CHAPTER 4 – FLIGHT SAFETY ASSURANCE

GENERAL

1. There is a requirement to monitor the FSP itself to ensure that the mandated FSP elements are present and that the FSP is being properly implemented. This chapter provides guidance on the types and conduct of FS Assurance Visits (FSAVs) that are used to monitor the implementation of the FSP.

FS ASSURANCE VISIT (FSAV)

OVERVIEW

2. FSAVs are conducted as part of the FSP monitoring function and shall be carried out at all Wings, Formations, Units and Contractors that implement the FSP. FSAVs assess that all mandated FSP elements are present and assist in the identification of measures to correct any noted deficiencies. As such, the FSAV is conducted primarily to provide the chain of command with credible advice on implementing the FSP.

3. Additionally, FSAVs can provide an indication as to the health and effectiveness of the FSP. Comds/COs/Accountable Executives have found that FSAVs identify deficiencies that would have otherwise remained undetected until revealed as cause factors of FS occurrences.

TYPES

- 4. There are two types of FSAVs:
 - a. Formal FSAV Conducted by Higher Headquarters (HHQ) at FS Wings/ Formations and at participating FS contractors. Formal FSAVs shall be conducted at least once every two years; and
 - b. Local (informal) FSAV carried out by the Unit/Wing/Formation FSO on FS units within their organization, including contractor operated units/sections. Local (informal) FSAVs should be carried out at least annually.

CONDUCT OF FSAV - GENERAL

5. In order to be effective, FSAVs need to be carried out on a regular basis. While there is a minimum frequency for conducting each type of FSAV, they may be conducted more frequently to monitor and assist with a FS concern if required.

6. FSAVs should review all aspects of the FSP being implemented by the Unit/Wing/ Formation/Contractor. This includes a review of the Air Weapons Safety Program (AWSP) at units having an air weapons capability. A checklist approach should be used to ensure all aspects of the FSP/AWSP are considered during the FSAV. Sample checklists for FSAVs at Wing/Formation, Contractor and Air Cadet Gliding Program units are provided in Annexes A through C, and may be tailored for use according to the type of FSAV being conducted and the scope of the FSP being reviewed.

7. Questionnaires can be used effectively during FSAVs. One of the difficulties of taking a snapshot of a unit is the number of people one can meet. A simple questionnaire that can be distributed beforehand and collected during the FSAV provides the FSAV team a much broader reach. The questionnaire should be short, easy to complete, anonymous, and use questions that are objective in nature. It is important to collate the results quickly and ensure effective feedback is provided to both the chain of command and to those who responded to the questionnaire.

8. FSAV team members may receive conflicting information. The team must attempt to balance these inputs and must rationalize these inputs with the "big picture". There are three basic tenets to conducting an effective FSAV: listen effectively, observe objectively and share all observations in an open and honest manner. The biggest challenge to overcome is the fact that an FSAV is a snapshot in time and it is difficult to receive feedback and insights from everyone. The FSAV team must be cooperative, understanding and helpful.

9. The FSAV process is conducted primarily to provide the chain of command with credible advice on how to better accomplish the mission. There are a variety of formats available to provide such advice, be it the informal verbal debrief or a more formal written report. Regardless of which method is utilized, it is essential to have a clear aim and a set structure that leads to a logical conclusion and recommendations.

10. FSAVs will generate both observations and recommendations for improving the FSP. To ensure these recommendations are completed, it is important that realistic target dates be established for each recommendation; moreover, recommendations must be affordable, achievable and based on common sense. Recommendations without an assigned target date for closure can cause the survey to become merely an event instead of a process, thereby greatly limiting any potential improvements or enhancements that could result from the operation. There are tremendous advantages to capturing the observations and recommendations in a written format. A written report, be it in point form or in full paragraph form, provides a clear delineation of the observations and recommendations.

FORMAL FSAV

RESPONSIBILITY AND FREQUENCY

11. Formal FSAVs shall be carried out at least once every two years for each Wing/ Formation/Contractor participating in the FSP. Formal FSAVs should be carried out more frequently as required to address safety concerns or to provide additional assistance. Comds/ Accountable Executives can also request a formal FSAV whenever they want to have an outside view of their formation/company. The HHQs responsible for conducting FSAVs are as follows:

a. <u>Wing/Formation FSAV</u>: 1 CAD FSO and 2 CAD FSO conduct formal FSAVs at their respective Wings. For Army, Navy and CANSOFCOM Formations, the Formation FSOs conduct formal FSAVs at Units falling under their respective Formations.

- b. <u>Contractor FSAV</u>: DFS conducts formal FSAVs for each contractor participating in the FSP.
- c. <u>Air Cadet FSAV</u>: 2 CAD FSO conducts formal FSAVs for the regional cadet support units (RCSUs).

12. 1 CAD FSO also conducts formal FSAVs at units accountable to Comd RCAF for their FSP (e.g. AETE, ATESS). These FSAVs may be coordinated with FSAVs to the unit's designated FS Wing.

13. As part of its responsibility to provide monitoring and oversight of the FSP, DFS retains the authority to conduct or participate in formal FSAVs at any FS Formation/Unit.

NOTIFICATION/PREPARATION

14. The Comd/CO/Accountable Executive of the organization should be notified in advance of a formal FSAV. The following are the recommended timelines for preparation for a formal FSAV:

- a. initial staff check for timings with Wing/Formation/Contractor 4–6 months before survey;
- b. request for FSAV team member participation 2–4 months before survey;
- c. FSAV directive to Wing/Formation Comd or Accountable Executive 1 month before survey; and
- d. initial brief to FSAV team members by team lead 1–2 weeks before survey.

TEAM COMPOSITION

15. The team lead is drawn from the HHQ FS organization responsible for conducting formal FSAV (i.e. DFS or 1 CAD FSO) and is assigned to an appropriate FS desk officer. The FSAV team lead determines the FSAV team composition based on the scope of the FSP/ AWSP to be reviewed. A formal FSAV may contain up to 12 team members which may include:

- a. additional desk officer(s) from DFS and 1 CAD FSO;
- b. WFSO from a Wing having similar aircraft/roles (e.g. formal FSAV of 4 Wg may include 3 Wg FSO on team);
- c. assigned WFSO for Contractor FSAV;
- d. air weapons safety rep;
- e. maintenance reps (e.g. A4 Maint rep for Wing/Formation FSAV and DGAEPM rep for Contractor FSAV);
- f. ATC rep; and
- g. other members as required.

FORMAL FSAV REPORTS AND FEEDBACK

16. The formal FSAV report and feedback process will consist of three distinct phases:

- a. the first phase is that the FSAV team lead will provide a verbal debrief, at the end of the FSAV, to the host Wing/Formation Comd / Sqn CO / Accountable Executive. The debrief should include all significant findings and observations as well as any analysis from items such as survey questionnaires;
- b. the second phase is a written report from the FSAV lead to the host Wing/ Formation Comd / Sqn CO / Accountable Executive. The report will identify any recommendations and the corresponding action organization. The written report should be staffed and distributed within one month of the FSAV completion date. For contracted organizations, the written report will be staffed through the contracting authority; and
- c. the third and final phase of the formal FSAV process is for the host Wing/Unit/ Accountable Executive to provide written feedback to the FSAV lead regarding the acceptance and implementation of each FSAV recommendation for which they are the action organization. FSAV leads are responsible to track the status and closure of each FSAV recommendation.

LOCAL (INFORMAL) FSAV

CONDUCT

17. A local (informal) FSAV shall be carried out by the Wing/Formation FSO on FS units, including contractor units, located locally on their Wings. For FS Units not co-located with their Wing/Formation, the Wing/Formation FSO may direct the UFSO to conduct the local (informal) FSAV. The local FSAV team will normally be led by the local Wing/Formation/Unit FSO as applicable.

18. A local FSAV should follow the same methodology as a formal FSAV, but may be done on a more informal basis according to local procedures. The local FSAV shall review all aspects of the FSP and AWSP at least once annually, but does not need to be completed all at once. For example, a Wing with four FS Units may decide to visit one unit every three months on a rotating basis. Local FSAVs should be conducted more frequently as required to address safety concerns or to provide additional assistance.

19. Local FSAV teams are generally smaller than for a formal FSAV, but should normally include FS personnel from the host unit. FS personnel from units external to the host unit may also be used to conduct or participate in the FSAV to provide a fresh view and to encourage an invaluable exchange of ideas.

20. In addition to conducting an annual local FSAV, unit FS teams should also informally visit each section regularly throughout the year to promote the FSP, maintain awareness of developing FS issues and develop a positive relationship with unit personnel. Further, whenever someone joins the FS team, be it at the wing or unit level, they should visit all sections within their purview within one month of assuming their duty to familiarize themselves with the FSP implementation, issues and personnel at each unit.

21. When there is a change of command, a local FSAV of the wing/formation/unit shall be conducted as soon as practical to provide the incoming Comd/CO with an updated FS health check of the unit.

Annex A Chapter 4 A-GA-135-001/AA-001

ANNEX A – WING/FORMATION FSAV CHECKLIST

LEGEND

A: SATISFACTORY

B: SATISFACTORY WITH DEBRIEFING

C: UNSATISFACTORY

Ser	Ітем	Α	В	С	Remarks
FSO					
1.	ACCESS TO COMD:				
2.	ACCESS TO BRANCH AND SECTION HEADS:				
	DIRECT WHEN NECESSARY				
3.	RELATIONSHIP WITH SUBORDINATE PERSONNEL:				
	HOW WELL ARE THE FSO / FSNCM KNOWN?				
	MEETINGS WITH FS TEAM				
4.	ADEQUACY OF PERSONAL VISITS TO SECTIONS:				
	REGULAR AND FREQUENT				
	NON-FLYING UNITS				
5.	FEEDBACK PROCESS TO CO:				
	IF PROBLEMS IDENTIFIED ON VISITS				
	AREAS OF CONCERN THROUGH TREND ANALYSIS				
	ROUTINE OR ONLY AS REQUIRED				
6.	Training:				
	BASIC, ADVANCED, FSIMS				
	Additional courses (Human Factors, SCSI, etc)				
7.	CONCEPT OF OPS / BUSINESS PLAN:				
	STRUCTURED ROUTINE OR REACTIVE				
	MISSION, ASSUMPTIONS, RISKS, INITIATIVES				
8.	DOES THE FSO HAVE ANY SECONDARY DUTIES?				
	TIME DEDICATED TO FS DUTIES				
	TIME DEDICATED TO OTHER DUTIES (PRIMARY OR SECONDARY)				
	OTHER MAJOR PROJECTS				

Ser	Ітем	Α	В	С	Remarks
9.	DOES THE FS NCM HAVE ANY SECONDARY				
	Time dedicated to FS duties				
	TIME DEDICATED TO OTHER DUTIES (PRIMARY OR SECONDARY)				
	OTHER MAJOR PROJECTS				
10.	MOS ID CURRENCY:				
	MEETS REQUIREMENTS / STAYING CURRENT				
	TIME AWAY FROM FS JOB AS A RESULT				
FS OF	FICE				
11.	Location:				
	PROXIMITY TO CLERICAL STAFF				
12.	ADEQUACY OF EQUIPMENT:				
	Cellular, pager, voice mail				
	□ FSIMS, INTERNET, LAPTOP				
	DIGITAL CAMERA				
	Accident KITS (COMPLETE)				
13.	SUPPLIES:				
	HAZARD REPORTS				
	VIDEOS				
14.	SUPPORT:				
15.	FILES:				
	SPECIAL INTEREST ITEMS				
16.	FSIMS:				
	NUMBER OF TERMINALS				

Ser	Ітем	Α	В	С	Remarks
17.	PUBLICATIONS:				
	A-GA-I35-001/AA-001				
	AOIS FOR ALL UNIT AIRCRAFT				
	HUMAN FACTORS BOOKS				
	SAFETY MAGAZINES				
FS Pr	OGRAM				
18.	WRITTEN PROGRAM:				
	CO'S PHILOSOPHY				
	Focused, fast, flexible, friendly				
	UPDATED AND CURRENT				
19.	OCCURRENCE REPORTING:				
	RECORDS / FILING SYSTEM				
	□ Inclusion of flying / ground supervisor				
	PROCESS FOR DEPLOYED OPERATIONS				
	PREVENTIVE MEASURES FOLLOW-UP				
	TRENDS ANALYSIS TECHNIQUE				
20.	FS MEETINGS:				
	ATTENDEES (OPS, MAINT, SUPPORT)				
21.	FS BOARDS:				
	METHODS OF DISPLAY				
22.	HAZARD REPORTS:				
	Use promoted				
	Availability of blanks				
	PROCESSING OF COMPLETED FORMS				
	Follow-up procedures				

Ser	Ітем	Α	В	С	Remarks
23.	Education and promotion:				
	FREQUENCY AND VENUE				
	TOPICS (HF, COMMUNICATION, SEASONAL)				
	AIRCREW / GROUND CREW				
24.	ALSE:				
	PROCESS TO STAFF AND TRACK ISSUES				
	ATTENDANCE/INPUTS TO ANNUAL PRM				
25.	Awards program:				
26.	Local surveys:				
	USE OF EXTERNAL RESOURCES (FSOS, FS NCMS)				
	EFFECTIVENESS IN TRACKING FINDINGS				
	Follow-up action				
27.	USE OF EXTERNAL RESOURCES :				
	USE OF EXTERNAL SUBJECT MATTER EXPERTS				
	Use of lessons from similar fleets				
	LINKING LESSONS LEARNED FROM OTHER FLEETS				
28.	UCR PROGRAM:				
	FS INPUT				
	FSO COMMENTS AS REQUIRED				
	G FS STAMP				
29.	Emergency Response Plan:				
	UPDATED AND CURRENT				
	DATE LAST TESTED				
	WARNING SYSTEM				
	TRANSPORT TO SITE				

Ser	Ітем	Α	В	С	Remarks
30.	ACCIDENT INVESTIGATION:				
	CONTROL OF WRECKAGE				
	Guards				
	LIAISON WITH SUPPORTING DND WFSO				
31.	INCIDENT INVESTIGATION:				
	COMPLETENESS OF REPORT				
Air Wi	EAPONS SAFETY				
32.	WRITTEN PROGRAM:				
	☐ INTEGRATED WITHIN FS PROGRAM (REPORTING, PREVENTION, EDUCATION, PROMOTION)				
	ENCOMPASSES ALL AIR WEAPONS ACTIVITIES FROM READY-USE STORAGE TO TARGET OR RETURN TO READY-USE STORAGE				
	AIR WEAPONS SAFETY COMMITTEE				
33.	ESTABLISHED AWSO / AWS NCM:				
	Member of unit FS committee				
	MEMBER OF AIR WEAPONS SAFETY COMMITTEE				
34.	Training:				
	AIR WEAPONS SAFETY INDOCTRINATION AND AWARENESS TRAINING CONDUCTED AT UNIT INCLUD- ING ALL FLIGHT LINE SUPPORT STAFF (FIREFIGHTERS, FUEL TENDER DRIVERS, MILITARY POLICE)				
	ANNUAL AWS TRAINING				
	ANNUAL AIRCREW FAMILIARIZATION TRAINING				
	LOAD CREW TRAINING				
	WEAPONS LOAD OFFICER TRAINING				
	CONVOY TRAINING ARM / DE-ARM TRAINING				
	RECORDS SYSTEM EXISTS TO DOCUMENT TRAIN-				

A-GA-135-001/AA-001 Flight Safety for the Canadian Armed Forces

Ser	Ітем	Α	В	С	Remarks
35.	SAFETY SURVEY:				
	ANNUAL INFORMAL SURVEY CONDUCTED				
	EFFECTIVENESS (FOLLOW-UP, CORRECTIVE AC-				
36.	OPERATIONS:				
	ABSOLUTELY NO MAINTENANCE CARRIED OUT ON AIRCRAFT IN THE ARMED STATE				
	UNIT SOPS DETAILING MAINTENANCE ACTIVITIES THAT MAY BE UNDERTAKEN ON LOADED AIRCRAFT ARE COVERED IN LOCAL ORDERS				
	ARMING / DE-ARMING AREAS DESIGNATED AND APPROVED				
	LOCATION AND NUMBER OF ARMING / DE-ARMING AREAS DESIGNATED AND APPROVED				
	CHECKLIST USED FOR ACCEPTANCE CHECKS ON AIRCRAFT WITH AIR WEAPONS LOADED				
	LOADED AIRCRAFT RECOVERY PROCEDURES ENSURE DIRECT ROUTING TO DE-ARMING AREA				
	AIRCRAFT LOADED WITH FORWARD-FIRING WEAPONS POINTED AWAY FROM POPULATED AREAS				
	EMERGENCY JETTISON AREAS IDENTIFIED IN FLY- ING AND AIR WEAPONS ORDERS				
	PILOT'S HANDS VISIBLE DURING ARMING / DE- ARMING OPERATIONS				
37.	Administration:				
	UNIT AIR WEAPONS SOPS CURRENT AND AVAIL- ABLE				
	Applicable publications available and cur- rent to enhance unit AWS Program				
	DEPLOYMENT SOPS INCLUDE AIR WEAPONS REQUIREMENTS (MANPOWER, EOD, PROCEDURES, EQUIPMENT)				
	AWS REPRESENTATIVE APPOINTED FOR UNIT				
	EMERGENCY RESPONSE PLANS INCLUDE AWS CONSIDERATIONS INCLUDING EVACUATION DISTANCES FOR APPLICABLE AIR WEAPONS				

Annex B Chapter 4 A-GA-135-001/AA-001

ANNEX B – CONTRACTOR FSAV CHECKLIST

LEGEND

A: MET B: PARTIALLY MET

C: NOT MET

Ser	Ітем	Α	В	С	Remarks			
CONTR	Contractor's FSP							
1.	WRITTEN FSP:							
	DOCUMENTATION UPDATED AND CURRENT							
	Functional, adequate, complete							
	EMPLOYEE AWARENESS, PARTICIPATION							
2.	DIRECTOR'S PHILOSOPHY:							
	ALIGNS WITH FUNDAMENTAL PRINCIPLES OF FSP							
	COMMITS NECESSARY RESOURCES FOR							
	IMPLEMENTATION							
	DOCUMENTED, CURRENT, SIGNED							
	☐ VISIBLE ENDORSEMENT, EMPLOYEE AWARENESS							
3.	SUBCONTRACTOR OVERSIGHT:							
	FSP awareness, participation							
4.	FS COUNCIL:							
	FREQUENCY, ATTENDANCE							
	MINUTES / RECORD OF DISCUSSIONS							
5.	INTERFACE WITH OTHER SAFETY PROGRAMS							
	FSP INTERFACE WITH OTHER CONTRACTOR							
	SAFETY PROGRAMS (EX. OCCUPATIONAL HEALTH AND							
	SAFETY, GENERAL SAFETY, FALL RESTRAINT)							
	SP INTERFACE WITH CAF UNIT / WING							
	PROGRAMS IF APPLICABLE (EX. RAMP SAFETY,							
	SNIC)							
6.	OCCURRENCE REPORTING PROCESS:							
	PROCESS USED							
	RECORDS / FILING SYSTEM							
	LINK TO FSIMS / FSP							

Ser	Ітем	Α	В	С	Remarks
7.	HAZARD REPORTING PROCESS:				
	PROCESS USED				
	RECORDS / FILING SYSTEM				
	LINK TO FSIMS / FSP				
	HAZARD REPORT PROMOTION				
	Availability of blank forms				
	Follow up procedure				
CONTR	ACTOR FSO				
8.	KNOWLEDGE AND EXPERIENCE:				
	PROFESSIONAL KNOWLEDGE				
	KNOWLEDGE OF CONTRACTOR'S ROLE				
	KNOWLEDGE/EXPERIENCE IN ALL AREAS OF WORK				
	AT CONTRACTOR				
9.	Access to Director:				
10.	Access to Branch and Section Heads:				
11.	Direct, Indirect				
11.					
	Additional FS related courses				
12.	(EX. SAFETY MANAGEMENT, INVESTIGATION) RELATIONSHIP WITH COMPANY PERSONNEL:				
12.	FSO WELL KNOWN / VISIBLE				
13.	FS TEAM WELL KNOWN / VISIBLE ACCESS TO PUBLICATIONS / RESOURCES:				
-	DFS WEBSITES (INTRANET AND INTERNET)				
	FS PUBLICATIONS (FS MANUAL, AIM)				
	AOIs/CFTOS FOR ALL DND AIRCRAFT				
	HAZARD REPORTS, LESSONS LEARNED				
	(EX. SAFETY MAGAZINES, POSTERS, VIDEOS)				
14.	Access to FSIMS:				
	DWAN ACCESS				
	NUMBER OF TERMINALS				
	Familiarity with tool, handbook				

Ser	Ітем	Α	В	С	Remarks
Pre-O	ccurrence / Prevention Activities				
15.	FS COMMITTEE:				
	FREQUENCY, ATTENDANCE				
	AREAS OF CONCERN, TREND ANALYSIS, STRESS				
	POINTS				
16.	FS TRAINING TO PERSONNEL:				
	FREQUENCY, ATTENDEES, TRACKING				
	Format, topics				
17.	INTERNAL SURVEYS:				
	SCOPE				
	Use of external resources				
	REPORT DISTRIBUTION, FOLLOW-UP ACTION				
18.	INFORMAL PERSONAL VISITS TO SECTIONS:				
19.	FS BRIEFINGS				
	FREQUENCY AND VENUE				
	Use of external SMEs for briefing				
	Use of lessons from similar fleets,				
	CONTRACTORS, EXTERNAL AGENCIES				
20.	FS Boards:				
	UP TO DATE				
	METHODS OF DISPLAY				
21.	FS Awards Program:				
	EFFECTIVENESS, VISIBILITY				
	DND FS AWARD PROGRAM				
22.	FEEDBACK TO THE CHAIN OF COMMAND:				
	FEEDBACK METHOD / REPORTS				
23.	FEEDBACK TO WING:				
	FEEDBACK METHOD / REPORTS				
	MUTUAL EXCHANGES OF INFORMATION				
	(EX. MAINT ALERTS)				
24.	SPECIFIC FS AREAS OF CONCERN:				
	FOD, HOUSE KEEPING, TOOL CONTROL				

SER	Ітем	Α	В	С	Remarks
Post-0	DCCURRENCE ACTIVITIES				
25.	EMERGENCY RESPONSE PLAN:				
	COMPLETE, UPDATED AND CURRENT				
	LOCATIONS HELD (COMMAND POST, OFFICES)				
	DATE LAST TESTED				
	WARNING SYSTEM				
	TRANSPORT TO CRASH SITE				
	PHOTOGRAPHER AVAILABILITY				
26.	ADEQUACY OF EMERGENCY RESPONSE EQUIPMENT				
	Communications (ex. cell phone, radios)				
	DIGITAL CAMERA				
	Fluids sampling equipment				
	SITE SECURITY EQUIPMENT				
27.	ACCIDENT INVESTIGATION SUPPORT ACTIVITIES				
	CONTROL OF WRECKAGE / SITE				
	LIAISON WITH SUPPORTING WFSO				
	IMPOUNDING RECORDS (ELECTRONIC, PAPER)				
	QUARANTINE PROCEDURES				
28.	Incident Investigation:				
	COMPLETENESS AND QUALITY OF REPORT				
	CONTROL OF REPORT				
	COORDINATION WITH WFSO				
29.	CAUSE FACTOR ASSESSMENT:				
	CORRECT ASSIGNMENT OF CAUSE TYPES				
	(Personnel, Materiel, Environment,				
	OPERATIONAL, FOD, UNDETERMINED)				
30.	HUMAN FACTORS ANALYSIS AND CLASSIFICATION				
	SYSTEM (HFACS):				
	ACTIVE FAILURES CAPTURED				
04					
31.	PREVENTIVE MEASURES (PM) AND ANALYSIS:				
	PM CLOSING PROCESS				

Annex C Chapter 4 A-GA-135-001/AA-001

ANNEX C – AIR CADET GLIDING PROGRAM FSAV CHECKLIST

LEGEND

A: SATISFACTORY

B: SATISFACTORY WITH DEBRIEFING

C: UNSATISFACTORY

Ser	Ітем	Α	В	С	Remarks
ACCIDEN	T Prevention Program				
1.	FS PUBLICATIONS				
	INCIDENT / ACCIDENT REPORTS				
	Memoranda				
	METHOD OF DISPLAY				
2.	FS FILMS AND VIDEOS				
3.	FS BRIEFINGS				
4.	STANDARD OPERATING PROCEDURES (SOPS)				
	CURRENT / ADEQUATE				
	ALL READ AND SIGNED				
5.	Publications				
6.	Facilities Display				
	AIRFIELD LAYOUT				

Ser	Ітем	Α	В	С	Remarks
7.	Marshalling signals as per SOPs				
	Compliance with orders				
	Poster display				
8.	RADIO PROCEDURES				
9.	Aircrew				
10.	OPERATIONS				
	Flying time limitations				
11.	PUBLICATIONS FOR AIRCRAFT AND EQUIPMENT				
	Use of pre-take-off and landing checklist				
	AIRCRAFT OWNER'S MANUAL				
	AIRCRAFT HANDOVER				
GLIDER	Operations-General			,	
12.	Снескоитs				
	ПТногоидн				
	SIMULATED ROPE BREAKS				
	As per SOPs				
13.	Medical				
	HAZARDS POSED BY ILLNESS				
	PROCEDURES TO ENSURE THAT AIRCREW CANNOT FLY WHILE MEDICALLY UNFIT				

Ser	Ітем	Α	В	С	Remarks
14.	PUBLICATIONS				
	ON-TIME DISSEMINATION AIP				
	VFR SUPPLEMENT				
	AMENDMENTS DISTRIBUTED				
15.	Briefings				
	REQUIREMENT TO ATTEND				
	SPECIAL REQUIREMENTS				
	Emergency procedures				
16.	LAUNCH CONTROL OFFICER (LCO)				
17.	LAUNCH PERSONNEL				
	DUTIES UNDERSTOOD				
	Adherence to SOPs				
18.	Weather / wind limitations				
	DAYLIGHT VFR ONLY				
	90° CROSSWIND LIMITS				
	☐ Z-33 8 кмотѕ / 10 мрн				
	Scout 15 кнотѕ / 17 мрн				
	L-19 10 кнотs / 11 мрн				
	15 KTS / 17 MPH FOR STDS / CHECK PILOT CONDUCTING TRAINING ONLY				
	Gusts not greater than 10 knots or 12 mph				
19.	GLIDER MOVEMENTS				
	SUFFICIENT PERSONNEL				
	BY HAND WHEN BACKWARDS				
	BY VEHICLE WHEN FORWARD				

Ser	Ітем	Α	В	С	Remarks
20.	GLIDER PARKING AS PER SOPS				
	DISTANCE BETWEEN GLIDERS				
	ALIGNMENT AND DIRECTION				
	Spoilers extended				
	LOW WING INTO WIND				
	TIE-DOWN AS PER SOPS				
21.	VEHICULAR TRAFFIC				
	CONTROL OF MOVEMENT				
22.	Spectators				
23.	PILOT LOG BOOKS				
	Maintained and up to date				
	LOG BOOK CERTIFICATION FOR PROFICIENCY AND QUALIFICATIONS				
GLIDER (OPERATIONS-EMERGENCY PROCEDURES				
24.	Occurrence Response Plan				
	WARNING SYSTEM				
	TRANSPORT TO SITE				
	Photographer / camera				
	PERSONNEL KNOWLEDGEABLE OF PLAN				
25.	GRID MAPS				
	Available and current				
26.	ACCIDENT ALARM SYSTEM				
27.	VEHICLES TO ACCIDENT SITE				
	Rules governing vehicle movement				
	CONTROL OF VEHICLES BY TOWER				
	CURRENT WEATHER				
	OPS CONDITIONS				
	Emergency procedures				

Ser	Ітем	Α	В	С	Remarks
28.	ACCIDENT RESPONSIBILITIES				
	RECOVERY OF WRECKAGE				
	WRECKAGE GUARDS				
	ACCIDENT TRAILER AND ACCIDENT SITE EQUIPMENT				
29.	NOTIFICATION TO				
	LOCAL FIREFIGHTERS				
	CAF FS PERSONNEL				
30.	Availability of ambulance				
	Response time				
31.	Fire extinguishers				
	SPOT CHECKS IN HANGARS, FLIGHT LINE, AIRCRAFT AND WINCH				
	KNOWLEDGE OF USE				
32.	Emergency procedures				
	KNOWLEDGE AND PRACTICE				
	Take-off abort				
	Emergency release				
	Non-release				
	ROPE / CABLE BREAK				
Air Services					
33.	BIRD STRIKE				
	Records, I.E. CF 215				
34.	AIRFIELD CONDITION				
	RAMPS, TAXIWAYS, RUNWAYS, LIGHTING, APPROACHES, OVER-RUN AREAS, IN-FIELD AREAS				
	METHOD OF DISSEMINATING PREVIOUSLY DISCUSSED INFORMATION TO USERS				

Ser	Ітем	Α	В	С	Remarks
35.	WEATHER SERVICES				
	Access to current and forecast conditions				
	INFORMATION UPDATED, E.G. USE OF PIREPS				
36.	CONTROL TOWER				
	COMMUNICATIONS WITH ALL GLIDER OPERATIONS				
	LOCAL GLIDING PROCEDURES				
	VISIBILITY OF ENTIRE GLIDER OPS AND TRAFFIC PATTERNS				
	TOWER CONTROL OF GLIDERS AND TOW				
	Tower control of vehicles on Airfield				
MAINTEN	IANCE AND SERVICING				
37.	RELATIONSHIP WITH FSO				
	MUTUAL EXCHANGES OF INFORMATION				
38.	FS PUBLICATIONS				
	Poster displays				
	"SAFETY COMMENT" FORMS AVAILABILITY AND USE				
	AIRCRAFT ACCIDENT SUMMARIES				
39.	USE OF INTAKE DUCT PLUGS				
	Tow planes				
40.	FOD Program				
	NO LOOSE EQUIPMENT IN COCKPITS				
41.	FLIGHT TESTING				
	CHECKLISTS USED				

Ser	Ітем	Α	В	С	Remarks
42.	MAINTENANCE ADMINISTRATION				
	EQUIPMENT INSPECTIONS				
	SNAGS RECORDED				
	AIRCRAFT TECHNICAL LOGS UP TO DATE				
	CORRECTIVE ACTION ON SNAGS				
	STORAGE CONDITIONS				
	CLEANLINESS OF AIRCRAFT AND HANGAR				
SAFETY S	Systems				
43.	LIFE SUPPORT EQUIPMENT				
	INSPECTIONS VALID				
44.	PERSONNEL-ISSUE AS PER SCALE OF ISSUE				
	USERS FITTED AND BRIEFED ON EQUIPMENT				
	CARE AND HANDLING PROCEDURES FOR OVERDUE				
	EQUIPMENT				
45.	EMERGENCY LOCATOR TRANSMITTER (ELT)				
46.	Accident response				

Ser	Ітем	Α	В	С	Remarks
47.	ACCIDENT RESPONSE EQUIPMENT				
	FIRST AID KIT				
	DISPOSABLE CAMERA				
	Rescue knife (harness cutter)				
	Two fire extinguishers				
	VEHICLE CAPABLE OF TRANSPORTING EQUIPMENT AND PERSONNEL CLOSE TO ACCIDENT SITE				
	Accident axe				
	FIREFIGHTER'S COMBINATION TOOL				
	Two wool blankets				
TRAINI	NG				
48.	SUPERVISOR TRAINING				
49.	Local surveys				
	REGULAR AND SYSTEMATIC				
	ADEQUACY OF CORRECTIVE ACTION				
	Use of FSO resources				
50.	GLIDING SCHOOL LECTURES AS PER DIRECTIVES				
	LESSON PLANS				
	According to syllabus				
AIR TOW	Launch Procedures				
51.	AIR TOW LAUNCH CREW				
	NUMBER OF CREW THREE (3) MINIMUM				
	BRIEFED ON OPERATION				
52.	Position of signallers				
	Tow aircraft signaller 45° ahead of aircraft, 50 ft. from take-off path, facing wingman and aircraft				

Ser	Ітем	Α	В	С	Remarks
53.	Tow rope attachment procedure				
	ONLY WHEN GLIDER READY				
	ROPES AS PER SOPS				
	CONDITION OF ROPE CHECKED				
54.	Pre-take-off checks				
	BACK RELEASE AND FORWARD RELEASE				
	CHECKED AT START OF DAILY OPERATIONS				
	As PER CHECKLIST				
55.	Signals				
	VERBAL AND HAND SIGNALS				
	USAGE AS PER SOPS				
	CLEAR AND UNDERSTOOD				
56.	Tow aircraft handling procedure				
	TAKE-OFF AND CLIMB AS PER SOPS				
	☐ 15° TO 20° OF BANK				
	RELEASE DESCENDING LEFT TURN				
	ROPE DROP IN DESIGNATED AREA				
	LANDING CLEARANCE OF TRAILING TOW ROPE				
WINCH L	AUNCH PROCEDURES				
57.	WINCH LAUNCH CREW				
	NUMBER IN CREW (4 MINIMUM)				
	BRIEFED ON OPERATION				
	UNDERSTAND DUTIES				
58.	WINCH CABLE AND ATTACHMENT				
	CONDITIONS CHECKED				
	Only when glider ready				
	MULTIPLE WINCHES: CORRECT CABLE INSTALLED				
	DOWNWIND GLIDER LAUNCHED FIRST				
59.	WINCH LAUNCH SIGNALLING				
	PROPER SIGNALS USED				
	EASILY SEEN BY CREWS				
	CORRECT USAGE				

Ser	Ітем	Α	В	С	Remarks
60.	Signals				
	VERBAL AND HAND SIGNALS				
	CLEAR AND UNDERSTOOD				
	Usage as per SOPs				
61.	Take-off and climb				
	INITIAL CLIMB SHALLOW				
	SAFETY ALTITUDE: 200 FEET AGL				
	SAFETY SPEED: 50 MPH				
	MAXIMUM CLIMB SPEED: 69 MPH				
62.	CLIMB CONTROL PROCEDURE				
	Yaw to reduce power				
	RELEASE IF TOO SLOW				
63.	CABLE BREAK PROCEDURE				
	GLIDER IN FLYING ATTITUDE				
	NON-RELEASE SIGNALS AND PROCEDURE				
64.	CABLE RETRIEVING				
	ORIGINATED BY WINCH OP				
	MAXIMUM SPEED OF 15 MPH TO LAY OR RETRIEVE CABLE				
Αυτο μ	UNCH PROCEDURES				
65.	AUTO LAUNCH CREW				
	NUMBER IN CREW (4 MINIMUM)				
	BRIEFED ON OPERATION				
	CERTIFIED VEHICLE DRIVER AND OBSERVER				
66.	AUTO TOW CABLE AND EQUIPMENT				
	As per SOPs				
67.	CABLE ATTACHMENT				
	Only when glider ready				
68.	AUTO TOW LAUNCH				
	FROM RUNWAY OR HARD SURFACE				

Ser	Ітем	Α	В	С	Remarks
69.	Position of signallers				
	LAUNCH VEHICLE OBSERVER IN PLACE				
70.	Signals				
	VERBAL AND HAND SIGNALS				
	CLEAR AND UNDERSTOOD				
	Usage as per SOPs				
71.	Take-off and climb				
	INITIAL CLIMB SHALLOW				
	SAFETY ALTITUDE: 200 FEET AGL				
	SAFETY SPEED: 50 MPH				
	MAXIMUM CLIMB SPEED: 69 MPH				
72.	CLIMB CONTROL PROCEDURE				
	Yaw to reduce power				
	RELEASE IF TOO SLOW				
73.	CABLE BREAK PROCEDURE				
	GLIDER IN FLYING ATTITUDE				
	NON-RELEASE SIGNALS AND PROCEDURE				
74.	CABLE RETRIEVING				
	Parachute not dragged				

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