

# ATLANTIC REGION

## AIR CADET

### FLYING ORDERS

01 Apr 10



ATLANTIC REGION AIR CADETS

FLYING ORDERS

**FOREWORD**

1085-12 (RCA Ops O)

Apr 10

References:

- A. QR&O Volume 1, 4.21
- B. CFOO 3933
- C. A-CR-CCP-242/PT005 (Air Cadet Gliding Program Manual) 2010-01-31

1. The Atlantic Region Air Cadet Flying Orders and SOP's are issued under the authority of the Commander Atlantic Region. They are applicable to all Air Cadet flying activities conducted within the Atlantic Region. It is the responsibility of all personnel participating in the Air Cadet Gliding Program (ACGP) to thoroughly understand and adhere to these orders.

2. This publication is effective upon receipt and supersedes all previous editions of Atlantic Region and RGS (A) Flying Orders and SOP's, which are to be withdrawn and destroyed.

3. Suggestions for amendments are encouraged and should be forwarded through normal channels to the Regional Cadet Air Operations Officer (RCA Ops O) Atlantic Region.

<original signed by>

G. Reddy

Commander

Commanding Officer

Regional Cadet Support Unit (Atlantic)

ATLANTIC REGION AIR CADET

FLYING ORDERS

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ATLANTIC REGION AIR CADET

FLYING ORDERS

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# ATLANTIC REGION AIR CADETS

## FLYING ORDERS

### CHAPTER 1 - AIR STANDARDS

#### **SECTION 1 - GENERAL**

##### **101. Introduction**

1. The purpose of the ACGP is to provide practical aviation experience to Royal Canadian Air Cadets in a safe and efficient environment. The program is executed by the Regional Cadet Support Unit (Atlantic), with the RCA Ops O as the responsible officer.

##### **102. Application of Orders**

1. This publication has been compiled to provide all personnel involved with flight operations with policies and essential information to guide and assist them in the proper conduct of their duties.
2. This publication does not relieve personnel of their responsibility to comply with all current Transport Canada publications and procedures, or directives issued by D Cdts & JCR, AF Trg and/or the Operational Airworthiness Authority (OAA), Standards and Evaluation Team (SET) and DAEPM (TH)
3. In the case of conflicting orders, the more restrictive shall be followed until the RCA Ops O resolves the conflict.
4. It is impossible to cover every contingency that might arise during the conduct of the ACGP. Therefore, all personnel are expected to exercise sound judgement and common sense at all times. If an error is to be made, make it on the side of safety.

##### **103. Distribution**

1. Limited numbered hard copies of this publication shall be distributed to designated holders as per the distribution list. The additional copies shall be distributed via electronic means.

##### **104. Amendments**

1. Suggestions for amendments are invited and should be forwarded to the Regional Cadet Air Standards Officer at [John.Aucoin@forces.gc.ca](mailto:John.Aucoin@forces.gc.ca)
2. The RCA Ops O must approve amendments before they become effective.
3. Amendments will be sent only to those on the distribution list.

4. Amendments shall be posted and the record of amendments completed promptly.

#### **105. Certification Record**

1. A master copy of this publication shall be maintained at the RGS (A) and at each gliding site.
2. The certification record shall be replaced and resigned at the start of each new flying season or whenever a new amendment is posted.
3. The RGS (A) CFI, and each Site Supervisor are responsible to ensure amendments are entered promptly and correctly, and all personnel engaged in ACGP activities have read and signed the orders prior to participation in any Air Cadet flying activity.

#### **106. Violations**

1. Any violation of these orders, higher headquarters policies, orders and directives, or TC regulations could result in the grounding and/or dismissal of the persons involved.

#### **107. Supplementary Flying Orders**

1. Site specific flying orders are mandatory for each gliding site. They shall amplify the information contained in this publication and A-CR-CCP-242. Contents must include but are not limited to:
  - a) airfield layout, including alternate landing areas (diagram and/or photo);
  - b) traffic patterns (diagram and/or photo); tow patterns, including release points (diagram and/or photo if applicable);
  - c) flying training areas (diagram and/or photo);
  - d) air traffic control procedures (ground and air);
  - e) emergency response procedures; and
  - f) support requirements
2. Site specific flying orders are included as Chapter 7 of these orders.
3. The RCA Ops O must approve supplementary flying orders and any changes.

#### **108. Pilot Training Record (PTR)**

1. A training record shall be maintained on the following personnel involved in the ACGP:
  - a) All ACGP pilots;
  - b) All winch launch personnel;
  - c) All auto launch personnel.

2. The record shall include, as a minimum, the following items:
  - a) PIC, Instructor, and Total time on each ACGP aircraft type;
  - b) A summary of ACGP qualifications and the date each was obtained;
  - c) Copies of current pilot licensing, endorsements, ratings, and medical certificate;
  - d) The original(s), or copy (ies) of:
    1. results from applicable proficiency exams, noting date of exam, exam results, and the name of the instructor conducting the debriefing; and
    2. all flight progress cards from currency flights, pilot upgrades, and those cards specified under the APC program.
3. The RCA Stds O shall maintain the Master Training Record. Copies of the record of appropriate personnel will also be held at specific sites during the spring/fall gliding familiarization season.
4. All items within the PTR shall be held for a minimum of one year.

#### **109. Pilot Information File (PIF)**

1. A PIF system shall be maintained IAW A-CR-CCP-242, Ch 1, Para 16,17.
2. The RGS(A) CFI and each Site Supervisor shall ensure that the PIF is reviewed prior to commencement of daily flying activities, and any new information is read and acknowledged by signature of affected personnel.

#### **110. Pilot Log Books – Crediting Of Flight Time**

1. IAW CAR 401.08, all ACGP pilots shall maintain an accurate personal logbook. Separate entries are required except in the case of a pilot flying the same aircraft, at the same location, on the same day.
2. When attending ACGP Courses, receiving Dual Instruction, or conducting Transit Flights, **each flight shall be logged individually.**
3. With respect to the crediting of flight time, the procedures as per A-CR-CCP-242, Chapter 1, Section 5, paras 11-14 shall be followed.

## **SECTION 2 - FLIGHT SAFETY**

### **111. GENERAL**

1. Flight Safety shall be a paramount consideration during **all** ACGP activities.
2. All regional supervisory and flight safety personnel shall become familiar with the ACGP flight safety procedures contained in A-GA-135-001/AA-001. (Flight Safety For The Canadian Forces)

### **112. WFSO/BFSO Support**

1. The 14 Wing WFSO has been assigned to assist the Commander Atlantic Region, the CO RCSU (A) and the RCA Ops O in the implementation of flight safety policy.
2. Additionally, WFSO's/BFSO's have been assigned to support the RGS (A) in Debert, NS and gliding sites as follows:

a) DEBERT, NS	14 WING FSO
b) STEPHENVILLE, NL	9 WING FSO
c) GANDER & ARGENTIA, NL	9 WING FSO
d) GREENWOOD & WATERVILLE, NS	14 WING FSO
e) SYDNEY &, NS	14 WING FSO
f) *PORT HAWKESBURY, NS	14 WING FSO
g) MIRAMICHI, NB	CFB GAGETOWN BFSO
h) *CHARLO, NB	CFB GAGETOWN BFSO
i) SAINT JOHN, NB	CFB GAGETOWN BFSO
j) SUMMERSIDE, PEI	14 WING FSO

\* Secondary Sites

### **113. Unit Flight Safety Officer (UFSO)**

1. Normally this region is assigned two positions on the Air Command UFSO course each year. The RCA Ops O will select appropriate personnel to attend the course, considering the mandatory FSO requirement at each spring/fall gliding site and at the summer RGS.
2. The assignment of a FSO to each gliding site shall be reviewed prior to commencement of spring/fall activities, and an updated list published.
3. A UFSO will be appointed during the RGS (A). The RCA Stds O will act as the UFSO when the RGS (A) is not in operation.

#### **114. Flight Safety Reporting**

1. Site Supervisors/FSO's shall report all incidents or accidents involving personnel or equipment as indicated in their respective Emergency Response Checklist. Site Supervisors /FSO's shall ensure all information is sent to the RCA Stds O who will then report/enter the information into the Flight Safety Occurrence Management System (FSOMS) IAW A-GA-135-001/AA-001.

## **SECTION 3 - PERSONNEL QUALIFICATION STANDARDS**

### **115. Authorized Personnel**

1. Personnel shall not operate ACGP gliders, tow aircraft and/or associated launch equipment, or perform associated supervisory and/or instructional duties without the annual approval of the RCA Ops O.
2. They must also meet the prescribed TC and ACGP licence, medical, qualification, currency and proficiency prerequisites and standards.
3. To participate in the ACGP, personnel must be one of the following:
  - a) an active enrolled cadet of an Air Cadet Squadron;
  - b) a member of Cadet Organizations Administration and Training Service (COATS) employed with:
    1. an LHQ unit;
    2. RGS(A); or
    3. RCSU(A)
  - c) an approved civilian instructor, under agreement with the RGS(A) or an LHQ unit;
  - d) members of the Regular Force or Primary Reserve when authorized by their Commanding Officer
  - e) members of the Supplementary Reserve when covered by a CF 899 (Reserve Force Route Letter) or volunteer IAW CATO 23-07.
4. Carrying of Passengers and Public Relation Flights shall be in accordance with A-CR-CCP-242/PT-005 Ch 1, Sec 6, Paras 9-11. Any person that is not an ACGP member or an Air Cadet shall sign and date the Waiver and Indemnity Form found at Annex D.

**NOTE:** Members who wish to participate in the ACGP must have their CO's authorization and request forwarded to the RCA Ops O for approval. (SEE ANNEX A)

### **116. Qualification Upgrading**

1. The various qualification titles, duties and pre- requisites are detailed in A-CR-CCP-242 Ch 1, Sec 3.
2. The details of the following courses are contained in AC-CR-CCP-242/PT005:
  - a) Glider Pilot Course – Chapter 3
  - b) Glider Instructor Course – Chapter 4, Section 1
  - c) Launch Control Officer Course – Chapter 4, Section 2
  - d) Tow Pilot Conversion Course – Chapter 5, Section 1
  - e) Winch and Auto Launch Conversion Course Chapter 5, Section 2
  - f) Power Pilot Conversion to Glider Pilot Course - Chapter 5, Section 3
  - g) Soaring Pilot Conversion to ACGP Pilot – Chapter 5, Section 4

3. The details of the following upgrade courses are contained in Chapter 1 Annex C:

- a) Tow Aircraft Standards Pilot Course
- b) Tow Aircraft Check Pilot Course
- c) Tow Aircraft Maintenance Test Flight Pilots Course
- d) Tow Pilot (Double Tow) Course
- e) Tow Pilot (Single Tow) Cross-Country Course
- f) Glider Instructor Standards Pilot Course
- g) Glider Check Pilot Course
- h) Glider Maintenance Pilot Course
- i) Glider Pilot (Double Tow) Course
- j) Glider Pilot (Single Tow) Cross-Country Course
- k) Glider Famil Pilot (Rear Seat) Course
- l) Glider Famil Pilot (Front Seat) Course
- m) Winch Launch Instructor Course
- n) Winch Launch Operator Course
- o) Winch Cable Retrieve Driver Course
- p) Auto Launch Instructor Course
- q) Auto Launch Observer Course
- r) Auto Launch Driver Course

4. Providing that the necessary licence, rating and experience pre-requisites have first been met, and appropriate upgrade training completed to the required standard, the RCA Ops O may approve a qualification upgrading.

5. The qualification shall only be granted after a review and confirmation of the applicable Training Record documentation by the RCA Ops O. (See A-CR-CCP-242, Ch 1, Sec 1, Para13 and ANNEX C)

NOTE: RCA Ops Os may delegate granting authority to regionally designated personnel for qualifications, with the following exceptions: Glider Instructor Standards and Check Pilots, Glider Instructor Pilot, Glider Pilot (Double Tow), Glider Maintenance Pilot and all Tow Pilot qualifications. Supporting Training Documentation shall be sent to the RCASstdsO within seven (7) days of the qualification date.

## **SECTION 4 - AEROMEDICAL, PROFICIENCY AND CURRENCY STANDARDS**

### **117. Physiological Restrictions**

1. See A-CR-CCP-242, Chapter 1, Section 4, Para 1-5.

### **118. Employment Restrictions**

1. (Ref A-CR-CCP-242, Chap 1, Section 4, Para 6-8) Notwithstanding direction given at reference, personnel engaged in supervisory/flying duties shall report to work well rested. Many accidents/incidents have been attributed to fatigue resulting from members working at a family site following a work shift at other employment.
2. Personnel employed in any flight instructional role in gliders at the RGS(A) must meet the maximum weight limitation of 100 kg (220 lbs).

### **119. Proficiency Standards**

1. In Atlantic Region, the Annual Proficiency Check will shall be as detailed in A-CR-CCP-242, Chap 1, Sect 4, Para 11-22.

NOTE: Glider sequences that cannot be conducted because of winch/auto launch altitude limitations shall be fully discussed in a face-to-face briefing and subsequently completed at the first air tow opportunity, within the calendar year. Site supervisors shall advise the RCA Ops O of any pilot who has not completed the deferred sequences in order that corrective action can be implemented. **THIS MUST BE NOTED ON THE CURRENCY/PROFICIENCY CARD**

### **120. Currency Standards**

1. In the Atlantic Region, the currency standards shall be as detailed in A-CR-CCP-242, Ch 1, Sec 4, Para 23-31.

NOTE: Notwithstanding the following ACGP requirements, pilots shall meet Transport Canada currency minimums. Currency must be maintained in accordance with CARS 401.05 (2). Specifically, unless the pilot has completed a proficiency flight with a TC qualified instructor, then completion of the “Transport Canada Recency Requirements Self-Paced Study Program” is required every two years. A copy is to be maintained on the member’s PTR.

## **121. Glider Instructor Rating Renewal**

1. With respect to Glider Instructors active within the ACGP in Atlantic Region, requests for renewal of instructor ratings shall be directed to the RCA Stds O (C/Stds O at RGS(A)).
2. To be eligible for an instructor rating renewal within the ACGP the applicant must have completed at least one of the following requirements.
  - a) Employment as a Glider Instructor (or higher qualification) at a RGS within the preceding 12 months;
  - b) Completion of a Glider Instructor Refresher Course within the preceding 30 days.

## **SECTION 5 & 6 - SEE A-CR-CCP-242**

## **SECTION 7 - INSPECTIONS, EVALUATION, SURVEYS AND EXERCISES**

### **122. Regional Gliding Site and RGS Operational Inspection**

1. See A-CR-CCP-242, Chapter 1, Section 7, Para 12-14.

### **123. Gliding Site and RGS Flight Safety Surveys**

1. See A-CR-CCP-242, Chapter 1, Section 7, Para 15-21.

### **124. Practice Emergency Response Exercise**

1. See A-CR-CCP-242, Chapter 1, Section 7, Para 22.

### **125. Air Standards Site Evaluations**

1. In addition to the above, each Gliding Site will be visited once yearly by the RCA Stds O (ATL) to ensure Air Standards compliance. This evaluation will focus on the following items:
  - a) adherence to Regional and Local Flying Orders and SOP's
  - b) maintenance of required publications
  - c) training documentation such as log books, PTR's, Prof/Currency cards, etc.
  - d) flying proficiency (random check flights with site staff)
  - e) general operational safety and efficiency

## **SECTION 8 - FAMILIARIZATION FLYING IN PRIVATELY OWNED OR RENTED AIRCRAFT**

### **126. General**

1. The process for requesting, recommending and approving air cadet familiarization flying in privately owned or rented aircraft or gliders is clearly outlined in CATO 52-07.
2. It must be remembered that the spring/fall glider familiarization program was developed to meet most familiarization flying requirements and must be fully exploited. Only limited DND funds are budgeted for famil flying, therefore, only the deserving, fully substantiated and recommended requests will be approved by the RCA Ops O.
3. This does not preclude squadrons from participating in self-financed familiarization flying as a complimentary activity to the glider famil program. However, in every case the approval process must be followed.
4. All requests for power famil flying shall be submitted by Site Supervisors or designated regional flying coordinators. Once a request has been received, designated personnel will use a username/password to access the online submission process, found on the RGS(A) website:

[http://www.cadets.net/atl/rgs/power\\_login\\_e.asp](http://www.cadets.net/atl/rgs/power_login_e.asp)

This will only work if the form is utilized correctly. It must be filled in completely and accurately, and forwarded to the RCA Ops O and/or D/RCA Ops O in a timely manner (14 days prior).



**PARTICIPATION OF PERSONNEL**

PROTECTED A

RCSU(A): 1085-20-AIR (SITE SUPR)

DATE: \_\_\_\_\_

**PARTICIPATION BY REGULAR FORCE / PRIMARY RESERVE / CIC AND AIR CADET PERSONNEL IN ATLANTIC REGION AIR CADET GLIDING PROGRAM**

- Reference:
- A. ARFO's, Art 115
  - B. A-CR-CCP-242, Chap 1, Sect 3, Para 1-4

1. \_\_\_\_\_  
 (SN) (RANK) (SURNAME & INITIALS)

2. In accordance with references A to C the above mentioned person is granted permission to participate in the Atlantic Region Air Cadet Gliding Program. During such participation he/she is deemed to be on duty and engaged in a recognized secondary duty.

\_\_\_\_\_  
 (PRINT - NAME & RANK OF INDIVIDUAL'S CO)

\_\_\_\_\_  
 (SIGNATURE OF INDIVIDUAL'S CO) (UNIT)

3. Request the member named above be given approval for participation at the \_\_\_\_\_ gliding site.

\_\_\_\_\_  
 SITE SUPERVISOR DATE

4. REVIEW: APPROVE/DISAPPROVE

\_\_\_\_\_  
 RCA Ops O DATE

**DISTRIBUTION LIST**

<u>Action</u>	<u>Information</u>
Regional Cadet Air Ops. Officer (Atlantic)	Site Supervisor





**GLIDER SITE OPERATIONAL INSPECTION CHECK LIST**

LOCATION: \_\_\_\_\_ CONDUCTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZATION / SUPPORT		S	U	FINDINGS / RESOLUTIONS	
RCAOPSO	APPROVAL				
	OPERATIONAL ORDER				
	CF SUPPORT				
	AIRPORT AUTHORITY				
<b>SITE INSPECTION</b>					
OPERATING AREA	LOCAL TRAFFIC				
	OFF-FIELD LANDING				
	CIRCUIT PATTERNS				
	BUILT-UP AREAS				
A/C & VEHICLE HOLDING AREAS	GROUND CONDITIONS				
	CLEANLINESS				
	OBSTRUCTION POTENTIAL				
TAKE-OFF AND LANDING AREAS	OBSTRUCTION				
	RESTRICTIONS				
	GENERAL SAFETY				
TIE-DOWN AREA	SECURITY				
	SHELTER				
	TIE-DOWN INTEGRITY				
HANGAR FACILITY	SECURITY				
	CONDITION				
	SPACE				
	GENERAL SAFETY				
CRASH RESPONSE ORDERS	REVIEW				
	CONFIRMATION				
	UPDATE				
	DISTRIBUTION				
LOCAL FLYING ORDERS	REVIEW				
	UPDATE				
	DISTRIBUTION				

Overall rating:  Satisfactory  
 Unsatisfactory

{Additional comments on reverse if necessary}

# ANNEX C – QUALIFICATION UPGRADE COURSES



## ANNEX C – Appendix 1

### TOW AIRCRAFT STANDARDS PILOT COURSE

#### GENERAL

1. The purpose of this course is to qualify selected Tow Aircraft Check Pilots to upgrade to, and safely and effectively perform the duties of a Tow Aircraft Standards Pilot.
2. All candidates for this course shall be approved in writing by the RCA Ops O.

#### CANDIDATE PREREQUISITES

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:
  - a) hold a valid Canadian Private Pilot, Commercial (Aeroplane) or ATPL (Aeroplane) Licence;

**NOTE:** If a pilot undergoing upgrade is not current in accordance with TC regulations, then the Tow Aircraft Standards Pilot conducting the upgrade must hold a Commercial or higher licence valid for aeroplanes. If the Standards Pilot holds a Private Pilot Licence, the candidate shall record the time in the “Remarks” column of the logbook. This time cannot be credited towards total time or for the purpose of licence upgrade.

- b) have acquired not less than 600 hours PIC of which not less than 300 hours PIC shall have been acquired on the tow aircraft type for which the qualification will be authorized;
- c) have successfully completed the Tow Aircraft Conversion Course (see Chapter 5) and the Instructional Technique portion of the Glider Instructor Course (see Chapter 4); and
- d) have been active as a qualified Tow Aircraft Check pilot within the previous twelve months

#### REFERENCES

4. The references for the course are as follows:
  - a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders
  - c) Site Flying Orders and SOP's, as applicable; and

- d) L-19 AOI's and Pilot's Checklist.

## COURSE CONTENT

- 5. The course shall be conducted in two phases:
  - a) Ground School instruction consisting of three lectures, each approximately 30 minutes in length;
  - b) Air training phase consisting of:
    - (1) a dual training flight designed to ensure the candidate can properly brief, demonstrate, critique and assess the instructor's performance of all sequences/exercises in the air training phase of the Tow Pilot Conversion Course.
    - (2) a Flight Test in which the candidate will brief, demonstrate, critique and assess the instructor's performance of the following exercises:
      - (a) take-offs (normal/crosswind/short-field)
      - (b) stalls (clean and 30 degree flaps, power off and departure stall)
      - (c) landings (3-point/crosswind/short-field)

NOTE: All other exercises on the Flight Test Report will be demonstrated and the instructor's performance critiqued and assessed.

## GROUND SCHOOL INSTRUCTION PHASE

- 6. Lecture details are as follows:
  - a) Lecture 1 – Lecture 1 shall consist of a review of the RGS(A) L-19 Tow Pilot Information Package and the Tow Pilot Conversion Course (A-CR-CCP-242 Chap 5, Section 1).
  - b) Lecture 2 and 3 – These lectures will consist of a thorough review of A-CR-CCP-242, Chap 4, Annex A (Flying Instruction and the ACGP Instructor Pilot). Emphasis will be on instructional technique and a complete understanding of proficiency levels, major and minor errors and overall flight ratings, to allow proper completion of the Tow Pilot Progress Card/Flight Test Report and the Tow Pilot Proficiency/Currency Flight Test Report.

NOTE: If the candidate is presently qualified as an ACGP Glider Instructor, then Lectures 2 and 3 may be omitted.

## AIR TRAINING PHASE (candidate in the rear seat)

- 7. The flying training syllabus consists of a dual training flights and a test flight as follows:

- a) Flight number 1 – Candidate will brief, demonstrate, critique and assess the instructor’s performance of all sequences/exercises on the Tow Pilot Progress Card/Flight Test Report, and;
- b) Flight number 2 – Candidate will complete a Flight Test IAW para 5.b.(2) above.

NOTE: If the candidate has previously been qualified as a CF QFI or IP, or a TC Flight Instructor, and clearly demonstrates that he/she can attain the required Proficiency Levels in one flight, then flights 1 and 2 can be combined. (Minimum of 1 flight)

8. In addition to the briefings and debriefings conducted by the candidate, the instructor will brief the general requirements for each flight and provide an overall debriefing.
9. The candidate shall complete not less than 10 take-offs and landings of which not less than five must be conducted in crosswind conditions.
10. Candidate must demonstrate a complete knowledge of evaluation/assessment techniques and ability to accurately and objectively complete Tow Pilot Progress Card/Flight Test Reports.
11. The required standard for each sequence for each mission shall be PL4.
12. Upon completion of training all cards will be placed on the candidate’s Pilot Training Record and, if successful, the log book will be endorsed as qualified as Tow Aircraft Standards Pilot.

#### PERFORMANCE ASSESSMENT – GENERAL

13. Assessment shall be as per A-CR-CCP-242/PT-005 Chap 1, Section 4, para 22.

## ANNEX C – Appendix 2

### TOW AIRCRAFT CHECK PILOT COURSE

#### GENERAL

1. The purpose of this course is to qualify selected tow pilots to safely and effectively perform the duties of a Tow Aircraft Check Pilot.
2. All candidates for this course shall be approved in writing by the RCA Ops O.

#### CANDIDATE PREREQUISITES

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:
  - a) hold a valid Canadian Private Pilot Licence, Commercial (Aeroplane) or ATPL (Aeroplane) Licence;

NOTE: If a pilot undergoing upgrade is not current in accordance with TC regulations, then the Tow Aircraft Check Pilot conducting the checks must hold a Commercial or higher licence valid for aeroplanes. If the Check Pilot holds a Private Pilot Licence, the candidate shall record the time in the “Remarks” column of the logbook. This time cannot be credited towards total time or for the purpose of licence upgrade.

- b) have acquired not less than 400 hours PIC of which not less than 200 hours PIC shall be on the tow aircraft type for which the qualification will be authorized, providing that the pilot has been employed as a qualified tow pilot during the Spring and Fall Glider Famil Programs and/or the RGS Program within the previous 12 months, and has participated in the previously mentioned programs as a qualified tow pilot for three years;
- c) have successfully completed the Tow Aircraft Conversion Course (see Chapter 5) and the Instructional Technique portion of the Glider Instructor Course (see Chapter 4); and

#### REFERENCES

4. The references for the course are as follows:
  - a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders
  - c) Site Flying Orders and SOP's, as applicable; and

- d) L-19 AOI's and Pilot's Checklist.

### COURSE CONTENT

- 5. The course shall be conducted in two phases:
  - a) Ground School instruction consisting of two lectures, each approximately 30 minutes in length;
  - b) Air training phase consisting of:
    - (1) two dual training flights designed to provide back seat proficiency flying and performance assessment; and
    - (2) a Flight Test covering all exercises on the Flight Test Report.

### GROUND SCHOOL INSTRUCTION PHASE

- 6. Lecture details are as follows:
  - a) Lecture 1 – Lecture 1 shall consist of a review of the L-19 operating procedures and handling characteristics with emphasis on the differences when taxiing and flying the L-19 from the rear seat. Areas to cover include:
    - (1) the lack of forward vision from the rear seat during taxi, take-off and landing;
    - (2) the lack of full flight instrumentation from the rear seat;
    - (3) proper rear rudder pedal and control column set up;
    - (4) proper use of radio/intercom and flap override switch; and
    - (5) the effect on longitudinal stability during take-off and landing caused by the aft movement of the C of G when the rear seat is occupied.
  - b) Lecture 2 – Lecture 2 shall consist of a thorough review of the explanation and definitions of proficiency levels, major and minor errors and overall flight ratings to allow proper completion of the Tow Pilot Proficiency/Currency Flight Test Report. (See A-CR-CCP-242/PT005 Chapter 1, Section 4, para 22.)

## AIR TRAINING PHASE

7. The flying training syllabus consists of two dual training flights and a test flight, each conducted in two phases as follows:
  - a) Phase 1 – Candidate practices from rear seat all exercises on the Tow Pilot Proficiency/Currency Flight Test Report (approx 30 min); and
  - b) Phase 2 – Candidate assigns proficiency levels and overall flight rating while Standards Pilot performs all exercises on the Tow Pilot Proficiency/Currency Flight Test Report (approx 30 min).
8. All flights shall be preceded and succeeded by face-to-face briefings and debriefings.
9. The candidate shall complete not less than 10 take-offs and landings of which not less than five must be conducted in crosswind conditions.
10. Candidate must demonstrate a complete knowledge of evaluation/assessment techniques and ability to accurately and objectively complete Tow Pilot Proficiency/Currency Flight Test Reports.
11. The required standard for each sequence for each mission shall be PL4.
12. Upon completion of training all cards will be placed on the candidate's Pilot Training Record and, if successful, the logbook will be endorsed as qualified as Tow Aircraft Check Pilot.

## PERFORMANCE ASSESSMENT – GENERAL

13. Assessment shall be as per A-CR-CCP-242/PT-005 Chap 1, Section 4, para 22.

## **ANNEX C – Appendix 3**

### **TOW AIRCRAFT MAINTENANCE PILOT COURSE**

#### **GENERAL**

1. The purpose of this course is to qualify selected tow pilots to upgrade to, and safely and effectively perform the duties of a Tow Aircraft Maintenance Test Flight Pilot.
2. All candidates for this course shall be approved in writing by the RCA Ops O.

#### **CANDIDATE PREREQUISITES**

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:
  - a) hold a valid Canadian Private Pilot, Commercial (Aeroplane), or Airline Transport Pilot Licence (Aeroplane) ;
  - b) have acquired not less than 100 hours PIC on the L-19

**NOTE:** If a pilot undergoing upgrade is not current in accordance with TC regulations, then the Tow Aircraft Check Pilot conducting the checks must hold a Commercial or higher licence valid for aeroplanes. If the Check Pilot holds a Private Pilot Licence, the candidate shall record the time in the “Remarks” column of the logbook. This time cannot be credited towards total time or for the purpose of licence upgrade.

#### **REFERENCES**

4. The references for the course are as follows:
  - a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders
  - c) Site Flying Orders and SOP’s, as applicable; and
  - d) L-19 AOI’s and Pilot’s Checklist.

#### **COURSE CONTENT**

5. The course shall be conducted in two phases:
  - a) Ground School instruction consisting of a single lecture approximately 30 minutes in length

- b) Air training phase consisting of a dual training flight.

#### GROUND SCHOOL INSTRUCTION PHASE

6. The lecture will consist of a thorough review of items to be checked and the parameters to be met on the L-19 Maintenance Flight Test Card. (See Atlantic Region Flying Orders, Chapter 6, Annex C.

#### AIR TRAINING PHASE

7. The flying training phase will consist of a dual mission under the direct supervision of a qualified Tow Aircraft Standards or Check Pilot (who is also a Tow Aircraft Maintenance Pilot) during which all items on the L-19 Maintenance Flight Test Card are accomplished to a Proficiency Level 4.

8. Upon successful completion of training the pilot's log book will be endorsed as qualified as a Tow Aircraft Maintenance Test Flight Pilot, and certification held on the Pilot Training Record.

#### PERFORMANCE ASSESSMENT – GENERAL

9. Assessment shall be as per A-CR-CCP-242/PT-005 Chap 1, Section 4, para 22.

## **ANNEX C – Appendix 4**

### **TOW PILOT (DOUBLE TOW) COURSE**

#### **GENERAL**

1. The purpose of this course is to qualify selected tow pilots to upgrade to, and safely and effectively perform the duties of a Tow Pilot (Double Tow).
2. All candidates for this course shall be approved by the RCA Ops O.

#### **CANDIDATE PREREQUISITES**

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:
  - a) hold a valid Canadian Private Pilot, Commercial (Aeroplane), or Airline Transport Pilot Licence (Aeroplane) ;
  - b) have successfully completed the Tow Aircraft Conversion Course; and
  - c) have acquired not less than 50 hours PIC on the L-19.

#### **REFERENCES**

4. The references for the course are as follows:
  - a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders
  - c) Site Flying Orders and SOP's, as applicable; and
  - d) L-19 AOI's and Pilot's Checklist.

#### **COURSE CONTENT**

5. The course shall be conducted in two phases:
  - a) Ground School instruction consisting of a single lecture, approximately 30 minutes in length;
  - b) Air training phase consisting of a minimum of two dual training flights.

## GROUND SCHOOL INSTRUCTION PHASE

6. The lecture will consist of a thorough review of double air tow (two gliders) normal and emergency procedures. (See A-CR-CCP-242, Chapter 2, Section 10.)

## AIR TRAINING PHASE

7. The flying training phase will consist of two double air tow missions under the direct supervision of a Tow Aircraft Standards or Check Pilot qualified for double tow operations.

8. The flight shall be preceded and succeeded by a face-to-face briefing and debriefing of all involved personnel.

9. The required standard for the mission shall be PL4.

10. Upon completion of training the card will be placed on the candidate's Pilot Training Record and, if successful, the log book will be endorsed as qualified as Tow Pilot (Double Tow).

NOTE: The double tow qualification may be updated to include double tow cross-country operations provided that in addition to the prerequisites stated above, the candidate demonstrates a PL4 on at least one double tow cross-country mission under the direct supervision of a Tow Aircraft Standards or Check Pilot qualified for double tow cross-country operations. The cards will again be placed on the candidate's Pilot Training Record and, if successful, the log book will be endorsed as qualified as Tow Pilot (Double Tow Cross-Country).

## PERFORMANCE ASSESSMENT – GENERAL

11. Assessment shall be as per A-CR-CCP-242/PT-005 Chap 1, Section 4, paras 22.

## **ANNEX C – Appendix 5**

### **TOW PILOT (SINGLE TOW CROSS-COUNTRY) COURSE**

#### **GENERAL**

1. The purpose of this course is to qualify selected tow pilots to upgrade to, and safely and effectively perform the duties of a Tow Pilot (Single Tow Cross-Country).
2. All candidates for this course shall be approved in writing by the RCA Ops O.

#### **CANDIDATE PREREQUISITES**

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:
  - a) hold a valid Canadian Private Pilot, Commercial (Aeroplane), or Airline Transport Pilot Licence (Aeroplane) ;
  - b) have successfully completed the Tow Aircraft Conversion Course; and
  - c) have acquired not less than 25 hours PIC on the L-19;

#### **REFERENCES**

4. The references for the course are as follows:
  - a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders
  - c) Site Flying Orders and SOP's, as applicable; and
  - d) L-19 AOI's and Pilot's Checklist.

#### **COURSE CONTENT**

5. The course shall be conducted in two phases:
  - a) Ground School instruction consisting of a single lecture, approximately 30 minutes in length;
  - b) Air training phase consisting of one single tow cross-country.

## GROUND SCHOOL INSTRUCTION PHASE

6. The lecture will consist of a thorough review of cross-country air-tow procedures (See A-CR-CCP-242, Chapter 2, Section 4, paras 14-17.)

## AIR TRAINING PHASE

7. The flying training phase will consist of one single tow cross-country mission under the direct supervision of a Tow Aircraft Standards or Check Pilot qualified for cross-country operations.

8. The flight shall be preceded and succeeded by a face-to-face briefing and debriefing of all involved personnel.

9. The required standard for the mission shall be PL4.

10. Upon completion of training the card will be placed on the candidate's Pilot Training Record and, if successful, the log book will be endorsed as qualified as Tow Pilot (Single Tow Cross-Country).

## PERFORMANCE ASSESSMENT – GENERAL

11. Assessment shall be as per A-CR-CCP-242/PT-005 Chap 1, Section 4, para 22.

## ANNEX C – Appendix 6

### GLIDER INSTRUCTOR STANDARDS PILOT COURSE

#### GENERAL

1. The purpose of this course is to qualify selected Glider Instructor Check Pilots to safely and effectively perform the duties of a Glider Instructor Standards Pilot.
2. This course shall only be administered by the RCA Stds O or CFI RGS(A), in coordination with RGS(A) activities. The RCA Ops O shall approve all candidates for this course in writing.

#### CANDIDATE PREREQUISITES

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:
  - a) hold a valid Canadian Flight Instructor Rating (Gliders)
  - b) be a graduate of the ACGP Glider Instructor Course
  - c) be a qualified Glider Instructor Check Pilot
  - d) have been successfully employed as a RGS Glider Instructor for at least three years and shall have acquired at least **75 instructional hours** in gliders;
  - e) if the pilot has previously held a CF QFI or IP rating, or a TC Instructor Rating, and has been successfully employed as a RGS Glider Instructor for at least one year, the instructional hours in gliders may be reduced to 25 hours.

#### REFERENCES

4. The references for the course are as follows:
  - a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders;
  - c) Site Flying Orders and SOP's, as applicable

#### COURSE CONTENT

5. The course shall be conducted in two phases:

- a) Ground School instruction consisting of 1 lecture, approximately 50 minutes in length;
- b) Air training phase consisting of five dual training flights with a qualified Glider Instructor Standards Pilot.

#### GROUND SCHOOL INSTRUCTION PHASE

6. One lecture consisting of a thorough review of Flying Proficiency Level (FPL) and Instructional Proficiency Level (IPL) definitions, Overall Flight Ratings, Major and Minor Errors, Flying Training Syllabus (Glider Instructor Course), and use of Instructor Candidate Progress Books.

#### AIR TRAINING PHASE

7. The flying training syllabus consists of five dual training flights, conducted in three phases as follows:

- a) Phase 1 – Candidate practices from rear seat all exercises on the Glider Pilot Proficiency/Currency Flight Test Report (1 flight); and
- b) Phase 2 – Candidate sits in front seat and assigns proficiency levels and overall flight ratings while the Standards Pilot simulates an Instructor Candidate. This phase should encompass all air sequences in the Glider Instructor Course syllabus. (2 flights); and
- c) Phase 3 – Emergency Procedures (2 EP's one of which must be a simulated rope break.)

8. All flights shall be preceded and succeeded by face-to-face briefings and debriefings.

9. Candidate must demonstrate a complete knowledge of evaluation/assessment techniques and an ability to accurately and objectively complete Instructor Candidate Progress Cards/Flight Test Reports.

11. The required standard for each sequence for each mission shall be **PL4**.

12. Upon completion of training all cards will be placed on the candidate's Pilot Training Record and, if successful, the log book endorsed as qualified as Glider Instructor Standards Pilot.

#### PERFORMANCE ASSESSMENT – GENERAL

13. Assessment shall be as per A-CR-CCP-242/PT-005 Chap 1, Section 4, para 22.

## ANNEX C – Appendix 7

### GLIDER CHECK PILOT COURSE

#### GENERAL

1. The purpose of this course is to qualify selected Glider Instructor Pilots to safely and effectively perform the duties of a Glider Check Pilot.
2. All candidates for this course shall be approved in writing by the RCA Ops O.

#### CANDIDATE PREREQUISITES

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:
  - a) hold a valid Canadian Flight Instructor Rating (Gliders);
  - b) be a graduate of the ACGP Glider Instructor Course;
  - c) have been successfully employed as a RGS Glider Instructor for at least one year and shall have acquired at least **25 instructional hours** in gliders;
  - d) if the pilot does not meet the minimum time/employment requirement as per subparagraph c, the qualification may be granted provided that the pilot has been successfully employed in the Spring/Fall Famil Program for at least three years and has acquired not less than 50 hours PIC in gliders;
  - e) as per note (d.) above, except that if the pilot has previously held a CF QFI or IP rating, or a TC Class III Instructor Rating, and has been successfully employed in the Spring/Fall Famil Program for at least one year, the qualification may be granted.

#### REFERENCES

4. The references for the course are as follows:
  - a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders;
  - c) Site Flying Orders and SOP's, as applicable

## COURSE CONTENT

5. The course shall be conducted in two phases:
  - a) Ground School instruction consisting of one lecture, approximately 30 minutes in length;
  - b) Air training phase consisting of five dual training flights with a qualified Glider Instructor Standards Pilot.

## GROUND SCHOOL INSTRUCTION PHASE

6. One lecture consisting of a thorough review of Flying Proficiency Level (FPL) definitions, Overall Flight Ratings, Major and Minor Errors, Qualification Standards, and Currency and Proficiency Standards.

## AIR TRAINING PHASE

7. The flying training syllabus consists of five dual training flights, conducted in three phases as follows:
  - a) Phase 1 – Candidate practices from rear seat all exercises on the Glider Pilot Proficiency/Currency Flight Test Report (1 flight); and
  - b) Phase 2 – Candidate assigns Proficiency Levels and Overall Flight Ratings while the Standards Pilot simulates a pilot attempting a chosen Qualification Upgrade (2 flights); and
  - c) Phase 3 – Emergency Procedures (2 EP's, one of which must be a simulated rope break.)
8. All flights shall be preceded and succeeded by face-to-face briefings and debriefings.
9. Candidate must demonstrate a complete knowledge of evaluation/assessment techniques and ability to accurately and objectively complete Student Pilot Progress Cards/Flight Test Reports.
11. The required standard for each sequence for each mission shall be PL4.
12. Upon completion of training all cards will be placed on the candidate's Pilot Training Record and, if successful, the log book endorsed as qualified as Glider Check Pilot.

## PERFORMANCE ASSESSMENT – GENERAL

13. Assessment shall be as per A-CR-CCP-242/PT-005 Chap 1, Section 4, para 22.

## **ANNEX C – Appendix 8**

### **GLIDER MAINTENANCE PILOT COURSE**

#### **GENERAL**

1. The purpose of this course is to qualify selected glider pilots to upgrade to, and safely and effectively perform the duties of a Glider Maintenance Pilot.
2. All candidates for this course shall be approved in writing by the RCA Ops O.

#### **CANDIDATE PREREQUISITES**

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:
  - a) hold a valid Canadian Flight Instructor Rating (Glider);
  - b) be a graduate of the ACGP Glider Instructor Course;
  - c) have been successfully employed as a RGS Glider Instructor for at least one year and shall have acquired not less than 25 instructional hours in gliders.

#### **REFERENCES**

4. The references for the course are as follows:
  - a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders
  - c) Site Flying Orders and SOP's, as applicable; and
  - d) SGS 2-33A Erection Manual and Flight Test Card

#### **COURSE CONTENT**

5. The course shall be conducted in two phases:
  - a) Ground School instruction consisting of a single ground briefing approximately 15 minutes in length.
  - b) Air training phase consisting of a dual training flight with.

## GROUND SCHOOL INSTRUCTION PHASE

6. The briefing will consist of a thorough review of items to be checked and the parameters to be met on the SGS 2-33A Flight Test Card. (See Atlantic Region Flying Orders, Chapter 6, Annex B.

## AIR TRAINING PHASE

7. The flying training phase will consist of a dual mission under the direct supervision of a qualified Glider Instructor Standards or Check Pilot (who is also qualified as a Maintenance Pilot) during which all items on the SGS 2-33A Flight Test Card are accomplished to a **Proficiency Level 4**.

8. Upon successful completion of training the pilot's log book will be endorsed as qualified as a Glider Maintenance Pilot, and certification held on the Pilot Training Record.

## PERFORMANCE ASSESSMENT – GENERAL

9. Assessment shall be as per A-CR-CCP-242/PT-005 Chap 1, Section 4, para 22.

## **ANNEX C – Appendix 9**

### **GLIDER PILOT (DOUBLE TOW) COURSE**

#### **GENERAL**

1. The purpose of this course is to qualify selected glider pilots to upgrade to, and safely and effectively perform the duties of a Tow Pilot (Double Tow).
2. All candidates for this course shall be approved by the RCA Ops O.

#### **CANDIDATE PREREQUISITES**

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:
  - a) hold a valid Canadian Glider Pilot License;
  - b) have acquired not less than 20 hours PIC in gliders;
  - c) have completed at least five cross-country air tow missions; and
  - d) successfully demonstrate Proficiency Level 4 on at least two double air tow missions under the direct supervision of a Glider Standards Pilot or Check Pilot qualified for double tow operations.

#### **REFERENCES**

4. The references for the course are as follows:
  - a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders
  - c) Site Flying Orders and SOP's, as applicable; and

#### **COURSE CONTENT**

5. The course shall be conducted in two phases:
  - a) Ground School instruction consisting of a single lecture, approximately 30 minutes in length;
  - b) Air training phase consisting of a minimum of two dual training flights.

## GROUND SCHOOL INSTRUCTION PHASE

6. The lecture will consist of a thorough review of double air tow (two gliders) normal and emergency procedures. (See A-CR-CCP-242, Chapter 2, Section 10.)

## AIR TRAINING PHASE

7. The flying training phase will consist of two double air tow missions under the direct supervision of a Glider Standards or Check Pilot qualified for double tow operations.

8. The flight shall be preceded and succeeded by a face-to-face briefing and debriefing of all involved personnel.

9. The required standard for the mission shall be PL4.

10. Upon completion of training the card will be placed on the candidate's Pilot Training Record and, if successful, the log book will be endorsed as qualified as Glider Pilot (Double Tow).

**Note:** The RCAOpsO may extend the double tow qualification and duties to include double tow cross-country operations provided that, in addition to the prerequisites stated previously, the pilot demonstrates a Proficiency Level 4 on at least one double tow cross-country mission under the direct supervision of a Glider Standards Pilot or Check Pilot qualified for double tow cross-country operations.

## PERFORMANCE ASSESSMENT – GENERAL

11. Assessment shall be as per A-CR-CCP-242/PT-005 Chap 1, Section 4, para 22.

## **ANNEX C – Appendix 10**

### **GLIDER PILOT (SINGLE TOW CROSS-COUNTRY) COURSE**

#### **GENERAL**

1. The purpose of this course is to qualify selected glider pilots to upgrade to, and safely and effectively perform the duties of a Glider Pilot (Single Tow Cross-Country).

#### **CANDIDATE PREREQUISITES**

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:

- a) hold a valid Canadian Glider Pilot License;
- b) have acquired not less than 10 hours PIC in gliders; and
- c) successfully demonstrate Proficiency Level 4 on at least one single tow cross-country, of at least 1 hour duration, with a Glider Standards or Check Pilot qualified for single tow cross-country flight.

#### **REFERENCES**

4. The references for the course are as follows:
- a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders
  - c) Site Flying Orders and SOP's, as applicable; and

#### **COURSE CONTENT**

5. The course shall be conducted in two phases:
- a) Ground School instruction consisting of a single lecture, approximately 30 minutes in length;
  - b) Air training phase consisting of a minimum of one dual training flight.

#### **GROUND SCHOOL INSTRUCTION PHASE**

6. The lecture will consist of a thorough review of cross-country air-tow procedures (See A-CR-CCP-242, Chapter 2, Section 4, paras 14-17.)

## AIR TRAINING PHASE

7. The flying training phase will consist of one single tow cross-country with different departure and arrival points, of at least 1 hour in duration, with a Glider Standards or Check Pilot qualified for single tow cross country operations, to include the following items:
  - a) normal air tow procedures;
  - b) selection of emergency landing sites;
  - c) descents on tow (up to 500<sup>7</sup>/min), to include gentle turns;
  - d) level turns up to 30 degrees of bank; and
  - e) release and arrival procedures.
8. The flight shall be preceded and succeeded by a face-to-face briefing and debriefing of all involved personnel.
9. The required standard for the mission shall be PL4.
10. Upon completion of training the card will be placed on the candidate's Pilot Training Record and, if successful, the logbook will be endorsed as qualified as Glider Pilot (Single Tow Cross-Country).

## PERFORMANCE ASSESSMENT – GENERAL

11. Assessment shall be as per A-CR-CCP-242/PT-005 Chap 1, Section 4, para 22.

## ANNEX C – Appendix 11

### GLIDER FAMIL PILOT (REAR SEAT) COURSE

#### GENERAL

1. The purpose of this course is to qualify selected glider pilots to upgrade to, and safely and effectively perform the duties of a Glider Famil Pilot (Rear Seat).

#### CANDIDATE PREREQUISITES

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:

- a) hold a valid Canadian Glider Pilot License;
- b) have acquired:
  - (1) not less than 15 hours PIC, including not less than 100 flights in gliders, or
  - (2) not less than 10 hours PIC, including not less than 200 flights in gliders;
- c) Have successfully demonstrated the ability to brief the passenger on the characteristics and limitations of the glider and the flying sequences authorized to be performed during the famil flight, and have successfully demonstrated the ability to consistently perform the takeoff, tow, release, circuit and landing to a **PL4**.

**Note:** If the pilot holds a valid Canadian Pilots License or higher, or has successfully completed flying training to CF “Wings” standard, and the pilot has acquired 5 hours PIC as a Glider Familiarization Pilot (Front Seat), then the PIC requirements and number of flights may be waived.

#### REFERENCES

4. The references for the course are as follows:
- a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders
  - c) Site Flying Orders and SOP’s, as applicable; and

#### COURSE CONTENT

5. The course shall be conducted in two phases:

- a) Ground School instruction consisting of a single lecture, approximately 30 minutes in length;
- b) Air training phase consisting of 3 dual training missions.

#### GROUND SCHOOL INSTRUCTION PHASE

6. The lecture will consist of a thorough review of air sequences, emergency procedures, and the Atlantic Region Air Cadet Glider Famil Program format. It will also cover pre-famil and post-famil flight briefings, and proper explanation / description of all phases of the famil flight. The briefing will include items particularly applicable to front seat passenger carrying.

#### AIR TRAINING PHASE

7. The flying training phase will, at a minimum, consist of the following:
  - a) One dual training flight with a qualified Glider Standards or Check Pilot covering all the items on the Glider Pilot Proficiency/Currency Card / Flight Test Report, performed from the rear seat.
  - b) One dual training flight where the Glider Standards or Check Pilot simulates a first time passenger, and evaluates the candidate's ability to provide adequate pre and post famil flight briefings, to effectively explain what is happening to the aircraft during all phases of the famil flight, and to make the passenger feel at ease.
  - c) One EP which must consist of a simulated rope/cable break.
8. Each flight shall be preceded and succeeded by a face-to-face briefing and debriefing.
9. **The required standard for the mission shall be PL3 except PL4 for take-off, tow, release, circuit and landing.**
10. Upon completion of training the card will be placed on the candidate's Pilot Training Record and, if successful, the logbook will be endorsed as qualified as Glider Famil Pilot (Rear Seat).

#### PERFORMANCE ASSESSMENT – GENERAL

11. Assessment shall be as per A-CR-CCP-242/PT-005 Chap 1, Section 4, para 22.

## ANNEX C - Appendix 12

### GLIDER FAMIL PILOT ( FRONT SEAT) COURSE

#### GENERAL

1. The purpose of this course is to qualify selected glider pilots to upgrade to, and safely and effectively perform the duties of a Glider Famil Pilot (Front Seat).

#### CANDIDATE PREREQUISITES

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:

- a) hold a valid Canadian Glider Pilot License;
- b) have acquired not less than 10 hours PIC in gliders;
- c) have successfully demonstrated the ability to brief the passenger on the characteristics and limitations of the glider and the flying sequences authorized to be performed during the famil flight, and have successfully demonstrated the ability to perform, consistently, the take-off, tow, release, circuit and landing to a PL 4: and
- d) have flown at least three solo flights utilizing the same launch method as that intended for the passenger carrying flight.

NOTE: If the candidate holds a valid Canadian Private Pilot License or higher, or has successfully completed flying training to CF “Wings” standard, then the 10 hours PIC in gliders may be waived.

#### REFERENCES

4. The references for the course are as follows:
- a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders
  - c) Site Flying Orders and SOP’s, as applicable; and

## COURSE CONTENT

5. The course shall be conducted in two phases:
  - a) Ground School instruction consisting of a single lecture, approximately 30 minutes in length;
  - b) Air training phase consisting of a minimum of three dual training flights.

## GROUND SCHOOL INSTRUCTION PHASE

6. The lecture will consist of a thorough review of air sequences, emergency procedures, and the Atlantic Region Air Cadet Glider Famil Program format. It will also cover pre-famil and post-famil flight briefings, and proper explanation / description of all phases of the famil flight.

## AIR TRAINING PHASE

7. The flying training phase will, at a minimum, consist of the following:
  - a) One dual training flight with a qualified Glider Standards or Check Pilot covering all the items on the Glider Pilot Proficiency/Currency Card / Flight Test Report.
  - b) One dual training flight where the Glider Standards or Check Pilot simulates a first time passenger, and evaluates the candidate's ability to provide adequate pre and post famil flight briefings, to effectively explain what is happening to the aircraft during all phases of the famil flight, and to make the passenger feel at ease.
  - c) One EP which must consist of a simulated rope/cable break.
8. Each flight shall be preceded and succeeded by a face-to-face briefing and debriefing.
9. **The required standard for the mission shall be PL3 except PL4 for take-off, tow, release, circuit and landing.**
10. Upon completion of training the card will be placed on the candidate's Pilot Training Record and, if successful, the logbook will be endorsed as qualified as Glider Famil Pilot (Front Seat).

## PERFORMANCE ASSESSMENT – GENERAL

11. Assessment shall be as per A-CR-CCP-242/PT-005 Chap 1, Section 4, para 22.

## **ANNEX C – Appendix 13**

### **WINCH LAUNCH INSTRUCTOR COURSE**

#### **GENERAL**

1. The purpose of this course is to qualify selected winch operators to upgrade to, and safely and effectively carry out the duties of a Winch Launch Instructor.
2. The RCA Ops O will designate the Winch Launch Instructor to conduct this course.

#### **CANDIDATE PREREQUISITES**

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:
  - a) hold or shall have held a valid Canadian Glider Pilot License;
  - b) have been employed as a winch operator for at least one year; and
  - c) have satisfactorily completed a minimum of 250 winch launches.

#### **REFERENCES**

4. The references for the course are as follows:
  - a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders
  - c) Site Flying Orders and SOP's, as applicable; and
  - d) Winch Operators Manual and Checklist.

#### **COURSE CONTENT**

5. The course shall be conducted in two phases:
  - a) Ground School instruction consisting of a single lecture, approximately 50 minutes in length;
  - b) A Field Training phase consisting of three training periods.

## GROUND SCHOOL INSTRUCTION PHASE

6. The lecture details are as follows:
  - a) A thorough review of the following sections of A-CR-CCP-242, Chapter 2.
    - (1) Section 2 – Gliding Operations – General SOP's;
    - (2) Section 3 – Tow Rings, Ropes, Cables;
    - (3) Section 5 – Winch Launch Procedures; and
    - (4) Section 7 – Glider Emergency Procedures
  - b) A thorough review of the Winch Operator's Manual and Checklist.

## FIELD TRAINING PHASE

7. The Field Training Phase will consist of three training periods as follows:
  - a) Period 1. The Winch Launch Instructor shall brief and explain procedures and techniques, while demonstrating a minimum of 10 winch launches, to include two simulated emergencies.
  - b) Period 2. The Winch Launch Instructor candidate shall brief and explain the procedures and techniques while conducting a minimum of 10 winch launches, to include two simulated emergencies. The Winch Launch Instructor will debrief the candidate following each launch or at the end of the period.
  - c) Period 3. The Winch Launch Instructor candidate will brief, monitor and critique the Winch Launch Instructor who will simulate a student during the conduct of a minimum of 10 winch launches, to include two simulated emergencies. The Winch Launch Instructor will debrief the candidate following each launch or at the end of the period.
8. The required standard for period 2 and 3 shall be "Satisfactory (equivalent to PL4).
9. Upon successful completion of training, copies of the assessment sheets for the field training periods, and a recommendation for certification, shall be submitted to the RCAOpsO by the Winch Launch Instructor.
10. The certification and supporting recommendation documentation shall be placed on the candidate's Pilot Training Record.

**ANNEX C – Appendix 14**

**WINCH LAUNCH OPERATOR COURSE**

As per ACGP National PIF 02-10 – “Winch Launch Operator Course”.

## **ANNEX C – Appendix 15**

### **WINCH CABLE RETRIEVE DRIVER COURSE**

#### **GENERAL**

1. The purpose of this course is to qualify selected winch operators to upgrade to, and safely and effectively carry out the duties of a Winch Cable Retrieve Driver.

#### **CANDIDATE PREREQUISITES**

2. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:

- a) hold a valid Provincial Driver's License/Operator's Permit and a valid DND 404 for the vehicle being used.

#### **REFERENCES**

3. The references for the course are as follows:

- a) A-CR-CCP-242 (Air Cadet Gliding Manual);
- b) Atlantic Region Flying Orders;
- c) Site Flying Orders and SOP's, as applicable.

#### **COURSE CONTENT**

4. The course shall be conducted in two phases:

- a) Ground School instruction consisting of a single lecture, approximately 30 minutes in length;
- b) A Field Training phase consisting of one comprehensive training period.

#### **GROUND SCHOOL INSTRUCTION PHASE**

5. The lecture details are as follows:

- a) A thorough review of retrieve procedures, including normal and emergency signals and local gliding site/aerodrome operating procedures.

## FIELD TRAINING PHASE

6. The Field Training Phase will consist of the following:
  - a) Instruction and practical experience on the specific retrieve vehicle and associated equipment, to include a certification to carry out daily inspections;
  - b) Observation of a minimum of three retrieves conducted by a qualified Retrieve Driver; and
  - c) Successful completion of a minimum of three retrieves under the direct supervision of a qualified Retrieve Driver.
7. The required standard for 6.c. above shall be “Satisfactory” (equivalent to PL3).
8. Upon successful completion of training, a copy of the assessment sheet and recommendation for certification shall be placed on the candidate’s Pilot Training Record.

## **ANNEX C – Appendix 16**

### **AUTO LAUNCH INSTRUCTOR COURSE**

#### **GENERAL**

1. The purpose of this course is to qualify selected auto launch operators to upgrade to, and safely and effectively carry out the duties of an Auto Launch Instructor.
2. The RCA Ops O will designate the Auto Launch Instructor to conduct this course.

#### **CANDIDATE PREREQUISITES**

3. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:
  - a) hold or shall have held a valid Canadian Glider License;
  - b) hold a valid Provincial Driver's License/Operator's Permit and a valid DND 404 for the vehicle being used; and
  - c) have been employed as an Auto Launch Driver and Observer for at least one year and shall have successfully completed at least 250 launches

#### **REFERENCES**

4. The references for the course are as follows:
  - a) A-CR-CCP-242 (Air Cadet Gliding Manual);
  - b) Atlantic Region Flying Orders
  - c) Site Flying Orders and SOP's, as applicable.

#### **COURSE CONTENT**

5. The course shall be conducted in two phases:
  - a) Ground School instruction consisting of a single lecture, approximately 30 minutes in length;
  - b) A Field Training phase consisting of three training periods.

## GROUND SCHOOL INSTRUCTION PHASE

6. The lecture details are as follows:
  - a) A thorough review of the following sections of A-CR-CCP-242, Chapter 2.
    - (1) Section 2 – Gliding Operations – General SOP’s;
    - (2) Section 3 – Tow Rings, Ropes, Cables;
    - (3) Section 5 – Auto Launch Procedures; and
    - (4) Section 7 – Glider Emergency Procedures

## FIELD TRAINING PHASE

7. The Field Training Phase will consist of three training periods as follows:
  - b) Period 1. The Auto Launch Instructor shall brief and explain procedures and techniques, while demonstrating a minimum of 10 auto launches, to include two simulated emergencies.
  - c) Period 2. The Auto Launch Instructor candidate shall brief and explain the procedures and techniques while conducting a minimum of 10 auto launches, to include two simulated emergencies. The Auto Launch Instructor will debrief the candidate following each launch or at the end of the period.
  - d) Period 3. The Auto Launch Instructor candidate will brief, monitor and critique the Auto Launch Instructor who will simulate a student during the conduct of a minimum of 10 auto launches, to include two simulated emergencies. The Auto Launch Instructor will debrief the candidate following each launch or at the end of the period.
8. The required standard for period 2 and 3 shall be “Satisfactory” (equivalent to PL4).
9. Upon successful completion of training, copies of the assessment sheets ([ANNEX C – Appendix 19](#)) for the field training periods, and a recommendation for certification, shall be submitted to the RCAOpsO by the Winch Launch Instructor.
10. The certification and supporting recommendation documentation shall be placed on the candidate’s Pilot Training Record.

## **ANNEX C – Appendix 17**

### **AUTO LAUNCH OBSERVER COURSE**

#### **GENERAL**

1. The purpose of this course is to qualify selected individuals to upgrade to, and safely and effectively carry out the duties of an Auto Launch Observer.

#### **CANDIDATE PREREQUISITES**

2. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:

- a) hold or shall have held a valid Canadian Glider Pilot License;

#### **REFERENCES**

3. The references for the course are as follows:

- a) A-CR-CCP-242 (Air Cadet Gliding Manual);
- b) Atlantic Region Flying Orders
- c) Site Flying Orders and SOP's, as applicable.

#### **COURSE CONTENT**

4. The course shall be conducted in two phases:

- a) Ground School instruction consisting of a single lecture, approximately 30 minutes in length;
- b) A Field Training phase consisting of three training periods.

#### **GROUND SCHOOL INSTRUCTION PHASE**

5. The lecture details are as follows:

- a) A thorough review of the following sections of A-CR-CCP-242, Chapter 2.
  - (1) Section 2 – Gliding Operations – General SOP's;
  - (2) Section 3 – Tow Rings, Ropes, Cables;
  - (3) Section 5 – Auto Launch Procedures; and
  - (4) Section 7 – Glider Emergency Procedures

## FIELD TRAINING PHASE

6. The Field Training Phase will consist of three training periods as follows:
  - a) Period 1. Instruction and practical experience on the specific launch vehicle and associated equipment, to include a certification to carry out daily inspections.
  - b) Period 2. Observation of a minimum of 10 auto launches by an Auto Launch Instructor operating as the observer; and
  - c) Period 3. Successful completion of a minimum of 10 auto launches under the direct supervision of an Auto Launch Instructor.
7. Period 2 and 3 shall each include at least two simulated emergencies, one a simulated rope/cable break, and one a simulated power loss of the launch vehicle.
8. Each period will be preceded and succeeded by a briefing and debriefing.
9. The required standard for period 3 shall be “Satisfactory” (equivalent to PL3).
10. Upon successful completion of training, a copy of the assessment sheet ([ANNEX C – Appendix 19](#)) for the field training periods and a recommendation for certification shall be placed on the candidate’s Pilot Training Record.

## **ANNEX C – Appendix 18**

### **AUTO LAUNCH DRIVER COURSE**

#### **GENERAL**

1. The purpose of this course is to qualify selected individuals to upgrade to, and safely and effectively carry out the duties of an Auto Launch Driver.

#### **CANDIDATE PREREQUISITES**

2. Prior to being considered as a candidate for this course the following prerequisites shall be met. The candidate shall:

- a) hold a valid Provincial Driver's License/Operator's Permit and a valid DND 404 for the vehicle being used.

#### **REFERENCES**

3. The references for the course are as follows:

- a) A-CR-CCP-242 (Air Cadet Gliding Manual);
- b) Atlantic Region Flying Orders
- c) Site Flying Orders and SOP's, as applicable.

#### **COURSE CONTENT**

4. The course shall be conducted in two phases:

- a) Ground School instruction consisting of a single lecture, approximately 30 minutes in length;
- b) A Field Training phase consisting of three training periods.

#### **GROUND SCHOOL INSTRUCTION PHASE**

5. The lecture details are as follows:

- a) A thorough review of the following sections of A-CR-CCP-242, Chapter 2.
  - (1) Section 2 – Gliding Operations – General SOP's;
  - (2) Section 3 – Tow Rings, Ropes, Cables;
  - (3) Section 5 – Auto Launch Procedures; and
  - (4) Section 7 – Glider Emergency Procedures

## FIELD TRAINING PHASE

6. The Field Training Phase will consist of three training periods as follows:
  - a) Period 1. Instruction and practical experience on the specific launch vehicle and associated equipment, to include a certification to carry out daily inspections.
  - b) Period 2. Observation of a minimum of 10 auto launches by an Auto Launch Instructor operating as the driver; and
  - c) Period 3. Successful completion of a minimum of 10 auto launches under the direct supervision of an Auto Launch Instructor.
7. Period 2 and 3 shall each include at least two simulated emergencies, one a simulated rope/cable break, and one a simulated power loss of the launch vehicle.
8. Each period will be preceded and succeeded by a briefing and debriefing.
9. The required standard for period 3 shall be “Satisfactory” (equivalent to PL3).
10. Upon successful completion of training, a copy of the assessment sheet ([ANNEX C – Appendix 19](#)) for the field training periods and a recommendation for certification shall be placed on the candidate’s Pilot Training Record.



**ANNEX C – Appendix 19**

**AUTO TOW CREW TRAINING ASSESSMENT CARD**

1. Ground briefings are to be carried out prior to the beginning of operational training. This is to include all information regarding auto tow procedures from the 242, Regional Orders and Local Orders. At Airports where a valid AVOP or Ramp DDC is required the student cannot start training until they hold the qualification for that airport. Please note the wind speed and direction and crosswind conditions. You can use the backside of this card for additional comment space.

**COMMENTS**

<b>Auto Tow Instructor</b> <input type="checkbox"/> <b>Auto Tow Driver</b> <input type="checkbox"/> <b>Auto Tow Observer</b> <input type="checkbox"/>				
<b>Student:</b>	<b>Date:</b>	<b>RWY</b>	<b>RWY Cond</b>	<b>Wind</b>
<b>TASKS</b>				<b>S/U</b>
Inspection of Rope				
Communication				
Hook up				
Acceleration				
Transition				
Release				
Retrieval				
Rope Handling				
<b>Rope break</b>				
<b>Power Loss</b>				
Cross Wind Vehicle Placement				
Situational Awareness				
Safety				
Vehicle Operating				
Radio				
Vehicle DI				
Rope Splicing				
Verbal Questions				
Other EP's				
<b>Change Over briefing</b>				
<b>Qualification Achieved:</b>				<b>DATE:</b>
<b>STUDENT signature:</b>				
<b>AUTO TOW INSTRUCTOR signature:</b>				



## ANNEX D – Waiver and Indemnity Form

I, \_\_\_\_\_, the undersigned, in consideration of my being allowed to take a free flight in Air Cadet League Aircraft for the purpose of familiarization on this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, do hereby agree that her Majesty, her Officers, servants, agents, employees, members of Her Canadian Forces/or Air Cadet League shall not be liable under any circumstances whatsoever for any personal injury to me or loss of my life, or, for any damage to my property, arising from any cause whatsoever, including negligence of Her Majesty, Her Officers, servants, agents, employees, and members of Her Canadian Forces/or Air Cadet League or invitees, or any third party, while I am embarked on the aforesaid flight; and I do hereby undertake at all times to indemnify and save harmless Her Majesty, Her Officers, servants, agents, employees, members of Her Canadian Forces/or Air Cadet League from and against all claims and demands, loss , costs, damages, actions, cause of action, in any manner based upon, occasioned by, or attributable to my taking the aforesaid flight, or any action taken or things done or maintained by virtue hereof.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Applicant Signature:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

Signature Witnessed by:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\* If a minor, signature of parent or guardian.

## **CHAPTER 2 - AIRCRAFT OPERATING INSTRUCTIONS AND STANDARD OPERATING PROCEDURES**

### **SECTION 1 and 2 - THE SCHWEIZER 2-33 GLIDER**

1. See A-CR-CCP-242, Chapter 2.

#### **201. Weight and Balance**

1. Easy to use weight and balance graphs have been developed for each glider and tow aircraft. They are held in the Journey Log Part 2 and/or in the LCO vehicle. The pilot before each flight must confirm proper weight and balance.

### **SECTION 3- GLIDING OPERATIONS - GENERAL SOP'S**

#### **202. Operations Briefing**

1. Prior to the commencement of any flying operation within the ACGP a detailed briefing shall be conducted as per check list at ANNEX A1.

#### **203. Weather Limitations**

1. Notwithstanding directives in A-CR-CCP-242, Chap 2, Section 2, Para's 2 - 6, maximum surface wind limits will be adjusted down to fit the capability of each particular pilot until he/she has clearly demonstrated, during dual flight, that he/she can successfully handle published maximums.
2. All flying and refuelling operations shall cease and all aircraft sheltered or tied down whenever a thunderstorm approaches within 5 miles of a gliding site. A thunderstorm is considered present if any of the following conditions exist:
  - a) heavy rainfall from cumulus type cloud;
  - b) thunder and/or lightning;
  - c) scud roll;
  - d) gusty winds or rapid changes in direction.
3. An accurate wind-measuring instrument, such as an anemometer, is required on-site at all times. A measurement of the wind, as well as an assessment of winds aloft, shall be made just prior to the first launch of the day.

#### **204. Glider and Tow Aircraft Tie Down**

1. IAW A-CR-CCP-242, Chapter 2, Section 2, para 48 all ACGP aircraft will be secured employing the standard 10mm polypropylene rope. All tie-down ropes will be replaced annually at the start of the new gliding season and when they show signs of deterioration.

#### **205. Rope and Cable Inspection**

1. All tow ropes and cables being used at a glider site shall be inspected as follows:
  - a) daily prior to commencement of operations.
  - b) after a stoppage in operations when left unattended.
  - c) after every 30 launches, and
  - d) more frequently if damage is suspected.
2. The inspection will be a close visual observation for damage or defects while walking the entire length of the tow rope or cable.

#### **206. Launch Crew**

1. The auto launch observer will be positioned inside the vehicle, seated closest to the rear window. Launch vehicle crew shall be secured by a seat belt during launch and retrieve.
2. All glider ground crew shall be familiar with launch procedure, SOP's, and responsibilities associated with each ground crew position. Cadets from visiting squadrons may fill ground crew positions as part of their familiarization experience, but must be thoroughly briefed and individually supervised.
3. The position of Auto Launch Signaller shall not be filled by a cadet from a visiting squadron. This position shall be filled by an ACGP Gliding Site crewmember who has been suitably trained, and approved by the Site Supervisor.

#### **207. Downwind Launches**

1. On the first flight of the day, downwind launches to position gliders for operations on the active runway are strictly prohibited. Positioning of gliders in this instance shall be by ground movement. Downwind launches are also strictly prohibited when conditions are unknown, i.e. resuming operations after a meal hour, passage of a front, sudden change in weather conditions, passage of a thunderstorm, or any prolonged break in operations. Gliding Site staff must exercise sound judgement before deciding to do a downwind launch.

## **208. Warm Weather Ops**

1. All tow aircraft crew are required to wear approved flying suits, flyers boots or ankle boots, and flight gloves. During periods when the humidex is greater than 25° C, tow aircraft crew may remove the green shirt of the two piece green flight suit. This must be done prior to entering the towplane.

## **209. Cross-Country Ops Weather Minima**

1. Unless otherwise authorized by the RCAirOpsO, cross-country operations shall only be carried out when the following weather minima exist throughout the entire route of flight:

- a. Ceiling 3000' AGL
- b. Flight visibility 5 SM

2. These minima shall be used as flight planning criteria and can be obtained from TAF's GFA's. Conditions must be forecast to exist for a minimum of 2 hours after the planned arrival time at destination.

## ANNEX A1

### FLYING OPS CHECKLIST (CROSS-COUNTRY)

#### **(1) Journey Log, Snag Book, File Flight Plan**

#### **(2) Weather:**

- current winds/ceiling (local & destination)
- forecasted winds/ceiling (local & destination)
- enroute winds/ceiling & terrain elevations

#### **(3) Operation**

- purpose
- # of tow plane
- # of glider
- launch procedures
  - Personnel Responsibilities
  - runway to use
  - tow patterns (altitudes)
  - tow plane/glider circuits

#### **(4) Enroute Procedures:**

- radio frequencies
- frequency changes (when/where, to what frequency)

#### **(5) Recovery at Destination**

- who
- when
- how: - probable runway(s)
  - tow plane/glider circuits
  - ground procedures

#### **(6) Emergency Procedures:**

- launch abort
- enroute (rope break, premature release, engine failure)
- non-release (glider, glider and tow plane)
- landing accidents (glider, tow plane)
- ensure glider pilot is in possession of PLB (if applicable)

#### **(7) Close flight plan**

#### **(8) Complete journey logs**

## ANNEX A2

### FLYING OPS CHECKLIST (LOCAL)

#### **(1) Check AIF, Snag Books, Journey Logs, Times Board**

#### **(2) Weather:**

- current winds/ceiling
- forecasted winds/ceiling
- pertinent formations (CBs, TCU's, etc)

#### **(3) Operation**

- purpose (EP's, solos, conversions, currencies, etc)
- # of tow planes
- # of gliders
- launch procedures (auto, aero, winch)
  - runway to use
  - tow patterns (altitudes, direction)
  - tow plane/glider circuits
- landing procedures
  - glider (primary, secondary landing areas, etc)
  - tow plane (landing area, secondary area?)

#### **(4) Personnel Responsibilities:**

- Flight Commander/Site Supervisor
- LCO
- GCS
- Others (drivers, first aid, signallers, observers, log keeper, etc)

#### **(5) Emergency procedures for the given operation!**

## **CHAPTER 3 - GLIDER PILOT COURSE**

### **SECTION 1 - FLYING TRAINING**

#### **301. General**

1. The basic Glider Pilot Course will be conducted during the summer at RGS (A) IAW the syllabus outlined in A-CR-CCP-242 Chapter 3.
2. Under no circumstances shall ab-initio glider pilot training take place other than at RGS (A).
3. If a requirement exists, the RCA Ops O may authorize glider conversion training of licensed power pilots on a case-by-case basis. (See A-CR-CCP-242, Chapter 5, Section 3)
4. Due to the delicate nature of determining readiness for solo flight, Air Lesson 24 (Pre-Solo Check Flight) shall be conducted by a Glider Instructor Standards Pilot.

## **CHAPTER 4 - GLIDER INSTRUCTOR COURSE & LAUNCH CONTROL OFFICER (LCO) COURSE**

### **SECTION 1 - GLIDER INSTRUCTOR COURSE**

#### **401. General**

1. The Glider Instructor Course will be conducted annually prior to the RGS(A) IAW A-CR-CCP-242, Chapter 4.
2. Personnel who meet the course pre-requisites listed in A-CR-CCP-242, Chapter 4, Section 1, Para 2, are encouraged to apply for the course through their Site Supervisor utilizing the application form at ANNEX A. Site Supervisors are requested to provide the RCAOpsO with comments which will enhance the selection process.
3. Glider Instructor Course candidates must meet the maximum weight limit of 100 kg (220 lbs).

### **SECTION 2 - LAUNCH CONTROL OFFICER (LCO) COURSE**

#### **402. General**

1. The LCO course shall normally be conducted annually in conjunction with the Glider Instructor Course.
2. The RCA Ops O may authorize site supervisors to conduct the LCO course at specific sites to meet local requirements.
3. Candidate pre-requisites, course content, and qualification certification procedures are detailed in A-CR-CCP-242, Chapter 4, Section 2.



**GLIDER INSTRUCTOR & LAUNCH CONTROL OFFICER**  
**COURSE APPLICATION**

S/N	RANK	SURNAME	GIVEN NAME	UNIT
_____	_____	_____	_____	_____

Home Mailing Address:	_____	Phone:	Res _____	Bus _____
	_____	E-Mail:	_____	

Date of Enrolment: _____				
Military Qual Courses Completed:	BOQ	_____	MOC/ JOLC	_____
	LTQ	_____	CQ	_____
			Other	_____
Flight Times:	PIC Flt. Time	_____	Total # Flts <i>dual + solo</i>	Lic # and Expiry Date
	Glider	_____		_____
	Power	_____	N/A	_____

Brief outline of flying/gliding and/or related instructional experience.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that if I am accepted all prerequisites listed in A-CR-CCP-242, Chapter 4, Section 1, Para 2 will be met.

\_\_\_\_\_  
Candidate Signature Date

Site Supervisors recommendations.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I  recommend or  not recommend the above candidate for the Glider Instructor Course and confirm the above information is correct.

\_\_\_\_\_  
Site Supervisor Signature Date

## **CHAPTER 5 - TOW AIRCRAFT CONVERSIONS WINCH/AUTO LAUNCH CONVERSION COURSES**

### **SECTION 1 - TOW AIRCRAFT CONVERSION**

#### **501. General**

1. The Tow Aircraft Conversion Course will be conducted at the RGS (A) IAW A-CR-CCP-242, Chapter 5.
2. Under no circumstances shall tow aircraft conversion training take place without the specific written approval of the RCA Ops O.

### **SECTION 2 - WINCH & AUTO LAUNCH CONVERSION COURSE**

#### **502. General**

1. When Auto Tow/Winch Conversion Training is undertaken at RGS or spring/fall gliding sites in Atlantic Region, training shall be carried out IAW A-CR-CCP-242 / PT-005 Ch 5, Section 2. The course detailed in the 242 is designed specifically to convert glider pilots who have been trained using aero-tow launches exclusively, to become proficient in the winch/auto launch environment.
2. The following additional guidelines shall henceforth apply:
  - a) GLIDER INSTRUCTORS qualified on Auto Tow may carry out the majority of this training if under the **direct supervision** of a Glider Check Pilot or Standards Pilot.
  - b) Both the final review flight *and* the final simulated emergency (ref. 242 p. 5-2-2) shall be carried out by the supervising Glider Check/Standards Pilot, who shall subsequently certify the trainee's qualification.
  - c) "Direct Supervision" in this case means that the Glider Check/Standards Pilot must be present during the training to observe the student's progress and so that he may intervene if unsatisfactory performance is displayed.
  - d) The participating Glider Instructor shall log this flight time as INSTRUCTIONAL.

#### **503. Auto Launch to Winch Launch/Winch Launch to Auto Launch Conversion**

1. For those glider pilots converting from auto tow to winch launch (Vice Versa), the following pre-requisites and training shall be met:
  - a) the candidate shall hold a valid Canadian Glider Pilot Licence,
  - b) Under the supervision of a Glider Check Pilot complete the following training:

- a. one lecture/briefing of approximately 50 minutes in length, with emphasis on launch equipment, launch technique, safety and emergency procedures.
- b. a closed book exam on the above topics
- c. minimum of one dual training winch/auto launch mission to normal release.
- d. a minimum of one dual training winch/auto launch mission to a simulated launch failure.
- e. a minimum of three solo winch/auto launch missions (standard launch procedures)

NOTE: Additional dual missions may be required to bring the candidate up to proficiency level 4.

## CHAPTER 6 - MAINTENANCE INSTRUCTIONS

### SECTION 1 – GENERAL

#### **601. Technical Authority**

1. Gliders, Tow Aircraft and launch equipment utilized in the ACGP are owned by the various provincial committees of the ACL. They are civilian registered IAW Transport Canada regulations and insured by the ACL.
2. At the request of the ACL, DND exercises operational and technical control of the ACGP IAW TC and DND policies, regulations and directives.
3. The Regional Cadet Engineering Officer (RC Eng O) is the technical authority for all major ACGP equipment in the Atlantic Region.

#### **602. Release for Flight After Abnormal Occurrence or Damage**

1. Whenever an ACGP glider or tow aircraft has been subjected to an abnormal occurrence or has sustained damage during air or ground operations (regardless of the nature of the occurrence or the degree of perceived damage), the RC Eng O shall be consulted.
2. The following shall be considered abnormal occurrences:
  - a) a hard landing (particularly if initial contact is made on skid)
  - b) an over speed
  - c) an overstress (high G)
  - d) a tail slide
  - e) a propeller strike
  - f) binding or poor control response
  - g) a rough running engine
  - h) landing in rough terrain or striking an object
  - i) anything else that does not look or feel right
3. Only the RC Eng O (or his on-site delegate with the required TC qualifications) has the authority to release the aircraft for flight following an abnormal occurrence or damage.
4. Prior to consulting the RC Eng O, the Site Supervisor shall gather as much information as possible regarding the occurrence to aid the RC Eng O in assessing the situation. Information should include, but is not limited to the following:
  - a) what happened (ie., hard landing, over speed etc.)
  - b) any evidence of physical damage
  - c) a qualified opinion as to possible damage not obvious to the naked eye
  - d) an indication of actual or estimated speeds, impact angles, degree of impact force, etc.

### **603. Minor Maintenance at Gliding Sites**

1. When authorized by the RC Eng O, elementary work may be carried out by qualified pilots under privileges granted in CARS 625.
2. The following may be carried out:
  - a) glider erection and disassembly
  - b) glider independent control checks
  - c) glider skid, tail and wing wheel replacement
  - d) replenishment of aircraft engine oil, glider brake fluid
  - e) replacement and tightening of loose screws and bolts
  - f) removal and installation of panels
  - g) minor servicing and cleaning of glider and tow aircraft

NOTE: Only approved plastic cleaners or mild soap or water may be used on canopies and wind shields.

3. Upon completion of these maintenance procedures, the Site Supervisor shall ensure that they have been properly documented in the “Journey Log Part 2”, particularly the requirement for an independent control check.
4. During outdoor assembly/disassembly of gliders, the use of wing stands is strictly prohibited.

### **604. Journey Log Part 2**

1. All Air Cadet aircraft operated in the Atlantic Region shall be provided with a “Journey Log Part 2” (See Annex A) to provide a record of all minor and major defects and repairs carried out. Minor defects can be deferred by signing column 4 of the journey log part 2. Any questions as to what constitutes a minor or major defect must be directed to maintenance staff (phone numbers are inside the front cover of the journey log part 2). If the RC Eng O authorizes minor rectification to take place, columns 5, 6 and 7 must be completed.

### **605. Aircraft Journey Log Book**

1. Upon completion of elementary work authorized by the RC Eng O, the Aircraft Journey Log Book will be annotated with a brief description of work completed, name printed, signed and licence number provided.

### **606. Use of “Green Tape” For Temporary Repairs**

1. Under absolutely no circumstances will “Green Tape” be used on gliders for the purpose of locking controls, canopies etc. Tape may be used to make small repairs to the fabric on the

underside of the fuselage. The practice of applying tape to large areas of fabric is expressly forbidden.

#### **607. Hard Landings**

1. All hard landings shall be reported to the maintenance staff and the aircraft deemed unserviceable until hard landing check is carried out by maintenance staff or their delegate, certified by a licensed Engineer and flight tested.

#### **608. Aircraft and Glider Inspections**

1. Site Supervisor shall advise the RC Eng O of requirements for inspections with as much lead time as possible to allow for timely response by RC Eng O staff.

#### **609. Spares and Supplies**

1. Site Supervisors shall anticipate the requirement for materials such as tow rope, tow rings, radios, batteries, etc., and advise the RC Eng O / SupTech in a timely manner to prevent short falls impacting operations.

#### **610. Regular Force Maintenance Support**

1. Regular force maintenance support will be provided as outlined in the following documents:

- a) DND/ACL ACGP memorandum of agreement
- b) CFTO C-12-380-000/ AM-000 ddt. 01 Mar 94
- c) CFTO C-32-512-000/ AM-000 ddt. 14 Jul 80

#### **611. Maintenance Test Flights**

1. Tow Aircraft Maintenance Pilots shall conduct L-19 maintenance test flights.
2. Glider Maintenance Pilots shall conduct glider maintenance test flights.
3. The Maintenance test flight checklists at ANNEX B and C shall be used and returned to the RC Eng O.
4. Each test flight shall be entered into the journey log as a separate entry and not combined with other flights of the day.
5. Following the test flights, the pilot shall sign the journey log as test flight “satisfactory” or “not satisfactory.” If not satisfactory, an entry shall be made in the journey log stating the problem.

## **612. Aircraft Elementary Work Qualifications**

1. Selected personnel will be given the necessary training to carry out elementary work on the L-19 and /or SGS 2-33 glider. This will qualify and authorize the person to carry out and sign for elementary work for only those items on the authorization form approved by the RC Eng O. Copies of the form will be held by the individual, the RC Eng O and on the Pilot Training Record.

## **613. Independent Inspection Qualifications**

1. Selected personnel will be given the necessary training to carry out and sign independent inspections on the L-19 and/or SGS 2-33 glider by the RC Eng O. Copies of the qualification form will be held by the individual, the RC Eng O and on the Pilot Training Record.

NOTE: If you have not been authorized by the RC Eng O you will not perform elementary work or independent inspections on Atlantic Region aircraft.



ANNEX B

**SGS 2-33 MAINTENANCE FLIGHT TEST CARD**

DATE: \_\_\_\_\_ TIME-UP \_\_\_\_\_ Hrs TIME DOWN \_\_\_\_\_ Hrs PILOT \_\_\_\_\_

A/C REG. \_\_\_\_\_ RELEASE HEIGHT \_\_\_\_\_

**GROUND CHECKS**

A/C LOG \_\_\_\_\_

D.I. \_\_\_\_\_

BALLAST \_\_\_\_\_

PLACARD \_\_\_\_\_

**CONTROLS**

AILERON \_\_\_\_\_

ELEVATOR \_\_\_\_\_

RUDDER \_\_\_\_\_

SPOILERS \_\_\_\_\_

**AERO TOW**

CONTROL RESPONSIVENESS \_\_\_\_\_

AIRSPEED: GLIDER \_\_\_\_\_ TOW PLANE \_\_\_\_\_

INSTRUMENTS

VSI \_\_\_\_\_

ALTIMETER \_\_\_\_\_

COMPASS \_\_\_\_\_

RELEASE \_\_\_\_\_

**FREE-FLIGHT**

SOLO TRIM AIRSPEED FORWARD \_\_\_\_\_ REAR \_\_\_\_\_

DUAL TRIM AIRSPEED FORWARD \_\_\_\_\_ REAR \_\_\_\_\_

STABILITY:

LONGITUDINAL \_\_\_\_\_

DIRECTIONAL \_\_\_\_\_

LATERAL \_\_\_\_\_

**SPIN**

LEFT \_\_\_\_\_ RIGHT \_\_\_\_\_

**STALL**      **CLEAN**      **SPOILERS**

#1 \_\_\_\_\_

#2 \_\_\_\_\_

**AIRCRAFT HANDLING**

URNS 360 LEFT \_\_\_\_\_

RIGHT \_\_\_\_\_

DIVE TO PLACARD SPEED WITH SPOILERS \_\_\_\_\_

SPOILER RETRACTION SPEED \_\_\_\_\_

**LANDING**

AIRCRAFT BRAKING \_\_\_\_\_

ADDITIONAL COMMENTS:

**L-19 MAINTENANCE FLIGHT TEST CARD**

DATE \_\_\_\_\_ TIME UP \_\_\_\_\_ Hrs PILOT \_\_\_\_\_  
 A/C \_\_\_\_\_ TIME DWN \_\_\_\_\_ Hrs ALT SET \_\_\_\_\_ "Hg AIR TEMP \_\_\_\_\_

**GROUND CHECK**

**COCKPIT**

CONTROL LOCK \_\_\_\_\_  
 DOOR \_\_\_\_\_  
 SEAT ADJUST \_\_\_\_\_  
 CONTROLS \_\_\_\_\_  
 HARNESS / LOCK \_\_\_\_\_  
 NAV LTS / STOBES \_\_\_\_\_

**FUEL**

TANK INDICATORS \_\_\_\_\_  
 ON/OFF SELECTOR \_\_\_\_\_

**FLAPS**

INDICATOR \_\_\_\_\_  
 CONTROL \_\_\_\_\_

**TAXI TEST**

BRAKES \_\_\_\_\_  
 TRAIL WHEEL \_\_\_\_\_  
 STEERING \_\_\_\_\_

**RUN UP**

LIVE MAG \_\_\_\_\_  
 LOAD METER \_\_\_\_\_  
 VACUUM \_\_\_\_\_  
 OIL PRESSURE \_\_\_\_\_  
 OIL TEMPERATURE \_\_\_\_\_  
 LEFT MAG \_\_\_\_\_  
 RIGHT MAG \_\_\_\_\_  
 CARB HEAT \_\_\_\_\_  
 MIXTURE \_\_\_\_\_  
 MAX RPM \_\_\_\_\_  
 IDLE RPM \_\_\_\_\_  
 C.H.T. \_\_\_\_\_

**AIR CHECK**

RPM	1800	2100	2300	2500
CHT				
OIL TEMP				
OIL PRES				

**STALL (PWR OFF)**

0° FLAP \_\_\_\_\_ MPH  
 40° FLAP \_\_\_\_\_ MPH

**SPINS**

**INSTRUMENTS**

ATT IND \_\_\_\_\_  
 MAG COMP \_\_\_\_\_  
 DI \_\_\_\_\_  
 ASI \_\_\_\_\_  
 ALT \_\_\_\_\_  
 T & B \_\_\_\_\_  
 VSI \_\_\_\_\_

**ELEVATOR TRIM**

**ELECTRONICS**

RADIO \_\_\_\_\_  
 INTERCOM \_\_\_\_\_  
 TRANSPONDER \_\_\_\_\_  
 NAV AID \_\_\_\_\_

LIVE MAG \_\_\_\_\_  
 CHECK \_\_\_\_\_

REMARKS: \_\_\_\_\_

## **CHAPTER 7 - LOCAL FLYING ORDERS**

### **SECTION 1 - GENERAL**

**701. The Local Flying Orders are signed by the Regional Cadet Air Operations Officer under the authority of the CO RCSU (A). Master copies will be maintained by the Regional Cadet Air Standards Officer and all Site Supervisors will have a signed copy at their respective sites.**