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## **SUGGESTED GUIDELINES FOR THE RESPONSIBILITIES OF A CLUB CHIEF PILOT**

In order to comply with the BPA Operations Manual Section 9, Paragraph 1.1 CCI's must appoint a Club Chief Pilot responsible to him or her for the Club's flying operation. This may be carried out in accordance with Section 4, Paragraph 11.2 i.e. 'The CCI may delegate responsibilities to qualified subordinates; this may be by the subordinate signing a form to accept responsibility for a specific area or duty. The CCI is to ensure that person accepting responsibility is aware what the responsibility entails'.

The role of a CCP may vary greatly from centre to centre depending on the size of the operation and the number and type of aircraft used. The flying section of a Club who operate a single engine UK registered aircraft, such as a 182, should be relatively simple to manage efficiently, compare this to a large commercial centre with multi engine turbine aircraft on a foreign register operating in controlled airspace and a completely different set of circumstances emerge. However, the same basic rules apply and a systematic approach with an understanding of the requirements together with a close working relationship between the CCI and CCP should lead to the successful management of the flying section for the good of all.

In order to help identify the role of CCP, listed below are suggested areas of responsibility:

1. To liaise on a regular basis with the CCI and manage the flying section of the operation.
2. To ensure the flying section of the centre is carried out within the Terms and Conditions laid down in the BPA Operations Manual and the Club SOPs.
3. To ensure all aircraft operated by the club are operated in compliance with the Flight Manual and any supplements issued by the CAA or any other governing body.
4. To set in place a system for ensuring that the proper maintenance management is carried out in accordance to the agreed schedules.
5. To maintain a record of all documentation relating to maintenance and serviceability in accordance with BPA Operation Manual Section 9, Paragraphs 4 and 5.3.
6. To maintain a list of the regular pilots together with their currency and qualification.
7. To ensure all pilots are familiar with SOPs updates.
8. To brief all pilots and instructors on aircraft used by the centre, specifically on loading, run-in speeds, emplaning and any other special requirements such as the use of restraints, in-air communication between jumpmasters and pilots and aircraft emergencies.
9. To maintain a system for checking pilots flying hours and breaks.
10. To set in place a system of ensuring that flights in controlled airspace are carried out only by pilots qualified to do so, i.e. when the centre operates within an airway or during parachute displays away from base.
11. To set in place a system for the notification of the ATSU on start/stop and stand-down times including the recording of such on BPA Form 193.

12. To maintain aircraft and ground station radio licence requirements.
13. To ensure all aircraft are kept adequately equipped with required items such as checklist, first aid kit, fire extinguisher, and a suitable knife and keep regular checks on aircraft suitability for use ensuring sharp edges are covered over or taped up, clean and free of any loose objects.
14. To maintain a proper system of fuel management including sampling and recording of all checks in accordance with CAP 748, including a list of persons responsible for fuel checks on a daily basis.
15. To liaise between CCI, pilots, jumpmaster and DZ control ensuring a proper understanding of the non-confliction procedures exists both on the ground and in air.
16. To manage the procedures for obtaining meteorological information.
17. Ensure pilots have access to CAP 393, Notams, AIC's and any other paperwork they require to carry out their flight in conformity.
18. Maintain supplies required such as engine oil, blank daily flight sheets, spare bulbs etc. etc.
19. Oversee fuel pump installations, ensuring mandatory requirements are met.
20. Continually assess pilot's performance and coaching pilots positively where required.
21. Promote a healthy and friendly atmosphere between pilots and jumpers.
22. Be responsible for the checking out and briefing of new pilots and for maintaining a file on each pilot, containing all relevant information relating to that pilot.
23. To check that any hired aircraft visiting the club for the purpose of parachuting have been properly maintained and will be operated legally. Typically this should involve a check that the aircraft is cleared for parachuting, that the pilot is properly licensed to fly it and that an ANO Article 115 Permit is in force.
24. To ensure that the responsibilities regarding hired aircraft are allocated to an appropriately qualified individual who understands and accepts their role liaising with the CCI regarding any performance or structural limitations that may apply.
25. To ensure that all aircraft are flown in accordance with Article 43 of the ANO which defines the responsibility of an aircraft commander.
26. To encourage Club pilots to attend a CAA Safety Evening every 3 years.

The following publications should be of assistance to the Club Chief Pilot:

BPA Operations Manual  
BPA Jump Pilots Manual  
Club SOPs  
CAA CAP 393  
CAA CAP 793  
CAA CAP 748