



Australian Ballooning Federation Inc

Operations Manual



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Section 1 – ABF Overview

1.1 Introduction - The Australian Ballooning Federation Inc. (ABF).

The ABF is a body that is set up to nationally administer the operations of manned free balloons and hot air airships in recreational aviation in Australia. Any reference to “balloon” in this manual includes any recreational lighter than air aircraft. Endorsements to pilot certificates indicate ratings or limitations.

The civil aviation laws in Australia require that persons acting as pilots in command of all manned free balloons and hot air airships engaged in recreational flying must be the holder of a current pilot certificate issued by the ABF.

1.2 This Manual

The Australian civil aviation laws require that a pilot undergo training and is subject to the privileges and limitations specified within the ABF Operations Manual. This manual is therefore guidance about the laws and regulations governing aviation in Australia.

To effectively control the sport the ABF has established standards for operations, pilot certification and for pilot training. As standards they are prescriptive.

Operation in accordance with these standards ensures that the requirements of the *Civil Aviation Act* and the *Civil Aviation Regulations* are met. Operations that are not in accordance with these standards and procedures MAY result in breaches of the Act and/or the Regulations. The standards and any amendments are prepared by the ABF and are submitted for approval by the Civil Aviation Safety Authority (CASA).

ABF members operating in breach of these standards may be disciplined in accordance with the ABF Constitution and the Disciplinary Code as outlined in Section 8 of this manual. Persons who breach the requirements of the *Civil Aviation Act* and/or the *Civil Aviation Regulations* may face prosecution by the Civil Aviation Safety Authority.

1.3 Document System

The following documents contain the complete operating system of the ABF and, with the exception of the Administration Procedures and Examination Material, are available on the ABF website at www.abf.net.au

1.3.1 Operations Manual

This is the core manual, containing:

- Descriptions of the organisational structure,
- Specifications of student, pilot, instructor and examiner standards and endorsements,
- Airworthiness standards,
- Operational procedures,
- Disciplinary procedures,
- Accident/incident reporting procedures,
- Safety management,
- Operations manual appendices
(contain general information, not necessarily policy).

Responsibility - Managed by Operations Manager and team.

1.3.2 ABF Constitution

Self explanatory, a public document available to all on the ABF website www.abf.net.au

Responsibility - Managed by ABF committee and AGM process.

1.3.3 Instructor and Student Training Manuals and Student Training Record

Contains all relevant material to assist and inform student pilots and provide guidance to instructors in carrying out their functions.

Provides syllabi and study guides for examinations as well as other general information.

The ABF Student Training Record is the student's logbook and record of completed exams and exercises.

Responsibility - Managed by Training Officer.

1.3.4 ABF Forms

Forms are varied in nature and those that members may require are published on the ABF website www.abf.net.au.

Responsibility - Administration
Operations team.

1.3.5 Aeronotes Magazine and Pilot Advisory Circulars

Periodic issues with news and important pilot advice.

Responsibility - Aeronotes: Editor as appointed
Pilot Circulars: Training Officer.

1.3.6 Administration Procedures

A set of management documents to provide a standard set of processes to ensure consistency in the manner administrative activities take place.

Responsibility - Managed by National Administrator.

1.3.7 Examination Material

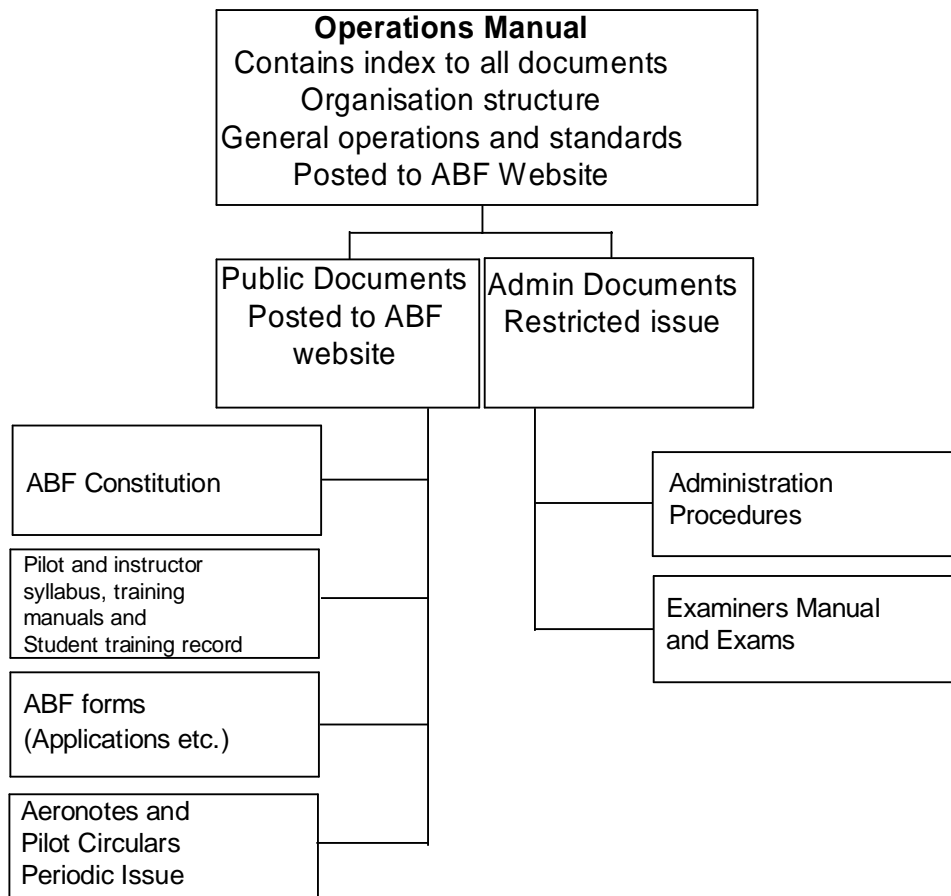
These documents (including instructions) are issued only to Examiners and are confidential.

Responsibility - Managed by Training Officer.

See Chart on following page for structure

Australian Ballooning Federation Document System

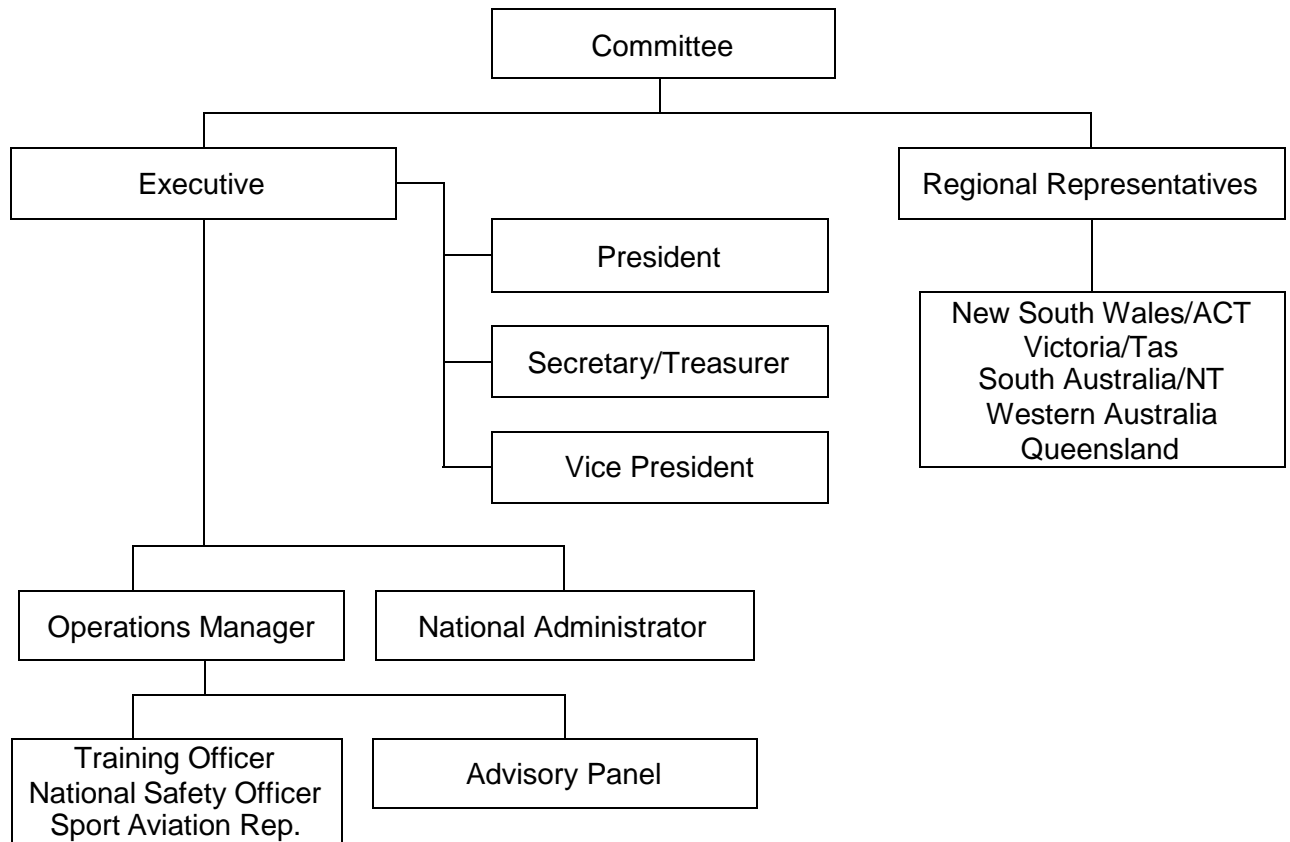
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Section 2 - Operational Organisation

2.1 ABF Organisational Structure



2.2 The ABF Committee

The Business of the Association shall be managed by the Committee, which may exercise all of the powers of the Association. The ABF Committee consists of delegates elected in accordance with the Constitution of the ABF

2.3 The ABF Executive

The President, Secretary/Treasurer and Vice President shall form the Executive of the ABF and shall be responsible for all matters relating to the affairs of the ABF whenever the Committee is not meeting and, subject to any decisions of the Committee, shall make all the decisions necessary in relation to the ABF's business and shall act in the case of emergency.

2.4 The National Administrator

The National Administrator is appointed by the Committee. He/she is the first point of call for all ABF business.

2.5 The Operations Manager

The Operations Manager is the ABF officer responsible for all operational matters including pilot certification, airworthiness and accident and incident investigation. He/she is appointed by the Committee to carry out the following functions:

- (a) Review and submit proposed changes to the standards and procedures contained in the ABF Operations Manual to the Committee and CASA;
- (b) Liaise with CASA and the Committee to assist in carrying out the delegated functions in the Schedules to the CASA annual financial agreement;
- (c) Process applications for student and private balloon pilot, balloon pilot instructor and balloon pilot examiner certificates and endorsements and issue certificates and endorsements in accordance with the ABF Operations Manual;
- (d) Receive information in relation to breaches of the ABF Operations Manual, CAO 95.54 and the other applicable CAOs and CARs by ABF members and where necessary vary, suspend or cancel the pilot certificates of ABF members. The Operations Manager must follow the disciplinary process as outlined in Section 8 - Disciplinary Action.
- (e) Directly, or by delegation, audits the operational processes of the organisation. This is by review of records of training, flight tests and instructor review. The Operations Manager or delegate carries out spot checks of airworthiness and safety primarily at, but not limited to, balloon events.

2.6 Advisory Panel

In order to assist and advise in the above functions, the Operations Manager must convene an Advisory Panel of suitably experienced pilots, preferably, but not necessarily examiners or instructors. This panel must be approved by the Committee prior to any change; The Operations Manager must consult with at least three members of this panel in carrying out the functions listed at 2.5 (d) above and otherwise at his/her discretion.

2.7 Appeals

A member must have the right of appeal to the Committee in relation to any decision of the Operations Manager, and the Committee may hear any appeal at its next meeting (whether face-to-face or electronic), or may convene a special meeting (either face-to-face or electronic) to hear an appeal or may decide the appeal by a postal ballot of Committee members.

A member appealing to the Committee against a decision of the Operations Manager must have the right to attend in person, or be represented by another member or make written submissions to the Committee meeting at which the appeal is heard. The Committee must consider all information presented to it by the appellant and by the Operations Manager. A decision of the Committee in any appeal is final and binding on all parties.

The holder of a balloon pilot certificate issued by the ABF is required to comply with the requirements of this Operations Manual, and also with CAO 95.54 and any CASA permission relating thereto, and all applicable CARs and CAOs not exempted by CAO 95.54 or CASA Instrument. Operational requirements may also be published in the Aeronautical Information Publication, or other publications. CASA reserves the right to counsel or prosecute persons who breach the requirements of the CARs.

2.8 The Training Officer

The Training Officer is appointed by the Committee on the recommendation of the Operations Manager. The Training Officer monitors the currency of the training documents and reviews and updates training material as required. The Training Officer reports to the Operations Manager with recommendations for changes to syllabus or examination procedures. As part of the operations team manages the publication of the Pilot Circulars and training materials.

2.9 The National Safety Officer

The National Safety Officer is appointed by the Committee on the recommendation of the Operations Manager. The National Safety Officer must liaise with and inform the Operations Manager of conclusions reached regarding accident and incident investigations. The National Safety Officer must provide assistance at national and regional balloon meetings and safety seminars when required or directed by the Committee.

2.10 The Sport Aviation Representative

The Sport Aviation Representative is appointed by the Committee. The Sport Aviation Representative attends and contributes to the various recreational aviation meetings and liaises with the other recreational aviation bodies. Monitors regulatory changes and participates in consultative processes in the regulatory reform process.

Note:

The three positions, Training Officer, Safety Officer and Sport Aviation Representative are all extensions of the Operations Manager's role and the functions can be shared. That is, one person could take on two of the functions, or share one of these functions with the Operations Manager. This allows flexibility if the ABF is unable to fill one of the positions with a suitable person.

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Section 3 – Certificates and Endorsements

3.1 Classes of Certificates and Endorsements

3.1.1 The classes of balloon certificates which may be issued are as follows:

- (a) **Student Pilot Certificate (Balloons)**
A certificate authorising the holder to receive practical flight instruction in classes and types of balloons which have a capacity of not more than 120,000 c.ft (3,400 c.m) and to increase the standard of skill required for the issue of a balloon pilot certificate of a higher category or to engage in flying practice for the re-issue of a balloon pilot certificate.
- (b) **Private Pilot Certificate (Balloons)**
A certificate authorising the holder to pilot a balloon in private operations.
- (c) **Radio Operator Certificate (Balloons)**
Authorises the holder to operate a radio for communication with other aircraft and with ATC.
- (d) **Balloon Pilot Instructor Certificate**
Authorises the holder to conduct training to the ABF syllabus.
Issued as Theory Instructor or Flight Instructor.
- (e) **Balloon Pilot Examiner Certificate**
Authorises the holder to examine and/or flight test to the ABF syllabus.
Issued as Theory Examiner or Flight Examiner.

3.1.2 Endorsement to Certificates:

A Private Pilot Certificate (Balloons) may be endorsed for:

- (a) Gas balloons,
- (b) Hot air airships or
- (c) Night flight.

If no endorsement has been made the certificate is valid only for hot air balloon operations by day.

3.1.2 Endorsement to Logbook:

The holder of a Private Pilot Certificate (Balloons) must have a logbook endorsement made by an:

- (a) ABF Instructor
to certify competency to fly a balloon, which has a capacity greater than 120,000 c.ft (3,400 c.m).
(Refer ABF Pilot Training Manual for syllabus).
- (b) Authorised ABF Instructor
to certify competency to fly a balloon, in controlled air space.
(Refer 3.3.2 (e) Flight Privileges and Limitations of this manual)

3.2 Student Pilot Certificate (Balloons)

3.2.1 Initial Issue

An applicant for a Student Pilot Certificate (Balloons) must:

- (a) Be a financial member of the ABF; and
- (b) Be able to read, speak and understand the English language; and
- (c) Have attained the age of 15 years; and
- (d) Forward to the ABF, a completed application form/medical declaration and such fee or fees as determined by the ABF Committee.

3.2.2 Flight Privileges and Limitations

Subject to the following limitations, the holder of a Student Pilot Certificate (Balloons) may exercise the privileges specified in paragraph 3.1.1 (a) (above)

- (a) The holder of a Student Pilot Certificate (Balloons) must not manipulate the controls of a balloon unless under the direct supervision of an ABF Instructor.
- (b) Notwithstanding paragraph (a) above the holder of a Student Pilot Certificate (Balloons) may, under the observation of an ABF Instructor conduct solo flight training exercises provided no passengers are carried.

Note:

The theory exams in Aerostatics and Airmanship, Flight Rules and Procedures must be satisfactorily completed.

Students must also hold an ABF Radio Operators Certificate (Balloons) or a CASA Flight Radiotelephone Operator Licence before solo flight.

(Refer ABF Pilot Training Manual for syllabi - available on the ABF website www.abf.net.au).

- (c) Notwithstanding paragraph (b) above, the holder of a Student Pilot Certificate (Balloons) may, under the direct supervision of an ABF Instructor on board the balloon, manipulate the controls of a balloon carrying passengers provided:
 - (i) The flight training exercise requires the presence of passengers for loading or passenger management considerations; and
 - (ii) Emergency procedures involving disruption of the fuel supply or intentionally heavy landings are not practiced; and
 - (iii) The passengers do not contribute in any way to the cost of the flight. (Refer Section 6 –Operational Procedures, para. 6.7)

Note: For the purposes of this paragraph the holder of a SPC(B) or PPC(B) may be regarded as a crewmember rather than a passenger.

3.2.3 Logging of Flight Time and Exercises

The holder of a Student Pilot Certificate (Balloons) must:

- (a) Record all flight time in the ABF Student Training Record which is the logbook recommended by the ABF; and
- (b) Ensure that flight time is not logged as instructional flight time unless physically operating the controls of the balloon under the supervision of an ABF Instructor or demonstration of flight exercises by the instructor;

Note: Instructor demonstration time should be minimal.

- (c) Ensure that at the satisfactory completion of each Flight Training Exercise as specified in the ABF Pilot Training Manual, the instructor supervising that exercise, signs and enters details of exercises completed in the ABF Student Training Record and completes the debrief page.
- (d) Ensure that the back sheet appended to the inside cover of the ABF Student Training Record is signed by both student and instructor when both are satisfied that exercises are completed in a competent manner.

3.2.4 Student Experience

A person not in possession of a Student Pilot Certificate (Balloons) may fly and log, instruction flight time conducted by an ABF instructor, up to a maximum total of two hours.

3.2.5 Validity

Unless suspended, cancelled or otherwise varied by the Operations Manager or ABF Executive, a Student Pilot Certificate (Balloons) remains in force whilst the holder is a financial member of the ABF.

3.3 Private Pilot Certificate (Balloons)

3.3.1 Issue

An applicant for a Private Pilot Certificate (Balloons) must:

- (a) Be a financial member of the ABF; and
- (b) Hold a valid Student Pilot Certificate (Balloons) and ABF Radio Operators Certificate (Balloons) or a CASA Flight Radiotelephone Operator Licence; and
- (c) Have attained the age of 16 years; and
- (d) Have completed the ABF examinations in Flight Rules and Procedures, Meteorology, Aerostatics and Airmanship, Navigation, Code of Conduct, Radio Operators Certificate (Balloons). The syllabi of which are specified in the ABF Pilot Training Manual.

Flight Rules and Procedures, Meteorology, Aerostatics and Airmanship, Navigation, Radio Operators Certificate (Balloons) all require a pass of 70%, and Code of Conduct, 80%.

Further detail on all subjects is contained in the ABF Pilot Training Manual. Exam credits will remain valid for two years. All examinations must be completed before PPC flight test; and

- (e) Have completed the Flight Training Exercises to a competent standard as listed in Part 3 (Syllabus) of the ABF Pilot Training Manual; and
- (f) Complete a minimum of 16 hours instructional flight time under either the direct supervision (dual flight) or observation (solo flight) of an ABF Instructor before submitting to a flight test with an ABF Examiner. The 16 hours must consist of at least six flights including inflation and deflation by the student, and will comprise the following:
 - (i) A minimum of nine hours dual flight; and
 - (ii) A maximum of one hour of tether flight, and,
 - (iii) A minimum of two hours solo flight consisting of three flights, two of which must occur on separate days; and
- (g) In the twelve months immediately prior to making the application have completed at least three flights including inflation and deflation; and
- (h) Have completed a dual flight test of at least 30 minutes duration with an ABF examiner, and a solo flight test of at least 20 minutes duration under the observation of an ABF Examiner. The order in which these flights are conducted is at the discretion of the ABF Examiner; and
- (i) Forward to the ABF:
 - (i) Completed application form/medical declaration (available from "Documents" on ABF website www.abf.net.au or the ABF office) with certifications signed by an ABF Examiner certifying that all the requirements for the issue of the certificate have been met and payment of such fee or fees as determined by the ABF Committee; and
 - (ii) The ABF Student Training Record confirming completion of all training requirements as stipulated in this manual.

(These should be based upon the flight debrief and flight log sections in the ABF Student Training Record).

3.3.2 Flight Privileges and Limitations

A Private Pilot Certificate (Balloons) authorises the holder to act as pilot in command (PIC) of a balloon, subject to the following:

- (a) The holder of a PPC(B) must maintain a log providing a record (date, balloon registration, duration and route) of all flights in an ABF approved logbook.
- (b) The pilot in command of a balloon from which a parachute descent is made must:
 - (i) Have at least 75 hours experience as pilot in command of balloons;
 - (ii) Ensure that:
 - There is no risk of the aircraft becoming fouled by the parachutists or any of their equipment;
 - The operation will impose no adverse stress on any part of the aircraft structure;
 - No loose objects are carried in the aircraft which if dropped would constitute a danger to persons or property on the ground;
 - All operations are conducted in accordance with the requirements of CASA and the appropriate parachuting organisation;

- (c) The holder of a PPC must not engage in aerial work or charter operations unless holding an Australian Commercial Pilot (Balloon) Licence (CP(B)L) and operating under an Air Operators Certificate (AOC) issued by CASA,
- (d) Operations by a PPC holder in any area where the carriage and use of aeronautical VHF radio is required, may only be conducted if the pilot in command or another crew member holds a CASA Flight Radiotelephone Operator Licence or an ABF Radio Operator Certificate, and makes transmissions in accordance with the requirements of the AIP;
- (e) Operations by a PPC holder in any controlled airspace will only be permitted after a logbook endorsement for that specific region has been made by an instructor authorised for the purpose by the Operations Manager. Such logbook endorsement may only be made after successful completion of a check flight within the specific control zone.

Advisory note:

Any pilot wishing to operate in controlled airspace or over urban areas will need to comply with all the requirements of the CAO's and CAR's (including CASA permission) and the general provisions of the AIP which normally include: carriage and use of radio and of a mode C transponder.

Furthermore, particular attention should be paid to local government requirements such as land use permission and higher than usual insurance requirements.

- (f) Night flights may only be conducted by pilots who have their logbook endorsed for night flight by a similarly endorsed ABF Instructor. Applicants for this endorsement must apply to the Operations Manager. The general requirement will be that they have 75 hours pilot in command (balloons) and have completed a night flight with an ABF Instructor with a night endorsement. (Refer Section 6 Operational Procedures, para 6.6 of this manual).
- (g) The holder of a PPC(B) must not act as pilot in command of a balloon that has a capacity greater than 120,000 c.ft (3,400 c.m) unless a similarly endorsed ABF Instructor has endorsed their logbook for such balloons, after completing a check flight in a balloon larger than 120,000 c.ft.

A completed Flight Check Record (available from "Documents" on the ABF website www.abf.net.au or the ABF office) is to be forwarded to the ABF office for recording purposes.

3.3.3 Examination Credits

Credits for all or some theory examinations except Flight Rules and Procedures, Aerostatics and Airmanship and Code of Conduct may be granted to:

- (a) Persons who, in the opinion of the Operations Manager hold or have held flight crew licence qualifications which warrant exemption from the requirement to sit some of the theory examinations (status may be granted for: Meteorology and Navigation);
- (b) Overseas pilots (Refer section 4 this manual).

Advisory Note: Persons seeking to obtain theory examination credits should make application to the ABF providing proof of current or previously held qualifications.

3.3.4 Validity

Unless suspended, cancelled or otherwise varied by the Operations Manager or ABF Committee, a PPC(B) will remain in force whilst the holder is a financial member of the ABF.

3.3.5 Currency

The holder of a certificate to which this section applies must not operate a hot air balloon unless:

- (a) (i) They have flown as pilot in command at least three hours and made at least three flights including inflation and deflation in the previous 12 months; or
 - (ii) They have satisfactorily completed a flight check with an ABF Instructor within the preceding 90 days; and
- (b) From June 30, 2007, a PPC(B) holder must hold an ABF Radio Operator Certificate **or a CASA Flight Radiotelephone Operator Licence.**

For (a) (ii) above a completed Flight Check Record (available from "Documents" on the ABF website www.abf.net.au or the ABF office) is to be forwarded to the ABF office for recording purposes.

3.3.6 Reissue

Following a lapse of currency of more than 12 months an applicant must:

- (a) Provide evidence of previous aerostat experience;
- (b) Satisfactorily complete a flight check with an ABF Instructor and demonstrate knowledge of Part 3 (Syllabus for Theory Exams and Practical Flight Exercises) of the ABF Pilot Training Manual.

A completed Flight Check Record (available from "Documents" on the ABF website www.abf.net.au or the ABF office) is to be forwarded to the ABF office for recording purposes.

- (c) If the period of non-currency, is greater than three years, the applicant must resit the ABF examinations.

3.4 Radio Operator Certificate

From June 30, 2007, a PPC(B) holder must hold an ABF Radio Operator Certificate **or a CASA Flight Radiotelephone Operator Licence.**

The general requirements for a ABF Radio Operator Certificate are:

- (a) Demonstrate to an ABF Examiner the required standard in both the written and oral examinations.
(Refer ABF Pilot Training Manual for syllabus and study notes.)
- (b) Submit to the ABF Administrator, a completed application form, signed by the Examiner, together with the application fee.

3.4.1 Validity and Currency

Unless suspended, cancelled or otherwise varied by the Operations Manager or ABF Committee, an ABF Radio Operator Certificate shall remain valid and current whilst the holder has a valid and current PPC(B).

3.5 Balloon Pilot Instructor Certificate

There are two classes of balloon pilot instructor certificate – Balloon Pilot Flight Instructor Certificate and Balloon Pilot Theory Instructor Certificate:

(a) Balloon Pilot Flight Instructor Certificate

A certificate authorising the holder to:

- (i) Conduct theory, ground and flight instruction in accordance with the syllabi of knowledge and flight training exercises specified in the ABF Pilot Training Manual; and
- (ii) Certify that the holder of a Student Pilot Certificate (Balloons) has satisfactorily completed a flight training exercise; and
- (iii) Recommend to an ABF Examiner that the holder of a Student Pilot Certificate (Balloons) is of a standard to attempt a theory examination or flight test; and
- (iv) Endorse pilot log books for exercises satisfactorily completed, or if so endorsed, gas balloons or hot airships, night flight; and
- (v) Provided the instructor is so endorsed, endorse a PPC(B) holder for competency to fly balloons which have a capacity greater than 120,000 c.ft (3,400 c.m); and
- (vi) Conduct flight check for a PPC(B) holder for currency and reissue.

(b) Balloon Pilot Theory Instructor Certificate

A certificate authorising the holder to:

- (i) Conduct instruction in accordance with the syllabi of knowledge specified in the ABF Pilot Training Manual; and
- (ii) Recommend to an ABF Examiner that the holder of a Student Pilot Certificate (Balloons) is of a standard to attempt a theory examination.

3.5.1 Issue

(a) An applicant for a Balloon Pilot Flight Instructor Certificate must:

- (i) Have been the current holder of a valid Private Pilot Certificate (Balloons) or overseas equivalent for a period of at least two years; and
- (ii) Have a minimum of 75 hours aeronautical experience in balloons as pilot in command and must resit and attain a pass in the written theory exams (the required pass mark is 5% higher than student requirement in each subject). Subjects are detailed in the ABF Pilot Training Manual (Syllabus); and
- (iii) Satisfactorily demonstrate to an ABF Examiner his/her ability to impart the theory specified in the ABF Pilot Training Manual; and
- (iv) Have satisfactorily completed flight tests with an ABF Examiner, comprising the following:
 - Flight test of at least 30 minutes duration, instructing a student (simulated or actual), incorporating pre-exercise briefing and follow-up debriefing analysis of the students performance; and
 - Flight test of at least 30 minutes duration demonstrating a high degree of skill, airmanship, flight management, situational awareness and an ability to recover from unusual situations; and

- (v) Submit an Application Form 'Pilot Certificate, Other Certificates And Endorsements' (available from "Documents" on the ABF website www.abf.net.au or the ABF office) certified by the Examiner for consideration by the ABF Operations Manager.

Advisory Note: The resit of the examinations and the flight test must be completed within a 90-day period.

- (b) An applicant for Balloon Pilot Theory Instructor Certificate must:
 - (i) Resit and attain a pass in the written theory exams (the required pass mark is 5% higher than student requirement in each subject). Subjects are detailed in the ABF Pilot Training Manual (Syllabus); and
 - (ii) Satisfactorily demonstrate to an ABF Examiner his/her ability to impart the theory specified in the ABF Pilot Training Manual; and
 - (iii) Submit an Application Form 'Pilot Certificate, Other Certificates And Endorsements' (available from "Documents" on the ABF website www.abf.net.au or the ABF office) certified by the Examiner for consideration by the ABF Operations Manager.

3.5.2 Validity

Unless suspended, cancelled or otherwise varied by the Operations Manager or the ABF Committee, a Balloon Pilot Instructor Certificate remains in force while the holder is a financial member of the ABF.

3.5.3 Currency

- (a) The holder of a Balloon Pilot Flight Instructor certificate must not exercise the privileges extended by the certificate unless within the preceding 24 months he/she has submitted himself/herself to an ABF Examiner and successfully demonstrated his/her ability to impart the knowledge and skills specified in the ABF Pilot Training Manual.

A practical demonstration of ground and flight instruction is required and must be recorded in the certificate holders' logbook. The check flight must not be conducted in conjunction with another check flight without the written approval of the Operations Manager. The check flight must be carried out in a balloon of appropriate capacity.

A completed Flight Check Record (available from "Documents" on the ABF website www.abf.net.au or the ABF office) is to be forwarded to the ABF office for recording purposes within 30 days of the flight check.

The flight check and assessment may be carried out up to 90 days prior to expiry of the 24 months to avoid loss of continuity. The holder of a Balloon Pilot Theory Instructor Certificate does not require a flight check.

Where situations such as geographic location make it difficult to revalidate, the Operations Manager may assess individual cases for extensions of currency for up to a maximum of 90 days. One only extension can be granted in any currency period.

- (b) The holder of a Flight Instructor Certificate to which this section applies must not give flight instruction unless:
 - (i) He/she has flown as a pilot in command at least three hours and made at least three flights including inflation and deflation in the previous 12 months or;
 - (ii) He/she has satisfactorily completed a flight check with an ABF Instructor within the preceding 90 days.

3.6 Balloon Pilot Examiner Certificate

There are two classes of Balloon Pilot Examiner Certificate – Balloon Pilot Flight Examiner Certificate and Balloon Pilot Theory Examiner Certificate:

(a) Balloon Pilot Flight Examiner Certificate:

A certificate authorising the holder to:

- (i) Conduct theory examinations and flight tests for applicants for initial issue or re-issue of Private Pilot Certificate (Balloons);
- (ii) Conduct theory examinations and flight tests for initial issue or renewal of Balloon Pilot Instructor Certificate;

(b) Balloon Pilot Theory Examiner Certificate:

A certificate authorising the holder to conduct any ABF examination.

3.6.1 Issue

- (a) An applicant for a Balloon Pilot Flight Examiner Certificate must:
 - (i) Be the holder of a valid Balloon Pilot Flight Instructor Certificate; and
 - (ii) (A) Have a minimum of 40 hours flight instructional experience as pilot in command of a free balloon; or
(B) More than 200 hours flight instructional experience as pilot in command of an aircraft, of which at least 20 hours, must be instructional experience as pilot in command of a free balloon; and
 - (iii) Be appointed by the Operations Manager on the approval of at least three members of the Advisory Panel where the need for such an appointment is recognised.
- (b) An applicant for a Balloon Pilot Theory Examiner Certificate must:
 - (i) Be the holder of a valid Balloon Pilot Flight Instructor Certificate or Balloon Pilot Theory Instructor Certificate; and
 - (ii) Be appointed by the Operations Manager on the approval of at least three members of the Advisory Panel, where the need for such an appointment is recognised.

Advisory Note: Unlike other certificates, the Balloon Pilot Flight Examiner Certificate or Balloon Pilot Theory Examiner Certificate should not be sought simply as a personal goal. An Examiner is expected to maintain and help to improve ballooning standards, and to be accessible to all ABF members.

3.6.2 Duration of appointment

Unless suspended, cancelled or varied by the Operations Manager or the ABF Committee, a Balloon Pilot Examiner Certificate must remain in force for the period the holder continues to hold a current Balloon Pilot Instructor Certificate.

Note: Unless specifically authorised by the ABF Operations Manager, an ABF Examiner must not conduct the flight test specified in paragraph 3.3.1(h) of this Section where the applicant has been trained principally by that Examiner.

Section 4 – Credits for Overseas Ballooning Qualifications

4.1 Application

Persons seeking credits and recognition for ballooning qualifications issued in countries other than Australia must make application in writing to the ABF Operations Manager, P O Box 402, Emerald, Vic, 3782 providing evidence of their qualifications and experience (e.g. hot air balloons, gas balloon or hot air airship).

4.2 Assessment

On assessing the applicant's qualifications the Operations Manager will determine and notify the applicant of the requirements that the applicant will need to meet for the issue of the appropriate certificate.

4.3 Examinations

All applicants for a PPC(B) will be required to successfully undertake the Flight Rules and Procedures, Aerostatics and Airmanship and Code of Conduct examinations based on the syllabus of knowledge specified in the ABF Pilot Training Manual. These examinations may, at the discretion of the Operations Manager, be either written or oral examinations.

4.4 Temporary Issue of PPC(B)

A temporary PPC(B) and ABF Radio Operators Certificate may be issued at the discretion of the Operations Manager. In general, a successful applicant will hold an overseas balloon pilot qualification, have at least 100 hours experience as pilot in command and hold a recognised overseas radio qualification. The certificates will be valid for 30 days and are restricted to a single issue on any visit. Applicants must present proof of qualifications and currency.

4.5 Exemption

If applicants show evidence of having passed the Australian CASA Commercial Balloon Pilot Licence examination, exemption may be given for all exams other than Code of Conduct.

Note: From June 30, 2007, a PPC(B) holder must hold an ABF Radio Operator Certificate or a CASA Flight Radiotelephone Operator Licence.

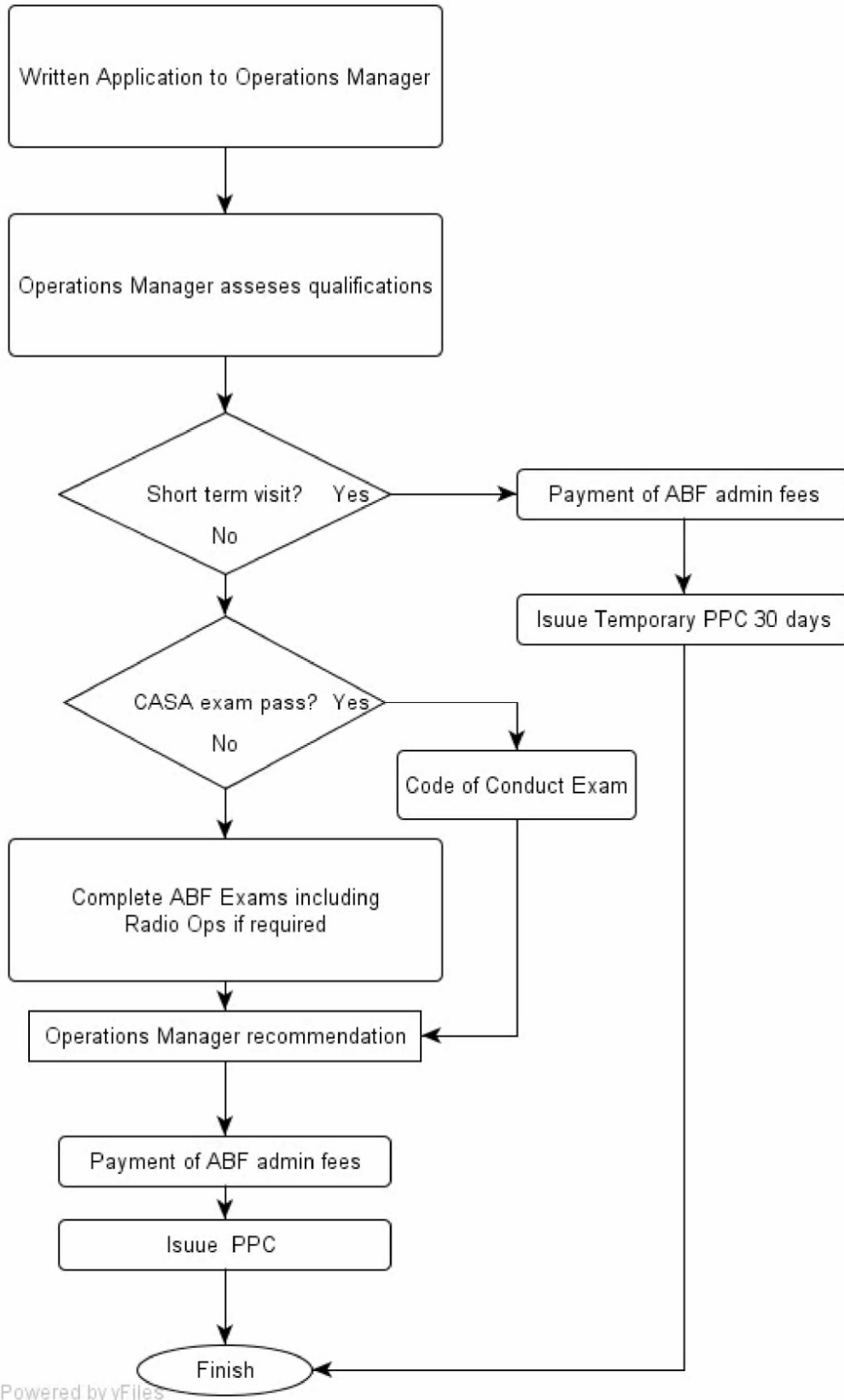
An applicant will have to hold an overseas equivalent and apply for the ABF Radio Operator Certificate, or sit the ABF exam for the issue of the ABF Radio Operator Certificate.

4.6 General

Information on fees may be obtained from the ABF Administrator, PO Box 402 Emerald, Vic 3782. Applications to be addressed to the Operations Manager through the ABF Administrator.

Refer to flow chart on next page

Flow Chart – Credits for Overseas Ballooning Qualifications



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Section 5 – Certification and Airworthiness

5.1 Standard Certificate of Airworthiness

A Standard Certificate of Airworthiness (CoA) is issued to individual Australian aircraft which:

- (a) meet the requirements of an applicable comprehensive airworthiness code as required by Part II, Section 2.2 of the International Civil Aviation Organisation (ICAO) Annex 8, "Airworthiness of Aircraft"; and
- (b) Have been issued with a type certificate.

5.2 Special Certificate of Airworthiness

Any aircraft which does not have a standard CoA cannot be operated unless it has been issued a special CoA. In the case of balloons, special CoA applies to both experimental and Light Sport Aircraft (LSA) classes of aircraft.

5.3 Experimental Certificate of Airworthiness

CASR 21.191 allows an authorised person or CASA to issue an experimental certificate to allow specific operations of aircraft which are not by their very nature type certificated.

5.4 Light Sport Aircraft Certificate of Airworthiness

CASR 21.186 allows an authorised person or CASA to issue Light Sport Aircraft (LSA) CoA in one of two categories:

- (a) Special Certificate of Airworthiness for LSA – As defined in AC21-41(0) section 6.1.2
- (b) Experimental Certificates for LSA – As defined in AC21-41(0) section 6.1.3

5.5 Maintenance

- (a) Balloons covered by 5.1, must be maintained in accordance with CAR 37A, 38, 41, 42A, 42E, 42U, 42V, 42W, 42X, 42ZC, 42ZE and 50A.

Note also, permissible pilot maintenance items contained in CASA Instrument 566/03.

- (b) Balloons covered by 5.3 and 5.4(b), must be maintained in accordance with CAR 42CB which states:

"The holder of the certificate of registration for a class B aircraft that is an experimental aircraft must maintain the aircraft in accordance with any conditions to which the certificate is subject under regulation 21.195A of CASR".

- (c) Balloons covered by 5.4(a), must be maintained in accordance with the manufacturers maintenance procedures. Further direction can be found in AC21-41(0) 8.2.2 and 8.2.3.
- (d) Maintenance records for all aircraft must be kept in an ABF approved aircraft logbook.

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Section 6 - Operational Procedures

6.1 Introduction

Production balloons in private operations must be operated in compliance with all the applicable requirements specified in the *Civil Aviation Regulations* (unless exempted by Civil Aviation Orders, Section 95.54), the relevant balloon flight/maintenance manual and this manual.

Experimental balloons must also be operated in accordance with CAR 262AP and any conditions in the experimental certificate of airworthiness for the balloon and this manual.

Light Sport Aircraft (LSA) balloons must also be operated in accordance with CAR 262AP and the relevant balloon flight/maintenance manual and this manual.

6.2 Equipment

In addition to the instruments specified in CAO 101.54 and CAO 20.18 Appendix X all balloons in private operations must carry the following equipment:

- (a) A magnetic compass (may be hand held); and
- (b) Relevant maps (topographical marked with any SZs and appropriate aeronautical if required); and
- (c) A means of igniting the burner other than the primary ignition system; and
- (d) A timepiece (may be the pilot's watch); and
- (e) An appropriate fire extinguisher (must be minimum of 1kg dry powder); and
- (f) A handling line (at least 30m in length); and
- (g) A 3-4 metre launch rope with a suitable and safe quick release must be used.

Note: As part of the flight planning process, thorough pre-flight weather checks and review of current NOTAMS must be carried out; and

- (h) (Recommended) A basic first aid kit.

6.3 Right of Way

It is the responsibility of all balloon pilots to avoid basket to envelope contact. In general, the pilot of the upper balloon must give way to a lower balloon.

Note: This is no way absolves any balloon pilot of the responsibility to be aware of other air traffic and fly accordingly.

6.4 Compliance with Sensitive Zones (SZs)

Sensitive Zones (SZs) are created in order to maintain good landowner relations and, before flying in any area, pilots must attempt to determine if any SZs are in force. Information should be sought from any other pilot or operator that has experience in operations in that area.

Sensitive zones are discussed in the ABF Pilot Training Manual under Landowner Relations/Code of Conduct.

Note: Warnings or suspension of certificates may be imposed for breaches of SZ's
(Refer to Section 2 of this manual, Operations Manager 2.5(d))

6.5 Hazardous Areas

- (a) Some areas such as petroleum refineries and storage areas, quarries where blasting takes place etc. are considered hazardous areas and should be noted and avoided, or if unavoidable, must be overflown by at least 1000ft AGL from a point 300m before the boundary to a point 300m after the boundary.
- (b) Areas designated Prohibited, Restricted or Danger on aeronautical charts must be noted and NOTAMS consulted for their activation.

6.6 Night Flights

Flights at night must only:

- (a) Be under the command of a pilot endorsed with a night rating; and
- (b) Commence if the flight is planned to terminate after beginning of daylight and sufficient fuel is carried so that this can be achieved; and
- (c) Be conducted in a balloon fitted with at least two independent fuel supply systems; and
- (d) Be conducted with a high intensity spotlight and at least two torches carried; and
- (e) Be conducted with a red light visible in all directions for at least 4,000 metres suspended at least five, and at most ten, metres below the basket whilst in flight at night; and
- (f) Be conducted with a aeronautical VHF radio carried on board and used as required; and
- (g) Be conducted with an efficient means of communication existing between the balloon and the ground crew.

Note: An Instrument of Approval must be obtained from CASA for the flight and if the flight may enter airspace other than Class G, CASA must be consulted re the issuing of a NOTAM.

6.7 Cost Sharing

Private operations conducted by holders of a Private Pilot Certificate (Balloons) cannot be conducted for financial return.

However, it is possible to share the cost of a flight, provided that the actual cost of the flight is shared equally between the participants (including the pilot). Such a flight cannot be advertised in any way, nor can participants be solicited.

6.8 Search and Rescue Procedures

- (a) The primary response to an emergency or uncertainty over the safety of a balloon and crew should come from the balloon retrieve crew;
- (b) Should the retrieve crew not be able to cope with the situation AusSAR should be contacted on 1800 815 257.

AusSAR operates a 24 hour Rescue Coordination Centre (RCC) in Canberra and is responsible for the national coordination of both maritime and aviation search and rescue. On receiving a distress signal or being notified of a missing civil aircraft or seagoing vessel, the RCC will take action to establish the safety of the aircraft, vessel or source of the signal.

This action may include coordinating a search and rescue with assistance from organisations as appropriate such as the defence forces, trained aviation organisations (Civil SAR Units), emergency medical helicopters, state police services, state emergency services, airlines and the general aviation industry or by passing coordination to the appropriate regional police organisation to conduct search and rescue operations within their jurisdiction.

6.9 Accident and Incident Reporting

Accidents and incidents (refer to Section 7 for definitions) must be reported to the ABF.

Note: Reports will be used to improve safety and education in ballooning. They will be treated in confidence and will not be used as a basis for disciplinary action.

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Section 7 – Accident and Incident Reporting

7.1 Civil Aviation Safety Authority (CASA)

7.1.1 CASA Responsibility

All aviation activity in Australia is the responsibility of the Civil Aviation Safety Authority (CASA). The Civil Aviation Act and Regulations govern all operations, with further details in Civil Aviation Safety Regulations (CASR), Civil Aviation Orders (CAO), Civil Aviation Advisory Publications (CAAP), Airworthiness Advisory Circulars (AACs) and the Aeronautical Information Publication (AIP).

Variations to the provisions of CAO 95.54, matters affecting commercial balloon operations, and all items involving registration and maintenance of balloons, are handled by CASA.

7.1.2 Private Ballooning Operations

Administration of private ballooning operations is delegated by CASA to the Australian Ballooning Federation in accordance with CAO 95.54. The ABF Operations Manager is the responsible officer of the ABF for all operational matters including pilot certification, airworthiness and accident and incident investigation.

7.2 Australian Transport Safety Bureau (ATSB)

7.2.1 ATSB Responsibility

The Australian Transport Safety Bureau (ATSB) is a group responsible to the Minister for carrying out investigations under the Transport Safety Investigation Act 2003 (TSI Act) having its Central Office in Canberra.

ATSB operates with complete independence from any other body; its role being to investigate all accidents and incidents reported to it, and upon delivering its findings, recommend where necessary, a course of corrective action.

7.2.2 Accidents and Incidents

Accidents and incidents are categorised into Immediately Reportable Matter (IRM) or Routinely Reportable Matter (RRM) depending on their nature.

7.3 Definitions of IRM and RRM

7.3.1 Immediately Reportable Matters (IRM)

IRM are:

- (a) Subject to the exclusions in the note below, the death of, or a serious injury to a person on board the aircraft, or in contact with the aircraft, or anything attached to the aircraft, or anything that has become detached from the aircraft;

Note: "The death of, or a serious injury to, a person" does not include:

- (i) Death or serious injury resulting from natural causes (except to a flight crew member): or
- (ii) Death or serious injury that is intentionally self-inflicted; or
- (iii) Death or serious injury that is intentionally caused by another person; or
- (iv) Death occurring more than 30 days after the occurrence that caused the death, unless the death was caused by an injury that required admission to hospital within 30 days after the occurrence.

- (b) The aircraft believed "missing";
- (c) The aircraft suffering serious damage or the existence of reasonable grounds for believing that the aircraft has suffered serious damage;
- (d) The aircraft being inaccessible and the existence of reasonable grounds for believing that the aircraft has been seriously damaged;
- (e) Breakdown of separation standards, being a failure to maintain a recognised separation standard (vertical, lateral or longitudinal) between aircraft that are being provided with an ATC separation service.

Note: This may result from ATC, pilot or other actions, and may occur even if only one (1) of the aircraft involved is under control of an ATC service.

7.3.2 Routinely Reportable Matters (RRM)

RRM include:

- (a) An injury, other than a serious injury, to a person on board the aircraft;
- (b). A flight crew member becoming incapacitated while operating the aircraft;
- (c) airprox; * (*See below*)
- (d) An occurrence in which flight into terrain is narrowly avoided;
- (e) The use of any procedure for overcoming an emergency;
- (f) An occurrence that results in difficulty controlling the aircraft, including any of the following occurrences:
 - (i) An aircraft system failure;
 - (ii) A weather phenomenon;
 - (iii) Operation outside the aircraft's approved flight envelope;
- (g) Fuel exhaustion;
- (h) The aircraft's supply of useable fuel becoming so low (whether or not as a result of fuel starvation) that the safety of the aircraft is compromised;
- (i) A collision with an animal, including a bird, on a licensed aerodrome.

** "airprox" means an occurrence in which two (2) or more aircraft come into such close proximity that a threat to the safety of the aircraft exists or may exist, in airspace where the aircraft are not subject to an air traffic separation standard or where separation is a pilot responsibility.*

7.4 Notification of IRM and RRM

IRM must be reported as soon as reasonably practicable by telephone on 1800 011 034, and then a follow-up written report must be made within 72 hours. This may be done by internet: www.atsb.gov.au. Online forms are available.

RRM require only a written report to ATSB within 72 hours. The notification must contain the same details as for an IRM.

7.5 Particulars to be Reported

7.5.1 Written Report

The written report required to be submitted, under Section 19 of the Act should preferably use the Air Safety Accident or Incident Report (ASAIR) format. For a reportable matter other than for a collision with an animal or bird, a requirement of Regulation 2.6 of the TSI Regulations is that the report should contain as much of the following information as is within the person's knowledge:

- (a) The name and contact details of the person making the report;
- (b) The person's role in relation to the aircraft concerned;
- (c) The type, model, nationality, registration marks and flight number (if any) of the aircraft;
- (d) The name of the owner of the aircraft;
- (e) The name and contact details of the operator of the aircraft;
- (f) If the aircraft was under hire when the reportable matter occurred, the name of the hirer;
- (g) The name and nationality of the pilot and the type and licence/certificate number of the licence/certificate held by the pilot;
- (h) The name and nationality of each other flight crew member (if any), and the type and licence/certificate number of the licence/certificate held by each member;
- (i) The day and local time when the reportable matter occurred;
- (j) If, when the reportable matter occurred, the aircraft was inflight:
 - (i) The place where the flight started; and
 - (ii) The place where the flight ended, or was intended to end; and
 - (iii) The purpose of the flight;
- (k) Unless the reportable matter occurred at an airport, the location of the aircraft immediately after the occurrence of the reportable matter, including the geographical coordinates of that location;
- (l) The number of persons on board the aircraft when the reportable matter occurred;
- (m) The nature of the reportable matter, including:
 - (i) Its outcome or effect on the flight of the aircraft;
 - (ii) The phase of the aircraft's flight when the matter occurred;
 - (iii) The weather conditions;
 - (iv) The airspace designation;
 - (v) The altitude at which the matter occurred;
 - (vi) If the matter occurred at, or in relation to, an airport, the name of the airport, and, if it occurred on, or in relation to, a runway, the runway number;
 - (vii) If the matter involved a collision with an animal, including a bird, the nature of the collision;

- (viii) The causes of the occurrence (if known), including any human performance issues;
 - (ix) Any safety action carried out to prevent a recurrence of the matter; and
 - (x) The nature and extent of any damage to the aircraft;
- (n) The physical characteristics of the area where the reportable matter occurred (eg, the terrain, vegetation cover, and existence and location of any buildings, runways or aerodromes);
- (o) The flight rules under which the aircraft was operating at the time of the reportable matter;
- (p) The type of aircraft operation the aircraft was engaged in at the time of the reportable matter;
- (q) If the matter resulted in a fatality or serious injury, and the aircraft carried an emergency locator transmitter:
- (i) The manufacturer and model of the emergency locator transmitter;
 - (ii) Whether it was fixed or portable;
 - (iii) Its location in the aircraft; and
 - (iv) Whether it was activated;
- (r) If the aircraft's pilot has died:
- (i) The pilot's date of birth; and
 - (ii) The pilot's total flying hours on all aircraft and flying hours on the same type of aircraft;
- (s) If any crew members have died or been seriously injured as a result of the reportable matter, how many, and their names and nationalities;
- (t) If any passengers have died or been seriously injured as a result of the reportable matter, how many, and their names and nationalities; and
- (u) If any other persons have died or been seriously injured as a result of the reportable matter, how many, and their names and nationalities.

7.5.2 Collision with an Animal or Bird Only

For a reportable matter that amounts to a *collision with an animal or bird only* the report must contain as much of the following information as is within the knowledge of the person making the report:

- (a) The name and contact details of the person making the report;
- (b) The day and local time when the reportable matter occurred;
- (c) The nature of the reportable matter, including:
 - (i) If the matter occurred at, or in relation to, an airport, the name of the airport, and if it occurred on, or in relation to, a runway, the runway number; and
 - (ii) The nature and extent of any damage to the aircraft; and
- (d) Any other information that the person making the report considers appropriate.

7.5.3 ASAIR Submission

The completed ASAIR should be forwarded directly by mail, facsimile, or via the on-line website www.atsb.gov.au notification form to the ATSB central office in Canberra.

7.5.4 ASAIR Form

An ASAIR form may be obtained on line at www.atsb.gov.au or by contacting the ATSB on free-call phone number 1800 011 034 (primary notification number) or 1800 020 616 (safety information number and secondary notification number).

7.6 ABF Requirements

In addition to the above statutory requirements the ABF requires the following action to be taken:

- (a) In the case of a **FATAL** accident, notify the ABF Operations Manager by the quickest means available.
- (b) Where **SERIOUS INJURY** is sustained, notify the ABF Operations Manager by the quickest means available.
- (b) Where **SUBSTANTIAL DAMAGE** is done to the aircraft, notify the ABF Operations Manager as soon as is practicable.
- (d) In the event of an **EQUIPMENT FAILURE IN FLIGHT**, notify the ABF Operations Manager as soon as is practicable

Refer ABF Incident and Accident Report form (available from "Documents" on the ABF website www.abf.net.au or the ABF office)

7.7 Custody and Removal of Aircraft

These instructions are guidance only and AIP,ENR 1.14 should be consulted for up to date instructions.

When an **IRM** occurs, the aircraft immediately comes into the custody of the Air Transport Safety Bureau (ATSB) and it **MUST NOT BE REMOVED** or otherwise interfered with except with the permission of a responsible officer of the Bureau.

However, this provision is waived temporarily when it is necessary to remove persons from the aircraft or to protect the aircraft from further damage, or to remove it if it presents an obstruction or danger to other aircraft, other transport or to the public.

An ATSB officer will release the aircraft from custody upon completion of the aircraft examination or in some cases of minor accidents, upon receipt of the accident notification message.

7.8 Investigation of Accidents and Incidents

Investigation of **FATAL** accidents may be conducted by the Australian Transport Safety Bureau (ATSB)

The ABF will investigate other accidents and incidents with the **SOLE** intention of preventing the **SAME** thing happening again. ATSB will assist the ABF where they can, particularly in the area of structural failures.

7.9 Accident and Incident Reports

The ABF Safety Officers and their delegates are people appointed to help us all be safer in the air. They are authorised by the ABF to investigate and report on accidents and incidents. They are not there to lay blame. Help them to find the cause of any dangerous occurrences, so that by sharing the **FACTS** all can benefit and operate more safely.

7.10 Investigating Officers

In the case of an accident or incident where notification has been given the investigating officers from ATSB, ABF or CASA must have free access to all relevant areas of the property and ABF members must assist them in any way possible.

7.11 Accident and Incident Investigation

7.11.1 The ABF Operations Manager may request an ABF Safety Officer or delegate to conduct an investigation and prepare a draft report on his behalf.

7.11.2 The following points are to be addressed:

A Site

- (a) Contact the local police, ATSB investigating officer and advise them of your appointment and your willingness to assist.
- (b) If police are not in attendance, secure the area
- (c) Take photos of aircraft and any significant damage at scene
- (d) Measure distance from initial contact to final position
- (e) Sketch map of location
- (f) Ascertain direction of travel (compass heading)
- (g) Determine local weather conditions at time of flight

B Aircraft

Check:

- (a) Fuel System (tanks in use) isolate after noting status
 - (i) Quantity of fuel in tanks
 - (ii) Integrity of fuel system
- (b) Cables, flying wires
 - (i) Integrity
 - (ii) Wear
 - (iii) Breaks
 - (iv) Swages
 - (v) Carabiners
- (c) Control lines, venting systems
 - (i) Integrity of systems
 - (ii) Pulleys

- (d) Basket
 - (i) Condition
 - (ii) Breakages

- (e) Burner Assembly
 - (i) Operating at impact?
 - (ii) General condition
 - (iii) Reason for stoppage?

C Witness Statements (in writing)

7.11.3 Draft report to be forwarded to the Operations Manager, final report will be prepared by the ABF Operations team and the investigation is treated as confidential.

7.12 Media Comment

Do not make any statements to the media. Whatever you say may well be misreported.

Do not discuss any situation by insecure communications (radios etc). Mobile phones may be considered secure.

Refer all media enquiries to the ABF Operations Manager or to the ABF National Office. Their contact details are available on the ABF website www.abf.net.au

7.13 Accident and Emergency Protocol

Parts of this section will be repeated in the ABF document "Balloons, Accident and Emergency Protocol" for use by emergency services. (Appendix 3 of this manual)

It is recommended that ABF members distribute this document to local police stations and emergency services, in their regular flying areas.

7.14 ATSB Contact Details

Canberra Central Office
GPO Box 967
Civic Square A.C.T 2608
Ph: 1800 011 034 or (02) 6230 4408
Fax: (02) 6274 6434
Email: atsbinfo@atsb.gov.au

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Section 8 – Disciplinary Action

8.1 Disciplinary Action

The ABF may initiate disciplinary action when the behaviour or performance of a member requires some remedial attention. The action may result in (although not limited to) suspension of membership or flight privileges, requirement to undergo remedial training, re-examination and/or flight test.

8.2 Disciplinary Panel

The ABF constitution refers to the “Disciplinary Panel”, this panel may be convened from the Advisory Panel members or Committee members or a mix thereof.

8.3 Operational Breach

If the situation is of an operational nature or breach, the Operations Manager will initially analyse and take opinion from the Advisory Panel as to what further action should take place.

8.4 Membership issues

Membership issues, i.e., those that may discredit the ABF, or financial issues, will be investigated and analysed by the President and Committee members. They will determine the follow up actions as appropriate.

Note: Right of Appeal

The ABF Constitution contains the process of appeal for any member not satisfied with the decisions made by the above processes.

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Section 9 Safety Management System

The ABF has maintained an excellent safety record, which is based on a simple but effective safety management system that consists of the following elements:

- A dedicated National Safety Officer responsible for the general oversight of safety matters, reviewing all safety information as applicable to the sport.
- Each region has a safety representative as a local coordinator.
- The ABF operates an in-house accident and incident reporting system reporting to the Operations Manager for analysis and corrective actions.
- Subsidies are provided to regional clubs to run safety seminars biannually to encourage safety awareness.
- Responsible members as delegates monitor the activities at regional balloon events and gatherings.
- Results of incident investigations are published in the regularly issued Pilot Circulars, distributed by post to all pilots and published on the ABF website www.abf.net.au
- Incidents records are monitored as one of the ABF's Key Performance Indicators (KPIs).

Safety is a culture that must be developed through the whole organisation and it is up to every member to actively promote a safe operating environment.

Any safety issues shared will lead to positive outcomes.

The Committee and management of the ABF are committed to developing a responsible attitude to safety in all members.

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Appendix 1 - Definitions and Abbreviations

A1.1 Commonly Used Abbreviations

The following are commonly used abbreviations which may be found in this Operations Manual, Manufacturers Manuals, Aeronautical Charts and Publications, Text books and teaching syllabi.

NOTE: As regulations change, there may be some alterations to this list; these changes may not be included until the next Operations Manual review. Current abbreviations and definitions may also be found in AIP GEN 2.2 on the Airservices Australia website. www.airservicesaustralia.com

AAC	Airworthiness Advisory Circular
ABF	Australian Ballooning Federation Inc
AIP	Aeronautical Information Publication
AGL	Above Ground Level (Expressed in feet, unless stated otherwise)
AMSL	Above Mean Sea Level (Expressed in feet, unless stated otherwise)
AOC	Air Operators Certificate
ARFOR	Area Forecast. (In aeronautical Meteorological Code)
ATC	Air Traffic Control
ATSB	Australian Transport Safety Bureau
AusSAR	Australian Search and Rescue
AUW	All up weight
BKN	Broken (cloud descriptor)
B050	Below 5,000 ft. AMSL
C	Degrees Celsius (Centigrade)
CAAP	Civil Aviation Advisory Publication
CAO	Civil Aviation Order
CAR	Civil Aviation Regulation
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulation
CAVOK:	Visibility 10 kilometres or more, no cloud below 5000 ft or below the highest minimum sector altitude, whichever is the greater, and no cumulonimbus; and no precipitation, thunderstorms, shallow fog, low drifting snow or dust devils.
CoA	Certificate of Airworthiness
CoR	Certificate of Registration
CP(B)L	Commercial Pilot (Balloons) Licence
CTAF	Common Traffic Advisory Frequency
CTAF (R)	Common Traffic Advisory Frequency All aircraft must carry and use radio
CTR:	Control Zone
D	Danger Area (Followed by number)
ERC	En Route Chart

ERSA	En Route Supplement Australia
ETA	Estimated Time of Arrival
FEW	Few (cloud descriptor)
FPM	Feet per minute
FT	Feet
GS	Ground speed
H24	Continuous day and night service
HDG	Heading
HJ	Sunrise to sunset
HN	Sunset to sunrise
hPa	Hectopascal
ICAO	International Civil Aviation Organisation
IRM	Immediately Reportable Matter
KG	Kilograms
KM	Kilometres
KT	Knots
LAT	Latitude (Degrees North or South of the Equator)
LONG	Longitude (Degrees East or West of the Prime Meridian)
...M	Bearing or Course (Magnetic)
M	Metres (preceded by figures)
MAX	Maximum
MTOW	Maximum Take-off Weight
NM	Nautical Miles
NOTAM	Notice to Airmen. A notice containing information concerning the establishment, condition or change in facility, service, procedure or hazard, which is essential to personnel, concerned with flight operations.
OCTA	Outside Control Area / Outside Controlled Airspace
OVC	Overcast (cloud descriptor)
P...	Prohibited area. (followed by identification)
PAX	Passenger(s)
POB	Persons on Board
PPC(B)	Private Pilot Certificate (Balloons)
PVT	Private (As in type of Operation)
QNH	Altimeter subscale setting to obtain elevation or altitude
R	Restricted Area. (Followed by number)
RAD	Radius
RCC	Rescue Coordination Centre

RRM	Routinely Reportable Matter
SCT	Scattered (cloud descriptor)
SIGMET	Information concerning Enroute Weather Phenomena which may affect the safety of aircraft operations.
SPC(B)	Student Pilot Certificate (Balloons)
SPECI	Aviation Special Weather (in Aeronautical Meteorological Code)
SUP	Supplement. (AIP Supplement)
SZ	Sensitive Zone
...T	Bearing or Course (True)
TAF	Aerodrome Forecast
TR	Track
UHF	Ultra High Frequency (300-3,000 MHz)
U/S	Unserviceable
UTC	Co-ordinated Universal Time (formerly GMT)
VFR	Visual Flight Rules
VHF	Very High Frequency (30-300 MHz)
VMC	Visual Meteorological Conditions
VNC	Visual Navigation Chart. Scale 1:500,000
VTC	Visual Terminal Chart. Scale 1:250,000.
WAC	World Aeronautical Chart. ICAO 1:1,000,000.
WX	Weather
Z	Co-ordinated Universal Time (in Meteorological messages).
VFG	VFG (Visual Flight Guide) contains information VFR pilots need from the CAR's, CAO's AIP and CAAP's regarding procedures to be used when operating aircraft. It should be consulted for specific requirements and cross-checked against the parent documents for currency.

A1.2 Meaning of Auxiliary Verbs

Throughout this document, the following auxiliary verbs have the meanings defined below:

- (a) "must", means the application is mandatory;
- (b) "should" means the application is recommended;
- (c) "may" or "need not" means the application is optional;
- (d) "will" means futurity, not a requirement for application;
- (e) singular words include the plural and plural words include the singular unless a contrary intention is indicated by the context.

Nouns of common gender such as manager, officer, supervisor, and singular pronouns that refer to common gender nouns in the same paragraph in either the feminine or masculine format may have a feminine or masculine meaning as appropriate.

A1.3 Units of Measurement

Units of measurement to be used in airways operations and air to ground communication are:

Distances used in navigation. (Generally in excess of 2NM)	Nautical miles and 1/10ths.
Short distances	Metres
Altitudes, elevations & heights	Feet
Horizontal speed, inc. wind speed	Knots
Vertical speed	Feet per minute
Wind direction for take-off and landing	Degrees magnetic
Wind direction, excluding above.	Degrees true
Visibility	Kilometres or metres
Altimeter setting	Hectopascals
Temperature	Degrees Celsius
Weight (Mass) Metric	Tonnes or kilograms
Time (UTC)	Hours and minutes

Note: For further reference, consult AIP, Gen 2.1

A1.4 Conversion Factors

Multiply	By	To obtain
Pound (lb)	0.4535924	Kilogram (kg)
Pound Force per sq. in. (lbf/in ²)	6.8947	Kilopascal (kPa)
Inch (in)	25.400	Millimetre (mm)
Foot (ft)	0.3048	Metre (m)
Mile	1.60934	Kilometre (km)
Nautical Mile (n m)	1.852	Kilometre (km)
Gallon, US liquid	3.785415	Litre (l)
Gallon, Imp. (gal)	4.54609	Litre (l)

All conversions should be rounded to one decimal place (except millimetres, to nearest whole number) which remains within that limitation.

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Appendix 2 - ABF Pilot Award Scheme

A2.1 Award Scheme

There are four levels of Pilot Award available as recognition of personal achievement.

- A2.1.1 This award scheme is intended to provide a vehicle and encouragement for Private Pilot Certificate (Balloons) holders to extend their skill and knowledge of aerostation by recognition of achievement. The various achievement levels are available to any financial member of the Australian Ballooning Federation Inc who holds a current and valid Private Pilot Certificate (Balloons) issued by the ABF.
- A2.1.2 Applicants for the various award levels should make application on the form available from the ABF website www.abf.net.au or ABF office completing all required sections of the form and directing the application to the ABF Operations Manager, PO Box 402, Emerald, Vic, 3782.
- A2.1.3 Verification of compliance with the various levels of achievement must be supported by independent evidence. Evidence acceptable for the awards will generally consist of signed photocopies of licences, certificates and log books; signatures of ABF Examiners, Safety Officers and Regional Safety Officers, etc.
- A2.1.4 The Operations Manager is not compelled to accept any evidence of compliance, and may decline to accept any claim due to insufficient evidence. It is therefore incumbent upon the applicant to produce accurate, well documented and supported claims.

A2.2 Award Requirements

A2.2.1 Level 1 Requirements:

- (a) Current ABF Private Pilot Certificate (Balloons)
- (b) Have logged 30 hours as Pilot in Command and 30 flights.
- (c) Have attended one Safety Seminar.
- (d) Sit or resit any two Private Pilot theory exams.

A2.2.2 Level 2 Requirements:

- (a) Current ABF Private Pilot Certificate (Balloons)
- (b) Have gained a Level 1 award.
- (c) Have logged 50 hours as Pilot in Command and 50 flights.
- (d) Sit or resit remaining two Private Pilot theory exams.
- (e) Complete a flight as Pilot in Command in an area more than 300 kilometres from normal flying area.
- (f) Complete a solo flight of two hours duration.

A2.2.3 Level 3 Requirements:

- (a) Current ABF Private Pilot Certificate (Balloons)
- (b) Have gained a Level 2 award.
- (c) Complete a flight to 6,000 ft AMSL (requires CASA Radiotelephone Operators Licence or ABF Radio Certificate).
- (d) Have taken an active role in organising or presenting a regional safety seminar.
- (e) Have participated in one ABF sanctioned National Championship.

A2.2.4 Level 4 Requirements:

- (a) Current ABF Private Pilot Certificate (Balloons)
- (b) Have gained a Level 3 award.
- (c) Have logged 150 hours as Pilot in Command
- (d) Complete a night flight as PIC or Co-Pilot.
- (e) Complete any two of the following as PIC:
 - (i) Drop a parachutist
 - (ii) Drop a hang glider
 - (iii) Flight in controlled airspace.
 - (iv) Flight distance of greeter than 60 km.

Appendix 3 – ABF Accident and Emergency Protocol

Introduction

This document has been produced for the benefit of various emergency services which may be involved in assisting in the event of an accident involving a hot air balloon.

In the event of a serious accident, it is expected that ABF members will instigate actions as outlined in the ABF Operations Manual **Section 7 – Accident and Incident Reporting**.

If the procedures are followed, it is likely that local emergency services will be notified and will attend. Alternatively, they may respond to a report from a member of the public. The following notes describe what is expected of ABF members.

A ballooning accident is to be treated in the manner of any aircraft accident and the same conditions apply involving securing the site and minimum disturbance of any material or equipment so as to enable an investigation by qualified personnel. Police may have to photograph the scene to support any coronial enquiry.

The following is an extract of the significant information from ABF Operations Manual Section 7

7.3 Definitions of IRM and RRM

7.3.1 Immediately Reportable Matters (IRM)

IRM are:

- (a) Subject to the exclusions in the note below, the death of, or a serious injury to a person on board the aircraft, or in contact with the aircraft, or anything attached to the aircraft, or anything that has become detached from the aircraft;

Note: "The death of, or a serious injury to, a person" does not include:

- (i) Death or serious injury resulting from natural causes (except to a flight crew member): or
 - (ii) Death or serious injury that is intentionally self-inflicted; or
 - (iii) Death or serious injury that is intentionally caused by another person; or
 - (iv) Death occurring more than 30 days after the occurrence that caused the death, unless the death was caused by an injury that required admission to hospital within 30 days after the occurrence.
- (b) The aircraft believed "missing";
 - (c) The aircraft suffering serious damage or the existence of reasonable grounds for believing that the aircraft has suffered serious damage;
 - (d) The aircraft being inaccessible and the existence of reasonable grounds for believing that the aircraft has been seriously damaged;
 - (e) Breakdown of separation standards, being a failure to maintain a recognised separation standard (vertical, lateral or longitudinal) between aircraft that are being provided with an ATC separation service.

Note: This may result from ATC, pilot or other actions, and may occur even if only one (1) of the aircraft involved is under control of an ATC service.

7.3.2 Routinely Reportable Matters (RRM)

RRM include:

- (a) An injury, other than a serious injury, to a person on board the aircraft;
- (b). A flight crew member becoming incapacitated while operating the aircraft;
- (c) airprox; * (*See below*)
- (d) An occurrence in which flight into terrain is narrowly avoided;
- (e) The use of any procedure for overcoming an emergency;
- (f) An occurrence that results in difficulty controlling the aircraft, including any of the following occurrences:
 - (i) An aircraft system failure;
 - (ii) A weather phenomenon;
 - (iii) Operation outside the aircraft's approved flight envelope;
- (g) Fuel exhaustion;
- (h) The aircraft's supply of useable fuel becoming so low (whether or not as a result of fuel starvation) that the safety of the aircraft is compromised;
- (i) A collision with an animal, including a bird, on a licensed aerodrome.

** "airprox" means an occurrence in which two (2) or more aircraft come into such close proximity that a threat to the safety of the aircraft exists or may exist, in airspace where the aircraft are not subject to an air traffic separation standard or where separation is a pilot responsibility.*

7.4 Notification of IRM and RRM

IRM must be reported as soon as reasonably practicable by telephone on 1800 011 034, and then a follow-up written report must be made within 72 hours. This may be done by internet: www.atsb.gov.au. Online forms are available.

RRM require only a written report to ATSB within 72 hours. The notification must contain the same details as for an IRM.

7.5 Particulars to be Reported

7.5.1 Written Report

The written report required to be submitted, under Section 19 of the Act should preferably use the Air Safety Accident or Incident Report (ASAIR) format. For a reportable matter other than for a collision with an animal or bird, a requirement of Regulation 2.6 of the TSI Regulations is that the report should contain as much of the following information as is within the person's knowledge:

- (a) The name and contact details of the person making the report;
- (b) The person's role in relation to the aircraft concerned;

- (c) The type, model, nationality, registration marks and flight number (if any) of the aircraft;
- (d) The name of the owner of the aircraft;
- (e) The name and contact details of the operator of the aircraft;
- (f) If the aircraft was under hire when the reportable matter occurred, the name of the hirer;
- (g) The name and nationality of the pilot and the type and licence/certificate number of the licence/certificate held by the pilot;
- (h) The name and nationality of each other flight crew member (if any), and the type and licence/certificate number of the licence/certificate held by each member;
- (i) The day and local time when the reportable matter occurred;
- (j) If, when the reportable matter occurred, the aircraft was inflight:
 - (i) The place where the flight started; and
 - (ii) The place where the flight ended, or was intended to end; and
 - (iii) The purpose of the flight;
- (k) Unless the reportable matter occurred at an airport, the location of the aircraft immediately after the occurrence of the reportable matter, including the geographical coordinates of that location;
- (l) The number of persons on board the aircraft when the reportable matter occurred;
- (m) The nature of the reportable matter, including:
 - (i) Its outcome or effect on the flight of the aircraft;
 - (ii) The phase of the aircraft's flight when the matter occurred;
 - (iii) The weather conditions;
 - (iv) The airspace designation;
 - (v) The altitude at which the matter occurred;
 - (vi) If the matter occurred at, or in relation to, an airport, the name of the airport, and, if it occurred on, or in relation to, a runway, the runway number;
 - (vii) If the matter involved a collision with an animal, including a bird, the nature of the collision;
 - (viii) The causes of the occurrence (if known), including any human performance issues;
 - (ix) Any safety action carried out to prevent a recurrence of the matter; and
 - (x) The nature and extent of any damage to the aircraft;
- (n) The physical characteristics of the area where the reportable matter occurred (eg, the terrain, vegetation cover, and existence and location of any buildings, runways or aerodromes);
- (o) The flight rules under which the aircraft was operating at the time of the reportable matter;
- (p) The type of aircraft operation the aircraft was engaged in at the time of the reportable matter;

- (q) If the matter resulted in a fatality or serious injury, and the aircraft carried an emergency locator transmitter:
 - (i) The manufacturer and model of the emergency locator transmitter;
 - (ii) Whether it was fixed or portable;
 - (iii) Its location in the aircraft; and
 - (iv) Whether it was activated;
- (r) If the aircraft's pilot has died:
 - (i) The pilot's date of birth; and
 - (ii) The pilot's total flying hours on all aircraft and flying hours on the same type of aircraft;
- (s) If any crew members have died or been seriously injured as a result of the reportable matter, how many, and their names and nationalities;
- (t) If any passengers have died or been seriously injured as a result of the reportable matter, how many, and their names and nationalities; and
- (u) If any other persons have died or been seriously injured as a result of the reportable matter, how many, and their names and nationalities.

7.5.2 Collision with an Animal or Bird Only

For a reportable matter that amounts to a *collision with an animal or bird only* the report must contain as much of the following information as is within the knowledge of the person making the report:

- (a) The name and contact details of the person making the report;
- (b) The day and local time when the reportable matter occurred;
- (c) The nature of the reportable matter, including:
 - (i) If the matter occurred at, or in relation to, an airport, the name of the airport, and if it occurred on, or in relation to, a runway, the runway number; and
 - (ii) The nature and extent of any damage to the aircraft; and
- (d) Any other information that the person making the report considers appropriate.

7.5.3 ASAIR Submission

The completed ASAIR should be forwarded directly by mail, facsimile, or via the on-line website www.atsb.gov.au notification form to the ATSB central office in Canberra.

7.5.4 ASAIR Form

An ASAIR form may be obtained on line at www.atsb.gov.au or by contacting the ATSB on free-call phone number 1800 011 034 (primary notification number) or 1800 020 616 (safety information number and secondary notification number).

7.6 ABF Requirements

In addition to the above statutory requirements the ABF requires the following action to be taken:

- (a) In the case of a **FATAL** accident, notify the ABF Operations Manager by the quickest means available.
- (b) Where **SERIOUS INJURY** is sustained, notify the ABF Operations Manager by the quickest means available.
- (b) Where **SUBSTANTIAL DAMAGE** is done to the aircraft, notify the ABF Operations Manager as soon as is practicable.
- (d) In the event of an **EQUIPMENT FAILURE IN FLIGHT**, notify the ABF Operations Manager as soon as is practicable

Refer ABF Incident and Accident Report form (available from "Documents" on the ABF website www.abf.net.au or the ABF office)

7.7 Custody and Removal of Aircraft

These instructions are guidance only and AIP,ENR 1.14 should be consulted for up to date instructions.

When an **IRM** occurs, the aircraft immediately comes into the custody of the Air Transport Safety Bureau (ATSB) and it **MUST NOT BE REMOVED** or otherwise interfered with except with the permission of a responsible officer of the Bureau.

However, this provision is waived temporarily when it is necessary to remove persons from the aircraft or to protect the aircraft from further damage, or to remove it if it presents an obstruction or danger to other aircraft, other transport or to the public.

An ATSB officer will release the aircraft from custody upon completion of the aircraft examination or in some cases of minor accidents, upon receipt of the accident notification message.

7.8 Investigation of Accidents and Incidents

Investigation of **FATAL** accidents must be conducted by the Australian Transport Safety Bureau (ATSB)

The ABF will investigate other accidents and incidents with the **SOLE** intention of preventing the **SAME** thing happening again. ATSB will assist the ABF where they can, particularly in the area of structural failures.

7.9 Accident and Incident Reports

The ABF Safety Officers and their delegates are people appointed to help us all be safer in the air. They are authorised by the ABF to investigate and report on accidents and incidents. They are not there to lay blame. Help them to find the cause of any dangerous occurrences, so that by sharing the **FACTS** all can benefit and operate more safely.

7.10 Investigating Officers

In the case of an accident or incident where notification has been given the investigating officers from ATSB, ABF or CASA must have free access to all relevant areas of the property and ABF members must assist them in any way possible.

7.11 Accident and Incident Investigation

7.11.1 The ABF Operations Manager may request an ABF Safety Officer or delegate to conduct an investigation and prepare a draft report on his behalf.

7.11.2 The following points are to be addressed:

A Site

- (a) Contact the local police, ATSB investigating officer and advise them of your appointment and your willingness to assist.
- (b) If police are not in attendance, secure the area
- (c) Take photos of aircraft and any significant damage at scene
- (d) Measure distance from initial contact to final position
- (e) Sketch map of location
- (f) Ascertain direction of travel (compass heading)
- (g) Determine local weather conditions at time of flight

B Aircraft

Check:

- (a) Fuel System (tanks in use) isolate after noting status
 - (i) Quantity of fuel in tanks
 - (ii) Integrity of fuel system
- (b) Cables, flying wires
 - (i) Integrity
 - (ii) Wear
 - (iii) Breaks
 - (iv) Swages
 - (v) Caribiners
- (c) Control lines, venting systems
 - (i) Integrity of systems
 - (ii) Pulleys
- (d) Basket
 - (i) Condition
 - (ii) Breakages
- (e) Burner Assembly
 - (i) Operating at impact?
 - (ii) General condition
 - (iii) Reason for stoppage?

C Witness Statements (in writing)

7.11.3 Draft report to be forwarded to the Operations Manager, final report will be prepared by the ABF Operations team and the investigation is treated as confidential.

7.12 Media Comment

Do not make any statements to the media. Whatever you say may well be misreported.

Do not discuss any situation by insecure communications (radios etc). Mobile phones may be considered secure.

Refer all media enquiries to the ABF Operations Manager or to the ABF National Office. Their contact details are available on the ABF website www.abf.net.au

7.13 Accident and Emergency Protocol

It is recommended that ABF members distribute this document to local police stations and emergency services, in their regular flying areas.

7.14 ATSB Contact Details

Canberra Central Office
GPO Box 967
Civic Square A.C.T 2608
Ph: 1800 011 034 or 02 6230 4408
Fax: (02) 6274 6434
Email: atsbinfo@atsb.gov.au

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