



**BRITISH PARACHUTE ASSOCIATION
EXPOSITION AND SCHEDULE OF APPROVAL
BY THE CIVIL AVIATION AUTHORITY**

Reference Number *GA/101/96*

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**BRITISH PARACHUTE ASSOCIATION
EXPOSITION AND TERMS OF APPROVAL
BY THE CIVIL AVIATION AUTHORITY**

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AMENDMENTS

Section	Page No.	Date	Section	Page No.	Date
INDEX	(i)	Jan 2015	SEC 5	12	Jan 2006
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Exposition/Statement	1	Jan 2011	SEC 5	15	Jan 2006
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SEC 3	4	Jan 2015	Appendix A (1-7) (Articles of Assc.)		Jan 2016
SEC 3	5	Jan 2015	Appendix B (i-ii)	Form 160	Nov 2014
SEC 3	6	Jan 2015	Appendix C (1-12)	Form 170	Dec 2014
SEC 4	7	Jan 2015	Appendix D (i-ii)	Form 171	Jan 2011
SEC 4	8	Jan 2015	Appendix E	Form 282	Jan 2014
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SEC 4	10	Jan 2015	Appendix G	MoU	Nov 2014
SEC 4	11	Jan 2015	Appendix H	Policy Letter	Oct 2014

Section, page number and date reference each page of this document. The latest amendment date can be cross-referenced to the amendment page list above. All holders of this exposition document will be sent amended pages whenever necessary. **It is of the utmost importance that amended pages are incorporated into this document immediately and that succeeded pages are discarded.**

The person responsible for the administration of the exposition amendment system is the BPA Technical Officer, who may be contacted via the British Parachute Association headquarters.

**British Parachute Association Ltd, 5 Wharf Way, Glen Parva, Leicester, LE2 9TF.
Telephone No: 0116 2785271, Fax No: 0116 2477662, e-mail:skydive@bpa.org.uk**

THE EXPOSITION - STATEMENT

This Exposition defines the organisation and procedures upon which CAA Approval, reference number; *GA/101/96* is based.

The purpose is to describe and define the responsibilities, control, and inspection procedures of the BPA, which assure compliance with the terms of approval granted by the CAA.

It is accepted that the procedures of the BPA do not override the necessity for compliance with the Air Navigation Order (ANO), applicable EC/European Aviation Safety Agency (EASA), British Civil Airworthiness Requirements (BCARs), Airworthiness Notices and other Regulations enabled under the Civil Aviation Act or Joint Aviation Requirements (JARs) as appropriate, or other requirements published by the CAA from time to time.

Signed

Martin Soulsby
Chair BPA Council.

SECTION 1

INTRODUCTION

1. History

The British Parachute Association has been in existence since 1961, and was incorporated as a not-for-profit company limited by guarantee in 1966; British Parachute Association Ltd, registered in London no 875429, hereafter referred to as British Parachute Association (BPA). The BPA has, for many years, been formally recognised as the national governing body for sport parachuting by the UK Sport, the Royal Aero Club of the United Kingdom and the Fédération Aéronautique Internationale, FAI – The World Airsports Federation.

From a regulatory perspective the Civil Aviation Authority (CAA) has always overseen the BPA's activities. The nature and extent of this regulatory relationship has varied over the years being dependent upon the requirements of current statutory legislation.

At the present time the Air Navigation Order (ANO) places a responsibility on the CAA to exercise a regulatory function over parachuting activity in the United Kingdom. Within the scope of this responsibility it is empowered to approve persons or organisations to carry out regulatory tasks on its behalf, subject to certain formal requirements.

The Civil Aviation Authority approved the British Parachute Association for these purposes on 28th March 1996.

2. Function

Under the terms of this Approval the BPA may make recommendations to the CAA for the issue of Permissions to Parachute Training Organisations and parachute display teams (Article 244 of the ANO, 2014).

3. Objectives

The aims and objectives of the BPA are outlined in the Articles of Association. (**Appendix A**).

It should be noted that the term 'sport parachuting' does not necessarily include all activities which involve parachutes. The BPA Operations Manual does not relate to activities such as Paragliding or Fixed Object jumping.

4. Distribution

This Exposition and Schedule of Approval will be retained at the BPA Office and by the Civil Aviation Authority (CAA).

SECTION 2

PREMISES AND UNDERTAKINGS

1. Address

The headquarters premises of the British Parachute Association are situated at:

**Wharf Way
Glen Parva
Leicester
LE2 9TF**

www.bpa.org.uk

Telephone: 0116 278 5271

Facsimile: 0116 247 7662

e-mail: skydive@bpa.org.uk

2. Headquarters Building

The headquarters premises is a detached two storey building having a combined floor space of 2495 sq feet and accommodates a staff of around seven people. It is wholly owned by the BPA.

3. Undertakings

The majority of the BPA's administrative work is undertaken at the headquarters building. This work includes maintenance of all membership records, which includes records relating to training and qualification of instructors, pilots, riggers and parachute packers. It also includes the compilation and dissemination of administrative and safety information.

The majority (though not all) of the work of the Association's various committees is carried out on the premises, as is the preparation of the minutes of those meetings. In particular it is the main venue for the BPA Council meetings.

All general financial administration is undertaken at the premises.

4. Alternative Locations

The BPA does not own or permanently occupy any other locations. It does, however, have many functions undertaken at alternative locations. In particular instructor training courses and BPA sponsored competitions are held at affiliated parachute training organisations. It also hires alternative locations for events for which the HQ building is not large enough to hold. These events include Annual General Meetings, occasional large Committees of Council meetings and conference events.

SECTION 3

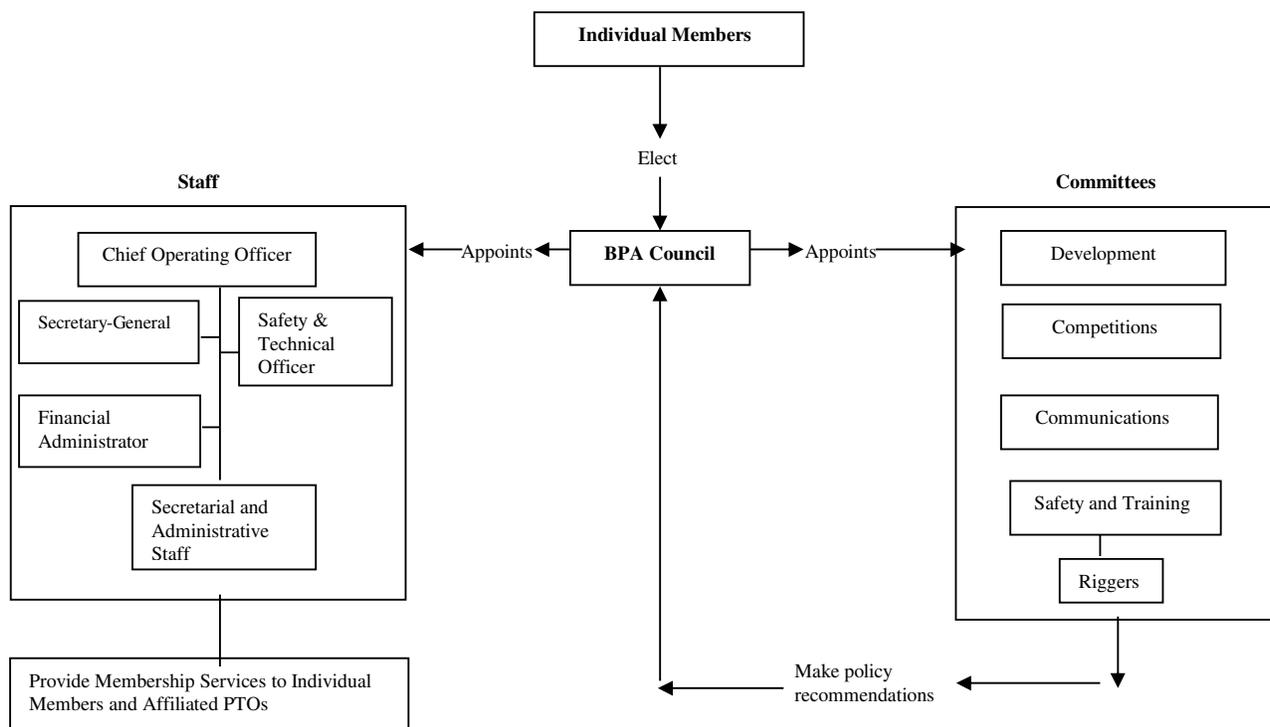
ORGANISATION AND PERSONNEL

1. General

All major policy decisions emanate from BPA Council either directly or via recommendations of Council Committees, which are ratified by Council. These decisions are minuted, and minutes approved at subsequent meetings after prior circulation. Decisions may also be taken at general meetings of members.

The decisions are actioned either directly by Council members or are referred to senior permanent staff for action. Permanent staff exercise their own discretion over day to day matters, but ultimately the Chief Operating Officer is responsible for staff actions.

Established procedures (e.g. the organisation of Instructor Training Courses) are co-ordinated directly by the permanent staff who report on these directly to Council or the appropriate committee.



2. Specialised Interest Groups

There are also Specialised Interest Groups (SIGs) whose function is to act as information sharing forums whose input may also be of use to the main BPA committees. They do not have any executive authority but are run by the main BPA committees that do. The Chair of each SIG is usually the Chair of the main Committee associated with that particular specialism. There are four main SIGs

<u>SIG</u>		<u>MAIN COMMITTEE</u>
Competition Judges	-	Competitions Committee
Drop Zone Operators	-	Development Committee
Display Teams	-	Safety and Training Committee
Pilots	-	Safety and Training Committee

3. Senior Personnel. Terms of Reference/Responsibilities

3.1. BPA Chair

The BPA Chair co-ordinates the activities of Council in the execution of their responsibilities as defined in the Articles of Association (**Appendix A**), or otherwise as adopted in the course of Council business. This includes the task of ensuring that effective co-ordination is achieved throughout the Association in its compliance with the relevant safety requirements placed upon it within the terms of the CAA Approval.

3.2. Vice Chair

To deputise for the Chair as necessary.

3.3. Chair of Safety and Training Committee

Is responsible to the Association via Council for ensuring that the business of the Safety and Training Committee (STC) is conducted according to the STC Terms of Reference and Rules of Procedure (**Appendix B**).

3.4. Chief Operating Officer (COO)

Is responsible to the Association for supporting the BPA Council in the satisfactory management of the Association's affairs and assisting the Council in the formulation of Policy. The COO is tasked with taking an active role in the necessary liaison with bodies such as the CAA, UK Sport and any other Government or outside agencies with whom the Association should maintain contact.

The COO is responsible for the administration of the BPA Exposition and for ensuring the functions for which the BPA is approved are carried out in accordance with the terms of CAA Approval. The COO must ensure that the Association's regulatory documentation is maintained and updated as necessary. The Secretary-General, Financial Administrator, secretarial and administration staff assist the COO in these tasks.

3.5. Safety & Technical Officer (STO)

Is responsible to the Association for safety matters and for ensuring that various instructor courses are conducted in line with BPA policy. The STO must ensure that accidents/incidents are investigated as necessary and that Boards and/or Panels of Inquiry are instigated when required.

Note: When necessary the COO or the STO may each act as deputy for the other.

SECTION 4

PROCEDURES

1. **General Procedural Process**

'The' British Parachute Association is governed by a Council of up to fifteen members who are elected annually. The conduct of this Council is governed by the terms of the Articles of Association (**Appendix A**). Much of its work is conducted by Committees of Council, which are created by Council to manage affairs within the various operational areas. All Committees of Council are answerable to Council and must have all their decisions ratified by Council.

The Council is answerable to the wider membership of the BPA who elect it.

There are approximately seven permanent staff employed by the Association who are answerable to Council via the COO, who is the senior member of the permanent staff. The extent of their responsibilities is determined by contract.

2. **Safety and Training**

All matters relating to safety and training are dealt with by the Safety and Training Committee (STC). The issues it considers are referred by the Chief Instructors of Affiliated Parachute Training Organisations (PTOs), by the BPA Council, by BPA Staff or by the CAA. The decisions it makes are subject to ratification by BPA Council.

The terms of reference and rules of procedure for the Safety and Training Committee are set out in BPA Form 160 (**Appendix B**).

3. **Equipment and Rigging**

Specialist matters relating to equipment or rigging are dealt with by the Riggers Subcommittee. This is a sub-committee of the Safety and Training Committee, and must have its decisions ratified by that Committee.

4. **Aircraft and Pilots**

Specialist matters relating to aircraft or pilots are dealt with by the STC with appropriate input from pilots and the pilots' SIG.

5. **Qualification Process**

The process for the qualification of instructors, riggers and examiners is outlined in the BPA Operations Manual.

6. Evaluation/Examination appeals

The process for appealing against qualification evaluation decisions is outlined in the BPA Operations Manual.

7. Approval/Recommendation Appeals

- 7.1 In the event that any circumstances cause an unfavourable report or recommendation to be made to the CAA, which may result in a Permission not being issued or being withdrawn, then the organisation or individuals concerned may appeal against such report or recommendation.
- 7.2 In the first instance an appeal will be made to STC. If the organisation or individual concerned is dissatisfied with the outcome of this appeal, then a further appeal may be made directly to Council in accordance with the BPA grievance procedure as set out in BPA Form 282 (**Appendix E**).
- 7.3 Appeals both to STC and Council must be made in writing and must state the reason for appeal. The Appeal decisions by STC and Council must also be given in writing and must state the reason for the Appeal decision.
- 7.4 Any appeal against a final decision of Council must be made in accordance with the BPA grievance procedure (see 7.3 above).
- 7.5 **It must be stressed that an appeal cannot be made to the CAA with regard to BPA Council decisions in such matters.**

8. Disciplinary Procedures

Disciplinary processes are referred to in the BPA Operations Manual and BPA Form 256 – Disciplinary Procedure (**Appendix F**).

In general the process of disciplinary action is as follows:

- 8.1 The possible need for disciplinary action will either be initiated during a committee discussion or will be specifically referred by an appropriate source (BPA Officer, Board of Inquiry, Instructor, CAA, Police etc).
- 8.2 The Chair of STC may, in consultation with the COO and/or STO deal with a disciplinary matter in a number of ways:
 - 8.2.1. It may be dealt with informally by way of a letter setting out the allegation/breach and, if appropriate, advising the instructor as to their future conduct, or
 - 8.2.2. The allegation may be referred to STC to decide if a formal Tribunal (**Appendix F – Form 256**) is required, or
 - 8.2.3. Form a Panel of Inquiry (**Appendix B – Form 160**) to investigate the matter further.

9. Disciplinary Measures

As far as individuals are concerned disciplinary measures may include a written reminder of responsibilities, the suspension or withdrawal of a rating or qualification, the imposition of a fine or compulsion to financial reparation, or expulsion from the Association. As far as Affiliated PTOs and Registered Display Teams are concerned, measures may include the imposition of financial penalties or the withdrawal of Affiliated or Registered status. Other measures include the withdrawal of a recommendation to the CAA for the issue of a Permission.

10. Audit/Inspection Procedures

- 10.1 During the period of validity of a Permission held by an Affiliated PTO or Registered Display Team the BPA will require to make periodic audits/inspections of that organisation's facilities and procedures. This will be for the purpose of assessing that organisation's competency to secure acceptable levels of safety in parachuting activities and associated aircraft operations in order that the BPA may furnish a report to the CAA and make recommendations regarding the grant, renewal or continuation of parachuting Permissions.
- 10.2 PTOs will normally be audited at intervals not exceeding three years and more frequently if this seems appropriate or necessary.
- 10.3 Display Teams will be audited/inspected by sample visits to display locations.
- 10.4 Audits/Inspections will be carried out by the COO and/or the STO, or at least two BPA Instructor Examiners (IEs) nominated by them. A BPA Pilot Examiner (PE) will also be included in the inspection team where practicable. A CAA Officer and Surveyor may accompany these inspectors.
- 10.5 The BPA audit/inspection Forms 170 and 171 (**Appendices C & D**) will form the routine basis of an inspection but do not restrict audits/inspections solely to the items mentioned.
- 10.6 The scope of Audits / Inspections will also be governed by additional agreements with the CAA in the form of Memoranda of Understanding or Policy Letters. The ones currently in place are included in **Appendices G & H**.
- 10.7 The BPA will maintain an audit/inspection file for each PTO or team. A schedule of audit/inspection frequencies will be maintained on a summary sheet and included in each file.
- 10.8 A report will be raised on every audit/inspection and held in the PTO file.
- 10.9 If an auditor/inspector makes a visit to an operator, which does not result in a check report being generated, the visit should nevertheless be recorded on the report summary sheet and any significant information gathered should be recorded on the file.

- 10.10 If, as a result of an audit/inspection, a follow up letter to an operator is required such letters will only be sent by a permanent senior officer of the BPA in consultation with the auditor(s)/inspector(s) concerned.
- 10.11 Whenever a parachuting display is observed, a Parachute Display report should be completed and held on the team's audit/inspection file. Any follow up action required will be initiated via the COO or the STO.

11. Breaches of Legal Requirements

If an apparent breach of legal requirements (e.g. contravention of BPA Operations Manual or ANO requirements) becomes known to a BPA Officer then such a breach must be recorded on the organisation's file.

In the event of an apparent breach which:

- a) raises doubt concerning the safety of any continuance of parachuting operations;
- b) reflects a wilful disregard for safety regulations; or
- c) in any event when the BPA considers it appropriate,

CAA will be informed forthwith.

In any other case a follow up letter must be sent to the person and/or the organisation concerned requiring compliance with such requirements and stating subsequent failure to comply with requirements will result in the matter being brought to the attention of the CAA.

12. Approved Signatories

Recommendations and reports made to the CAA by the BPA under the terms of the CAA Approval must bear two signatures from those office holders listed below. One of these signatories shall be a BPA Examiner.

- a) CHIEF OPERATING OFFICER
- b) SAFETY AND TECHNICAL OFFICER
- c) CHAIR OF BPA
- d) VICE CHAIR OF BPA
- e) CHAIR OF SAFETY AND TRAINING COMMITTEE

The signatures of the above post holders will only be valid when CAA form AD458 has been submitted in duplicate in respect of the individuals concerned and accepted by the CAA.

13. Operations Manual Amendment

Variations from, or amendments or alterations to, the BPA Operations Manual must be the subject of formal application to and acceptance by the Council of the BPA, usually via the STC and only after the application has been debated. Because of the need for prompt action in some circumstances the decisions of the STC will be considered as having the immediate approval of the Council unless the Council subsequently rescinds those decisions.

A proposal for alteration, amendment or variation from the requirements of the Operations Manual may only be made by BPA Council, BPA Senior Staff, serving members of STC, BPA Examiners, or Officers of the CAA General Aviation Department. Any other individual or agency requesting a change to the Operations Manual must first obtain sponsorship from any of these quarters.

Amendments or additions to the Operations Manual may also be required under Article 83(5) of the ANO (2010).



SECTION 5
TERMS OF APPROVAL

Reproduced here is the certificate, Conditions and Schedule of Approval. Reference Number GA/101/96. Issued to the BPA by the CAA.

Air Navigation Order 2005
Article 165

Page 1 of 4

UNITED KINGDOM
CIVIL AVIATION AUTHORITY
AIR NAVIGATION ORDER
APPROVAL

REFERENCE NUMBER GA/101/96

Pursuant to the Air Navigation Order for the time being in force and subject to the Conditions annexed hereto, the Civil Aviation Authority hereby approves

BRITISH PARACHUTE ASSOCIATION LIMITED

as a person who is qualified to furnish reports to the Authority in relation to matters specified in the attached schedule.

This Approval shall remain in force unless suspended, revoked or varied.

Michael Vinar

for the Civil Aviation Authority

Date: 25 January 2006



CONDITIONS

- 1 The holder of this Approval shall comply with the terms of the Exposition submitted by the organisation and approved by the Civil Aviation Authority (herein referred to as 'the Exposition').
- 2 Reports and recommendations shall be made in accordance with paragraph 2 of the attached Schedule of Approval.
- 3 The signatories of reports and recommendations from the British parachute Association (BPA) shall be as identified in the Exposition.
- 4 The BPA shall submit reports to the Civil Aviation Authority (the CAA) on parachuting incidents and accidents and shall make statistical returns of parachuting activity involving BPA Affiliated Clubs, Centres and Registered Display Teams.
- 5 The address of the organisation is

**WHARF WAY
GLEN PARVA
LEICESTER
LE2 9TF**

Checked:



Second Issue

Date: 25 January 2006

CIVIL AVIATION AUTHORITY

SCHEDULE OF APPROVAL

Approval granted to the British Parachute Association Limited
5 Wharf Way, Glen Parva, Leicester, LE2 9TF

1 PURPOSE OF APPROVAL

The purpose of this Approval is to enable the CAA to accept recommendations from the BPA in respect of applications for the grant and renewal of parachuting Permissions for BPA Affiliated Clubs, Centres and Registered Display Teams, according to the Terms of Approval set out below. In addition, the BPA may provide any other reports or advice in relation to parachuting matters that may from time to time be requested by the Authority.

2 TERMS OF APPROVAL

This statement defines the functions for which the BPA is approved by the CAA. This approval is conditional upon the BPA complying with the conditions specified by the CAA and the procedures contained in the Exposition.

2.1 Criteria

Reports and recommendations which the BPA may make within the terms of the Approval lie within the following criteria:

- (a) Regarding the fitness and competence of applicants for grant or renewal of parachuting Permissions, required by Article 67 of the Air Navigation Order 2005 in accordance with the CAA's requirements as specified in CAP 660 "Parachuting".
- (b) Regarding the provision of any other reports or advice requested by the Authority – in accordance with such other requirements as may from time to time be specified in writing by the Authority.

2.2 Functions for which the BPA is approved

- (a) To make recommendations to the CAA regarding the fitness and competence of applicants for grant or renewal of parachuting Permissions.

Checked:

Second issue



Date: 25 January 2006

CIVIL AVIATION AUTHORITY

SCHEDULE OF APPROVAL

Approval granted to the British Parachute Association Limited
5 Wharf Way, Glen Parva, Leicester, LE2 9TF

- (b) To make reports on the continued competency of Permission holders and on the adequacy of Permission holders' organisation and procedures to secure acceptable levels of safety in parachuting activities and associated aircraft operations.
- (c) To verify the adequacy of Permission holders' procedures for keeping instructions and information in parachuting operations manuals, including local Standard Operating Procedures, under review; also Permission holders' arrangements for making amendments as necessary.
- (d) To verify the adequacy of Permission holders' arrangements for bringing the operations manual, including local Standard Operating Procedures to the attention of employees and others.
- (e) To verify that Permission holders' local Standard Operating procedures include instructions to operating staff and parachutists, as required by CAP 660.
- (f) To make reports to the Authority, following assessment of documentation, other evidence and/or the applicant, on the competency of candidates/instructors holding foreign or other parachuting qualifications.
- (g) To confirm to the Authority the suitability for purpose of all types of sport parachuting equipment for use in the United Kingdom, including any modifications and repairs to such equipment.
- (h) To make reports to the Authority on parachuting incidents and accidents and to make statistical returns regarding parachuting activity.
- (i) To make reports on the operational suitability of individual aircraft types for the purpose of parachute dropping, including recommendations as to whether parachutist restraints are appropriate in each type.
- (j) To provide to the Authority any other report or advice, in relation to parachuting matters, that may from time to time be requested.

Checked

Second Issue



Date: 25 January 2006

SECTION 6

TASK SCHEDULE

The functions for which the BPA is approved under para 2.2 of Section 5 (Terms of Approval) will be executed in the following manner:

1. The BPA will make recommendations to the CAA for the grant or renewal of Permissions regarding those 'member' organisations that continue to meet the terms of their affiliation or registration and any other conditions that the Association may impose.
2. Reports on the continued competency of Permission holders and on the adequacy of Permission holders' organisation and procedures to secure acceptable levels of safety in parachuting activities and associated aircraft operations, will be by assessment of inspections carried out by authorised BPA Officers and on the assessment of reports submitted to the BPA directly from organisations themselves (e.g. Injury/Incident reports) or from other relevant agencies (e.g. Police, Local Authorities).
3. Verification of the adequacy of Permission holders' procedures for keeping instructions and information in the Operations Manual and local Standard Operating Procedures under review, also Permission holders' arrangements for making amendments as necessary will take place during the course of inspections carried out by authorised BPA Officers.
4. Verification of the adequacy of Permission holders' arrangements for bringing the Operations Manual and local Standard Operating Procedures to the attention of employees and others will take place during the course of inspections carried out by authorised BPA Officers.
5. Verification that Permission holders' local Standard Operating Procedures include instructions to operating staff and parachutists as required by CAP660 and/or the BPA Operations Manual will take place during the course of audits/inspections carried out by authorised BPA Officers.
6. The BPA may make reports to the Authority, following assessment of documentation, other evidence and/or the applicant on the competency of candidates/instructors holding foreign or other parachuting qualifications. Such reports will be made following whatever assessment/evaluation requirements are deemed necessary by STC.
7. The BPA may confirm to the Authority the suitability for purpose of all types of sport parachuting equipment for use in the United Kingdom, including any modifications and repairs to such equipment. This confirmation will be based on the requirements laid down in the BPA Operations Manual.

- 8.** The BPA may make reports to the Authority on parachuting incidents and accidents and may make statistical returns regarding parachuting activity. These will be based only upon information provided in routine incident or accident returns, or upon information provided by formal BPA Panels of Inquiry or BPA Boards of Inquiry. Statistical reports will only be based upon official BPA returns or on surveys officially approved or accepted by the BPA.
- 9.** The BPA may make reports on the operational suitability of individual aircraft types for the purpose of parachute dropping, including recommendations as to whether parachutist restraints are appropriate in each type. These reports will only be made by the COO or STO, in consultation with a BPA Examiner, a BPA Pilot Examiner and the Chairman of STC.
- 10.** The BPA may provide the Authority with any other report or advice in relation to parachuting matters that may from time to time be requested. This will take place only with the approval of the COO and/or the STO and at least one member of Council.