

GUIDELINES FOR PRODUCING STANDARD OPERATING PROCEDURES (SOPs)

BPA Affiliated Clubs, Centres etc, should produce Standard Operating Procedures (S.O.Ps). Areas to be considered are listed below, they are not exhaustive, as there may be other aspects particular to a specific club/centre.

SOPs should be designed to achieve the safe and smooth running of a parachuting operation. They should include procedures for the prevention of conflict with other activities, both in the air and on the ground at or near the dropping zone and parachute landing area.

In the case of club/centre based at an aerodrome, the procedures must be compatible with the operational instructions applicable to that aerodrome (at a licensed aerodrome, the Aerodrome Manual and the Manual of Air Traffic Services (MATS) Part 2).

It may be necessary in SOPs to duplicate areas covered by the BPA Operations Manual, though SOPs may refer to the Operations Manual if applicable.

Areas to be considered:-

1. **Duties and responsibilities** of all of those involved in the management of the club/centre, including who may authorise what. Names of key personnel, and their duties and responsibilities.
2. **Chief Instructor** Details concerning the Chief Instructor should be included.
3. **Chief Pilot** - Details concerning the Club Pilot should be included.
 - Responsibilities must be stated.
 - System for the (periodic) checking of all pilots.
4. **Person responsible for aircraft maintenance management**
 - Details concerning that person should be included.
 - Responsibilities must be stated.
5. **Rigger/Equipment Member**
 - This may be the Chief Instructor or an appropriately qualified person who will be responsible to him for equipment matters.
 - Responsibilities must be stated.
6. **Staffing Levels.** The staffing of the club/centre will be dependent upon the degree of complexity and level of activity of the operation. Numbers and qualifications must be specified. Instructor/novice ratios must be specified.

7. Instructions to all Operating Staff

- list of those persons entitled to authorise flights
- system to ensure Tandem Instructor
- medical/recency/emergency drills
- checking of parachutists' personal documents
- manifesting
- pre-flight checks
- briefing
- Major and Special Hazards
- rescue boat
- informing non Public Transport
- emplaning point
- embarkation/disembarkation
- incident/accident reporting

8. Instructions to Dropping Zone (DZ) Controllers

- duties
- DZ vehicles
- non-confliction procedures
- communication/co-ordination with other local activities
- radio frequencies and procedures
- incident/accident/emergency procedures
- crash rescue equipment and procedures

9. Instructions to Jumpmasters

- briefing of pilots
- conduct of lifts
- performance or structural limitations of aircraft
- use of in-flight door
- knife
- static line operations
- signals to/from the pilot
- ground to air signals
- emergency procedures

10. Instructions to parachutists

- parachute landing area and overshoot/undershoot areas
- parachuting limitations, e.g. deployment heights
- parachute equipment and ancillary equipment
- performance or structural limitations of aircraft
- emergency procedures
- non-confliction procedures, in the air and on the ground (DZ drills)

11. Instructions to pilots

- flight and rest period limitations
- minima and MTOWs for specific aerodromes
- special instructions relating to particular aerodromes
- weather minima
- carriage of passengers

- ATSU procedures

- Minimum Equipment Lists (MELs) for each aircraft
- payload
- normal fuel reserves
- location of aircraft documents
- documents to be carried
- care and maintenance away from base
- location of Aeronautical Information
- security - locks, covers, chocks, picketing
- pre-flight/daily/check A - as appropriate to each aircraft
- start up
- taxiing
- fuelling
- emplaning point
- signals/communications with jumpmaster
- frequencies and squawk
- AADs - procedure prior to descent
- non-confliction procedures on the ground and in the air, to include procedures for landing, taking off, taxiing and engine running if parachutists are in the air or moving airside
- emergency procedures

12. **Equipment** - system of checking/approval of parachute and ancillary equipment including cameras
- AADs - and procedure for switching on/off
 - System for obtaining and implementing equipment safety information
 - maintenance, servicing, repairs and packing; including:
 - tandem parachute equipment
 - who may do what
 - records and logs
 - use of ground training equipment and facilities

13. **Weather criteria and dropping restrictions**, including restrictions on operating procedure/wind limits due to local hazards etc.

14. **Other procedures peculiar to the operation.**

15. **Night jumps - local procedures.**

16. **Water jumps - local procedures.**

17. **The person designated to amend/update BPA Operations Manual and SOPs.**

Note (1) The normal Standard Operating procedures may be inadequate for special events such as competitions, championships and boogies. Operators should review their procedures at the planning stage and ensure that adequate provision is made for the safe conduct of any such event.

Note (2) Details of any variations or waivers from the provisions of the BPA Operations Manual which have been authorised by the BPA and any other Exemptions issued by the CAA should be stated at the end of this Section.

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