>handcam</b>	A camera mounted on the hand or wrist area.
<b>high performance landing</b>	A landing approach in which the parachutist uses canopy inputs to induce vertical acceleration to increase horizontal distance travelled across (close to) the ground.
<b>incident</b>	Any unplanned or uncontrolled event which may or may not result in injury, illness, property damage or a near miss, or significantly increased the risk of a descent. <i>See RS 55 for more detail.</i>
<b>instructor</b>	The holder of a valid APF Instructor or Senior Instructor rating.
<b>instructor-assisted deployment (IAD)</b>	A main canopy deployment system where the instructor deploys the student's parachute by throwing the pilot-chute down and clear of the aircraft door as, or after, the student exits.
<b>Instructor Examiner</b>	A Senior Instructor approved to assess APF instructor candidates.
<b>jumpmaster</b>	The instructor with an AFF or SFF endorsement who supervises student or novice parachutists in the aircraft and throughout the descent.
<b>jump pilot</b>	The pilot in command of a jump aircraft holding a valid Jump Pilot Authorisation (JPA).
<b>JPA</b>	Jump Pilot Authorisation: An authorisation issued by the APF to certify that a pilot is qualified to conduct flights for parachuting activities at member training organisations. <i>See RS 56 for more detail.</i>
<b>jump pilot associate membership</b>	A free of charge APF membership available annually to Jump Pilot Authorisation holders.
<b>landing hazard</b>	An object or group of objects on the ground, including power-lines and water hazards, likely to cause injury to a parachutist when landing and which cannot be avoided by steering the canopy away at a height of 100 feet above the object or group of objects.
<b>licence</b>	Sporting Licence or Student Licence. Not to be confused with Certificates or Ratings.

TERM	DEFINITION / INTERPRETATION
<b>load</b>	A parachute operation from aircraft take-off to landing (sometimes referred to as a 'sortie').
<b>Loadmaster</b>	The parachutist on each load with responsibilities in accordance with OR 6.1.9.
<b>maintenance</b>	<i>(For the purposes of parachute packing and parachute rigging)</i> The restoration of any part of a parachute assembly to its original specifications and/or condition but does not include alteration of existing components or construction of alternative sections to the parachute assembly.
<b>member</b>	A person or Group Member of the APF.
<b>member organisation</b>	<i>See 'Group Member'</i>
<b>MTOW</b>	Maximum take-off weight.
<b>National Officer</b>	A person approved to a position of technical responsibility under RS 57. National Officers may form part of the Technical and Safety Committee.
<b>night descent</b>	A descent made during the period of darkness that is taken to commence one hour after official last light.
<b>non-training organisation</b>	An APF Group Member with no Chief Instructor that provides for parachuting by holders of at least a Certificate Class B.
<b>novice</b>	A novice parachutist who holds a Certificate Class A but not a Certificate Class B.
<b>NAO National Aviation Officer</b>	The person responsible for matters relating to aircraft operations.
<b>NRO National Rigging Officer</b>	The person responsible for matters relating to parachute rigging and packing.
<b>occurrence</b>	For the purposes of the OR and RS, refer to "incident".
<b>open height</b>	The height at which the parachute is fully open.
<b>operation centre</b>	The central location of Group Member parachuting operations, generally where parachutists are inducted, trained and manifested and parachuting equipment is stored and refurbished; however not necessarily where aircraft depart or at the DZ.
<b>OR</b>	The APF Operational Regulations, as amended from time to time by the Board.
<b>packer</b>	The holder of a valid APF packer rating ( <i>Class A or Class B</i> ).
<b>parachuting activities</b>	Performing or participating in any APF authorised or recognised activities as described in APF Rules and Regulations, including but not limited to parachuting, training, displays, packing, rigging, flying in any aircraft being used for or in connection with parachuting and related activities.
<b>parachuting display</b>	Excluding descents made at an APF-approved DZ, a descent: (a) made within 600 metres of a populous area; or (b) at a public gathering; or (c) at a DZ set up temporarily involving Tandem descents (see OR 10.1.10) and used no more than seven operational days in any one-month period and no more than three months in any one calendar year.
<b>parachutist</b>	The holder of an APF parachutist certificate or an APF Student Parachutist Licence.
<b>parachutist certificate</b>	<i>See 'certificate'.</i>
<b>PFD</b>	A personal flotation device that meets an appropriate marine or aviation standard. <i>(Refer to APF Service Bulletins)</i>
<b>pull height</b>	The height at which the parachutist initiates the deployment sequence to open the container.
<b>RAC</b>	Rigging Advisory Circular: <i>See 'Service Bulletin'.</i>
<b>rating</b>	A qualification issued by the APF to a parachutist who has achieved a level of proficiency in instructing, packing, rigging or the conduct of displays.
<b>reserve parachute</b>	A parachute that meets APF Equipment Standards. <i>(A reserve parachute normally refers to a second or auxiliary parachute worn by a person making a premeditated jump. For the purposes of these Regulations, it refers to a ram air canopy. Where a round canopy may be used, stricter requirements may apply.) See separate definition for 'emergency parachute'.</i>
<b>Review Officer</b>	The Review Officer is an authorised person with functions and disciplinary authority under the Misconduct Policy and Procedures Manual.

TERM	DEFINITION / INTERPRETATION
<b>Review Panel</b>	A panel consists of a person or persons approved to deal with matters referred to it in accordance with the Misconduct Policy and Procedures Manual, provided for under the Constitution.
<b>rigger</b>	The holder of a valid APF rigger rating.
<b>Rigger Examiner</b>	A Rigger approved to assess APF packer and rigger rating candidates.
<b>RS</b>	Regulatory Schedule: A supplementary document to the Operational Regulations, which provides more detailed information on a regulation or group of regulations.
<b>RSL</b>	Reserve Static Line (or Reserve Static Lanyard)
<b>Rules and Regulations</b>	Rules, regulations, bylaws, statutes, instructions, policy and/or procedure as determined by the APF under the Constitution.
<b>RW</b>	Relative Work, performed by parachutists in a descent in which the parachutists attempt to bring themselves together or near to each other. <b>Note:</b> This term includes flatfly, camera, wingsuit, freefly and CRW, as well as any other types of descent in which parachutists attempt to fly near/relative each other.
<b>Safety and Training Manager STM</b>	<i>See RS 57.</i>
<b>Safety and Training Officer STO</b>	A Senior Instructor or other highly experienced instructor acceptable to the STM and APF Office, appointed to encourage safe parachuting, conduct audits, supervise instructional standards, examine display ratings and various compliance matters. <i>See RS 57.</i>
<b>Service Bulletin or SB</b>	<i>(Previously 'Rigging Advisory Circular')</i> Service Bulletin: A document released by the APF or other organisation overseeing parachuting, to provide technical safety information. Includes documents previously issued as Rigging Advisory Circulars (RACs) and/or documents issued by manufacturers relating to their equipment.
<b>Senior Pilot or SP</b>	A pilot appointed by the Chief Instructor of a training organisation, responsible for oversight of all aircraft related aspects of the operation.
<b>SFF</b>	Solo Freefall: A method of student training in accordance with the Training Operations Manual, involving either some Static-Line Deployment (SLD) or Instructor-Assisted Deployment (IAD) in the early stages, where the majority of descents are undertaken without a jumpmaster in freefall with the student.
<b>short-term membership</b>	A membership option that is available to a visiting overseas parachutist or parachutist who has been trained outside the APF system, and may be purchased for a minimum period of one month.
<b>SLD</b>	<i>See "static-line deployment".</i>
<b>SMS</b>	Safety Management System: A systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures (ICAO definition adopted by CASA).
<b>sortie</b>	A parachute operation from aircraft take-off to landing (see 'load').
<b>Sporting Licence</b>	A licence issued by the APF, through its affiliation with the FAI, to undertake parachuting activities in accordance with the rules and regulations of the APF. A Sporting Licence is not valid unless the holder is also a full member.
<b>stable freefall</b>	A freefall descent in which the parachutist maintains control of body position from exit through freefall and deployment of the parachute.
<b>static-line deployment (SLD)</b>	Deployment initiated by use of a line attached to the aircraft and to the parachute (as opposed to Instructor-Assisted Deployment or by the parachutist initiating the deployment).
<b>static-line descent</b>	A descent in which parachute deployment is activated upon exit by means of a static-line attached to the aircraft.
<b>student parachutist or student</b>	The holder of an APF Student Parachutist Licence but not an APF parachutist certificate and who must be under the direct supervision of a DZSO.
<b>Student Parachutist Licence</b>	The licence issued by the APF to a member to enable that member to be trained for parachuting.
<b>supervision</b>	The periodic surveillance and assessment of operations and persons conducting operations in order to maintain established standards and compliance with regulations. <i>See also 'direct supervision'.</i>
<b>TA</b>	Target Assistant: The person responsible for communicating canopy control directions to a student parachutist. May also be known as Canopy Control Assistant.

TERM	DEFINITION / INTERPRETATION
<b>TAF</b>	Tandem Assisted Freefall: A freefall training method utilising a tandem descent(s) in the early stages of that training.
<b>Tandem Accuracy Approval</b>	An approval given to allow an Instructor with a Tandem Endorsement to perform a tandem descent into Class D, E or F Class DZ. <i>Note: The Tandem Accuracy Approval is not an approval to perform display jumps without an appropriate display rating.</i>
<b>tandem descent</b>	A descent in which two parachutists exit the aircraft linked to a common harness/parachute system.
<b>Tandem Master</b>	The holder of valid APF instructor rating with a valid tandem endorsement.
<b>tandem parachutist</b>	The parachutist holding at least APF student parachutist membership, carried on the front of a Tandem Master during a tandem descent.
<b>target</b>	The area free of landing hazards within the DZ, for use in assessing landing accuracy, marked as: (a) a runway; or (b) a circle, in accordance with RS 52, 4.1.
<b>Technical and Safety Committee (TSC)</b>	The operational committee comprising the STOs, NRO and NAO, chaired by the STM and reporting to the CEO. <i>See RS 57 and committee charter for further detail.</i>
<b>technical directive</b>	A document issued by the APF to provide technical safety information in any operational areas of parachuting.
<b>track</b>	Freefall in which the parachutist uses their body position to attain maximum horizontal (relative to the ground) direction.
<b>tracking descent</b>	A descent in which the majority of the freefall is spent in a track with a fall rate similar to flatfly, achieving significant horizontal movement. <i>Note: A tracking jumpsuit may be worn but these differ from a wingsuit in that they do not have the additional surface area under the arms and between the legs.</i>
<b>trainee</b>	A parachutist making or training to make a descent which is required to be made under the supervision of a Chief Instructor.
<b>training descent</b>	A descent under OR 11.1.3 'Deemed Training Descents'.
<b>Training Table</b>	A descent table listed in the Training Operations Manual.
<b>TOM</b>	Training Operations Manual: Mandated requirements for parachute training issued by the APF as the industry standard manual, for adoption by Group Members as their parachute training manual. A proposal for a non-standard TOM or modified sections of a TOM must be submitted by the Group Member's CI for consideration and approval by the STM.
<b>training organisation</b>	An APF Group Member that has an appointed Chief Instructor and provides facilities for training parachutists.
<b>visitor</b>	A parachutist who has been trained outside the APF system or any visiting overseas parachutist.
<b>water hazard</b>	An open body of water that has a horizontal dimension of more than 100 metres and a depth of more than one metre.
<b>wingsuit descent (wingsuiting)</b>	A descent in which the parachutist uses a gliding jumpsuit with additional surface area under the arms and between the legs to generate significant lift during freefall, resulting in reduced fall rate and flight over large horizontal distances (relative to the ground).

# Regulatory Schedule 51: CASA Instruments

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## 1. References

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

## 2. Purpose

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

## 3. Application

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

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

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

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

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

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

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

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

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

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

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

# Regulatory Schedule 52: Parachutist Certification, Crests and Display Ratings

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## 1. References

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

## 2. Purpose

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

## 3. Application

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

## 4. Qualifying Descents and Validity

### 4.1 Qualifying Descents

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

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



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

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

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

#### 4.2 Validity of Certificates, Display Ratings and Crests

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

### 5. Parachutist Certification Requirements

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

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

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

## 6. Crest Requirements

### 6.1 Australian Star Crest (ASC)

Applicants for an ASC must:

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

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

### 6.2 Freely Crests (FFC)

**Note:** see OR 9.2 regarding Freely descents.

(a) Applicants for a FFC HU must:

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

(b) Applicants for FFC HD must:

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

### 6.3 Canopy Relative Work Crest (CRWC)

Applicants for a CRWC must:

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

**Note:** See OR 9.3 regarding canopy relative work descents.

### 6.4 Wingsuit Crest (WSC)

Applications for a WSC must:

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

**Note:** see OR 9.4 regarding Wingsuit descents.

### 6.5 Night Star Crest (NSC)

Applicants for an NSC must:

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

**Note:** see OR 9.5 regarding night descents.

## **7. Display Rating Requirements**

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### **7.1 Minimum Display Rating Requirements**

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

### **7.2 Display General Requirements**

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

### **7.3 Display Pro Requirements**

Applicants for a 'Display Pro' rating must:

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

### **7.4 Display Open Requirements**

Applicants for a 'Display Open' rating must:

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

### **7.5 Display Organiser Requirements**

Applicants for a Display Organiser rating must:

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

### **7.6 Validity of Display Ratings**

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

## 7.7 Tandem Accuracy Approval

Applicants for a Tandem Accuracy Approval must:

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

### 7.7.1 Validity of Tandem Accuracy Approval

To remain valid, Tandem Accuracy Approval must:

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

## 8. Records

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

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

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## 1. References

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

## 2. Purpose

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

## 3. Application

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

## 4. Minimum Requirements for Ratings, Endorsements and Approvals

### 4.1 Foundation Core Skills

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

## 4.2 Age and Validity

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

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

## 4.3 Obligations

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

## 4.4 General Requirements for Instructor Ratings, Endorsements and Approvals

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

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

## 5. Instructor Ratings

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

### 5.1 Instructor

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

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

### 5.2 Senior Instructor

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

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

## 6. Instructor Endorsements

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

## 6.1 Course Trainer Endorsement

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

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

## 6.2 Drop Zone Safety Officer (DZSO) Endorsement

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

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

## 6.3 AFF Endorsement

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

## 6.4 SFF Endorsement

An applicant for an SFF endorsement must:

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

## 6.5 Tandem Endorsement

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

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

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

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# 7. Validity and Revalidation of Instructor Ratings and Endorsements

## 7.1 Validity of Instructor Ratings and Endorsements

### 7.1.1 Validity

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

### 7.1.2 Tandem Endorsement Currency

A tandem endorsement is current if the holder has:

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

### 7.2 Revalidation of Instructor Ratings and Endorsements

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

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

### 7.3 Rating Extension

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

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

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

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

### 7.4 Specific Revalidation Requirements for DZSO Endorsement

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

### 7.5 Specific Revalidation Requirements for AFF Endorsement

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

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



## 7.6 Specific Revalidation Requirements for SFF Endorsement

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

## 7.7 Specific Revalidation Requirements for Tandem Endorsement

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

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

## 7.8 Specific Revalidation Requirements for Senior Instructor Rating

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

# 8. Coach Approvals

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## 8.1 General Requirements

Before approval as a coach, the applicant must:

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

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

## 8.2 Coach Pre-requisites

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

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

### 8.3 Coach Assessment

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

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

### 8.4 Coach Approval Validity

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

### 8.5 Coach Reconfirmation

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

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

## 9. Senior Instructor Approvals

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### 9.1 Approval as an Instructor Examiner

#### 9.1.1 General Requirements

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

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

### 9.1.2 AFF Instructor Examiner

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

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

### 9.1.3 SFF Instructor Examiner

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

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

### 9.1.4 Tandem Master Examiner

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

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

## 9.2 Retention and revalidation of a Master Instructor (MI)

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

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

## 10. Instructor Assessments

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### 10.1 Instructor Rating Assessment Panel

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

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

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

## 10.2 Instructor Re-assessment

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

## 11. Packer Rating Requirements

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

### 11.1 Packer B and Packer A Ratings

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

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

### 11.2 Training of Packer

The training of a packer must only be conducted by:

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

## 12. Rigger Rating Requirements

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### 12.1 Rigger Rating

An applicant for a rigger rating must:

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

### 12.2 Training of Riggers

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

## 13. Packer and Rigger Examiners and Assessments

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### 13.1 Packer Assessments

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

## 13.2 Rigger Assessments

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

## 13.3 Rigger Examiners

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

## 13.4 Packer and Rigger Re-assessments

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

## 14. Packer and Rigger Rating Revalidation

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

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

### 14.1 Revalidation of Packer Rating

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

### 14.2 Revalidation of Rigger Rating

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

### 14.3 Rating Extension

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

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

(b) holds a current rating; and

(c) has otherwise complied with 14.1 and/or 14.2.

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

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

## **15. Records**

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

# Regulatory Schedule 54: Chief Instructor Application and Approval

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### 1. References

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

### 2. Purpose

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

### 3. Application of this RS

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

### 4. Minimum Requirements

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

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

### 5. CI Application Requirements

#### 5.1 Application

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

**5.1.1 Application Form and Group Member's Nomination**

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

**5.1.2 Résumé**

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

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

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

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

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

**5.1.4 Personnel, equipment and facilities**

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

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

**5.1.5 Senior Pilot**

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

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

**5.1.6 Direct supervision**

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

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

**5.2 Multiple Training Organisations**

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



## 6. Candidate Approval Process

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### 6.1 APF Assessment and Consultation

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

### 6.2 Approval

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

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

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

### 6.3 Termination of Approval

The approval of a CI may be terminated:

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

## 7. Temporary Approvals

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### 7.1 Circumstances Allowing Temporary Approval

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

### 7.2 Process for Assessment and Approval

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

### 7.3 Responsibilities

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

### 8. Records

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

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

## Contents of RS 55:

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4.	DEFINITIONS / INTERPRETATION .....	32
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7.	CRITICAL INCIDENT / FATALITY INVESTIGATION AND REPORTS .....	34
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## 1. References

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

## 2. Purpose

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

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

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

## 3. Application

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

## 4. Definitions / Interpretation

### 4.1 Definitions

- (a) **Incident:** Any event which may or may not result in injury, illness, property damage or a near miss. This includes:
- (i) any breach of the regulations;
  - (ii) any happening which, in the course of operations, causes injury to any person or damage to property;
  - (iii) any unusual occurrence which it is reasonable to conclude might have caused injury to any person, or damage to property, or significantly increased the risk of a descent; and

- (iv) any off dropzone landing by a student parachutist, a tree or water landing, any equipment malfunction and the activation of a reserve parachute or an AAD.
- (b) **Serious injury:** Any serious injury or illness that results in:
  - (i) immediate hospital treatment as an in-patient
  - (ii) immediate treatment for serious injuries (for example amputation, scalping, a spinal injury, loss of a bodily function or a serious laceration, burn, head injury or eye injury), or
  - (iii) medical treatment within 48 hours of exposure to a substance.

## 4.2 Interpretation

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

## 5. Notification Requirements

### 5.1 All Members

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

### 5.2 Incidents Requiring Notification

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

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

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

### 5.3 Immediate Notification

Immediate verbal notification must be provided as follows:

- (a) By the DZSO or Display Organiser notifying the STO and other relevant national officer/manager if the incident involves any of the following:
  - (i) a fatality;
  - (ii) a serious injury;
  - (iii) major equipment failure;
  - (iv) likely media interest;
  - (v) likely legal action; and
  - (vi) likely attention from CASA or other aviation authority;

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

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

#### 5.4 Written Notification Within 7 Days

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

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

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

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

## 6. Incident Response

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

## 7. Critical Incident / Fatality Investigation and Reports

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### 7.1 Investigation Leadership, Independence and Review

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

### 7.2 Other Interested Parties

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

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

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

### **7.3 Reporting**

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

## **8. Records**

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

# Regulatory Schedule 56: Jump Pilot Authorisation and Examiner

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## 1. References

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

## 2. Purpose

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

## 3. Application

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

## 4. Jump Pilot Authorisation (JPA)

### 4.1 Assessment

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

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

### 4.2 Issue of Authorisation and Validity

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

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

## 5. JPA Revalidation Requirements

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### 5.1 General Requirements

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

### 5.2 Currency Requirements

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

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

## 6. Jump Pilot Associate Membership

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### 6.1 Issue of APF Membership

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

### 6.2 Jump Pilot Associate Membership Entitlements

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

## 7. Jump Pilot Examiner

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### 7.1 Jump Pilot Examiner

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



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

## 7.2 Application Process

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

## 8. Records

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

# Regulatory Schedule 57

## Organisational Structure and Accountabilities

### Contents of RS 57:

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### 1. References

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

### 2. Purpose

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

### 3. Application

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

### 4. Introduction

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

## 5. Group Structural Overview

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

### 5.1 The Board of Directors

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

### 5.2 National Managers

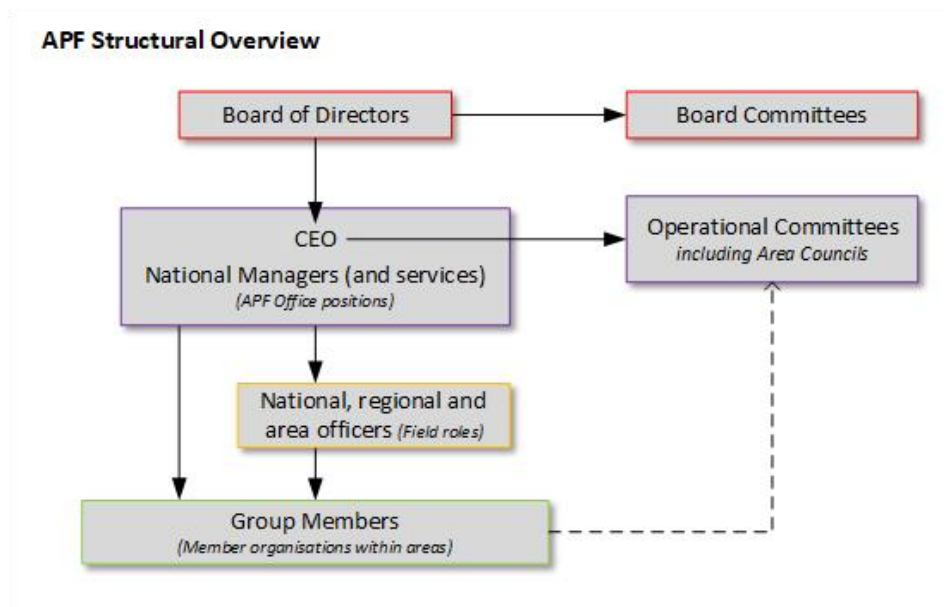
The CEO and national managers are located on the APF Office and report to the CEO. The APF Office is responsible for the management and administration of the APF. A small team of administrative services personnel are also based in the APF Office.

### 5.3 Committees

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

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

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



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

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

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

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

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

## 5.4 Group Members

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

### 5.4.1 Training Organisations

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

### 5.4.2 Non-Training Organisations

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

## 6. Operational Structure

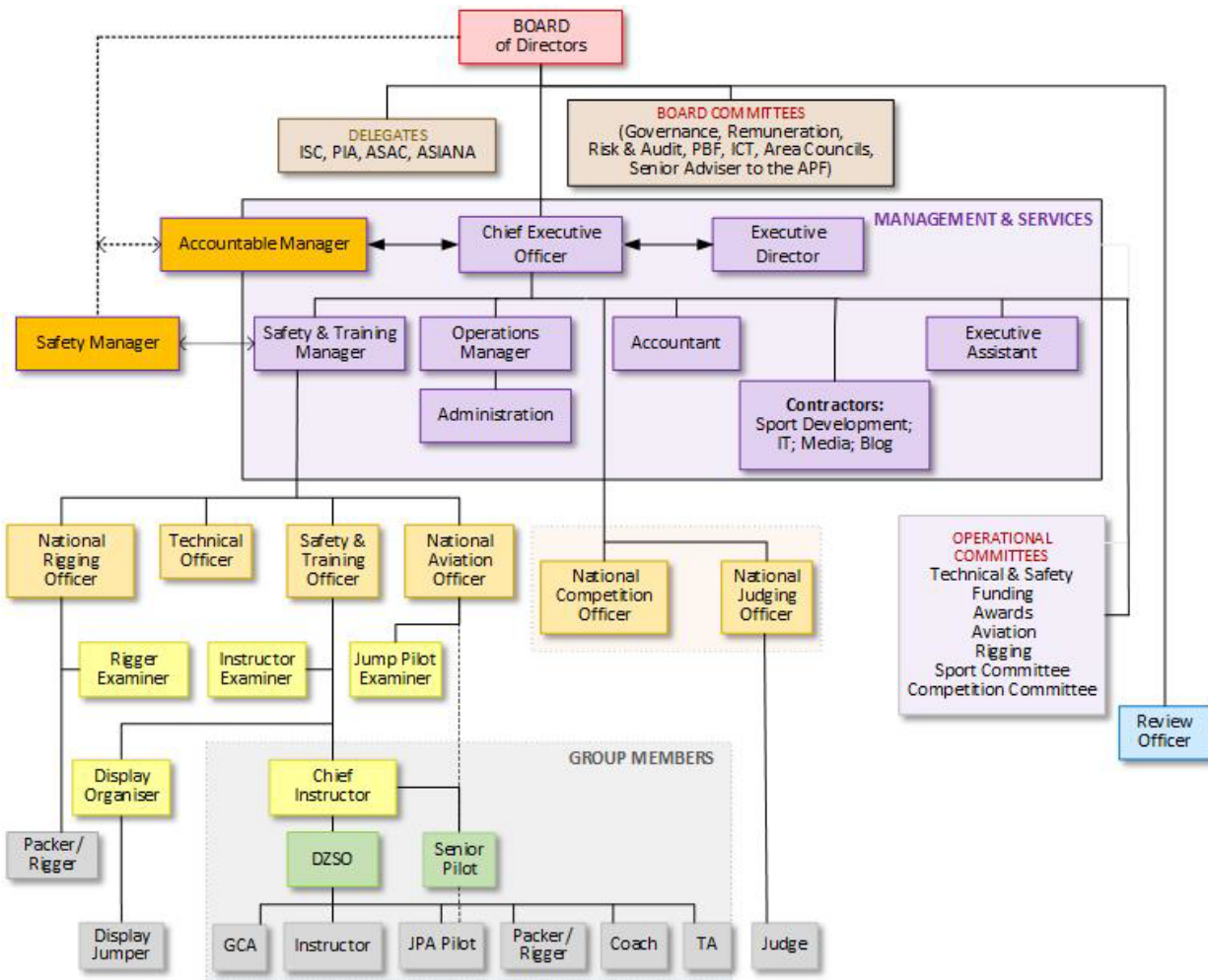
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The organisational chart summarises the APF's operational structure in the following general authority levels:

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

### 6.1 Board of Directors

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



## 6.2 CEO and National Managers

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

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

## 6.3 National Officers

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

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

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

## 6.4 Local Approvals

Each national manager or officer approves the following:

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

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

## 6.5 Organisation Appointments

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

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

These appointments *supervise and facilitate* local parachute operations.

## 7. Individual Appointments and Responsibilities

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### 7.1 Job Descriptions

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

### 7.2 Selection and Appointment

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

### 7.3 Multiple Appointments

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

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

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## 1. References

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

## 2. Purpose

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

## 3. Application

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

## 4. Compliance with APF Rules

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

## 5. Group Member Membership of the APF

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

### 5.1 Membership Application

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

### 5.2 Approval of Training Organisations

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



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

### 5.3 Membership Renewal

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

### 5.4 Membership Name

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

## 6. Key Group Member Appointments

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### 6.1 Nominated Person (Training and Non Training Organisations)

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

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

## 6.2 Group Member Delegates (Training and Non Training Organisations)

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

## 6.3 Chief Instructor – Training Organisations only

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

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

## 6.4 Senior Pilot (SP) – Training Organisations only

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

## 7. Notifications

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

## 8. Agents for APF

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

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

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

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

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

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

## 10. DZ Approval and Classification

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### 10.1 DZ Approval for Group Member Operations

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

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

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

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

## 10.2 DZ Classification and Distance from Landing Hazards

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

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

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

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

## 11. DZ Conditions

### 11.1 DZ Conditions of Use

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

### 11.2 Disputes about Conditions

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

## **12. DZ Requirements**

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### **12.1 Wind Measuring Device**

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

### **12.2 Communications System**

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

### **12.3 Operations within 6nm of an Active DZ**

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

## **13. Auditing**

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

## **14. Insurance**

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### **14.1 Insurance Cover**

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

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

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

## 14.2 Aircraft

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

## 15. APF Logo, Advertising and Publications

### 15.1 Logo

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

### 15.2 Advertising and Publications

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

## 16. Misconduct and Disputes

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

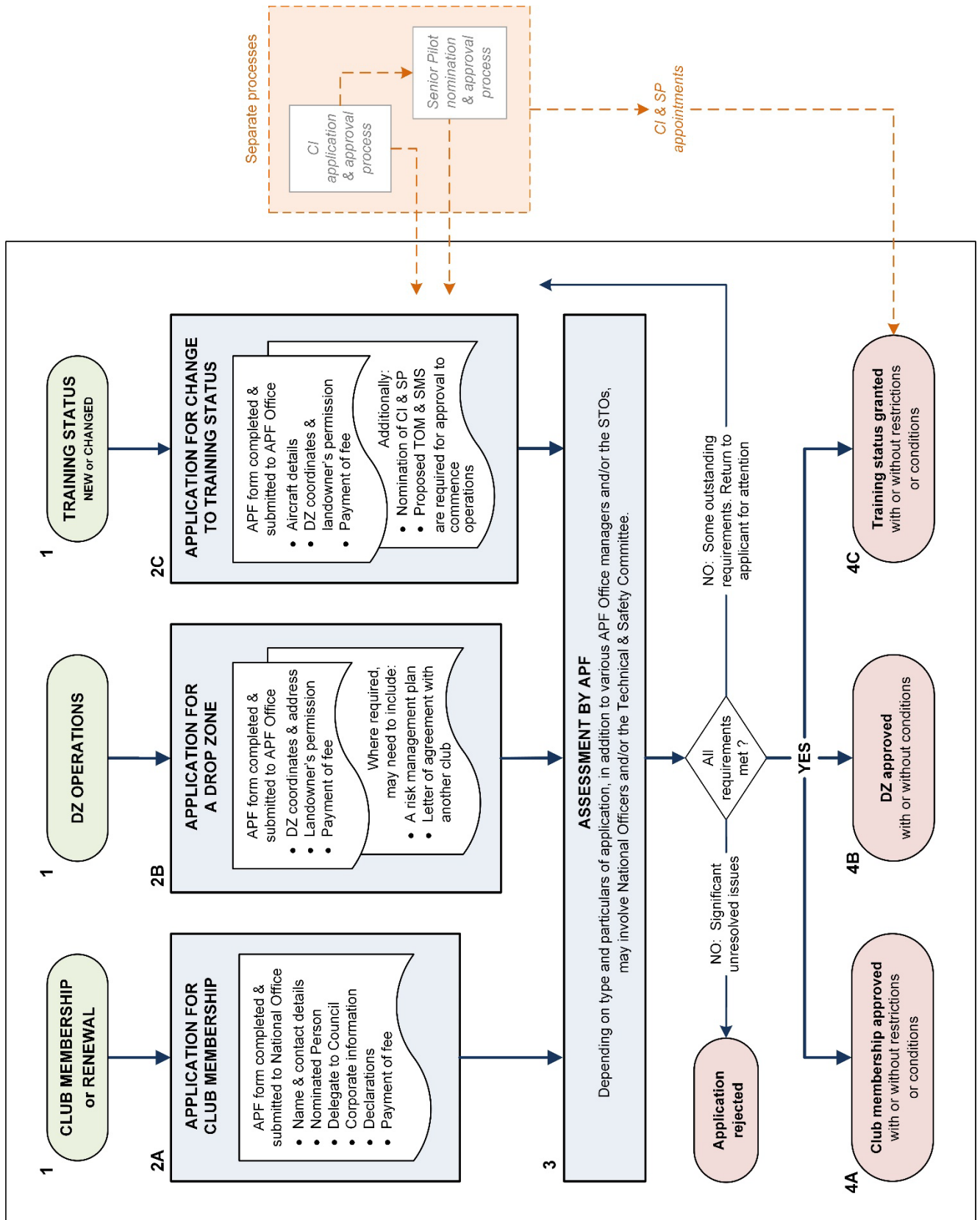
## 17. Applications and Records

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

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

## Appendix A: Application Process Flowchart





# Regulatory Schedule 60: Cloud Jumping

## Contents of RS 60:

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## 1. References

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

## 2. Purpose

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

## 3. Application

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

## 4. Background / About Cloud Jumping

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

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

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

## 5. Applying for Authorisation to Cloud Jump

### 5.1 Initial Proposal: Application with a draft CJPM

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

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

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

## 5.2 Assessing an Application

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

## 5.3 Authorisation of Cloud Jumping and the CJPM

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

# 6. The Cloud Jumping Procedures Manual (CJPM)

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## 6.1 Purpose and Format of the CJPM

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

## 6.2 Contents of the CJPM

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

### 6.2.1 Organisation and Responsible Person

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

### **6.2.2 Location**

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

### **6.2.3 Airspace**

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

### **6.2.4 Duties and responsibilities**

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

### **6.2.5 Arrangements with the Airspace Manager**

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

### **6.2.6 Authorisation to jump through cloud**

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

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

### **6.2.7 Meteorological conditions**

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

### **6.2.8 Flight plan or notification**

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

### **6.2.9 Determination of exit point**

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

### **6.2.10 Manifesting**

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

### **6.2.11 Pre-flight briefing**

Two aspects require explanation:

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

### **6.2.12 Aircraft operations**

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

### **6.2.13 Spotting**

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

### 6.2.14 Determination that the airspace is clear – Authorising the exit

Describe how:

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

### 6.2.15 Descent phase

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

### 6.2.16 Landing and debriefing

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

### 6.2.17 Reporting of incidents

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

### 6.2.18 Safety Management System

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

### 6.2.19 A copy of a risk assessment model

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

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

## 7. APF Authorisation of a CJPM

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### 7.1 Responsibility for Authorisation

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

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

### 7.2 Contents of the Authorisation

Each authorisation issued by the APF Office must include:

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

### 7.3 Duration of Authorisation

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

## 7.4 Records of Authorisations

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

## 7.5 Review of Authorisation

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

# 8. APF CJPM-Authorisation Terms of Appointment and Procedures

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## 8.1 CJPM-Authorisation Accountable Person

The CJPM-Authorisation Accountable Person will:

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

## 8.2 CJPM-Authorisation Appointed Person

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