

DZ OPERATING PROCEDURES

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1 VISITING PARACHUTISTS' CHECKOUT

Policy requires member clubs to extend all club privileges to visiting FAI affiliated members. The visiting jumper must present documents to the club when requested by club officials.

A normal visiting parachutist checkout should include:

- Current PANAM (if a Namibian) membership, or current FAI affiliated club membership card. Issue foreigners a temporary PANAM membership card
- Properly certified logbook
- FAI sporting licence if required
- Equipment: main, reserve, instruments, etc.
- Orientation to DZ procedures

Membership card

- Check the expiry date
- ANY signs of alteration render the card invalid
- Check with PANAM if there is any doubt

Log Book

- Description of log book owner as to the holder and in comparison to his other documents, i.e. licence, etc.
- Date and location of his last SIGNED jump (currency)
- Type of jumps done in the last six months
- Endorsements and/or violations recorded in the log book
- If a student, check his progression and abilities
- Has the holder jumped your type of aircraft?
- Do the signatures in the book coincide with licensed jumpers known in his home area
- Statements like "I don't log jumps anymore" or "I wasn't able to get these jumps signed" are totally unacceptable for non-D Licence holders

Licence

- Check the class and number of the licence (certificate). If a non-SA licence, determine qualification requirements for class of licence held and the expiry date
- Check date of issue and personal description and signature of the holder
- Any signs of alteration on ANY licence renders it invalid

FAI Sporting Licence

FAI Sporting licences are certified by the FAI stamp that expires on the 31st December of the year issued. It is required whenever the parachutist is to participate in a competition run under the rules issued by the FAI.

Equipment

- The Chief Instructor must check all equipment for serviceability
- Check reserve packing card

Orientation to DZ Procedures

- Always explain any special DZ rules and procedures i.e. pilot commands used, flotation gear, opening altitudes etc.
- If novice/student, always check out his previous training and knowledge. If in doubt drop him back to the level of progression that his knowledge dictates
- Always show visitors the DZ, either actual or by aerial photograph or diagram, pointing out obstacles, prevailing wind, prominent landmarks
- Always assess the individual through casual conversation and questioning. His first jump at your DZ, regardless of experience, must be an assessment of his ability
- Never lend or allow a visitor to jump more advanced equipment than he has been accustomed to, as recorded in his log book
- Never allow an unknown visitor to jumpmaster students until you have seen him jump and briefed him on your methods
- Don't ever be impressed by jump totals, smooth talk or attitudes
- If in doubt of the individual's ability or credentials DO NOT allow him to jump at your DZ until you have checked him out thoroughly
- A rule of thumb is that those who talk the best on the ground are usually limited to verbal ability
- Foreign jumpers must abide by and jump under PANAM regulations while using a PANAM member club DZ

False Documents

If a visiting parachutist is suspected of having false documents, follow these steps:

- Do not allow him to jump at your DZ until his status has been clarified
- Contact PANAM and his home DZ for confirmation of his experience and qualifications
- Advise the parachutist involved of the action being taken

Should the investigation prove the validity of the documents in question, apologise for your mistake and welcome him to your DZ.

In the event the investigation bears out your suspicions, submit a full report of the incident to PANAM with a request that the other clubs be notified.

General Notes

Visitors appreciate a thorough check out as it lets them know they are getting involved with a safety conscious club. Any jumper who is on the level will co-operate with you 100% because he realizes your position and respects it.

Only someone with something to hide or a very immature attitude towards the sport would ever refuse a safety check.

2 EMERGENCY PROCEDURES

Injuries

Establish type and extent to injury. If it is of a serious nature or you are not sure what to do, immobilize patient and wait for qualified help.

Fatalities

Every fatality causes considerable damage to sport parachuting. The long-term effects of fatality however, may be kept to a minimum providing the tragedy is well managed in all respects.

Poor management of a fatality can result in adverse publicity, lengthy civil or statutory proceedings, inability to establish the cause of the accident, closure of the DZ, etc.

It is essential therefore that responsible members of the sport, are aware of the complications which can arise, in order that appropriate steps can be taken to prevent them from occurring.

Procedures to be followed:

- Equipment
 - Keep people away
 - Do not remove the body until the equipment has been inspected by the SO/CI
 - The equipment must be photographed
 - Remove and box the equipment carefully, taking care so as not to disturb any evidence
 - Advise the police that PANAM, on behalf of NCAA, will appoint a board of inquiry to investigate the accident, and as such would require the equipment. Do not allow the police to impound the equipment if possible
 - The equipment along with the photographs should be forwarded to the NSTO when possible.
- Notifications

The following persons should be notified immediately:

- Ambulance
- Police
- SO/CI
- NSTO
- DAAI (NSTO via telephone – 081 977 00)
- Air Traffic Control (use the telephone and not the aircraft radio – 062 702 490)
- Next of kin, preferable by way of the police unless if a close family friend is nearby.

NSTO to send preliminary incident report to DAAI within 72 hours (via email – incidents@dca.com.na)

- The Press

All club members should be prepared for the press converging to the scene for what is to them a natural action/drama story. Reporters should be directed to the senior DZ safety officer (SO/CI) who may give a short factual release, free of any speculation. e.g.:

- Name of the deceased (if next of kin informed)
- Age
- General address
- Experience level
- Time of accident
- Location

- Aircraft type
- Altitude of jump

Also mention that an investigation has been launched by PANAM on behalf of NCAA to establish the causes of the accident. No further information should be given to any one, and avoid using the words "parachute did not open".

- Administration

Sworn statements are to be taken from the pilot of the aircraft, and also from as many responsible eyewitnesses as possible. These statements should accompany the equipment and the photographs, along with any other information (logbooks etc.), to the NSTO.