Contents

British Skydiving Manual Update Policy ................................................................. 5

Introduction ........................................................................................................... 7

British Skydiving AFF Basic Instructor Courses & Requirements to Attend .......... 7
Application ................................................................................................................ 8
Preparation ............................................................................................................... 9
Accelerated Free Fall Basic Instructor Course Syllabus ........................................ 9
AFFBI Course Reports ......................................................................................... 9
The AFFBI Probationary Period ......................................................................... 10
Summary .............................................................................................................. 10

Section 1: AFF Ground Training Syllabus ......................................................... 11
1.1 Orientation and Documentation: ................................................................. 11
1.2 Familiarisation with and Fitting of the Equipment: .................................... 11
1.3 After Landing Procedures: ........................................................................... 11
1.4 The Stable Position and Practice pulls: ....................................................... 11
1.5 Aircraft Drills: ............................................................................................... 12
1.6 Aircraft Drills and Emergencies: ................................................................. 12
1.7 AFF Level 1: ................................................................................................. 13
1.8 Canopy Control and Flight Drills: ............................................................... 13
1.9 Malfunction and reserve procedures: ......................................................... 13
1.10 Landings: .................................................................................................... 14
1.11 Abnormal Landings: .................................................................................. 14
1.12 Written Examination: ................................................................................. 14

Section 2: Accelerated Free Fall Levels .............................................................. 15
2.1 Level 1: ........................................................................................................ 15
2.2 Level 2 ......................................................................................................... 17
2.3 Level 3 - Release dive .................................................................................. 18
2.4 Level 4 - Start and stop turns ..................................................................... 19
2.5 Level 5 - Alternate 360° turns ..................................................................... 20
2.6 Level 6 - Solo exit ....................................................................................... 21
2.7 Level 7 - Confirmation dive ........................................................................ 22
2.8 Level 8 - Short delay .................................................................................. 23

Section 3: AFF Emergencies ............................................................................ 24
3.1 Aircraft Emergencies (Co-ordinate with pilot based on PTO policy). .......... 24
3.2 In Free Fall emergencies. ............................................................................ 24
3.3 Canopy Malfunctions. ................................................................................ 25
3.4 Abnormal Landings .................................................................................... 25

Section 4: Responsibilities of an AFF Instructor ............................................. 26
<table>
<thead>
<tr>
<th>Section 5: Qualities of an AFF Instructor</th>
<th>28</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Qualities</td>
<td>28</td>
</tr>
<tr>
<td>Section 6: Equipment</td>
<td>29</td>
</tr>
<tr>
<td>6.1 Student Equipment</td>
<td>29</td>
</tr>
<tr>
<td>6.2 Ancillary Equipment</td>
<td>30</td>
</tr>
<tr>
<td>6.2 Instructors Equipment</td>
<td>30</td>
</tr>
<tr>
<td>Section 7: Progression Criteria</td>
<td>30</td>
</tr>
<tr>
<td>7.1 Standard Progression</td>
<td>30</td>
</tr>
<tr>
<td>7.2 Revision Training</td>
<td>30</td>
</tr>
<tr>
<td>7.3 Continuing Education</td>
<td>31</td>
</tr>
<tr>
<td>Section 8: Effective Teaching Methods</td>
<td>31</td>
</tr>
<tr>
<td>8.1 Preparations</td>
<td>31</td>
</tr>
<tr>
<td>8.2 The 20 Minute Call</td>
<td>32</td>
</tr>
<tr>
<td>8.3 Climb to altitude</td>
<td>32</td>
</tr>
<tr>
<td>8.4 Instruction of Free Fall</td>
<td>32</td>
</tr>
<tr>
<td>8.5 Post jump debrief</td>
<td>32</td>
</tr>
<tr>
<td>Section 9: Training Aids</td>
<td>33</td>
</tr>
<tr>
<td>9.1 Visual Aids</td>
<td>33</td>
</tr>
<tr>
<td>9.2 Powerpoint</td>
<td>33</td>
</tr>
<tr>
<td>9.3 Equipment</td>
<td>33</td>
</tr>
<tr>
<td>9.4 Aircraft</td>
<td>33</td>
</tr>
<tr>
<td>9.5 Horizontal Trainer</td>
<td>33</td>
</tr>
<tr>
<td>9.6 Suspended Harness</td>
<td>34</td>
</tr>
<tr>
<td>9.7 PLF Platform</td>
<td>34</td>
</tr>
<tr>
<td>Section 10: Record Maintenance</td>
<td>34</td>
</tr>
<tr>
<td>10.1 Accelerated Free Fall Training Record Card</td>
<td>34</td>
</tr>
<tr>
<td>10.2 Summary Records (Appendix G)</td>
<td>35</td>
</tr>
<tr>
<td>List of Appendices</td>
<td>37</td>
</tr>
<tr>
<td>Appendix A (AFF Hand Signals)</td>
<td>39</td>
</tr>
<tr>
<td>Appendix B (AFFBI Proficiency Card)</td>
<td>41</td>
</tr>
<tr>
<td>Appendix C (AFFI Proficiency Card)</td>
<td>43</td>
</tr>
<tr>
<td>Appendix D (AFFBI &amp; AFFI Instructor Course Training Syllabus)</td>
<td>45</td>
</tr>
<tr>
<td>Appendix E (AFF Student Dispatching Brief Pre-AFF Level 8)</td>
<td>47</td>
</tr>
<tr>
<td>Appendix F (Suggested Accelerated Free Fall Training Record Card)</td>
<td>49</td>
</tr>
<tr>
<td>Appendix G (Accelerated Free Fall Summary Record / Training Log)</td>
<td>50</td>
</tr>
</tbody>
</table>
The British Skydiving Accelerated Free Fall Manual is updated periodically. As British Skydiving rules are continually evolving, the primary operational document, the British Skydiving Operations Manual, is regularly updated at meetings of British Skydiving Safety & Training Committee which are held every two months.

Therefore, in the case of any conflict between rules or requirements set out in the British Skydiving Operations Manual and any other British Skydiving manual, the provisions in the British Skydiving Operations Manual shall always have primacy as the definitive statement of the current position.
Introduction

The Accelerated Free Fall (AFF) Programme originated in the late 70s early 80s in the United States of America and was developed as an alternative training programme to the conventional static line/short delay system and was introduced into the UK in 1984. Previously, all students in the UK had been trained by the static line program.

AFF follows a different route to the same end, an alternative method of achieving Category 8, from jump number 1.

The aim of the British Skydiving’s AFF Programme is to ensure that the student has the basic survival and control skills needed to skydive safely and confidently on their own. This must be the overriding consideration when Instructors are using the programme.

Requirements for becoming an AFF Instructor can be found in the Operations Manual, Section 4, Instructors. Ensure that you are aware of current requirements.

This programme is called “Accelerated Free Fall” because the learning process can be quite a lot faster than with the Category System Static Line Progression Programme. Although both systems can get the student to Category 8 in the same minimum number of jumps, the personal tuition provided on the AFF Programme usually ensures that the average student will qualify in a shorter time frame.

The programme has been carefully and systematically developed. It utilises the skills, techniques, and equipment that have evolved in skydiving to give the student an intensive learning experience. The British Parachute Association approves this training method for use and may only take place at British Skydiving Affiliated Parachute Training Organisations (PTO’s) where regular AFF skydiving takes place and where AFF instructors are regularly available.

This manual has been produced to assist PTO Chief Instructors (CIs), Accelerated Fee Fall Instructors (AFFIs) and Accelerated Free Fall Basic Instructors (AFFBIs) produce Lesson Plans, Standard Operating Procedures (SOPs) for the safe operation and training of Accelerated Free Fall Students.

British Skydiving AFF Basic Instructor Courses & Requirements to Attend

To become an Accelerated Free Fall Basic Instructor the candidate must fulfil all the requirements of an Accelerated Free Fall Basic Instructor Course which are laid out below. These may also be found in Section 4 (Instructors) of the British Skydiving Operations Manual.

Required qualifications to attend:

2. Two years involved in Skydiving.
3. A written recommendation by a CI who has known the candidate for a minimum of six months and has seen him/her regularly skydiving during that period.
5. Holds a British Skydiving Packing certificate.
7. Holds a British Skydiving Canopy Handling (CH) coach qualification.
8. Completed and fulfilled the requirements of the British Skydiving AFFBI Proficiency Card (Form 254c).
9. At the start of the course, the candidate must have completed 60 descents in the previous two years.

Will be required to attend an AFFBI Course of up to a week in length organised by the STO or COO.

After successfully completing the AFFBI Course, the candidate will be awarded AFFBI status, and will be permitted to instruct/brief Accelerated Free Fall Student Skydivers initially under direct supervision until competency is proven (logbook endorsement) and then continue under supervision. The AFFBI may dispatch and supervise AFF Students on Consolidation jumps, following a brief by at least an AFFI (logbook endorsement). AFFBIs may only follow out consolidation students after successful completion of their Level 8. The AFFBI may not make any AFF instructional descents with AFF Student Skydivers.

AFFBI Course candidates should meet the jump and free fall requirements of the Accelerated Free Fall Instructor Course (para. 6.1.2. - below) prior to attending the AFFBI Course.

The AFFBI rating is valid for a period of twelve (12) months from the date of issue.

**N.B. The Training Syllabus for Accelerated Free Fall Instructors can be found on Form 153.**

Discussion should ideally take place between the Chief Instructor (CI) and the potential Instructor to ascertain whether it is worthwhile for the latter to undertake:

1. A week for the AFFBI Course.
2. A great deal of time over a period of up to a year for structured training and experience.
3. A further week on the AFFI Course.

Becoming a British Skydiving AFF Instructor is quite commitment and should not be undertaken lightly. The CI should also consider in the light of this whether the candidate has the potential ability to be successful. Whilst a ‘D’ Licence holder is the required skydiving experience; the candidate should be a competent all-round skydiver. Being a competent skydiver does not mean that you can automatically become a competent AFF Instructor.

**Application**

Application to attend an AFFBI Course must be made as far in advance of the course as possible, as there are usually other candidates applying. Any candidate wishing to apply for an AFF Basic Instructor course must ensure they meet all the requirements to attend. The application should initially be done by the CI or candidate (with CI’s approval) contacting British Skydiving HQ and provisionally booking a place on the Course required.

The candidate will then be sent Form 183 (Instructor Course Application Form/CI Recommendation), which should be completed and returned to the British Skydiving along with payment details for the administration fee. The cost for the administration fee is £150.00 pounds, however this may change over the years.

Further information will be sent out to the candidates as part of the joining instructions once they have a confirmed place on the AFFBI Course.
Preparation

Before the course, candidates should be carefully assessed by their CI as to their suitability to hold an Instructor’s rating, and should have received basic instruction in the following:

1. Teaching techniques for classroom and practical periods.
2. Preparation of lesson plans.

Candidates should also have had some basic dealings with Student Skydivers, which could mean involvement in initial documentation, manifesting and marshalling, packing, DZ Control, etc.

Candidates should become familiar with the proficiency card required to attend an AFFBI course and start the work towards completing the minimum requirements detailed on the proficiency card.

The British Skydiving proficiency cards were introduced in June 2014 as a result of a review of the training conducted on Basic Instructor courses. By completing the minimum requirements on the proficiency cards, candidates should be better prepared when attending a British Skydiving Instructor course.

The British Skydiving Proficiency cards (forms 254c & 254f) are included in this manual and can also be downloaded from the British Skydiving website https://britishskydiving.org/forms/

Candidates will also find advantageous to have a good knowledge of the Operations Manual. This can also be downloaded from the British Skydiving website.

Accelerated Free Fall Basic Instructor Course Syllabus

The Training syllabus listed below is delivered to all AFFBI candidates that attend a British Skydiving Basic Instructor course.

1. Opening Address
2. Responsibilities and Qualities of a Sport Parachute Instructor
3. Methods of Instruction
4. Specimen Lessons.
5. The Training Progression (Category System, Tandem & AFF)
6. Briefing and Debriefing of Student Skydivers.
8. Drop Zone Management.
11. Basic Meteorology.
12. Display Skydiving.
13. Incident Procedures.
14. Assessment of Practical Dispatching, including AFF Consolidation descents.
15. Assessment of Personal Skydiving Skills.
16. Basic First Aid.
17. Discussion Periods.
18. Teaching Practices on classroom and practical periods.
19. Written Examination (at the end of the week).

The training syllabus for both the AFFBI & AFFI Instructor ratings can be found on the following form 153.

AFFBI Course Reports
A report will be sent to the CI on the candidate’s performance, giving the written examination result, teaching practices and briefs delivered by the candidate and detailing areas where some improvement could be made. This should be discussed with the AFFBI so that they may benefit from it.

The AFFBI Probationary Period

This is for a minimum of six months. However, candidates and CIs should be aware that an AFFBI, TBI and CSBI ratings are valid for one year. Extensions may be considered on application to British Skydiving’s Safety & Training Committee (STC). Candidates should avoid the temptation to apply for the AFFI Course after six months, if they do not feel fully prepared.

AFFBI's should be carefully guided through their probationary period with detailed critiques on their instruction (please not in front of AFF Student Skydivers). During the probationary period, a AFFBI may carry out most ground tasks of an Accelerated Free Fall Instructor (AFFI) but only under direct supervision.

An AFFBI is a considerable addition to the workload and responsibility of a CI and this should not be undertaken lightly. Throughout the probationary period, candidates must ensure that they fill out their AFFI proficiency card and this will be submitted along with the CI's recommendation detailing the work carried out by the AFFBI and submit the proficiency card to the Instructor Examiners (IEs) conducting the AFFI Course. The candidate should be made aware that failure to obtain a pass result on the written examination when attending the AFFI Course will result in the candidate not being permitted to complete the full AFFI course.

Summary

The British Skydiving system for training and qualification of instructors is a robust one, but only if implemented properly. The obtaining of a Instructor rating is a privilege, holding a large responsibility and can only be the result of considerable practice, hard work and a constant awareness of many responsibilities, both by the candidate and CI alike.

The prime consideration of the British Skydiving Accelerated Free Fall training system is to provide a solid foundation of free fall ability through a series of progressive levels upon which to build an all-round competence which enables the well-trained student to perform with freedom and safety.
Section 1: AFF Ground Training Syllabus

All training for AFF must include the following and no more than 4 AFF Student Skydivers will be trained on any one course:

1.1 Orientation and Documentation:

Note: Level 1 is an introduction to the Sport of Skydiving and may be the person’s first jump.

a. Documentation – British Skydiving Membership and all relevant documentation including medicals.

b. Airfield discipline and local Standard Operating Procedures (SOPs).

c. Outline training syllabus.

d. Show any video or photos, etc on AFF.

e. Show aerial photos on Airfield and visit airfield.

N.B. Provisional membership is valid for AFF Level 1 only, following which the students must convert to full membership, unless they have taken out Temporary (one month) or Full membership.

1.2 Familiarisation with and Fitting of the Equipment:

a. Show accessory equipment – gloves, suit, altimeter, helmet, etc.

b. Show parachute system and demonstrate features, 3 ring, throwaway pilot chute etc.

c. Place parachute system on – show students how to do a “hands on” safety check.

d. Deploy canopy and demonstrate ‘nuisance factors.

e. Reserve deployment – explain / show differences.

N.B. Spend time on how to operate, not on how to design, build or maintain equipment.

1.3 After Landing Procedures:

In most cases this section of the training syllabus may be introduced at the end of the equipment familiarisation. The following may be covered:

a. How to collapse the canopy after landing.

b. How to gather up the canopy.

c. Any procedures that may be in place for crossing runways or thresholds.

d. Any booking in procedures that may be in place at the PTO.

1.4 The Stable Position and Practice pulls:

a. Explain the theory of stability: you may want to use a model or any pictures.

b. Explain the neutral position; stress the necessity for arching on exit, then maintaining neutral position during the duration of the jump.

c. Demonstrate practice pull, allow student to practice. Ensure a warmup is conducted before allowing the student to practice for any prolonged period of time.
d. Place parachute system on – student practices stable position and practice pulls and performs an “Actual Pull” on the equipment he/she will be using.
e. Introduction to safety count.
f. Introduction to hand signals. These may also be introduced as part of the Level 1 brief.

1.5 Aircraft Drills:

Note: Exit procedures, seating position and emergency procedures will vary according to the aircraft type. However, it is important that during exit at least one Instructor maintains positive control with a HARNESS GRIP on the student and assist as necessary.

a. Explain the A/C type and seating positions.
b. Climb to altitude procedure.
c. Protect Handles.
d. Instructors are in control.
e. Mental rehearsals on climb to altitude, using key altitudes as a reminder.
f. Student verbally relates jump to instructors.
g. Final equipment check.
h. Climb-out procedures.
i. Hotel check [Check In – Check Out] good eye contact and wait for the OK from each instructor.

1.6 Aircraft Drills and Emergencies:

Note: The Instructors are in control, Student must listen carefully to the instructors for any instructions.

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forced Landing.</td>
<td>Brace up – Exit away from prop once aircraft has stopped moving.</td>
</tr>
<tr>
<td>Low Altitude (Below planned opening height).</td>
<td>Solo exit or exit with 1 or both Instructors and pull immediately. This may also need to exit on the reserve.</td>
</tr>
<tr>
<td>High Altitude Exit (Above planned opening height).</td>
<td>Normal AFF launch, continue with the jump as normal.</td>
</tr>
<tr>
<td>Premature Deployment of main / reserve.</td>
<td>Smother and inform Instructor straight away, or immediately follow canopy out of door.</td>
</tr>
</tbody>
</table>

N.B. If you have to descend in the aircraft for any reason you must ensure you know what your CI’s policy is when dealing with the student AAD.
1.7 **AFF Level 1:**

A great deal of explanation and demonstration is to be covered by the instructor. Some might find it useful to breakdown the sequence of the Level 1 skydive into separate parts and then combine it all together at the end. The instructor should ensure that the student is proficient enough before moving to the next stage.

a. Explain, demonstrate and dirt dive level one jump. Practice until proficient.

b. Cover "In air emergencies”.

i. Unstable on exit; student arches to regain stability.
ii. Loss of one instructor; student takes signals from the other instructor.
iii. Loss of both instructors (alone in free fall); arch, reach, student pulls immediately.

1.8 **Canopy Control and Flight Drills:**

As an aid, use photographs and/or video.

a. Explain flight characteristics of main and reserve parachute

b. Explain wind drift determination.

c. Flight drills. (use suspended harness to confirm before jump)

d. Check canopy

e. Control checks (nuisance factors)

f. All round observation (check airspace / locate PLA)

g. Clear hazards

h. Canopy exercises

i. Left and right 360° turns

j. Practice flare

k. Assess drift

l. Landing pattern

**N.B.** Canopy collisions should be covered as part emergency procedures and can be included in the entanglement lesson.

**N.B.** Stress importance of the three landing priorities:

i. Land under a flat and level canopy.

ii. Into a hazard free area.

iii. Into wind (this is ideal but not at the expense of the above).

**N.B.** Mention the radio may be used to assist and under canopy reference points.

**N.B.** Bear in mind that at some stage during progression jumps, or during consolidation jumps, the student will need to be introduced to the Canopy Handling (CH) Manual, as he/she will need to obtain CH1 prior to being signed off for an ‘A’ Licence.

1.9 **Malfunction and reserve procedures:**

Inform the student that malfunctions are a real possibility, although rare. The actual malfunction procedure you teach will depend on your CI. However, in the event of a malfunction, or being unable to deploy main, initiate Emergency Procedure (**IMMEDIATELY**)
a. Mention problems with throwaway pilot chute, pilot chute entanglements.
b. Accidental reserve deployment under main.
c. Entanglement Procedures.
d. Mention control checks.
e. Stress importance of cutting away at a safe altitude.
f. Practice emergency drills in the suspended harnesses until the student is proficient.

1.10 Landings:
Flat and level canopy for landing (Revision of landing priorities)
Into wind flared landing practice. (Do not flare too quickly).
Standard PLF Training (Good Landing Position).

a. Prepare to land. Stand up and collapse canopy.
b. Practice on the ground and from platforms or ramps.
c. Flaring too high / too low, this is common during the first couple of jumps (always adopt PLF position).

1.11 Abnormal Landings:
It is important to land into a hazard free area if possible. Landing on a hazard or turning late to avoid one, may well result in injury or worse, so thinking ahead and making sure that the intended landing area is clear of hazards.

Teach how to avoid. (High up).

a. Water – teach whatever is appropriate to your PTO. Remember AFF equipment is fitted with a Reserve static line (RSL).
b. Electricity cables.
c. Buildings.
d. Trees.
e. Roads and runways.

Always teach students to avoid obstacles, and steer away as high as possible – a downwind landing (or crosswind) is preferable to landing on an obstacle.

Most abnormal / hazardous landings can be avoided if student “steers away” beforehand. Stress a crosswind or downwind landing is preferable to landing on a hazardous object and avoid fixating on the hazard (“look away”).

1.12 Written Examination:
On completion of ground training the student must take a written exam, as an aid to determining his/her comprehension of the training and to ensure that nothing has been missed by the instructor. This exam must fully reflect the course content and procedures taught by the AFF School that the student will be jumping with. Students must undergo a minimum period of 6 hours of actual ground training, not including pre-jump revision / dirt-dive. If the student answers any questions incorrectly, the instructor must ensure that he gives the correct remedial instruction and the student should initial to say he has understood the revision training.
Section 2: Accelerated Free Fall Levels

Important references for this Section of the Manual are the Operations Manual, section 2, paragraph 5, sub-para’s 5.1. through to 5.8.

2.1 Level 1:

Personnel required; Two AFF Instructors.

Learning Objectives for each level – Standard and Emergency

Note: Emergency procedures and all learning objectives once taught, must be revised in accordance with the Operations Manual, Section 5 para 3, and where applicable, before each jump.

   a. Concept.
   b. Equipment Familiarisation.
   c. Aircraft Familiarisation.
   d. Exit/climb out procedure.
   e. Exit and jump.
   f. Canopy deployment and control.
   g. Landing procedure.

2.1.1 Learning Objectives

   a. Exposure to continuous free fall.
   b. Heading awareness.
   c. Focused awareness and attention.
   d. Co-ordinated body movements from free arm to practice pulls.
   e. Altitude awareness.
   f. Student to pull by 5,000 ft.

2.1.2 Procedures – before jump.

   a. Question and answer session with student – general.
   b. Using DZ photos, brief for expected exit and opening points.

2.1.3 Rehearsal

   a. Emphasise arch – pelvis pushed forward, head back, arms and legs bent, point toes.
   b. Student and both instructors walk through the entire jump until smooth and exact.
   c. Full dress, dirt dive.
   d. Student may want to carry out another live pull.
   e. Do a complete equipment check prior to boarding the aircraft.
   f. Climb to altitude procedure and final equipment check.

2.1.4 Jump Sequence (A Guideline)

   a. Aircraft drills and HOTEL check in the door. Good positive body position on exit.
   b. Student demonstrates awareness – circle of awareness (HASP – Heading, Altitude, Secondary Instructor, Primary Instructor) and proper body position whilst reacting to any signals.
   c. Instructors agree to release arms, student does practice pulls – Instructors may assist as necessary (another circle of awareness may be done here) and free time. Student should be aware he could receive signals at any stage throughout the free time.
   d. Instructors may re-grip arms by 5,500 ft.
   e. Student demonstrates awareness – ‘locks on altimeter’.
f. Student signals “5-5” or wave off and initiates pull.

Primary Instructor ensures pull by 5,000ft and an Instructor monitors pilot chute and canopy deployment.

Have the student clear ears after opening and during the descent. If possible, land with or near the student, providing orientation and guidance.

### 2.1.5 Debriefing

The Debriefing of the jump should be carried out at the earliest opportunity in order to ascertain as much of the student’s version as possible.

The following bullet points don’t have to be covered in this order:

- **a.** Student feedback:
  - i. What they enjoyed / what felt comfortable.
  - ii. Talk through to obtain students recollection of the skydive.

- **b.** Watch Video:
  - i. Full video replay.
  - ii. Replay with pauses at key points.
  - iii. Positives.

- **c.** Points for improvement.
  - i. Corrective training.
  - ii. Look forward to Next level / repeat level.

- **d.** Logbook entry: Fill in the notes in sequence.
  - i. Aircraft drills and setup in the door.
  - ii. Exit and body position.
  - iii. HASP signals given and quality of response.
  - iv. Practice pulls and body position.
  - v. Free time.
  - vi. Altitude awareness.
  - vii. Pull and recovery.
  - viii. Canopy control.
  - ix. Points for improvement.
2.2 Level 2

Personnel required: Two AFF Instructors

2.2.1 Learning Objectives

a. Maximum free arm time.
b. Practice pulls as required.
c. Heading awareness.
d. Relaxed body position throughout the entire free fall.
e. Solo pull by 5,000’.

2.2.2 Procedures

a. Review previous jump and discuss problems.
b. Refresh previous training and give additional training with emphasis on learning objectives.
c. Using DZ photo, discuss where to climb out, exit point, opening point, landing point.

2.2.3 Rehearsal

a. Informal – with emphasis on relaxed control, relaxed position, heading awareness, observation of canopy deployment.
b. Dirt Dive, standing/horizontal. Full Dress – Dirt dives, talk through, walk through, then silent dirt dives.
c. Do a complete equipment check prior to boarding the aircraft. Climb to altitude procedure and final equipment check.

2.2.4 Jump Sequence (A Guideline)

a. Student demonstrates awareness and proper body position.
b. Instructors agree to release arms.
c. Student makes circle of awareness (HASP), followed by practice pulls.
d. Instructors, if possible, hold harness grip with no tension, secondary can release if appropriate.
e. Student initiates pre-pull signal.
f. By 5,000’ student pulls on own altitude awareness.
g. Land with or near student if possible.

2.2.5 Debriefing – standard
2.3 Level 3 - Release dive


Personnel required: Two AFF Instructors

2.3.1 Learning Objectives

a. Practice pulls (optional)
b. To maintain a heading.
c. “Hover Control” by student. Give the student as much opportunity as possible to fall unassisted.
d. Solo pull by 4,500 ft.

2.3.2 Procedures

a. Review and discussion.
b. Refresher and new training – alter students’ in-air emergency procedures to accommodate intentional release. Mention level 2.

2.3.3 Rehearsal

a. Informal – with emphasis on leg awareness, heading and “hover”. Student practices corrective moves to maintain heading and horizontal position.
b. Student pulls on own altitude awareness primarily by 4,500 ft.
c. Full dress dirt dive emphasising body control.
d. Do a complete equipment check prior to boarding the aircraft.
e. Climb to altitude procedure and final equipment check.

2.3.4 Jump Sequence (A Guideline)

a. Student demonstrates awareness and proper body position.
b. Instructors agree to release arms.
c. Instructor may require Student to do one practice pull (determination based on Students history and interval since last jump), and/or click heels together.
d. Instructors agree to release.
e. Instructor 2 releases on signal from Instructor 1 and stays to side of student. Instructor 1 releases grip and stay’s in position ready to immediately re-grip or correct body position.
f. Student to carries out pre-pull signal to show altitude awareness and pulls by 4,500 ft.
g. Instructors must be alert to assist in the event of student spin or loss of stability.

2.3.5 Debriefing - standard.
2.4  **Level 4 - Start and stop turns**

Reference: British Skydiving Ops manual, Section 2, para 5.4.

Personnel required: One AFF Instructor.

2.4.1  **Learning Objectives**

a. Start and stop turns.
   b. Wave Off (may be introduced, if not already).
   c. Solo Pull by 4,000ft on own altitude awareness.

2.4.2  **Procedures**

a. Review and discussion.
   b. Refresher and new training.

2.4.3  **Rehearsal**

a. Informal – exit may be changed, e.g. climb-out, if so encouraged to be unassisted.
   b. Instructor maintains control.
   c. Explain relative wind and its relation to the ground.
   d. Explain use of arms to turn.
   e. If introducing wave-off to pull procedure (start at about 500ft above pull height). Pull by 4,000 ft or on own altitude awareness.
   f. Full dress rehearsal; go through entire dive.
   g. Equipment check prior to boarding the aircraft.
   h. Climb to altitude procedure and final equipment check.

2.4.4  **Jump sequence (A Guideline)**

a. Student demonstrates awareness and proper body position,
   b. Instructor releases student.
   c. Student performs turn, checks altimeter.
   d. Repeat for turn, observing student altitude awareness. No more turns performed below 6,000 ft. Student, if in good position, can fall non-contact until pull.
   e. Student pulls by 4,000 ft.

2.4.5  **Debriefing** - standard.
2.5  Level 5 – Alternate 360° turns

Reference: British Skydiving Ops Manual, Section 2, para 5.5.

Personnel Required: One AFF Instructor.

2.5.1 Learning Objectives

a. 360° turns.
   b. Control of axes.

2.5.2 Procedures

a. Review and discussion.
   b. Refresher and new training.

2.5.3 Rehearsal

a. Informal - with emphasis on turns using arms with legs neutral.
   b. Axis control - drag is controlled with arms and legs.
   c. Student waves-off before pulling.
   d. Equipment check prior to boarding the aircraft.
   e. Climb to altitude procedure and final equipment check.

2.5.4 Jump sequence (A Guideline)

a. Instructor still maintains control of student on exit.
   b. Student demonstrates awareness and proper body position.
   c. Then student demonstrates circle of awareness and takes a ground heading. Instructor releases and moves back.
   d. Student performs 360° turn, followed by alti check
   e. Student turns 360° in opposite direction, then checks altimeter.
   f. Student pulls by 4,000’ on own altitude awareness.

2.5.5 Debriefing - standard.
2.6  **Level 6 - Solo exit**

Reference: British Skydiving Ops Manual, Section 2, para 5.6.

Personnel Required: One AFF Instructor.

2.6.1 **Learning Objectives**

- Solo exit.
- Sub-terminal control.
- Recovery from unstable position (Back loop attempts).
- Tracking.

2.6.2 **Procedures**

- Review and discussion.
- Refresher and new training.

2.6.3 **Rehearsal**

- Solo exit if appropriate. Climb out unassisted. Exit with no contact. Maintain arch and heading. Stability recovery if necessary. Hook-up optional.
- Attempt back loop.
- Track position for tracking, flare, wave-off and pull by 4,000 ft.
- Equipment check prior to boarding the aircraft.
- Climb to altitude procedure and final equipment check.

2.6.4 **Jump sequence (A Guideline)**

- Student exits.
- Student recovers stability if not maintained.
- Student attempts back loop, checks alti and may attempt second back loop followed by an alti check.
- Student to maintain heading between exercises.
- Student completes short track and recovers into stable position by 5,000 ft, waves-off and pulls by 4,000 ft. **No tracking to commence below 7,000 ft.**
- Student to maintain heading between exercises.

2.6.5 **Debriefing** - standard.
2.7 Level 7 - Confirmation dive

Reference: British Skydiving Ops Manual, Section 2, para 5.7.

Personnel Required: One AFF Instructor.

2.7.1 Learning Objectives

a. Diving exit.
b. Backloop, left turn, right turn.
c. Track with a track turn.
d. Wave off.

2.7.2 Procedures

a. Review and discussion.
b. Refresher and new training.

2.7.3 Rehearsal.

a. Exit may vary with different type of aircraft.
b. Back loop, left turn, right turn.
c. Track. Track turns.
d. Equipment check prior to boarding the aircraft.
e. Climb to altitude procedure and final equipment check.

2.7.4 Jump Sequence

a. Student carries out diving exit.
b. Student maintains heading and stability and then performs back loop, left turn, right turn.
c. Student tracks as necessary and performs track turn - waves off and pulls by 4,000ft.

2.7.5 Debriefing - standard.
2.8  Level 8 - Short delay


Personnel Required: 1 AFF Instructor.

2.8.1 Learning Objectives.

a. To exit A/C in stable position and to pull within 10 seconds.

2.8.2 Procedures.

b. Review and discussion.
c. Refresh and new training.
d. Spotting discussion.
e. Equipment check.
f. Climb to altitude procedure and final equipment check.

2.8.3 Rehearsal

a. Practice exit position from the mock-up
b. Equipment check prior to boarding the aircraft.
c. Final equipment check before exit.

2.8.4 Jump Sequence

a. Student exits and pulls in a stable position, within 10 seconds from a minimum altitude of 4,500 ft.

Note: On completion of level 8 and 10 successful consolidation jumps the student will be awarded British Skydiving Category 8. This should be annotated in the student’s logbook.

Consolidation jumps should be used to introduce any skills not covered (e.g., unstable exit) and to fine-tune those skills already learnt.

Consolidation jumps may only be started after successful completion of AFF level 7.
Section 3: AFF Emergencies

3.1 Aircraft Emergencies (Co-ordinate with pilot based on PTO policy).

   a. **Low altitude** – assume the prepared-to-crash (brace) position; usually used below 500 to 1,500 ft depends on local Standard Operating Procedures.

   b. **Bail out** – exit and pull reserve. Set student in the door; student puts hands on the reserve handle and pulls immediately after exit. Use this procedure when not high enough for a poised exit. With enough altitude, they can exit on the main.

   c. **Normal exit but Instructor pulls main** (on levels 1 - 3) or Instructor does not release, and student pulls main (levels 4 - 7). Instructor must determine whether there is enough altitude for this procedure.

   d. **Premature Main / Reserve Deployment in A/C** – Protect the canopy, move the student as far away from the door as possible and close the door. Instructor 1 is to remain on board the A/C and descend with the student. If canopy has started to deploy, the jumper has no choice but to follow as quickly as possible. Instructors are most susceptible to this problem. Stress prevention.

   e. Switch off AAD (if practicable).

   **N.B.** These procedures may vary from PTO to PTO.

3.2 In Free Fall emergencies.

   a. **Student loses one Instructor** – if one Instructor is lost on a level 1-3 jump, the student helps by arching and following directions from the remaining Instructor. Sometimes the jump can continue normally.

   b. **Student Alone in Free Fall.** For levels 1 and 2 - if the student unexpectedly finds himself alone in Free Fall there is one procedure to follow; arch and pull, using the standard pull procedure. For levels 3 - 7 - if alone, arch and maintain altitude awareness - pull if getting low (by briefed pull height) or unable to get stable. Pulling is more important than being stable.

   c. **Out of control** – usually happens on exit but could happen later.

      i. The students’ procedure is simply to arch and make things easier for the Instructor. Prior to exit, both jumpmasters should agree as to, in the event of an uncontrollable and very unstable student, who should release to assist recovery.

      ii. If out of control at pull altitude, Instructor 2 should release so that he does not become entangled when Instructor 1 pulls for the student.

      iii. If either the primary Instructor or secondary Instructor are alone with an uncontrollable student and wants to get out of that situation, there is only one way to get out; pull the students’ pilot chute or the secondary release handle.

   d. **Loss of altitude awareness.**

      i. If either Instructor finds that the student and the other Instructor have become engrossed in and lost altitude awareness, he should shake, and yell “pull” or give pull signal.
### 3.3 Canopy Malfunctions.

#### a. Total - Nothing out
Check canopy. If nothing is deployed pull reserve using normal reserve pull procedure. Can’t locate the handle- make one further attempt to locate the handle, if not successful initiate reserve procedure. Can’t pull it make one further attempt to pull, if unsuccessful initiate reserve procedure.

#### b. Streamer
Check canopy, the student needs to know the recognising features to this malfunction cutaway and pull the reserve using normal reserve pull procedure.

#### c. Line-Over
Check canopy, the student needs to know the recognising features to this malfunction, cutaway and pull reserve using normal reserve procedure.

#### d. Horseshoe Malfunction
Check canopy, the student needs to know the recognising features to this malfunction, cutaway and pull reserve using normal reserve procedure.

#### e. Canopy Entanglement
Check canopy, students need to be fully aware of what drill to carry out if he or she find themselves entangled under a Good Canopy or a Malfunctioned Canopy. Seek the direction from the CI.

#### f. Damaged Canopy
Check canopy, rips, tears, broken lines. Seek the direction of the CI.

#### g. Main / Reserve out together
Stacked / Side by Side. If the student finds himself flying both canopies, he needs to be fully aware of what drills to carry out and the procedure for landing with two canopies out. Downplane – Student should carry out reserve procedure to release main canopy.

#### h. Hard Pulls
A hard pull can be encountered at any time with any gear on either the main or reserve. Teach student to pull in the proper direction and to repeat with renewed vigor, if unsuccessful – reserve procedure.

#### i. Canopy Collisions
Steer away. Go into spread-eagle position to prevent entering suspension lines.

#### j. Main/Reserve entanglement
Pull in the least inflated canopy and try to clear entanglement. This drill may differ according to the direction of the CI.

### 3.4 Abnormal Landings (be prepared for PLF).

#### a. Water landings
Use floatation gear when jumping within 1200 meters of open water. Teach a procedure that is simple and easy. The student will not have much time to prepare and will have difficulties making preparations in the air. Caution student not to cut away before landing because of lack of depth perception.

#### b. Electricity Power Lines
Teach a streamlined body position and wait for assistance after landing.

#### c. Trees
Teach a protective body position and wait for assistance after landing.

#### d. Obstacles
Emphasize the need for a good PLF. Discuss specifics of any local obstacles.

#### e. Roads and Runways
Always teach students to avoid obstacles, and steer away as high as possible – a downwind landing (or crosswind) is preferable to landing on an obstacle.
Section 4: Responsibilities of an AFF Instructor

4.1 Primary Instructor

a. The Instructor has the responsibility of reviewing all previous training. This is done by covering each aspect of the skydive, including emergencies, thorough explanation and through questions and answers. The longer it has been since the previous jump, the more the student is likely to have forgotten.

b. Review the previous dive. Reinforce the satisfactory portions and discuss the problems encountered, with an explanation and practice of the proper procedures.

c. Introduce the learning objectives:
   
   i. The first step is to explain and demonstrate using the appropriate description(s) and training aids.
   
   ii. The second step is to go through rehearsals using an aircraft mock-up and a bench or horizontal suspended harness to develop proper timing and co-ordinated body movement.

   iii. Go through full dress rehearsal or dirt dive until the student is smooth. Also use the actual aircraft (if possible) just prior to boarding.

   iv. Do a complete equipment check prior to boarding. Be aware of problems with specific types of gear.

d. Supervise the jump, encourage self-reliance.
   
   i. Point out the PLA and prominent landmarks during the climb.
   
   ii. See that the student goes through mental rehearsals on the way to altitude.

   iii. Before the jump run, (about 6,000ft, allow enough time) have the student describe the sequence of events planned for the jump, and then do a final equipment check.

   iv. Assist the exit as necessary.

   v. Assist as required in Free Fall.

e. Conduct a post-jump debriefing and critique.
   
   i. Have the student act out his/her perception of the jump.

   ii. Explain what the Instructor saw and act it out. Build on good points before discussing problem areas.

   iii. View video or get a third point of view if possible.

   iv. Provide additional training to improve weak areas and familiarise student with next jump.

   v. Complete logbook record and other paperwork.
4.2 Primary Instructor Levels 1 - 7

a. Give the student OK to start exit sequence (depending on type of aircraft).
b. Maintain harness grip until the student has pulled, except on level 3 during release.
c. Reach agreement with and signal Instructor 2 to release on level 2 / 3.
d. Monitor right arm during practice pulls - assist as necessary.
e. Signal student to pull their pilot chute - assist as necessary. Students’ pilot chute must be pulled by 3,500 ft or higher.
f. Get adequate horizontal separation and pull as soon as possible to provide orientation and landing direction for student under canopy. Land with student if practical.

4.3 Secondary Instructor Levels 1 - 3

a. Assist Instructor 1 with rehearsal and dirt dive.
b. Give the command for student to get in door (depending on type aircraft).
c. Physically control student during climb out (inside Instructor).
d. Give the student an OK when you are in position to exit the aircraft and having checked with the other Instructor.
e. Always maintain harness grip except:
   i. If there is loss stability and you are not contributing to the recovery.
   ii. When signalled by Instructor 1 to release.
f. Monitor left arm during practice pulls - assist as necessary. Monitor legs.
g. Maintain harness grip during pull and ensure deployment of pilot chute and canopy.
h. Pull secondary main deployment handle, or reserve handle if appropriate in an emergency situation.
i. Get horizontal separation to enable you to have your canopy open by 2,500 ft.
j. Back up Instructor 1 while student is under canopy.
k. Assist in post-jump debriefing.

4.4 Collective Responsibilities

a. Supervise students' activities and progress throughout the entire course.
b. Supervise Instructor activities both in the air and on the ground.
c. Provide ground training. No more than four students on any one course.
d. Maintain the students' records.
Section 5: Qualities of an AFF Instructor

Accelerated Free Fall Instructors are required to work in a one-on-one situation. Their job is to provide private instruction, similar to that which you can get from Tennis pro to a Ski Instructor. The fee for this type of instruction is relatively high and the Instructor must deliver value for money. Your primary guideline must always be: if the student did not learn, then the instructor did not teach.

Below are six basic qualities that are necessary to be a qualified Accelerated Free Fall Instructor. You must have the Attitude, Experience, Proficiency, Knowledge, Judgment and Responsibility that are required in order to be a safe and effective Free Fall Instructor.

5.1 Qualities

a. **Attitude** - Your attitude must display the highest degree of professionalism and dedication. You must be prepared to put all your effort into getting the job done properly. This often means setting your own personal feelings and desires aside. A good attitude also means dealing with adversity in a positive and cheerful manner. It also means maintaining good personal appearance and hygiene.

b. **Experience** - Experience, both as a jumper and as an Instructor, is the best teacher to prepare you for the responsibility of this job. While not mandatory to become a full Category System Instructor, experience in dealing with static line students is invaluable. General experience can only be gained by going out and jumping, no specific number of jumps or Free Fall time ensures that you have an adequate amount of experience. Experience may be gained, first by jumping with capable skydivers acting as students, and then under proper supervision with more advanced novices (doing FS1 training) and Accelerated Free Fall Graduate students. It requires experience to exercise good judgment and to anticipate events before they happen.

c. **Proficiency** - It is a requirement to have a high degree of proficiency, to have the skill necessary to get the job done safely. You must be able to consistently fly a three-way or four-way from exit, from the type of aircraft used for your students. Your exits need to be consistently stable and under control and you need to have developed the ability to recover and regain stability with an exit that has funnelled. You must have the ability to fly close with no contact and be able to spot under adverse conditions.

d. **Knowledge** - No one can teach something they don’t know. You need a thorough knowledge of the Accelerated Free Fall programme and the specific methods of instruction. You must be thoroughly familiar with the equipment being used and with the procedures used in your aircraft by the pilot.

e. **Judgement** - Good judgement is exercised by using your experience and knowledge to make decisions. Good judgement is needed to keep everything in the proper perspective. It is used to make prudent decisions that have long term goals and overall success as the first priority. You use judgement to determine if your student is fully prepared to make the jump that is planned. You use judgement to quickly execute the proper procedure in the event of an emergency.

f. **Responsibility** - Responsibility is the requirement, both legally and morally, to conduct the training and jumping of your students in a safe and competent manner. You must ensure that they understand the situation that confronts them, and that they understand how to handle it. You have the responsibility to determine that they are fully prepared for each jump and that they receive the calibre of instruction that they have purchased. You also have a responsibility to yourself, physically or legally, regardless of what happens.
5.2 Summary

If you have not developed all of these qualities, then go out and work on them. If you have all of these qualities, then you already know how to continue to develop and improve them.

Achieving these qualities once is not enough either; every time you work with an Accelerated Free Fall student you must ask yourself “Am I currently proficient?”, “Am I using good judgement?” and so on. It is your responsibility to maintain your proficiency and regain your currency after a layoff from jumping, before jumping.

Section 6: Equipment

6.1 Student Equipment

Parachute System

a. Any student equipment used for AFF must meet the same basic requirements as all other equipment designed for student use, as laid down in the Operations Manual.

b. In addition, the main canopy must be able to be deployed from both the primary and secondary sides of the container.

c. Main canopy - A large docile canopy is required. The following wing loading criteria applies to main canopies: First jump solo 0.8 lbs/sq. ft. Solo skydivers having completed at least one solo descent – not to exceed 0.85 lbs /sq. ft.

d. Exceptions to the above are permitted where a Canopy’s Manufacturer has published advice that a higher wing loading is suitable. The manufacturer’s higher limit may then apply.

e. If a Canopy’s Manufacturer has published advice that a lower wing loading is used. The manufacturer’s lower limit must be applied.

f. Reserve canopy - the reserve canopy should be steerable and compatible with the students’ weight. Manufacturer’s recommendations should be followed where appropriate.

6.2 Ancillary Equipment

a. AAD - The students reserve must have an AAD and RSL. These are back-up devices, which increase the safety margin.

b. Instruments - The student must have his/her own altimeter. Worn in a suitable place. Altitude awareness is stressed throughout this course.

c. Jumpsuits - should be appropriate to the students’ size and weight and should be fitted with grips.

d. Helmet – A hard open-faced helmet is mandatory. It should provide adequate frontal and side protection, without interfering with field of vision.

e. Gloves - due to the high altitude and the extended time in Free-Fall, students should wear gloves whenever necessary to protect their hands from the cold.

f. Goggles - It is necessary for the students to wear clear goggles that fit their faces and are tight enough to stay in place throughout the jump. The goggles should not interfere with
field of vision and especially should not obscure the student’s view of the emergency handles.

g. Have the student remove jewellery, rings, bracelets, large earrings, necklaces, etc. Ensure that long hair is stowed under the helmet. Jewellery or long hair can be snagged especially during the exit or deployment causing injury to the jumper.

h. Radios must be used for at least the first three descents. If using a ‘free fall radio link’ between the instructor and student, hand signals must still be taught, in case of radio failure.

i. Teach the student how to perform an equipment check. By the time he/she reaches level 8 the student should be capable of performing an equipment safety check.

6.2 Instructors Equipment

a. Your equipment should be properly maintained to reduce the possibility of premature deployment. Set a good example.

b. Instruments - Altimeters are mandatory for each Instructor. Audible altimeters are also mandatory, and an AAD is strongly recommended.

c. Jumpsuits - Instructors should wear jumpsuits/clothing that give them the range of control necessary to stay with the student. [Dress for success].

d. Helmets are mandatory. Thought should be given to wearing a hard helmet, as an unconscious Instructor cannot do his/her job.

e. Goggles - Instructors should wear goggles / visors that provide a clear field of vision and allow good eye contact and communication between student and Instructor.

f. Gloves - It is wise for the Instructor to wear gloves to give him / her extra protection and strength that may be necessary to maintain his / her grips.

Section 7: Progression Criteria

7.1 Standard Progression

The student is ready to progress to the next level when both the Instructor and the student agree that all the previous learning objectives have been met, and the student is prepared to accept the challenge of the next level. Often a student will ask to repeat a level that he feels was not performed well enough. (Review the learning objectives of levels 1 -8 and discuss the minimum performance required for each objective).

Ensure that there is no over progression, if a student has failed to meet the training objectives then they should be made to repeat the level.

7.2 Revision Training

It is necessary to consider the students’ previous history, the amount of time since the last jump and the particular level being considered, and then exercise good judgement. For example, if the student has a history of weak exits, hasn’t jumped for a month, and has been cleared to level 3, you may want to require an additional jump at level 2 before allowing him or her to advance.
Revision Training rules laid down in the Operations Manual (Section 5, para 3) apply to all student jumpers, regardless of their method of training.

### 7.3 Continuing Education (After Consolidation Jumps)

All subsequent jumps are likely to be made for FS1 training. As the student has gone through this course, he or she has learned lessons that should be applied on each future jump. Apply these principles especially on jumps during which the jumper is using new gear, a different type of aircraft, a different aspect of skydiving etc. The principles are summarised in four basic rules that should be applied to each jump:

a. Have a specific plan.
b. Make sufficient preparation – dirt dives, suspended harness, etc.
c. Maintain awareness.
d. Exercise basic safety precautions.

Graduate students will still need supervision and additional training and must complete 10 consolidation jumps at a club where regular AFF training takes place before being awarded Category 8. They must also obtain CH1 before being awarded a British Skydiving 'A' Licence.

**N.B.** Prior to being awarded an A Licence, All Student Skydivers, including AFF Student Skydivers must receive a brief on, but not limited to; jumping in higher winds, the use of a knife, being responsible for themselves in the aircraft and making informed decisions about the actions to take in an Aircraft emergency.

### Section 8: Effective Teaching Methods

#### 8.1 Preparations

It usually takes about half an hour more of dirt diving to prepare students for each jump. The first step is to take them and all of their gear, and your gear to the training area. Check their log or your records and discuss how to strengthen their weak areas or overcome the problems that they have experienced on previous dives. Explain to them first in general, and then one-step at a time, the learning objectives. Use the appropriate training aids. A video of the planned dive is very helpful.

Demonstrate each step and then practice it with them. Alternate between the aircraft mock-up and the horizontal trainer until students show co-ordinated execution of the required movements and you are sure that they understand what to do and that they know what to expect. During this phase of the training, stress the importance of simulating the conditions and events of the jump mentally. Initially each dirt dive will take longer than the actual jump. Work until the dirt dive is done at "real time". A person who thinks that he/she will do poorly usually does, and one who visualises doing something well, has a lot better chance of performing well.

At this point it is usually helpful to give the students a short break and then everyone on the jump should gear up for a full-dress rehearsal.

For level 1, the students should put on their helmets, goggles and gloves and then practice the exit. They should also carry out a live pull (if they have not previously done so), and then practice the jump. When everyone is fully prepared for the jump, go to the loading area. Dirt dive again using the actual aircraft (if possible). The Instructor should make a complete equipment check. Then board for take-off.

Remember; as part of any progression training, revision/instruction of emergency drills and procedures must take place.
8.2 The 20 Minute Call

The student should be briefed to meet the Instructor(s) already wearing his jump suit carrying his equipment and ancillaries. The student should be encouraged to carry out a hands-on kit check in front of the instructor(s) describing exactly what they are checking and looking for. Instructors should assist the student where necessary to place on the equipment and ancillaries and ensure that they are fitted correctly.

Once the student is properly kitted up you may then carry out a full dirt dive for the planned skydive from an aircraft mock-up, where you can revise on the following:

a. Full sequence of the skydive.
b. Hand Signals.
c. Canopy Control.
d. Emergencies.

NB: This revision can be done at any stage throughout the 20-minute call.

Once the revision is carried out you should move to the flight line area and carry out a flight line check on the student. At this stage you may want to ask the student if he has any last questions before moving to the aircraft.

8.3 Climb to altitude

During the ride to altitude, point out the PLA. Instruct the student to mentally rehearse the dive. Prior to the jump run (approximately 8,000ft), have the student talk through the sequence of the skydive. Finish off with revision of hand signals, reaction to signals and in-air emergency procedures.

Then do another full equipment check prior to moving to the door.

8.4 Instruction of Free Fall

In addition to being part of the safety system, it is part of your job to ensure that learning takes place in Free Fall. You can communicate with the student and make immediate corrections so that Free Fall time is not being wasted. An illustration of the AFF hand signals can be found in Appendix A.

Most communication is centred on eye-to-eye contact. You can use verbal and hand signs to make corrections. Signals and directions for the most common situations should be discussed during preparations. This will enable the student to more quickly realise what you are trying to say. Sometimes a tap on the head can be used to get the students attention. If using a ‘freefall radio link’ to talk to the student in freefall, hand signals must still be taught, in case of radio failure. Body position can be adjusted by moving an arm or leg when it is out of place. Generally, shaking the student’s arm should be used to attract attention for the “pull” signal.

Demonstrations in Free Fall, such as back loops, tracking etc, may aid the learning process and increase the students understanding. As long as learning takes place, progress is made.

8.5 Post jump debrief

After returning to the DZ, take off the gear and then dirt dive / talk through the entire jump, having the student explain what he or she saw and felt. Next the Instructor should describe the jump, first
covering the satisfactory aspects and then the weak points. It is helpful to view the video now if it is available. Explain how to correct the weak areas.

The final step is to fill the student’s log. Briefly describe the jump, mentioning any weak areas. Indicate if the student can go on to the next level, or if he/she should repeat that level. It is also encouraging to the student to emphasise areas that were performed well. Student logbooks must be filled comprehensively. This will enable any AFF instructor to judge what training is required. Logbook entries should include details of performance during the exit phase, communication, response to signals, performance of free-fall exercises, altitude awareness, pull, canopy control and landing.

**Section 9: Training Aids**

It is necessary to use training aids to make the learning process more realistic and efficient. There are a variety of options in each category. It would be very difficult to do a good job of training without using most of these training aids.

Posters, videos and photos etc are used to illustrate the points and procedures that you are explaining.

**9.1 Visual Aids**

One of the best ways to help students understand what they will experience, and what will be expected of them is to show videos of the Accelerated Free Fall method. Video is a valuable tool used to document and critique the students’ performance. After discussing the students perception, and the Instructors perception of the jump, it can be enlightening to all concerned to review the video (one eye and it doesn’t lie). Video can be used in Free Fall or from the ground, although Free Fall video gives better perspective. Also, promotional activities can be greatly enhanced with video.

**9.2 Powerpoint:**

Can be a combination of all of the above and is now the most widely used form of presentation. It allows for a more professional look when delivering a certain lesson, however, the overuse of PowerPoint could lead to confusion. Knowing your PowerPoint presentation well and knowing what to say at every stage of the presentation will help with a professional look and delivery of the subject. There is a saying “Death by PowerPoint”, so remember, it is an aid to good instruction, not a replacement.

**9.3 Equipment**

It helps the student to become more familiar with the equipment and its operations, to wear it and see it deployed during the training. Full dress dirt dives are essential for a properly prepared jump. An AFF equipment jacket is also a useful piece of equipment.

**9.4 Aircraft**

Aircraft procedures, both routine and emergency, climb out and exit procedures need to be practiced. The use of an aircraft mock-up reduces the amount of practice time that must be spent in the actual aircraft. The more complete and realistic the mock-up, the less time must be spent using the aircraft for practice.

**9.5 Horizontal Trainer**
It is necessary to use some form of horizontal training device, to permit the student to assume the proper position in relation to the ground and have freedom of movement of both arms and legs. A lot of drill time is spent developing smooth co-ordinated body movements using a horizontal trainer. This aid can be a suspended harness, or it can be a bench or table. In the most rustic situations, it can even be a blanket on the ground.

9.6 Suspended Harness (Mandatory)

A vertical suspended harness is invaluable in teaching malfunction and hazardous landing procedures and is a great aid in teaching and confirming canopy control. The harness can be elaborate, complete with pilot chute, steering toggles and elastic steering lines, or it can be as simple as a set of hanging risers to which the actual rig is attached.

9.7 PLF Platform

A PLF Platform is a standard device used to teach landings. Note: When designing and constructing training aids, care should be taken to ensure that they are not unrealistic or misleading, as that can defeat their purpose. Proper maintenance should also be carried out to ensure that training aids remain safe and suitable for student use.

Note: When designing and constructing training aids, care should be taken to ensure that they are not unrealistic or misleading, as that can defeat their purpose. Proper maintenance should also be carried out to ensure that training aids remain safe and suitable for student use.

Section 10: Record Maintenance

Keeping and maintaining records is an essential step in upholding the quality of your training programme, and in assuring the success of the Accelerated Free Fall Programme.

Records of each student and his/her experience can be used to pinpoint any areas in your operation that should be improved. By compiling reports from all Accelerated Free Fall schools, British Skydiving can monitor the success of the programme and develop improvements on a timely basis.

Detailed records can provide you with a great deal of liability protection should anyone ever try to sue you. If you have documentation of each student’s classes and progress, you can use this information to demonstrate your responsibility.

Periodic summary reports will be used to maintain the standards of the Accelerated Free Fall rating system.

10.1 Accelerated Free Fall Training Record Card

(Appendix F - A Suggested Format)

a. Enter the name, address and phone number of the student.

b. Enter the students’ personal details.

c. List occupation.

d. Previous history - List any prior jumping experience. List any pertinent activities in which the student has experience such as aviation, sports etc.

e. Enter the name, address, phone number and relationship to the student of the person to notify in case of an accident.
f. Enter the Instructor's name.

g. Enter the date that the student successfully completed ground school.

h. Enter the name of the person approving his/her graduation.

i. Enter the date the student graduates from the Accelerated Free Fall course.

j. Enter the dates that the student obtained an Approved Packing Certificate, and the name of the person approving him/her to pack without supervision.

k. Additional space is provided to record subsequent training, such as transition to more advanced gear etc.

l. Jump Log - to be filled out by the Instructor after each jump (This page can be separated after graduation and fitted into a precision Free Fall type logbook).

m. Enter the number of the jump and the level to be performed.

n. Enter the date of the jump.

o. Enter the name(s) of the Instructor(s).

p. Enter the amount of Free Fall time.

q. Enter an evaluation of the students’ performance. Note everything that the next Instructor should know. Rate the student on exit, performance of targeted learning objectives and canopy control.

10.2 Summary Records (Appendix G)

It is recommended that you as an instructor maintain this log, as this will assist your Chief Instructor (CI) and/or an Instructor Examiner (IE) to assess your currency, at renewal time, in any aspect of the instructor rating you wish to renew.

It is suggested that you maintain this log on a monthly basis and ask your CI to sign the bottom of the log each month, thus verifying the work carried out during that month.

It should be noted that the maintenance of the log should be your responsibility and not the CI. However, the log could be kept at your Parachute Training Organisation (PTO) for easy access. It is not mandatory that this log be maintained. However, without it, it may be difficult to obtain signatures from CIs and/or Examiners at membership renewal time, if you instruct at several PTOs, or do not have an Instructor Examiner at your regular PTO.
List of Appendices

List of Appendices................................................................................................................................................................................ 39
Appendix A (AFF Hand Signals)...................................................................................................................................................................41
Appendix B (AFFBI Proficiency Card) form 254c.................................................................................................................................................43
Appendix C (AFFI Proficiency Card) form 254f...............................................................................................................................................47
Appendix D (AFFBI & AFFI Course Training Syllabus)...........................................................................................................................................51
Appendix E (Suggested Instructor brief for dispatching AFF Consolidation students pre – level 8).................................................55
Appendix F (AFF Training Record Card)......................................................................................................................................................59
Appendix G (AFF Summary Record Card).....................................................................................................................................................61
# Appendix A (AFF Hand Signals)

<table>
<thead>
<tr>
<th>Straighten your legs</th>
<th>Bend your legs</th>
<th>OK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thighs up</td>
<td>Legs / Knees together</td>
<td>Point your toes</td>
</tr>
<tr>
<td>Relax</td>
<td>Arch</td>
<td>Check Altimeter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pull</td>
</tr>
</tbody>
</table>
Appendix B (AFFBI Proficiency Card)

ACCELERATED FREE FALL BASIC INSTRUCTOR (AFFBI) PROFICIENCY CARD

DETAILS OF APPLICANT
Title (Mr. Ms etc) & SURNAME
FORENAMES
ADDRESS

POST CODE E-MAIL ADDRESS
BRITISH SKYDIVING MEMBERSHIP NUMBER LICENCE NUMBER

AFFBI PROFICIENCY REQUIREMENTS
Prior to attending an AFFBI Course the candidate must have completed and recorded (on this form) the following:

a. Must have a good understanding of the Parachute Training Organisation (PTO) lesson plans content and their format.
b. Delivered a minimum of three lessons from the Accelerated Free Fall Training syllabus.
c. Delivered a minimum of three AFF Progression briefs.
d. Has delivered a minimum of three Canopy Handling briefs.
e. Carried out three sessions of Student talk down under supervision.
f. Must demonstrate competency as a DZ controller.
h. Must have observed a full Accelerated Free Fall ground school.

N.B(1): Any lessons or progression briefs must NOT be delivered to real students.
N.B(2): In order for the candidate to carry out DZ control and student talk down, he or she must be in possession of their Radio Operators Certificate of competence and be under supervision of at least a Category System Instructor or Accelerated Free Fall Instructor.

CANOPY HANDLING (CH) COACH QUALIFICATION: Coach Number:

PRE-COURSE EVALUATION ASSESSMENTS: (To be evaluated by an experienced, Chief Instructor (CI) nominated, Accelerated Free Fall Instructor)

Lesson 1: Date: Evaluator:
Lesson 2: Date: Evaluator:
Lesson 3: Date: Evaluator:
Brief 1: Date: Evaluator:
Brief 2: Date: Evaluator:
Brief 3: Date: Evaluator:
CH Brief 1: Date: Evaluator:
CH Brief 2: Date: Evaluator:
CH Brief 3: Date: Evaluator:

Form 254c(I) Issue 3, Dec 2019
STUDENT TALK DOWN RECORD:

Student talk down must have been carried out on a minimum of three occasions.

Date: ___________ Number of Students: _______ Instructor: __________________________

Date: ___________ Number of Students: _______ Instructor: __________________________

Date: ___________ Number of Students: _______ Instructor: __________________________

DZ CONTROL RECORD:

I declare that I am proficient and are familiar with the requirements to carry out DZ control

Candidate Signature: __________________________ Date: ___________ CI Initials: ___________

ADEQUATE KNOWLEDGE OF THE BRITISH SKYDIVING OPERATIONS MANUAL

Date: ___________ CI Initials: __________________

OBSERVED A FULL ACCELERATED FREE FALL GROUND SCHOOL:

Date: ___________ CI Initials: __________________

CANDIDATE DECLARATION

I have completed all the requirements of this proficiency card.

I understand the content of my PTO lesson plans and will teach according their format.

I meet all the requirements laid down in the British Skydiving Operations Manual for attending a British Skydiving Accelerated Free Fall Basic Instructor Course.

I understand that failure to produce this completed form at the start of a British Skydiving Accelerated Free Fall Basic Instructor Course will lead to an automatic dismissal from the course.

Name: __________________________ Signature: __________________________

Date: ___________ British Skydiving Membership No.: __________________________

CI DECLARATION:

I am satisfied that the candidate has demonstrated the ability to carry out all proficiency requirements for attending a Category System Basic Instructor Course.

CI Name: __________________________ Signature: __________________________

Date: ___________ British Skydiving Membership No.: __________________________ Licence No.: __________________________
Appendix C (AFFI Proficiency Card)

ACCELERATED FREE FALL (AFF) PROFICIENCY CARD

DETAILS OF APPLICANT
Title (Mr, Ms etc) & SURNAME
FORENAMES
ADDRESS

POST CODE __________________________ E-MAIL ADDRESS __________________________
BRITISH SKYDIVING MEMBERSHIP NUMBER __________________________ LICENCE NUMBER __________________________

AFF PROFICIENCY REQUIREMENTS
Prior to attending an AFFI Course the candidate must have completed and recorded (on this form) the following:

a. Ground school lessons taught and to how many students.
b. Student refresher training briefs/lessons.
c. Progression briefs – Levels 2–8 (minimum of 1 of each brief).
d. AFF consolidation students dispatched and coached.
e. Student talk downs.
f. Obtained the recommendation of a current, experienced and Chief Instructor (CI) nominated AFF Instructor who has evaluated the candidate on a brief, simulated AFF skydive and subsequent debrief on at least 4 jumps simulating AFF Levels 4, 5, 6 and 7. The nominated evaluator must be satisfied that the AFF Instructor candidate (AFFI, CSBI or CSI) preparing to attend for examination would, in their opinion, pass those levels during the AFF examination course.
g. Obtained the recommendation of the candidate’s CI that the classroom ability of the candidate is satisfactory and that they are fully familiar with the procedures and syllabus for teaching and AFF ground school.

CANOPY HANDLING (CH) COACH QUALIFICATION: __________________________ Coach Number: __________________________

PRE-COURSE EVALUATION ASSESSMENTS: (To be evaluated by an experienced, CI nominated, AFF Instructor)

| AFF Level 4 | Date: | Evalutor: | Satisfactory/Unsatisfactory* (delete*) |
| AFF Level 5 | Date: | Evalutor: | Satisfactory/Unsatisfactory* (delete*) |
| AFF Level 6 | Date: | Evalutor: | Satisfactory/Unsatisfactory* (delete*) |
| AFF Level 7 | Date: | Evalutor: | Satisfactory/Unsatisfactory* (delete*) |

Other Evaluation: Date: __________________________ Evalutor: __________________________ Satisfactory/Unsatisfactory* (delete*)

AFF CONSOLIDATION STUDENTS DISPATCHED / COACHED:

<table>
<thead>
<tr>
<th>Date</th>
<th>Consolidations</th>
<th>Consolidations</th>
<th>Consolidations</th>
<th>Consolidations</th>
<th>CI Initials</th>
</tr>
</thead>
</table>

Continue on a separate sheet if necessary.

Note: A log of all ground school training is to be kept on the rear of this proficiency card.
**CI RECOMMENDATION:**

I am satisfied that the applicant has demonstrated the ability to satisfactorily teach a complete AFF Ground School and is competent to train all subsequent course progression briefs required for the British Skydiving 'A' Licence.

CI Name: ___________________________ Signature: ___________________________

Date: ___________________________ British Skydiving Membership No.: ____________ Licence No.: ___________________________

**AFF GROUND SCHOOL TRAINING RECORD:**
Enter the number of students trained in each lesson.

<table>
<thead>
<tr>
<th>Date</th>
<th>Daily Refresher Training</th>
<th>Kit and Equip</th>
<th>Stability and in-air Hand Signals</th>
<th>Aircraft Drills and Exits</th>
<th>Sequence of the Skydive</th>
<th>Canopy Control</th>
<th>Mal Function/Prac</th>
<th>Abnormal Landings</th>
<th>CI</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AFF PROGRESSION BRIEFS RECORD:**
Enter the number of students briefed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
<th>Level 7</th>
<th>Level 8</th>
<th>CI</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STUDENT TALK DOWN RECORD:**
Enter the number of students talked down.

<table>
<thead>
<tr>
<th>Date</th>
<th>Students</th>
<th>CI Initials</th>
<th>Date</th>
<th>Students</th>
<th>CI Initials</th>
<th>Date</th>
<th>Students</th>
<th>CI Initials</th>
<th>Date</th>
<th>Students</th>
<th>CI Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Training logs may be continued on a separate sheet, if required.*

British Skydiving is the trading name of British Parachute Association Ltd. A company limited by guarantee. Registered in England & Wales no 875429. Registered office: 5 Wharf Way, Glen Parva, Leicester LE2 9TF

Form 254f(l) Issue 5, Dec 2019
Appendix D (AFFBI & AFFI Instructor Course Training Syllabus)

ACCELERATED FREE FALL BASIC INSTRUCTOR (AFFBI), & ACCELERATED FREE FALL INSTRUCTOR (AFFI), TRAINING SYLLABUS

1. ACCELERATED FREE FALL BASIC INSTRUCTOR (AFFBI)

Qualifications to attend an AFFBI Course are in the British Skydiving Operations Manual, Section 4 (Instructors), Paragraph 3 (Accelerated Free Fall Basic Instructor). Prior to attending an AFFBI Course the candidate must have completed the AFFBI proficiency card (Form 254c) and have it available on the first morning of the course.

a. During the AFFBI Course candidates will be given lessons/lectures (where possible) on the following subjects:
   i. Responsibilities of a Skydiving Instructor.
   ii. The Qualities required of a Skydiving Instructor.
   iii. Methods of Instruction.
   iv. The Training Progression and Safety Regulations.
   v. Equipment, Maintenance and Basic Rigging.
   vi. Drop Zone Management.
   vii. Flying for Skydiving.
   viii. Incident Procedures.
   ix. Basic Meteorology.
   x. Display Skydiving
   xi. First Aid.

b. Assessments may also be made of the candidates personal skydiving skills.

c. Practical lessons will take place, and may include the following:
   i. Specimen Lessons/briefs.
   ii. Candidate’s Teaching Practices on Lessons/Lectures and pre-jump periods from the AFF Instructors Manual including a brief for dispatching AFF consolidation students prior to obtaining their Level 8. (See Form 286 for suggested guidelines).
   iii. Flight Line Checking.
   iv. Briefing and de-briefing of AFF Students.
   v. Briefing of Pilots.
   vi. Aircraft Drills.
   vii. Use of training aids.

d. Discussion periods will take place and an Open Forum may be conducted.

e. A written examination will take place towards the end of the Course, covering some aspects covered during the Course and on the requirements of the Operations Manual.

f. After successful completion of the Course. The candidate will spend a Probationary Period of at least six months, until they attend an Accelerated Free Fall Instructor Course, working under the direct supervision of an Accelerated Free Fall Instructor (AFFI), during which time he/she will be involved in the training of AFF Student Skydivers. The AFFBI may dispatch and supervise AFF Students on Consolidation jumps, following a brief by at least an AFF (logbook endorsement). AFFIs may only follow consolidation students after successful completion of their Level 8. The AFFBI may not make any AFF instructional descents with AFF Student Skydivers.

g. During the candidate’s Probationary Period he/she must have completed and recorded (on Form 254f) the following:
   i. Ground school lessons taught and to how many students.
   ii. Student refresher training briefs/lessons.
   iii. Progression briefs – Levels 2–8 (minimum of 1 of each brief).
   iv. AFF consolidation students dispatched and coached.
   v. Student talk downs.
   vi. Obtained the recommendation of a current, experienced and CCI nominated AFF Instructor who has evaluated the candidate on a brief, simulated AFF skydive and subsequent debrief on at least 4 jumps simulating AFF Levels 4, 5, 6 and 7. The nominated evaluator must be satisfied that the AFF Instructor candidate (AFFBI, CCSI or CSI preparing to attend for examination) would, in their opinion, pass those levels during the AFF examination course.
   vii. Obtained the recommendation of the candidate’s CCI that the classroom ability of the candidate is satisfactory and that they are fully familiar with the procedures and syllabus for teaching and AFF ground school.

Note: The above (g) also applies to CCSI s or CSIs preparing to attend an AFFI Course.
2. ACCELERATED FREE FALL INSTRUCTOR (AFFI)

Qualifications to attend an AFFI Course are in the British Skydiving Operations Manual, Section 4 (Instructors), Paragraph 6 (Accelerated Free Fall Instructor). Prior to attending an AFFI Course the candidate must have completed the AFFI proficiency card (Form 25AF) and have it available on the first morning of the course.

a. During the Course the following aspects will be examined (where possible):
   i. Ground Training
   ii. Learning Objectives for various Levels
   iii. Procedures
   iv. Ground School
   v. Briefing and Debriefing
   vi. In Aircraft, Exits and Emergencies
   vii. Equipment and Checks
   viii. In Air Emergencies
   ix. Malfunctions and Emergency Drills
   xi. Responsibilities of Primary Instructor
   x. Responsibilities of Secondary Instructor
   xi. The AFF Levels
   xii. Consolidation Jumps
   xiv. Training Aids
   xv. Training Records
   xvi. Jumpsuits/Weights
   xvii. Lesson Plans

b. Prior to any jumping taking place the candidate must satisfactorily complete the following (in order, each with a 70% pass mark):
   ii. A basic AFF syllabus classroom lesson.
   iii. An AFF progression brief.
   iv. A "20-minute brief".

c. Once the candidate has successfully demonstrated sufficient teaching ability, he/she may be assessed on his/her skydiving ability, which will consist of at least one practice jump, followed by five scoring descents. Scores from each jump will range from 0 - 4 points per jump and may be on any AFF Level.

d. To be successful on the jumping part of the Course, the candidate must score a minimum of 12 points over the five scoring jumps. The scores will not be collated until all other aspects of the course have been completed, e.g. Teaching Practises and Ground School.

e. During the remainder of the course, the candidates must be assessed on (and pass with at least a 70% pass mark) a further AFF syllabus classroom lesson and/or a "Level 1 retrain", in addition to the required skydiving assessments.

f. After successful completion of the Course the candidate will be awarded Accelerated Free Fall Instructor (AFFI) status.

N.B. Candidates on the Course will be given a folder containing British Skydiving AFF, FS and Operations Manuals, together with an Introduction to the Course.

Candidates are advised to obtain as much information and practice on as many aspects of AFF as possible before attending the Course.
Appendix E (AFF Student Dispatching Brief Pre-AFF Level 8)

www.britishskydiving.org
5 Wharf Way, Glen Parva, Leicester LE2 9TF
Tel: 0116 278 5271, e-mail: info@britishskydiving.org

Suggested Instructor brief for dispatching Accelerated Free Fall (AFF) Consolidation Students pre-AFF Level 8

The dispatching instructor is to check the following:

1. The weather conditions are suitable.
2. The student is equipped, briefed & flight-line checked.
3. The student is seated in a suitable position in the aircraft; helmet & restraint fitted, if applicable (it’s possible this could be the students first consolidation jump).
4. The student receives a pre-jump check.
5. The dispatching instructor to watch the students exit (if possible, get video).
6. The instructor liaises with an AFF Instructor with regards to progression, prior to progressing and debriefing the student and only an AFF Instructor can clear, brief and dispatch the student for AFF level 8.
7. As the student has always been dispatched at altitude the suggested minimum exit altitude is approximately 9,000 feet AGL.

Note: As the student has not completed a low level jump (Level 8) the instructor should ensure the conditions are suitable prior to boarding the aircraft, or if they are not at the point of exiting, an instructor will have to descend in the aircraft with the student (as per Section 3, British Skydiving Operations Manual).

In an aircraft emergency it is suggested the instructor follows these guidelines (depending on Chief Instructor requirements):

Below 1000ft AGL; stay on board unless catastrophic aircraft failure.

Between 1000ft AGL and 3000ft AGL; out on reserve.

Above 3000ft AGL; out on main.
### Appendix F (Suggested Accelerated Free Fall Training Record Card)

Name ___________________________ Student No ___________________________

Address ___________________________ Membership No _______ Full/Provisional

_________________________________ Med. Cert. Date ______________________

________ Email: ______________________ Declaration of Fitness _____________

________ Phone ______________________ PTO Indemnity _____________________

D.O.B. _____ Gender _____ Height _______ Logbook _______________________

Weight _______ Parental Consent ___________

Occupation ___________________________ Class _______ Inst. _____ Date _______

Previous Skydiving Exp. ____________________ Ground School _______ _______

Level 8 _______ _______ _______

**Person to notify in case of emergency:**

Name ___________________________ Cat 8 _______ _______ _______

Address ___________________________ Packing _______ _______ _______

Phone ___________ Relationship _______ Throw Away Brief _______ _______

Email: _____________________________

<table>
<thead>
<tr>
<th>Jump No.</th>
<th>Level</th>
<th>Date</th>
<th>Altitude</th>
<th>Cleared to</th>
<th>Inst.</th>
<th>Sig.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


### Appendix G (Accelerated Free Fall Summary Record / Training Log)

Name: __________________________ British Skydiving Membership No:_____

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ground Schools</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Refreshers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level Briefs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AFF Descents</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Consolidation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>follow outs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AFF Descents</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Signature / Initials</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(CI)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Maintaining the highest safety standards in our sport.