

## SECTION 12

### DOCUMENTATION

#### 1. PERSONAL DOCUMENTS

1.1 All skydivers, riggers, packers, judges and DZ controllers must be current members of the British Skydiving.

1.2 All skydivers must have either a Declaration of Fitness to Skydive/Doctor's Certificate or appropriate Medical Certificate (see Section 11 - Medical).

#### 1.3. Parental Consent

All British Skydiving members aged 16 or 17 must obtain the written consent of their parent/ guardian before being permitted to commence skydiver training and to make skydives. This must be by the parent/guardian signing a British Skydiving Form of Agreement and a British Skydiving Declaration of Fitness to Skydive/Doctor's Certificate. Their PTO should normally hold these forms.

1.4 All British Skydiving members are required to sign a Form of Agreement.

#### 1.5. Skydivers' Log.

All skydivers must keep a personal log recording details of all of their skydiving descents.

#### 1.6. Parachute Records.

1.6.1. All skydivers must keep a record for each of their personal parachutes.

1.6.2. In the case of all personal reserve and Tandem main parachutes the log will record every packing, repair and modification to the parachute to which they relate.

1.6.3. In the case of British Skydiving 'A' Licence skydivers and above, their skydiving log is adequate as a packing record for the main parachute.

#### 1.7. British Skydiving Skydivers Licence

Issued by the British Skydiving detailing the qualifications of a skydiver (see Section 2, Para 2).

#### 1.8. FAI Sporting Licence.

Issued by the British Skydiving on behalf of the Royal Aero-Club of the U.K.

#### 1.9. Parachute Packing Certificates.

Issued by British Skydiving HQ, the application having been countersigned by a British Skydiving instructor or rigger who has tested the applicant in the required packing procedure.

#### 1.10. Ratings, Qualifications, Certificates of Competence

British Skydiving ratings, qualifications and Certificate of Competence will only be awarded or issued to Full British Skydiving members and will only be valid whilst that membership is current.

- 1.11. CIs are responsible for ensuring that the personal documents of all Student Skydivers under their supervision are valid and up to date and that suitable documents are issued to all first jump 'solo' Student Skydivers following completion of their initial training course.
- 1.12. British Skydiving 'A' Licence skydivers and above are responsible for maintaining their personal documents and ensuring that they are valid and up to date.

## 2. PARACHUTE TRAINING ORGANISATION (PTO) RECORDS

PTO records must be maintained in accordance with this Operations Manual.

## 3. REPORTS

The following reports will be made by all PTOs:

### 3.1. Annual Skydiving Returns

- 3.1.1. This will show the number of skydives made within the PTO's DZ(s), excluding display descents.
- 3.1.2. It will also summarise injuries sustained by skydivers within the PTO's DZ(s). These will be categorised as follows:
  - a. **Fatal**
  - b. **Serious** - (Detained in hospital for 2 weeks or more).
  - c. **Medium** - (Admitted to hospital or rendered unfit for skydiving for at least three weeks or more).
  - d. **Slight** - (Unfit for skydiving for any period less than three weeks)
- 3.1.3. The Annual Return will also summarise parachute malfunctions and give other statistical information as requested by British Skydiving.
- 3.1.4. It is recommended that Form 150 is used for the Annual Return and is submitted as soon as possible after the 31<sup>st</sup> December each year.

### 3.2. Other British Skydiving Reports.

British Skydiving requires Reports in the following cases:

- 3.2.1. **Injury Reports** (Form 117). Any injury to any British Skydiving member requiring professional medical treatment whilst taking part in any skydiving activities, including training.
- 3.2.2. **Incident/Malfunction/Deployment Problem Report** (Form 118). Any malfunction or deployment problem, any incident involving British Skydiving members taking part in skydiving activities, or any incident involving an aircraft flight for the purpose of skydiver dropping.
- 3.2.3. **Tandem Incident/Malfunction/Deployment Problem Report** (Form 118A). Any malfunction or deployment problem, any incident involving British Skydiving members taking part in Tandem skydiving activities.
- 3.2.4. **Third Party Claim** (Form 119). Any incident involving injury to a third party or damage to property.
- 3.2.4. Reports should be sent to British Skydiving HQ on the appropriate form as soon as possible after the incident, injury or malfunction has taken place.