



NOTICE OF PROPOSED AMENDMENT 2020-01

Issue 01

Date of Issue: 18th February 2020

SUBJECT;

CAR PART IV – CAR-PAO PARACHUTE APPROVED ORGANISATION

REASON;

The GCAA IS INTRODUCING THE PARACHUTE APPROVED ORGANISATION REGULATION

The proposed initial entry into force date of the amendment is June 2020.

The layout and paragraph numbering may change through the NPA process; however the content will remain the same.

This notice is published to announce to the public this amendment and to entitle all concerned parties to:

1. Review the attached proposed regulation; and
2. Submit their comments online through the GCAA website within 60 days from the date of this NPA.

Comments must be submitted through the GCAA Website – E-Publication – Notice of Proposed Amendment, using the Action of “Submit NPA Feedback Request.”

Comments and Responses may be viewed in the Comments Response Document CRD pertaining to this NPA on the GCAA website.



CAR-POA - PARACHUTING APPROVED ORGANISATION

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FOREWARD

1. For the purpose of this regulation the competent authority shall be the General Civil Aviation Authority designated by the United Arab Emirates Federal Government, and known in this regulation as the “GCAA”.
2. “Acceptable Means of Compliance” (AMC) illustrate a means, but not the only means, by which the proposed requirement can be met. Organisations are required to comply with the AMC’s unless Alternative Means of Compliance have been accepted by the Authority.
3. “Guidance Material” (GM) is non-binding material that helps to illustrate the meaning of a requirement or specification and is used to support the interpretation of regulations or AMCs.



RECORD OF AMENDMENTS

Amendment	Date	Changes Introduced
Issue 01	February 2020	New regulation



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SUBPART A - GENERAL REQUIREMENTS

SECTION I - GENERAL

PAO.GEN.105 Competent Authority

For the purpose of this regulation, the General Civil Aviation Authority exercises oversight over PAO certified under this regulation.

PAO.GEN.100 Scope and Applicability

The purpose of this regulation is to set the standards for the conduct of parachuting activities, privilege granted by the GCAA through the issuance of Parachuting Approved Organisation (PAO) certificate.

PAO.GEN.115 Reserved

PAO.GEN.120 Application for a PAO Certificate

- a) The application for an PAO certificate or an amendment to an existing PAO certificate shall be made in a form and manner established by the GCAA;
- b) Applicants for an initial PAO certificate shall provide the GCAA with documentation demonstrating how they will comply with the minimum requirements established in this regulation. Such documentation shall include a procedure describing how changes not requiring prior approval will be managed and notified to the GCAA.

PAO.GEN.125 Means of Compliance

- a) Alternative means of compliance to the AMC adopted by the GCAA may be used by the PAO to establish compliance this regulation;
- b) When the PAO wishes to use an alternative means of compliance, it shall, prior to implementing it, provide the GCAA with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating that the applicable provisions of regulation is met;
- c) The PAO may implement these alternative means of compliance subject to prior approval by the GCAA.

PAO.GEN.130 Terms of approval and privileges of PAO

A certified PAO shall comply with the scope and privileges defined in the terms of approval attached to the PAO's certificate.

PAO.GEN.135 Changes to Organisations

- a) Any change affecting:
 - 1) the scope of the certificate or the terms of approval of the PAO; or
 - 2) any of the elements of the PAO's management system.
- b) For any changes requiring prior approval in accordance with this regulation, the PAO shall apply for and obtain an approval issued by the GCAA. The application shall be submitted before any such change takes place, in order to enable the GCAA to determine continued compliance with the regulation and to amend, if necessary, the PAO's certificate and related terms of approval attached



to it. The PAO shall provide the GCAA with any relevant documentation. The change shall only be implemented upon receipt of formal approval by the GCAA in accordance with Appendix 2 of this regulation.

- c) The PAO shall operate under the conditions prescribed by the GCAA during such changes, as applicable.
- d) All changes not requiring prior approval shall be managed and notified to the GCAA as defined in the procedure approved by the GCAA in accordance with Appendix 2 of this regulation.

PAO.GEN.140 Continued Validity

- a) The PAO's certificate shall remain valid for a maximum period of five years subject to:
 - 1) the PAO remaining in compliance with the Law and applicable relevant regulatory requirements, taking into account the provisions related to the handling of findings as specified under PAO.GEN.140;
 - 2) the GCAA being granted access to the PAO to determine continued compliance with Law and applicable relevant regulatory requirements; and
 - 3) the certificate not being surrendered or revoked.
- b) Upon revocation or surrender the certificate shall be returned to the GCAA without delay.

PAO.GEN.145 Access

For the purpose of determining compliance with the Law and applicable relevant regulatory requirements, the PAO shall grant access to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, whether it is contracted or not, to any person authorised by the GCAA.

PAO.GEN.150 Findings

After receipt of notification of findings, the PAO shall:

- a) identify the root cause of the non-compliance;
- b) define a corrective action plan; and
- c) demonstrate corrective action implementation to the satisfaction of the GCAA within a period agreed with the GCAA as defined in Appendix 2 of this regulation.

PAO.GEN.155 Immediate Reaction to a Safety Problem

The PAO shall implement:

- a) any safety measures mandated by the GCAA, according applicable procedures, and
- b) any relevant mandatory safety information issued by the GCAA, or directly applicable, including airworthiness directives.

PAO.GEN.160 Occurrence Reporting

- a) The PAO shall report to the GCAA, and to any other organisation required by the State of the operator to be informed, any accident, serious incident and occurrence as defined in applicable occurrence reporting regulations.
- b) Without prejudice to paragraph (a) the PAO shall report to the competent authority and to the organisation responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations and any occurrence that would highlight inaccurate, incomplete or



ambiguous information contained in the operational suitability data established in accordance with aircraft manufacture's requirements or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident.

- c) Without prejudice to applicable accident and incident investigation and safety occurrence reporting regulations, the reports referred in paragraphs (a) and (b) shall be made in a form and manner established by the GCAA and contain all pertinent information about the condition known to the PAO.
- d) Reports shall be made as soon as practicable, but in any case within 72 hours of the PAO identifying the condition to which the report relates, unless exceptional circumstances prevent this. Where relevant, the PAO shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified.
- e) An accident shall be reported to the GCAA Air Accidents Investigation Sector and the local Police if, between the time when anyone boards an aircraft with the intention of flight and such time as all have left it:
 - 1) anyone is killed or seriously injured while in or on the aircraft or by direct contact with any part of the aircraft, including any part which has become detached from it; or
 - 2) the aircraft incurs damage or structural failure; or
 - 3) the aircraft is missing or completely inaccessible.
- f) Accident which endangers, or which if not corrected would endanger, any civil aircraft, its occupants or any other person, shall be reported to the GCAA, these also apply to any defect or malfunctioning of such an aircraft or of a ground facility which may be used in connection with its operation;
- g) Any incident of a serious nature and any accident involving injury or damage to a third party shall be reported to the local Police, the PAO and the GCAA as appropriate;
- h) The GCAA requires the aircraft operator/ owner and PAO manager to raise a ROSI for any incident of a serious nature or accident involving injury or damage to a third party occurring at a parachuting display;
- i) A fatal accident shall be reported immediately to the Police and the GCAA Duty Accident Investigator.

AMC PAO.GEN.160 Occurrence Reporting

When it comes to occurrence related to aircraft operations - CAAP 22 should be used. When an occurrence is related to a parachutist after jumping from the aircraft, then only serious injury or death cases should be reported.



SECTION II – MANAGEMENT

PAO.GEN.205 Contracted Activities

- a) Contracted activities include all activities within the PAO's scope of approval that are performed by another organisation either itself certified to carry out such activity or if not certified, working under the contracting PAO's approval. The PAO shall ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or product conforms to the applicable requirements.
- b) When the certified PAO contracts any part of its activity to an organisation that is not itself certified in accordance with this regulation to carry out such activity, the contracted organisation shall work under the approval of the PAO. The PAO shall ensure that the GCAA is given access to the contracted organisation, to determine continued compliance with the applicable requirements.

PAO.GEN.210 Personnel Requirements

- a) The PAO shall appoint an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager shall be responsible for establishing and maintaining an effective management system and shall be accepted by the GCAA.
- b) A person or group of persons shall be nominated by the PAO and approved by the GCAA, with the responsibility of ensuring that the PAO remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the accountable manager;
- c) The PAO shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements;
- d) The PAO shall maintain appropriate experience, qualification and training records to show compliance with paragraph (c);
- e) The PAO shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.

AMC1 PAO.GEN.210 Personal Requirements

Depending on the PAO's size and complexity, an Operations Manager, Chief Instructor, Safety & Compliance officer or Examiners may be required. Their approval should be based on their qualifications and experience.

PAO.GEN.215 Facility Requirements

The PAO shall have facilities allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements suitable to the size of the operation.

PAO.GEN.220 Record-Keeping

- a) The PAO shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities conducted. Records shall be stored in a manner that ensures protection from damage, alteration and theft.
- b) All records shall be preserved for at least 5 years from the date of the last entry.
- c) The format of the records shall be specified in the PAO's procedures.



AMC1 PAO.GEN.220 Record-keeping

Proper records should be maintained of:

- a) parachute training;
- b) equipment;
- c) modifications;
- d) inspection;
- e) servicing;
- f) repairs;
- g) maintenance (including Automatic Activation Devices (AADs);
- h) packing of main and reserve parachutes;
- i) all incidents, parachute dropping problems, malfunctions and accidents; including weather briefings and NOTAMS of the day of the accident; and
- j) drop zone activity notifications.



SUBPART B - TECHNICAL REQUIREMENTS

PAO.TEC.105 Operator's Responsibility

- a) The PAO shall be responsible for the overall control of all aspects of their parachuting activities;
- b) The PAO shall ensure that aircraft in use for the purpose of parachuting activities are maintained in an airworthy condition and this responsibility cannot be transferred to another organisation. In the event that aircraft are intended to be hired or chartered, the PAO shall also ensure that such aircraft is operated legally;
- c) The Accountable manager shall be responsible for ensuring the delegation of responsibilities for the Pilot in Command and the Jumpmaster during the operation of aircraft;
- d) The PAO shall ensure all parachutists are competent, fit, and authorized to conduct parachuting operations safely, and having regard in particular to the parachutist's previous conduct and experience; and he/she meets the requirements of the PAO operations manual;
- e) The PAO shall ensure that persons other than parachutists, passengers, jumpmasters, and instructors are not allowed on a flight intended for parachute dropping.
- f) The PAO shall ensure the safe condition of all parachute equipment provided by them for use in parachuting activities under their control and for ensuring that such equipment is serviced, checked and inspected.
- g) The PAO shall ensure the aircraft used for the purpose of dropping of persons is:
 - 1) A6 registered or a foreign registered aircraft and comply with the GCAA airworthiness and operational requirements; and
 - 2) Authorised for the purpose of deploying persons as per operators' operations specifications and GCAA approved operation manual.

AMC1 PAO.TEC.105 Operators responsibility

If a foreign registered aircraft is to be utilized in the parachuting activities the aircraft operator/owner should obtain GCAA foreign Operators Affairs approval prior to the conduct of any Parachuting operations in the UAE; as well as have a valid C of A, and should be maintained to the standard of state of registry and approved by the GCAA for the purpose of parachute dropping.

AMC2 PAO.TEC.105 Operators Responsibility

All flights made for the purpose of parachute dropping should be authorized by the PAO as defined in the operational manual with the following:

- a) Aircraft has a valid Certificate of Release to Service (CRS), or there is evidence in the aircraft log book or Technical Log that the requirements of the maintenance schedule have been met;
- b) The serviceability state of the aircraft has been properly recorded and that the aircraft is serviceable for the intended flight.

AMC3 PAO.TEC.105 Operators Responsibility

In the event that aircraft are intended to be hired or chartered, agreement should be provided between the two parties, a copy of the agreement shall be provided to the GCAA upon request



GM PAO.TEC.105 Operators Responsibility

The requirements and procedures relating to A6 registered aircraft certification and maintenance, pilot qualifications, aircraft documentation, and aviation operating standards are prescribed in the relevant UAE CARs special operation and this regulation as appropriate.

PAO.TEC.110 Parachuting Operational Manual

- a) A parachuting operational manual shall be developed, maintained and approved by the GCAA. This manual and its amendments shall be approved by the GCAA and shall document how the PAO will comply with this Regulation, including all information and instructions that are necessary to safe operations;
- b) The PAO shall make available to every employee or person who is (or may be) engaged in parachuting activities.

GM PAO.TEC.110 Parachuting Operation Manual

A guide to the compilation of a Parachuting Operations Manual, including local SOPs, is given in Appendix 1.

PAO.TEC.115 Pilot Requirements

A pilot shall not act as Pilot in Command (PIC) on an aircraft intended for parachute dropping unless the pilot:

- a) Licence: Holds a valid pilot's licence for the class or type of aircraft to be flown including any ratings necessary for the flight to be undertaken as per CAR-FCL;
- b) Training: Has received ground instruction on parachute dropping techniques and procedures sufficient to enable him/her to perform their duties, including procedures to be followed in the event of emergencies. Such ground instructions shall be delivered by parachuting examiner.
- c) Recency: within the preceding 90 days, has made at least one flight involving parachutist dropping.

PAO.TEC.120 Aeronautical Information

The PAO shall ensure that personnel (employed or contracted) engaged in parachuting activities are up to date with latest aeronautical information published in the UAE AIP, NOTAMs and AICs.

PAO.TEC.125 Minimum Age for Parachuting

- a) Student Parachutist:
 - 1) who is 16 years or more but less than 18 years of age, shall not be permitted to make a jump unless a written permission from his/her parent or legal guardian is documented and kept on records.
 - 2) Who is under the age of 16 years shall not be permitted to make a parachute descent.
- b) Tandem Passenger who is below 18 years of age, shall not be permitted to make a descent unless he/she fits the harness and a written permission from their parent or guardian is documented and kept on records.
- c) Licenced Parachutist:
 - 1) who is below 16 years of age shall not be permitted to make a descent
 - 2) who is 16 years or more but less than 18 years of age, shall not be permitted to make a descent unless a written permission from his/her parent or guardian is documented and kept on records.



PAO.TEC.130 Medical

- a) all parachutists (including passengers) shall sign a medical declaration form prior to the jump;
- b) all declaration forms shall be kept on record.

GM.TEC.130 Medical

A medical declaration form should attest that the person intending for a jump does not have any medical decrease or unfit that may be incompatible with the jump activity.

PAO.TEC.135 Qualifications

- a) When the training of parachutists is to be undertaken, all personnel involved shall be appropriately qualified to perform their duties;
- b) Tandem instructors shall meet the following requirements:
 - 1) for tandem descents, other than evaluation/renewal descents, a Tandem Instructor shall hold a valid rating for the type of tandem parachute equipment to be used and shall have made at least one tandem descent in the 90 days immediately preceding the date of the intended descent.
 - 2) a Certificate of Experience (C of E) certifying not less than 40 tandem descents (not including descents as passenger), of which not less than 20 descents shall be on the type of tandem equipment to be used. The C of E should be endorsed in the parachutist's log book. The period of validity of a Tandem Instructor C of E is 12 months is required.
- c) Jumpmasters shall be a person who is trained with the basic emergency equipment, first aid and procedures of the aircraft to be utilized for the dropping of parachutists.

AMC1 PAO.TEC.135 Qualifications

- a) Only parachutists holding FAI 'C' Certificate, or equivalent, may be carried on evaluation/renewal descents.
- b) A Tandem instructor should conduct a satisfactory evaluation on the type of tandem equipment, in accordance with the manufacturer requirements and the PAO operation manual within the 6 months preceding the date of the intended descent.

GM PAO.TEC.135 Qualification

- a) The GCAA accepts Fédération Aéronautique Internationale (FAI) Parachutist Certificates or equivalence for the purposes described in this regulations;
- b) The GCAA recognizes equivalent qualifications issued or accepted by the representative or governing bodies of parachuting in other countries may also be recognized;
- c) A lapsed qualification may only be recognized if it can be shown that the necessary experience requirements for revalidation of that qualification have been met;

PAO.TEC.140 Training and Supervision

- a) When the training of parachutists is to be undertaken, all personnel involved shall be appropriately qualified to perform their duties;
- b) The responsibility for training and for the safe conduct and control of parachute descents is held by the PAO accountable manager;



- c) Managers, instructors, and jumpmasters shall be responsible for the training and supervision of all parachutists participating in activities under their control;
- d) All parachutists shall receive training and briefings appropriate to the planned descent, taking into account their experience and the equipment to be used;
- e) The PAO shall specify, in the approved Operational Manual, instructor/novice ratios appropriate to the type of training to be undertaken, taking into account the facilities available and novice knowledge level;
- f) All parachutists shall be trained in the drills to be carried out in the event of aircraft and parachuting emergencies;
- g) The PAO operation manager shall be present on a daily basis when parachuting is taking place including training;
- h) Student Parachutists shall have their equipment checked by a Basic Instructor and accepted by a Parachuting Instructor prior to emplaning;
- i) The parachuting Instructor responsibility shall check that student parachutists are equipped with suitable clothing and equipment;
- j) Student Parachutists shall be dispatched from the aircraft by a Parachuting Instructor appropriate to the level of the course taken;

PAO.TEC.145 Equipment

- a) All parachutists intending to make a descent shall be equipped with a minimum of two serviceable parachutes attached to a common harness, except Tandem passengers who shall be attached to a Tandem Instructor;
- b) Jumpmasters not intending to make a parachute descent shall be equipped with a minimum of one serviceable parachute and/or a suitable restraint harness securely attached to an aircraft strong point;
- c) Parachutes shall only be used if they are manufactured for use by sport parachutists by recognised parachute equipment manufacturers or riggers with the appropriate qualifications.
- d) Any Modifications to parachute equipment shall be carried out by a parachute equipment manufacturer or a rigger with the appropriate qualifications;
- e) All parachutists shall be equipped with suitable helmets, clothing, footwear and equipment appropriate to the type of jump and their experience. Until at least FAI 'C' Certificate or equivalent has been achieved, parachutists shall wear a rigid helmet with a hard shell; with the exception that Tandem Parachutists shall wear a 'French type' ribbed leather helmet;
- f) Static line parachute equipment for use by Student Parachutists shall incorporate a dropping bag which is integral with the static line;
- g) All parachutists shall use parachuting equipment that is fitted with an operational Automatic Activation Device (AAD) at least until they have completed the training phase and have been issued a licence;
- h) All AADs shall be installed in accordance with acceptable procedures and serviced in accordance with the manufacturer's requirements. They may be used in conjunction with either the main or reserve parachute, but shall only back up the manual operation.
- i) All Tandem parachute equipment shall be fitted with an AAD specifically designed for Tandem equipment.



- j) All parachutists on free-fall descents of more than 15 seconds shall be equipped with a suitable altimeter, securely mounted so that the parachutist can observe it without difficulty throughout the descent and set to indicate height above the PLA;
- k) **Ancillary equipment:** any objects which, if deployed, would constitute a danger to persons or property on the ground shall be securely attached to the parachutist. Only in cases of emergency should they be jettisoned.

AMC1 PAO.TEC.145 Equipment

- a) Any Modifications to parachute equipment shall be carried out by a parachute equipment manufacturer or a rigger with the appropriate qualifications;
- b) A prove of rigger qualification should be recorded

GM1 PAO.TEC.145 Equipment

A student parachutist have the right to accept or deny the equipment checked prior to descent

GM2 PAO.TEC.145 Equipment

The length of static lines and static line deployment bags shall be correct for the aircraft to be used and such equipment shall conform to any requirements imposed by the Aircraft Flight Manual or Flight Manual Supplements applicable to that aircraft. Static lines should be continuous from the deployment bag to the point of attachment in the aircraft.

PAO.TEC.150 Parachute Packing

- a) All parachutes shall have been inspected and packed within the 3 calendar months immediately preceding the date of use unless the parachute manufacturer dictates less.
- b) **Main Parachutes** shall be packed by, or under the supervision of, a person holding a valid Packing Certificate for the parachute being packed
- c) **Reserve parachutes** shall be packed by, or under the supervision of, a person holding a valid Packing Certificate for the parachute being packed.

AMC1 PAO.TEC.150

PAO may allow Intermediate Parachutists and Experienced Parachutists to pack their own main parachutes without hold a Packing Certificate (Log book endorsement will suffice). When packing is done under the supervision of a certified packer checks should be made at each stage of packing and the appropriate packing/record card should be signed at the time the checks are made;

PAO.TEC.155 Parachute Landing Areas (PLAs)

- a) PLA shall be suitable for the intended purpose.
- b) PLAs to be used by all designations of parachutists shall normally provide a large open space of reasonably level ground which can contain a circle, Acceptable to the GCAA;
- c) The PLA shall have a windsock or other means of indicating the surface wind direction. It shall be displayed so as to be visible to descending parachutists;
- d) All hazards associated with PLA shall be documented and mitigation actions to be submitted to the GCAA.



GM PAO.TEC.155 Parachute Landing Areas (PLAs)

The term 'Parachute Landing Area' (PLA) is used in order to draw a clear distinction between the area on the ground and 'dropping zone' (DZ), which is used to denote a portion of airspace;

PAO.TEC.160 Weather

- a) Parachute descents or the dropping of wind drift indicators shall only be made when the PLA is clearly visible from the aircraft and the aircraft is clear of cloud and with an in-flight visibility of not less than 5 kilometers.
- b) The strength and direction of the winds between 2,000 feet and the surface shall be determined prior to parachuting.

AMC1 PAO.TEC.160 Weather

The following maximum surface wind speed limits for parachutists are acceptable, although local circumstances may demand that more restrictive limits be adopted.

- a) Student Parachutists using round parachutes - 10 knots
- b) Student Parachutists using ram-air parachutes - 15 knots
- c) Intermediate, Experienced and Tandem Parachutists - 20 knots.

PAO.TEC.165 Ground Control

- a) The PAO shall establish adequate procedures for ground control to check and brief parachutists and DZ Control on procedures to ensure that first aid assistance is given to any parachutist needing it, and that emergency services are contacted when necessary;
- b) All parachutes shall be checked for being airworthy prior to conducting the jump and it is the responsibility of the ground controller to ensure that all requirements are met.
- c) The names of all parachutists, type of descent and other persons shall be entered on a designated manifest form before they embark in an aircraft; a copy of the manifest load sheet shall remain on the ground;
- d) The PAO shall provide adequate procedures for safety in the vicinity of aircraft as the following:
 - 1) A jumpmaster shall be nominated prior to embarkation of the parachutists;
 - 2) Unless alternative procedures are in force, the jumpmaster is to be responsible for the orderly embarkation/disembarkation of all parachutists;
 - 3) No person shall approach a moving aircraft;
 - 4) Parachutists shall not approach an aeroplane from forward of the wings;
 - 5) No person shall approach a helicopter unless they have received a thorough briefing on the dangers of rotors.

PAO.TEC.170 Dropping Zone (DZ) Control

- a) DZ Control shall be continuously established when parachuting is in progress.
- b) The DZ Ground Controller shall be PAO employee trained and responsible for conducting those duties, including the Emergency Response Plan, for the specific activities of the day and shall be continually on site while parachuting is in progress.



AMC1 PAO.TEC.170 Dropping Zone (DZ) Control

The activities of a drop zone controller should be controlled through adequate procedures in the PAO Operations Manual. The controller should be responsible to the accountable Manager for the safe operations and compliance during the parachuting operations.

AMC2 PAO.TEC.175 Dropping Zone (DZ) Control

The PAO should keep records of the following for at least 5 years:

- Briefing and checking of jumpers
- Manifest and load sheet
- Drop zone activity log

PAO.TEC.175 Safety in the Aircraft

- The pilot shall have overall command;
- All parachutists shall be briefed as to the emergency crash procedures and brace positions relevant to their seating or kneeling positions in the aircraft;
- The jumpmaster shall be responsible to the pilot for the control of the parachutists in the aircraft;
- The jumpmaster shall have a suitable knife available to him in the aircraft, for use in emergencies;
- Where parachutist restraints are fitted they shall be used during take-off and landing or otherwise as required by the aircraft Flight Manual or Flight Manual Supplement.
- All Tandem Passengers to be attached to the Tandem Instructor before takeoff and shall remain attached, except in the event of an aircraft emergency landing, where Tandem Instructors may have to separate from the passenger inside the aircraft.
- All parachutists equipped with helmets shall wear or secure the helmet during take-off and landing in aircraft.
- Parachutists shall not exit the aircraft until there has been a clear indication from the pilot, either visually or audibly, that the aircraft is in the correct configuration for exit.

PAO.TEC.180 Safety during Parachute Descents

The following are the minimum heights by which parachutists shall have their main parachute open:

- Student Parachutists using round parachutes - 2,000 feet AGL
- Student Parachutists using ram-air parachutes - 3,000 feet AGL
- Intermediate and Experienced Parachutists - 2,000 feet AGL
- Tandem Parachutists - 5,000 feet AGL
- FAI 'C' Certificate holders, or equivalent, on displays - 1,500 feet AGL

PAO.TEC.185 Unusual Parachuting Activity

Before any parachuting activity may take place that is not already covered by the terms of the Permission issued to the operator, either a variation or a special parachuting Permission shall be obtained from the GCAA.

AMC1 PAO.TEC.185 Unusual Parachuting Activity

All drops from an aircraft or any other devices that involves using a parachute which that are not part of this regulation are subject to the approval of the GCAA; Including all special jumps like:

- Demo's



- b) Night Jumps
- c) Water landing
- d) Flag Jumps

PAO.TEC.190 High Altitude Jumps

A special parachuting Permission shall be obtained from the GCAA before conducting any descent from more than 15,000 feet.

PAO.TEC.195 Cutaways

- e) Other than as an emergency procedure, Intermediate Parachutists and Experienced Parachutists may perform a cutaway using equipment incorporating three parachutes and designed for the purpose.
- f) Display cutaways shall only be performed by parachutists holding FAI 'C' Certificate, or equivalent.
- g) In planning any cutaway descent, careful attention shall be given to wind conditions and the availability of open areas so that any incidents affecting the safety of people on the ground may be avoided.

PAO.TEC.200 Base Jump Operations

Base jump operations are subject to the approval of the GCAA and are to be included and detailed in the PAO operation manual.

PAO.TEC.205 Third Party Contracting

- a) The PAO is permitted to contract elements of operations to a third party. In such cases the contracted organisation shall be approved to conduct such Operations.
- b) Any delegation of responsibilities from the PAO to a third party organisation shall be documented in an agreement and Approved by the GCAA.



APPENDICES

APPENDIX 1 - GUIDANCE ON COMPILATION OF A PARACHUTING OPERATIONS MANUAL/LOCAL SOPS

1) Purpose

- a. The purpose of a Parachuting Operations Manual is to provide to all persons involved, the necessary policy guidance and specific instructions for the carrying out of operations in a safe and proper manner and in accordance with the requirements.
- b. Operators are reminded to make the Manual available to everybody who may be involved in their parachuting activities.
- c. Operators are also responsible for training all personnel involved in parachuting operations in educating them and introducing to them their roles and responsibilities stated in the regulations.

2) Format

- a. Each copy of the Parachuting Operations Manual should normally bear a serial number, and a list of holders should be maintained by the person responsible for issuing amendments. Where this system is not used, an operator should have satisfactory alternative arrangements for controlling the issue and amendment of manuals. Each manual should bear a title and list of contents, giving a clear indication of its scope. At the front there should be an amendment page to indicate amendment number, date of incorporation and the signature or initials of the person(s) making the amendment. Amended pages should be dated. The arrangements of pages, sections, paragraphs, etc. should be orderly and systematic to facilitate immediate identification of any part of the subject matter. The standard of printing, duplication, binding, section dividers, indexing of sections, etc. should be sufficient to enable the document to be read without difficulty and to ensure that it remains intact and legible during normal use.
- b. The amendment of an operations manual in manuscript is not acceptable. Changes or additions, however slight, must be incorporated by the issue of a fresh or additional page, dated accordingly, on which the amendment material is indicated by a vertical line in the margin as shown to the left.

3) PAO Operations Manual guidelines

Section 1 Organisation and Control

- Terms of reference, duties and responsibilities of all those involved in the management of the operation must be clearly defined and the chain of responsibility firmly established. Key managerial and technical personnel must be nominated and their duties and responsibilities stated;
- Conditions under which parachuting training and operations may take place;
- Responsibility;
- Appropriate staffing;
- Ground control organisation.

Section 2 Designation and Classification of Parachutists

- This section should detail the designation and classification of parachutists. If the operation is to undertake the training of novice parachutists (including Tandem Parachutists) then the progression scheme for each type of training should be described, e.g. Conventional Basic Training, Accelerated Free Fall (AFF), Ram Air Progression System (RAPS), Tandem.



Section 3 Jumpmaster

- Qualifications and duties of a jumpmaster.

Section 4 Instructors

- Qualifications required of each type and grade of Instructor and Examiner;
- Tandem Instructor recency.

Section 5 Training

Ground training syllabus, including emergency drills and procedures;

- Instructor/novice ratios;
- Records;
- Regency requirements.

Section 6 Equipment

- Parachutes – general;
- Parachute equipment for students;
- Personal clothing and equipment;
- Instruments - altimeters - audible altitude warning devices;
- Radios;
- Automatic Activation Devices;
- Ancillary equipment, including cameras;
- Parachute packing/storage facility;
- Packing qualifications;
- Packing records;

Section 7 Parachute Landing Areas

- Definitions
- Approval
- Dimensions/restrictions
- Other requirements

Section 8 Parachuting Limitations

- Wind speed limits
- Opening heights
- Maximum altitude
- Number of parachutists in the air
- Unusual parachuting activity

Section 9 Flying

- Pilots
- Aircraft



- Aircraft Maintenance
- Flying Operations

Section 10 Safety

- Embarkation/disembarkation
- In the aircraft and in-flight emergencies
- Static line operation
- During free-fall, including malfunctions
- During descents under canopy
- Incident/accident reporting procedures
- Discipline
- Jump master basic emergency training and basic first aid courses

Section 11 Documentation

- Personal documents
- Operator's records
- Reports to be submitted



APPENDIX 2 – ORGANISATION OVERSIGHT

A. INITIAL CERTIFICATION PROCEDURE - ORGANISATIONS

1. General

1.1 Upon receiving an application for the initial issue of a certificate for an organisation, the GCAA shall verify the organisation's compliance with the applicable requirements.

1.2 When satisfied that the organisation is in compliance with the applicable requirements, the GCAA shall issue the certificate(s) to the organisation according applicable procedures. The privileges and scope of the activities that the organisation is approved to conduct shall be specified in the terms of approval attached to the certificate(s).

1.3 To enable an organisation to implement changes without prior GCAA approval in accordance with PAO.GEN.125, the GCAA shall approve the procedure submitted by the organisation defining the scope of such changes and describing how such changes will be managed and notified.

B. CHANGES TO CERTIFICATION - ORGANISATIONS

1. General

1.1 Upon receiving an application for a change that requires prior approval, the GCAA shall verify the organisation's compliance with the applicable requirements before issuing the approval.

1.2 The GCAA shall prescribe the conditions under which the organisation may operate during the change, unless the GCAA determines that the organisation's certificate needs to be suspended.

1.3 When satisfied that the organisation is in compliance with the applicable requirements, the GCAA shall approve the change.

1.4 Without prejudice to any additional enforcement measures, when the organisation implements changes requiring prior approval without having received GCAA approval, as defined at 1.1-1.3, the GCAA shall suspend, limit or revoke the organisation's certificate.

1.5 For changes not requiring prior approval, the GCAA shall assess the information provided in the notification sent by the organisation in accordance with PAO.GEN.125 to verify compliance with the applicable requirements. In case of any non-compliance, the GCAA shall:

(1) notify the organisation about the non-compliance and request further changes; and

(2) in case of level 1 or level 2 findings, act in accordance with Section C. and applicable procedures prescribed by the GCAA



C. FINDINGS AND CORRECTIVE ACTIONS - ORGANISATIONS

1. Findings

1.1 The GCAA, for oversight according applicable procedures, shall have a system to analyse findings for their safety significance.

1.2 A level 1 finding shall be issued by the GCAA when any significant non-compliance is detected with the Law or applicable regulatory requirements, with the organisation's procedures and manuals or with the terms of an approval or certificate which lowers safety or seriously hazards flight safety.

1.3 The level 1 findings shall include:

- (1) failure to give the GCAA access to the organisation's facilities as defined in ORA.GEN.030 during normal operating hours and after two written requests ;
- (2) obtaining or maintaining the validity of the organisation certificate by falsification of submitted documentary evidence;
- (3) evidence of malpractice or fraudulent use of the organisation certificate; and
- (4) the lack of an accountable manager.
- (5) the lack of required postholders.
- (6) Non-compliance with the approved Compliance system for the organisation

1.4 A level 2 finding shall be issued by the GCAA when any non-compliance is detected with the Law or applicable regulatory requirements, with the organisation's procedures and manuals or with the terms of an approval or certificate which could lower safety or hazard flight safety.

1.5 When a finding is detected during oversight or by any other means, the GCAA shall, without prejudice to any additional action required by applicable procedures, communicate the finding to the organisation in writing and request corrective action to address the non-compliance(s) identified.

2. GCAA Actions

2.1 In the case of level 1 findings the GCAA shall take immediate and appropriate action to prohibit or limit activities and, if appropriate, it shall take action to revoke the certificate or specific approval or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding, until successful corrective action has been taken by the organisation.

2.2 In the case of level 2 findings, the GCAA shall:

- 1) grant the organisation a corrective action implementation period appropriate to the nature of the finding as agreed with the GCAA that in any case initially shall not be more than 3 months. At the end of this period, and subject to the nature of the finding, the GCAA may extend the agreed period subject to a satisfactory corrective action plan agreed by the GCAA; and



- 2) assess the corrective action and implementation plan proposed by the organisation and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.

2.3 Where an organisation fails to submit an acceptable corrective action plan or to perform the corrective action within the time period accepted or extended by the GCAA, the finding shall be raised to a level 1 finding and action taken as outlined above in section 2.1.

The GCAA shall record all findings it has raised or that have been communicated to it and, where applicable, the enforcement measures it has applied, as well as all corrective actions and date of action closure for findings.