**BGA Ground Training Progress Card**

Name………………………………...................................Club……………………………………………......

Training may be provided by any person approved to do so by the pilots’ club.

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| Item | Confirmed training carried out | | |
|  | Trainer Signature | Trainee Signature | Date |
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| **Safety Procedures** |  |  |  |
| *Parachutes*  Care, checking before flight, putting on/taking off, storage |  |  |  |
| *Emergency equipment*  First aid kit location, fire extinguisher location, emergency phone location |  |  |  |
| *Routes to and from the launch points*  Driving and walking, lookout, what to do if an aircraft is approaching |  |  |  |
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| **Method of Training** |  |  |  |
| *Training format*  Briefings, instruction, handover/takeover protocol, debriefing, signposting objectives |  |  |  |
| *Training documents*  Personal record card, personal logbook, how to find club launch records |  |  |  |
| *Student pilot role in training*  Self-study, being ready to fly, importance of asking questions |  |  |  |
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| **Hangar and Preparation** |  |  |  |
| *Hangar unpacking and packing*  Access, supervision requirements, equipment, hazards, procedures |  |  |  |
| *Batteries*  Charging, installing and removing |  |  |  |
| *Daily inspection of club aircraft*  Who can do it, how to become qualified, how to carry out positive checks |  |  |  |
| *Cleaning*  Requirements, location of cleaning equipment, canopy cleaning |  |  |  |

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| **Powered aircraft** |  |  |  |
| *Propeller safety*  Hazards, do not touch propellers, stay clear of propeller arc |  |  |  |
| *Fuel safety*  Who can refuel aircraft |  |  |  |
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| **Ground handling** |  |  |  |
| *Moving aircraft by hand*  Where to push, pull or lift, which wing to hold |  |  |  |
| *Canopies*  Opening, closing, hazards |  |  |  |
| *Tail dolly*  Checking, attaching, removing |  |  |  |
| *Towing gliders*  Who can drive the vehicles, procedures, hazards inc leaving unattended gliders attached, obstacles, listening and lookout, which wing to hold |  |  |  |
| *One-man tow out kit*  Hazards, checks, use |  |  |  |
| *Parking gliders*  Which wing down, orientation to wind, use of tyres and tie downs |  |  |  |
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| **Launching** |  |  |  |
| *Cables and ropes*  Winch cable and hardware hazards, aerotow rope hazards, weak links |  |  |  |
| *Log keeping*  How*,* importance of accuracy |  |  |  |
| *Launch signalling*  Who can do it and how, who can shout ‘stop’ and why, what to do – or not do - if someone shouts stop |  |  |  |
| *Wing running*  Running the wing during a launch, hazards, eg wing tip loads |  |  |  |
| *Retrieving cables*  How to get trained, hazards |  |  |  |
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| **Club vehicles** |  |  |  |
| *Maintenance and preparation*  How to daily inspect, keys, refuelling/recharging, parking |  |  |  |
| *Driving*  Requirements, speed limits, lookout |  |  |  |
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| **Weather** |  |  |  |
| *Personal considerations including wind chill and sun*  Clothing, sunscreen, access to club supplied hats, etc |  |  |  |
| *Removing water from wings and canopies*  Why and how, care needed, location of equipment |  |  |  |
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| **Publications - awareness** |  |  |  |
| *Club flying rules and local procedures* |  |  |  |
| *BGA ‘Managing Flying Risk’ publication* |  |  |  |
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BGA November 2018