

CLUB SAFETY REVIEW

I. Club management structure

- A. Is the club supervisory structure, as it relates to safety policy, practices and procedures, clearly defined and available to members?
- B. Has the club a nominated safety officer? If so, to whom does he report?
- C. Has the club a safety system? If not, what means are employed of improving and promoting safety? If yes, is it working? Is there a full closed circle safety process?
- D. Does the management team monitor the performance of the flying training syllabus?
- E. Is there an adequate number of active and current instructors, and a CFI succession plan?

II. Information for pilots

- A. Are flying orders, rules, standard operating procedures, letters of agreement available to members at the launch point and at the clubhouse? Are members required to sign as having read them?
- B. Are glider and other club aircraft manuals and BGA manuals readily available to members? Do members know of their existence and location?
- C. Is safety information displayed at the launch point and in the clubhouse?
- D. Are members made aware of the latest requirements and recommendations of the instructing team?
- E. Are local and regional air maps available for members at the launch point and in the clubhouse?
- F. Are current NOTAMs and Met reports available at the launch point and clubhouse?
- G. Responsibility! Who ensures all above available and up-to-date?
- H. Are formal daily briefings given before flying commences?

Aircraft

- A. Is aircraft maintenance work always properly approved?
- B. Who is responsible for ensuring daily inspections are carried out?
- C. Who trains pilots in daily inspections, reporting and recording.
- D. How frequently are club parachutes serviced?
- E. How are parachutes stored?
- F. Are privately owned parachutes regularly serviced?
- G. Are all club gliders equipped with energy absorbing cushions?
- H. Are energy absorbing cushions encouraged in private gliders?
- I. Are glider ballast weights available at the launch point for club gliders?
- J. How are ballast weights secured in club gliders, and who checks the fitting?
- K. Are all club gliders provided with audio varicos?

IV. Winches and other vehicles

- A. Who is responsible for the maintenance of the equipment in efficient working order?

- B. Is there a DI checklist for the winch, and is the DI recorded in a DI book?
- C. How often are the guillotines checked? By whom? How is this recorded?
- D. Is there a winch operator training programme?
- E. Are winch cables and cable assemblies fit for purpose, used with appropriate weak links and inspected before use?
- F. Are appropriate ground warning signs provided?
- G. Does the winch have a warning beacon?
- H. How is the winch earthed?
- I. Who supervises the winch operations?

V. Airfield.

- A. How is access controlled?
- B. What safeguards are in place to avoid conflict with other airfield users and to protect the public?
- C. What public rights of way exist on the airfield?
- D. Are all signs on the airfield, directing visitors and the public, in accordance with Health and Safety Regulations as indicated in Section 7 of the BGA Site Operations Manual?
- E. Who is responsible for ensuring that the safeguards are in place.
- F. What obstacles or hazards, including rough ground, (temporary or permanent) exist on the airfield?. How are these marked?
- G. Does the shape of the airfield (in plan or vertical) present a hazard?
- H. Who is responsible for the maintenance of the runway surfaces?
- I. Are all approaches suitable for tug landings with trailing ropes?
- J. Is a suitable area established for refuelling?
- K. Are all relevant safety procedures followed during refuelling?

VI. Pilots.

- A. Is there a training syllabus?
- B. How is pre-solo training recorded?
- C. Has the club a post-solo training programme?
- D. How does the club ensure that all members remain proficient?
- E. Are visiting pilots given a site briefing and currency and ability checks?
- F. How is field landing training carried out?
- G. Is competition training available for pilots?
- H. Are members required to seek CFI approval for ownership of a new type?
- I. Is transition/conversion advice provided for new owners?

VII. Operations.

- A. What supervision is provided at the launch point?
- B. Who is responsible for :

the airfield set-up?)	Are they
the winch launch process?)	given
the aerotow launch process?)	training?
radio control?)	
visitor control?)	
- C. What circuit procedures are employed for both gliders and powered aircraft?
- D. What R/T procedures are employed? e.g. downwind calls. What signalling system is used for winch launching? Is there a back-up stop signal
- E. In aerotow operations what means of signalling to the tug pilot are used.

- F. What rope lengths are used?
- G. Are aerotow ropes and assemblies fit for the purpose, used with appropriate weak links, and inspected before use?
- H. How are tug daily inspections recorded?
- I. How are tug faults reported

VIII. Visitors

- A. Is there a recognised system for receiving and dealing with visitors?
- B. Are there signs at the airfield entrance guiding visitors safely to the reception area?
- C. Who is responsible for supervising visitors and briefing them regarding appropriate behaviour on the airfield?

IX. Emergencies.

- A. Is the club disaster/accident plan up to date and readily available to club members at both the launch point and at the clubhouse?
- B. What emergency equipment is available at the launch point? at the winch? and at the refuelling point? List them
- C. Is the emergency equipment checked? How often and by whom
- D. Do the emergency services know how to get to the airfield?
- E. Has an accident simulation exercise taken place, or is one planned ?
- F. Has the club a list of members who are first-aid trained displayed at the launch point and in the clubhouse?
- G. Are first-aid kits provided at the launch point and the winch?
- H. Is a check carried out at the end of flying to ensure that all aircraft are accounted for?
- I. What situation would trigger a search and rescue operation?
- J. Does the club have a PR plan prepared in the event of an accident?

- K. It is important to know what accidents, incidents, hazards, occurrences have happened or been highlighted since, or as a result of, the last audit, what likely causes the investigations have indicated , and what action has been taken to prevent a recurrence. Have these actions been reported to club members, and if sufficient time has passed, can the actions be said to be effective?