

# DEVON AND SOMERSET GLIDING CLUB



## GROUND OPS TRAINING HANDBOOK

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## Introduction

### 1. The Requirement.

Experience has shown that there is a need for members to be trained for many of the wide range of tasks that comprise each day's gliding operations. Some of the tasks can be learned fairly quickly by "on the job" supervised practice. These are referred to in this Handbook as Basic Training Tasks. More complex ones call for structured training, referred to hereunder as Advanced Training Tasks. This Introduction lists the training tasks and requirements, and identifies the trainers. More detailed guidance for those individuals authorised to conduct the training is contained in Part One (Training Notes) and Part Two (Trainer's Aide Memoire) of this Handbook. Part Three contains brief instructions on how the training is to be recorded.

### 2. The Basic Training Tasks

- B1 Introductory Safety Brief for new members, including Launch Point Activities.
- B2 Ground-handling and Parking of gliders on-site.
- B3 Driving Club Vehicles, **excluding** tractors.
- B4 Towing gliders with Club and/or private vehicles.
- B5 Cable Retrieving.
- B6 Setting-up Launch Point Vehicle for daily operations.

### 3. The Advanced Training Tasks

- A1 Log-keeping/Operation of Launch Point Vehicle facilities.
- A2 Movement of gliders from/into glider hangar.
- A3 Equipment D.I., storage and refuelling vehicles and winches.
- A4 Driving tractors.
- A5 Winch driving, including all elements of daily procedures.
- A6 Duty Launch Marshal.

### 4. Authority to conduct training and certify competence, ie "sign off".

a. Delivery of Training. The following table shows who is authorised to conduct training. Authorisation (ie signing off as competent) is a second step, as set out in sub-para 4.b below.

Task	Trainer
All Basic Tasks (B1 to B6)	Any club member who himself is qualified for the task, subject always to the approval of the Chief Ground Instructor (CGI). The general principle of "grandfather rights" will apply.
A1	Nominated individuals. Note: the aim is to make this a long list, based largely on those already competent to do the job.
A2	Nominated individuals of instructor status or similar, eg Blue Card holders.
A3	Individuals nominated by Ground Equipment "Chiefs", eg Mike Robinson.
A4	Individuals nominated by Ground Equipment "Chiefs", eg Mike Robinson.
A5	Winch Instructors.
A6	Nominated Experienced DLMs.

b. Authorisation.

(1) Basic Tasks (B1 to B6). Once a Club member is qualified for any given Basic Task, he/she will automatically be authorised to train and certify the competence of other members in that same task. In other words, trainer and authoriser are one and the same individual. It is therefore very important that a Trainer ensures that his trainee has acquired sufficient experience to then train and authorise someone else.

(2) Advanced Tasks (A1 to A6). Training and Authorisation are two separate functions, although in a majority of cases they will be vested in the same individual. A list of trainers and authorisers for each of these tasks is at Annex A to this Handbook.

c. Record of Authorisations. A blank example of the table to be used for the purpose of recording training and authorisation is shown at Annex B. The full table will be kept with this Manual and Training Guidance Cards in a box file stored in the LPV.

**Note: the Training Guidance Cards are reproductions of the Aide Memoire bullet points listed in Part II of this Manual.**

## **Part I – Training Notes**

### 1. Purpose.

The purpose of this first part of the Handbook is to provide detailed guidance in narrative form on the training points that need to be covered for each of the Training Tasks listed in the above Introduction. This will help the trainer to refresh his own mind and thus prepare himself thoroughly in advance of the training session. As in the Introduction, the Tasks are listed in two Groups, namely The Basic Training Tasks B1 to B6 (Paragraphs 2.a to 2.f hereunder), and The Advanced Training Tasks A1 to A6 (Paragraphs 3.a to 3.f hereunder).

### 2. The Basic Training Tasks

#### a. Task B1: Introductory Safety Brief for new members.

For existing Club members, it can be easily forgotten that most new members will also be new to gliding, with no knowledge whatsoever of the way a gliding club functions or of the multiplicity of tasks that have to be carried out to launch gliders. Therefore it must be beneficial to give each new member a formal, introductory site safety briefing, including an awareness of general launch point activities. The briefing must include, as a minimum, the following items, but remember that a 30-40 minutes session will probably be quite long enough if the inevitable mental overload is to be avoided!!

- 1) Description of site layout, to include our various buildings and their uses, trailer and caravan parking, location of our four conventional launch points and winch cable routes. Also describe the bridle-path route and legal site access for horse riders.
- 2) Car parking – where it is safe/permitted to park, where it is not permitted and why. Emphasise low speeds at all times when driving on site.
- 3) Awareness of general vehicle and glider movements on site and necessity for alertness at all times, especially, for example, when crossing the approach/landing areas. Emphasise that we do have powered aircraft on site and attention must also be paid to their movements; they have nasty propellers on the front.
- 4) Launch Point Activities – a thorough description of launch point activities; cover likely vehicle movements, glider launch queues and launch procedures. Explain the main potential risk areas, e.g. immediately in front of the launch queues.

#### b. Task B2: Ground-handling and Parking of gliders on-site.

Whilst most gliders are fairly robust aircraft, their design and shape means that it is very easy for damage (minor or far worse) to occur unless adequate care is taken during ground-handling and when 'parking' them. Although many of the basic needs are described in Section 5 (care of aircraft, launch equipment and trailers) of the Operations Manual, it is nevertheless important that the relevant training includes, as a minimum, attention to the following points:-

- 1) General handling requirements, i.e. what parts of the airframe can be handled, pulled, pushed or lifted (in the case of wingtips and/or rear fuselage) and, equally important, what components must not have loads applied to them in any way, e.g. canopies, tailplanes and control surfaces.
- 2) Appropriate ways of moving gliders by hand and by vehicle tow. Minimum number of people required and influence of wind direction and strength and associated gusts.

- 3) Procedure for parking gliders safely; factors that must be taken into account include weather conditions and wind strength, proximity to other aircraft or obstacles, reasons for parking cross-wind and varying means of securing different glider types.
- 4) Procedure to be followed in the event of damage occurring or being suspected.

c. Task B3: Driving Club Vehicles, **excluding** Tractors.

It is sometimes the case that new members will not previously have driven any vehicle other than a car, so there needs to be a careful introduction to handling our range of Club vehicles. Each of these has its own unique characteristics which must be explained and demonstrated, together with the factors which constitute 'care' of the vehicle and which, if ignored, could lead to increased maintenance or even unwelcome damage. It is therefore important that the following points are included in training:-

- 1) Our Club Rules stipulate that a Full Driving Licence is required for a member to drive Club vehicles (and private vehicles, whilst on site).
- 2) Land Rovers, Discovery Land Rover, Launch Point Vehicle and retrieve 'buggy' require individual briefing and training, as differing features and driving techniques are involved. Include gear selection and changing, gear ratios (where appropriate), driving in reverse, use of mirrors, on-board radio.
- 3) Emphasise the need for a cautious and considerate driving 'style'. Most of our Club vehicles are both heavy and powerful and therefore have the potential for producing accidents if treated with less than adequate care.
- 4) Explain the primary uses of each vehicle together with the normal operating methods and routes followed for the routine tasks. The various site ground conditions will have an influence on routes and driving speeds. Remember **care of the vehicle!!**

d. Task B4: Towing gliders with Club and/or Private Vehicles.

The practice of towing a glider on site, using a vehicle, is repeated many times during each day's activities. This may be for moving the glider from the glider hangar/trailer parking point to be at or near the launch point, or for 'retrieving' a glider which has just landed. In the case of Club gliders, the tow is always made using a tow rope but for private gliders use is sometimes made of a dedicated tow-out bar and wing 'dolly' to tow the glider tail first, whilst connected 'solidly' to the vehicle's tow hitch. This latter method of towing needs to be included in training, since it certainly has the potential for accidents, especially in the general launch area. So training must include, as a minimum, the following points of attention:-

- 1) The vehicle driver is primarily responsible for the safety of the tow and must be totally familiar with the vehicle in use. For Club vehicles, e.g. the Land Rovers, a pre-requisite must obviously be 'authority to drive the vehicle'.
- 2) The tow-rope must not be attached to the glider until the tow is about to begin. To do so earlier, perhaps minutes earlier, is fraught with risk and presents the potential for a serious accident. Such accidents have occurred at other Clubs in recent years. Mention the necessity and reason for minimum length of rope, namely **AT LEAST HALF THE WINGSPAN OF THE TOWED GLIDER.**
- 3) All towing to be at a comfortable, medium walking pace for those 'manning' the glider. Explain the problems of being too slow or too fast! As an example, if using a Club Land Rover then 2<sup>nd</sup> gear, low ratio and just a trace of throttle is about right.
- 4) The driver must pay frequent attention to the relative position of the glider and any instructions from the 'retrieve crew', ample clearance from obstacles ( half a glider wing-span projects on each side), ensuring no interference with gliders

launching or landing and sticking to the towing route agreed with the glider pilot. If in any doubt at any time, then **STOP**.

5) When towing a glider to the launch point, then upon arrival the driver must be alert to the glider being deliberately swung out-of-line before the tow-rope is released; this is a highly risky manoeuvre which is potentially damaging and should be discouraged. Again, if there is the slightest risk, **STOP**.

6) At the completion of each tow, the vehicle must stop, the tow-rope must be released immediately and then reeled in/coiled up before the vehicle is driven away. 'Trailing ropes' have been known to snag wing-tips or other obstacles!!

7) For drivers wishing to use dedicated tow-out gear to tow a glider tail first and with no-one in attendance alongside the glider, training is important to ensure safe towing, especially when making turns or reversing into position.

e. Task B5: Cable Retrieving.

When a new member joins the Club and is, in due course, introduced to the various on-site activities, it is very often the case that the first activity is 'Cable Retrieving'. Although it appears to be a quite straightforward process, there are a number of important elements involved and it is essential that these are understood totally, prior to a new member being 'let loose' with one of our retrieve vehicles. For training purposes, the necessary 'points of attention' may be summarised as follows:-

1) Driver must be authorised to drive our retrieve Land Rovers and be in possession of a current driving licence.

2) It is vital to emphasise the **total responsibility** that the retrieve driver has for the cable retrieving task.

3) Essential safety issues to be included in training relate to:-

- Communication with the winch driver.
- Need for and mandatory use of towing 'weak links'.
- Cables to be 'pulled out' in a straight line – carefully explain 'why'.
- What to do if a towing weak link breaks. Potential risks to winch driver!
- How to deal with 'approaching gliders' during cable retrieve – importance of slowing down or stopping, not turning out-of-line.
- Vital importance of ensuring cables released completely at end of each retrieve.
- Careful choice of return route to winch, giving way to 'approaching gliders'.
- Safe parking behind winch when the latter is launching gliders.

f. Task B6: Setting-up Launch Point Vehicle (LPV) for daily operations.

Although it may be thought initially that this is a fairly insignificant item of Ground Operations training, there are a number of elements which require attention, for the LPV to be ready for each day's operations to begin. In order to help with this, new members need guidance on the 'setting-up' process. So the requirements of associated training can be listed thus:-

1) Check that the member in question is authorised to drive the LPV!!

2). Drive the vehicle close to the Clubhouse and 'load up' sufficient Club parachutes for the day's activities. Also collect the flight logging computer.

3) Ask Duty Instructor or Duty Launch Marshal to decide upon **precise** required location for LPV. Drive vehicle to site.

- 4) Items requiring attention at launch point may be summarised as –
  - Connection of communication cable at LPV and remote socket point.
  - Connect windsock and raise into position.
  - Position winch cable marker cones and yellow 'stop' marker disc.
  - Erect safety chain (fence spikes and red/white plastic chain).
  - Set up computer, switch master-switch to 'ON' (indicator light), check comms.
  - If Duty Instructor present, select appropriate coloured 'rating' flag.
- 5) Explain reverse sequence of shutting down LPV at end of day's flying, placing great emphasis on **remembering to disconnect and reel in comms. cable!!!** Computer and parachutes to be returned to Clubhouse.

### 3. The Advanced Training Tasks

#### a. Task A1: Log-keeping/Operation of Launch Point Vehicle (LPV) facilities.

Our LPV forms the focal point of ground operations at the launch point, as it is the link to many functions, i.e. log-keeping, ground communications, launch point equipment storage, reporting point and on-site briefings. Its use during each day, in particular for the first two functions, requires both practice and authorisation. Here are some important training points:-

- 1) A thorough, practised ability to use our computer-based log-keeping (flight recording) system is very necessary. Also, knowledge of the flight recording 'back-up' system, i.e. the hand-written, paper log-book, should be explained. Remember to emphasise the **legal** aspect of log-keeping (flight recording)
- 2) A member who is new to these tasks must understand the 'process' of glider launching and the order in which the various elements are carried out. The necessity for good look out and wide-ranging attention to gliders taking off **and** landing is vital.
- 3) Our comms. systems have to be understood, with special attention given to the formalities that we employ in communicating with the winch driver for launch instructions, *and the use of radio communications.*
- 4) Close collaboration with the Duty Launch Marshal and Duty Instructor is vital.
- 5) To maintain adequate attention to the task, training needs to include comment on factors such as alertness, constant observation, resist distractions, look out for unusual incidents or 'emergencies' and if tiredness sets in, get a relief log-keeper.
- 6) A knowledge of the various items of equipment kept in the 'body' of the LPV is a useful addition during training.

#### b. Task A2: Movement of gliders from/into glider hangar.

This seemingly innocuous task has the potential for causing damage to one or more gliders. To make best use of the space in our hangar, gliders have to be 'packed' in a methodical, careful manner, paying great attention to proximity of various wings, TE tubes, tail planes and other 'willing obstructions'!! As a general rule, only Instructors and other senior Club pilots are authorised to supervise the task. Training matters requiring attention are:-

- 1) Ensure that only one person takes charge of the task. Two or more calling instructions is a recipe for damage!
- 2) Make sure that there are sufficient members present to carry out the task safely. A minimum of three is usually required to ensure adequate control.

3) It is important to ensure that each person knows what he/she has to do. Employ only those who have sufficient experience to know where or where not to push/pull. Remember particularly the cost of new canopies and emphasise the essential control when holding a wing-tip during each glider movement.

c. Task A3: Equipment D.I., storage and refuelling vehicles and winches.

The serviceability and general condition of our ground equipment is of great importance to us and especially so to the small group of members whose expertise and commitment keeps the equipment in running order. It is therefore vital that each item (winch, vehicles, etc.) is checked thoroughly before being put into use on each day and it follows that an adequate knowledge of relevant daily inspections, equipment removal and storage, refuelling and safety factors is essential. Here are the important training points:-

- 1) Details of complete D.I. required for each item before starting or moving it. This must be done on a daily basis without fail; equipment is subject to a quite rigorous work cycle and so careful attention is an absolute 'must'.
- 2) Authorisation to drive each type of vehicle involved.
- 3) Procedure to be followed if any item is found to be unserviceable.
- 4) Potential risks and safe method of removing vehicles from hangar. Check ability to drive vehicles in reverse, with added attention to skill required to drive the winch and tractor combination in reverse. Correct storage of equipment at the end of each day's flying.
- 5) Correct procedure for refuelling vehicles and winch. Obtaining and returning refuelling point key.
- 6) Essential safety in opening/closing equipment hangar doors. We don't want any 'trapped fingers'!!

d. Task A4: Driving tractors.

Our Club tractors are, for most new members, completely alien vehicles, therefore requiring particular training before authority to drive them is given. Bearing in mind the main concept of tractor design, that of agricultural use, the essential, dedicated features need to be understood before safe driving can be assured. So the following points need to be borne in mind during training:-

- 1) As with use of other Club vehicles, possession of a Full Driving Licence is required.
- 2) Thorough initial briefing to include expected driving technique, principles that are 'foreign' to most drivers (gear and gear ratio selection, hand-throttle, possibility of over-steer), driving in reverse, towing winch or other trailers.
- 3) Run through correct operation of towing attachments.
- 4) Point out the particularly serious danger of positioning oneself between the tractor and winch/trailer during hook-up manoeuvres.
- 5) During driving practice, emphasise cautious and considerate driving and particular risks associated with over-speeding, when a tractor can become far less stable.

6) Stress that winch towing is a primary use of our tractors, and that this requires further specific training, to be provided under Training Task 3.e, "Winch Driving, including all elements of daily procedures".

7) The attachment and use of other equipment, such as grass-cutters, is more specialised and not essential at this stage. However, further training is mandatory before attempting such tasks.

e. Task A5: Winch driving, including all elements of daily procedures.

Although all the ground operations tasks are, without doubt, important in getting gliders launched, winch driving is, arguably, the 'number one' specialism and requires the greatest depth of training and practice. That training needs to include all the various elements involved, from reversing the winch/tractor combination out of the equipment hangar when preparing for flying to parking it back in the hangar at the end of the day's operations. So training should include the following items, although not essentially in the order shown (detailed winch driving instructions are provided in a separate publication).

1) Normal winch launching techniques, almost certainly requiring several sessions, to achieve competence in varying weather conditions and understand associated matters such as launch sequence, preparation for cable retrieves, launch failures and cable repairs. Emphasise safety matters such as alertness, look out, avoid distraction.

2) Initial 'setting-up' procedure for the winch, to include –

- Removal from equipment hangar, thorough D.I., comms head-set in cab.
- Tow winch to required location, having checked with Duty Instructor. Important to define safe towing routes and also site areas to avoid (side slopes, rough ground).
- Establish winch ready for launching, emphasising alignment, jacking-up procedure, 'pay-on' arms connected, safety fence, comms connected.

3) 'Closing-down' procedure at end of day's operations, to include-

- **Disconnect and reel-in comms cable; unhook entry ladder.**
- Jacking legs raised, drogue 'chutes stowed, **pay-on arms secured for transport**, winch attached to tractor and safety chain fitted.
- Tow winch back to equipment hangar, again using a defined route and remembering very low speed essential on down-hill slope. Park winch in hangar, release drum brakes, remove head-set.

4) Specific training relating to winch towing, to include –

- Practice at 'backing very slowly' onto winch towing attachment.
- Emphasise the additional great care needed when towing the winch, with particular regard to low speed (very low when leaving and approaching the hangars area) and pre-selection of towing route. In particular, it is absolutely vital that the tractor driver avoids the sloping ground on the south side, running down towards the sheep-pen, i.e. west of the 'Beech Trees' for 200-300m. Stay on the 'spine' of the field for as long as is practicable.

f. Task A6: Duty Launch Marshal.

Section 8 of the Operations Manual sets out in detail the DLM's duties and responsibilities. For a member asked to join the DLM rota, the best and simplest training routine must be to 'read and inwardly digest' the detailed notes and then practise the required duties under the guidance of a suitably experienced and approved Club member. The over-riding factors that need to be emphasised are:-

- 1) Maintain liaison with the Duty Instructor and log-keeper.
- 2) Accept the responsibility of the task and 'run the ship' in a thoughtful and courteous manner. Virtually all Club members will help willingly, if asked.
- 3) Monitor the flying lists and ground tasks (winching, retrieving, etc.) and try to maintain fairness in sharing the general workload. Understandably not easy when you have to pay attention to other features, such as control of launch lines and launch sequence.
- 4) Practise attention to safety issues; in particular, be alert to presence of visitors, their children and dogs, which may become a problem! Enlist the help of other Club members, where appropriate.
- 5) Enjoy the experience; it's not nearly as onerous as it sounds!!

## Part II – Trainer’s Aide-Memoire

### 1. Purpose.

The purpose of this second part of the Handbook is to condense each of the Training Tasks described in detail in Part I into a series of simple bullet points, to be used by the trainer as a handy guide during the training session itself. The paragraph layout is identical to that in Part One, allowing easy cross reference, eg Paragraph 2.a.(Task B1) hereunder relates to Paragraph 2.a. (Task B1) in Part One.

### 2. The Basic Training Tasks.

#### a. B1: Introductory Safety Brief, including Launch Point Activities.

- Site Layout
- Strangers on site (public footpath!)
- Car parking
- Moving about the site (on foot and driving)
- Movements on site of gliders and aircraft (propellers!)
- Launch point activities

#### b. B2: Ground-handling and Parking of gliders on-site

- General ground handling (where and where not to push/pull)
- Moving gliders by hand
- Moving gliders by vehicle tow
- Parking and securing
- Weather (wind!) considerations
- Variations depending on glider type

#### c. B3: Driving Club Vehicles, **excluding** Tractors

- Full driving licence required for ALL vehicles
- Briefing on each vehicle and its modifications
- Driving “style” – cautious and considerate
- Routes
- Considerations relating to condition of site

#### d. B4: Towing gliders with Club and/or Private Vehicles

- Primary responsibility rests with driver
- Rope length – GREATER THAN HALF WING SPAN OF TOWED GLIDER!
- Correct method and timing of tow rope attachment

- Towing – cautious and considerate
  - Routes and positioning
  - Look out! Listen out! Beware obstacles!
  - Approaching and arrival at launch point
  - Detaching and stowing of tow rope
  - Use of single-man tow-out gear
- e. B5: Cable Retrieving
- Current driving licence?
  - Checked out to drive retrieve vehicle?
  - Primary responsibility rests with driver
  - Safety Issues, including:
    - Communications
    - Attachment of cables
    - Towing procedure
    - Procedure on arrival at launch point
    - Look out! Listen out!
    - Return route and positioning at winch
    - "Eventualities", eg weak link breaks, launch failure, aircraft on approach
- f. B6: Setting-up Launch Point Vehicle for daily operations
- Procedure before removing from hangar
  - Items to be loaded before moving to launch point
  - Positioning at launch point
  - Preparation at launch point, including:
    - Communications
    - Flight logging computer
    - Safety fence
    - Windsock
    - Flags
3. The Advanced Training Tasks.
- a. A1: Log-keeping/Operation of Launch Point Vehicle facilities
- Close collaboration with DLM
  - Launch sequence
  - Operation of comms suite
  - Operation of flight logging computer

- Discourage distractions
  - Constant alertness
  - Look out! Listen out!
  - "Eventualities"
  - Beware fatigue
- b. A2: Movement of gliders from/into glider hangar
- Beware "too many chiefs"
  - At least 3 handlers
  - Slow and easy
  - Use of dollies
  - "Reverse DI" at day's end – switches off, remove ballast, batteries and parachutes
- c. A3: Equipment D.I., storage and refuelling vehicles and winches
- Daily Inspection (DI) procedures
  - Checked out to drive vehicles?
  - Fault reporting
  - Moving equipment from and returning it to the hangar
  - Refuelling procedure
  - Operation of hangar doors
- d. A4: Driving Club Tractors
- Full driving licence required for ALL vehicles
  - Briefing on each vehicle
  - Operation of towing gear
  - Beware serious danger of standing between tractor and winch/trailer
  - Driving "style" – cautious and considerate
  - Routes
  - Considerations relating to condition of site
  - Refer to further specialised training, notably winch towing
- e. A5: Winch driving, including all associated procedures
- Setting-up procedure, including safety fence

- Operation of winch controls
- Launch sequence
- Preparation for cable retrieve
- Cable repair
- Constant alertness
- Beware onlookers
- Look out! Listen out!
- "Eventualities", including launch failures (real and simulated)
- Safety issues
- Beware distraction and fatigue
- Closing down procedure
- Winch towing (to include attachment to towing vehicle and choice of routes)

f. A6: Duty Launch Marshal

- Close collaboration with DI and LPV operator – communications (including radio)
- Flying list
- Monitor weather conditions
- Launch lines
- Launch rate
- Launch sequence
- Eyes and ears!
- Beware onlookers
- Safety issues
- Beware distraction and fatigue

### **Part III – Record of Training and Authorisation.**

1. Only those individuals who have been authorised, having received appropriate training, will be permitted to undertake **unsupervised** any of the activities described in this Handbook.
2. Authority to undertake activities unsupervised is to be recorded in a table showing all training tasks and listing all club members. This table is to be kept in the Ground Training box file held at all times in the LPV. Reference to the sample Table of Authorisations at Annex B will help readers to fully understand the procedure described in the following paragraph.
3. The appropriate Authoriser (see page 2, sub-paragraph 4.b and Annex A) is to record authorisation (ie “sign off”) by initialling and dating a box under the relevant Training Task against the name of the newly trained Club member.
4. The basic rules governing the authority to train and certify competence are set out on pages 1 and 2 of this Manual, paragraph 4. These rules are amplified hereunder.
5. It must be understood that for any given Task there are three distinct elements in the process of training and authorisation, namely:
  - a. To train inexperienced individuals to the required level of skill and to record their competence.
  - b. To authorise competent individuals to deliver training to others.
  - c. To authorise suitably experienced trainers to certify competence, ie to “sign off”.
6. In some cases, notably the Basic Tasks, it will be the norm for all three of the above elements to be covered at one and the same time. The Advanced Tasks will usually require each of these elements to be recorded separately. Thus:
  - a. Completion of a **Basic Task** box signifies competence, authorisation to deliver training in that task, **as well as to declare trainees competent, ie to “sign off”**.
  - b. The **Advanced Tasks** must, by their very nature, be handled in a more differentiated manner. Completion of a box signifies competence to undertake the task unsupervised, but will **not** also indicate authorisation to train. Only specifically nominated individuals will be authorised to deliver training **and** certify competence, ie “sign off”, and only they will be permitted to initial and date the boxes for each of the Advanced Tasks. In a majority of cases, trainer and authoriser will be the same individual, but this need not always be the case. For example, a member may be declared competent to train winch driving, but might then have to refer to a more experienced winch instructor to have the trainee signed off. A list is to be maintained of all individuals who are formally qualified to train and authorise for each of the Advanced Tasks. The list is at Annex A.

**ANNEX A**

**LIST OF TRAINERS/AUTHORISERS FOR ADVANCED TASKS**

To be issued by CGI

ANNEX B

**SAMPLE TABLE OF AUTHORISATIONS**

**GROUND OPERATIONS AUTHORISATION SHEET**

		BASIC TASKS						ADVANCED TASKS					
		B1	B2	B3	B4	B5	B6	A1	A2	A3	A4	A5	A6
Bloggs J	Date												
	Inits												
	Date												
	Inits												
	Date												
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