

Birdmen Paragliding CC

DTO PROCEDURES MANUAL

IN ACCORDANCE WITH SOUTH AFRICAN CIVIL AVIATION REGULATIONS, 2011 AS AMENDED

SACAA 0031 DTO
RAA ATO RAA005 /005

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1. TABLE OF CONTENTS

1.	TABLE OF CONTENTS	2
2.	TERMS AND ABBREVIATIONS:.....	4
3.	AMENDMENT RECORD.....	4
4.	LIST OF EFFECTIVE PAGES.....	5
5.	DETAILS AND APPROVAL	6
6.	STATEMENT OF CONFIDENTIALITY	7
7.	TYPE OF TRAINING PROVIDED BY DTO	8
8.	PERSONNEL	9
8.1	TITLES AND NAMES.....	9
8.2	PERSONNEL PLAN FOR THE DTO	9
8.2.1	Personnel posts and positions	9
8.2.2	Statement and list of initial and recurrent training provided for personnel.....	10
8.2.3	Declaration of the Head of Training (HOT)	10
8.2.4	Duties (manage all training and training standards and instructors etc).....	11
8.2.5	Responsibilities	11
8.2.6	Chief Flight Instructor	Error! Bookmark not defined.
8.2.7	CFI Responsibilities	11
8.3	DUTIES AND RESPONSIBILITIES OF NOMINATED PERSON TO MANAGE SAFETY.....	12
8.3.1	Duties (to develop and implement the safety policy of the DTO)	12
8.3.2	Responsibilities	12
8.3.3	Club or school safety officer duties	13
8.3.4	Responsibilities	13
9.	OPERATING LOCATIONS, AERODROMES OR SITES	15
10.	AIRCRAFT.....	16
11.	TRAINING MATERIAL, EQUIPMENT AND FSTD's	17
12.	SAFETY POLICY AND QUALITY ASSURANCE SYSTEM	18
12.1	SAFETY POLICY	18
12.2	SAFETY SYSTEM AND PROCEDURES	18
12.3	QUALITY POLICY	20
12.4	QUALITY SYSTEM.....	20
12.4.1	Duties of the QAP	20
12.4.2	Responsibilities	20
13.	RECORD KEEPING	22
13.1	METHOD FOR RETAINING RECORDS	22
13.2	Training records and instructor logbooks.....	22

13.3	AIRCRAFT AND EQUIPMENT MAINTENANCE	23
13.4	SINGLE INTEGRATED REPORTING SYSTEM	23
14.	SYLLABI AND TRAINING MANUAL	25
15.	GRADUATION CERTIFICATE	26
16.	TESTING FOR ISSUING OF A LICENSE, CERTIFICATION, RATING OR ENDORSEMENT	26
17.	COMPETENCY- BASED TRAINING AND ASSESSMENT	26
18.	CONTROL AND DISTRIBUTION OF DOCUMENTATION	26
19.	APPENDICIES	26
19.1	Introductory Paragliding Course (no licence issued)	26
19.2	Basic Paragliding Course	26
19.3	Sparrows Program (no licence issued).....	26
19.4	Paraglider Pilot Safety Course	26
19.5	Sports Pilot Licence Course.....	26
19.6	Tandem Pilot Licence Paragliding Course.....	26
19.7	Instructor B Pilot Licence Paragliding Course	26
19.8	Powered Paragliding Pilot Course.	26
19.9	Paragliding Pilot to Powered Paragliding Pilot Conversion Course.....	26
19.10	Guided Day Tours (no licence issued)	26
19.11	Fully Guided Paragliding Tours (no licence issued)	26
20.	DOCUMENT AUTHORISATION	27
END	27

2. TERMS AND ABBREVIATIONS:

TERM	DEFINITION
Declared Training Organisation	Means a declared training organisation approved in terms Part 141 Subpart 8 of the Civil Aviation Regulations 2011 (as amended). A DTO is approved to provide training towards the issuance of National Pilots Licence
DTO approved training programme	Means a document established by a DTO describing in detail a training course provided by that DTO as approved by a competent Authority

ABBREVIATION	DESCRIPTION
AM	Accountable Manager
CAR	Civil Aviation Regulation
CSO	Club Safety Officer
DTO	Declared Training Organisation
DTOPM	Declared Training Organisation Procedures Manual
ENR	SACAA's En-Route Publications
FSTD	Flight Simulator Training Devices
SACAA	South African Civil Aviation Authority
SACAR	South African Civil Aviation Regulations
SACATS	
HOT	Head of Training
SO	Nominated Person responsible for Safety ie Safety Officer
QAP	Nominated Person responsible for Quality Assurance

3. AMENDMENT RECORD

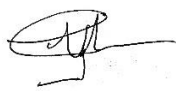
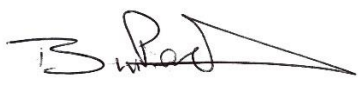
AMENDMENT	AMENDMENT DATE	DESCRIPTION OF AMENDMENT	AMENDED BY
DTO Procedures	8 May 2022	First issue	Candice Pedersen
DTO Procedures – removal Sub DTO's	29 September 2022	First Amendment	Candice Pedersen

4. LIST OF EFFECTIVE PAGES

PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE	PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE
Front Page	Original	8 May 2022	Appendices 19.1	Original	8 May 2022
1	Original	8 May 2022	Appendices 19.2	Original	8 May 2022
2	First Amendment	29 September 2022	Appendices 19.3	Original	8 May 2022
3	Original	8 May 2022	Appendices 19.4	Original	8 May 2022
4	Original	8 May 2022	Appendices 19.5	Original	8 May 2022
6	Original	8 May 2022	Appendices 19.6	Original	8 May 2022
7	Original	8 May 2022	Appendices 19.7	Original	8 May 2022
8	Original	8 May 2022	Appendices 19.8	Original	8 May 2022
9-14	First Amendment	29 September 2022	Appendices 19.9	Original	8 May 2022
15	Original	8 May 2022	Appendices 19.10	Original	8 May 2022
16	Original	8 May 2022	Appendices 19.11	Original	8 May 2022
17	Original	8 May 2022			
18 -21	Original	8 May 2022			
22-24	Original	8 May 2022			
25	Original	8 May 2022			
26	Original	8 May 2022			
27	Original	8 May 2022			

5. DETAILS AND APPROVAL

DTO Training Manual: Revision and Amendment Number: Effective Date:	SACAA 0031 DTO Revision number: 2 29 September 2022
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PROCESS	NAME	SIGNATURE	DATE
Prepared By	Candice Pedersen		29 September 2022
Reviewed by the Accountable Manager	Barry Pedersen		29 September 2022
Approved by the South African Civil Aviation Authority			


6. STATEMENT OF CONFIDENTIALITY

This Declared Training Organisation Training Manual contains information that is confidential and proprietary to Birdmen Paragliding CC.

SACAA 0031 DTO submits this document to the regulator which shall be held in strict confidence and will not be disclosed, duplicated, or disseminated or used, in whole or in part, for any purpose other than the purpose for which it is provided without the written consent of Birdmen Paragliding CC.

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7. TYPE OF TRAINING PROVIDED BY DTO

	SACARS 141.08.3. 1. (3)
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This Declared Training Manual is accepted by the Director Civil Aviation confirming this organisation provides theoretical knowledge training and practical instruction for the issuance of the applicable license, certificate, rating, endorsement via the below listed course to the standards and syllabi contained in the applicable section civil aviation regulations CAR 141 Subpart 8 ad CAR 187.

- 1 Introductory Paragliding Course (NO LICENCE ISSUED)
- 2 Basic Pilot Paragliding Course
- 3 Sparrows Program (NO LICENCE ISSUED)
- 4 Paraglider Pilot Safety Course.
- 5 Sports Licence Paragliding Course.
- 6 Tandem Pilot Licence Paragliding Course.
- 7 Instructor B Pilot Licence Paragliding Course.
- 8 Powered Paragliding Pilot Course.
- 9 Paragliding Pilot to Powered Paragliding Pilot Cross Over Course.
- 10 Guided Day Tours. (NO LICENCE ISSUED)
- 11 Fully Guided Paragliding Tours. (NO LICENCE ISSUED).

I, the undersigned Accountable Manager, will ensure that there is a suitable and applicable operational safety system and quality system which provides for the necessary oversight of all administrative and training activities conducted and contained in the approved Training Operational Specification. I shall ensure that this declared organisation and all staff will operate according to the approved syllabi documented on the applicable Training Operational Specification, conduct training within the approved exercises and/or training manual and meet the minimum standards contemplated in the applicable regulations and technical standards. I will ensure that the annual report is completed and submitted as required timeously to the regulator and will avail the organisation for any audits that may be required.

SIGNED:		8 May 2022
ACCOUNTABLE MANAGER:	Barry Herman Pedersen	8 May 2022

8. PERSONNEL

	SACARS 141.08.12. (1)
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8.1 TITLES AND NAMES

This section to include the titles and names of the nominated person to be the accountable manager

Title	Name
PERSON NOMINATED AS THE ACCOUNTABLE MANAGER	Barry Herman Pedersen
PERSON NOMINATED AND RESPONSIBLE FOR QUALITY	Barry Herman Pedersen
PERSON NOMINATED ND RESPONSIDBLE TO MANAGE SAFETY	Barry Herman Pedersen

The AM will ensure that all a list of all instructors and their currencies with applicable files are kept current and on record at the DTO.

8.2 PERSONNEL PLAN FOR THE DTO

	SACARS 141.08.12. (2) & (10)
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This section will outline the personal, their duties and responsibilities within the DTO to perform and supervise the training to be conducted or provided.

8.2.1 Personnel posts and positions

Accountable Manager / Chief Executive Officer – Barry Herman Pedersen. A current record of his personal particulars and duties are kept on Candice Pedersens' One Drive "C:\Users\birdm\OneDrive\DTO - Submitted\Personnel Posts and Positions\Barry Herman Pedersen".

Head of Training – Barry Herman Pedersen.

A current record of his personal particulars and duties are kept on Candice Pedersens' One Drive under "C:\Users\birdm\OneDrive\DTO - Submitted\Personnel Posts and Positions\Barry Herman Pedersen\Head of Training (HOT).docx"

Aviation Safety Manager – Barry Herman Pedersen.

A current record of his personal particulars and duties are kept on Candice Pedersen's' One Drive under "C:\Users\birdm\OneDrive\DTO - Submitted\Personnel Posts and Positions\Barry Herman Pedersen\Aviation Safety Manager.docx".

Quality Manager – Barry Herman Pedersen.

A current record of his personal particulars and duties are kept on Candice Pedersen's' One Drive under "C:\Users\birdm\OneDrive\DTO - Submitted\Personnel Posts and Positions\Barry Herman Pedersen\Quality Manager.docx"

Chief Flight Instructor – Barry Herman Pedersen.

A current record of his personal particulars and duties are kept on Candice Pedersen’s One Drive under "C:\Users\birdm\OneDrive\DTO - Submitted\Personnel Posts and Positions\Barry Herman Pedersen\Chief Flight Instructor.docx".

Administration – Candice Yvonne Pedersen.

A current record of her personal particulars and duties are kept on Candice Pedersen’s One Drive under "C:\Users\birdm\OneDrive\DTO - Submitted\Personnel Posts and Positions\Candice Pedersen\Administration Staff.docx".

	SACARS 141.08.12 (9)
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8.2.2 Statement and list of initial and recurrent training provided for personnel CHIEF FLIGHT INSTRUCTOR, HEAD OF TRAINING, QUALITY MANAGER, AND NATIONAL SAFETY OFFICIER.

Barry Pedersen holds a Paragliding Grade A Instructor Licence (since 2001) , Powered Paragliding Grade A Instructor Licence (since 2005) and a Paragliding Grade C (TFI) Instructor. Licence (since it was introduced).

Barry Pedersen holds all the above titles.

Barry Pedersen to meet all the necessary relicensing requirements every year.

Barry Pedersen to attend annual Instructor Seminars.

Barry Pedersen to keep abreast of changing regulations and policies.

Barry Pedersen to gain as much airtime as possible to keep abreast of any changes at sites etc.

Barry Pedersen to expose himself to all weather-related apps and new developments with predicting the weather.

ADMINISTRATION


Candice Pedersen joined Birdmen Paragliding in 2007 in the administrative role.

Candice Pedersen to constantly upgrade her computer/bookkeeping skills via YOUTUBE instructional videos.

Candice Pedersen to keep abreast of changing regulations and policies.

Candice Pedersen to keep abreast of any changing tax laws.


Candice Pedersen to stay abreast with all tourism related products.

	SACARS 141.08.1 (9)
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8.2.3 Declaration of the Head of Training (HOT)

I, Barry Herman Pedersen, the HOT declares that I shall ensure all the duties and responsibilities detailed hereunder, including all training and instruction provided SHALL comply with the applicable current SACAR’s, SACAT’s Appendices and syllabi and shall

maintain the applicable standards of training and safety and I shall manage mentor and guide all CFIs or other instructors that I manage as applicable.

SIGNED:		DATE 8 May 2022
HEAD OF TRAINING:	Barry Herman Pedersen	8 May 2022
CONTACT NUMBER		

8.2.4 Duties (manage all training and training standards and instructors etc)

- 1 Advising the CEO on required changes to The Training and Procedures Manual.
- 2 Advising the CEO on required changes to the training syllabi.
- 3 Advising the CEO on any relevant laws or acts pertaining to Birdmen Paragliding.
- 4 Appointing of suitable personnel enabling Birdmen Paragliding to deliver on all of its courses.
- 5 Manage all training and training of students.
- 6 Manage the adhoc Instructors if required for the days training.

8.2.5 Responsibilities

- 1 Responsible for the day to day implementation of policies and procedures.
- 2 For all flight training.
- 3 For all ground training.
- 4 Monitor all disciplinary proceedings and decide on the further action to be taken.
- 5 Report to the Accountable Manager / CEO.

8.2.6 Chief Flight Instructor

- 1 Ensure that all staff are versed in the content of this Training and Procedures Manual.
- 2 Ensure all student training is carried out as per the Birdmen Paragliding syllabi.
- 3 Ensure that all relevant regulations are complied with.
- 4 Ensure that the practical and theoretical training syllabi and curricula are adhered to.
- 5 Ensure that records are kept in accordance with this Training and Procedures Manual.
- 6 Ensure that the instructors flight logbook is completed and controlled as per the Training and Procedures Manual.
- 7 Ensure that a high standard of discipline is maintained.
- 8 Allocate adhoc instructors to students and training flights.
- 9 Brief Instructors on exercises to be carried out, recap on instructional techniques, common errors that may be expected from students
- 10 Regularly monitor pre-flight and post-flight briefings.
- 11 Evaluate instructor progress in relation to the students' progress.
- 12 Monitor and implement staff flight training.
- 13 Ensure that student progress, records, and maintenance of student training files.
- 14 Do basic flight / training plan for the day. Ie locations, weather call etc
- 15 Report to Head of Training.
- 16 Preparation of and signing off all student licences.
- 17 Give theory lectures and ground control.

8.2.7 CFI Responsibilities

- 1 Confirm that the paraglider performance will enable it to complete the proposed flight safely, including, take-off, flight, and landing.

- 2 Confirm that the paraglider is not loaded beyond its recommended weight limitations as per the paragliders manufacturers manual.
- 3 Confirm that the weather forecast and reports for the proposed operating area and flight duration indicate that the flight may be conducted without infringing any minim's states.
- 4 Take all responsible steps to ensure that all paragliding equipment is serviced and is airworthy.
- 5 Ensure that the pre-flight inspection has been thoroughly and completely carried out.
- 6 To ensure that all licenses, ratings, and certificates always remain current to perform instruction to Birdmen Paragliding Students.
- 7 All training carried out is in accordance with the training plan and that relevant regulations are complied with.
- 8 Flight and theoretical training syllabi and curricula are adhered to.
- 9 Records are kept in accordance with all relevant regulations and policies.
- 10 The students flight logbook is completed and controlled.
- 11 A high standard or flying discipline is maintained.
- 12 Regular monitoring of preflight and postflight briefings.
- 13 Required to attend a least one Instructors Training Seminar.

8.3 DUTIES AND RESPONSIBILITIES OF NOMINATED PERSON TO MANAGE SAFETY



SACARS 141.08.12. (2) aligning to 7.7.1

8.3.1 Duties (to develop and implement the safety policy of the DTO)

- 1 The Safety Manager is the person responsible for Birdmen Paragliding's Safety procedures.
- 2 Ensure That paragliders utilised by Birdmen Paragliding are well maintained and are compliant with the legal framework and legislations
- 3 Ensure that all maintenance personnel are properly trained and licenced and at all times fully comply with stipulations of this training manual
- 4 Advise all adhoc instructors etc if there are any related changes to this manual
- 5 The Safety Manager shall monitor the compliance of procedures required to ensure safe operation practices.
- 6 Ensure that all equipment utilised by Birdmen Paragliding CC is well maintained and that all paragliders are airworthy and are compliant with all the legal framework and legislations.

8.3.2 Responsibilities

- 1 Responsible for all safety procedures and practices at Birdmen Paragliding CC
- 2 Monitor and implement the annual safety plan.
- 3 Ensure that an incident/accident report is completed when an incident/accident has occurred.
- 4 Ensure that maintenance personnel are properly trained.
- 5 Advice the Accountable Manager, Head of Training, and Quality Manager if any maintenance related changes are required to The Training and Procedures Manual.
- 6 Ensure that all personnel and students understand the safety procedure protocol
- 7 Ensure that all personnel and students have the correct emergency numbers at hand
- 8 Ensure that regular safety meetings are held.
- 9 Continuously perform risk assessments at all sites being utilised.
- 10 Make sure that the site grading matches the student grading .
- 11 Ensure that glider service log is maintained
- 12 Do visual weekly checks on gliders harnesses helmets etc
- 13 Ensure that regular checks of documentation.

8.3.3 Club or school safety officer duties

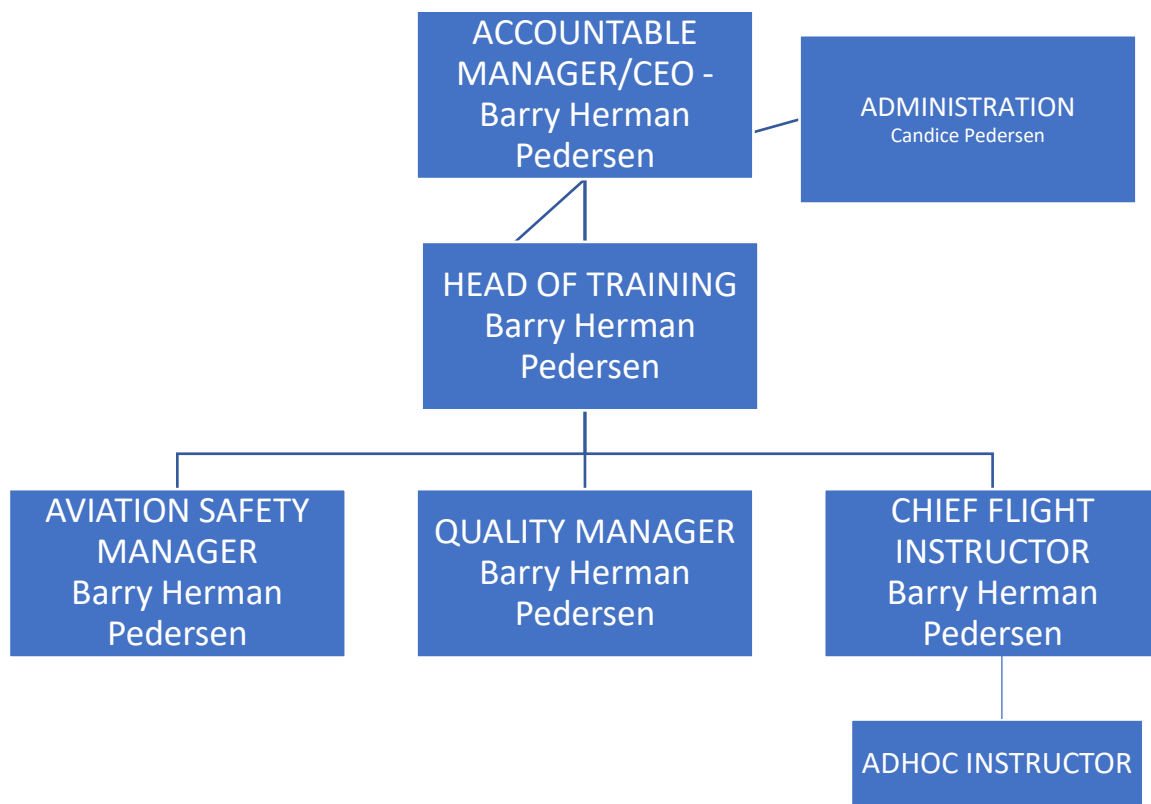
- 1 The School Safety Officer must ensure tThat paragliders utilised by Birdmen Paragliding are well maintained and are compliant with the legal framework and legislations
- 2 Ensure that all maintenance personnel are properly trained and licenced and at all times fully comply with stipulations of this training manual
- 3 advise all staff instructors etc if there are any related changes to this manual
- 4 ensure that safety and legal standards applicable to paragliders maintenance are current, available and implemented.
- 5 The School Safety Manager shall monitor the compliance of procedures require to ensure safe operation practices.
- 6 Ensure that all equipment utilised by Birdmen Paragliding CC is well maintained and that all paragliders are airworthy and are compliant with all the legal framework and legislations.

8.3.4 Responsibilities


- 1 Responsible enforcing safety procedures and practices at Birdmen Paragliding CC
- 2 Ensure that an incident/accident report is completed when an incident/accident has occurred.
- 3 Ensure that maintenance personnel are properly trained.
- 4 Advice the Accountable Manager, Head of Training, and Quality Manager if any maintenance related changes are required to The Training and Procedures Manual.
- 5 Ensure that all personnel and students understand the safety procedure protocol
- 6 Ensure that all personnel and students have the correct emergency numbers at hand
- 7 Ensure that regular safety meetings are held.
- 8 Continuously perform risk assessments at all sites being utilised.
- 9 Make sure that the site grading matches the student grading.
- 10 Ensure that glider service log is maintained
- 11 Do visual weekly checks on gliders harnesses helmets etc
- 12 Ensure that regular checks of documentation.



SACARS 141.08.12. (2) aligning to 7.7.1



9. OPERATING LOCATIONS, AERODROMES OR SITES

	SACARS 141.08.11. (5) & (9)
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LOCATION	GPS CO ORDINATE	RUNWAYS	RT FREQUENCY
Kardoesie	32° 38'551"S 18° 57'192"E	Kardoesie Launch site on Private Farm	VFR 124.8
Langebaan Dunes	33° 0'44.5"S 18° 01'10.65"E	Public Sand Dune	VFR 122.5
SAHPA Registered sites as stated in TPM	As stated in TPM		


FACILITIES (as applicable)	LIST	REVIEW DATE
AVIATION MAPS	www.https://skyvector.com/	May 2023
AERONAUTICAL INFORMATION	www.https://skyvector.com/	May 2023
METROLOGICAL INFORMATION	www.windfinder.com , www. Windy.com , www.iweather.com	May 2023
WEATHER STATION	Porterville, Hermanus etc	May 2023
WINDSOCK	On take off	Constantly
FIRST AID KIT	In motor vehicle	Oct 2022
COMMUNICATION EQUIPMENT	Radios issued on day of training	Constantly
CLASSROOM	Theory at 36 Champagne way and on every training day on the mountain	
AUDIO VISUAL	Google Maps, photo graphs, videos	
ONLINE LECTURES	Not applicable	
EXAMINATION CENTRE	Not applicable	
FIRE EXTINGUISHER	In motor vehicle	June 2022

10. AIRCRAFT

	SACARS 141.08.11. (7)
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AIRCRAFT	MODEL
Training Paragliders	Kept on file at the DTO (clipboard at entrance to stock room)
Paragliding Harnesses	Kept in storeroom
Paragliding Helmets	Kept in storeroom

11. TRAINING MATERIAL, EQUIPMENT AND FSTD's

	SACARS 141.08.11. (2) & (8)
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FSTD	TYPE	AUTHORISATION
Not applicable		

EQUIPMENT TYPE	NAME	ADDITIONAL INFO
Training apparatus	In office flight/harness practise	To let the student experience getting in and out the harness. To let the student experience basic canopy control.

TRAINING MATERIAL	NAME	ADDITIONAL INFO
Training manual issued by SAHPA	SAHPA training manual	On Student Shelf in Storeroom

12. SAFETY POLICY AND QUALITY ASSURANCE SYSTEM



SACARS 141.08.14. (1) to (7)

12.1 SAFETY POLICY

- 1 Developing, embedding, and practicing a safety culture across our paragliding activities that recognizes the importance and value of effective aviation safety management and acknowledges at all times, that safety is paramount
- 2 Providing appropriate human and material resources.
- 3 Defining clearly for all staff their accountabilities and responsibilities for the development and delivery of safe practices and procedures
- 4 Providing our staff with adequate and appropriate aviation safety information and training to enable them implement safety strategies, policies and uphold a high level of safety.
- 5 Ensuring sufficiently skilled and trained staff is available and who are fully competent in aviation matters.
- 6 Complying with and wherever possible exceeding legislative, regulatory and corporate requirements, and standards
- 7 Reducing risks of, and taking actions to mitigate the consequences of an accident or incident to a level that is deemed an “Acceptable Level of Safety”
- 8 Ensuring externally supplied systems and services that affect the safety of our aviation operations meet appropriate regulatory and safety standards
- 9 Fostering a learning environment by which we learn from incidents and accidents, our experiences and the experiences of others
- 10 Regularly conducting safety and management reviews leading to improved processes
- 11 Actively developing and improving our safety performance to conform to best in class safety standards.

12.2 SAFETY SYSTEM AND PROCEDURES

Birdmen Paragliding embraces the following safety principles:

- 1 To always operate as safely as possible.
- 2 Encourage a culture of reporting any safety issues.
- 3 To always avoid taking unnecessary risks.
- 4 Ensure that all legal requirements with respect to aviation safety are complied with.
- 5 To ensure that only appropriate equipment is utilised. No paraglider shall be operated outside of its performance limitations as stated by the paraglider operating manufacturer manual
- 6 The Head of Training is responsible for safety of all training equipment training equipment
- 7 Ground handling requires a helmet.
- 8 Harnesses with suitable back protection.
- 9 Pilots qualification to comply with site specifications .
- 10 Ensure that behaviour and language does not bring Birdmen Paragliding and its associated disciplines into disrepute
- 11 Behaviour must not inhibit the coexistence of other schools utilising the same training sites and areas
- 12 Refrain from unsubstantiated malicious accusations or actions
- 13 Ensure that new pilots are introduced to clubs
- 14 Not launch students off formicide not approved for basic training

- 15 Apply site conditions specified for the site ie wind direction and speed, time of day season etc
- 16 Adhere to site gradings
- 17 On site safety meetings will be held regularly. These will be recorded in the Chief Flight Instructors Logbook.
- 18 No punitive or disciplinary measures shall be taken against anyone who reports any unsafe act or conditions that may jeopardize safe and reliable training services or operation of aircraft. However, will
- 19 Wilful violations of safety rules and regulations or gross negligence will not be tolerated and may be subjected to disciplinary action.

Accident & Incident reporting

- 1 All accidents or incidents to be reported verbally to Barry Pedersen immediately.
- 2 Barry Pedersen to report all accidents and incidents online via the SAHPA website.

Hazard identification

- 1 Hazard identification is ongoing and is done from the moment that the Instructor/student pilot arrives at site to the time that they leave the area after the days flying.
- 2 Any potential hazard must be reported to Barry Pedersen verbally.
- 3 Identified hazards will be discussed on site and an alternative plan will be made.

Risk Assessments

- 1 Risk assessment is ongoing and is done from the moment that the Instructor/student pilot arrives at site to the time that they leave the area after the days flying.
- 2 Any potential risk must be reported to Barry Pedersen verbally.
- 3 All potential risks will be identified and discussed onsite before any flying takes place.

Mitigation and follow up

Barry Pedersen to follow up and mitigate all accident/incidents, hazard identification and risk assessments.

Emergency response plan

- 1 Contract Barry Pedersen on 082 658 6710 immediately.
- 2 Barry Pedersen to assess the emergency and initiate the appropriate actions.
- 3 Barry Pedersen to contact the Emergency Control Centre on 021 937 0300.
The following information to be supplied:
 - Clearly state your name and telephone number.
 - State the emergency eg paragliding accident etc.
 - State the area that you are calling from. Give gps co-ordinates.
 - State terrain complications ie cliff edge, slope of mountain etc.
 - Report suspected injuries ie broken leg etc.
 - Request a mobile number for the Rescue co-ordinator.
 - Send the Rescue co-ordinator a pin location and photos so that they can access what their requirements might be to successfully rescue the patient.
 - Stay in cell phone contact with the rescue team.
 - Only Barry Pedersen may contact the next of kin regarding the accident/incident.
 - Never move the accident victim while waiting for official rescue to arrive.
 - Unclip the wing from the carabiners thus ensuring that gust des not inflate and drag the patient.
 - Try and keep the patient in some type of shade (you could use the wing).

- Try and keep the patient hydrated allowing only very small sips of water or cool them down with a damp face cloth.
- Never speak to the press regarding the accident/incident.

12.3 QUALITY POLICY

Birdmen Paragliding CC is committed to delivering service excellence by ensuring that the flight training conducted is of a high quality and a high standard.

Birdmen Paragliding CC is committed to ensuring that all staff/students are versed with the quality standards.

Barry Pedersen is responsible for maintain a high level of quality within Birdmen Paragliding CC

12.4 QUALITY SYSTEM

- 1 Quality inspections will be done continuously by Barry Pedersen as part of the ongoing quality assurance.
- 2 Quality issues to be brought to Barry Pedersens' attention verbally.
- 3 Quality issues identified will be recorded in The Instructors Daily Training Logbook.
- 4 Quality issues will be dealt with immediately by setting up a corrective action plan by Barry Pedersen.
- 5 Barry Pedersen to follow up on any quality issues.
- 6 Closure of the quality issue to be noted in The Instructors Daily Training Logbook.

These inspections may include:

- All paraglider canopies.
- All Paragliding equipment eg harnesses, helmets etc
- Actual flight and ground training sessions.
- Training Standard as per The Birdmen Paragliding CC syllabi.

ANNUAL ACTIVITY REPORT ITEMS	NUMBER
TRAINING COURSES PROVIDED	15
REFRESHER TRAINING PROVIDED	3
NUMBER OF STUDENTS TRAINED	15
INCIDENTS	1
ACCIDENTS	1

12.4.1 Duties of the QAP

- 1 The Quality Manager is the person responsible for Birdmen Paragliding's documentation / records.
- 2 The Quality Manager is responsible for the promulgation, distribution and control of The Training and Procedures Manual.
- 3 The process shall be overseen by the Chief Flight Instructor.

12.4.2 Responsibilities

- 1 The Quality Manager shall ensure that the Training and Procedures Manual is up to date.
- 2 The Quality Manager shall ensure that The Training and Procedures Manual is easily accessible ie place link on website.
- 3 The Quality Manager shall monitor the compliance of procedures required to ensure safe operation practices and that all paragliders are airworthy.

- 4 The Quality Manager shall monitor the activity in flight operations, maintenance, staff training to ensure that all standards are met.

13. RECORD KEEPING



SACARS 141.08.15. (1) to (3)

13.1 METHOD FOR RETAINING RECORDS

Birdmen Paragliding CC shall retain all their records for a period of 5 years.

Hard copies will be kept at the premises in the relevant files at 36 Champagne Way, Table View.

All digital files will be kept on Candice Pedersen's Microsoft One Drive.

Student/Instructor/staff records are compliant to Protection Information Act - <https://popia.co.za>.

The management of all records is the responsibility of The Quality Manager overseen by the Chief Flight Instructor.

13.2 Training records and instructor logbooks

Student records

- 1 Flights and manoeuvres will be documented in the Student Information Pack.
- 2 Student flying training records to be kept in storeroom on the Student shelf.
- 3 All Student completed forms will be kept in the Green student file and kept in the storeroom on the Student shelf.
- 4 Each student will have a digital file on the Microsoft One drive and it will have :
 - A Copy of their Identity documents
 - A digital Identity photo.
 - A signed Birdmen Paragliding Prospectus form.
 - Copy of SAHPA Student Membership Application.
 - Copy of the signed SAHPA Medical Fitness form.
 - Once a student licensing requirements are met, the original documents will be sent to SAHPA for processing. An electronic copy of such records will be retained on the One Drive under passed students.
 - Old Student Information Packs records older than 2 years will be kept in the storage box in the garage.
 - Student records to be kept for 5 years.
 - Copies of Skills tests and medical fitness forms will be kept in the Forms Green file and kept in the storeroom on the Student shelf.

Instructor

- To log all training on a daily basis in their Instructors Training Log book. This is a hand written and kept with the instructor.
- Chief Flight Instructor – will record the days attending students in the black book on the desk in the office.
- Chief Flight Instructor will record any and all safety meetings and the outcomes thereof in his hand written logbook.
- Chief Flight Instructor to record any incidents/accidents/risk assessments and hazard identification in his hand written logbook.
- Each Instructor to have a digital file on the Microsoft One Drive with:
 - A Copy of their Identity documents
 - A digital Identity photo.
 - A completed Personal Particulars form.
 - A copy of their current Paragliding Licences.

- A signed copy of their Duties & Responsibilities.
- A copy of their current medical certificate.
- A copy of their current First Aid Certificate.
- A copy of their logbook as at last renewal date.
- Show their Instructors log book for verification.
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13.3 AIRCRAFT AND EQUIPMENT MAINTENANCE

Birdmen Paragliding CC confirms that they will follow the Manufacturers recommendations regarding regular servicing using professionals to do the necessary inspections.

Regular equipment maintenance checks will be carried.

The checks may include:

- Check glider visibly before every flight for cuts, tears, marks etc.
- Check that all carabiners are in good working order.
- Check harness strap stitching
- Check harness for wear and tear.
- Follow the Manufacturers recommendations regarding regular servicing using professionals to do the necessary inspections
- Check that the reserve is securely put in the reserve nappy
- Check that the release pin is secure
- Check for any cracks or marks on the Helmet
- Check that the Helmet chin strap clip works
- Check the Radio has a full battery
- Check that the Radios 'arial is attached
- Check that the SAHPA channels are installed

The Chief Flight Instructor to note any issues with equipment in his daily Instructors Training Log book.

The Chief Flight Instructor to implement a corrective action plan for any equipment not passing the visual checks.

All Glider Service reports to be kept digitally on the Microsoft One Drive under Equipment – Service Reports.












13.4 SINGLE INTEGRATED REPORTING SYSTEM

Date	Logged Activity	Action	Date Complete & Comments	By Who
9 May 2022	Student File set up and review	All files to be checked for updated information	14 June 2022	Barry Pedersen
9 May 2022	Instructor log book to be updated. New incident to be added	Add incident at Hermanus	10 May 2022	Barry Pedersen
9 May 2022	Check all glider reports	Create digital files	10 May 2022	Candice Pedersen
15 May	Renew Instructor Licence	Barry to update and make payment		Barry Pedersen Candice Pedersen

15 Sept	Provisional Tax returns	Create all income and expenses spreadsheets		Candice
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14. SYLLABI AND TRAINING MANUAL

	SACARS 141.08.13.
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	Birdmen Paragliding Courses and programs offered:	Please double click to see entire syllabi
14.1	Introductory Paragliding Course (NO LICENCE ISSUED)	 Introductory Course
14.2	NPL - Basic Pilot Paragliding Course	 Basic Pilot Paragliding Licence
14.3	Sparrows Program (NO LICENCE ISSUED)	 Sparrows Program
14.4	Paraglider Pilot Safety Course.	 Safety Course
14.5	NPL - Sports Pilot Licence Paragliding Course.	 Sports Pilot Licence Course
14.6	Tandem Pilot Licence Paragliding Course.	 Tandem Pilot Licence
14.7	NFI - Instructor B Pilot Licence Paragliding Course.	 Instructor Licence Grade B
14.8	NPL - Powered Paragliding Pilot Course.	 Powered Paragliding Pilot Course
14.9	Paragliding Pilot to Powered Paragliding Pilot Conversion Course.	 Paragliding Pilot to Powered Paragliding I
14.10	Guided Day Tours. (NO LICENCE ISSUED)	 Guided Day Tours
14.11	Fully Guided Paragliding Tours. (NO LICENCE ISSUED).	 Fully Guided Tours

15. GRADUATION CERTIFICATE

	SACARS 141.08.16. (1)
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Licences are issued as per SAHPA and SACAA..

16. TESTING FOR ISSUING OF A LICENSE, CERTIFICATION, RATING OR ENDORSEMENT

	SACARS 141.08.17. (1)
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The Head of Training in conjunction with The Chief Flight Instructor is authorised to test applicants.

17. COMPETENCY- BASED TRAINING AND ASSESSMENT

	SACARS 141.08.19. (1)
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Competency checks on existing students is done every time that there is any type of training being undertaken.

The Head of Training / Chief Flight Instructor to check visiting pilots/pilots from other schools log book to see what their experience is.

Birdmen Paragliding CC to complete a CA 62 -15 and Skills Test for pilots.

18. CONTROL AND DISTRIBUTION OF DOCUMENTATION

All documentation is held at 36 Champagne Way, Table View, Cape Town.

Any and all revisions will be available for viewing both on the Student shelf in the storeroom or via a readable link to the person enquiring.

A link to Birdmen Paragliding Declared Training Organisation and Procedures Manual will be available on www.birdmen.co.za.

A readable link to Birdmen Paragliding CC Microsoft One Drive will be given to selected personnel at SACAA.

19. APPENDICIES

- 19.1 Introductory Paragliding Course (no licence issued)
- 19.2 Basic Paragliding Course
- 19.3 Sparrows Program (no licence issued)
- 19.4 Paraglider Pilot Safety Course
- 19.5 Sports Pilot Licence Course
- 19.6 Tandem Pilot Licence Paragliding Course
- 19.7 Instructor B Pilot Licence Paragliding Course
- 19.8 Powered Paragliding Pilot Course.
- 19.9 Paragliding Pilot to Powered Paragliding Pilot Conversion Course
- 19.10 Guided Day Tours (no licence issued)
- 19.11 Fully Guided Paragliding Tours (no licence issued)

END OF TGM FOR DTOTM

THE DOCUMENTATION AUTHORISATION BELOW IS FOR SACCA PURPOSES AND SHOULD NOT BE INCLUDED

20. DOCUMENT AUTHORISATION

DEVELOPED BY:		
	BLAKE VORSTER	14 DECEMBER 2021
SIGNATURE OF M:PEL TRAINING	NAME IN BLOCK LETTERS	DATE
REVIEWED & VALIDATED BY:		
	JOHAN NIEMAND	14 DECEMBER 2021
SIGNATURE OF SM: PEL	NAME IN BLOCK LETTERS	DATE
APPROVED BY:		
	SIMON SEGWABE	14 DECEMBER 2021
SIGNATURE OF E: ASO	NAME IN BLOCK LETTERS	DATE

END