



Bundeskommision Fallschirmsport
Deutscher Aero Club e.V.
Deutscher Fallschirmsportverband e.V.



INSTRUCTOR HAND BOOK SPORT PARACHUTING

AHB

Part II

(version 10)

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Preface

The purpose of the instructor hand book (Ausbildungshandbuch - AHB) part II, published by the Bundeskommission Fallschirmsport (BKF) is to provide an up-to-date hand book for the training of sport parachute instructors and their examiners (Prüfungsräte). It is also anticipated the publication of requirements by the authorised associations will result in consistent training standards.

The Deutsche Fallschirmsportverband (DFV) and the Luftsportgeräte-Büro (LSG-B) of the German AeroClub (DAeC) consider this AHB Part II as part of the Training Permission and a foundation for professional initial and ongoing training of parachute instructors.

This version of the AHB Part II is an extensive collection of up-to-date knowledge about instructor training as well as the legislation, regulations, and guidelines on which it is based.

The AHB Part II enables all course directors to conduct learning objective focused instructor courses. It tends towards a high safety standard and provides information for examination preparation and beyond. At the same time, the AHB Part II also allows the course directors and examiners freedom to conduct their courses in their own style and only prescribes definitive actions for the safety related elements.

Ultimately, the diligence and care of the course directors and supporting teaching staff will dictate the quality of instructor training in Germany. The current AHB Part II is intended to contribute to the technical elements of quality assurance.

The Bundeskommission Fallschirmsport would like to thank all contributors for their technical inputs.

Representing the Bundeskommission Fallschirmsport (BKF) and the Ausbildung Working Group

Nicole Haditsch & Ralph Schusser



Notes:

Since 2001 the AHB uses predominantly male pronouns. This is solely for ease of reading. It is intended to address all genders equally.

The authors of the AHB Part II 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 instructors' handbook be necessary, the relevant page will be revised and reissued.

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



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Chapter 1

Administration



1. Administration

1.1 General

Training student parachutists encompasses accompanying them on the whole student journey, starting with confirmation of basic requirements, to the ground training including first jump course as well as theoretical and practical supervision for all other student jumps and student matters until the student attains their licence. The wide-ranging responsibilities while supervising students require the foundation of an instructor approval. For conducting AFF-jumps, an AFF-proficiency is required in addition to the basic instructor approval.

Instructors can only train students as part of the qualified and licenced staff of an approved training operation. The authorised associations indicate their approval by issuing a training permission.

1.2 Permission

Training student parachutists requires a permission, which is issued by the authorised associations in the form of an approval to train (registration) either limited to conventional, static-line training, or extended by an AFF proficiency to conduct AFF training.

The instructor approval provided for this is issued by one of the authorised associations (DAeC / DFV) based on the evidence of meeting the requirements, in combination with a valid skydiving license and successfully completing an instructor course and its examination.

An instructor course is run by a course director who has been approved by the authorised associations. The exams will be conducted by appointed instructor examiners (Prüfungsräte). A list of all authorized instructor examiners (Prüfungsräte) can be found in the download area of the website of the authorised associations under the heading "Ausbildung".

An instructor approval is valid for three years from issue and can be regularly extended on meeting certain requirements. A doctor's fitness certificate is a requirement of the instructor approval with AFF-proficiency.

Instructors may only carry out instructional activity while current (per LuftPersV), defined in our sport as having conducted and be able to evidence 12 jumps in the last 12 months.

Within the licensing system there are further procedures, for example for conversion of foreign instructor approvals.

Irrespective of this, foreign instructors can apply for a temporary recognition of their instructor approval.



1.2.1 DOSB Trainer-Qualifikationen (Fallschirmsport) - Parachute coach qualifications recognised by the German Olympic Sports Confederation

Alongside the instructor approval to train jump students required by air legislation, coach qualifications (Trainer Qualifikation) are also available for coaching licenced skydivers. These are split into categories, Trainer A, Trainer B, Trainer C Elite Sport and Trainer C Amateur Sports. They permit coaching, including briefing and debriefing at different levels, starting at amateur sports moving up to competitive sports and right up to elite sports level.

The coach qualifications issued by the DOSB are required, when working with licenced skydivers as a coach in an official capacity (whether voluntary or paid) goes beyond friendly assistance or a training agreement, as the instructor approval is only valid for training student parachutists, not licenced skydivers.

Gaining instructor approval allows individuals to apply for the Trainer C Amateur Sports Licence. The following requirements need to be met as well as the completion of three further forms/documents.

Requirements

- membership in the DFV
- valid licence with valid instructor approval

Documents to be submitted

- Application for issue of Trainer C Amateur Sports Licence
- Commitment to code of ethics
- 8hr first-aid course within the last 24 months.
- Agreement to data protection policy

The Trainer C Amateur Sports Licence is valid for 4 years and expires at the end of these 4 years.

Requirements for extension are:

- valid licence (currency evidenced by 12 jumps in the last 12 months)
- instructor approval (valid or expired)
- application for extension of Trainer C amateur Sports licence
- evidence of participation in professional development events (15 lessons in 4 years) All training events approved by the authorised associations such as the Informations- und Sicherheitstagung are recognised as professional development events.

Further information on the coaching levels can be found in the relevant training programs as well as the outline guidance on coach training.



1.3 First-issue of instructor approval

Any licensed German parachutist over 18 years of age can apply to gain an instructor approval rating on meeting the following requirements:

- valid German parachutists license
- Completed Qualification Certificate for an instructor candidate
- Participation in a canopy course recognised by the authorised associations
- Participation in an 8hr first-aid course within the last 24 months.
- Presentation of a skydiving CV
- At least 300 RAM-Air canopy descents in the last 60 months
- At least 50 RAM-Air canopy descents in the last 12 months
- At least Minimum 2hrs freefall
- At least 24 months in the sport since acquiring parachuting licence
- Evidence of German language skills
- Participation in an instructor training course recognised by the authorised associations.
- Examination passes issued by two instructor examiners (Prüfungsräte)
- Agreement to data protection policy
- Submission of the application form for the issue of a licence with relevant fee, assurance declaration and optionally a passport picture

1.4 Conversion of instructor approval

A foreign equivalent or higher level instructor approval can be converted by a holder of a German parachuting licence on the following conditions:

- valid German parachutists license
- valid and current recognised foreign instructor approval or valid military Ausbildungsklasse A „Ausbilderqualifikation militärisches Gleitfallschirmspringen“ or military Ausbildungsklasse B „Ausbildungsleiter mil. Gleitfallschirmspringen“
- Where appropriate, membership of the licence issuing body, if required by the body issuing the foreign instructor approval rating.
- Participation in a canopy course recognised by the authorised associations
- Participation in an 8-hour first-aid course within the last 24 months.
- Presentation of a skydiving CV
- At least 300 RAM-Air canopy descents in the last 60 months
- At least 50 RAM-Air canopy descents in the last 12 months
- At least Minimum 2hrs freefall
- At least 24 months in the sport since acquiring parachuting licence
- Evidence of German language skills
- Examination passes issued by two instructor examiners (Prüfungsräte) (the examination of the sample lesson must be on the topic of air legislation)
- Agreement to data protection policy
- Submission of an application for conversion/issue of a German instructor approval including fee, assurance declaration and optionally a passport photo



Special features:

Should a candidate for a conversation already have an AFF-proficiency the check-out jumps are not required.

1.5 Extension of the instructor approval

An extension to an instructor approval can be granted up to 45 days before its expiration. Extensions granted within the 45 day limit or following an expiry of an approval start on the date of the application. Extensions to an instructor approval can only ever be granted within 12 months of its expiry. After this, a renewal of the instructor approval is required.

A valid instructor approval can be extended under the following conditions:

- valid parachutist license
- Submission of extension application with assurance declaration with relevant fee (passport picture optional)

Furthermore, two of the following three requirements must be met:

- Evidence of practical instructional activity
- Participation in an continuous development training seminar recognised by the authorised associations within the period of validity of the instructor approval (3 years) or within the 12 months preceding the renewal of the instructor approval
- Successful completion of a competence check within the 12 months preceding the renewal of the instructor approval.

Rules for the extension of an AFF-proficiency are set out in the AFF-AHB which requires the following additional conditions:

- evidence of 60 AFF jumps in the last 36 months
- presentation of a valid medical certificate recognised by the authorised associations

1.6 Renewal of an instructor approval

For renewals of an instructor approval in the event of:

- insufficient practical activity to allow an extension or insufficient continued development training (extension conditions)
- an expired or suspended instructor approval
- an expired instructor approval

the authorised associations determine the necessary exams and checks for the renewal of an instructor approval on a case-by-case basis. The competence check can only be conducted by an instructor examiner (Prüfungsrat) who has experience of examination setting and taken part in instructor training courses. The candidate is responsible for adequate preparation before the checks.

The following conditions must be met:

- valid jumper license (min. 12 jumps in the last 12 months)



- passed competence check
- where appropriate, submission of the application form with relevant fee (passport picture optional) or the examination report from the instructor examiner (Prüfungsrat) conducting the check

A competence check must contain the items below as a minimum. The authorised associations may add further reasonable items depending on individual circumstances.

- Application in advance with the authorised associations
- written exam
- Observed supervision of student parachutists in practical and theory settings.
 - Theory: Theory lesson from the first jump course
 - Practical: Supervision of students e.g., gear check, briefing, wind and landing instructions etc.
- Documentation of the form Prüfungsnachweis 20

The evaluation is identical to the evaluation for the first award of an instructor approval.

1.7 Recognition of an instructor approval

Equivalent or higher level foreign instructor approval can be recognised for a time limited basis for work in Germany, on application for recognition to the authorised associations.

Any recognition is only valid until 31 December of the year of issue. With sufficient grounds, the authorised associations can apply a different duration. 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 instructor approval and can refuse, retire, or even revoke the recognition at any time.

The following conditions are required for recognition of a foreign instructor approval:

- Valid and legible identity document
- Residential or postal address in Germany
- Presentation of valid foreign licence
- valid recognised foreign instructor approval
- Where appropriate, membership of the licence issuing body, if required to maintain validity by the body issuing the foreign instructor approval rating.
- Evidence of instructor activities
- At least 300 RAM-air canopy jumps in total
- At least 12 jumps in the last 12 months
- At least Minimum 2hrs freefall
- Evidence of sufficient command of the German language to ensure adequate communication with student parachutists. Instructors who only speak a foreign language may only instruct students who speak the same foreign language to ensure the necessary training goals can be conveyed and no misunderstandings arise.
- possibly successful participation in a competence check (on first recognition only)
- Agreement to data protection policy



- Submission of an application for recognition of the foreign instructor approval with the assurance declaration for a fee
 - Completion of the form recording the personal data and/or skydiving CV for the authorised associations
- On loss of any of the requirements for recognition the instructor must inform their chief instructor immediately.

On renewal of a recognition all necessary paperwork must be resubmitted. A competence check is not necessarily required however an instructor examiner (Prüfungsrat) should determine and confirm the suitability of the individual.

1.8 Qualification Certificate for an instructor candidate

A prerequisite for taking part in an instructor training course is work experience in a training operation during which the following topics have been addressed. Good preparation for the course is necessary as the starting point of the instructor training course expects this knowledge. There is no minimum requirement of time spent in the work experience at a training operation, however a longer period is recommended. The time required to achieve the qualification must not exceed 12 months.

The chief instructor, who is also responsible for encouraging for the next generation of instructors, may use an instructor candidate who has reached the necessary training level as “authorised staff” (and therefore assistant instructors) under supervision in their training operation. The candidate needs individual approval from the Chief Instructor for any instructional activity, except conducting the gear check. This must always be conducted by an instructor with a valid instructor approval. The approvals should be documented to provide evidence thereof. Responsibility for and supervision of the student instruction activities rest with the instructor on duty as identified by the Chief Instructor. Despite this, the instructor candidate remains legally responsible for their actions and can in the most extreme case be held liable.

The Chief Instructor confirms that the instructor candidate has successfully completed each instruction element using the relevant form. A high quality and safety standard should always be applied. The approach in terms of method and didactics is up to the chief Instructor. Beyond the pure instructional topics, the Chief Instructor also confirms that in their opinion the instructor candidate is suited to the take part in the instructor training course and on its completion be responsible for student parachutists in terms of both knowledge and character.

Candidates considered unsuitable should be informed thereof and together with an explanation notified to the authorised associations.



Qualification Certificate for an instructor candidate

| | |
|--|----------------------|
| Instructor candidate Family Name, First name | |
| Licence number DFV/DAeC | |
| Start of qualification | End of qualification |

I have read AHB Part 1 and in particular am familiar with chapters 5/6/7.

Candidate Name / signature

| Content of the selection exam to be obtained in the 12 months preceding the start of an instructor training course | Place | Name / signature |
|---|-------|------------------|
| | Date | Chief Instructor |
| FS or FF proficiency in accordance with AHB Part 1 | | |
| 1 static line jump (optional) (can also take place during instructor training course) | | |
| Observation of a reserve repack | | |
| ½ Tag as observer at a rigging loft or with a rigger | | |
| Assisting in a First Jump Course | | |
| 2 times assisting on despatch and supervision freefall students under direct supervision | | |
| Detailed knowledge of the question bank | | |
| Sample 15-minute lesson Preparation in writing of a lesson plan on a topic the candidate is knowledgeable on, does not need to be parachuting related (preferably recorded on video) | | |
| Candidate has satisfactorily demonstrated * good demonstration of PRO-Packing | | |
| Candidate has satisfactorily demonstrated * explanation and identification in practice of exit point | | |
| Candidate has satisfactorily demonstrated * gear check under supervision | | |
| Candidate has satisfactorily demonstrated * explanation of stable body position | | |
| Candidate has satisfactorily demonstrated * explanation of turns in freefall | | |
| Candidate has satisfactorily demonstrated * explanation of back loop | | |
| Candidate has satisfactorily demonstrated * explanation of diving | | |
| Candidate has satisfactorily demonstrated * explanation of tracking | | |



Candidate Name: _____

| Content of the selection exam to be obtained in the 12 months preceding the start of an instructor training course | Place | Name / signature |
|--|--------------|-------------------------|
| | Date | Chief Instructor |
| Candidate has satisfactorily demonstrated * explanation of canopy flight and landing | | |
| Candidate has satisfactorily demonstrated * explanation of obstacles on landing | | |
| Candidate has satisfactorily demonstrated * training of handle check | | |
| Candidate has satisfactorily demonstrated * explanation of pull phase | | |
| Candidate has satisfactorily demonstrated * 3x untangling of a RAM-air canopy | | |
| Candidate has been briefed on: * packing checks, typical packing errors | | |
| Candidate has been briefed on: * techniques for static line deployment (direct bag / pilot chute assisted) | | |
| Candidate has been briefed on: * AAD technology (e.g., CYPRES / Vigil) | | |
| Candidate has been briefed on: * relevant training documentation | | |
| Candidate has been briefed on and has observed * operation of radios during instruction | | |
| Candidate has been briefed on and has observed * jump briefing and debriefing | | |
| Candidate has been briefed on and has observed * canopy flight briefing and debriefing | | |
| 10 FS or FF coach jumps with instructors (e.g., introduction to or development of further skills in FS or FF) | | |

| Requirements To take part in the instructor training course | Course director Name / signature | |
|--|---|--|
| Freefall time (min 2 hours) | within the last 60 months | |
| Jump number (min 300 jumps) | | |
| Jump number (min 50 jumps) | within the last 12 months | |
| Time in the sport (since acquiring licence, per date of issue of license) | within the last 24 months | |
| First aid course (min 8-hour course, evidenced separately) | | |
| Participation in a canopy handling course (evidenced separately) | | |



1.9 Conditions for new instructors

The first 3 First Jump Courses must be carried out under the supervision of an instructor with at least 3 years' experience (Chief Instructor level). The following approach can be used:

1. First Jump Course

Observation to learn the specific training methodology used at the training operation
Assistance with all instructional activities

2. First Jump Course

Taking over parts of the First Jump Course under supervision and with approval from the Chief Instructor and assistance with all other lessons.

3. First Jump Course

Running a complete First Jump Course under appropriate supervision of an experienced instructor.

The First Jump Courses and their outcomes are to be documented in the instructor's logbook. The Chief Instructor decides, with input from the other supervising instructors as needed, whether the new instructor is sufficiently competent to conduct a First Jump Course alone after assisting on 3 previous occasions. This clearance is to be documented in the instructor's logbook.

In order to despatch static line students, an instructor must conduct at least 1 jump with a direct bag deployment and at least 1 jump with a PCA deployment. Furthermore, they must despatch at least 1 experienced parachutist on a static line jump.

These requirements can be met during the qualification period or during the instructor training course. The jumps and despatches are to be documented in the instructors' logbook.

Before despatching static line student parachutists with an unfamiliar parachute system or from an unfamiliar aircraft, the instructor needs to familiarise themselves with the parachute systems and/or aircraft in advance, such as being briefed by an experienced instructor. Particular care should be given to the timing of the hooking up of the students and establishing the appropriate length of the static line as well as relevant aircraft emergency procedures.

1.10 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. The authorised associations can apply this right when the conditions for issuing an instructor approval are not met for more than a temporary period or if doubts over practical skills or knowledge warrant it or if a requirement from the authorised associations to re-sit an examination is refused.

Doubts over practical skills or theoretical knowledge arise when instructors or training operation do not work with the rules and requirements of the appropriate hand books.

Regardless of this hierarchy, any concerns should be raised directly with the Chief Instructor in the first instance. They can usually react appropriately to the relevant situation.

If there are safety concerns, the authorised associations should be informed in writing.



1.11 Further education for instructors

Instructors can take part in the annual information and safety conference (InSiTa) or other workshops recognised by the authorised associations. Beyond the conditions for instructor approval extension there are no further requirements for further education.

Regardless of this rule, every instructor joining a new training operation or a new airfield (in accordance with the airfield SOPs) should request an adequate briefing on the local operating procedures. Similar applies when working with new parachute equipment or a new aircraft.



Chapter 2

Organisation



2. Organisation

2.1 Requirements to conduct an instructor training course

Any registered training operation in Germany can host an instructor training course planned and conducted by a suitable course director. Dropzones, corporate or private persons without an approval to train cannot host instructor training courses. The following requirements must be adhered to.

- Minimum number of participants (recommendation is 4)
- Maximum number of participants 12
- Minimum training time of 12 days (including examination)
- 1 course director
- 2 instructor examiners (Prüfungsräte)
- Subject matter experts or assisting trainers if desired

2.2 Requirements of the location and aircraft

The instructor training course consists of a theory and a practical section and an examination. Training can be carried out at any suitable location, possibly far from a drop-zone or even abroad. For knowledge transfer of the theoretical parts, the following infrastructure should be available:

- training room in which actual and sample lessons can be carried out with enough tables and chairs and suitable presentation and/or training materials including possibly an internet connection.
- if possible suitable venues for food and drink for participants as well as for group work
- suitable sanitation and possibly accommodation
- presentation materials of varying kinds, such a projector, computer, photocopier, printer, black and/or whiteboard, flipchart, DVD player, monitor, maps etc.
- appropriate training equipment such as student harness container systems (direct bag, PCA, rip cord, throw-out), student equipment (helmets, altimeters, jumpsuits, possibly radios), further training material such as aerial photographs, DVD-meteorology, safe climb to altitude leaflet, air space structure poster, training videos, wing loading table, training books, models, dolls etc.

For the practical ground training instruction the following should also be available:

- hanging harnesses with trapdoor effect
- horizontal trainer
- vertical trainer
- door mock-up
- mats for parachute landing fall (PLF) or exit practice

The full infrastructure of a training operation according to AHB is only required for those practical lessons which need to be conducted at a drop-zone, such as training jumps.

Note: If the aircraft at the hosting training operation or drop-zone is suitable for static line despatching, the SL-despatch proficiency can be obtained by the instructor candidate during the



instructor training course. If there are no suitable facilities to conduct static line despatches, an induction to static line despatching should be conducted using the mock-ups. Without having despatched any static line parachutists, the despatch proficiency A (A-Absetzerbefähigung) is incomplete and must be completed at the relevant training operation by the Chief Instructor. Freefall jumps and the related despatch activities must be conducted to achieve the course goal.

2.3 Requirements of the training staff

Conduct of an instructor training course requires a course director, possibly subject matter experts of individual subject areas, and 2 instructor examiners (Prüfungsräte). A course director with the appropriate qualification can conduct all lessons alone.

2.3.1 Course director

The Course director retains overall responsibility for preparation, conduct and follow-up of the instructor training course. A course director must therefore show competence in the subject matter and planning as well as have good interpersonal skills.

The requirements for a course director are:

- valid licence with valid instructor approval
- In the sport for at least 7 years (issue date of licence)
- Instructor approval for at least 5 years
- Proficiency in despatching and one of either formation skydiving or free flying
- Assisted in at least one instructor training course (as evidenced in logbook)
- Conducted at least 50 First Jump Course (as evidenced in logbook)
- detailed knowledge of the 7 topic areas

2.3.2 Subject Matter Experts

Subject Matter Experts (SMEs) are specialists who assist in the conduct of particular training subjects or lessons and can be utilised by the course director as required. They do not need to be licenced skydivers.



The following table gives examples of the kinds of qualifications which may be suitable for particular topics

| Subject area | Example qualifications |
|--|--|
| Air legislation | Air traffic controller, pilot instructor, pilot, skydiving instructor etc. |
| Liability and insurance | Insurance broker, pilot instructor, skydiving instructor etc. |
| Meteorology | Meteorologist, pilot instructor, skydiving instructor etc. |
| Aerodynamics | Physicist, pilot instructor, pilot, skydiving instructor etc. |
| Freefall | Physicist, skydiving instructor etc. |
| Equipment | Senior Rigger (Fallschirmwart) and Master Rigger (Fallschirmtechniker) etc. |
| Behaviour in special circumstances | skydiving instructor etc. |
| Human Performance | Medical doctor, pedagogue, skydiving instructor etc. |
| Methods and didactics | Pedagogue, Psychologist, skydiving instructor etc. |
| Training operation / Airfield organisation | Board member, chief Instructor, skydiving instructor, etc. |
| Crisis management | Board member, Management team, skydiving instructor, etc. |
| Oversight of parachuting in Germany | Delegate, skydiving instructor, national coach, Amateur Sports trainer, etc. |

2.4 Duration requirements and example timetables

The instructor training course must consist of a minimum of 12 days training including the examination and must be completed after 15 days of training including the examination. As the instructor training takes the format of a structured course, the content for the individual days should be detailed in advance. No more than 12 lessons of 45-minute duration are permitted per day. Time taken for individual subject consolidation and the preparation of sample lessons is not included in this limit. The timetable should provide for sufficient breaks and rest periods.

Regardless of the individual course plans including the examination, the overall time taken for a course must not exceed 3 months (excluding re-examinations). The examination can take place outside the training course timetable.



The following example timetables can be used (minimum of 12 days):

1. Continuous course over a 2-week period with one rest day

| | | | | | | | | | | | |
|---------|-------|-------|-------|-------|-------|---------|-------|-------|--------|--------|--------|
| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 | Day 9 | Day 10 | Day 11 | Day 12 |
| 1. Week | | | | | | 2. Week | | | | | |
| Mo | Tu | We | Th | Fr | Sa | Mo | Tu | We | Th | Fr | Sa |

2. Course over 2 weekends with one full week:

| | | | | | | | | | | | |
|-------|-------|-------|-------|---------|-------|-------|-------|-------|--------|--------|--------|
| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 | Day 9 | Day 10 | Day 11 | Day 12 |
| 1. WE | | 2. WE | | 1. Week | | | | | | | |
| Sa | Su | Sa | Su | Sa | Su | Mo | Tu | We | Th | Fr | Sa |

3. Course consisting of 4 blocks

| | | | | | | | | | | | |
|----------|-------|-------|----------|-------|-------|----------|-------|-------|----------|--------|--------|
| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 | Day 9 | Day 10 | Day 11 | Day 12 |
| 1. Block | | | 2. Block | | | 3. Block | | | 4. Block | | |

Other possible timetabling options are permitted if the minimum number of training days (12 days) are conducted within the maximum time elapsed (3 months). Each course director can decide how to plan each block.

2.5 Application to conduct an instructor training course

The course director must apply for approval for an instructor training courses for conventional (static-line) instructor approvals from the authorised associations. This can be requested by providing all the necessary information to the office, there is no specific form which needs to be completed. The required information is the place, date(s), time frame and any subject matter experts.



Chapter 3

Instructor training



3. Instructor training

3.1 First-issue of instructor approval

Any licensed German parachutist over 18 years of age can apply to gain an instructor approval rating on meeting the following requirements:

- valid German parachutists license
- Completed Qualification Certificate for an instructor candidate
- Participation in a canopy course recognised by the authorised associations
- Participation in an 8hr first-aid course within the last 24 months.
- Presentation of a skydiving CV
- At least 300 RAM-Air canopy descents in the last 60 months
- At least 50 RAM-Air canopy descents in the last 12 months
- At least Minimum 2hrs freefall
- At least 24 months in the sport since acquiring parachuting licence
- Evidence of German language skills
- Participation in an instructor training course recognised by the authorised associations.
- Examination passes issued by two instructor examiners (Prüfungsräte)
- Agreement to data protection policy
- Submission of the application form for the issue of a licence with relevant fee, assurance declaration and optionally a passport picture

3.2 Papers needed to attend a training course

The following documents will be checked by the course director at the outset of the training course.

- valid German parachutists license
- logbook(s)
- Owners liability insurance cover
- Airworthiness evidence for harness container systems to be used
- Qualification Certificate for an instructor candidate (fully completed and signed by a Chief Instructor)
- Evidence of participation in a Canopy Flight Course
- Evidence of participation in an 8-hour first aid course
- Skydiving CV
- 1 passport photograph (optional)

In addition, the following needs to be brought to the course:

- personal skydiving equipment
- where appropriate student harness container systems
- where appropriate 10 - 15-minute presentation (on any topic)
- Pens, possibly laptop/tablet, etc.
- Own training and presentation materials



3.3 Instructor training guidelines

The theory and practical training consist of the following segments. Further detail is provided in chapter 4.

3.3.1 Theory training

The theory training presupposes knowledge of all subject areas at the level required to gain the airman's license for parachutists.

During the course, the seven subject areas will be covered in greater depth than this as well as covering matters related to instruction.

- Methods and didactics (3.4.3.1)
- Behaviour in special circumstances (3.4.3.2)
- Aerodynamics (3.4.3.3)
- Freefall (3.4.3.4)
- Air legislation (3.4.3.5)
- Meteorology (3.4.3.6)
- Equipment (3.4.3.7)
- Human Performance (3.4.3.8)
- Oversight of parachuting in Germany (3.4.3.9)
- Emergencies (3.4.3.10)
- Organisation and management of parachuting operations (3.4.3.11)
- Organisation of student training and a training operation (3.4.3.12)
- Insurance and liability laws (3.4.3.13)
- Sports theory (3.4.3.14)

The aim of the theory training is to provide confident understanding of all topic area as they apply to the practical work of a skydiving instructor.

3.3.2 Practical training

The goal of the practical training is to enable the candidate to confidently apply all the content in a suitable methodological and didactical way to appropriately train student parachutists in accordance with modern pedagogical thinking and the principles of adult education.

- Preparatory training (4.4.1)
- Supervision of students while jumping (4.4.2)
- Debrief/write-up (4.4.3)
- Internalisation of knowledge (4.4.4)
- Sport (4.4.5)



3.4 Expected sequence of instructor training.

3.4.1 Introduction

The recommended timings are reference point and can be adjusted to suit the local conditions and pre-existing knowledge of the candidates. There is the opportunity to combine some instructional topics into a joint lesson (see 7.1).

Every instructor candidate must conduct at least 5 successful lessons as part of the instructor training course. The topics can be from either the theoretical or the practical domains, as considered appropriate by the course director. The timings for each topic are indicated within the topic areas themselves.

Time should be allowed for the following practice lessons for each candidate:

- 1 x 10 minutes
- 1 x 20 minutes
- 2 x 30 minutes
- 1 x 45 minutes

3.4.2 Overview of the instructor training course (optional)

The following overview provides an indication of how an instructor training course can be put together. Other formats and orders can be adopted and may be necessary when integrating availability of subject matter experts or other organisational and infrastructure needs.

Regardless of the overall order, the following points should always be considered:

- Methodology and didactics should be included on the first, at the latest on the second day of the course
- The theory part should always be conducted before the related practical part. This means that all theoretical topics for a refresher day should have been conveyed ahead of time.
- References to time taken are from experience and can vary in practice.



3.4.2.1 Possible timetable of topics

| Time | Day 1 | Day 2 | Day 3 | Day 4 |
|--------------|--------------------------------------|-----------------------------------|-----------------------------|--|
| 08.00-08.45. | Introduction to the course | Org. training and jump operations | Freefall | Special circumstances |
| 08.55-09.40. | | | | |
| 20 min break | | | | |
| 10.00-10.45. | Methods and didactics sample lessons | First Jump Course | Equipment | Sample lessons on behaviour in special circumstances |
| 10.55-11.40 | | | | |
| 11.50-12.35 | | | | |
| 60 min break | | | | |
| 13.35-14.20 | Methods and didactics | Sample lessons Student journey | Sample lessons on equipment | Air legislation |
| 14.30-15.15 | | | | |
| 15.25-16.10 | | | | |
| 20 min break | | | | |
| 16.30-17.15 | Oversight of Parachuting in Germany | Aerodynamics | Special circumstances | Air legislation, liability & insurance |
| 17.25-18.10 | | | | |
| 18.20-19.05 | | | | |

| Time | Day 5 | Day 6 | Day 7 | Day 8 |
|--------------|-------------------------|--|---|--|
| 08.00-08.45. | Basics of sports theory | Morning exercise Org. Jump day Refresher day (practical sample lessons) | Morning exercise Internalisation of knowledge / student supervision | Morning exercise Internalisation of knowledge / student supervision |
| 08.55-09.40. | | | | |
| 20 min break | | | | |
| 10.00-10.45. | Meteorology | + student file familiarisation + equipment + emergencies/hanging harness + exit + briefing + canopy flight + landing + despatch/radio + gear checks + critiquing + documentation | + examination jump + static line jump + despatch proficiency + radio practice + briefing + canopy briefing + jump evaluation + canopy evaluation + documentation + instruction | Instruction (practical sample lessons) + DB ⇒ PCA + DB ⇒ 1. freefall + PCA ⇒ 1. freefall + Throw-Out + Pull-Out + packing lesson + untangling |
| 10.55-11.40 | | | | |
| 11.50-12.35 | | | | |
| 60 min break | | | | |
| 13.35-14.20 | Human Performance | | | |
| 14.30-15.15 | | | | |
| 15.25-16.10 | | | | |
| 20 min break | | | | |
| 16.30-17.15 | Emergencies | | | |
| 17.25-18.10 | | | | |
| 18.20-19.05 | | | | |

| Time | Day 9 | Day 10 | Day 11 | Day 12 |
|--------------|--|-----------------------------------|--|--|
| 08.00-08.45. | Morning exercise Internalisation of knowledge / student supervision | Written exam | Theory and practical tests (sample lessons from the First Jump Course) | Theory and practical tests (sample lessons from the First Jump Course) |
| 08.55-09.40. | | | | |
| 20 min break | | | | |
| 10.00-10.45. | (open areas from day 6, 7, 8 and consolidation of knowledge) | Can be used as required | Theory and practical tests (sample lessons from the First Jump Course) | Theory and practical tests (sample lessons from the First Jump Course) |
| 10.55-11.40 | | | | |
| 11.50-12.35 | | | | |
| 60 min break | | | | |
| 13.35-14.20 | + round ⇒ RAM-Air parachute + Exit variations + different aircraft + downsizing | Preparation for First Jump Course | | |
| 14.30-15.15 | | | | |
| 15.25-16.10 | | | | |
| 20 min break | | | | |
| 16.30-17.15 | | | | End of course |
| 17.25-18.10 | | | | |
| 18.20-19.05 | | | | |



3.4.3 Theory training (approx. 55 lessons)

The following topics should be covered in suitable depth on the instructor training course.

3.4.3.1 Method and didactics (approx. 6 lessons)

(important - should be first or second topic!!)

- (1) psychological bases of learning (learning styles and related techniques)
- (2) bases of thinking (processing, memory and recall of knowledge)
- (3) bases of didactics (5 didactical principles)
- (4) bases of methodology
- (5) didactic octagon (subject, learning goal, trainer, student, training material, methods, organisational environment, success monitoring)
- (6) communication and perception (basics of communication theory, 4 sides of a message, hermeneutic circle, gendered perception, feedback rules, communication breakdowns, non-verbal communication, role model function)

3.4.3.2 Behaviour in special circumstances / Emergency procedures (approx. 8 lessons)

- (1) Prior knowledge of the full subject area as required to obtain a skydiving licence is expected.
- (2) Emphasis is placed on training methods and learning processes for emergency procedures (number of repetitions required, sequence of training and lesson planning, simulators/harnesses, one-handed vs two-handed method, background knowledge for teachers from Prof. Dr. Ungerer: Poor conduct in extreme situations: Fehlverhalten in Extremsituationen)
- (3) General preventative actions
- (4) Approaching an aircraft
- (5) Climb to altitude (aircraft emergencies, deployments in the aircraft, aircraft descent)
- (6) Exit (stable exit, premature deployments, getting caught on the aircraft)
- (7) Freefall (PCA scenarios for student conducting dummy pulls, 5 second rule, freefall priorities, injuries in freefall, freefall collisions)
- (8) Opening (nuisance factors, slow malfunctions, fast malfunctions)
- (9) Canopy flight (turbulence, rights of way, canopy collisions)
- (10) Landing (landing priorities, obstacles, flare point, landing with the wind, crosswind landings, landing leeward, landing in strong winds)
- (11) Behaviour after landing (if injured, in windy conditions)

3.4.3.3 Aerodynamics (approx. 3 lessons)

- (1) Prior knowledge of the full subject area as required to obtain a skydiving licence is expected.
- (2) basics and interrelations of aerodynamics (definition, gravitational attraction, gravity, Bernoulli principle, static pressure, dynamic pressure, why and how a wing functions, how a parachute is constructed, stagnation zone and stagnation point)
- (3) Drag (caused by shape, friction and interference, stall)
- (4) Flight mechanics in full forward flight (forward drive, lift/buoyancy, drag, weight, aerodynamic force, chord line, angle of attack, angle of incidence and glide angle)



- (5) Impact of interrelations in practice (weight and opening, opening and dynamic pressure, trim and glide, wing loading, changes during turns, centrifugal force, changes to lift)
- (6) RAM Air canopies (profile shapes, uses, extension, polar diagrams)
- (7) Flight characteristics and operation (influencing factors such as wind, wind direction, drift, phases of the canopy flight, orientation, canopy manoeuvres, steering tactics and techniques, differences to a reserve canopy)
- (8) Determining the spot/exit point (wind drift indicators, how to calculate the spot using drift and forward movement of the aircraft)

3.4.3.4 Freefall (approx. 2 lessons)

- (1) Prior knowledge of the full subject area as required to obtain a skydiving licence is expected.
- (2) Relevant basic physics (gravity, acceleration, air resistance and drag factors, centre of gravity of the human body, force application point, stable positions, body axes, relative wind, freefall time, conversion to distance measurements)
- (3) Exit (floating, diving, exit order, separation, distances)
- (4) Movement in freefall (axes, movement and rotation, forward, backward, fast fall, slow fall, tuns, rolls, loops, diving, tracking, speeds, stability, freefall drift)
- (5) Characteristics of different parachuting disciplines (evidence of proficiency)

3.4.3.5 Air legislation (approx. 4 lessons)

- (1) Prior knowledge of the full subject area as required to obtain a skydiving licence is expected.
- (2) Legal bases (LuftVG, LuftPersV, LuftVO, LuftVZO, LuftBO, LuftGerPV, LuftKostV, Rules governing authorised air sports associations)
- (3) Publications by the aviation authorities (AIP, NfL 1 und 2, NOTAM, Aeronautical Circular, areal maps, airspace app, Safe Climb leaflet, air space structure poster)
- (4) Airspace structure and visual flight rules issued by SERA (controlled C, D, E, uncontrolled G, TMZ, RMZ, ATZ, controlled zone D (CTR), areas of limitation, time limitations (HX), transponder usage)
- (5) Air space classification, air traffic services, types, and priority of radio calls
- (6) Signals and signs (emergency and urgency signals, warning signals, signals for airfield traffic, ground signals)
- (7) Demo landings (application process, planning, execution, balloon jumps)

3.4.3.6 Meteorology (approx. 3 lessons)

- (1) Prior knowledge of the full subject area as required to obtain a skydiving licence is expected.
- (2) Makeup of the Atmosphere (spheres and layers)
- (3) Composition of the atmosphere (oxygen, nitrogen, noble gasses, changes)
- (4) Relevant basic physics (definitions, UTC, air pressure, barometric levels, temperature, humidity, air density, density altitude, QNH, QFE, wings, standard atmosphere, temperature related measurement errors on altimeters, twilight)
- (5) Wind (creation, pressure gradient, Coriolis pressure, ground wind, wind at altitude, rule of thumb, weather charts, isobars, contour lines, measurement units, local wind conditions, land



and sea breeze, mountain and valley winds, Venturi-effect, upwind and downwind, thermals, turbulence)

- (6) Front systems (cold front, warm front, occlusions)
- (7) Clouds (creation, thermal, dynamic or orographic convection or advection, adiabatic effects (dry and wet adiabatic temperature gradient), cloud types, characteristics of cloud types, cloud layers)
- (8) Meteorological dangers in jump operations (storms, lightning, icing, dust devils, turbulence, thermals)
- (9) Special weather conditions (Föhn)
- (10) Flight weather forecasts (METAR, TAF, weather charts with symbols)

3.4.3.7 Equipment (approx. 6 lessons)

- (1) Prior knowledge of the full subject area as required to obtain a skydiving licence is expected.
- (2) Guidelines (all types, TSO, AS 8015 A and B, TS135, Pattern test list, handbooks)
- (3) Tests (conformity testing, subsequent tests, documentation)
- (4) Materials in parachuting (webbing, tapes, lines, hardware, grommets, container, and canopy fabrics)
- (5) Harness-container system (construction and naming of a harness-container system and parts, three-ring circus, RSL, MARD systems, reserve handle, cut-away handle, deployment systems (direct bag, packing sleeve, PCA, ripcord and spring-loaded pilot chute, throw-out, pull-out), pilot chute systems (kill-line, bungee), deployment bag with bridle and pilot chute, free bag with spring-loaded pilot chute, risers, steering toggles, size adjustment)
- (6) RAM-air canopy (construction and naming of parts, lines, slider, attachment points, slider stoppers, slider bumpers)
- (7) Reserve canopy (construction and naming of parts, lines, slider, attachment points, slider stoppers, slider bumpers)
- (8) Automatic Activation Devices (AAD) (overview of CYPRES and Vigil (if not others), function, firing criteria, operation)
- (9) Additional equipment (altimeter, head protection, goggles, jumpsuit, shoes, gloves, radio, audible altimeter, floating device, weight)
- (10) Maintenance and repair (annual inspection, maintenance by the owner, safety bulletins, technical bulletins, cleaning, and care, expected useful life, parts which suffer from wear and tear)
- (11) Untangling and packing, packing checks, packing errors
- (12) Equipment maintainers (who is permitted to do what? What can I do as an instructor?)
- (13) Changing deployment method
- (14) Student gear check



3.4.3.8 Human Performance (approx. 3 lessons)

Fitness

- (1) Physical and psychological fitness requirements (prohibiting factors, influencing factors, acceptable factors, Medical Working Group (Arbeitsgruppe Medizin))

Flight physiology

- (1) Hypoxia (types and how they arise, oxygen saturation, compensation, hyper ventilation, choking sensation, objective and subjective symptoms, implications)
- (2) The Bends (decompression sickness, how it arises, symptom and implications)

Flight medicine

- (1) Barotrauma (ear, sinuses, teeth, intestine, pressure equalisation)
- (2) Fitness or lack thereof (legal position, who can certify?)
- (3) Use of medication and illness

Psychology

- (1) Stress (how it arises, positive stress, distress, trigger and reinforcing factors, implication, coping strategies, conclusions for training, script: Poor conduct in extreme situations)
- (2) Mental preparation, autogenic training
- (3) Motivation (extrinsic and intrinsic)
- (4) Fear, panic, stress (for example "refusers")

3.4.3.9 Oversight of parachuting in Germany (approx. 3 lessons)

- (1) The authorised associations DFV e.V. / DAeC e.V. (structure, areas of responsibility)
- (2) Bundeskommision Fallschirmsport (org chart, responsibilities)
- (3) BMVI, FAI, ISC (areas of responsibility, documents, FAI licences)
- (4) Mono air sports association DFV e.V. and Landes associations of DAeC e.V. (Sport Association vs. Regulatory Authority, responsibilities, important because...)
- (5) Competition rules (overview, German National Championship rules, dive pools, key contacts)
- (6) Records (overview, key contacts)

3.4.3.10 Emergencies (approx. 2 lessons)

- (1) Crisis management (General, crisis management guideline, safety management system)
- (2) Prevention (basics, dilemmas, measures)
- (3) Intervention (measure in the case of accidents and incidents)
- (4) Crisis aftercare (basics and measures, Stiftung Mayday etc.)
- (5) Press management, public relations, and social media (Peter Schäfer script)
- (6) Documents/reports (accident reporting, accident data base)



3.4.3.11 Organisation and management of parachuting operations (approx. 4 lessons)

- (1) Organisation of parachuting operations (staffing, infrastructure, flight operations SPO/NCO)
- (2) Staffing (pilot, ground operations manager, jumpers etc and their responsibilities)
- (3) Administration/documentation (aircraft logbook, jumpers' logbooks, manifests, fuelling logs etc)
- (4) Organisation of a day of parachuting operations

3.4.3.12 Organisation of student training and a training operation (approx. 4 lessons)

- (1) Organisation of a training operation (approval to train, AHB part I, infrastructural requirements)
- (2) Staffing (chief Instructor, instructors, prerequisites, responsibilities, duties)
- (3) Administration/documents (Audits of training operations, student files, logbooks, manifests, checklists)
- (4) Student journey (first jump course to licence, compare static line instruction to AFF instruction, advantages and disadvantages)
- (5) Student status table, refresher training, retraining
- (6) Video (requirements)
- (7) Freefall and canopy instructions
- (8) Debrief of freefall and canopy flight

3.4.3.13 Insurance and liability laws (approx. 2 lessons)

- (1) Important legislation (BGB, LuftVG, LuftVZO)
- (2) Types of insurance (required: owner's liability for individuals and training operations, air carrier liability insurance, optional: instructor's liability insurance, packer's liability insurance, liability for airfield, club liability insurance, accident insurance, disability insurance, life assurance)
- (3) Features of insurances (scope, cover limits, exclusions, sources of error)
- (4) Cover levels (legal requirements)
- (5) Cover types (strict liability, liability after suspicion of blame, fault-based liability)
- (6) Liability (difference between the pilot and the owner, third party liability, liability towards a student (agent or sub-contractor))
- (7) Instructor protection
- (8) Claim submission to the insurer (injured party/insured party)

3.4.3.14 Basic Sports theory (approx. 2 lessons)

- (1) Basics of sports pedagogics (leading, guiding, supervising, and motivating in practice)
- (2) General and specific instructional methods (training concepts, performance development, supercompensation, rest times, warm-up and cool-down phases)
- (3) Sports biology: How does the body function? (cardio-vascular system, muscles, adapting training)
- (4) Promotion of health (meaning of movement, play and sport for health and wellbeing)



3.4.4 Practical training (approx 65 lessons)

The following topics must be covered over the duration of the instructor training course.

3.4.4.1 Preparatory training (approx 6 lessons)

- (1) Registration
- (2) First Jump Course (full course over 1.5 days, ideally with real students)
- (3) Exit exercises and variations including role playing instructor/student simulations by the candidates at a mock-up or aircraft in normal an unusual situation (emergency exit, open container in the aircraft, refusers, hang-ups etc.)
- (4) Body positions
- (5) Equipment make-up and briefing
- (6) Packing classes: Untangling and packing, packing checks, packing errors
- (7) Behaviour in special circumstances from the instructor's perspective
- (8) PLF
- (9) Hanging harness training/testing (horizontal and vertical hanging harness)
- (10) Jump instruction (aerial photo/local area)
- (11) Behaviour at airfields as well as in and around the aircraft
- (12) Canopy flight, canopy manoeuvres and landing
- (13) Physical exercise: Warm-up, stretching and strengthening sufficient physical preparation of the body for the upcoming stresses
- (14) Specific exercises for exit, freefall, and landing

3.4.4.2 Execution of the jump and supervision of students while jumping (approx. 8 lessons)

- (1) Putting on equipment/gear checks/final gear check
- (2) Freefall and canopy instructions
- (3) Behaviour at and in the aircraft/on exit
- (4) Student observation (incl. assisting tools: telemeters, video...)
- (5) Supervision during canopy flight (managing radio and alternatives)
- (6) Debriefing the jump
- (7) Correctional practice (using training aids)
- (8) Further briefings and subsequent training
 - Direct Bag → static line with spring loaded pilot chute (Pilot Chute Assisted)
 - Static line → freefall with rip cord
 - Freefall with rip cord → throw-out pilot chute
 - Round canopy → RAM-air canopy
 - Student canopy → standard RAM-air canopy → semi-elliptical → elliptical
 - Introduction to other disciplines than those taught locally
 - Advanced canopy manoeuvres (e.g., steep spirals and stalls)
 - Advanced landing techniques (e.g., cross wind landings)
 - Briefings on exit or aircraft variations



3.4.4.3 Follow-up/write-up/documentation (approx. 3 lessons)

- (1) Maintenance of proficiency cards and logbooks
- (2) Compilation of documents needed for final exams and licence as an air sports equipment operator

3.4.4.4 Internalisation of knowledge (approx. 2 lessons)

- (1) If possible, conduct 2 static line jumps from at least 1,000m AGL At least one direct bag jump (stable exit, eye contact) and at least one pilot chute assisted jump (stable exit, eye contact, dummy pull/reach) Alternatively, at least 1 freefall jump from 1,200m AGL with a student harness container system
- (2) At least 1 freefall jump from 3,000 m AGL and at least 40s freefall time with dive flow over three axes or a formation skydiving jump, landing within 50m of a predefined target.
- (3) The freefall jumps (low and high) can be used and evaluated as the examination jumps.

3.4.4.5 Sports instruction (approx. 6 lessons)

Parachuting instructors are primarily sports instructors responsible for teaching students the necessary movements and prepare their body suitably for parachuting activities. The link between physical and mental challenge needs to be bridged. A student who trusts their own body and its ability to move is likely to be more confident than a student unsure of the required movements.

The aim of this lesson (most appropriate during or after the morning/warm up exercises) is to encourage the development of motor skills beyond common exercise in readiness for those required in freefall. Coordination and movement sequences should be introduced in a relaxed and/or playful manner. This facilitates the briefings later. It is also possible to evaluate the knowledge and skill level of the students by their response to the difficulty levels of the exercises and develop them further.

Sport always starts with a warm-up to encourage flexibility before engaging in the technical training. Exit and freefall related movements should be trained without performance or time pressure. The connection of the movement to their practical application is not important at this stage. What is important, is that the student parachutist understands and follows the movement before executing it correctly. After this, coordination training will develop speed and strength of the movements. Stamina is only required as far as needed in freefall. Furthermore, it is necessary to teach how the body can be relaxed and does not require lots of strength to remain in the box freefall position if there is sufficient tension to maintain the position. To encourage continued or improved flexibility, stretches should be conducted between exercises.

You are welcome to use any sports equipment which may support or strengthen the effects of the exercises. Note that the training movements should retain as much similarity to those used in practice. Wrong exercises can convey wrong movements and could be counterproductive for freefall. Intervals of the exercises should be matched to performance levels. Time constrained practice only takes place during the actual jump briefing later in the day. Cool-down should close out the exercises to loosen the body again. Care needs to be taken at all times that the exercises do not overly strain the body rather that it is activated for the intended purpose.



Any prior injuries should also be considered so that there is only limited additional strain on ligaments, muscles, joints, and the spine.

Generally, all the complex sequences of movements in freefall can be segmented into small individual movements. Training these individual movements is the responsibility of the (sports)instructor. It can therefore be of value to touch or adjust students to ensure the correct muscle movements take place. This can enable the student to recognise how to perform the movement faster.

It is worth noting that after a demonstration, people usually copy what they have seen. This can lead to mirror image copying. This in turn could result in turn techniques, pull or even emergency procedures being practiced and remembered incorrectly. The need to remain engaged with the movements can be vital, especially in the case of emergency procedures. The exercise environment should be suited the exercises being carried out.

3.5 Guidelines for the instructor examination

The examination consists of the following theory and practical parts. Further details are in chapter 5.

3.5.1 Theory exam

Written exam

Theory lesson (teaching) 45 minutes

3.5.2 Practical Exam

Practical lesson 45 minutes

First examination jump

Second examination jump

3.6 Safety regulations

The course director or relevant subject matter experts are responsible for ensuring safety throughout the instructor training course and must make all necessary interventions. This includes the following:

The instructor candidate should be familiarised with the various practical exercises:

- Exit training with head protection and appropriate footwear
- PLFs only after warming up and wearing appropriate clothing, emptied pockets, suitable shoes, well-fitting head protection and on suitably soft ground.
- Hanging harness training (horizontal and vertical) only with emptied pockets and head protection
- When conducting static line jumps, the instructor candidates must be briefed on the altered emergency procedures for this type of equipment.
- When using student AADs the candidates must be advised of the different firing criteria. The candidate must adjust their flight behaviour accordingly.
- High speed landings with turns over 90° are not permitted on student equipment or for the duration of the course.



- For the declared accuracy landings a suitable stack must be adhered to, to ensure individual landing approaches for each participant. A safe landing outside the target area takes preference over hitting the target. One landing within a target with a 25m radius is nonetheless required to pass the practical examination.
- In the event of a reserve having to be used, all exercises and examinations can be repeated. A positive outcome can be evaluated
- Necessary organisational measures must be in place to ensure that rigging mistakes in equipment to be used for jumping can be identified. The trainer must conduct a full gear check before equipment is used for jumping.
- Twists, step-throughs, and line entanglements from the packing test must be removed. The person responsible must conduct a final check to ensure this has been done.
- When instructing students, all requirements of the AHB Part I and the local operating procedures of the training operation must be met and adhered to.

3.7 Tips for the practical training

3.7.1 Integrated training

All the theory and practical training is aimed at enabling any situation to be actively and successfully managed in future. Therefore many training topics can be conveyed together. For example, various situations arising during the climb to altitude as well as emergency procedures can be discussed in the classroom. The actual implementation thereof must however be practiced in a mock-up with practice equipment, training harnesses etc. This facilitates the observation of how well the theory has been absorbed and can be implemented and is not just repeated parrot fashion in the classroom. There are further examples of this when supervising students. Rather than training simple individual topics, it is worthwhile creating training sequences which approximate likely subsequent instructor experiences. An example sequence could be:

Review student file, poss. briefing a new deployment system or aircraft, instruction for next jump and canopy flight, manifesting, issue of equipment, conversion of equipment, equipment check before putting it on, gear safety check, communicating colour of main canopy, wind and landing briefing, radio briefing, determination of exit order, boarding, supervision during climb to altitude including checks, spotting, exiting, observation of the student in freefall and during canopy flight until landing, radio support, post-landing behaviour, packing with packing checks, debriefing, correctional instruction, write-up.

Topics can also be combined in vertical hanging harness training. The opening phase and possible malfunctions can be covered here, as well as the whole canopy flight including landing together with canopy manoeuvres, application of avoidance rules, behaviour in canopy collisions and unusual landings as well as how to react to radio instructions.



3.7.2 Canopy drill instructions

Students should be given canopy drill instructions in accordance with AHB Part I. It is important to convey to the student/instructor candidate what each manoeuvre does, what it is needed for and when to apply them.

Example:

Topic: Flying with rear risers

Purpose: Change of the angle of incidence and therefore the glide angle to extend the canopy flight or to permit steering in the event of broken steering lines.

Method: Hold steering toggles firmly, grasp rear risers just below the attachment point wrapping the fingers around the riser with the thumb pointing downward, pull risers slowly and symmetrically approximately 5 - 10cm downwards towards the shoulder. To steer, pull down one side slowly (direct steering) or let up the other side slowly (indirect steering) To flare pull both risers slowly down a further 5cm to reach parallel flight (take care, stall risk) At the end of the drill release both risers slowly and symmetrically upwards, let go of the risers and check firm hold of steering toggles.

3.7.3 Radio support

Many training operations use radios for the first few student jumps. Use of radio requires wide-ranging preparation and briefing of the student and also requires practice by the instructor. Especially at the beginning, an instructor should be supervising a maximum of one student at a time. With experience, an individual can talk down 2 to 4 students on the radio.

The principal difficulty lies in accurately determining the student's position and speed in three dimensions to be able to give them the correct commands on a timely basis regardless of whether the student is moving towards, away from, past or over the instructor. At the same time, the student should always be given the opportunity to conduct their canopy flight as planned. The principle: "think - press - talk" should always be applied.

The following points should be noted when using radios:

3.7.3.1 Training preparation

a) Radios are charged and ready for use

b) Radio briefing

- Switching radio on/off, setting volume, channel selection, talk-button, locking mechanism
- Donning of kit (which ear, take care with hearing aids or those who are hard of hearing)
- Switching on (who/when)
- Pressure equalisation under canopy
- Radio is only support (the student is the responsible pilot and should be able to fly alone, the radio is merely assistance and is used on an exception basis to make contact and confirm, check steering and flare behaviour and the start of the landing flare).
- Discuss commands (making contact and confirming, turns, flare, changes in landing direction)



- No commands will be given for emergency procedures
 - What to do in the event the radios fail / hand signals
 - Talk-button for special situations (landing off, obstacles etc.)
- c) Checking channels for multiple students
 - d) Confirmation with person talking down / duty instruction (run-in, exit order, canopy colour, wind and landing instructions)
 - e) Establish radio chart
 - f) Practice commands on the ground

3.7.3.2 *Training conduct*

- a) Making contact and confirmation
- b) Checking student ability to steer
- c) Checking student ability to flare
- d) Flare command (3-2-1 Flare, Eyes-Shoulders-Hips or similar)

Possible scenarios / problems students may encounter

- a) Did not equalise pressure
- b) No canopy check
- c) Loss of sense of direction
- d) Wrong position (wind axis, holding area, stack, distance)
- e) Following other jumpers
- f) Hesitant / overly aggressive steering ability, wrong timing in practice flare
- g) Asymmetrical flare / incomplete flare
- h) Left/right confusion
- i) No wind check
- j) Changed landing direction
- k) Correction of landing approach / body position for PLF
- l) Flaring too high ("hold, hold, hold")
- m) Flaring too low/late ("flare/flare/flare")

Possible scenarios / problems instructors may encounter

- a) Wrong position
- b) Misjudgment of height, position and speed
- c) Left/right confusion by instructor
- d) Giving commands too early, too late, incorrectly or not at all
- e) Attempt at 'remote control'
- f) Addressing the wrong student
- g) Poor pronunciation, not pressing talk-button in time
- h) Use of terms student is not briefed on
- i) Giving instructions to start emergency procedures.



Possible method:

1. Demonstration of “Ideal scenario”

- “student” flies the agreed canopy flights
- “student” indicates 300m/200m/100m with leg movement

Radio commands

- Making contact and confirmation
- Checking of steering and flare behaviour
- Flare command

2. Instructor candidates jump with student kit and operate radios

- “student” flies the agreed canopy flights
- “student” indicates 300m/200m/100m by opening legs
- poss. Inclusion of some scenarios

Radio commands

- Making contact and confirmation
- Checking of steering and flare behaviour
- Additional radio commands as required
- Flare command

3. Instructor candidates jump with student kit and operate radios

- “student” flies the agreed canopy flights
- “student” no longer indicates 300m/200m/100m
- Include all sorts of scenarios

Radio commands

- Making contact and confirmation
- Checking of steering and flare behaviour
- Additional radio commands as required
- Flare command



3.8 Further instructor training tools

3.8.1 Possible examination questions for the gear check

1. Are you ready for your next training jump?
(physically and psychologically 100% fit, pockets emptied, no jewelry, sweets etc.)
2. When did you last jump?
(main logbook, status tables, additional requirements e.g., 36 hours since instruction for first freefall jump, radio use)
3. How many jumps do you have in total?
(student progression, deployment system, radio use)
4. Have you been briefed on radio use?
(if needed)
5. Have you jumped with this harness-container system before?
(operational limits, wing-load limits, fit)
6. Who allocated this kit to you?
(check harness-container systems, packing card)
7. Can you tell me the colour of your main canopy?
(check knowledge of kit)
8. Have you had any specific instructions for this jump and canopy flight?
(check knowledge and explanation, correct if needed)
9. Have you had any instructions on landing and wind direction?
(check knowledge and explanation, correct if needed)
10. Do you know your position in the exit order?
(exit order as per local rules, check knowledge and correct if needed, possible jumpmaster)
11. Do a self-check
(allow self-identification of errors / 3 x 3 of safety)
12. Ok, you are well prepared, let me give you a gear check too
(general overview, can I touch you?, hands-on standard gear check, e.g., front top to bottom, back top to bottom then additional equipment, say points being checked out loud)



3.8.2 Summary of possible errors during the gear check

| | Possible errors |
|------------------------------|--|
| Three-ring circuit errors | Two-ring system |
| | Loop through the small and middle ring |
| | Little ring fed through the big ring |
| | Loop not passed through housing terminal |
| | Reversed three-ring circuit |
| | Cable housing fed through the three-ring circuit |
| RSL Errors | RSL incorrectly routed to reserve handle |
| | RSL not connected |
| | RSL does not run freely |
| | No RSL present |
| | RSL connected to three ring circuit |
| | Excess RSL not properly stowed |
| | Risers not properly enclosed by riser covers |
| Chest strap errors | Chest strap wrapped around main lift web |
| | Chest strap routed through reserve handle |
| | Chest strap under floatation device |
| | Chest strap only looped through buckle |
| | Chest strap routed through buckle from back to front |
| | Chest strap too tight |
| | No stowing of excess chest strap |
| | Twisted chest strap |
| Leg-strap errors | One leg-strap twisted |
| | Leg-straps crossed |
| | Leg-strap only looped through buckle |
| | Asymmetric tightening of leg-straps |
| | Leg-straps not tightened enough |
| | Excess leg-strap not stowed |
| | B12 hooks not closed or bent |
| | Padding not under B12s or buckles |
| Sizing errors | Harness-container system too small/big in general |
| | Asymmetric size adjustment |
| | Size adjustment too small/big |
| AAD errors | AAD not switched on |
| | Incorrect height setting on AAD |
| | No AAD present |
| | Wrong mode on AAD |



| | Possible errors |
|-----------------------------------|--|
| Errors with the reserve container | Reserve pin not properly seated |
| | Wrong routing of reserve cable |
| | No free running of reserve cable |
| | Insufficient packing pressure on reserve container |
| | Damaged reserve closing loop |
| | Reserve pillow instead of D-ring |
| | Incorrectly placed final closing flap |
| Errors with the main container | Damaged main closing loop |
| | Wrong closing sequence |
| | Insufficient packing pressure |
| | Pin not fully seated |
| | Pin pushed too far through the closing loop |
| | Damage to ripcord cable |
| | Bridle misrouted |
| | Misrouted bridle on closing flap |
| | No excess bridle above pin |
| | Kill-line not cocked |
| | Static line jammed |
| | Wrong routing of static line (LH vs RH door) |
| | Static line incorrectly routed |
| | No Main Override Device (MOD) present |
| | MOD incorrectly assembled |
| | BOC pocket not tight enough |
| Pull-up/packboy still in place | |
| Altimeter Errors | Altimeter not set to zero |
| | Altimeter turned by 180° |
| | Altimeter not tightened |
| | Altimeter not properly fixed to chest strap |
| | Altimeter on the wrong hand |
| | No altimeter present |
| | Wrong units (m vs ft as appropriate) |
| Errors with head protection | Helmet too big/small |
| | Frappe hat instead of helmet |
| | No helmet |
| | Helmet fastener broken or missing cushioning |
| | Camera helmet |



| | Possible errors |
|--------------------|---|
| Goggle errors | No goggles |
| | Goggles damaged/very dirty |
| | Tinted goggles |
| | Goggles too big/small |
| Jumpsuit errors | No Jumpsuit |
| | Jumpsuit too big/small |
| | Jumpsuit with booties |
| | Jumpsuit damaged (e.g., zip) |
| Glove/shoe errors | No gloves |
| | Gloves too big |
| | Mittens |
| | Shoes with hooks |
| | Unsuitable shoes |
| | Jumpsuit without grippers for AFF jumps |
| Radio errors | No radio |
| | Dead batteries in radio |
| | Wrong channel |
| | Radio does not work |
| Procedural errors | Floation device not under harness-container system |
| | Floation device not tightened |
| | No floation device present |
| | Pockets not emptied/jewelry/packboy/mobile phone etc. |
| | Chewing-gum or sweets in mouth |
| | Jumpsuit is same colour as cut-away pad |
| | Wingloading too high (main and/or reserve canopy) |
| | Exit weight too high |
| | Airworthiness certificate expired |
| | Reserve repack expired |
| | Harness-container not insured |
| | Rig packed without packing checks |
| Supervision errors | Not briefed on deployment system |
| | Wrong/no jump or canopy instruction |
| | No briefing on winds and landing |
| | No radio check |
| | Unknown colour of main canopy |



3.8.3 Sport education topics

When demonstrating, awareness of the “mirroring effect” and how it can be avoided is needed.

Useful exercises to illustrate and prepare for parachuting are:

- All movements which result in an hip-forward arch
- Strength to the neutral box position (e.g., lying on a horizontal trainer, table, box with dangling legs)
- Suspension allowing the hips to push forward (e.g., lying on two rolled up roll mats one each above and below the hips)
- Reinforcing back-bends does not lead to good creation of a centre of gravity = the body arches better when stretched long
- Value of stretched abdominal muscles and relaxed back muscles to create an arch
- Lifting knees up (e.g., on a cushioned table edge)
- Symmetrical legs
- Hip joint function and anatomical limits ⇔ wider spread of legs → changed thigh/knee position
- Remove any natural asymmetry by adjusting the torso: directly and indirectly (cross-over relationship between hip and shoulder and hip and knee)
- Tipping the body on the left and right side from the neutral position solely by tensing muscles
- Static body and presentation to the relative wind on exit
- Conscious head movements affecting the body (head steers the torso)
- All movements to reach and pull all handles
- Coordination of movement to check altimeter (symmetrical balance)
- Free movement of the hips (Partner holds shoulders in place, candidate leans forwards and rotates the hips left and right)
- Aerodynamic turn techniques both direct and indirect (from the torso = standard student turn from the shoulder), identify stronger side (dipping vs lifting to affect airflow)
- Mechanical turns (directing the airflow with elbows and knees)
- Movement exercises that use airflow and its force (e.g., turns and exits)
- Conditioning motor issues in body symmetry (e.g., turns: student turns correctly to the right, but incorrectly when turning left and may need to re-train to initiate left turns using their right shoulder)
- Rollover techniques from back to belly (recovering from flying on back)
- poss. somersaults; not on hard ground - risk of injury
- Dive and track position

Important: Muscles should always be warmed up before any exercises! Massive back bends should be avoided and even with a healthy spine should not be conducted excessively. This applies particularly to practice on the horizontal trainer and when standing.

Note: The term back-bend is an incorrect reflection of the position in freefall. Rather the well shaped body is a smooth arch. The term remains in use out of tradition and custom.

It is down to the instructor how the student understands the words and related movement.



Chapter 4

Instructions for the Course director



4. Instructions for the Course director

4.1 On course directors

Every instructor training course requires a course director who is responsible for carrying out the following tasks. They are an organiser, Chief Instructor and possibly permitted to oversee some of the examinations with agreement of the instructor examiners (Prüfungsräte).

If dictated by the circumstances and after suitable briefing, another course director can carry out the role. If there is a change in course director, the authorised associations must be informed using appropriate communication and they must approve the change. In all cases it must be ensured that all responsibilities of the course director are met. The course director can work location independent.

4.2 Instructions for the Course director

4.2.1 General

The course director carries overall responsibility for the instructor training course. They must take all necessary steps to meet the preparation, execution and post-course requirement of the instructor training course.

Their responsibilities are in detail:

- Agreement with the host (timing, jumping days, equipment, infrastructure, training aids etc.)
- Participate in the preparation of the course advert
- Suggest fee schedule
- Planning of time, place and staffing for the instructor training course including any site visits
- Briefing of subject matter experts and assisting trainers on the instructional requirements
- Agreement with the instructor examiners (Prüfungsräte) on the conduct of the examination
- Application for approval of the instructor training course with the authorised associations
- Preparation of relevant documentation (overview of sample lessons, exam documents)
- Advise and support the instructor candidates in technical questions
- Checking the candidates' prerequisites (see chapter 3)
- Exclusion from the course if prerequisites are not met
- Registration of the participants with the authorised associations
- Briefing the candidates on the course on the safety and examination requirements
- Conduct an insurance briefing
- Support when checking in at the drop-zone
- Answering any other questions (accommodation, worries, special situations, possibly in conjunction with the chief Instructor)
- Ensuring proper conduct of the training course in accordance with the approval from the authorised associations
- Reporting relevant incidents to the authorised associations (e.g., changes to the planned order of events, illnesses, inability to conduct examination jumps etc.)
- Removals from the course e.g., in the event of safety issues, absences or incomplete requirements (e.g., no lessons prepared)
- Conduct examination in conjunction with the instructor examiners (Prüfungsräte).



4.2.2 Documentation

The course director should document all aspects of instructor training courses they run.

Documentation surrounding the organisation of the course can be differentiated from those needing submission to the authorised associations.

The following checklists need to be completed by the course director to verify that the instructor training course has been carried out correctly. They should be retained for 5 years. After 5 years, all course documentation must be destroyed.

- Evidence that the required 5 lessons per candidate have been conducted, including the topics covered.

The following documents should be checked by the course director for completeness (all documents present) and correctness (all documents filled in fully and correctly) for each instructor candidate and submitted to the authorised associations:

- Application for issue of instructor approval
- Exam certificate 20
- Qualification Certificate for an instructor candidate
- Written test
- Handout on theory lesson
- First aid certificate
- Canopy course certificate
- Skydiving CV
- Current license
- 1 passport photograph (optional)
- Agreement to data protection policy
- Fee for the instructor approval (by bank transfer)
- If relevant, exceptional approval to take part in the instructor course

Any copies of these documents held by the course director must be destroyed after 5 years.

4.2.3 Applications and reports

In advance of the course, the following applications must be made for approval:

- Application to conduct an instructor training course
- Application(s) for exceptional approval to take part in the course if minimum prerequisites are not met (can be made by candidates)

During the instructor course or the examinations the following reports must be made and approval given:

- Change of course director
- Changes to venue or timing of the previously approved course

During the course or the examinations the following matters must be reported:

- Accidents and incidents
- Removals from the course



- Attempts at cheating or not taking part in examinations

After the examination the following results must be reported:

- Candidates who passed
- Candidates who did not pass

4.2.4 Fees for failed exams

The examination fee for written exams is due, even if failed, regardless of extenuating circumstances. The fee is invoiced to the candidate by the authorised associations based on the result report by the instructor examiner (Prüfungsrat).

4.2.5 Procedures for foreign approvals

Conversions or recognitions of foreign or military instructor approvals can only be granted by instructor examiners (Prüfungsräte), who have previously conducted instructor examinations (see chapter 5). Preparatory training can be conducted by any suitably qualified individual (harmonisation training should be conducted for military instructor approvals). No prior registration with or completion report to the authorised associations is necessary. No permit is issued and no fee is payable. The content and organisational approach is down to those conducting the evaluation and should be based on the prior knowledge of participants in relation to the topics in chapter 3 of this hand book.

4.2.6 Insurance

There is no insurance requirement for course directors, various options for insurance cover are available.

For example, if they hold instructor liability insurance, the activity as course director or assistant is included in the master agreement of the DFV e.V.

Any additional insurance requirements need to be met by the course director themselves.

All participants in the instructor training course should be informed of the insurance position.

4.2.7 Continuous professional development

There is no explicit requirement for course directors to conduct continuous professional development beyond that applicable to instructors. Participation in the annual Information and Safety conference (InSiTa) is recommended.



4.3 Schedule of fees

The list gives an approximate overview of possible fees.

The fees to the authorised associations should be taken from the current schedule of fees in accordance with the LuftKostV. Determination of any further fees is down to the organiser and must be clearly detailed in the course advertising.

- Course fee:
 - Cost of course director
 - Cost of subject matter experts
 - Cost of assisting staff
 - Cost of teaching and examination materials
- Examination fee:
 - Cost of instructor examiners (Prüfungsräte)
- Other costs:
 - Jump tickets
 - Hire costs for student gear
 - Videographers
- Examination/issue fees of the authorised associations
 - Fee for failed written exam
 - Initial approval
 - Extension
 - Renewal
 - Conversion
 - Recognition



Chapter 5

Instructions for Instructor examiners (Prüfungsräte)



5. Instructions for Instructor examiners (Prüfungsräte)

5.1 The Instructor Examiner (Prüfungsrat)

5.1.1 Appointment and requirements

The appointment of an instructor examiner (Prüfungsrat) is made on application to one of the authorised associations if the following prerequisites have been met:

- Valid German licence with valid instructor approval (12 jumps within the last 12 months)
- In the sport for at least 5 years (issue date of licence)
- Instructor approval for at least 3 years
- Proficiency in despatching and one of either formation skydiving or free flying
- Skydiving CV
- Conducted at least 25 First Jump Courses
- Requirement/need

The appointment is confirmed by a separate document, not included on appointee's license.

There is no legal right to be appointed as an instructor examiner (Prüfungsrat). If any of the prerequisites cease to be met, the appointment to instructor examiner (Prüfungsrat) immediately ceases to be valid.

5.1.2 Validity of the appointment

The appointment is limited to a maximum of three years and ends with the expiry of the instructor approval. Applications for appointment which are made and approved separately from instructor approvals expire with the instructor approval and can therefore be shorter than three years.

5.1.3 Extension of the appointment

The extension is granted automatically after three years if the instructor examiner (Prüfungsrat) was active as an instructor examiner during that time. The evidence thereof is taken from the submitted examinations. There is no minimum number of examinations which need to be conducted in the three years. Examinations of Tandem-Examiners or AFF-Examiners are also included.

The requirements for extension are:

- valid licence with valid instructor approval
- Activity as a instructor examiner (Prüfungsrat), AFF examiner or tandem examiner

5.1.4 Conditions for examining instructor examiners (Prüfungsräte)

Instructor examiners (Prüfungsräte) must not have been involved in the training.

An instructor examiner (Prüfungsrat) who is also a Chief Instructor may not examine candidates in their training operation.

The course director of an instructor training course cannot be the instructor examiner (Prüfungsrat) for that course.

In the first two years after appointment, instructor examiners (Prüfungsräte) are only permitted to examine students applying for their airman's licence.



Instructor candidates may only be examined by instructor examiners (Prüfungsräte) with at least two years experience in this role. At least one of the instructor examiners (Prüfungsräte) must have previously taken part in an instructor examination.

5.1.5 Reimbursement of costs

Instructor examiners (Prüfungsräte) receive compensation from the authorised associations for conducting theory exams.

5.1.6 Disciplinary measures

The appointment can be withdrawn or have conditions applied by the authorised associations at any time. The following can lead to withdrawal of appointment:

- Release of confidential examination information (written test, sample answer sheets)
- Examinations not conducted in accordance with the rules (alternative test method or evaluation, undue assistance in exams, no reaction to attempts at cheating)
- Permanent loss of prerequisites
- Missing technical knowledge

5.2 Instructions for Instructor examiners (Prüfungsräte)

5.2.1 General

Instructor examiners (Prüfungsräte) are permitted to conduct theory and practical examinations for the following purposes:

- a) Examination to attain the airman's licence for the sport parachute category
- b) Examination to attain instructor approval

Conducting theory and practical test for student parachutists and instructor candidates requires wide-ranging knowledge of all topic areas relating to the parachutist's permission. Furthermore it is expected that the instructor examiner (Prüfungsrat) continues to be involved in the training of student parachutists.

The instructor examiner (Prüfungsrat) is the responsible person for invigilating and evaluating examinations. As such, they are responsible for taking all necessary steps to meet the preparation, execution and post-course requirements of the examination. The instructor examiner (Prüfungsrat) must be present to invigilate or evaluate examinations.

Their responsibilities are in detail:

- Planning time, place and conduct of examination with the course director/chief Instructor
- Preparation of all exam relevant documents (exam questions, answer sheets, checklists etc.)
- Confirming exam readiness/prerequisites for taking the examination
- Exam induction
- Invigilation
- Advising and supporting candidates in understanding examination questions
- Ensuring the exam is conducted in accordance with AHB Part I and AHB Part II



- Reporting relevant incidents to the authorised associations (unsuitable candidates, instructor training not in accordance with the authorised associations' guidelines, missing prerequisites etc.)
- Disqualifications
- Documenting the examination
- Participation in any protests

5.2.2 Oversight of the examination to gain an airman's licence

5.2.2.1 General/introduction

To conduct an examination to gain an airman's licence in the sport parachute category, an instructor examiner (Prüfungsrat) is required. There are no additional requirements or conditions. The examination to gain a licence does not require an exam panel. Any protests need to be filed directly with one of the authorised associations.

Exams should be conducted with the greatest care and attention.

5.2.2.2 Prerequisites

Requirements to take the theory examination:

- (3) persons who are deemed ready to take the theory examination by their chief instructor, based on their proficiency card. There is no minimum number of jumps required to take the theory examination.

Requirements to take the practical examination:

- (1) persons who are deemed ready to take the examination by their chief instructor, based on their proficiency card.
- (2) for a static line license has conducted at least 6 descents with a static line in the last 12 months
- (3) for a freefall licence has conducted at least 23 descents including freefall within the last 18 months. Of which at least 12 descents must have been conducted within the last 12 months

5.2.2.3 Components of the Exam

The examination consists of the following theory and practical parts.

a) Theory exam

Written exam (5.2.2.4)

b) Practical Exam

First examination jump (5.2.2.5)

Second examination jump (5.2.2.6)

5.2.2.4 Theory exam

- In the theory exam, the candidate must demonstrate the required level of knowledge in all the subject areas tested (see AHB Chapter 4).
 - Air legislation, air traffic and air traffic control regulations
 - Freefall theory



- Meteorology
- Equipment
- Behaviour in special circumstances
- Aerodynamics
- Human Performance

- (1) The written exam is a closed book exam.
- (2) Each instructor candidate is allowed a maximum of 120 minutes for the written exam.
- (3) The written exam must be marked by an instructor examiner (Prüfungsrat).
- (4) The marks are represented in percentage terms. Final marks are rounded to the nearest whole
- (5) percentage point. Pass mark for the overall test is 75% in each part no more than 18 months apart.
- (6) Only 3 retakes of failed exams are allowed.
- (7) The pass gained in the theory examination is valid for 36 months during which an approval or permission can be applied for.

5.2.2.5 First examination jump

- (1) In the first examination jump, the student needs to demonstrate they can despatch themselves from a minimum of 2,500m AGL (8,200ft) with a freefall time of at least 30 seconds and perform clear movements on at least 2 axes or a formation skydiving descent as determined by the examiner. Under canopy they need to perform drills as briefed as well as landing within 50m of a predeclared landing point.
- (2) The jump should be conducted with freefall equipment the student is familiar with.
- (3) Each candidate is evaluated by the instructor examiner (Prüfungsrat) on an individual basis.
- (4) As determined by the instructor examiner (Prüfungsrat), examination jumps can be evaluated by jumping with the student or by subsequent review of video footage.
- (5) The evaluation of capabilities rests with the instructor examiner (Prüfungsrat).

5.2.2.6 Second examination jump

- (1) In the second examination jump, the student needs to demonstrate they can despatch themselves from an altitude of at least 1,200m AGL (4,000ft) with a stable exit and deployment of the main canopy within 3 - 5 seconds, at the very latest by 1,000m AGL (3,300ft) and before reaching terminal velocity. Under canopy they need to perform drills as briefed as well as landing within 50m of a predeclared landing point.
- (2) The jump should be conducted with freefall equipment the student is familiar with.
- (3) Each candidate is evaluated by the instructor examiner (Prüfungsrat) on an individual basis.
- (4) As determined by the instructor examiner (Prüfungsrat), examination jumps can be evaluated by jumping with the student or by subsequent review of video footage.
- (5) The evaluation of capabilities rests with the instructor examiner (Prüfungsrat).



5.2.2.7 Examination jumps for static-line licence

- (1) In both jumps the student should demonstrate the ability to spot the exit point and in conjunction with the despatcher be able to despatch themselves from an altitude of at least 1,000m AGL (3,300ft) with a stable exit. Under canopy they need to perform drills as briefed as well as landing within 50m of a predeclared landing point.
- (2) The jump should be conducted with static-line equipment the student is familiar with.
- (3) Each candidate is evaluated by the instructor examiner (Prüfungsrat) on an individual basis.
- (4) As determined by the instructor examiner (Prüfungsrat), examination jumps can be evaluated by following the student out or by observation from the airplane.
- (5) The evaluation of capabilities rests with the instructor examiner (Prüfungsrat).

5.2.3 Conduct of the examination to gain an instructor approval

5.2.3.1 General/introduction

Examinations to gain instructor approval need to be evaluated by at least two instructor examiners (Prüfungsräte). One of these must have previous experience of examining an instructor candidate. The two instructor examiners (Prüfungsräte) form an examination panel which meets in the event of a protest.

Conducting instructor exams requires great care and attention. This is why the examination panel consists of two instructor examiners (Prüfungsräte). The instructor examiners (Prüfungsräte) need to be proposed by the course director when applying for approval from the authorised associations to conduct the instructor training course. A change of instructor examiners (Prüfungsräte) requires permission from the authorised associations.

The examination section of an instructor training course takes place towards the end of the course or at a later date and is written, oral and practical. The style of examination will be announced by the course director at the beginning of the instructor training course.

5.2.3.2 Prerequisites

Examination participation is only open to candidates who:

- (1) have not missed more than one day of the instructor training course,
- (2) have conducted the 5 practice lessons during the course
- (3) feel ready to take the examination

If exceptional situations or predicaments could have a negative influence on the instructor candidate's examination, they should be excused. Investigation of such situations should be conducted by the instructor examiner (Prüfungsrat) in advance of the examination.

Exceptional situations or predicaments are individual circumstances of physical or psychological nature which have a significant performance impact beyond that of training and exam stress and can have a negative effect on the exam result. On resolution of the situation, the instructor candidate can request to be examined within 360 days of the original exam date. Thereafter, the instructor candidate must complete a whole instructor training course.



If an instructor candidate provides credible evidence, say a medical opinion, that they are not in a position to perform the examination requirements because of a long term or permanent physical disability, the examination panel may agree to conduct the examination in a different format to enable the candidate to demonstrate their ability. This applies equally for performance requirements during the instructor training course.

5.2.3.3 Components of the Exam

The examination consists of the following theory and practical parts.

a) Theory exam

Written exam

Theory lesson (teaching) 45 minutes

b) Practical Exam

Practical lesson 45 minutes

First examination jump

Second examination jump

The following exam sections can be examined by the following individuals on the instructor training course:

| Exam section: | To be examined by: |
|--------------------------------------|--|
| Written exam (180 minutes) | 1 instructor examiner (Prüfungsrat) |
| Theory lesson Lesson (45 minutes) | 2 instructor examiners (Prüfungsräte) |
| Practical lesson (45 minutes) | 2 instructor examiners (Prüfungsräte) |
| First and second examination jump | 1 instructor examiner (Prüfungsrat) or course director (with video evidence that can be evaluated) |

With the agreement of the instructor examiners (Prüfungsräte), course directors can conduct the examination jumps during the instructor training course. The dive plan is prescribed by the instructor examiners (Prüfungsräte). For a video to be used as the basis for examination evaluation, it also needs to provide verifiable evidence of the landing within the target area. If requested, the videos need to be provided to the authorised associations.

In the event of the examination being conducted by the course director, they are responsible for the preparation, execution and follow-up reporting of the examination.

5.2.3.4 Written exam

- (1) The purpose of the written exam is to demonstrate the candidate has well founded theory knowledge in the necessary topic areas, which they can draw on in a limited period of time without assistance.
- (2) The written exam is a closed book exam.



- (3) Each instructor candidate is allowed a maximum of 180 minutes for the written exam.
- (4) The written exam must be marked by an instructor examiner (Prüfungsrat).
- (5) The marks are represented in percentage terms. The pass mark is 75%.

5.2.3.5 Theory lesson (teaching)

- (1) The instructor candidate should demonstrate in the sample theory lesson that they understand the interrelations of the subject areas being examined and is able to associate specific questions to these interrelations.
- (2) Furthermore, it is to determine whether the instructor candidate demonstrates a sound basic knowledge in the examinable subject area as well as in-depth knowledge in certain specific topics and is able to convey this knowledge using relevant teaching methods to a group of students. The ability to deal with interruptions should be evidenced.
- (3) The instructor candidate should be informed of their lesson topic at least 48 hours before the start of the examination.
- (4) Training and other aids may be used in the preparation and performance of the sample lesson.
- (5) The theory lesson is an individual exam, presented to two instructor examiners (Prüfungsräte).
- (6) The sample lesson should be about 45 minutes per instructor candidate.
- (7) The sample lesson cannot be interrupted by the instructor examiners (Prüfungsräte) for at least 25 minutes, even if they have formed a conclusive opinion. The examiners may instruct candidates to skip certain sections.

5.2.3.6 Practical lesson

- (1) The purposes of the practical examinations is to demonstrate the candidate can meet the usual requirements and challenges of training student parachutists using commonly available training aids, unassisted, and in a limited period of time.
- (2) Furthermore, it is to determine whether the instructor candidate has a sound basic knowledge of the examinable subject area as well as in-depth knowledge in certain specific topics and is able to convey this knowledge using relevant teaching methods to a group of students.
- (3) The instructor candidate should be informed of their lesson topic at least 48 hours before the start of the examination.
- (4) Training and other aids may be used in the preparation and performance of the sample lesson.
- (5) The practical lesson is an individual exam, presented to two instructor examiners (Prüfungsräte).
- (6) The practical lesson should be about 45 minutes per instructor candidate.
- (7) Possible examples are:
- (8) Briefing landings, drop-zone familiarisation brief, aircraft familiarisation brief, vertical hanging harness training, obstacles on landing, briefing on downsizing canopies, packing lesson, PLF training, exit training, warm-up training, gear check training, dive plan or canopy flight plan instruction, debriefing a training jump, untangling canopy lines, horizontal trainer exercises, dummy pull briefing, throw-out briefing, first free fall brief, etc.



- (9) The sample lesson cannot be interrupted by the instructor examiners (Prüfungsräte) for at least 25 minutes, even if they have formed a conclusive opinion. The examiners may instruct candidates to skip certain sections.

5.2.3.7 First examination jump

- (1) In the first examination jump, the candidate needs to demonstrate they can despatch themselves from a minimum of 3,000m AGL (9,000ft) with a freefall time of at least 40 seconds and perform clear movements on at least 3 axes or a formation skydiving descent as determined by the examiner. Under canopy they need to perform drills as briefed as well as demonstrate a landing within 25m of a predeclared landing point.
- (2) The jump should, if possible, be conducted with a student harness-container system.
- (3) The performances are carried out with a single instructor examiner (Prüfungsrat) either individually or in a group.
- (4) The jump and landing should be recorded in video. The canopy flight should be observed from the ground. Alternatively, the instructor examiner (Prüfungsrat) can jump with the candidate and evaluate them in-air.
- (5) The course director can also jump with candidates if video evidence of the performance can be provided for evaluation. The course director and instructor examiner (Prüfungsrat) should agree on how to conduct the jump routine. The final decision on the evaluation lies with the instructor examiner (Prüfungsrat).

5.2.3.8 Second examination jump

- (1) In the second examination jump, the student needs to demonstrate they can despatch themselves from an altitude of between 1,200m/GND - 1,500 m/GND (4,000ft AGL to 4,500ft AGL) with a stable exit and deployment of the main canopy within 3 - 5 seconds before reaching terminal velocity. Under canopy they need to perform drills as briefed as well as demonstrate a landing within 25m of a predeclared landing point.
- (2) The descent can be made with either a sport or student harness container system.
- (3) The performances are carried out with a single instructor examiner (Prüfungsrat) either individually or in a group.
- (4) The jump and landing should be recorded in video. The canopy flight should be observed from the ground. Alternatively, the instructor examiner (Prüfungsrat) can jump with the candidate and evaluate them in-air.
- (5) The course director can also jump with candidates if video evidence of the performance can be provided for evaluation. The course director and instructor examiner (Prüfungsrat) should agree on how to conduct the jump routine. The final decision on the evaluation lies with the instructor examiner (Prüfungsrat).



5.2.4 Evaluation of examination performances

- (1) The Instructor examiners (Prüfungsräte) do not give individual marks for the individual examination performances, except for the written exam which carries a percentage mark. The performances are merely identified as 'passed' or 'failed'.
- (2) If the same performance is evaluated differently by two different examiners, the worse result counts.
- (3) The result of the examination should be communicated to the student/instructor candidate after the evaluation.
- (4) To pass an instructor training course, all examination performances must be evaluated as 'passed' and the written exam result must be at least 75%.
- (5) All exams must be documented and sent to the authorised associations together with the course documents.

5.2.5 Unexcused absence, withdrawal, deception/cheating, breach of regulation

- (1) An examination performance will be evaluated as 'failed' if the student/instructor candidate is absent or withdraws part way through the examination without pertinent reason. The same applies if the written test is not completed within the set time limit.
- (2) Pertinent reasons for absence or withdrawal must be notified to the examination panel in writing as soon as possible and their pertinence demonstrated.
- (3) Attempts by students/instructor candidates to influence the examination outcome through deception or use of unpermitted aids, will result in the examination performance being evaluated as 'failed'. Anyone disturbing the normal conduct of the examination can be excluded from continuing to take part in the examination process by the relevant examiner. In this case, the examination performance will be evaluated as 'failed'. In difficult situations, the examination panel can exclude a student/instructor candidate from future examination performances.

5.2.6 Retaking examinations, time limits

- (1) Examination performances evaluated as 'failed' can be repeated as many times as desired, apart from the written examination which can only be attempted 3 times.
- (2) Practical examination performance passes are valid for 12 months, passes of the theoretical performances for 36 months, after which the validity expires and the examination performances must be re-performed.
- (3) Failed practical examination performances can only be repeated after the term set by the instructor examiners (Prüfungsräte) has passed, but within 12 months. Failed theory examination performances can only be repeated after the term set by the instructor examiners (Prüfungsräte) has passed, but within 36 months.
- (4) After these time limits, the validity of previously passed examinations expires.

5.2.7 Invalid examinations

- (1) If the student/instructor candidate cheated in their examination and this is only determined after the licence or instructor approval has been issued, the authorised associations can subsequently



declare those examination performances, in which cheating took place, as invalid and the examination in whole or in part as 'failed'. The licence or instructor approval can be withdrawn by the authorised associations with immediate effect.

- (2) The student/instructor candidate must be permitted to provide a statement before any decision is made.

5.2.8 Access to examination documentation

- (1) On completion of the relevant examination, the student/instructor candidate has the right to view the examination documentation either at the time or on request within a reasonable timeframe after they have been submitted to the authorised associations. A request to the authorised associations should be made within a month of the examination having concluded. The authorised associations determine the time and place of the document viewing.

5.2.9 Protest procedure

- (1) If a student or instructor candidate is not content with the evaluation by an instructor examiner, they can lodge a protest against it. The examination panel (on an instructor training course) consisting of the two instructor examiners (Prüfungsräte) meets and checks the evaluation after considering the complaint of the candidate. For students objecting to a decision when acquiring their licence, the protest is made to the authorised associations.
- (2) The examination panel/authorised associations can accept or decline the existing evaluation or require an immediate repeat examination.
- (3) The examination panel must reach a unanimous decision. If no unanimity can be reached, by virtue of disagreement or an abstention, the examination is deemed to be 'failed'. The candidate must be informed of the decision immediately.
- (4) If the candidate does not accept this decision, they are free to appeal in writing to the authorised associations.

5.2.10 Issue and coming into effect of licences and instructor approvals

The authorised associations issue licenses and instructor approvals after submission of all the necessary documentation. The approval only takes effect once the original licence has been received and signed by the holder.

5.2.11 Documentation

All examinations are to be fully documented by the instructor examiners (Prüfungsräte), regardless of whether they relate to the initial acquisition of an airman's license, verifications, extensions, recognition or conversions. This includes the forms provided, as well as other checklists or other result reports.

Copies of the examination documentation must be retained by the instructor examiner (Prüfungsrat) for 5 years, after which it must be destroyed.



5.2.12 Agreements and notifications

The AHB Part I and AHB Part II more so, require the instructor examiner (Prüfungsrat) to agree matters with the authorised associations. An instructor examiner (Prüfungsrat) should always conduct an individual assessment of the situation of the airman's licence or instructor approval candidates, regardless of whether it relates to a renewal, conversion or recognition. After which, the instructor examiner (Prüfungsrat) contacts the office of an authorised association, to notify them of the candidate by name and the intended approach, for example by email.

Depending on the intention, the instructor examiner (Prüfungsrat) should also indicate in bullet points their proposed approach in accordance with the AHB Part II including suggestions on dealing with this particular situation. Usually the office of the authorised associations agree the proposals and are thereby aware of the situation.

At the same time, this process allows the office of the authorised associations to evaluate the respective requirements for the subsequent granting of approval and thus to authorise the approach or, if necessary, require additional points and tasks to those proposed.

Subsequently, the outcomes of all examination activities shall be reported directly to the authorised associations. Each notification must be made in writing, be traceable and contain all reference data, although it can be informal, e.g., by e-mail, rather creating than a bureaucratic hurdle.

The aim of each result report is to ensure that the airman's licensing system is transparent and comprehensible for the office of the authorised association, instructor examiners (Prüfungsrat) and all candidates. Positive results usually result in an official application for a licence or instructor approval.

At the same time, it is especially important to report any kind of negative outcome. This is the only way that the office of the authorised association can prevent individual failing applicants from exploiting the ignorance of alternative instructor examiners (Prüfungsräte). It is precisely for this reason that it is important to report results to the authorised associations within 24 hours.

5.2.13 Fees for failed exams

The examination fee for written exams is due, even if failed overall, regardless of extenuating circumstances. The fee is invoiced to the candidate by the authorised associations based on the result report by the instructor examiner (Prüfungsrat).

5.2.14 Procedures for foreign approvals

To convert or recognise valid foreign or military instructor approvals, the instructor examiners (Prüfungsräte) need to follow the current guidance from the authorised associations. The evaluation needs to conform with the existing guidelines of AHB Part I and AHB Part II. The authorised associations must be appropriately notified of the result.



5.2.15 Insurance

The activities of instructor examiners (Prüfungsräte) are covered by the master third party liability policy entered into by the DFV e.V. Any additional insurance requirements need to be met by the instructor examiner (Prüfungsrat) themselves.

5.2.16 Continuous professional development

There is no explicit requirement for instructor examiners (Prüfungsräte) to conduct continuous professional development beyond that applicable to instructors. Participation in the annual Information and Safety conference (InSiTa) is recommended.

The authorised associations have the right to conduct compulsory continuous training for instructor examiners (Prüfungsräte).

5.3 Schedule of fees

There is no binding fee schedule for instructor examiners (Prüfungsräte) Possible fees could include a daily fee, travel costs, fees for individual examination etc.

- Conducting an instructor examination
 - Per day
 - Per examination
- Instructor examiner (Prüfungsrat) rate
 - Per day
 - Per examination
- Confirmation of instructor approval (Pricing on agreement and dependent on effort)
 - Proficiency and competence check
 - Conversion of foreign approval
 - Recognition of foreign approval
- Fees due to the authorised associations
 - Instructor approval
 - Fee for failed written exam
 - Initial approval
 - Extension
 - Renewal
 - Conversion
 - Recognition
- Travel costs for instructor examiner (Prüfungsrat) (to be negotiated with course organiser/attendees)
 - Mileage rates
 - Accommodation rates



Chapter 6

Forms & Documents



6. Forms and documents

6.1 List of Forms and Documents

All forms are downloadable (in German) from the Download page of the website of the authorised associations

| Description |
|--|
| Qualification Certificate for an instructor candidate |
| Application for issue of an instructor approval |
| Application for conversion of a foreign instructor approval |
| Application for conversion of a military instructor approval |
| Application for Recognition of a foreign instructor approval |
| Data sheet for recognition/conversion of foreign instructor approvals |
| Application to license extension/ renewal |
| Exam certificate 20 |
| Evaluation sheet for sample lesson |
| Application for instructors' liability insurance |
| Application for issue of Trainer C-Lizenz Breiten-/Leistungssport (Fallschirmsport) (Coach rating recognised by German Olympic Sports Confederation) |
| Application for extension of Trainer C-Lizenz Breiten-/Leistungssport (Fallschirmsport) (Coach rating recognised by German Olympic Sports Confederation) |
| Code of Honour |
| Agreement to data protection policy |
| Peter Schäfer script |



6.2 Further reading suggestions

Following academic referencing standards, the following are provided (when known)

Author, Title, Location of Publication, Date of Publication and ISBN and language.

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|---|
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Chapter 7

Written exam



7. Written test to gain Instructor Approval

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