



AFF Instructor Hand Book



AFF-AHB

Part I (AFF Instruction) and Part II (AFF Instructor training)

(Version 7)

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Preface

The aim of the AFF Instructor Hand Book (AFF-AHB) published by the authorised associations (Deutscher Fallschirmsportverband e.V. and Deutscher Aero Club e.V.) is to provide an up-to-date hand book for all AFF Instructors and their Examiners. It is also expected that the publication of requirements by the authorised associations will result in consistent training standards.

The Deutscher Fallschirmsportverband (DFV) and the Luftsportgeräte-Büro (LSG-B) of the German AeroClub (DAeC) consider this AFF-AHB part of the Training Permission and a foundation for professional initial and ongoing training of AFF Examiners, AFF Examiner Candidates, AFF Instructors and AFF Instructor Candidates.

The AFF-AHB is builds on the foundations of the Instructor Hand Book (AHB) and only covers those aspects relevant to AFF instruction. For reference to all other instructional, organisation or other aspects of parachutist training please use the current AHB.

This version of the AFF-AHB is an extensive collection of up-to-date knowledge about AFF instructor training as well as the legislation, regulations, and guidelines on which it is based. It illustrates a flexible training programme which makes sport parachuting easily accessible to all new entrants into the sport.

Furthermore, the AFF-AHB addresses the modern student parachutists who expect fast results even though they do not necessarily wish to continue to gain their skydiving licence and fully enter the sport as a fun jumper or competitor.

The AFF-AHB enables all skydiving instructors to conduct learning-objective focused AFF instruction courses. It favours a high safety standard for AFF instruction and AFF Instructor training and examination. At the same time, the AFF-AHB also allows the Course Directors and examiners freedom to conduct their courses in their own style and only prescribes definitive actions for safety related elements.

Ultimately, the diligence and care of the AFF Instructors AFF Examiners and supporting instructional staff will dictate the quality of AFF instruction in Germany. The current AFF-AHB is intended to contribute to the technical elements of quality assurance.

The authorised associations would like to thank all contributors for their technical contribution.

On behalf of the authorised associations and the AFF Examiner Conference
Frank Carreras, John Georgi, Dieter Kinast & Ralph Schusser



Notes:

Since 2004 the AFF-AHB uses predominantly male pronouns in its German version. This is solely for ease of reading. It is intended to address all genders equally.

The authors of the AFF-AHB are grateful for the suggestions received in relation to form and content of this volume.

Every instructor is encouraged to contribute to this handbook so that it can continue to meet its objective, a working document for practical application, based on practical experience.

Should any changes to this AFF-AHB Instructor Hand Book be necessary, the relevant page will be revised and reissued.

The intention is that content of the Instructors Hand Book AHB Part 1 is not repeated in the AFF-AHB Part 1. Cross references to the Instructor's Hand Book AHB Part 1 should be made when appropriate.

The current valid version is located in the Download area of the websites of the authorised associations.



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Abbreviations

AFF	Accelerated Free-Fall
AFF LLG	AFF Instructor Course (Lehrerlehrgang)
AFF LP	AFF Instructor Exam (Lehrerprüfung)
AGL	Above Ground Level
AHB	Instructor Hand Book (Ausbildungshandbuch)
GND	Height above ground in metres
HE	Hard exit
HK	Altitude check (Höhenkontrolle)
HMK	Altimeter check (Höhenmesserkontrolle)
InSiTa	Information and Safety Conference (Informations- und Sicherheitstagung)
KF	Canopy flight (Kappenflug)
KFK	Canopy check (Kappenfunktionskontrolle)
MOD	Main Override Device
QNW-AFF-EA	Qualification Certificate for AFF Examiner Candidates (Qualifikationsnachweis für AFF-Examiner-Anwärter)
QNW-AFF-LA	Qualification Certificate for AFF Instructor Candidates (Qualifikationsnachweis für AFF-Lehrer-Anwärter)
RP	Ripcord/Pilot chute throw
SF	Canopy flight (Schirmfahrt)
SG	Dummy handles (Scheingriffe)
SS	Spin stop
TO	Turn over



Introduction

This hand book sets out how to instruct sport parachuting using the AFF method.

AFF is an abbreviation of Accelerated Free Fall.

In “Annex A: Guidelines for the instruction and examination of air sports equipment pilots” for (single seater) parachute systems can be found in the “AHB - Sport Parachuting Part I Chapter 4” which also apply to AFF students.

History

Towards the end of the 1970s, formation skydiving competencies had developed sufficiently to open up a new form of instructing student parachutists.

Kenneth F. Coleman jr. is considered the inventor of the AFF approach to instructing. He started his jumping career in 1969 at a dropzone near Kalamazoo, Michigan, USA. He was an instructor there. In 1973 he founded a 4-way team with three of his students, the “Rainbow Flyers” with whom he won the US National Championships in 1974 and 1976 and the subsequent World Cup. In 1975 the team even won the 4-way gold medal in the first Relative Work World Championship in Warendorf/Germany and the US National Championships.

During this time, Ken Coleman and his team opened their own drop zone and parachute school to finance their team training. From then on, Ken Coleman earned his living from skydiving. He worked for a company which developed the first tandem system and later for another business that offered some of the first tandem jumps.

Ken Coleman recognised that the time had come for a new method of instructing student parachutists benefiting from the development in the sport overall. Experiments of various “harness hold methods” were conducted in the US. Ken Coleman’s “Accelerated Free Fall” turned out to be the most successful. Soon after developing it, Ken Coleman received the necessary permission from the USPA Board of Directors, excepting him and his students from the Basic Safety Regulations (which at the time required 5 static line descents).

By the end of 1980 the AFF programme was fully developed with the help of Gary Dupuis, Hoot Gibson, Rocky Evans, T.K. Donle, Charlie Kinlin, John Robbins, Mike Johnston, Jim Mowrey and others.

Ken Coleman was a bit reserved about his newly developed instructional method. It was clear that instructors could not be trained remotely for this kind of instruction. A standardised AFF Instructor training and examination course needed to be devised.

In 1981 the USPA officially recognised AFF and selected Ken Coleman to travel from drop zone to drop zone through the country to train instructors and help parachute schools to establish AFF courses.

Unfortunately, Ken Coleman died in 1981 following a balloon crash. His programme didn't die with him, he had already infected enough other people with his enthusiasm.

In the first five years, about 6,000 AFF students were trained without accident and about 90% of them remained in the sport.



AFF courses have existed in Germany since 1985. Initially, AFF courses were limited to two parachute schools, Colibri (Ampfing) and Aero Fallschirmsport (Kassel-Calden); however opened up to others towards the end of the 1980s following the good experience at these two schools.

Training and examination of the first German AFF Instructors was under USPA rules and by the School of Human Flight, run by Roland Hilkiker (Switzerland) and were recognised in Germany. The first AFF Instructor Course and AFF Instructor Exam was run by Don Yahrting and Johannes Graile in Ampfing in 1993.

“I wanted to have direct control over the learning environment of my students.”

Kenneth F. Coleman, jr. - Founder of the AFF method

The AFF method consists of seven performance levels with defined learning goals. Each learning goal relates to a specific skydiving skill. Each of these learning goals must be demonstrated to the satisfaction of the instructor before progression to the next level/goal is possible.

The principal advantages of AFF instruction are:

- extensive free fall experience from the first jump
- communication and corrections from the instructor in free fall
- the impact of sensory overload during the exit become less relevant in relation to the course of the whole jump sequence
- the presence of the AFF Instructor in free fall until deployment of the canopy provides the student with greater safety and confidence
- the instruction is optimised by the 1:1 instruction and supervision
- flexible adaptation to different learning speeds and abilities
- faster progress to licensed parachutists status (both technically and ideologically)
- the safety of the AFF method is primarily ensured by rigorous selection of AFF Instructors; in addition to conveying the knowledge required under the conventional method, they need to be able to control their student in their learning environment - free fall



Chapter 1

Administration



1. Administration

1.1 General

AFF instruction involves practical sports parachuting instruction whereby at the beginning of the jump, the student is, in fact must be, accompanied by their AFF Instructor(s) in free fall.

To carry out AFF instruction, the instructor must hold a valid Instructor rating and a valid AFF Instructor Proficiency. The AFF Instructor Proficiency is an extension of the Instructor rating. From an air law perspective it is considered the same way an instructor rating is, the practical approval to conduct instruction of air sports equipment pilots.

AFF jumps may only be conducted by persons holding the appropriate license, i.e. an AFF Instructor Proficiency.

For a parachute school to conduct AFF jumps in Germany, it needs to obtain permission to be a training school in accordance with the LuftPersV.

There is no additional or alternative insurance requirement for AFF instruction under the LuftVG.

1.2 Permission

The AFF instructional method requires a registration/approval of the authorised association, which is provided in the form of the AFF Instructor Proficiency awarded after the initial instructor rating. An instructor rating is also a requirement of training and examining AFF Instructors.

The AFF Instructor Proficiency is issued by one of the authorised associations (DAeC / DFV) based on the evidence of meeting the requirements in the form of a valid skydiving license and successfully completing an AFF instructor course and passing the examination.

AFF Instructor training can only be conducted by AFF Examiners. A list of all authorized AFF Instructor examiners (AFF-Examiners) can be found in the download area of the website of the authorised associations under the heading "AFF".

An AFF Instructor Proficiency is valid for three years from issue (as per the recognised medical certificate) and can be regularly extended on meeting certain requirements.

Within the licensing system there are further procedures, for example for conversion of foreign or military instructor rating to AFF Instructor Proficiency .

Irrespective of this, foreign AFF Instructors can apply for a temporary recognition of their foreign AFF Instructor rating.

To conduct AFF instruction at a German AFF parachute school, an instructor must hold a German AFF Instructor Proficiency or recognition of a foreign rating.



1.3 Gaining an initial AFF Instructor Proficiency

Any licensed German parachutist (over 18 years of age) can apply to gain an AFF Instructor Proficiency on meeting the following requirements:

- valid German civilian licence airman's licence with valid instructor rating endorsement
- at least 500 documented free fall descents
- at least five hours accumulated free fall time
- presentation of a valid medical certificate recognised by authorised associations
- participation at an AFF Instructor course
- passed AFF Instructor Exam
- submission of the application form for the issue of the license with relevant fee

AFF Instructor candidates from the Bundeswehr do not need to fulfil all the above requirements. Where they do not meet the above requirements or do not wish their license to be endorsed, they will receive confirmation of participation and examination result for their commanding officer from the authorised association.

1.4 Conversion of AFF Instructor Proficiency

A recognised foreign or military AFF Instructor Proficiency can be converted for parachutists holding a valid license under the following conditions:

- presentation of a valid medical certificate, possibly foreign medical certificate (in English or German) recognised by the authorised associations
- presentation of a valid foreign or military AFF Instructor Proficiency either as a license or endorsement (of equal or higher standard)
- valid German Instructor rating
- minimum 12 jumps in the last 12 months
- confirmation of the above by an AFF Instructor Examiner (in conjunction with the authorised associations)
- evidence of existing AFF jumps (logbook)
- submission of an application for conversion/issue of a German instructor AFF Instructor Proficiency including fee
- Proficiency test for conversion:
 - written test to obtain German AFF Instructor Proficiency
 - 2 positive evaluations from a maximum of three attempts at:
 - Level I briefing (*Part I*); Level IV jump (*Part II*); supervision (*Part III*)
 - Level IV briefing (*Part I*); Level IV jump (*Part II*); supervision (*Part III*)



Note:

Parts I & III are considered a pass if 8 points or more are achieved for each section. Section II is considered a pass if 2 points or more are achieved.

The office must be informed (in any format) of conversion exams before their take place. The authorised association must be informed of the exam result immediately upon the completion of the exam and its marking.

If parts of the exam are not passed, a resit can be attempted, possibly after a minimum time elapsed (as determined by the authorised associations).

For the purposes of objectivity, a second AFF-Examiner can be invited to confirm the conversion exam results.

Foreign approvals / proficiencies can only be converted if the foreign approval or proficiency is presented in the form of a license. Exceptions can be made in consultation with the authorised associations. If the rules governing the foreign AFF Instructor Proficiency are not known to the authorised associations, the applicant must provide the authorised associations with an English or German translation of their rules for validation.

AFF-Examiners who have acted as examiners for foreign/other instructor ratings (e.g. USPA AFF, IRC, military AFF ratings) may not examine candidates seeking to convert from such a rating.

1.5 Extension of AFF Instructor Proficiency

The AFF Instructor Proficiency is valid for three years. A valid AFF Instructor Proficiency can be extended under the following conditions:

- valid air sports equipment pilot license
- valid instructor license (*for extension criteria see Sport Parachuting AHB Part II*)
- at least 60 documented AFF instructional descents in the last 36 months or validity period
- participation of a recognised instructor training seminar in the validity period
- presentation of a valid medical certificate recognised by authorised associations
- submission of the application form for the issue of the license with relevant fee

If these conditions are not met, see Renewal of AFF Instructor Proficiency.

Training and examination jumps conducted in the course of qualifying AFF Instructors count towards the AFF jump requirements for AFF-Examiners as per §45b LuftPersV.



1.6 Renewal of AFF Instructor Proficiency

In order to renew an AFF Instructor Proficiency, for example if not enough AFF descents were made in the qualifying period or the rating was suspended, the candidate must complete a proficiency examination to the satisfaction of an AFF-Examiner and the relevant authorised association.

To renew an AFF Instructor Proficiency which expired more than 2 years previously, the authorised association sets the requirements the candidate must meet in order to renew their AFF Instructor Proficiency. The candidate is responsible for preparing themselves for the examination (extent of training jumps, theoretical revision etc).

The following conditions must be met:

- valid air sports equipment pilot license
- presentation of a valid medical certificate recognised by authorised associations
- where appropriate, submission of the application form with relevant fee or the examination report from the AFF Examiner conducting the proficiency examination

1.7 Recognition of a foreign AFF Instructor rating

AFF Instructors in possession of a foreign AFF Instructor rating must apply for a temporary recognition of their rating from the authorised associations before acting as an AFF Instructor in Germany.

Any recognition is only valid until 31 December of the year of issue. If the underlying approval lapses before this date, the recognition lapses at the same time. If the underlying approval were to expire early or was declared invalid or retired for some reason, the recognition expires at the same time.

A recognition can be renewed as many times as desired if the necessary criteria continue to be met. The authorised associations can require confirmation of the foreign AFF Instructor rating and refuse, retire, or even revoke the recognition at any time.

The following conditions are required for recognition of a foreign AFF Instructor rating:

- valid and legible identity document
- residential or postal address in Germany
- presentation of a valid medical certificate, possibly foreign medical certificate (in English or German) recognised by the authorised associations
- presentation of a valid foreign parachutist's license including the instructor AFF Instructor rating
- evidence of AFF jumps to date
- minimum 12 jumps in the last 12 months
- evidence of sound German language skills if working with German speaking AFF students to remove the risk of misunderstandings in cases of emergency
 - o AFF Instructors who only speak English, may only jump with AFF students who have sufficient English language skills to remove the risk of misunderstandings in cases of emergency
- confirmation of the above by an AFF Instructor Examiner (in conjunction with the authorised associations)



- for first time applicants, the following recognition process (proficiency test) is required:
 - o written test to obtain German AFF Instructor Proficiency
 - o 2 positive evaluations from a maximum of three attempts at:
 - Level I briefing (*Part I*); Level IV jump (*Part II*); supervision (*Part III*)
 - Level IV briefing (*Part I*); Level IV jump (*Part II*); supervision (*Part III*)
- submission of an application for recognition of the foreign AFF Instructor rating for a fee
 - o Completion of the form recording the personal data skydiving CV for the authorised associations
- on loss of any of the requirements for recognition the instructor must inform their AFF Chief Instructor immediately

On renewal/repeat of a recognition all necessary paperwork must be resubmitted. A competence check is not necessarily required, however an AFF-Examiner should determine and confirm the suitability of the individual.

1.8 AFF video

In order to accompany a candidate during and AFF evaluation jump, the following is required:

- Video proficiency in accordance with Sport Parachuting AHB Part I Chapter 8
- At least 300 documented camera jumps, of which at least 50 in the last 12 months
- Agreement from the AFF Course Director and the relevant AFF Instructors

Furthermore, videographers must be briefed on such jumps. The briefing must include:

- Briefing on the jump sequence
- Behaviour in special circumstances
- Positioning of the videographer on exit, in free fall, canopy deployment and separation

1.9 Disciplinary measures

Article 15 LuftPersV only permits the authorised associations to initiate or complete measures that would lead to the revocation or withdrawal of a permission, approval, or proficiency.

Notwithstanding this, anyone can address safety concerns if they arise and make recommendations for improvements to the AFF Chief Instructor in a reasonable manner. Written reports of such incidents should also be made to the authorised associations to enable them to initiate further action if necessary.

1.10 Training seminars for AFF Instructors

AFF Instructors can take part in training seminars offered at the annual safety and information conference (InSiTa) or other workshops/seminars offered as part of AFF Instructor courses or AFF Instructor Exams. There is no requirement for the training to be tailored to AFF specific matters.



Chapter 2

Organisation



2. Organisation

2.1 Requirements for AFF Permissions

2.1.1 Requirements of drop zone and aircraft

In order to instruct students using the AFF method, the following requirements must be met:

- The drop zone or airfield must be registered as a parachute drop zone and meet the criteria set out in Sport Parachuting AHB Part 1 Chapter 2
- The parachute school must have an AFF permission
- The minimum exit altitude of the aircraft must be 3,000 AGL
- The aircraft must be suitable for conducting safe student descents

2.1.2 Requirements of the training staff

The following staffing requirements are necessary in order to instruct AFF students:

- One AFF Chief Instructor and one other AFF Instructor
- A responsible person on the ground

2.1.3 AFF Chief Instructor

The AFF Chief Instructor must evidence adequate practical experience.

The following conditions are required:

- Valid AFF Instructor Proficiency
- Presentation of a valid medical certificate recognised by an authorised association
- Possession of the AFF Instructor Proficiency for at least 1 year
- At least 50 documented AFF jumps in accordance with the German regulations
- Sufficient knowledge of both spoken and written German

The AFF Chief Instructor is responsible for instructing, guiding, briefing and supervision of the staff being used for AFF instruction. This includes:

- Briefing of AFF Instructors in the specific procedures of this parachute school regarding terminology, emergency procedures, exit options, usual hand signals and communication methods as well as the relevant jump sequences for each of the levels
- Ensuring the restrictions applicable to newly qualified AFF Instructors are met
- Briefing of AFF Instructors on new or unfamiliar student equipment and deployment systems
- Briefing of AFF Instructors on drop zone specific geographic, orographic and meteorological peculiarities which influence student parachuting operations
- Briefing of AFF Instructors on new or unfamiliar air craft
- Ensuring suitability and appropriateness of any training aids, meeting regulatory requirements on service intervals and airworthiness of student equipment / close cooperation with the Chief Rigger
- Reporting AFF related incidents to the authorised associations
- Briefing of conventional instructors in the AFF school for first jump courses
- Making and supervision of weather decisions relating to the AFF school
- Ongoing training and supervision of the instructors (*Observing rules*)
- Encouraging the next generation of AFF Instructors



Furthermore, they are the contact person for any AFF specific questions for the person who is the Chief Instructor according to Sport Parachuting AHB Part 1 chapter 2 if they do not hold this role.

2.1.4 AFF Instructor

An AFF Instructor is responsible for the training and development of student parachutists and evaluates their performance until they have achieved the “free solo” proficiency. Their overall instructional aim should be provide such tailored instruction to enable the student parachutist to be an independent skydiver, by, for instance, altering jump sequences and modifying briefings to suit the learning speed and skills of the student.

An AFF Instructor must meet the following requirements:

- Valid AFF Instructor Proficiency
- Presentation of a valid medical certificate recognised by an authorised association

Beyond the existing responsibilities as a conventional instructor, the AFF Instructor has the additional duties:

- Request a briefing on the drop zone and AFF specific features of the parachute school (see “Checklist for AFF Instructors” in AFF-AHB Part II chapter 9)
- Prepare the AFF student on the ground for the safe conduct of the upcoming AFF level in the air
- Accompany the AFF student from embarking the plane until the canopy deployment (by 600m AGL)
- Give instructions in free fall in relation to the jump sequence
- Give instructions, corrections or hands on assistance in free fall; always intervene if it is necessary for the safe conduct of the jump or to improve the student's learning
- Ensure freedom to learn and safety during free fall
- Debrief and document after the AFF jump
- Deciding on the progress of the student with the main aim: Clear for “free solo”
- Authorisation and briefing of any accompanying jumpers (videographers) and confirming they meet the requirements
- Remain within the limits for new AFF Instructors (see AFF-AHB chapter 2 1.5)
- Close cooperation with the AFF Chief Instructor
- Duty to take part in continuous training and ongoing engagement with the AFF-AHB

2.1.5 Limits for AFF Instructors on gaining their initial AFF Instructor Proficiency

- The first 20 AFF descents in an actual parachute school should be as Level I, II or III descents together with experienced AFF Instructors (who have at least 50 AFF descents)
- The first 15 AFF descents should be conducted without own (inside) video, thereafter cameras can be used, care must be taken to ensure the camera equipment can be safely used
- When using unfamiliar deployment systems there are specific requirements for AFF Instructors. Those unfamiliar with the deployment system in use (throw-out or ripcord/spring loaded pilot chute) must be briefed by an experienced AFF Instructor. The



briefing must include the theory and practice of the peculiarities of the system for the purposes of AFF instructing (function, packing, operation, emergency procedures, communication/hand signals). The first five jumps with AFF students with the new deployment system should be Levels I, II or III with an instructor familiar with this deployment system

- The above rule applies similarly for unfamiliar aircraft
- Both the newly qualified AFF Instructor and the AFF Chief Instructor are responsible for complying with these rules

2.2 Equipment requirements

2.2.1 AFF student equipment

AFF student equipment including relevant additional equipment must meet the following requirements:

- Student harness container systems with standard handle set up, ripcord and spring loaded pilot chute or throw-out deployment system
- Main Override Device (MOD) as deployment mechanism on the left side
- RSL
- Only electronic Automatic Activation Devices for the reserve canopy may be used
- Suitable ram air main canopy
- Compatible ram air reserve canopy
- Wrist and/or chest altimeter with reading up to minimum exit altitude
- Suitable jump suit with grippers, without booties
- Well fitting hard helmet, possibly full face with untinted visor
- Untinted goggles
- Suitable shoes, preferably with a low profile (no heels) and no lacing hooks
- Possibly radio and suitable attachment
- Possibly gloves (advised for free fall and canopy rides at temperatures below +4°C)
- Possibly lead vest or belt
- Possibly audible altimeter

2.2.2 AFF Instructor equipment

AFF Instructor equipment including relevant additional equipment must meet the following requirements:

- Suitable harness container system
- Possibly Reserve Static Line (RSL)
- Suitable ram air main canopy
- Compatible reserve canopy
- Electronic Automatic Activation Device
- Altimeter
- Audible altimeter
- Suitable clothing
- Possibly lead, over-arms, swoopcords



- Suitable head protection. Hard helmets are strongly advised; full face helmets (with untinted visor) are permissible, however care must be taken because communication by lip movements or shouting can be severely restricted or even impossible with full face helmets
- Possibly untinted goggles
- Possibly camera helmet suitable for AFF

(Mounting of cameras and peripheral equipment should be such that entanglements of bridles, pilot chutes, risers or lines are avoided and the risk of student injury during exit, including a funnel, or manual assists is prevented. A cut away or quick release system must be present.

Furthermore, the experience level of the AFF Instructor, jump priorities, consent and the risk of possible financial loss must be considered. This applies to any camera position, including for example a chest mounted one.)

2.2.3 AFF lessons and training aids

- Possibly a tandem system and tandem pilot for optional "Level 0 jumps"
- Horizontal trainer of any kind
- Horizontal trainer with simulated standard handle placement without trapdoor effect
- Large mirror (to view and control body position)
- Training altimeter with clockwork (time simulation), training software and apps
- Demo videos
- Jointed doll/manikin
- Aircraft mock-up, exit platforms
- Aerial photograph
- Training harnesses with handles, training harness container systems
- Standing harnesses
- Gravity Boots
- etc.



2.3 Safety regulations

2.3.1 Specific requirements for a student harness container system with throw-out deployment

- Only Bottom of Container (BOC) throw-out deployment systems may be used for student jumps
- The BOC pocket must have an MOD
- A suitable pilot chute (as per the manufacturers specifications) with a normal bridle must be used, although a bunched up pilot chute remains possible with a throw-out. Good packing of the pilot chute reduces the risk of a hard pull
- When throwing the pilot chute, the right arm of the students must be released and free to move. During ground practice take care with the hand position, furthermore the instructor must take care of their own position during the deployment sequence
- The left instructor can use either the MOD or the pilot chute to deploy the student's canopy;
- If the student holds on to the pilot chute, the instructor should pull the pilot chute out of their hand, pat them on the left hand or give the hand signal "let pilot chute go". When using the MOD on throw-out systems take care that the pilot chute reaches the airflow, it may be necessary to open the pocket and manually move the pilot chute into the air flow
- A flexpin avoids a early deployments better than a curved pin, so increases safety
- Kill-line pilot chutes may be used, it must be possible to check the status (cocked/collapsed) of the pilot chute to reduce the risk of a collapsed pilot chute. Schools should avoid having a mix of the two types, i.e. either only use collapsible pilot chutes or use only non-collapsible pilot chutes
- Collapsible pilot chutes using the bungee method are not permitted
- Changing deployment methods (sometimes throw-out, sometimes spring loaded pilot chute) during training of an individual student is not permitted



2.3.2 Specific requirements for a student harness container system with ripcord and spring loaded pilot chute deployment

- Student harness container systems with a spring loaded pilot chute and double loop construction are not recommended. If they are used, ensure the MOD release functions perfectly and check this regularly
- Ensure the spring loaded pilot chute is properly seated (as per the manufacturer) to avoid situations in which the pilot chute remains in the burble
- Packing pressure must be correct (loop condition and length)
- When using the MOD take care of possible pull directions and strength requirements
- The use of the ripcord by the left hand instructor may not be possible on some systems due to the positioning and forces required to pull the ripcord
- The cable must be inspected for wear to determined breaking points, nicks and dents and if necessary renewed
- Pulling on the ripcord and MOD at the same time can lead to equal and opposite tension on the ripcord cable stripping away its outer coating which can lead to a total malfunction



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Chapter 3

Training Instructions



3. Training Instructions

3.1 General approach and supervision of all levels

3.1.1 General learning goals and jump sequences for all levels

Achievement of the learning goals of the previous level is a requirement for progression through the programme.

Make allowances for the individual development and achievements of each student. Variations from the programme and jump sequences from those in AFF-AHB Part I chapter 4 are permissible, especially with particularly talented students or those with previous experience (e.g. wind tunnel experience).

At least three jumps must be conducted with two instructors and four with a single instructor.

Levels I - III are conducted with two AFF Instructors.

Levels IV - VII are conducted with one AFF Instructor.

There is no maximum number of jumps permissible per day. The number of jumps made each day is dependent on the capability of the student. This must be positively evaluated by both the relevant instructor and students.

The first solo jump after the AFF programme should happen soon after the programme is concluded.

3.1.2 General approach to briefings

- Introduction of the AFF approach
- Introduction of the jump sequence and learning goals
- Keep to the AFF specific terminology
- Goal oriented training of the skills and knowledge relevant to the jumps on a step-by-step basis using the EDIP (VENÜK) concept
 - o Demonstrate
 - o Explain
 - o Imitate
 - o Practice
 - o Condition/consolidate

3.1.3 Body position

- Emphasise the arch position
- Hips forwards, upper body upright, shoulders back
- Head back

3.1.4 Jump sequence

- Instructor and student repeat the jump sequence in an upright position until the sequence has been absorbed, the student should verbalise the jump sequence throughout
- Dirt dive with equipment both standing and lying down to practice the realistic relative body positions to enable visualisation of the free fall situation

3.1.5 Orientation and canopy ride plan

- Discuss the exit and opening points using areal photographs



- Discuss exit order and exit separation between groups depending on wind conditions
- Discuss exercises under canopy including landing approach and landing (important!)

3.1.6 Equipment checks

- The student should expect at least three obligatory equipment checks from their instructor
 - o 1. after donning all equipment (harness container and additional equipment)
 - o 2. when emplaning
 - o 3. before exit

3.1.7 Emplaning and ride to altitude

- Emplane as described in "Familiarisation with the aircraft" (see 2.7)
- Supervision of the student by the instructor
- Use of helmets and safety belts
- Familiarising the student with the sight picture from various altitudes, orientation to the airfield and landing area, determination of directions from the air
- General attention of the student will be observed by the instructor, encouraging their mental preparation
- Bring up/ask at key altitudes (opening and wave off altitudes)
- Ask student to talk through the jump sequence between 2,000m and 2,500m AGL (prepare instructor perspective mentally)
- Check knowledge of hand and other signals/communication methods
- Explain how to do a pre-exit self check on gear and prepare for final gear check from AFF Instructor
- Exit spot / check airspace, climb out and exit

3.1.8 Exit, free fall, canopy ride and landing

- As per AFF-AHB chapter 4

3.1.9 Debriefing

- Ensure suitable environment with training aids if relevant
- Student presents their experience first (walk and talk with physical movements to stimulate kinaesthetic memory); then complete and correct instructor version and then video debrief (if available); emphasise positives and improvement opportunity for any mistakes or weaknesses which are explained
- For the movement analysis it is sensible to consider the body from the centre outwards to the limbs as torso movements have the biggest effects
- Provide training assistance and if necessary re-train any necessary corrections, especially if the learning goals were not achieved
- Then follows the decision on whether to progress to the next level or not, give indications of what comes next
- Documentation, complete student and instructor log books, the main log book and the training proficiency card



3.2 AFF specific aspects in the first jump course

3.2.1 Methodology and didactics

When conducting ground schools, the following methodological principles should be kept in mind:

- Introduction of the whole - leaning goal oriented training of individual parts (step by step method) - practising the whole
- Prioritisation and links (e.g. the known with the unknown, from the simple to the complex from the most important to the least important)
- Starting a movement/exercise - neutral position/coasting - active stopping
- EDIP principle: Explain, Demonstrate, Imitate and Practice followed by conditioning and consolidation
- From the whole, to the part, to the detail
- Avoid irrelevant topics
- Value of repetition and refresher training
- The student must know their respective learning goals; it must be clear to them what acceptable tolerances there are to achieving them, i.e. the extent to which the skills need to be demonstrated at each level

3.2.2 Differences to other first jump courses

First jump courses for AFF students differ from others by the following aspects. These aspects must be considered when planning and conducting first jumps courses and further training for AFF students.

The instructors (conventional and AFF) must ensure that they are familiar with the training topics. Familiarisation with these topics must be ensured and documented by the (AFF) Chief Instructor.

3.2.2.1 Training sequence

- Explanation of the levels (Levels I - III with two instructors, from Level VI with one instructor)
- The allocated AFF Instructor should be approached for briefings, jumps and debriefing

3.2.2.2 Student file/documentation

- AFF-Training contract (Description of services and costs) or possibly club membership
- AFF programme sheet
- Jump and canopy tasks in solo status
- The level jumps are documented in the student's logbook by the AFF Instructor with whom the student jumped

3.2.2.3 Drop zone brief

- AFF students require an aerial photograph from a sufficient altitude to enable them to get accustomed to the view in free fall; orientation under canopy directly after opening can be more difficult than with static line jumps



3.2.2.4 Briefing on closed parachute harness container system

- Briefing on throw-out vs. ripcord
- MOD (in relation to throw-out and ripcord)
- The MOD is NOT for student use
- Comparison of electronic Automatic Activation Device to mechanical Automatic Activation Device, if present

3.2.2.5 Briefing on opening

Throw-Out:

- The pilot chute is placed into the airflow manually and let go; the pilot chute pulls the pin and container flaps open which pull the deployment bag out of the container

Ripcord:

- The ripcord is pulled manually and held onto; the pulling of the cable releases the container flaps, the spring loaded pilot chute launches into the airflow and pull the deployment bag out

Throw-out and ripcord:

- On both systems the deployment bag and the pilot chute are attached to each other by the bridle
- The opening of a student canopy by an AFF student is a high speed opening, when compared to the opening of a static line student
- The opening time is faster, although the sequence is identical
- Neither AFF system is attached to the aircraft, the opening must be initiated by the student

3.2.2.6 Briefing on open parachute harness container system

Throw-Out:

- A curved pin is attached to the bridle
- Pilot chute may be collapsible using a kill-line
- Some pilot chutes are collapsible using a bungee, however these are not permitted for student parachutists
- The handle attached to the pilot chute could be a hackey, plastic tube or fabric handle
- The pilot chute sits in the BOC pocket
- The ROL positioning of the pilot chute is not permissible for student systems as MOD needs to be present

Ripcord:

- Handle on the cable (not attached to the bridle)
- Pilot chute is not collapsible
- Positioning of the spring loaded pilot chute and bridle (both inside the container)

3.2.2.7 Packing lesson

- Packing of the ripcord or throw-out in accordance with the manufacturers guidelines



3.2.2.8 *Additional Equipment*

- Jumpsuit with grippers
- Altimeter (as chosen by the parachute school)
- Untinted goggles
- Possibly audible altimeter
- Possibly gloves
- Possibly suitable underclothing depending on weather requirements
- Possibly lead belt/vet or similar

3.2.2.9 *Aircraft briefing*

- Exit order (depending on the load in question)
- Seating position (at least on AFF Instructor in close proximity to the student)
- Longer climb (minimum exit altitude 3,000m AGL)
- Exit with an AFF Instructor
- Climb-out and exit (on AFF Instructor accompanies student to the door)

3.2.2.10 *Behaviour during the climb*

- At the relevant heights, the student talks to the AFF Instructor about hand signals and jump sequence. Emergency drills are usually not repeated
- The student demonstrates safety checks on their own gear. Afterwards everything is checked by the AFF Instructor

3.2.2.11 *Behaviour in Special circumstances: Aircraft emergencies*

General:

Every AFF student is accompanied by at least one AFF Instructor during the climb to altitude as well as during an emergency exit if that becomes necessary.

The aircraft pilot is responsible for the aircraft and makes all decisions in relation to any emergency exits.

Aborted take-off/emergency landing (0 - 300m AGL):

- The student remains seated with their seat belt fastened wearing their helmet and if relevant adopts the brace position

Emergency exit from a lower altitude (300m - 800m AGL):

- Altitude check
- Student has their hand on their reserve handle and opens the reserve one second after exiting the aircraft



Emergency exiting opening main canopy (from 800m AGL):

- Altitude check
- Student has their hand on their main handle and opens the main canopy one second after exiting the aircraft

Exit with AFF Instructor(s) (1,000m AGL and higher):

- Altitude check
- Student exits with one or both instructors (levels I - III); jump sequence as per AFF Instructor with adjusted main deployment height if needed

Behaviour in the event of a canopy opening inside the aircraft. Throw-Out slips out of BOC pocket or main container opens (throw-out and ripcord):

- Students secures the pilot chute/main canopy, releases the RSL and cuts away main canopy; inform pilot; leave door closed (depending on aircraft); at least on AFF Instructor and the student remain seated; take care of the aircraft descent rate because of the risk of Automatic Activation Device activation

Own pilot chute falls out of the aircraft into the airflow:

- Student follows out immediately

Behaviour in the event of becoming hung-up on the aircraft by main canopy:

- Identify/confirm it is the main canopy; cut-away and activate reserve

Behaviour in the event of becoming hung-up on the aircraft by reserve canopy:

- identify/confirm it is the reserve canopy; DO NOT cut away main canopy; cut reserve off with hook knife and pull main canopy
- if no hook knife is available, DO NOT cut away main canopy; anticipate tearing off or other assistance and only pull main canopy once clear of aircraft, be prepared for two-out situation
- If necessary, land in-tow with the aircraft
- There is no static line attachment in the aircraft, however a knife can still be of value as a parachutist can get hung-up on more than just a static line



Landing with the aircraft:

- Fasten seatbelts and put helmets on, the instructor is responsible for the Automatic Activation Device; depending on the situation it may be appropriate to switch it off or request an appropriate descent rate from the pilot

3.2.2.12 *Free fall*

Free fall priorities:

1. Pull
2. At the right altitude
3. In the right body position
4. After the planned exercises

3.2.2.13 *Behaviour in Special circumstances: Emergency situations in free fall*

Instability on or after exit:

- Student seeks to improve body position, emphasis on arching, head back

Loss of an AFF Instructor:

- Student seeks to remain in a good body position, observes instructions of the remaining AFF Instructor and continues with the planned exercises

Loss of both AFF Instructors:

- Student immediately deploys main canopy; “arch, reach, pull” or “arch, reach, throw (away)”
- This approach applies up to level II, after level III the 5 second rule applies (see AFF-AHB chapter 4)

Additional pull signals:

- If an instructor waves off or opens their canopy, this is a signal to the student to also immediately open their main canopy
- If the instructor loses their student, regardless as to why, the instructor should always pull by 600m AGL, saving themselves takes priority over finding the student and giving them the pull signal

Goggles slip:

- Student tries one time to adjust goggles with both hands, if unsuccessful, deploy main canopy when necessary

Altimeter not functioning or lost:

- Student deploys main canopy



Student feels unwell or loss of altitude awareness:

- Student deploys main canopy

3.2.2.14 *Special circumstances / Deployment emergencies (throw-out or ripcord)*

Cannot find handle:

- See instructions for first free fall jump (AHB Part 1 chapter 6)

Hard pull:

- See instructions for first free fall jump (AHB Part 1 chapter 6)

Floating throw-out/ripcord:

- See instructions for first free fall jump (AHB Part 1 chapter 6)

Pilot chute in the burble:

- See instructions for first free fall jump (AHB Part 1 chapter 6)

Horse shoe (throw-out):

Deployment bag out of container, pilot chute in BOC:

- o Student pulls pilot chute, react as required, if necessary emergency procedures

Bridle or pilot chute routed under the arms or legs or wrapped around the student:

- o Student attempts once to release entanglement, if that is unsuccessful, emergency procedures

Horseshoe (Ripcord):

Bridle or pilot chute routed under the arms or legs or wrapped around the student:

- o Student attempts once to release entanglement, if that is unsuccessful, emergency procedures

Baglock:

- See instructions for first free fall jump (AHB Part 1 chapter 6)

Pilot chute in tow or torn away:

- See instructions for first free fall jump (AHB Part 1 chapter 6)

Reserve handle out of pocket:

- See instructions for first free fall jump (AHB Part 1 chapter 6)

Pilot chute under main canopy:

- See instructions for first free fall jump (AHB Part 1 chapter 6)

Total malfunction (ripcord and throw-out):

- See Pilot chute in tow or torn away



3.2.2.15 *Hanging harness with trap door effect / horizontal trainer*

- See opening malfunctions

Remember:

During hanging harness instruction it is important to simulate the various scenarios in the relevant positions!

3.2.2.16 *Exit practice*

- Student trains climb out, count and exit as realistically as possible either with the aircraft or a suitable mock-up
- The procedures and words used in the count may vary between different aircraft and drop zone and should be clarified with the relevant Chief Instructor

3.2.2.17 *AFF Briefing Level I*

- Level I briefing as per AFF-AHB chapter 4
- For both ripcord and throw-out deployment systems, the correct activation/pulling of the pilot chute must be sufficiently practised

3.2.2.18 *Canopy flight*

- The AFF student is likely to be further away from the landing area than a static line student and therefore also has a different perspective; other canopies are lower, tandem canopies could be at the same altitude; the whole canopy flight needs to be discussed not just the landing patterns (holding areas for wingsuiters, tandems and students)
- Winds at altitude need to be considered for both free fall drift and the canopy flight
- The AFF student should know the colour of their accompanying AFF Instructor

3.2.2.19 *Safety test*

Practical:

- Vertical hanging harnesses - see Behaviour in Special Circumstances Opening malfunctions
- Horizontal trainer – see Behaviour in Special Circumstances Free fall

Theory:

- Possibly with AFF specific questions

3.2.2.20 *Status table for AFF training*

- See AHB Sport Parachuting Part I chapter 6

3.2.2.21 *Notes on using rated instructors without AFF proficiency*

The topics above can be taught by an instructor who does not hold a AFF proficiency, but has been suitably briefed. AFF jumps cannot be conducted by instructors without an AFF proficiency. This is only permitted for AFF Instructors.



It is advisable to note the briefing of a conventional instructor on AFF topics by logbook endorsement. Furthermore, it is advisable that a conventional instructor conducts their first three first-jump-courses for AFF students in the presence of an AFF Instructor.

In addition to the topics above, which are primarily relevant to the first jump, but also of value for the remaining training, the Chief Instructor should brief any conventional instructors on the following matters:

- Characteristics for jump instruction/debrief (progression)
- Characteristics for canopy instruction/debrief (progression)
- Briefing on lower altitude jumps
- Briefing on the “free solo” status
- Characteristics for packing checks
- Characteristics of gear checks (throw-out/ ripcord) and MOD
- Characteristics of radio communication
- Characteristics of any documentation

3.2.3 Jump preparation

- Make equipment, including any additional kit available
- Demonstrate how to put on the equipment, including any additional kit
- Fitting of the harness container system to the student in accordance with the manufacturer’s instructions
- Operation of Automatic Activation Device demonstrated and explained
- Familiarisation with the equipment, briefing of the simple gear check
- Hands-on gear check by an instructor in a sensible order

3.2.4 Theory of free fall, body position and deployment of main canopy

- Demonstration of the neutral body position
- Practice of neutral body position in horizontal position (horizontal trainer)
- Demonstration of pull movement
- Introduction of the sequence “Arch - reach - pull” or “Arch - reach - throw (away)”
- Practice of the deployment from a neutral body position in horizontal position
- Actual pulling by the student to open the container
- Point out the strength needed
- Free fall priorities: Pull, pull at the correct (agreed) altitude, pull stable at the correct altitude, pull stable at correct and after completing the planned free fall manoeuvres

3.2.5 Familiarisation with the harness container system and its operation

- Demonstration and explanation of the deployment sequence
- Appearance of the canopy
- Introductions to the specialist terms
- Introduction to packing of parachutes



3.2.6 Canopy deployment/control

- Explain how the canopy deploys and how to control it as part of the introduction to RAM air canopies in the first jump course (see AHB Part I chapter 5)
- Agreement on radio commands, suitable radios, qualified radio operators, clear radio operation
- Selection of the correct student canopies, careful training in Parachute Landing Falls (PLFs) and canopy flight are important factors to avoid landing injuries
- Manoeuvre training using hanging harnesses

3.2.7 Familiarisation with the aircraft

- Before the jump, even after intensive use of the mock-up, the aircraft should be used for further exit practice
- Practice emplaning and seating in consideration of the pilot, AFF student and instructor ideally fully kitted up
- When using a videographer: adjust and agree seating, emplaning and exit
- Demonstrate precise exit procedure
- Repeated practice of the exit procedure
- Use of seat belts
- The seating order and exit must be adjusted to the relevant aircraft type, note that one of the AFF Instructors must have full control over the AFF student and they are never left alone

3.2.8 Exit training/demonstration at the aircraft

- The approach must be adjusted to suit the aircraft type
- Potential videographer climbs out either first or last
- The “inside” instructor secures the student while the “outside” instructor climbs out, holding the harness, shoulder or grippers
- The “outside” instructor adopts their exit position
- On signal from the “outside” instructor the “inside” instructor invites the student to take up their own exit position and start the actual exit process
- The student adopts their position and is secured at all times by at least one instructor
- The “inside” instructor adopts their position at the same time the student does
- The “outside” instructor immediately secures the AFF student
- The holds must be such that the student can be assisted in their exit
- Avoid dialogues, provide short, concise instructions
- Repeat practising the exit

3.2.9 Notes/Definitions

3.2.9.1 Large Circle of Awareness (Großer Beobachtungskreis - BOK)

- Recognise horizon/ground axis
- Altitude check (Höhenkontrolle - HK)
- Look left, eye contact with instructor on reserve handle side
- Shout altitude, react to possible signals and/or wait for OK signal



- Look right, eye contact with instructor on main handle side
- React to possible signals and/or wait for OK signal
- From level IV this applies similarly with eye contact with the instructor regardless of which side they are on

3.2.9.2 *Small Circle of Awareness*

- Recognise horizon/ground axis
- Altitude check (Höhenkontrolle - HK)
- Short eye contact with left and right instructor
- Ready for any signals, no need to await OK signal
- From level IV this applies similarly with eye contact with the instructor regardless of which side they are on

3.2.9.3 *Conducting altitude checks*

Altitude checks (HK) should be conducted as follows:

- Conscious reading of the altimeter and verbalising the actual height, ideally without change in body position
- As per the programme
- Every 4 - 6 seconds / approx every 300m above 2,000m AGL
- Every 2 - 4 seconds / approx every 200m below 2,000m AGL
- Before and after every exercise
- Always when something goes wrong

3.2.9.4 *End of working time - No More*

- Working time for free fall exercises ends at or below an agreed altitude but above wave-off altitude
- The AFF student indicates by shaking their head "No More" (or similar), that they have realised they have reached this altitude and now concentrate on maintaining their body position and only have to wave off and deploy at the designated altitude

3.2.9.5 *Deployment*

- Independent wave-off at the designated altitude
- Arch - reach - pull or arch - reach - throw (away) by the designated altitude
- Count "one thousand, two thousand, three thousand, check canopy"

3.3 Safety regulations

3.3.1 *Meteorological preconditions for AFF descents*

- The AFF Instructor must confirm the meteorological conditions with suitable equipment before emplaning:
 - o Wind
 - First and second jumps max 6m/s (12kts) ground wind
 - From the third jump max 8m/s (16kt) ground wind



- Furthermore, upper wind conditions must be evaluated to estimate free fall drift and possible wind sheer
- Clouds
 - Cloud base must be at least 1,300m AGL
- At the time of exit, there must be no precipitation

3.3.2 Safety regulations for AFF jumps

- In the event of losing a student, the AFF Instructor must start their deployment sequence by 600m AGL
- Extensive horizontal separation from the student is obligatory
- On jumps with two instructors, the right hand instructor should start separating when the student's deployment has started; deployment is considered to have started when the ripcord has been completely extracted or the throw-out has been released
- On jumps with two instructors, one instructor (usually the left hand one) accompanies the student's opening, assisting them with remaining stable and awaiting the student to be lifted from their grip by the deploying canopy; the same is the case when jumping with just one instructor
- AFF Instructors may not fly over or under their students
- On emplaning, keep exit order in mind, point out to other jumpers that a student may be in the air with them (in particular wingsuit flyers, trackers or tandems) and always visually check the airspace before exiting
- There must always be ground to aircraft communication
- When conducting tracking practice note the run-in direction (track 90° to run-in)
- Should the student have a malfunction or nuisance factor during the jump which requires emergency procedures, regardless of the awareness of the student, neither AFF Instructor may consciously intervene with the emergency procedures of the student. If there is no reaction from the student, the instructors must separate from the student at a suitable altitude.



Chapter 4

AFF student training



4. AFF student training

4.1 Learning goals for all performance levels

- Controlled free fall
- Controlled canopy flight with safe landing
- Becoming accustomed to free fall
- Conscious awareness of flight position
- Receptiveness and attention
- Coordinated body movements during the pull sequence
- Concentrated reading of the altimeter and development of altitude awareness
- Stable canopy deployment

Note:

All previously achieved learning goals from prior AFF jumps remain secondary goals to be achieved on subsequent AFF jumps.

The altitudes indicated for each level are minimum altitudes.

4.2 AFF Level I

4.2.1 Learning goals AFF Level I

- Controlled exit
- Familiarisation with free fall
- Conscious awareness of flight position
- Receptiveness and attention
- Altitude check and altitude awareness
- Coordinated deployment
- Wave off
- Independent deployment

4.2.2 Jump sequence AFF Level I

- Exit phase
 - o Hotel check (check in/check out) [left or right] depending on aircraft type
 - o Exit count (up/down/out - ready/set/go - up/down/arch)
 - o Possibly eye contact with the aircraft
 - o Hips forwards, symmetrical position on relative wind
- First big Circle of Awareness
- Three coordinated handle touches (arch, reach, neutral)
- Second big Circle of Awareness
- Free time
 - o Small Circle of Awareness (>2,000m: every 4 - 6 seconds, <2,000m: every 2 - 4 seconds)
 - o Reinforce body awareness, smile, relax
- Deployment
 - o Independent wave off by 1,500 m AGL
 - o Deployment "arch - reach - pull" by 1,200m AGL



Note:

Intentional letting go of a student in level I (Even if very talented) is not permitted. The left hand instructor secures the student during their deployment until the opening canopy lifts the student out of their hands and then separates horizontally until they reach their own opening altitude. The right hand instructor separates when the ripcord has been extracted or the throw-out has been released (to reduce the burble).

4.2.3 Learning goals Canopy flight AFF Level I

- Main learning goal:
 - o Safe and injury free landing
- Secondary learning goal:
 - o Comfortable handling of the RAM air parachute, possibly supported by radio commands

4.2.4 Teaching method Canopy flight AFF Level I

- Detailed flight plan, landing and radio briefing
- Safety briefing (emergencies under canopy, no more drills under 500m AGL)
- Discuss flare and landing in detail during debrief



4.2.5 Sample briefing AFF Level I

The following information is presumed knowledge or should be conveyed as part of the AFF introduction:

Introduction to AFF	Explanation of altimeter	Spec. circs. Climb to altitude
How does AFF work	Video Level I	Spec. circs. exit and free fall
Overview of AFF Level I - VII	Worksheet Level I	Spec. circs. Deployment
AFF learning goals	explanation of free fall	

Briefing Level 1 guide

Contents	Done	Notes
Introduction of Level I		
<ul style="list-style-type: none"> Show Level 1 / Video 		
Learning goals I		
<ul style="list-style-type: none"> Becoming accustomed to free fall/fun Conscious adoption of the neutral position Coordinated deployment/practise Attention and receptiveness Constant altitude awareness Independent deployment 		
Repetition of free fall priorities		
<ul style="list-style-type: none"> Pull / altitude / position / jump programme 		
Repetition of behaviour in specific AFF spec. circs.		
<ul style="list-style-type: none"> Loss of an instructor Loss of both instructors Exit Funnel 		
Free-fall communication		
<ul style="list-style-type: none"> Hand signal "pull" (wave off, instructor pulls) Hand signal "release pilot chute" Hand signal "Circle of Awareness/ altitude check" Hand signal "hips forward" Hand signal "legs out" Hand signal "relax" Hand signal "bend legs" Hand signal "correct arm position" Hand signal "touch handle" Communication / shouting "arch" Shaking "arch" Touch signals (e.g. Moving arms, knees up) 		



Contents	Done	Notes
Theory briefing and practical training of the neutral free fall position (brief the individual parts. If necessary correct until all parts have been mastered.)		
<ul style="list-style-type: none"> Hip / legs / arms / head / breathing (Which muscle groups are needed?) <ul style="list-style-type: none"> Demonstrate / get student to demonstrate Explain Imitate Practice 		
Goal oriented practice for Level I (brief the individual parts. If necessary correct until all parts have been mastered. Subsequently with altimeter and dummy handle)		
<ul style="list-style-type: none"> Exit practice <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice 1st Large Circle of Awareness <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice 3 handles / practice pulls <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice 2nd Large Circle of Awareness <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice Free time <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice (Possibly "No more work") <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice Wave off - arch - reach - pull <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice 		
Practice sequence of level I jump until student can demonstrate the whole jump without any errors (with altimeter and dummy handle)		
3 golden rules for the AFF jump		
<ul style="list-style-type: none"> Free fall programme ends by _____m AGL Forgotten elements are not made up later Passing a level is at the discretion of the instructor - positive motivation <i>(not all parts of the programme need to be demonstrated to pass a level)</i> 		



Contents		Done	Notes
“What if” briefing including repetition of behaviour in special circumstances AFF and Free fall priorities			
Situation:	<u>Exit funnels</u>		
Indication:	<i>You and your instructors tumble over each other</i>		
Action:	Take up a neutral position		
Situation:	<u>Loss of an instructor</u>		
Indication:	<i>Only one instructor is by your side</i>		
Action:	Continue the jump with the remaining instructor		
Situation:	<u>Loss of both instructors</u>		
Indication:	<i>No instructor is by your side</i>		
Action:	Immediately deploy your main canopy		
Situation:	<u>You are on your back at 1,200m AGL</u>		
Indication:	<i>Look at your altimeter / you look down and see blue sky</i>		
Action:	Arch - reach - pull		
Situation:	<u>Your goggles have slipped</u>		
Indication:	<i>Wind is getting into your eyes and they are tearing up</i>		
Action:	Altitude check / try to adjust goggles symmetrically with both hands (1 attempt) / no success - immediately deploy your main canopy		
Practice Level 1 scenarios in real time			
<ul style="list-style-type: none"> Possible scenarios the student must be able to react to without error 			
<ul style="list-style-type: none"> Student should react to signals 			
<ul style="list-style-type: none"> Student should react as relevant to their altitude 			
<ul style="list-style-type: none"> Loss of an instructor 			
<ul style="list-style-type: none"> Loss of both instructors 			
Level 1 - Question and Answer game (can be integrated sooner)			
<ul style="list-style-type: none"> What are the learning goals for Level I? 			
<ul style="list-style-type: none"> What do these signals mean? 			
<ul style="list-style-type: none"> How do you react to them? 			
<ul style="list-style-type: none"> What do you do in the following situations? 			
<ul style="list-style-type: none"> What do you do if you lose one/both instructors? 			
Error free positive final walk through in real time wearing full gear			
Final conversation			
<ul style="list-style-type: none"> Do you feel prepared? Do you want to jump? Weather check/ canopy briefing 			



4.3 AFF Level II

4.3.1 Learning goals AFF Level II

- Principle of turns
- Optional: Forward movement or slow/fast fall

4.3.2 Jump sequence AFF Level II

- Exit like for Level I
- Large Circle of Awareness
- 1 - 3 coordinated handle touches
- Turns, leg movements or trim control (optional: Forward movement or slow/fast fall)
- 1,700M AGL end of working time - No More
- Small Circle of Awareness
- Deployment
 - Independent wave off by 1,500 m AGL
 - Deployment "arch - reach - pull" by 1,200m AGL

Note:

Intentional release of a student on level II (even apparently talented ones) is not necessarily conducive to achieving the learning goals or the jump sequence. Short periods of no contact flying by the left hand instructor can be acceptable if the situation and fall rate allow.

4.3.3 Learning goals Canopy flight AFF Level II

- Main learning goal:
 - o Safe and injury free landing
- Secondary learning goal:
 - o Comfortable handling of the RAM air parachute, possibly supported by radio commands

4.3.4 Teaching method Canopy flight AFF Level II

- Detailed flight plan, landing and radio briefing
- Safety briefing (emergencies under canopy, no more drills under 500m AGL)
- Discuss flare and landing in detail during debrief



4.3.5 Sample briefing AFF Level II

Briefing Level II guide

Contents	Done	Notes
Introduction of Level II		
<ul style="list-style-type: none"> Show Level II / Video 		
New Learning goals II		
<ul style="list-style-type: none"> Principle of turns 		
<ul style="list-style-type: none"> Optional: Forward movement 		
Retention of existing learning goals		
<ul style="list-style-type: none"> Becoming accustomed to free fall/fun 		
<ul style="list-style-type: none"> Conscious adoption of the neutral position 		
<ul style="list-style-type: none"> Coordinated deployment/practise 		
<ul style="list-style-type: none"> Attention and receptiveness 		
<ul style="list-style-type: none"> Constant altitude awareness 		
<ul style="list-style-type: none"> Independent deployment 		
Repetition of free fall priorities		
<ul style="list-style-type: none"> Pull / altitude / position / jump programme 		
Repetition of behaviour in specific AFF spec. circs.		
<ul style="list-style-type: none"> Loss of an instructor 		
<ul style="list-style-type: none"> Loss of both instructors 		
<ul style="list-style-type: none"> Exit Funnel 		
New Free-fall communication		
<ul style="list-style-type: none"> "Toe taps" / legs together 		
<ul style="list-style-type: none"> Possibly touch signal (shoulder pat) 		
Repetition of known free-fall communication		
<ul style="list-style-type: none"> Hand signal "pull" (wave off, instructor pulls) 		
<ul style="list-style-type: none"> Hand signal "release pilot chute" 		
<ul style="list-style-type: none"> Hand signal "Circle of Awareness/ altitude check" 		
<ul style="list-style-type: none"> Hand signal "hips forward" 		
<ul style="list-style-type: none"> Hand signal "legs out" 		
<ul style="list-style-type: none"> Hand signal "relax" 		
<ul style="list-style-type: none"> Hand signal "bend legs" 		
<ul style="list-style-type: none"> Hand signal "correct arm position" 		
<ul style="list-style-type: none"> Hand signal "touch handle" 		
<ul style="list-style-type: none"> Communication / shouting "arch" 		
<ul style="list-style-type: none"> Shaking "arch" 		
<ul style="list-style-type: none"> Touch signals (e.g. Moving arms, knees up) 		



Contents	Done	Notes
Theory and practical introduction of turns (brief the individual parts. If necessary correct until all parts have been mastered.)		
<ul style="list-style-type: none"> Start / coast / stop / references / symmetry <ul style="list-style-type: none"> Demonstrate / get student to demonstrate Explain Imitate Practice 		
Goal oriented practice for Level II (introduction/repetition of the individual parts. If necessary correct until all parts have been mastered. Subsequently with altimeter and dummy handle)		
<ul style="list-style-type: none"> Exit practice <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice 1st Large Circle of Awareness <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice 1- 3 handles / practice pulls <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice Small Circle of Awareness <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice 90° turn right and left <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice Optional: Forward movement/ slow/fast fall <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice Free time <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice "No more work" <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice Wave off - arch - reach - pull <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice 		
Practice sequence of level II jump until student can demonstrate the whole jump without any errors (with altimeter and dummy handle)		
3 golden rules for the AFF jump		
<ul style="list-style-type: none"> Free fall programme ends by _____m AGL Forgotten elements are not made up later Passing a level is at the discretion of the instructor - positive motivation (<i>not all parts of the programme need to be demonstrated to pass a level</i>) 		



Contents		Done	Notes
“What if” briefing including repetition of behaviour in Special circumstances AFF and Free fall priorities			
Situation:	<u>Exit funnels</u>		
Indication:	<i>You and your instructors tumble over each other</i>		
Action:	Take up a neutral position		
Situation:	<u>Loss of an instructor</u>		
Indication:	<i>Only one instructor is by your side</i>		
Action:	Continue the jump with the remaining instructor		
Situation:	<u>Loss of both instructors</u>		
Indication:	<i>No instructor is by your side</i>		
Action:	Immediately deploy your main canopy		
Situation:	<u>You are on your back at 1,200m AGL</u>		
Indication:	<i>Look at your altimeter / you look down and see blue sky</i>		
Action:	Arch - reach - pull		
Situation:	<u>You have lost your point of reference</u>		
Indication:	<i>Loss of orientation</i>		
Action:	Altitude check/ neutral position / find new reference point		
Practice Level II scenarios in real time			
<ul style="list-style-type: none"> Possible scenarios the student must be able to react to without error 			
<ul style="list-style-type: none"> Student should react to signals 			
<ul style="list-style-type: none"> Student should react as relevant to their altitude 			
<ul style="list-style-type: none"> Loss of an instructor 			
<ul style="list-style-type: none"> Loss of both instructors 			
Level II - Question and Answer game (can be integrated sooner)			
<ul style="list-style-type: none"> What are the learning goals for Level II? 			
<ul style="list-style-type: none"> What do these signals mean? 			
<ul style="list-style-type: none"> How do you react to them? 			
<ul style="list-style-type: none"> What do you do in the following situations? 			
<ul style="list-style-type: none"> What do you do if you lose one/both instructors? 			
Error free positive final walk through in real time			
Final conversation			
<ul style="list-style-type: none"> Do you feel prepared? Do you want to jump? Weather check/ canopy briefing 			



4.4 AFF Level III

4.4.1 Learning goals AFF Level III

- Holding heading
- Possibly position trim and counter turns
- Solo free fall, fully released by instructors

4.4.2 Jump sequence AFF Level III

- Exit
- Large Circle of Awareness
- Possibly touching of main handle
- Release of the student (see notes)
- "Horizon/heading - position - altitude" (all German words begin with H, so also called the 3H check - Heading/Hover/Height)
- 1,700m AGL: End of working time - No More re grip by at least one instructor to secure
- 1,500m AGL: Wave off and deploy

Note:

For level III the student should be taught about the 5 second rule and a stabilisation technique. If the student cannot be fully released by 2,500m AGL, they should not be released at all on this jump. This requires a rejump of Level III. A second release, for example after re docking having made a correction is permitted or even desired below 2,500m AGL. Both instructors should be ready to intervene at any stage if the student starts turning or drifting uncontrollably or loses stability.

5 second rule

From level III onwards, the 5-second-rule replaces the previous procedure on loss of one or both instructors.

If the student is comfortable, under control and altitude aware, they continue the descent as planned alone.

If a student becomes uncontrolled in free fall, they have 5 seconds to return to a neutral position by implementing counter manoeuvres.

If this is not possible within 5 seconds, the main canopy should be deployed (5 seconds are approximately equivalent to 250m altitude).

Note:

Guidance on the interpretation and application of this rule should be requested from the AFF Chief Instructor. Variations with or without wave off before deployment as well with or without instructor grip are permissible.



4.4.3 Learning goals Canopy flight AFF Level III

- Main learning goal:
 - o Safe and injury free landing
- Secondary learning goal:
 - o Comfortable handling of the RAM air parachute, possibly supported with radio commands

4.4.4 Teaching method Canopy flight AFF Level III

- Detailed flight plan, landing and radio briefing
- Safety briefing (emergencies under canopy, no more drills under 500m AGL)
- Discuss flare and landing in detail during debrief



4.4.5 Sample briefing AFF Level III

Briefing Level III guide

Contents	Done	Notes
Introduction of Level III		
<ul style="list-style-type: none"> Show Level III / Video 		
New Learning goals III		
<ul style="list-style-type: none"> Solo free fall 		
Retention of existing learning goals		
<ul style="list-style-type: none"> Becoming accustomed to free fall/fun Conscious adoption of the neutral position Coordinated deployment/practise Attention and receptiveness Constant altitude awareness Independent deployment Principle of turns 		
New behaviour in special circumstances AFF specific		
<ul style="list-style-type: none"> 5 second rule Turn technique <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
AFF specific spec.circ. not applicable		
<ul style="list-style-type: none"> Loss of both instructors 		
New Free-fall communication		
<ul style="list-style-type: none"> Mouth signal "legs out" Mouth signal "arch" 		
Repetition of known free-fall communication		
<ul style="list-style-type: none"> Hand signal "pull" (wave off, instructor pulls) Hand signal "release pilot chute" Hand signal "Circle of Awareness/ altitude check" Hand signal "hips forward" Hand signal "legs out" Hand signal "relax" Hand signal "bend legs" Hand signal "correct arm position" Hand signal "touch handle" Communication / shouting "arch" Shaking "arch" Touch signals (e.g. Moving arms, knees up) "Toe taps" / legs together 		



Contents	Done	Notes
Theory and practical introduction of solo free fall (brief the individual parts. If necessary correct until all parts have been mastered.)		
<ul style="list-style-type: none"> 3 H check / body position / arch-legs-arms-breath / counter movements <ul style="list-style-type: none"> Demonstrate / get student to demonstrate Explain Imitate Practice 		
Goal oriented practice for Level III (introduction/repetition of the individual parts. If necessary correct until all parts have been mastered. Subsequently with altimeter and dummy handle)		
<ul style="list-style-type: none"> Exit practice <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice Large Circle of Awareness <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice 1- 3 handles / practice pulls <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice Small Circle of Awareness <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice Solo free fall <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice Optional: Forward movement/ slow/fast fall <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice Free time <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice "No more work" <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice Wave off - arch - reach - pull <ul style="list-style-type: none"> Explain/Demonstrate/Imitate/Practice 		
Practice sequence of level III jump until student can demonstrate the whole jump without any errors (with altimeter and dummy handle)		
3 golden rules for the AFF jump		
<ul style="list-style-type: none"> Free fall programme ends by _____m AGL Forgotten elements are not made up later Passing a level is at the discretion of the instructor - positive motivation (<i>not all parts of the programme need to be demonstrated to pass a level</i>) 		



Contents		Done	Notes
“What if” briefing including repetition of behaviour in special circumstances AFF and Free fall priorities			
Situation:	<u>Backsliding</u>		
Indication:	<i>Both instructors are in front of you</i>		
Action:	Legs out until instructors become closer/ stop moving away		
Situation:	<u>Turn of less than 90°</u>		
Indication:	<i>Point of reference is to the left or right</i>		
Action:	Stop the turn/ improve body position / possibly initiate counter movement / neutral position and take up previous heading		
Situation:	<u>Turn of more than 90°</u>		
Indication:	<i>1 instructor is in front of you</i>		
Action:	Stop the turn/ improve body position / possibly initiate counter movement / neutral position and take up new heading		
Situation:	<u>Chipping</u>		
Indication:	<i>You are moving like on a see saw</i>		
Action:	Breathe deeply / improve your position / relax while remaining in this position		
Situation:	<u>Spinning</u>		
Indication:	<i>Instructors and sun spin around you.</i>		
Action:	Check altitude / improve position / poss. counter movement / neutral position /5 second rule		
Situation:	<u>On your back</u>		
Indication:	<i>Blue sky above you and possibly both instructors</i>		
Action:	Check altitude / turn over / possibly 5 second rule		
Practice Level III scenarios in real time			
<ul style="list-style-type: none"> Possible scenarios the student must be able to react to without error 			
<ul style="list-style-type: none"> Student should react to signals 			
<ul style="list-style-type: none"> Reaction on loss of heading 			
<ul style="list-style-type: none"> Application of 5 second rule 			
<ul style="list-style-type: none"> Reacting to chipping or feeling unwell etc. 			
Level III - Question and Answer game (can be integrated sooner)			
<ul style="list-style-type: none"> What are the learning goals for Level III? 			
<ul style="list-style-type: none"> What do these signals mean? 			
<ul style="list-style-type: none"> How do you react to them? 			
<ul style="list-style-type: none"> What do you do in the following situations? 			
Error free positive final walk through in real time			
Final conversation			
<ul style="list-style-type: none"> Do you feel prepared? Do you want to jump? Weather check/ canopy briefing 			



4.5 AFF Level IV

4.5.1 Learning goals AFF Level IV

- Starting and stopping small turns

4.5.2 Jump sequence AFF Level IV

- Exit
- Large Circle of Awareness
- 90° turns/possibly counter movements to stop
- Small Circle of Awareness
- 1,700m AGL: End of working time - No More, re-grip by of the instructor to secure
- 1,500m AGL: Wave off and deploy

Note:

Only one AFF Instructor is required at Level IV. Possible changes to the exit position or procedure as well as the instructor's position in free fall should be covered. The student should also be briefed on spotting before exit.

4.5.3 Learning goals Canopy flight AFF Level IV

- Main learning goal:
 - o Safe and injury free landing
 - o Maintaining the flight plan
- Secondary learning goal:
 - o Flying at half brakes
 - o Flat turns from half brakes

4.5.4 Teaching method Canopy flight AFF Level IV

- Detailed flight plan, landing and radio briefing
- Safety briefing (emergencies under canopy, no more drills under 500m AGL)
- Discuss flare and landing in detail during debrief



4.5.5 Sample briefing AFF Level IV

Briefing Level IV guide

Contents	Done	Notes
Introduction of Level IV		
<ul style="list-style-type: none"> Show Level IV / Video 		
New Learning goals IV		
<ul style="list-style-type: none"> Starting and stopping small turns 		
Retention of existing learning goals		
<ul style="list-style-type: none"> Becoming accustomed to free fall/fun Conscious adoption of the neutral position Coordinated deployment/practise Attention and receptiveness Constant altitude awareness Independent deployment Solo free fall 		
Repetition of behaviour in specific AFF spec. circs.		
<ul style="list-style-type: none"> 5 second rule/ turn-over technique 		
New Free-fall communication		
<ul style="list-style-type: none"> Possibly hand signal "turn this way" Possibly shaking or nodding of head Possibly hand signal "maintain heading" 		
Repetition of known free-fall communication		
<ul style="list-style-type: none"> Hand signal "pull" (wave off, instructor pulls) Hand signal "release pilot chute" Hand signal "Circle of Awareness/ altitude check" Hand signal "hips forward" Hand signal "legs out" Hand signal "relax" Hand signal "bend legs" Hand signal "correct arm position" Hand signal "touch handle" Communication / shouting "arch" Shaking "arch" Touch signals (e.g. Moving arms, knees up) "Toe taps" / legs together Mouth signal "legs out" Mouth signal "arch" 		



Contents	Done	Notes
Theory briefing and practice of starting and stopping small turns (brief the individual parts. If necessary correct until all parts have been mastered.)		
<ul style="list-style-type: none"> • Altitude check / look in the desired direction / find reference / start and stop turn 		
<ul style="list-style-type: none"> ○ Demonstrate / get student to demonstrate 		
<ul style="list-style-type: none"> ○ Explain 		
<ul style="list-style-type: none"> ○ Imitate 		
<ul style="list-style-type: none"> ○ Practice 		
Goal oriented practice for Level IV (introduction/repetition of the individual parts. If necessary correct until all parts have been mastered. Subsequently with altimeter and dummy handle)		
<ul style="list-style-type: none"> • Exit practice with single instructor / spotting brief <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Large Circle of Awareness <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Turn 90° right/left <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Solo free fall <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Small Circle of Awareness / free time <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • "No more work" <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Wave off - arch - reach - pull <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
Practice sequence of level IV jump until student can demonstrate the whole jump without any errors (with altimeter and dummy handle)		
3 golden rules for the AFF jump		
<ul style="list-style-type: none"> • Free fall programme ends by _____m AGL 		
<ul style="list-style-type: none"> • Forgotten elements are not made up later 		
<ul style="list-style-type: none"> • Passing a level is at the discretion of the instructor - positive motivation (<i>not all parts of the programme need to be demonstrated to pass a level</i>) 		



Contents		Done	Notes
“What if” briefing including repetition of behaviour in special circumstances AFF and Free fall priorities			
Situation:	<u>Too little turn input</u>		
Indication:	<i>Reference point only slowly approaches</i>		
Action:	Increase input slowly until reference point approaches		
Situation:	<u>Turn stopped at less than 90°</u>		
Indication:	<i>Reference point remains ahead of you</i>		
Action:	Re-start turn, possibly work with more input		
Situation:	<u>Turn stopped at greater than 90°</u>		
Indication:	<i>Reference point has been overshoot</i>		
Action:	Stop turn, keep heading		
Situation:	<u>Too much turn input</u>		
Indication:	<i>Reference point whizzes past you</i>		
Action:	Adopt a neutral position, stabilise, stop and maintain new heading		
Situation:	<u>Spinning</u>		
Indication:	<i>Instructor and sun spin around you.</i>		
Action:	Altitude check / improve position / possibly counter movement / neutral position / 5 second rule		
Situation:	<u>On your back</u>		
Indication:	<i>Blue sky above you and possibly one instructor</i>		
Action:	Check altitude / turn over / possibly 5 second rule		
Practice Level IV scenarios in real time			
<ul style="list-style-type: none"> Possible scenarios the student must be able to react to without error 			
<ul style="list-style-type: none"> Student should react to signals 			
<ul style="list-style-type: none"> React to over turning 			
<ul style="list-style-type: none"> Application of 5 second rule 			
<ul style="list-style-type: none"> Reacting to chipping or feeling unwell etc. 			
Level IV - Question and Answer game (can be integrated sooner)			
<ul style="list-style-type: none"> What are the learning goals for Level IV? 			
<ul style="list-style-type: none"> What do these signals mean? 			
<ul style="list-style-type: none"> How do you react to them? 			
<ul style="list-style-type: none"> What do you do in the following situations? 			
Error free positive final walk through in real time			
Final conversation			
<ul style="list-style-type: none"> Do you feel prepared? Do you want to jump? Weather check/ canopy briefing 			



4.6 AFF Level V

4.6.1 Learning goals AFF Level V

- Starting and stopping big turns
- Optional: controlled forward movement

4.6.2 Jump sequence AFF Level V

- Exit
- Large Circle of Awareness
- 360° turns [and approaches if desired]
- Small Circle of Awareness
- 1,700m AGL: End of working time - No More, re-grip by of the instructor to secure
- 1,500m AGL: Wave off and deploy

4.6.3 Learning goals Canopy flight AFF Level V

- Main learning goal:
 - o Safe and injury free landing
 - o Maintaining the flight plan
- Secondary learning goal:
 - o Flight in deep brakes / approaching stall point
 - o Flat turns from deep brakes

4.6.4 Teaching method Canopy flight AFF Level V

- Detailed flight plan, landing and radio briefing
- Safety briefing (emergencies under canopy, no more drills under 500m AGL)
- Discuss flare and landing in detail during debrief



4.6.5 Sample briefing AFF Level V

Briefing Level V guide

Contents	Done	Notes
Introduction of Level V		
<ul style="list-style-type: none"> Show Level V/ Video 		
New Learning goals Level V		
<ul style="list-style-type: none"> Starting and stopping big turns 		
<ul style="list-style-type: none"> Optional: controlled forward movement 		
Retention of existing learning goals		
<ul style="list-style-type: none"> Becoming accustomed to free fall/fun 		
<ul style="list-style-type: none"> Conscious adoption of the neutral position 		
<ul style="list-style-type: none"> Coordinated deployment/practise 		
<ul style="list-style-type: none"> Attention and receptiveness 		
<ul style="list-style-type: none"> Constant altitude awareness 		
<ul style="list-style-type: none"> Independent deployment 		
<ul style="list-style-type: none"> Solo free fall / starting stopping turns 		
Repetition of behaviour in specific AFF spec. circs.		
<ul style="list-style-type: none"> 5 second rule/ turn-over technique 		
New Free-fall communication		
<ul style="list-style-type: none"> Possibly hand signal "stop" 		
Repetition of known free-fall communication		
<ul style="list-style-type: none"> Hand signal "pull" (wave off, instructor pulls) 		
<ul style="list-style-type: none"> Hand signal "release pilot chute" 		
<ul style="list-style-type: none"> Hand signal "Circle of Awareness/ altitude check" 		
<ul style="list-style-type: none"> Hand signal "hips forward" 		
<ul style="list-style-type: none"> Hand signal "legs out" 		
<ul style="list-style-type: none"> Hand signal "relax" 		
<ul style="list-style-type: none"> Hand signal "bend legs" 		
<ul style="list-style-type: none"> Hand signal "correct arm position" 		
<ul style="list-style-type: none"> Hand signal "touch handle" 		
<ul style="list-style-type: none"> Communication / shouting "arch" 		
<ul style="list-style-type: none"> Shaking "arch" 		
<ul style="list-style-type: none"> Touch signals (e.g. Moving arms, knees up) 		
<ul style="list-style-type: none"> "Toe taps" / legs together 		
<ul style="list-style-type: none"> Mouth signal "legs out" 		
<ul style="list-style-type: none"> Mouth signal "arch" 		
<ul style="list-style-type: none"> Possibly hand signal "turn this way" 		
<ul style="list-style-type: none"> Possibly shaking or nodding of head 		
<ul style="list-style-type: none"> Possibly hand signal "maintain heading" 		



Contents	Done	Notes
Theory briefing and practice of starting and stopping big turns, optionally forward movement (brief the individual parts. If necessary correct until all parts have been mastered.)		
<ul style="list-style-type: none"> • Turns: Altitude check / look in the desired direction / find reference / start and stop turn 		
<ul style="list-style-type: none"> • Forward movement: Check altitude / legs out / poss. bring arms in / stop by going to neutral position, pull in legs and lengthen arms 		
<ul style="list-style-type: none"> ○ Demonstrate / get student to demonstrate 		
<ul style="list-style-type: none"> ○ Explain 		
<ul style="list-style-type: none"> ○ Imitate 		
<ul style="list-style-type: none"> ○ Practice 		
Goal oriented practice for Level V (introduction/repetition of the individual parts. If necessary correct until all parts have been mastered. Subsequently with altimeter and dummy handle)		
<ul style="list-style-type: none"> • Exit practice with one instructor / spotting <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Large Circle of Awareness <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Turn 360° right/left <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Optional: Forward movement <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Small Circle of Awareness / free time <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • "No more work" <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Wave off - arch - reach - pull <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
Practice sequence of level V jump until student can demonstrate the whole jump without any errors (with altimeter and dummy handle)		
3 golden rules for the AFF jump		
<ul style="list-style-type: none"> • Free fall programme ends by _____m AGL 		
<ul style="list-style-type: none"> • Forgotten elements are not made up later 		
<ul style="list-style-type: none"> • Passing a level is at the discretion of the instructor - positive motivation (<i>not all parts of the programme need to be demonstrated to pass a level</i>) 		



Contents		Done	Notes
“What if” briefing including repetition of behaviour in special circumstances AFF and Free fall priorities			
Situation:	<u>Too little turn input</u>		
Indication:	<i>Reference point only slowly approaches</i>		
Action:	Increase input slowly until reference point approaches		
Situation:	<u>Turn stopped at less than 360°</u>		
Indication:	<i>Reference point remains ahead of you</i>		
Action:	Re-start turn, possibly work with more input		
Situation:	<u>Turn stopped at greater than 360°</u>		
Indication:	<i>Reference point has been overshoot</i>		
Action:	Stop turn, keep heading		
Situation:	<u>Too much turn input</u>		
Indication:	<i>Reference point whizzes past you</i>		
Action:	Adopt a neutral position, stabilise, stop and maintain new heading		
Situation:	<u>Spinning</u>		
Indication:	<i>Instructor and sun spin around you.</i>		
Action:	altitude check / improve position / possibly counter movement / neutral position / 5 second rule		
Situation:	<u>On your back</u>		
Indication:	<i>Blue sky above you and possibly one instructor</i>		
Action:	Check altitude / turn over / poss. 5 second rule		
Practice Level V scenarios in real time			
<ul style="list-style-type: none"> Possible scenarios the student must be able to react to without error 			
<ul style="list-style-type: none"> Student should react to signals 			
<ul style="list-style-type: none"> Application of 5 second rule 			
<ul style="list-style-type: none"> Reacting to chipping or feeling unwell etc. 			
Level V - Question and Answer game (can be integrated sooner)			
<ul style="list-style-type: none"> What are the learning goals for Level V? 			
<ul style="list-style-type: none"> What do these signals mean? 			
<ul style="list-style-type: none"> How do you react to them? 			
<ul style="list-style-type: none"> What do you do in the following situations? 			
Error free positive final walk through in real time			
Final conversation			
<ul style="list-style-type: none"> Do you feel prepared? Do you want to jump? Weather check/ canopy briefing 			



4.7 AFF Level VI

4.7.1 Learning goals AFF Level VI

- Solo exit
- Stabilisation following back or front loop
- Controlled turns
- Optional: Student track
- Solo pull

4.7.2 Jump sequence AFF Level VI

- Exit
- Small Circle of Awareness
- Back or front loop above 2,500m AGL
- Small Circle of Awareness
- If still over 2,500m AGL possibly second back or front loop
- Poss. controlled turns
- Tracking in designated direction until 1,800m (ideally perpendicular to jump run)
- 1,700m AGL: End of working time - No More; no re grip by instructor required, instructor remains ready if necessary
- 1,500m AGL: Wave off and deploy

4.7.3 Learning goals Canopy flight AFF Level VI

- Main learning goal:
 - o Safe and injury free landing
 - o Maintaining the flight plan
- Secondary learning goal:
 - o Fly figures of 8 or S-turns to reduce altitude at different speeds
 - o Flat turns

4.7.4 Teaching method Canopy flight AFF Level VI

- Detailed flight and landing plan briefing
- Safety briefing (emergencies under canopy, no more drills under 500m AGL)
- Discuss -, flare and landing in detail during debrief



4.7.5 Sample briefing AFF Level VI

Briefing Level VI guide

Contents	Done	Notes
Introduction of Level VI		
<ul style="list-style-type: none"> Show Level VI/ Video 		
New Learning goals VI		
<ul style="list-style-type: none"> Solo exit 		
<ul style="list-style-type: none"> Stabilisation (back or front loop) 		
<ul style="list-style-type: none"> Optional: Student track 		
<ul style="list-style-type: none"> Solo pull 		
Retention of existing learning goals		
<ul style="list-style-type: none"> Becoming accustomed to free fall/fun 		
<ul style="list-style-type: none"> Conscious adoption of the neutral position 		
<ul style="list-style-type: none"> Coordinated deployment/practise 		
<ul style="list-style-type: none"> Attention and receptiveness 		
<ul style="list-style-type: none"> Constant altitude awareness 		
<ul style="list-style-type: none"> Independent deployment 		
<ul style="list-style-type: none"> Solo free fall / starting stopping turns 		
Repetition of behaviour in specific AFF spec. circs.		
<ul style="list-style-type: none"> 5 second rule/ turn-over technique 		
New Free-fall communication		
<ul style="list-style-type: none"> Possibly hand signal "back loop" 		
Repetition of known free-fall communication		
<ul style="list-style-type: none"> Hand signal "pull" (wave off, instructor pulls) 		
<ul style="list-style-type: none"> Hand signal "release pilot chute" 		
<ul style="list-style-type: none"> Hand signal "Circle of Awareness/ altitude check" 		
<ul style="list-style-type: none"> Hand signal "hips forward" 		
<ul style="list-style-type: none"> Hand signal "legs out" 		
<ul style="list-style-type: none"> Hand signal "relax" 		
<ul style="list-style-type: none"> Hand signal "bend legs" 		
<ul style="list-style-type: none"> Hand signal "correct arm position" 		
<ul style="list-style-type: none"> Hand signal "touch handle" 		
<ul style="list-style-type: none"> Communication / shouting "arch" 		
<ul style="list-style-type: none"> Shaking "arch" 		
<ul style="list-style-type: none"> Touch signals (e.g. Moving arms, knees up) 		
<ul style="list-style-type: none"> "Toe taps" / legs together 		
<ul style="list-style-type: none"> Mouth signal "legs out" 		
<ul style="list-style-type: none"> Mouth signal "arch" 		
<ul style="list-style-type: none"> Possibly hand signal "turn this way" 		
<ul style="list-style-type: none"> Possibly shaking or nodding of head 		
<ul style="list-style-type: none"> Possibly hand signal "maintain heading" 		
<ul style="list-style-type: none"> Possibly hand signal "stop" 		



Contents	Done	Notes
Theory briefing and practical instruction on stabilisation exercises and optionally student track (brief the individual parts. If necessary correct until all parts have been mastered.)		
<ul style="list-style-type: none"> • Turns: Altitude check / look in the desired direction / find reference / start and stop turn 		
<ul style="list-style-type: none"> • Forward movement: Check altitude / legs out / poss. bring arms in / stop by going to neutral position, pull in legs and lengthen arms 		
<ul style="list-style-type: none"> ○ Demonstrate / get student to demonstrate 		
<ul style="list-style-type: none"> ○ Explain 		
<ul style="list-style-type: none"> ○ Imitate 		
<ul style="list-style-type: none"> ○ Practice 		
Goal oriented practice for Level VI (introduction/repetition of the individual parts. If necessary correct until all parts have been mastered. Subsequently with altimeter and dummy handle)		
<ul style="list-style-type: none"> • Solo exits / spotting <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Small Circle of Awareness <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Back/ front loop above 2,500m AGL <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Optional: Tracking <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • 360° turns right/left <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Small Circle of Awareness / free time <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • "No more work" <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Solo pull: Wave off - arch - reach - pull <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
Practice sequence of level VI jump until student can demonstrate the whole jump without any errors (with altimeter and dummy handle)		
3 golden rules for the AFF jump		
<ul style="list-style-type: none"> • Free fall programme ends by _____m AGL 		
<ul style="list-style-type: none"> • Forgotten elements are not made up later 		
<ul style="list-style-type: none"> • Passing a level is at the discretion of the instructor - positive motivation (<i>not all parts of the programme need to be demonstrated to pass a level</i>) 		



Contents		Done	Notes
“What if” briefing including repetition of behaviour in special circumstances AFF and Free fall priorities			
Situation:	<u>On your back after exit</u>		
Indication:	<i>Cannot see the ground</i>		
Action:	Check altitude / best neutral position / poss. turn over technique / poss. of 5 second rule		
Situation:	<u>Cannot stabilise after back or front loop</u>		
Indication:	<i>Cannot maintain heading</i>		
Action:	Check altitude / best neutral position / poss. turn over technique poss. of 5 second rule		
Situation:	<u>Turn stopped at greater than 360°</u>		
Indication:	<i>Reference point has been overshoot</i>		
Action:	Stop turn, keep heading		
Situation:	<u>Loss of heading while tracking</u>		
Indication:	<i>Reference point no longer visible</i>		
Action:	Altitude check / adopt a neutral position, stabilise, stop and turn back to previous heading		
Situation:	<u>Spinning</u>		
Indication:	<i>Instructor and sun spin around you.</i>		
Action:	Altitude check / improve position / possibly counter movement / neutral position / 5 second rule		
Situation:	<u>On your back</u>		
Indication:	<i>Blue sky above you and possibly one instructor</i>		
Action:	Check altitude / turn over / possibly 5 second rule		
Practice Level VI scenarios in real time			
<ul style="list-style-type: none"> Possible scenarios the student must be able to react to without error 			
<ul style="list-style-type: none"> Student should react to signals 			
<ul style="list-style-type: none"> Application of 5 second rule 			
<ul style="list-style-type: none"> Reacting to chipping or feeling unwell etc. 			
Level VI - Question and Answer game (can be integrated sooner)			
<ul style="list-style-type: none"> What are the learning goals for Level VI? 			
<ul style="list-style-type: none"> What do these signals mean? 			
<ul style="list-style-type: none"> How do you react to them? 			
<ul style="list-style-type: none"> What do you do in the following situations? 			
Error free positive final walk through in real time			
Final conversation			
<ul style="list-style-type: none"> Do you feel prepared? Do you want to jump? Weather check/ canopy briefing 			



4.8 AFF Level VII

4.8.1 Learning goals AFF Level VII

- Controlled Solo exit
- Consolidation of skills learned so far
- Meeting the “Free solo” criteria

4.8.2 Jump sequence AFF Level VII

- Exit
- Small Circle of Awareness
- Back/ front loop above 2500m AGL
- Small Circle of Awareness
- 360° turns right/left until 2,000m AGL
- Track/dive in a straight line
- 1,500m AGL: Wave off and deploy (instructor remains available)

Note:

The primary objective is achieving the “Free solo” criteria. *Nevertheless, the AFF Instructor should evaluate the extent of responsibility and self-reliance demonstrated by the student when it comes to gear checks, fastening and unfastening of seat belts, maintaining exit order, controlled canopy flight and safe landing.*

4.8.3 Learning goals Canopy flight AFF Level VII

- Main learning goal:
 - o Safe and injury free landing
 - o Devising and keeping to a flight plan
- Secondary learning goal:
 - o Flare from full flight / from 25% brakes / from half brakes

4.8.4 Teaching method Canopy flight AFF Level VII

- Detailed flight and landing plan briefing
- Safety briefing (emergencies under canopy, no more drills under 500m AGL)
- Discuss flare and landing in detail during debrief

4.8.5 Minimum criteria for “Free solo”

The following criteria must be met before an AFF student may perform their first solo descent:

- Safe altitude awareness
- Ability to stabilise themselves
- Controlled turns
- Controlled deployment without stability problems or assistance



4.8.6 Sample briefing AFF Level VII

Briefing Level VII guide

Contents	Done	Notes
Introduction of Level VII		
<ul style="list-style-type: none"> Show Level VII/ Video 		
Retention of existing learning goals		
<ul style="list-style-type: none"> Becoming accustomed to free fall/fun 		
<ul style="list-style-type: none"> Conscious adoption of the neutral position 		
<ul style="list-style-type: none"> Coordinated deployment/practise 		
<ul style="list-style-type: none"> Attention and receptiveness 		
<ul style="list-style-type: none"> Constant altitude awareness 		
<ul style="list-style-type: none"> Independent deployment 		
<ul style="list-style-type: none"> Solo free fall / starting stopping turns 		
<ul style="list-style-type: none"> Solo exit 		
<ul style="list-style-type: none"> Stabilisation (back or front loop) 		
<ul style="list-style-type: none"> Optional: Student track 		
<ul style="list-style-type: none"> Solo pull 		
Repetition of behaviour in specific AFF spec. circs.		
<ul style="list-style-type: none"> 5 second rule/ turn-over technique 		
Repetition of known free-fall communication		
<ul style="list-style-type: none"> Hand signal "pull" (wave off, instructor pulls) 		
<ul style="list-style-type: none"> Hand signal "release pilot chute" 		
<ul style="list-style-type: none"> Hand signal "Circle of Awareness/ altitude check" 		
<ul style="list-style-type: none"> Hand signal "hips forward" 		
<ul style="list-style-type: none"> Hand signal "legs out" 		
<ul style="list-style-type: none"> Hand signal "relax" 		
<ul style="list-style-type: none"> Hand signal "bend legs" 		
<ul style="list-style-type: none"> Hand signal "correct arm position" 		
<ul style="list-style-type: none"> Hand signal "touch handle" 		
<ul style="list-style-type: none"> Communication / shouting "arch" 		
<ul style="list-style-type: none"> Shaking "arch" 		
<ul style="list-style-type: none"> Touch signals (e.g. Moving arms, knees up) 		
<ul style="list-style-type: none"> "Toe taps" / legs together 		
<ul style="list-style-type: none"> Mouth signal "legs out" 		
<ul style="list-style-type: none"> Mouth signal "arch" 		
<ul style="list-style-type: none"> Possibly hand signal "turn this way" 		
<ul style="list-style-type: none"> Possibly shaking or nodding of head 		
<ul style="list-style-type: none"> Possibly hand signal "maintain heading" 		
<ul style="list-style-type: none"> Possibly hand signal "stop" 		
<ul style="list-style-type: none"> Possibly hand signal "back loop" 		



Contents	Done	Notes
Theory briefing and practical instruction on stabilisation exercises and optionally student track (brief the individual parts. If necessary correct until all parts have been mastered.)		
<ul style="list-style-type: none"> • Turns: Check altitude / look in the desired direction / find reference / start and stop turn 		
<ul style="list-style-type: none"> • Forward movement: Check altitude / legs out / poss. bring arms in / stop by going to neutral position, pull in legs and lengthen arms 		
<ul style="list-style-type: none"> ○ Demonstrate / get student to demonstrate 		
<ul style="list-style-type: none"> ○ Explain 		
<ul style="list-style-type: none"> ○ Imitate 		
<ul style="list-style-type: none"> ○ Practice 		
Goal oriented practice for Level VII (introduction/repetition of the individual parts. If necessary correct until all parts have been mastered. Subsequently with altimeter and dummy handle)		
<ul style="list-style-type: none"> • Solo exits / spotting <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Small Circle of Awareness <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Back/ front loop above 2,500m AGL <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Optional: Tracking <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • 360° turns right/left <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Small Circle of Awareness / free time <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • "No more work" <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
<ul style="list-style-type: none"> • Solo pull: Wave off - arch - reach - pull <ul style="list-style-type: none"> ○ Explain/Demonstrate/Imitate/Practice 		
Practice sequence of level VII jump until student can demonstrate the whole jump without any errors (with altimeter and dummy handle)		
3 golden rules for the AFF jump		
<ul style="list-style-type: none"> • Free fall programme ends by _____m AGL 		
<ul style="list-style-type: none"> • Forgotten elements are not made up later 		
<ul style="list-style-type: none"> • Passing a level is at the discretion of the instructor - positive motivation (<i>not all parts of the programme need to be demonstrated to pass a level</i>) 		



Contents		Done	Notes
“What if” briefing including repetition of behaviour in special circumstances AFF and Free fall priorities			
Situation:	<u>On your back after exit</u>		
Indication:	<i>Cannot see the ground</i>		
Action:	Check altitude / best neutral position / poss. turn over technique poss. of 5 second rule		
Situation:	<u>Cannot stabilise after back or front loop</u>		
Indication:	<i>Cannot maintain heading</i>		
Action:	Check altitude / best neutral position / poss. turn over technique poss. of 5 second rule		
Situation:	<u>Turn stopped at greater than 360°</u>		
Indication:	<i>Reference point has been overshoot</i>		
Action:	Stop turn, keep heading		
Situation:	<u>Loss of heading while tracking</u>		
Indication:	<i>Reference point no longer visible</i>		
Action:	Altitude check / adopt a neutral position, stabilise, stop and turn back to previous heading		
Situation:	<u>Spinning</u>		
Indication:	<i>Instructor and sun spin around you.</i>		
Action:	altitude check / improve position / possibly counter movement / neutral position / 5 second rule		
Situation:	<u>On your back</u>		
Indication:	<i>Blue sky above you and possibly one instructor</i>		
Action:	Check altitude / turn over / possibly 5 second rule		
Practice Level VII scenarios in real time			
<ul style="list-style-type: none"> Possible scenarios the student must be able to react to without error 			
<ul style="list-style-type: none"> Student should react to signals 			
<ul style="list-style-type: none"> Application of 5 second rule 			
<ul style="list-style-type: none"> Reacting to chipping or feeling unwell etc. 			
Level VII - Question and Answer game (can be integrated sooner)			
<ul style="list-style-type: none"> What are the learning goals for Level VI? 			
<ul style="list-style-type: none"> What do these signals mean? 			
<ul style="list-style-type: none"> How do you react to them? 			
<ul style="list-style-type: none"> What do you do in the following situations? 			
Error free positive final walk through in real time			
Final conversation			
<ul style="list-style-type: none"> Do you feel prepared? Do you want to jump? Weather check/ canopy briefing 			



4.9 Level 8 - student progression after the AFF programme

After completing the AFF programme, the student parachutist continues to be supervised as appropriate for their progression in the same way as a conventional student following the static-line route. In particular, training and briefing to acquire the skills necessary to meet the requirements of gaining a skydiving license.

Directly upon completion of the AFF programme the following tasks are recommended:

- 1 Solo jump to relax without much programme, as soon as possible after level VII
- 2 - 3 solo descents from the altitude they are familiar with during which they carry out consolidating exercises of the manoeuvres they have learned
- Possibly a conversion brief on alternative deployment methods (throw-out /pull-out, if not already briefed, note that after introducing a new system, this must be retained, mixing different deployment systems is not permitted)
- At least 3 low altitude descents
- 5 one-on-one instructor jumps introducing basic FS skills
- Possibly briefing on smaller main canopy and introduction of a higher wing loading and/or change in canopy shape (downsizing)
- Packing classes
- 10 accurate landings in a radius of 50m
- At least 23 descents (including all AFF descents) + 2 examination descents to acquire the license

4.10 Communication in free fall

Communicating with a student in free fall is mainly by use of hand signals, mouth signals, touching, gestures and demonstration and depending on the situation, shouting. The most important thing is to provide signals to the student at the correct time in a well recognisable form. They should be used at the right speed and duration so that the student can process the visual, auditory or tactile communication and act on it in a controlled fashion.

4.10.1 AFF Hand signals



Pull



Arch



Circle of Awareness
Altitude Check



Legs out



Bend legs



Hips forward



Toe taps / legs
together
Toes together



Check arm position



OK
Knees up



Touch handle



Relax/breathe
Chill out

Note:

The signals for legs out or legs in should be considered 'soft' signals, i.e. the student should make slow movements to reach the desired position, reflect this while briefing them. If the signal is removed, the desired position has been reached.



4.10.2 Other signals (Mouthing, touching, gestures)

- Legs out → tongue out
 - Arch → O shaped mouth
 - Arch → shaking at hip/ shouting during exit
 - Ok → smile and nod head
 - Head up → touch own chin
 - Turn/track this way → show with a flat hand
 - Start turning → draw horizontal circle
 - Stay on heading → hand held vertically in front of the middle of the face
 - Stop → flat vertical hand
 - Stop and check altitude during track → pat student's leg
 - Start back loop → draw vertical circle
 - Well done → clapping
 - Release throw-out → pull out of hand / pat on hand
-
- Demonstration: manual adjustments by the AFF Instructor for example moving hands or arms, pushing knees up, pushing left hand forward during hand touch, guide right hand to the handle.



Chapter 5

AFF Glossary



5. AFF Glossary

5.1 Explanations of relevant terminology in the AFF Instructor Hand Book (AFF-AHB) (Additional to Sport Parachuting AHB Part I)

Term	Definition
AFF	Accelerated Free fall
AFF-Examiner	Examiner appointed by the authorised association with particular area of expertise (Training and examining AFF Instructor Candidates)
Handle Touch	Simulation of pulling of main or reserve handle by touching the relevant handle without pulling it
Exit Funnel	Temporary loss of controlled flight during the exit
Exit command/ Jump command	Phrase used to introduce the departure from the aircraft such as “up - down - arch” or “ready - set - go” to enable a well-timed exit by the whole group. In introductory word such as “pilot” or “propeller” can be used.
Fly off	Release from the aircraft into the relative wind
Hovering	Hold level, no horizontal movements
Main Override Device „Oh-Shit-Handle“	Mechanism to release the main canopy from the left side of the container
No more work	Signal of the end of work during free fall by shaking of the head. The student should be concentrating on the deployment sequence from this point onwards.
Pull	Pulling of the handle to deploy the canopy
Redock / Regrip	Redocking on the student to secure them
Release	Release of the student
Sensory Overload	Temporary overload of the student's sensory system
Separation	Ensuring adequate horizontal and vertical distance between jumpers to avoid the risk of collision during or after canopy opening
Solo pull	Deployment of the main parachute without assistance from the AFF Instructor
Toe Taps	Moving the feet/toes together for better awareness of leg position
Wave Off	Waving movement with both arms to signal the imminent deployment of a canopy and/or to signal start of separation



Chapter 6

AFF Instructor training AFF Instructor Exam



6. AFF Instructor training/ AFF Instructor Exam

6.1 First-issue of instructor AFF Instructor Proficiency (excerpt from chapter 1)

Any licensed German parachutist (over 18 years of age) can apply to gain an AFF Instructor Proficiency on meeting the following requirements:

- valid German civilian licence airman's licence with valid instructor rating endorsement
- at least 500 documented free fall descents
- at least five hours accumulated free fall time
- presentation of a valid medical certificate recognised by authorised associations
- successful participation at an AFF Instructor course
- passed AFF Instructor Exam
- submission of the application form for the issue of the updated license with relevant fee

AFF Instructor candidates from the Bundeswehr do not need to fulfil all the above requirements. Where they do not meet the above requirements or do not wish their license to be endorsed, they will receive confirmation of participation and examination result for their commanding officer from the authorised association.

6.2 AFF Instructor Course (AFF-Lehrerlehrgang)

6.2.1 General

The AFF Instructor Course consists of theoretical and practical training on how to instruct using the AFF method and prepares candidates for the examination to gain the AFF Instructor proficiency in accordance with the AFF-AHB Part I and the "Qualification Certificate for AFF Instructor Candidates" (QNW-AFF-LA).

An AFF Instructor Course can be conducted by anyone with a training permission and must be registered and approved by the authorised association on payment of a fee.

An approved AFF Instructor Course must be directed by an AFF-Examiner (see chapter 7).

6.2.2 Theory training

- Imparting the AFF instructional principle in accordance with AFF-AHB Part I
- Psychological interaction with AFF students
- Planning and preparation (briefing) of the jump with the student
- Behaviour/supervision of the student during the climb to altitude and exit
- Behaviour during the AFF jump
- Debriefing of the student after the jump
- Behaviour in emergencies

6.2.3 Practical training

- Ground exercises with AFF students on vertical and horizontal trainers
 - Exit practice of both possible instructor positions (left or right) at the stationary aircraft or mock-up
- Practice jumps of the AFF levels in the two instructor positions



6.2.4 Documentation

- For the AFF Instructor Course the AFF Course Director will document progress on the relevant form (Qualification Certificate for AFF Instructor Candidates).

6.2.5 Intended conduct of an AFF Instructor Course

6.2.5.1 Introduction

It is expected that the AFF Instructor Candidate is well prepared for their AFF Instructor Exam in both theory and practice.

This preparation takes the form of an AFF Instructor Course.

AFF Instructor Courses are usually offered immediately ahead of an AFF Instructor Exam. A single AFF Instructor Course may not be sufficient preparation of some candidates to enable them to meet all the requirements, not least because external factors (weather) could prevent full preparation. Occasionally alternative examination preparation in accordance with AFF-AHB Part I can be offered or arranged for individual situations.

The candidates are expected to be self-motivated and have their own initiative to safely take part in the AFF Instructor Exam.

Furthermore, it is expected that AFF Instructor candidates have leadership qualities, are familiar with the necessary administrative aspects of the sport and are able to handle possible emergencies with confidence.

6.2.5.2 Equipment requirements for AFF Instructors

- As per AFF-AHB Part I chapter 2

6.2.5.3 Theory training

- Detailed study of the AFF Instructor Hand Book
- Preparation for practice briefings
- Methods and didactics on working with AFF students
- Introduction of the various training aids for ground instruction
- Paperwork relevant for AFF
- Safety requirements for AFF instruction

6.2.5.4 Equipment training

- Introduction to various harness container systems, including deployment methods, suitable for AFF instruction
- Introduction to AFF Instructor pull particularity and techniques
- Introduction into the use of the MOD
- Introduction or refresh on handling of electronic Automatic Activation Devices
- Appropriate use of further equipment in AFF instruction (audible altimeter, additional digital altimeter, radio etc.)



6.2.5.5 Practical training

- Beat-up jumps to improve flying skills, possibly tunnel training
- Different exit options with different aircraft
- Flying your slot and covering large distances
- Spinstop training and techniques
- Turnover techniques for students on their backs
- Possibility for training in free fall/communication in free fall
- Teamwork between the AFF Instructors
- Pull techniques

Note:

Practice jumps during the AFF Instructor Course should be videoed to allow better evaluation and faster learning.



6.2.5.6 Qualification Certificate for AFF Instructor candidates (QNW-AFF-LA)

AFF Instructor Candidate, Surname, First name:		
Date of birth:	License number:	Instructor proficiency held since:
Jump numbers/in the last year:	Free fall time:	Medical test dated:

No	Proficiencies before the AFF training course (within 12 months of its start)	Place Date	Name& signature AFF Chief Instructor or AFF-Examiner
01	Study of the AHB and the AFF-AHB		
02	At least 10 FS coaching jumps with students as part of their instruction (number:)		
03	2x assisting at AFF First Jump course incl. Level 1 briefing, #1 <input type="checkbox"/> , #2 <input type="checkbox"/> (Number:)		
04	Assisting at ground briefings at least once per level Level 2 <input type="checkbox"/> , 3 <input type="checkbox"/> , 4 <input type="checkbox"/> , 5 <input type="checkbox"/> , 6 <input type="checkbox"/> , 7 <input type="checkbox"/> (Number:)		
05	Practice ground briefings for each of levels 1 to 7 1 <input type="checkbox"/> , 2 <input type="checkbox"/> , 3 <input type="checkbox"/> , 4 <input type="checkbox"/> , 5 <input type="checkbox"/> , 6 <input type="checkbox"/> , 7 <input type="checkbox"/> (Number:)		
06	At least one briefing each on: • Exit (AFF group, solo floating, solo diving) <input type="checkbox"/> • Starting and stopping turns <input type="checkbox"/> • Back loop <input type="checkbox"/> • Front loop <input type="checkbox"/> • Barrel roll <input type="checkbox"/> • Tracking <input type="checkbox"/> • Wave off and deploy <input type="checkbox"/>		
07	2x student briefing on exit #1 <input type="checkbox"/> , #2 <input type="checkbox"/> (Number:)		
08	2x student briefing on canopy flight, landing approach and landing with radio support #1 <input type="checkbox"/> , #2 <input type="checkbox"/> (Number:)		
09	1 practice jump level 1 with an AFF Instructor as the student (Number:)		
No	Proficiencies during the AFF training course (within 12 months of its start)	Place Date	Name& signature AFF-Examiner
10	One each ground briefing for levels 1, 3 and 4 #1 <input type="checkbox"/> , #2 <input type="checkbox"/> (Number:)		
11	At least 1x student briefing on canopy flight, landing approach and landing with radio support (Number:)		
12	At least 2x practice at turning over from back flying #1 <input type="checkbox"/> , #2 <input type="checkbox"/> (Number:)		
13	At least 2x practice at stopping a spin #1 <input type="checkbox"/> , #2 <input type="checkbox"/> (Number:)		
14	At least 2x practice of deploying for the student (throw-out) #1 <input type="checkbox"/> , #2 <input type="checkbox"/> (Number:)		
15	At least 2x practice of deploying for the student (Ripcord/spring loaded pilot chute) #1 <input type="checkbox"/> , #2 <input type="checkbox"/> (Number:)		
16	At least 3 practice level 3 jumps #1 <input type="checkbox"/> , #2 <input type="checkbox"/> (Number:)		
17	At least 4 practice level 4 jumps #1 <input type="checkbox"/> , #2 <input type="checkbox"/> (Number:)		



QNW-AFF-LA-back page:

Lesson and practice suggestions for the AFF Instructor Course:

- AFF-AHB theory, preparation guide and exam preparation
- AFF levels (student/instructor/emergencies/special circumstances) and briefings
- Behaviour in emergencies
- Gear checks and equipment problems
- Sequence from (20 minute) call until emplaning
- Climb to altitude sequence and scenarios
- Exit/spotting
- Climb out/exit preparation and control
- Difficult exit, exit funnel and stabilisation
- Communication and signalling
- Slot flying
- Techniques to adjust fall rates
- Spin stop techniques
- Turn over techniques
- Normal deployment sequence with redock and accompaniment
- Difficult deployment sequence with redock and accompaniment
- Student no-pull
- Student slow-pull
- Student holds on to throw-out pilot chute
- Instructor main canopy deployment from the right with ripcord
- Instructor main canopy deployment from the right with throw out
- Instructor main canopy deployment from the left
- Instructor main canopy deployment from the left with MOD
- Canopy tasks and exercises for AFF students (in accordance with AHB Part I)
- Student radio
- Debriefing and movement analysis
- Corrective instruction
- Psychological interaction with AFF students
- Assistance with exercises, fitness exercises to warm up and strengthening, morning exercise concept
- Documentation
- Flying your slot
- Flying your slot and giving signals
- Specific spin stop training with level 4 deployment sequence
- Specific turn over training with hard exit and level 4 deployment sequence
- Level 3 practice jumps with increasing difficulty
- Level 4 practice jumps with increasing difficulty



6.3 AFF Instructor Exam

6.3.1 Components of the AFF Instructor Exam

The AFF Instructor Exam has a theory and a practical component. The theory exam is the written exam (see chapter 8). The practical exam consists of at least 3 and a maximum of 5 or 6 practical evaluation attempts during which points are earned. The exam attempts for the practical exam are split into three parts. Each part is separately evaluated. The evaluation is documented in the exam notes. There are four topic areas in Part I (Briefing), one topic area in Part II (AFF jump) and four topics in Part III (Supervision). Each topic is individually evaluated. In order to pass the overall exam, at least 40 points must be achieved in Part I, 12 points in Part II and 40 points in Part III.

6.3.1.1 Theory exam

The candidate must take the written exam for which the pass mark is 75% or above. The exam can be repeated up to three times.

6.3.1.2 Practical Exam

To earn the necessary points to pass the practical exam, the candidate has at least 3 attempts, but a maximum of 6 attempts at exam Part II and up to a maximum of 5 attempts for parts I and III. Each evaluation cycle is split into three parts. Part I and III are subdivided into 4 sub-parts each.

The sub-parts are evaluated using the following points system:

4 points	=	Excellent
3.5 - 2.5 points	=	Very good to Good
2 points	=	Satisfactory
1.5 - 0.5 points	=	Poor
0 points	=	Insufficient

The minimum number of points must be achieved by the sixth or fifth attempt (see above). If a candidate does not achieve the minimum number of points in one of the three parts, this Part is failed. The exam can be repeated at a later time.

Part I (40 points in a maximum of 5 attempts = pass)

The candidate prepares a simulated student for an AFF jump for each attempt.

The evaluation for Part I is made in the following 4 sub-parts:

- *Sub-part I / 1*
 - Lesson planning, working together with other AFF Instructors, management of material, organisation
- *Sub-part I / 2*
 - Explanation, demonstration, clarity, comprehensibility
- *Sub-part I / 3*
 - Practical exercises, supervision and inclusion of the student in the preparation of hanging harness training, working on the horizontal trainer and the aircraft



- *Sub-part I / 4*
 - Success monitoring and evaluation, debriefing, using the student's experience to consolidate and repeat existing knowledge of important topics

Part II (12 points in a maximum of 6 attempts = pass)

At least three and a maximum of 6 evaluation jumps are conducted in which the AFF-Examiner takes the place of an AFF student.

- The evaluation is made in the possible instructor positions in AFF Levels III and IV. A safety error on any jump immediately reduces the possible to points for that jump to zero:
 - Flying skills, free fall control, ensuring safety, training aids in free fall, learning freedom, awareness and receptivity

Part III (40 points in a maximum of 5 attempts = pass)

The candidate is evaluated on how well they supervise the student from the beginning of instruction, to donning the equipment, the exit from the aircraft and landing until the end of the debrief of the jump.

The evaluation for Part III is made in the following 4 sub-parts:

- *Sub-part III / 1*
 - Supervision and control of the student during gear checks and movement to the aircraft
- *Sub-part III / 2*
 - Climb to altitude, psychological and motivational assistance, control of the student, inclusion of the student during exit preparation and exit
- *Sub-part III / 3*
 - Run through of the jump on the ground, analytical debriefing, positive critique with guidance on the subsequent jumps, corrective training, documentation
- *Sub-part III / 4*
 - General evaluation of the candidate's appearance and behaviour

6.3.2 Documentation

- The AFF-Examiner should complete the examination notes on the relevant evaluation form
- The AFF-Examiner should complete the Examiner log on the relevant form
- The AFF-Examiner should complete the master log on the relevant form
- The application for the instructor rating WITH AFF proficiency should be completed by the Course Director on the relevant form and sent the authorised association
- Originals of all examination documentation must be sent to the authorised association in accordance with §128 LuftPersV; furthermore the Course Director must retain a copy for the next 5 years after which it must be destroyed



6.3.3 Intended sequence of an AFF Instructor Exam

6.3.3.1 Introduction

The AFF Instructor Exam has a high reputation. This is primarily because of the demanding and efficient evaluation process which the candidates need to pass.

It is the responsibility of the AFF-Examiner to maintain the value and contribute to this reputation of the exam.

6.3.3.2 Papers for the Exam

Before the exam the following documents must be produced:

- License with valid instructor proficiency / foreign licence
- Logbook(s) with at least 5 hours free fall time and at least 500 free fall descents
- Owners liability insurance cover
- Airworthiness certificate for own harness container system
- Qualification Certificate for the AFF Instructor Candidate, fully completed (less than 12 months old)
- Medical fitness certificate recognised by the authorised associations and relatively recent (no more than 3 months old)
- (Optionally 1 passport picture)

6.3.3.3 Required additional material

At the beginning of the exam, the following needs to be brought:

- Personal skydiving equipment
- Possibly stationery
- Possibly own briefing materials
- Possibly own training aids
- Possibly digital memory card



6.3.3.4 Introduction to the AFF Instructor Exam

At the beginning of the AFF Instructor Exam, the following points should be agreed between all parties (AFF Instructor Candidates, AFF-Examiners, videographers):

- Introductions
- Determination of experience levels
- Introduction to the planned sequence and the rules (short overview of rules and tips for exam briefings, short overview of exam rules for Part II etc.)
- Attendance requirement (leaving the venue, shopping, breaks, privacy, exercise etc.)
- Morning exercise briefing and its purpose (not a daily requirement, for team spirit and camaraderie)
- Safety briefing
- Dropzone briefing
- Aircraft briefing
- Equipment for the jumps
- Introduction of the student equipment
- Introduction to training facilities available (infrastructure, training aids, radios)
- Radio permission and if necessary retrains
- Video download stations
- Manifesting / AFF Course manifest list / tickets / video slots

6.3.3.5 Introduction to the Exam parts

Part I - Briefing:

- **Level I ground brief (approx 90 minutes)**
- **Level III ground brief (approx 60 minutes)**
- **Level IV ground brief (approx 45- 60 minutes)**

If further briefings are required to meet the minimum number of points, these should be Levels II, V or VII, at the discretion of the AFF-Examiner. A shorter brief can be conducted at the discretion of the AFF-Examiner if 36 points have already been earned.

Part II - Jump:

- **Level III jump as left or right instructor**
- **Level III jump as instructor on the other side**
- **Level IV jump as instructor on either side**

If further jumps are required to meet the minimum number of points, these should be further Level IV jumps. The Course Director decides on exceptions.

Part III - Supervision:

- **Supervision and control on at least 3 evaluation attempts**
- **Climb to altitude on at least 3 evaluation attempts**



- **Debriefing, correctional training and documentation on at least 3 evaluation attempts**
- **Overall impression and proficiency as AFF Instructor in at least 3 evaluation attempts**

If further supervision points are necessary to meet the minimum number of points, these should be gained in the 2 subsequent evaluation attempts. A reduced Part III can be conducted at the discretion of the AFF-Examiner if 36 points have already been earned.

6.3.4 Regulations and evaluation criteria for each exam part

6.3.4.1 Rules for Part I – Briefing

- All briefings (Level I, Level III, Level IV and all other levels) are prepared in advance of the exam so that each briefing can be started with a short preparation time (10 - 15 minutes); the Exam Director determines the order in which the briefings are given
- The candidate does not need to use the sample briefing, they can use their own notes
- The briefing needs to be complete and be clearly structured
- The altitudes 1,800m AGL “No more” indicated by shaking of the head and 1,600m AGL indicated by “wave off - arch - reach - pull/release” are required elements of the briefing
- The candidate must have determined and ensured in the briefing that the student is able to react to all situations in the AFF jump properly and alone
- The candidate decides with the agreement of the AFF-Examiner whether the student is to use a throw-out or a ripcord deployment system (systems need to be available); the candidate must brief on the agreed system
- The candidate may use any aids they consider to be useful, they may use training aids of their own which they have brought along
- Training aids may be in limited supply; if multiple briefings are taking place at the same time, they will need to be coordinated
- Borrowed training aids which are no longer required must be returned to their original location immediately; retention of training aids for longer periods of time is not permitted
- The candidate decides where they want to conduct the briefing (at the dropzone)
- Use of assisting personnel is permitted
- The candidate is solely responsible for their “stand-in student”; they can train this person for as long as they desire to ensure they are suitable prepared for the jump; during the AFF Instructor Exam every candidate is expected to act as a stand-in student for other candidates; other jumpers, student or non-jumps can also be stand-in students, apart from the examining AFF-Examiner
- Should a stand-in student demonstrate insufficient performance despite previous corrective training by the AFF Instructor Candidate, the Examiner may evaluate individual portions of the briefing positively and require the briefing to continue
- The candidate is responsible for the safety and comfort of the stand-in student
- The stand-in student is briefed ahead of the exam by the AFF-Examiner
- Status of the stand-in student:
 - o *First jump course including aircraft and dropzone briefing at current dropzone*
 - o *First jump course or last jump at least 3 weeks prior*



- *Candidate has not previously jumped with the student*
- The Level I and Level III briefings are usually conducted by two candidates; conduct by a single candidate requires the approval of the Course Director
- The two candidates should share the briefing topics for the Level I and Level III briefings about 50/50

6.3.4.2 Evaluation criteria for Part I/1 - preparation and teamwork

The candidate is evaluated on their individual knowledge level, organisational skills and ability to work in a team. The right hand instructor is usually the primary instructor. The left hand instructor should assist and help out to enhance the student's understanding of the tasks. They assist the right hand instructor in the demonstration and instruction. Both should work together to teach the student. One should explain while the other demonstrates what is being described. The instructors should know the lesson well enough to be able to present it confidently. The principles of the lessons must be taught correctly and logically to ensure the learning objectives can be achieved. For Levels IV - VII the instructor works alone. They may find someone who can assist them with demonstrations.

6.3.4.3 Evaluation criteria Part I/2 - explanation and demonstration (Instructors)

The candidate is evaluated based on their way of working as well as their technical knowledge and their demonstrated understanding of the main topics. The instructor should begin by giving the student a short explanation of the upcoming jump. Subsequently they give thorough explanations of the details of the jump. Explanations to the student should be completely clear and understandable. Demonstrations should accompany the explanations. Instructional presentations should be close to perfect. If the demonstrating candidate makes a mistake, it should be identified and corrected by the explaining candidate. Demonstrations should be vertical (standing) to show the jump sequence and horizontal (on a horizontal trainer) to show the correct body position. Extended canopy flight tasks should be integrated from Level III onwards.

6.3.4.4 Evaluation criteria Part I/3 - explanation and demonstration (Students)

The candidates are evaluated on how effective their practical exercises are with the student and how well the student's performance improves. They should guide the student through each step of the jump (leaning objective oriented jump preparation). When a student makes a mistake, the instructor must correct them before moving on with the exercise. Exercises should be repeated until the student demonstrates the necessary skills and knowledge to successfully complete the jump. The student must be able to run through the jump sequence in its entirety and error free. The student is not yet wearing their full jump equipment, but training aids (training harness, altimeter). Only once they have shown to be able to run through the whole jump without error does the ground training move to donning full equipment. For Level I the student should be fully kitted out at the end of the briefing (including helmet). The actual pull of the deployment handle should then be practised in a horizontal position. The AFF-Examiner always observes the exact body position demanded or permitted by their candidate. If the candidate demonstrations were not correct, the stand-in student may exaggerate the error in the run through providing the candidate with the opportunity to make



corrections. If this is not noticed, it is reasonable to repeat this error in the actual jump. The evaluation jump is also used to demonstrate the effect of poor ground training on the jump itself.

6.3.4.5 Evaluation criteria Part I/4 - success monitoring and evaluation

The candidate is evaluated on their ability to determine the knowledge and skills of their student in their success monitoring. The lesson plan of the candidate should include a suite of questions which are suitable to tell how much the student has learned and to give them an opportunity to show their knowledge and understanding (learning success check list). The candidate should ask the student for practical demonstrations so they can evaluate the skill level. As an instructor, the candidate should be able to recognise error and correct them. Success monitoring always takes place at the end of a training block. Furthermore, the student is presented with situation in the subsequent floor exercises to check their reactions. Experienced instructors continuously weave success monitoring into their jump training to correspond with the jump sequence.

6.3.4.6 Regulations for Part II– Jump

- The minimum exit altitude for AFF examination descents is 3,000m AGL
- In the event of a (true) emergency in free fall, the AFF-Examiner resolves the malfunction themselves
- Below a hard deck of 1,200m AGL the AFF-Examiner waves off (Full Body Wave Off) and the free fall part of the examination is deemed over. The candidate should separate immediately regardless of the situation
- Should the AFF-Examiner be on their back at pull altitude, their canopy can be deployed from this position
- If the candidate believes they need to activate the AFF-Examiner's reserve, they must NOT do so. In this situation, they should pat the reserve handle with a flat hand
- **The following points will lead to an immediate 0 point evaluation in Part II**
 - o The AFF-Examiner's cut-away or reserve handle are pulled
 - o The AFF-Examiner's main was deployed over 1,500, AGL
 - o The AFF-Examiner's main was deployed below 1,200m AGL (hard deck) or not deployed at all or is still holding their throw-out pilot chute
 - o The AFF-Examiner was not released in free fall (a initial release above 2,300m AGL is therefore tolerated in an examination jump)
 - o The candidate does not have a securing grip on the AFF-Examiner during their deployment
 - o The candidate does not track far enough away (horizontal separation between all parties)
 - o The candidate opens their canopy close to the AFF-Examiner
 - o The candidate causes a free fall collision with the AFF-Examiner or team mate or videographer
 - o The candidate causes a canopy collision with the AFF-Examiner or team mate or videographer
 - o The candidate deploys their canopy too low (minimum opening altitude of 600m AGL)



6.3.4.7 Compulsory jump sequence for the free fall examination

- Level III

- Getting into the door, check in, check out, exit count & exit, fly off; release student arms if earned
- Large Circle of Awareness
- 1x touch handle
- Release by the left instructor after communication
- Release by the right instructor (initial full release above 2,300m AGL is tolerated in examination descents)
- Solo free fall (horizon - position - altitude)
- 1,800m AGL “No more”, at least one instructor re-docks from 1,800m AGL
- 1,600m AGL “wave off - arch - reach - pull - possibly let go” (poss. altitude check signal, poss. pull signal below 1,500m AGL, poss. assist, poss. pull from 1,400m AGL, instructor(s) must be docked on the student for the assist and pull and possibly lead the student through the deployment process)
- 1,200m AGL “hard deck” end of free fall examination (AFF Instructor Candidate(s) to separate independently)
- 600m AGL minimum deployment height for all parties

- Level IV

- Basic introduction to spotting during the level IV briefing; short check of the spot with the student in the door
- Getting into the door, check in (or out), exit count & exit, fly off; release student arms if earned
- Large Circle of Awareness with OK, release, student turns 90° toward the instructor (alternatively the candidate can move to the front of the student)
- On signal, perform 90° turn, stop, altitude check, 90° turn back to instructor, stop, altitude check, repeat above and up to 1,800m AGL
- 1,800M AGL “No more”, instructor flies to (preferably right) side of the student and re-docks from 1,800m AGL onwards,
- 1,600m AGL “wave off - arch - reach - pull - possibly let go” (poss. altitude check signal, poss. pull signal below 1,500m AGL, poss. assist, poss. pull from 1,400m AGL, instructor must be docked on the student for the assist and pull and possibly lead the student through the deployment process)
- 1,200m AGL “hard deck” end of free fall examination (AFF Instructor Candidate(s) to separate independently)
- 600m AGL minimum deployment height for all parties

6.3.4.8 Evaluation criteria for Part II– Jump

The candidate is evaluated on their ability to control the jump sequence and ensure a suitable level of safety. They are also evaluated on their ability to provide useful instructions in free fall.



Furthermore, their flying skills are evaluated. The candidate must be able to control the exit. They should be confronted with hard exit situations to enable them to demonstrate this skill. The candidate determines the exit positions and decides themselves on the Level IV descents whether they take up the “main” or “reserve” side of the AFF-Examiner and informs them of this decision before the 20-minute call for the evaluation jump. The candidate must demonstrate a high level of awareness during the jump. They should also be able to interpret their observations with a reasonable level of accuracy. This is to enable them to provide tailored points for improvement to their student to enable them to improve their skills. Instructions in free fall should be given in the form of hand signals, mouth signals, demonstration, shaking and calling (see AFF-AHB Part I chapter 4). The candidate must remain within reaching distance of the student to enable them to provide adequate control and ensure sufficient safety. They should provide the student with sufficient freedom to learn, but intervene if the loss of control exceeds the learning opportunity. During the conduct of the practical exam the candidate must prove that they can catch a student they have lost and can assist them, for example stopping a spinning student or turning them over from a back to earth position. The AFF-Examiner may evade but should not use advanced flying techniques to remove themselves from the candidate (e.g. diving away). There are also “large separation dives” in the AFF Instructor Exam to verify and improve the ability to close long vertical and horizontal distances. If a problem cannot be resolved by the candidate within 15 - 20 seconds, the section of the jump is to be evaluated as not satisfactory. The AFF-Examiner may then end that exercise and present an alternative problem. If the AFF-Examiner's main needs to be deployed, this should be done by 1,200m AGL, even if the AFF-Examiner is flying on their back at this time (ripcord or throw-out). Reaction to the student error of not letting go on their throw-out pilot chute must also be timely. If the candidate has no grip on the student, this is a safety error which must be evaluated with zero points. For the Level III jump this applies to both candidates. The deployment should be accompanied so that the candidate has control of the student during the opening sequence. If this is missed, at least one point must be deducted. The final award of point is at the discretion of the AFF-Examiner. Apart from the horizontal separation, the free fall examination ends when the AFF-Examiner's handle has been pulled or the throw-out pilot chute let go, at 1,200m AGL or when the AFF-Examiner waves off and separates. After the student's canopy deployment at 1,200m sufficient separation must take place. Care should be taken of turning correctly without causing interference and choosing an appropriate separation direction (sector, avoiding collisions). Remember to move a ripcord or MOD into the left hand to prevent them from interfering with the candidate's own opening or loss of equipment. The candidate and the AFF-Examiner must open their canopies above 600m AGL. Misplaced ambition must not lead to canopy collisions or other accidents.

- Exit
 - o No premature departure/pulling the AFF student/AFF-Examiner out of the aircraft
 - o Verbal support during the exit
 - o Demonstration of the exit position
 - o Turning over from back to earth position
- Circle of Awareness
 - o Evaluation of the neutral position and correct signalling
- Touch handle



- Shadowing of the right hand
- Support of the left hand
- Blocking/prevention of reaches for cutaway or reserve handles
- Solo free fall
 - Fast coordinated release of the AFF student/AFF-Examiner
 - Flying your slot (speed and efficiency)
 - Large separation dives (approach, technique, time, signals)
 - Allow freedom to learn
 - Fast and correct signalling
 - Spinstop (approach, technique, time, signals)
 - Turnover (approach, technique, time, signals)
- No more (1,800m AGL)
 - Redocking of the AFF Instructor(s)
 - Possibly altimeter signal
- Deployment phase (1600m AGL)
 - Stabilising the AFF student/AFF-Examiner
 - poss. altimeter signal
 - poss. pull signal
 - poss. pull assistance
 - poss. Deploy main canopy/MOD between 1,400m AGL and 1,200m AGL
 - Poss. remove the throw-out from the student's hand and/or signal let go with hand signal or tapping of hand
 - Accompany AFF student/AFF-Examiner through the deployment until the canopy lifts the student from the instructor's hand
 - Correct turn from the AFF student/AFF-Examiner
 - flat and far horizontal separation
- Team work in Level III
 - Clear split of responsibilities
 - Agreement on release in the event of an exit funnel
 - Agreement on first release after first handle touch
 - No interference with team member, cutting up, flying over or under
 - Possibly turn the AFF student/AFF-Examiner towards partner
 - Possibly take over responsibilities from the partner

Note:

The candidate must demonstrate a high level of safety awareness throughout and be prepared to act accordingly at all times. During the evaluation the candidate must demonstrate a very high performance to earn an "Excellent" evaluation. During the evaluation jumps the candidate will be presented with problem situations (hard exit, turnover, spinstop, back to earth and others) which occur in real life with real students. This will be presented by the AFF-Examiner at a suitable difficulty level.



6.3.4.9 Videography on evaluation jumps

Videography is compulsory for all evaluation jumps.

The video can be used for the evaluation and can thereby be both positive or negative. If in doubt, an additional AFF-Examiner can be asked for advice.

If there is a video failure, the Course Director can make exceptions. If there are concerns, a repeat jump can be required.

For the determination of the relevant altitudes, the altimeter of the AFF-Examiner is the sole source of data. The altimeter of the videographer, should it be visible in the video, is not relevant.

The AFF Instructor Candidates should brief the videographer as they would for any AFF jump video including identifying their proficiency and suitability to accompany an AFF jump.

6.3.4.10 Regulations for Part III – Supervision

- The candidate has the duty to supervise the student/AFF-Examiner throughout the whole sequence
- Time management should be adjusted to suit the local operations (such as 15-minute or 20-minute calls)
- The exit order and seating arrangements should be adjusted to suit the local aircraft; it must also be ensured that correct weight and balance distribution is maintained during critical flying conditions
- Boarding both with running and non running engine should be quick and coordinated
- All safety features in dealing with students during flight operations must be observed
- “Bad Spot” - should a candidate be of the opinion at the time of exit that the spot is bad (too far from the airfield, weather conditions) for student operations, but would like to continue with the descent, they say “Bad spot”, the AFF-Examiner will also check the spot, and if the descent proceeds, the criteria for spotting are not included in the evaluation; if the candidate does not want to jump, they shake their head and there is either second pass or they land with the plane
- The free fall video may not be seen by the candidate before the student debrief

6.3.4.11 Evaluation criteria Part III/1 - supervision and control

This section indicates the candidate's ability to take care of their student during the instruction and able to complete safety and gear checks. Candidates receive an “Insufficient” (0 points) if serious equipment errors are not recognised. If two candidates are being evaluated at the same time, they are both responsible for the relevant checks. Obligatory timings of the three equipment checks are after putting the gear on at the 20-minute call, before emplaning and just before the exit. Additional checks can be made in between. Missing one of the three obligatory checks results in an evaluation of “Insufficient” (0 points). The candidate is expected to supervise the student from donning the equipment until the pulling of the deployment handle. The equipment check on the student, the mutual check of two candidates and the equipment check of the videographer carry particular importance. Should the AFF-Examiner have included errors affecting safety in their equipment, they must remove them themselves (after the second obligatory check) if they have not yet been found, so ensure the flight and jump operations are not affected. Before emplaning a wind direction and



canopy flight discussion must be held. Furthermore, the student must know the colour of their main canopy. They should also be familiar with the canopy colours of their AFF Instructor(s). The decision on whether the weather conditions are suitable for students lies with the candidate, who informs the AFF-Examiner of their decision before or at the 20-minute call. Generally, the candidate decides whether they wish to jump or not (shaking head/ not emplaning). Other omissions in relation to general safety and/or comfort of the student also affect the evaluation of this section. This includes use of a helmet or suitable shoes during training from mock-ups or the aircraft, or emplaning and start, the use of seat belts, securing of further training aids etc.

6.3.4.12 Evaluation criteria Part III/2 - supervision during climb to altitude

In this section, the candidate is responsible for asking the student about ground wind conditions, canopy flight plan and landing direction immediately before emplaning. They should select a suitable seating order, to be able to adequately supervise the student and react to possible scenarios (e.g. apathy, euphoria, rushing things, hypoxia, loss of consciousness, general emergencies etc.) appropriately. The candidate should show the student the landing area from the aircraft and highlight key altitudes (deployment etc.) and to mentally prepare and motivate them for the jump. The candidate should also ask the student to recap the main parts of the jump sequence and check understanding of hand and other signals. The 5 second rule can be reviewed, but does not have to be. The same applies to the decision altitude. A safe exit spot must be ensured. The exit must be conducted confidently. Guidance and correction of exit position, communication between the instructors and reaction to an incorrect or correct exit count are also included in Part II/2.

6.3.4.13 Evaluation criteria Part III/3 - debrief, corrective training and documentation

In this section, the candidate's ability to conduct a complete and thorough debrief which is of value to the student, conducted in a suitable environment with suitable training aids is evaluated. The candidate should invite the student to recount their version of the preceding jump sequence. After that, the candidate recounts their version. The next stage is the video debrief, in which positives should be emphasised and points for improvement for any mistakes or weaknesses are explained or described. The candidate provides their assessment of the suitability for progression of the student, possibly providing further training with training aids. They complete the student's logbook and other documentation or point out what needs to be completed.

6.3.4.14 Evaluation criteria Part III/4 - overall impression & proficiency as AFF Instructor

The candidate is evaluated on their skills per Part I and their performance as an instructor per Part III. The points awarded in this section cannot be higher than the average of the points awarded in Parts I and III. Furthermore, the candidate should have demonstrated they are a safe and enthusiastic skydiver who can demonstrate a certain degree of professionalism, can present themselves accordingly and has the necessary character traits.

6.3.4.15 Further, unevaluated, tasks in an AFF Instructor Exam

Morning exercise / Warm-up training:

It is considered useful to start the day together with 20 - 25 minutes of exercise, which can be led by



the candidates, participation in which is voluntary. The morning exercise can help the candidate prepare their later student for the day's jumping by warming up, stretching and strengthening relevant muscle groups and exercises which support good body positions.

Student radio:

Every candidate should, at the discretion of the Course Director, be tasked with radio talk-down of the students at least once during the AFF Instructor Exam. How well the candidate talks down is not part of the valuation, but could result in re-training if it is considered to be inadequate.

Emergency exit scenarios:

Emergency exit scenarios do not form part of the Exam, can be verbally tested depending on the situation.

6.3.4.16 Regulations for the conduct of the Exam

The candidate should not receive any instructions or assistance during the exam.

Instructions and feedback from the AFF-Examiner can be given at the end of each evaluation section as part of an overall critique.

The evaluation of the candidate's skill and knowledge is based on the learning goals of the AFF level being examined.

The AFF-Examiners act as realistically as possible during the exam. They confront the candidates with the kinds of problems which can arise for a student who has progressed to this level. They are typical student problems, on the ground they may be exaggerated. In reality, these problems will not arise with the same frequency as in the exam, in particular with regard to the ground training. The objective is to create awareness of these errors with the candidate and we should point out that the AFF-Examiner will by definition build problems into the evaluation jumps. The candidate must pass these intensive evaluations to demonstrate they can handle problems if they arise.

The AFF-Examiners will aim to work as consistently and coherently as possible. Nevertheless, there can be different problem presentations or perceptions thereof. This arises in real life instructional experiences as well. The AFF-Examiners will clearly identify at the final evaluation discussion what is merely sharing experience or giving advice and what is formal, evaluated doctrine.

There is no time limit for the final evaluation discussion. It is recommended to plan up to 30 minutes per candidate. The AFF-Examiners should limit themselves to the important matters and not overstretch the candidate's ability to take on information. The emphasis should be on the evaluation of the relevant parts of the exam; training (or retraining) should be avoided. The desire for feedback from the candidate and the AFF-Examiner is understandable and desirable, but the whole briefing should not be re-hashed or even repeated in detail. The Course Director decides on any further questions or problems in this context, as well as any formal complaints (see Protests).

In order to maintain the highest level of objectivity, no more than two evaluations may be conducted by the same AFF-Examiner.

Allocation of the AFF-Examiner is decided by lottery. In exceptional situations, the Course Director can make allocations.



The allocation of an AFF-Examiner or AFF Instructor Candidate can, with agreement of the Course Director be refused for pertinent, individual reasons.

The AFF-Examiner must evaluate all candidates equally and carefully and is responsible for keeping to the rules and evaluating accordingly. This evaluation programme has an excellent reputation, which must be maintained.

The AFF Instructor Candidate has the right to decline another candidate as a team mate for the Level III jumps or the ground briefing, without having to provide a reason. The Course Director must be informed of this decision.

If a candidate does not (for whatever reason) have a team mate (e.g. Uneven number of candidates, body weight different too great, dislike or other reasons) one of the following can be chosen:

- An existing team of 2 is increased to a team of 3 and the level III descents conducted in rotation. This requires the agreement of all three candidates.
- An AFF Instructor or an AFF Examiner Candidate is permitted to take on the role of the second instructor for the Level III descents. In this situation the second AFF Instructor should behave as normal and not in any way disadvantage the instructor candidate. The AFF-Examiner can use their flying skill to place greater effort on the candidate being evaluated
- An examining AFF-Examiner may not be used as a secondary AFF Instructor
- Using an AFF Instructor Candidate who is not being evaluated is permitted

Throughout the whole time of the exam, the AFF Instructor Candidates may not see the examination videos.

High performance landings with turns over 90° are not permitted for any participants of the AFF Instructor Exam.

6.3.4.17 Exam documentation

Before each evaluation, the candidate should add their name, place and date of the evaluation, the attempt number, the AFF Level to be attempted and the relevant instructor position to a blank evaluation form and provide this to the AFF-Examiner. After the evaluation task, the AFF-Examiner provides their feedback to the candidate and documents it on the evaluation form. There is the opportunity to add verbal commentary to the written observations. It is recommended to find a private location to provide this feedback to avoid any unpleasant comments being overheard by others, including other candidates. After the feedback, the evaluation form is to be returned to the candidate, who checks that it has been fully completed by the AFF-Examiner, including their name and signature. The candidate is responsible for retaining it until the completion or termination of the overall exam. On completion of the exam, after personal copies have been taken (if necessary), all evaluation forms are to be returned to the authorised association together with the exam certificate, the qualification certificate, the feedback form and any other relevant supporting documents (medical certificate, photo, original license).



6.3.5 End of exam

If the AFF Instructor Candidate has achieved the necessary number of points in each of the three parts, they have passed the exam. If the AFF Instructor Candidate has not achieved the necessary number of points in the three parts after 5 or 6 attempts, or it becomes clear soon that the necessary number of points cannot be achieved in the attempts remaining, they have failed the exam. In both cases, the AFF Course Director must be informed.

6.3.6 Continuation of exam and repeat exams

Exams which have been interrupted or terminated early (e.g. for weather or injury) can be continued at a later date. The points already achieved or successfully completed exam parts remain valid for 12 months and are deemed attained at the outset of the continuation exam.

Candidates who are missing some exam part at the end of the scheduled course can complete them at a later AFF Instructor Exam.

If the candidate fails the practical exam, they can repeat it at a later time. On failing the jump part (Part II), the candidate can apply to the authorised association to repeat this part after a suitable time to practice has elapsed. This can be conducted within 12 months of the original exam with a previously determined group of AFF-Examiners. In both cases, a maximum of two evaluation jumps per AFF-Examiner and a maximum of 5 or 6 exam attempts are permitted. To confirm the skills and knowledge of the previously passed parts, the candidate must absolve one complete evaluation (Level IV briefing, Level III or Level IV jump, supervision). The candidate must achieve at least 8 points in Parts I and III to pass. If this is not the case, these parts can be repeated once. If after this the required number of points has not been reached, the candidate has the opportunity to earn their 40 points on the three remaining attempts (of a total of 5).

All AFF Instructor Exams must be registered/agreed with the authorised association in advance with adequate notice.

6.3.7 Issue/coming into force of the AFF proficiencies

Even once the exam has been passed, candidates may only conduct AFF descents as an AFF Instructor, once they have received their updated licence, endorsed with the AFF proficiency "Lehrberechtigung mit AFF-Befähigung". A signed exam certificate, (or copy thereof) is not sufficient to demonstrate AFF proficiency.

6.3.8 Protest procedure

Disputes on evaluations should be resolved between the candidate and the AFF-Examiner, if necessary with input from the Exam Director. If in doubt, an additional AFF-Examiner can be asked for advice. In the event of a protest, the decision of the Exam Director prevails. If the candidate does not accept this decision, they are free to appeal in writing to the authorised associations.



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Deutscher Aero Club e.V.



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Chapter 7

Instructions for the AFF-Examiner



7. Instructions for AFF-Examiners

7.1 AFF-Examiner

7.1.1 Definition

AFF-Examiners are examiners appointed by the authorised associations with the particular responsibility for AFF Instructor Courses, AFF Instructor Exams, proficiency evaluations for AFF Instructors, refresher courses for AFF Instructors and exams for recognition and conversion of AFF Instructors.

There is no legal right to being appointed an AFF-Examiner, even if all the prerequisites are met. The appointment to AFF-Examiner by the authorised association is valid for the same period as their AFF Instructor Proficiency (usually 3 years) and can be withdrawn at any point without indication of reasons.

There is no provision of conversion or recognition of foreign AFF-Examiner ratings.

The current list of appointed AFF-Examiners can be found in the download areas of the websites of the authorised associations.

7.1.2 Responsibilities of AFF-Examiners

- Conduct of AFF Instructor Exams, including confirmation of existing instructor knowledge and skills of a conventional (static line) instructor
- Conversion of foreign and military AFF ratings
- Conduct of refresher training and proficiency checks on behalf of the authorised association
- AFF Instructor training/hosting and conduct of AFF Instructor Courses
- Duty of continuous education
- Contribution to education (AFF-AHB)
- Conduct of continuous educational activities on a voluntary basis
- Conduct of AFF Exams or assistance herewith
- Support with AFF specific questions or uncertainties
- Assistance with AFF specific problems (tips and tricks)
- Development of expertise / quality management in AFF
- Confirmation of AFF descents of AFF Instructors to their proficiency extension
- Duty to report issues and incidents to the authorised association

7.1.3 Personal prerequisites of AFF-Examiner Candidates

- valid AFF Instructor Proficiency
- At least 5 years as an AFF Instructor (at least 4 years at outset of candidacy)
- At least 500 AFF descents in total (with real students, at least 400 at outset of candidacy)
- at least 50 AFF jumps in the last 12 months
- At least 100 jumps per year
- Written application to assist an AFF-Examiner, who may decline.
- Written application to be elected an AFF-Examiner. The application must be submitted to the office with sufficient time (2-4 weeks) before the election
- Original, fully completed qualification certificate with positive recommendation to be submitted to the office)



7.1.4 Training and registration for election to AFF-Examiner

The training to become an AFF-Examiner consists of assisting with at least three complete AFF Instructor Courses and 3 complete AFF Exams.

Presence is required throughout the whole AFF Instructor Course and exam (short absences can be approved by the Course Director in consultation with the authorised associations).

The AFF-Examiner Candidate is introduced in the exam sequences and safety rules and demonstrates their theory and practical qualification in accordance with the "Qualification Certificate for AFF-Examiner Candidates" (QNW-AFF-EA).

The presentation and distribution of problems as well as the debriefing and evaluation of the instructor candidate take priority in the Examiner candidate evaluation.

AFF Instructor training descents of an AFF-Examiner candidate must be (at least partially) documented by video, so that their flying skills can be evaluated. Similarly, their theoretical knowledge of the DFV Instructor Hand Books and their overall suitability needs to be determined.

During their training, the Course Director/Examiner allocates an AFF-Examiner Candidate to an experienced AFF-Examiner to support the leadership, who has the following responsibilities:

- Experienced AFF-Examiner who has taken part in at least 4 AFF Instructor exams
- Coordinates and communicates the sequence and assignments and progress of the AFF-Examiner Candidate
- Main contact point for technical and organisational matters
- Responsible for briefing about the documentation requirements for the exam
- Evaluation of the flying skills using the video recordings

At the end of every AFF Instructor course/exam, there is an evaluation of the participating AFF-Examiners by the Course Director which must be documented using the QNW-AFF-EA and the AFF Instructor Exam Report. The AFF-Examiner candidate requires a positive evaluation/recommendation from the majority of the AFF-Examiners taking part in the AFF Instructor Training Course/Exam. The result of this evaluation must be clearly communicated to the AFF-Examiner Candidate by the relevant AFF-Examiners.

(The original, fully completed and signed qualification certificates must be included with the written application sent to the authorised association.)



7.1.5 Qualification Certificate AFF-Examiner Candidates

AFF Examiner Candidate, Surname, First name:	Location of AFF Instructor Course:
	Date of AFF Instructor Course:
DFV/DAeC licence number:	Location of AFF Instructor Exam:
Total Jump number/in the last year: AFF- Jump number/in the last year:	Date of AFF Instructor Exam:
Instructor proficiency held since: AFF Proficiency held since:	Name AFF Instructor Course Director:

Tasks	Date/Load/Jump	Name/Licence No/Signature AFF-Examiner
Complete evaluation and debrief of an Level I briefing (AFF Course <input type="checkbox"/> AFF Exam <input type="checkbox"/>)		
Complete evaluation and debrief of an Level III briefing (AFF Course <input type="checkbox"/> AFF Exam <input type="checkbox"/>)		
Complete evaluation and debrief of an Level IV briefing (AFF Course <input type="checkbox"/> AFF Exam <input type="checkbox"/>)		
Positive level III jump with SS/TO scenarios (with outside video) and relevant debrief and evaluation		
Positive level III jump with HE/ PULL(MOD) scenarios (with outside video) and relevant debrief and evaluation		
Positive level IV jump with SS/TO scenarios (with outside video) and relevant debrief and evaluation		
Positive level IV jump with HE/ PULL(MOD) scenarios (with outside video) and relevant debrief and evaluation		
Participation in all lessons during the AFF Instructor course		
Wide ranging knowledge of the AHB Instructor Hand Book and the AFF-AHB Parts I and II		
Satisfactory explanation of the technique Exit		
Satisfactory explanation of the technique Spin stop		
Satisfactory explanation of the technique Turn over		
Satisfactory explanation of the technique Pull		
Introduction into the use of examination documentation		
Participation in a complete AFF Instructor Exam		
Completion of the written exam for AFF Instructor Candidates (% , once is sufficient)		

Positive evaluation/recommendation Yes ☐ No ☐ Notes:

Location, Date

Signature of Course Director/Exam leader



7.1.6 Extension requirements for AFF-Examiners

The following criteria must be met for an extension:

- Valid AFF Instructor Proficiency
- At least 18 AFF Instructor training or exam descents (under German rules) in regular validity period (if necessary, pro rated)
- At least 60 AFF descents (can include AFF Instructor Training or Exam jumps as higher value educational tasks based on the AFF proficiency) in the regular validity period (if necessary, pro rated)
- Participation in at least on AFF Instructor Exam in the validity period
- Participation in an educational event for instructors recognised by the authorised association in the validity period
- Regular participation in the annual AFF-Examiner Conference
- The nomination of an AFF-Examiner can be extended in writing by the authorised association

Note: An AFF-Examiner is required to declare any non-compliance with the extension criteria at the annual AFF-Examiner Conference.

7.1.7 Renewal of an AFF-Examiner appointment

AFF-Examiners who have left the panel of appointed examiners, can re-apply as long as they meet the personal requirement and have taken part in an AFF Instructor Course and an AFF Instructor Exam in the last three years. The just mentioned activity as an AFF-Examiner can be recognised by the authorised association as suitable qualification.

7.2 Instructions for AFF-Examiners

7.2.1 AFF Examiner Panel

The size of the AFF Examiner Panel has not been set by the authorised associations.

7.2.2 AFF-Examiner Conference

The AFF-Examiner Conference takes places at least once a year, usually in conjunction with the InSiTa.

All appointed AFF-Examiners must attend. Apologies must be given in advance to the authorised association.

The presence of the authorised association is requested in their capacity of the “legislative”.

Within the conference of experts the following agenda items should be addressed:

- Confirmation of activity reports of all AFF-Examiners including re-applicants and AFF-Examiner Candidates
- Possible election of new AFF-Examiners to the panel
- Numbers and statistics of the current year
- Features and issues arising in the current year
- Applications and other business
 - o Notes of the meeting must be made
 - o Only those AFF-Examiners present are eligible to vote



- Postal or proxy votes are not permitted. Only for approvals of new AFF-Examiners are postal votes permitted.

Proposals by the AFF-Examiner panel are not binding, but are presented as recommendations to the authorised associations. If the authorised associations decline to accept the recommendations, they AFF-Examiners must be informed.

7.2.3 Election to AFF-Examiner

New applications and re-applications are treated equally.

Applicants can be voted into the panel if they meet the requirements and receive at least 20% of the votes of the current examiners (rounded up to 'whole' examiners). Postal votes submitted in advance are included for any AFF-Examiners not present.

7.2.4 Organising an approved AFF Instructor Course

Approved AFF Instructor Courses need to be registered with sufficient notice with the office of the authorised association.

Depending on the number of candidates, sufficient time should be planned for the AFF Instructor Course so there is adequate time to properly train all theory and briefing elements and conduct training jumps to meet the requirements of the Qualification Certificate for AFF Instructor Candidates.

- Organisational recommendations for an AFF Instructor Course:
 - The organiser is responsible for timely advertising with the date, location and costs and special conditions to allow for candidate registration and confirmation
 - The aircraft should have a sufficient climb rate to reach exit altitude within 25 minutes as well as sufficient seating capacity for reasonable training for AFF Instructor Candidates
 - Jump operations with manifest, parachuting organisation, ground control, pick-ups, team rooms, video download capability, horizontal trainers, creepers, creeper pad, radio, helmets, jumpsuits, mock-up, mirror, student kit, covered packing area, suitably skilled videographers (AFF and free fly) should be available
 - The dropzone needs to have permanent permission for exits at 3,000m AGL, shower and toilet facilities, daytime food provision, opportunities to remain during bad weather and continuous operations throughout the day (small lunch breaks are acceptable)
 - Accommodation facilities should be available at or close to the dropzone



Lessons and practice suggestions for the AFF Instructor Course:

- AFF-AHB theory, preparation guide and exam preparation
- AFF level (student/instructor/emergencies/special circumstances) and briefings
- Behaviour in emergencies
- Gear checks and equipment problems
- Sequence from (20 minute) call until emplaning
- Climb to altitude sequence and scenarios
- Exit/spotting
- Climb out/exit preparation and control
- Hard exit (HE), exit funnel and stabilisation
- Communication and signalling
- Slot flying
- Techniques to adjust fall rates
- Spin stop techniques
- Turn over techniques
- Normal deployment sequence with redock and accompaniment
- Difficult deployment sequence with redock and accompaniment
- Student no-pull
- Student slow-pull
- Student holds on to throw-out pilot chute
- Instructor main canopy deployment from the right with ripcord
- Instructor main canopy deployment from the right with throw out
- Instructor main canopy deployment from the left
- Instructor main canopy deployment from the left with MOD
- Canopy tasks and exercises for AFF students (in accordance with AHB Part I)
- Student radio
- Debriefing and movement analysis
- Corrective instruction
- Psychological interaction with AFF students
- Assistance with exercises, fitness exercises to warm up and strengthening, morning exercise concept
- Documentation
- Flying your slot
- Flying your slot and giving signals
- Specific spin stop training with level 4 deployment sequence
- Specific turn over training with hard exit and level 4 deployment sequence
- Level 3 practice jumps with increasing difficulty
- Level 4 practice jumps with increasing difficulty



7.2.5 Organisation of an AFF Instructor Exam

Approved AFF Instructor Exams need to be registered with sufficient notice with the office of the authorised association.

An AFF Instructor Exam takes between 4 and 6 days to allow for all the exam preparation and subsequent evaluations.

- Organisational requirements for an AFF Instructor Exam:
 - o The organiser is responsible for timely advertising with the date, location and prices and special conditions to allow for candidate registration and confirmation
 - o The aircraft should have a sufficient climb rate to reach exit altitude within 25 minutes as well as sufficient seating capacity for 3 evaluation jumps per day per AFF Instructor Candidate
 - o Jump operations with manifest, parachuting organisation, ground control, pick-ups, team rooms, video download capability, horizontal trainers, creepers, creeper pad, radio, helmets, jumpsuits, mock-up, mirror, student kit, covered packing area, suitably skilled (AFF and free fly) videographers should be available
 - o The dropzone needs to have permanent permission for exits at 3,000m AGL, shower and toilet facilities, daytime food provision, opportunities to remain during bad weather and continuous operations throughout the day (small lunch breaks are acceptable)
 - o Accommodation facilities should be available at or close to the dropzone
 - o The organiser has no right to decide on which AFF-Examiners take part

7.2.6 AFF Instructor Course and Exam Director - nomination and responsibilities

7.2.6.1 Personnel Requirements

Any AFF-Examiner or Course Director who has taken part in at least 3 recognised AFF Instructor Courses and AFF Instructor Exams and has the necessary organisational and administrative skills to run an AFF Instructor Exam, can become an AFF Course and Exam Director.

7.2.6.2 Responsibilities of AFF Instructor Course and Exam Director

The AFF Instructor Course and Exam Director is responsible for,

- Being the point of contact with the host/organiser in relation to questions and information about the course and exam organisation, its conduct and cost calculations
- Communication with all AFF Instructor Candidates in response to questions, information and possibly complaints and protests against the exam
- Communication with the AFF-Examiners and their organisations
- The allocation and supervision of the AFF-Examiners
- The organisation, allocation and supervision of the necessary, qualified videographers
- The exclusion of any candidates for severe breaches the exam regulations
- The exclusion of any videographers who do not have the necessary skills or create a safety issue
- The exclusion of AFF-Examiners for severe breaches of the exam regulation and severe breaches of decisions made by the Course Director
- The preparation and completion of all documents relevant to the exam



- Passing the results to the office
- Briefing the AFF Instructor Candidates on the evaluation sequence
- Ensuring the exam regulations and standards are upheld
- Administration and correction/evaluation of the written exam
- Nomination of a deputy Course Director
- Nomination of a person responsible for the AFF-Examiner Candidates

Note:

The AFF Instructor Course and Exam Director can delegate tasks or seek assistance, however retains the overall responsibility.

7.2.6.3 Organisation and allocation of AFF-Examiners

An AFF Instructor Exam requires at least 3 AFF-Examiners. The minimum ratio is one AFF-Examiner per 3 AFF Instructor Candidates.

The exam host/organiser has no say in which AFF-Examiners take part, solely the number of “booked” AFF-Examiners.

The AFF Exam Director briefs the AFF-Examiners taking part in the AFF Instructor Exam, in particular in relation to their responsibilities (completion of the AFF-LP-Masterlog, AFF-LP Examinerlog and the AFF-P Manifest list after each set of evaluations. They also confirm the correct naming of video files for the evaluation jump).

AFF-Examiners have the right to take part in all AFF Instructor Exams. The AFF Exam Director should seek to ensure that all AFF-Examiners present are used for evaluations. The financial/logistical planning of the AFF Instructor Exam is not affected by this. This means that AFF-Examiners who were not “booked” to take part do not have the right to demand payment. When planning an AFF Exam, the Exam Director should enquire which AFF-Examiner are available and willing to take part (e.g. by email). AFF-Examiners who have not recently taken part in an AFF Exam, should be considered in preference to those who evaluated in the most recent Exam. New AFF-Examiners should be preferred in the selection. Generally, a fair distribution between all AFF Examiners should be aimed for.

7.2.6.4 Organisation and allocation of videographers

Videography is compulsory for all evaluation jumps. If there is a video failure, the Course Director can make exceptions. If there are concerns, a repeat jump can be required. The skills of the videographers to be used should be confirmed and they should be briefed on the dynamics of the evaluation jumps (see “AFF Instructor Exam Briefing for Videographers” AFF-AHB - Part II chapter 9).

The videographers should be briefed on the following organisational matters:

- Naming of video files and folder structure
- Desired resolution and file size
- File format
- Main computer, access and dubbing stations
- Chief videographer



- Payment
- Checking of the correct date setting of the cameras being used
- With the start of the exam, the videos must be treated confidentially and may only be viewed by the Candidates jointly with the participating AFF-Examiner.

The exam videos are named and archived as follows:

- Example Level III video: 20220401_1_EX_RL_LL_3_AB.MP4
- Example Level IV video: 20220401_12_EX_RL/LL_4_CD.MPG
- Explanation: *Date (year, month, day)_loadnumber_examiner initials_initials right instructor (MSJM)_initials left instructor (RSJM)_Level ("3" or "4")_videographer initials.fileformat*
- Folder structure: AFF-LP2022-04 > poss sub folder with AFF Examiner name > video file

7.2.6.5 Administration / preparation of exam documentation

The Exam Director ensures sufficient copies of the following are available at the outset of the exam:

- The AFF-AHB Part I and II should be provided to the AFF Instructor Candidates in advance to enable them to prepare
- Hand out 1 per videographer:
 - o AFF Instructor Exam briefing for videographers
 - o Abbreviations of participants
- Exam forms per AFF Instructor Candidate:
 - o 1x Exam certificate and application for AFF proficiency.
 - o 6x Evaluation form
 - o 1x points overview help list
 - o 1x AFF Exam feedback form
 - o 1x answer sheet for the written exam to gain AFF proficiency (AFF-AHB - Part II chapter 8)
 - o Application form
 - o Data protection consent form (GDPR)
- Organisational forms:
 - o AFF-LP_Candidate information overview list
 - o AFF-LP_Masterlog jumps
 - o AFF-LP_Masterlog briefings
 - o AFF-LP_Examinerlog
 - o AFF-LP_Manifest list
 - o AFF-LP_Video file names
 - o AFF-LP_participant list



7.2.6.6 Exam Director responsibilities after the exam

Immediately after the exam, the Exam Director checks the exam certificate and evaluation forms and verifies them against the information in the AFF Examiner log, the AFF-LP Masterlog and the AFF-LP Manifest lists. They confirm the AFF Instructor Exam video archive for completeness and correct naming. The Exam Director provides a closing report/immediate report of the exam results to the relevant authorised association by email. An example of a closing report:

- Of the x candidates, y passed the AFF Instructor Exam 202x/y held in xyz:
Name, first name, licence number (passed, x descents, 36 - 12 - 36, 95%),
Name, first name, licence number (failed, x descents, 36 - 11 - 36, 90%)
The Exam Director may scan the AFF Instructor Exam support documentation:
- Candidate feedback collected, file name: <AFF-LPLG202x/x_Feedback.pdf> participant documents per AFF-Instructor Candidate* (see below) File Name: <SurnameFirstNameAFFI_DFV-xxxxx.pdf> organisational lists ** (see below) collected, File Name: <AFF-LPLG202x/x_MasterOrga.pdf>

The Exam Director prepares an AFF Instructor Exam Report.

This contains information on:

- All participants (AFF Instructor Candidates, AFF-Examiners, videographers, AFF Exam Director)
- Exam results
- Total jumps (AFF Instructor Candidates, AFF-Examiners, videographers, total)
- Number of jumps of each AFF-Examiner and AFF-Examiner Candidate
- If relevant, video issues
- Location, aircraft, usual exit altitude
- Student systems used
- Special and other matters arising

The Exam Director is responsible for sending the participant documentation to the authorised association(s):

- Participant documentation for each AFF Instructor Candidate, sorted and presented in alphabetical order
 - o Exam certificate and application for AFF proficiency
 - o Qualification Certificate (QNW-AFF-LA)
 - o Evaluation forms
 - o Written AFF Instructor Exam
 - o AFF-LP feed back
 - o If relevant medical certificates, passport picture, original license, fees
- Copy of the master lists
 - o AFF-LP candidate list and experience
 - o AFF-LP timetable
 - o AFF-LP manifest list
 - o AFF-LP master log



- AFF-LP Examiner log
- AFF Instructor Exam report
- Identification: What remains outstanding or was submitted to the other authorised association (DAeC/DFV)

7.2.6.7 Compensation

AFF-Examiners receive a minimum daily flat fee as shown in the current list of fees.

Additionally, travel expenses/subsidy can be granted at the discretion of the AFF-LP host/organiser. The relevant exam fees levied by the authorised associations include an AFF-Examiner contribution of €30 per candidate for supervising the written exam. This should be reimbursed to the AFF Exam Director as soon as possible with as little bureaucracy as possible on receipt of the closing instructor exam report.

The AFF Exam Director receives daily flat fees (per the current list of fees) for two additional days beyond the duration of the course/exam.

7.2.7 Continuous professional development

AFF-Examiner learn as part of their practical activity as AFF Instructors and AFF-Examiners at AFF Instructor Exams and evaluations and thereby remain current. Furthermore, they regularly take part in the annual AFF-Examiner Conference. These activities are documented in the relevant AFF Instructor Exam Report and minutes of the AFF-Examiner Conference as well as in an overall summary list.

7.2.8 Documentation

An AFF-Examiner is required to register in advance any regulatory tasks which can result in gaining, renewing, recognising, acquiring or loss of a proficiency with the authorised association in accordance with §128 LuftPersV and to provide the related documentation immediately on its conclusion.

A report on the task must be prepared and provided to the relevant authorised association.

The examining AFF-Examiner is furthermore required to retain a copy of such documentation for 5 years and then destroy it.



7.3 List of fees for AFF-Examiners & AFF Instructor Exams

7.3.1 List of fees and charges of the DFV and DAeC

The DFV and DAeC fees include 7% VAT. The DAeC fees for non-members include 19% VAT. Amounts excluding VAT are identified as such (incl. where relevant VAT to be added).

AFF Instructor Exam fee max. excluding jump tickets and DFV/DAeC fees The AFF Instructor Exam fee includes: Documentation and postage, AFF-Examiner daily flat fees and videographer payments, Student equipment hire charges. The AFF Instructor Exam fee DOES NOT include: Any jump tickets, DFV/DAeC licence fees, Personal expenses for travel, accommodation and subsistence.		€900,00 excl VAT
DFV Exam (theory and practical) and issue fee		€125,00 (incl 7%)
DFV fee/extension including AFF proficiency:		€60,00 (incl 7%)
DFV fee/ renewal including AFF proficiency:		€60,00 (incl 7%)
DAeC Exam (theory and practical) and issue fee for	members:	€103,50 (incl 7%)
	non-members:	€126,22 (incl 19%)
DAeC fee/extension including AFF proficiency for	members:	€21,40 (incl 7%)
	non-members:	€23,80 (incl 19%)
DAeC fee/ renewal including AFF proficiency for	members:	€21,40 (incl 7%)
	non-members:	€23,80 (incl 19%)
AFF-Examiner daily flat fee		€150,00 excluding VAT
Videographer rate per jump Note: If the video cannot be used at all, the videographer receives no fee and pays their own jump ticket. If the video is inadequate, the videographer receives no fee, but their jump ticket is paid. The Exam Director decides on a case by case basis.		€20,00 excluding VAT
Student equipment hire charges including packing		€15,00 excluding VAT
AFF proficiency checks, AFF-Examiner daily flat fee plus tickets, videographer, DFV/DAeC fees and possibly other expenses:		Depending on expenses
DFV fee/recognition of a AFF Instructor Course		€60,00 (incl 7%)
DAeC fee/recognition of a AFF Instructor Course		€60,00 (incl 7%)

Note:

The fees for an AFF Instructor Exam shown should be considered the upper limit. A reasonable adjustment of the fees is considered and decided at regular intervals.

In order to publish a definitive set of costs, the Exam fees should always be shown as above.

The additional costs for tickets should be included in the exam announcement.



7.3.2 Calculations for an AFF Instructor Exam

The budget excluding VAT of an AFF Exam is made up of the net AFF Instructor Exam Fee of Max. €900.00 per AFF Instructor Candidate multiplied by the number of participants.

The suggested minimum number of participants is 4 AFF Instructor Candidates. The AFF Instructor Exam Organiser may set a high minimum participant number.

The net costs are made up as follows (in this order):

- 1. Material costs (copy, office, postage, usually less than €100)
- 2. Staffing costs (AFF-Examiner flat fees, videographer fees etc.)
- 3. Student equipment hire charges (see above)

In accordance with priority 2, the AFF Exam Director receives daily flat fees (per the current list of fees) for two additional days beyond the duration of the course/exam for the administrative and organisational preparation and follow-up.

If, after deduction of costs, a profit remains, the organiser may share this (e.g. as a contribution to travel expenses) or retain the profit.

The economic risk of running an AFF Instructor Exam rests with the organiser.

Should the exam not be completed for any reason, an opportunity for a subsequent date to repeat the exam must be provided with the agreement of the authorised association as well as all participating AFF-Examiners. The costs thereof must be agreed between the organiser and the Exam Director in advance.



Chapter 8

Written exam



8. Written test to obtain AFF Instructor Proficiency

The written test to gain AFF Instructor Proficiency is not published. Copies can be requested from the authorised associations for appropriate purposes.