

New Zealand Parachute Industry Association



Documents Manual

This manual forms part of the NZPIA's Aviation Recreation Organisation Exposition (RO59862). In case of conflicting information between this manual and other NZPIA publications, this manual will take precedence.

IMPORTANT NOTICE

Skydiving and parachuting are activities with inherent risks that could result in injury or death.

Safety can be enhanced with proper training, preparation, appropriate equipment, and other precautions. This manual contains some of the knowledge and practices that, in the opinion of the NZPIA, will promote the safe enjoyment of skydiving and parachuting, but does not guarantee the safety of any party.

It is not possible to list all the potential risks in all the various forms of skydiving and parachuting; nor is it possible to apply one-size-fits-all rules or procedures to eliminate those risks.

All participants have the responsibility to assess personal risks, exercise basic safety practices, and perform whatever actions are necessary to avoid unnecessary risk to themselves and other people.

All trainee and student participants have the responsibility to ask whatever questions are necessary to be satisfied that they have a thorough understanding of the actions they must perform in order to participate safely.

EACH PARTICIPANT, REGARDLESS OF EXPERIENCE, HAS FINAL RESPONSIBILITY FOR HIS / HER / THEIR OWN SAFETY.

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RECORD OF REVISIONS

Revision No.	Effective Date	Revision No.	Effective Date
Initial Issue	July 2012	6	01 October 2019
1	January 2014	7	01 December 2019
2	July 2014	8	27 July 2022
3	October 2014	9	30 July 2023
4	21 July 2017	10	31 October 2025
5	01 October 2018		

REVISION HIGHLIGHTS

Revision 10

- Minor wording changes.
- Updates to endorsement requirements.
- Updates to currency requirements.
- Update of Tandem Master Training and currency requirements.
- Update of Student Training Personnel requirements

REVISION PROCESS

- (1) All revisions to this manual must be authorised by the NZPIA CEO.
- (2) Amendments to procedures which require specialist technical knowledge will be peer-reviewed by appropriately rated/qualified persons prior to being authorised by the CEO.
- (3) Where amendments to this manual affect the procedures for personnel assessment and certification, prior application for and acceptance by the Director of Civil Aviation is required.
- (4) Each page of this Manual includes the page number and date of issue. A ruled vertical line in the left-hand margin indicates recent significant changes.
- (5) Distribution of this Manual is via the NZPIA website; a new copy of the manual in its entirety will be uploaded for each revision, therefore no individual page updates are required by holders.
- (6) All manual holders are responsible for ensuring that any revisions are read and understood, and brought to the attention of all persons for whom they are responsible.

1 MANUAL OVERVIEW

1.1 INTRODUCTION

The NZPIA issues certificates, endorsements and ratings (**documents**) indicating various levels of expertise in specific parachuting and related activities.

This policy consists of all of the following –

- (1) Defining the minimum requirements for issue of NZPIA documents for parachutists, instructors, tandem masters and parachute technicians;
- (2) Defining the responsibilities, privileges and limitations of those documents;
- (3) Providing course material and assessment criteria for training and competency assessment;
- (4) Defining procedures for maintaining the competency of persons holding those documents;
- (5) Defining acceptable formats for parachute records;
- (6) Providing instructions for parachute drop pilot rating issue.

1.2 MANUAL OBJECTIVES AND SCOPE

- (1) The primary objective of this manual is to provide participants with measurable skill and experience requirements for safe participation, supervision, and instruction in recreational parachuting and parachute maintenance.
- (2) This manual forms part of the NZPIA's Part 149 exposition, and as such, its secondary objective is to document the NZPIA's procedures required under Part 149.
- (3) The procedures in this manual apply to all persons participating in parachuting, parachute maintenance and/or parachute dropping under the NZPIA.

1.3 RESPONSIBILITY FOR COMPLIANCE

- (1) The Civil Aviation Act requires all persons participating in aviation activities (**participants**) to hold the appropriate document(s) and necessary qualification(s).¹
- (2) Civil Aviation Rule part 105 further requires all parachutists and parachute technicians to hold a certificate issued by a parachute organisation; and to comply with the privileges and limitations of their certificates and the operational standards and procedures contained in the parachute organisation's exposition.²
- (3) Therefore, compliance with the procedures in this manual is mandatory for all participants taking part in parachuting and/or parachute maintenance under the NZPIA.
- (4) In the event of disparities between any procedure(s) in this manual and a valid Civil Aviation Rule or exemption to a rule, the rule / exemption will take precedence.

¹ CA Act

² CAR 105.5(a)(1-3) and 105.101(2-4)

NB: This manual details the NZPIA's criteria for the issue of certificates, endorsements and ratings, but does not guarantee the right to exercise the privileges of any documents at any NZPIA-affiliated parachute drop operation.

The exercise of any privilege of any NZPIA document is subject to the permission of the parachute drop operation where the activity is to take place. Operations may have additional requirements over and above those in this manual, at their discretion.

2 GENERAL INFORMATION – ALL DOCUMENTS

2.1 CLASSIFICATION OF DOCUMENTS

NZPIA certificates and ratings are defined as aviation documents under the Civil Aviation Act (the Act). They are issued under delegation from the Director of Civil Aviation in accordance with the Act.

2.2 THE FIT AND PROPER PERSON TEST (FPP)

- (1) The Civil Aviation Act requires all holders of aviation documents to be, and remain, fit and proper to hold those documents. The fit and proper person (FPP) test involves the assessment of applicants' criminal convictions, transport safety offences (e.g. infringements), past and present health and behavioural issues, and any other matters and evidence deemed relevant.
- (2) FPP determinations are made by the Director of CAA or delegation holder as appropriate. Any applicant may oppose a proposed adverse FPP determination in accordance with the Act, and/or appeal an adverse FPP determination in accordance with the Act.
- (3) The NZPIA considers the fit and proper person test to be a reflection of the applicant's attitudes towards safety and rule compliance in general, not just in aviation.

2.3 APPLYING FOR NZPIA DOCUMENTS

The following instructions relate to applications for all NZPIA documents. Refer to chapters 4 through 13 in this manual for specific instructions for each document.

- (1) Applicants for all NZPIA documents must provide an address for service in New Zealand.
- (2) Applications for all documents must be certified by an appropriately authorised person. See [chapter 17](#) for a list of relevant authorisations.
- (3) To qualify for a more advanced document, the candidate must have met the requirements of the lower document(s).
- (4) Every requirement met in obtaining a lower-level document counts towards higher levels.
- (5) Practical requirements must be properly logged and signed to be accepted as evidence. Refer to [chapter 2.9](#) and [chapter 7.6](#) for specific logging requirements for parachutists and parachute technicians.
- (6) All applicants will be notified of the outcome of their applications in writing. Applicants whose applications are declined may appeal that decision in accordance with the Act.

2.4 RECOGNITION OF NON-NZPIA DOCUMENTS

- (1) Participants are not permitted to exercise the privileges of non-NZPIA certificates, endorsements and/or ratings under the NZPIA.
- (2) Holders of non-NZPIA issued documents and qualifications may submit them to the NZPIA for consideration for the purpose of meeting any of the pre-requisites of an NZPIA document. The applicant must also supply any other evidence and/or verification that the delegation holder requests.
- (3) In all cases, holders of non-NZPIA issued documents wishing to obtain NZPIA documents must satisfactorily complete a currency and competency assessment conducted by a suitably authorised NZPIA instructor or assessor.

2.5 DOCUMENT RESPONSIBILITIES AND LIMITATIONS

The following responsibilities and limitations apply to all NZPIA documents. Refer to chapters 4 through 13 in this manual for specific responsibilities and limitations for each document.

- (1) Holders of NZPIA documents must advise the NZPIA without delay of any change to their contact details or Fit and Proper Person declaration.
- (2) When exercising the privileges of any NZPIA-issued document, the holder must comply with all mandatory NZPIA procedures and standards, including those in this manual, the Standards and Procedures Manual (SPM), and any other relevant NZPIA publication;
- (3) Document holders are also responsible for knowing, understanding and complying with all applicable sections of the Civil Aviation Act and rules made under the Act.
- (4) Unless marked with an expiry date, NZPIA certificates, endorsements and ratings are non-terminating, subject to ongoing compliance with the requirements of the document.
 - (a) NOTE: Expiry of a participant's NZPIA affiliation does not indicate expiry of the document(s). Non-terminating certificates, endorsements and ratings can be revalidated by renewing the affiliation and meeting the validity conditions of the document(s), e.g. currency / competency.
- (5) Documents that expire must be reapplied for upon their expiry, or forfeit.
- (6) Each document that has not expired is a stand-alone document and indicates a level of skill or degree of experience attained at a certain time. It does not indicate the currency, proficiency or competency of the parachutist on an ongoing basis.

2.6 EXAMINATIONS

2.6.1 Prerequisites and Grades

- (1) Candidates must show proof of identity prior to commencing any NZPIA examination.
- (2) Candidates are to be supervised by an appropriately authorised person for the duration of the exam, and completed exams are to be authenticated by the authorised person prior to being submitted to the NZPIA (see [chapter 17](#) for a list of relevant authorisations).
- (3) Unless otherwise indicated, the passing grade for all NZPIA exams is 70%.

- (4) Passed exams are valid for 12 months from the date of the exam. If a certificate/rating application is not submitted within 12 months of passing an exam required for that document, the candidate may be required to re-take the exam at the candidate's own expense.
- (5) A candidate who fails an exam three times in three months may not sit that exam again for a period of three months from the date of the last failed attempt.

2.6.2 Unauthorised Conduct

- (1) No person is permitted to do any of the following during any NZPIA examination –
 - (a) Copy or otherwise obtain answers from another person;
 - (b) Refer to any unauthorised source of information;
 - (c) Communicate in any way with another person, except the person administering the exam;
 - (d) Take an examination on behalf of another person;
 - (e) Remove written or printed material from the exam room, unless authorised to do so by the person administering the exam.
- (2) Candidates caught engaging in any unauthorised conduct will receive an automatic failing grade on that exam, and may be prohibited from taking any NZPIA exam for a period of up to 1 year.

2.7 COMPETENCY ASSESSMENT

- (1) Candidates for all NZPIA documents must undergo a competency assessment relevant to the document sought, conducted by an appropriately authorised person, prior to document issue. Refer to chapters 4 through 15 for specific assessment criteria for each document.
- (2) Assessments should be tailored to each candidate's situation, taking into consideration any or all of the following, as applicable –
 - (a) The participant's total skydiving experience, and/or experience in the specific activity being assessed (e.g. tandem, instructing, equipment repairs, etc.), as applicable;
 - (b) Their currency/recency with those activities;
 - (c) Their experience, if any, on the specific equipment to be used during the assessment and their currency/recency on that equipment;
 - (d) Any other relevant qualifications, skills and experience;
 - (e) Any other information deemed relevant at the time of the assessment.
- (3) Assessments must be submitted with the candidate's document application, either as part of the online application process, if applicable, or on the appropriate paper form.

2.8 CURRENCY AND CONTINUING COMPETENCY

- (1) A declaration is required on renewal of each participant's NZPIA affiliation, certifying that they continue to meet relevant currency and continuing competency requirements. Refer to chapters 4 through 14 for specific requirements for each document.

- (2) All participants must provide evidence of their currency and competency on request by the NZPIA or the parachute drop operation where they intend to exercise the privileges of their document. Evidence may include any or all of the following –
 - (a) Logbook and certificate/ratings checks;
 - (b) A knowledge test;
 - (c) Ground and/or in-air practical evaluations.
- (3) Participants who do not meet the currency requirements of their document must undergo a re-currency assessment and/or refresher training conducted by an instructor, jumpmaster, tandem instructor/examiner, assessor or DZSO, as appropriate.
- (4) Re-currency/refresher training and assessments should be tailored to the individual participant's situation, taking into consideration –
 - (a) The total experience of the participant; and
 - (b) The length of time away from the activity; and
 - (c) Any changes in equipment, regulations or operational standards during the period away from the activity.
- (5) Re-currency/refresher training and assessments for parachutists should cover all the following subjects at a minimum –
 - (a) Aircraft procedures including exit order and separation;
 - (b) Equipment;
 - (c) Freefall procedures;
 - (d) Canopy control and landings, including off-PLA landings.
 - (e) Malfunctions and emergency procedures, including landing situations.

2.9 LOGBOOKS AND RECORDS

2.9.1 Logbooks – General Requirements

- (1) Activities for which recognition will be sought must be recorded in a suitable logbook.
- (2) The log must include the date, the location, a short description of the activity, and sufficient detail to meet certification prerequisites.
- (3) Logbook entries must be legible and recorded in ink or some other permanent means.
- (4) Electronic logbooks are acceptable, provided that the information recorded is verifiable by an appropriately authorised person.
- (5) Logbook entries must be certified (name, signature and licence number) as per the following –
 - (a) Entries documenting descents in a parachutist's training and/or skills progression to meet certificate prerequisites must be certified by a suitably qualified and current instructor or jumpmaster who witnessed the descent;
 - (b) Entries documenting descents by certificated parachutists to meet jump number or freefall time prerequisites for endorsement or rating issue must be certified by another certificated parachutist or a licensed pilot who witnessed the descent.

- (6) Practical experience and skill requirements for higher level certificates and ratings must also be logged in a manner acceptable to the NZPIA CEO in order to be accepted as evidence.
- (7) In the event of an applicant's logbook or other records being lost or destroyed, the applicant may apply to the NZPIA for recognition of their relevant experience. The applicant must supply such evidence and verification of the experience as the CEO or delegation holder requests.

2.9.2 Training and Assessment Records

- (1) All ground-based and in-air assessments, test results, competency checks and activities carried out under supervision should be recorded in the participant's logbook or training record, and signed by the person carrying out the assessment or supervising the activity.
- (2) By signing the logbook entry or training record, the supervising person is certifying that –
 - (a) S/he supervised the activity; and
 - (b) S/he was suitably qualified and current at the time of supervising the activity; and
 - (c) The activity was carried out in accordance with NZPIA standards and procedures.
- (3) All records must be legible, recorded in ink or some other permanent means, and made available to the NPZIA on request.
- (4) Electronic training and assessment records are acceptable, provided that the information is verifiable by an appropriately authorised person.

2.9.3 Maintenance Records for Parachutists ¹

- (1) Reserve packing cards must remain with their parachute assemblies and be made available for inspection on request by any official of the NZPIA or the operation where the equipment is in use.
- (2) Owners/operators of student and tandem parachute assemblies should maintain permanent records for the assemblies in a format acceptable to the NZPIA.
- (3) Maintenance records should be retained until the maintenance task is repeated or superseded by an equivalent maintenance task, or for a period of at least five (5) years after the maintenance is performed, whichever occurs first.
- (4) In the event of transfer of ownership of a parachute assembly, maintenance records for that assembly should also be transferred to the new owner/operator of the equipment.
- (5) Refer to [chapter 7.6](#) for records required to be kept by parachute technicians.

¹ CAR 105.111

2.10 DOCUMENT REVOCATION, SUSPENSION AND CONDITIONS

Aviation documents are issued in accordance with [the](#) current Civil Aviation Act and may be suspended, revoked, or have conditions imposed on them in accordance with the Act.

- (1) The Director of Civil Aviation may suspend or revoke an aviation document if s/he is satisfied that it is necessary in the interests of safety. Examples of situations that could result in document revocation or suspension include, but are not limited to –
 - (a) If a document holder has failed to comply with any conditions of the document;
 - (b) If a document holder has provided false information or failed to disclose information relevant to the granting or holding of the document;
 - (c) If there is reasonable doubt as to the quality or safety of the service to which the document relates;
 - (d) If privileges or duties for which the document has been granted are being carried out by the holder in a careless or incompetent manner.
- (2) If the NZPIA CEO has reasonable suspicion that a situation listed in 2.6(1) above has occurred, s/he may suspend the participant's NZPIA affiliation while the matter is under investigation. Examples of behaviour that could result in suspension of affiliation include, but are not limited to -
 - (a) Deliberate breach of any NZ law, Civil Aviation Rule, or mandatory NZPIA procedure;
 - (b) Wilful disregard for safety;
 - (c) Careless or incompetent repair work;
 - (d) Health or behavioural issues that could adversely affect safety;
 - (e) Failure to cooperate with any reasonable request by the NZPIA CEO or Safety Director.

3 CERTIFICATES AND RATINGS OVERVIEW

3.1 CERTIFICATES

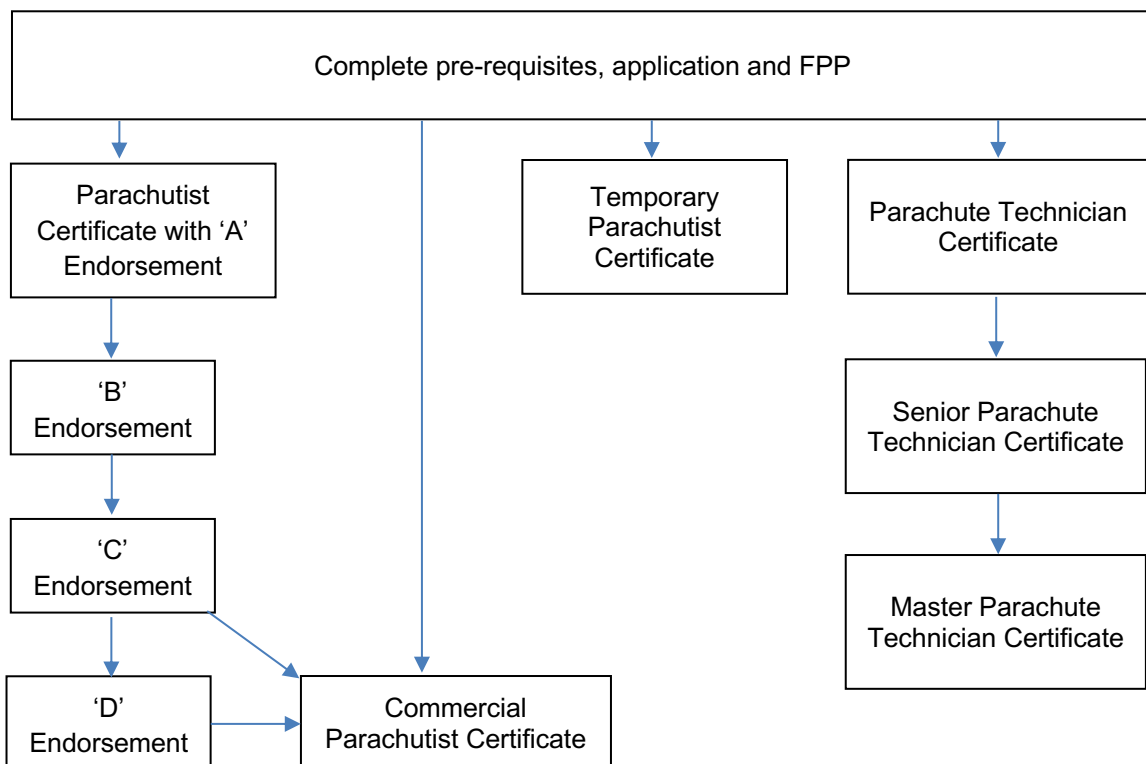
NZPIA certificates are commonly referred to as “licences.”

There are four categories of certificate available –

- (1) Parachutist Certificates: required for all participants taking part in planned parachute jumps, excluding student parachutists and tandem passengers. A/B/C/D endorsements are added to indicate the level of skill and experience of the individual (see [chapter 4](#)).
- (2) Commercial Parachutist Certificates: required for tandem masters doing tandem jumps for hire and reward ([chapter 5](#)).
- (3) Temporary Parachutist Certificates: short-term sport/recreational licences for experienced parachutists who hold parachutist licences from other organisations ([chapter 6](#)).
- (4) Parachute Technician Certificates: required for maintenance of parachute equipment and packing of reserve/emergency parachutes ([chapter 7](#)).

To obtain any of these certificates, candidates’ eligibility and competency must be confirmed by an appropriately authorised examiner or assessor. Details of these are listed in [chapter 17](#).

3.1.1 Certificate Hierarchy / Flow Chart



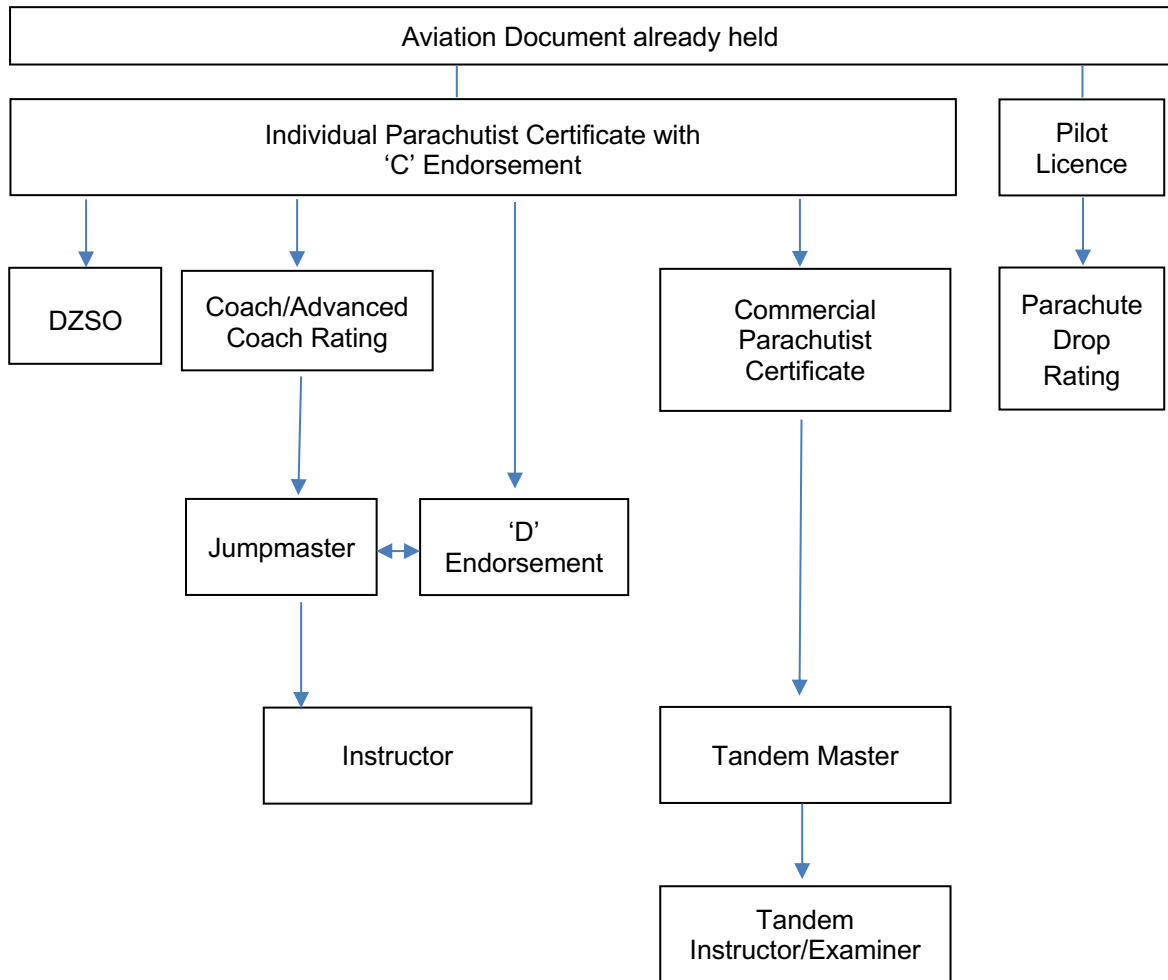
3.2 RATINGS

Ratings are supplementary to certificates. They are only valid when held in conjunction with a valid parachutist certificate, or in the case of parachute drop ratings, an NZCAA pilot licence.

- (1) Tandem Master (TM) Rating: required to take passengers on tandem jumps ([Chapter 8](#))
These are further divided into type ratings, related to equipment types.
- (2) Tandem Instructor/Examiner (I/E) Rating: required to oversee tandem master proficiency checks and type ratings ([chapter 9](#)).
- (3) Coach Rating: Required to coach basic freefall skills to solo students on consolidation jumps. ([chapter 10](#))
- (4) Advanced Coach Rating: Required to coach advanced and discipline specific skills to certified parachutists. ([Chapter 11](#))
- (5) Jumpmaster (JM) Rating: required to supervise and help train students ([chapter 12](#)).
These are further divided into specific training programs.
- (6) Instructor (I) Rating: required to instruct and train first-jump students ([chapter 13](#)).
These are also further divided into specific training programs.
- (7) Drop Zone Safety Officer (DZSO) Rating: required for operational oversight of parachuting activities ([chapter 14](#)).
- (8) Parachute Drop Rating: required to fly aircraft on parachute drop operations. ([chapter 15](#))

To obtain any of these ratings, candidates' eligibility and competency must be confirmed by an appropriately authorised examiner or appointed assessor.

3.2.1 Rating Hierarchy Flow Chart



4 PARACHUTIST CERTIFICATION (NON-COMMERCIAL)

Parachutist certificates are commonly referred to as “licences.”

4.0.1 General Information

Parachutist certificates are required for all participants taking part in planned parachute jumps, excluding student parachutists and tandem passengers. The privileges and limitations of the certificates vary according to the accompanying endorsement.

Parachutist certificates are only valid in conjunction with an A, B, C or D endorsement. Participants who have not yet obtained the necessary skills or experience for an ‘A’ endorsement are classified as “student parachutists” and must jump under the supervision of an NZPIA instructor. See [chapter 4.1](#), next page.

4.0.2 A/B/C/D Endorsements

Endorsements are supplementary to certificates. Holders must comply with the limitations of their endorsements for the certificates to remain valid.

NZPIA endorsements meet or exceed the FAI International Parachutist Certificate prerequisites.

4.0.3 Prerequisites – All Certificates and Endorsements

- (1) To qualify for any certificate or endorsement, candidates must meet all the following requirements –
 - (a) Be at least 16 years of age,
NOTE: For applicants under the age of 18, the written consent of a parent or legal guardian is required.
 - (b) Have successfully completed theoretical and practical training.
 - (c) Pass a skills and knowledge assessment relevant to the document sought, including knowledge of relevant CARs;
 - (d) Have a sound understanding of the NZPIA’s standards and procedures as they pertain to the document sought.
 - (e) Have been trained in emergency water landings by an instructor or jumpmaster.
 - (f) Meet the pre-requisites of the specific endorsement.
 - (g) Have an in-date NZPIA affiliation.
 - (h) Submit a satisfactory Fit and Proper Person declaration (see [chapter 2.2](#)).
 - (i) Submit the appropriate application and pay the applicable fee.
- (2) All freefall jumps being counted towards a certificate must be stable, controlled jumps with stable openings. Tandem jumps, other than those which are part of a student training program, are not considered freefall jumps for the purposes of parachutist certificate pre-requisites.
- (3) Practical requirements must be properly logged in accordance with the procedures in [chapter 2.9](#) to be accepted as evidence of meeting certificate or endorsement pre-requisites.

4.1 PRE-CERTIFICATION (STUDENT PARACHUTISTS)

Participants who have not yet obtained the necessary skills or experience for an NZPIA parachutist certificate are considered student parachutists and must jump under the supervision of an instructor.

4.1.1 Student Training and Supervision

- (1) All student training must be carried out by personnel holding at least a jumpmaster rating, or a coach rating, under the direct supervision of an NZPIA instructor.
- (2) Level one, Tandem AFF (TAFF) jumps may be conducted under the supervision of an NZPIA Instructor, by a current Tandem Master, with a minimum of 250 tandems, who also hold one of the following NZPIA Ratings:
 - (a) Jumpmaster Rating
 - (b) Instructor Rating
 - (c) Tandem Instructor Examiner Rating.
- (3) Prior to carrying out their first descent, first solo descent or first freefall descent, student parachutists must have their descent authorised by an instructor. Other student training descents must be authorised by an instructor or jumpmaster prior to the student undertaking the descent.
- (4) Prior to carrying out their first descent, student parachutists must demonstrate to an instructor the ability to carry out emergency procedures in a suspended harness, and their knowledge of all the following –
 - (a) Equipment identification and pre-jump checks;
 - (b) Landing pattern and parachute landing area (PLA) identification;
 - (c) Exit and freefall;
 - (d) Freefall and parachute emergencies;
 - (e) Canopy control and landing procedures, including off-PLA landings and hazard avoidance;
 - (f) Radio use and what to do in case of radio failure.
- (5) On subsequent training descents, competency in the above must be demonstrated to an instructor or jumpmaster. On consolidation jumps it may be demonstrated to a coach.
- (6) Student parachutists may only change from one training program to another with the authorisation of an instructor.
- (7) Student parachutists must be accompanied in the aircraft by an instructor or jumpmaster, until such time as they have completed their student training table (e.g. completed the AFF, AFC or Static Line program) and an instructor has authorised solo descents.
- (8) Student parachutists may only make parachute descents onto PLAs deemed suitable for that purpose by their supervising instructor.
- (9) All student parachutist descents must be properly logged in accordance with the procedures in [chapter 2.9](#) to be accepted as evidence of meeting certification pre-requisites.

4.1.2 Prohibited Activities

Student parachutists are not permitted to do any of the following –

- (1) Engage in formation jumps except coaching jumps with a coach, jumpmaster or instructor.
- (2) Jump with other student parachutists or tandem pairs;
- (3) Jump with a camera or other accessory which is not intended to enhance safety;
- (4) Carry out freely descents, unless on consolidation jumps under the direct supervision of an instructor;
- (5) Carry out display or other non-standard descents;
- (6) Use a main or reserve canopy with a wing loading exceeding 1.1 lbs/ft²;
- (7) Jump when the surface wind speed exceeds 12 knots, or 15 knots following specific training and competency assessment by an instructor for landing in higher winds, documented in accordance with the requirements in [chapter 2.9.2](#);
- (8) Make any descent unless the descent has been authorised by an instructor or jumpmaster.

4.1.3 Currency

A student parachutist who has not carried out a parachute descent within the preceding 30 days must:

- (1) Undergo refresher training as described in [chapter 2.8](#), conducted by an instructor or jumpmaster; and
- (2) Make at least one jump with an instructor or jumpmaster, demonstrating all the following –
 - (a) Altitude awareness;
 - (b) Freefall stability and control;
 - (c) Safe canopy control and landing skills

4.2 'A' ENDORSEMENT

Attainment of this endorsement indicates a novice level of competence and self-reliance.

4.2.1 Privileges, Limitations and Responsibilities

- (1) Holders of parachutist certificates with 'A' endorsement are authorised for all the following –
 - (a) Carry out solo skydives and parachute descents.
 - (b) Participate in formation skydiving descents, up to a maximum group size of three participants under the supervision of an instructor.
 - (c) Participate in formation skydiving descents in larger groups under the direct supervision of an instructor.
- (2) In addition to the privileges listed in (1), above, holders of parachutist certificates with 'A' endorsement are authorised for any or all of the following if they have satisfactorily completed training specific to the activity and been assessed as competent to carry out the activity safely by

an instructor or person authorised by an instructor, documented in accordance with the requirements in [chapter 2.9.2](#) –

- (a) Participate in freely descents, up to a maximum group size of three participants under the supervision of an instructor;
 - (b) Use a main or reserve canopy with a wing loading up to 1.25 lbs/ft².
- (3) Holders of parachutist certificates with ‘A’ endorsement are not permitted to do any of the following –
- (a) Jump with student parachutists or tandem pairs;
 - (b) Jump with a camera or other accessory which is not intended to enhance safety;
 - (c) Carry out non-standard descents, other than high altitude descents following successful completion of an NZPIA High Altitude Descent Course;
- (3) Refer to [chapter 2.5](#) of this manual for responsibilities of all NZPIA documents.

4.2.2 Prerequisites and Assessment Criteria

To be eligible for a parachutist certificate with ‘A’ endorsement, applicants must fulfil all the following requirements –

- (1) Have met all the basic prerequisites for all NZPIA certificates and endorsements ([chapter 4.0.3](#), previous page).
- (2) Have completed at least 25 freefall jumps and accumulated at least five minutes of freefall time.
- (3) Have completed at least five formation skydiving jumps with a coach, jumpmaster or instructor; or five formation freely jumps under the direct supervision of an instructor, demonstrating control of their body in freefall, including all the following –
 - (a) Altitude awareness.
 - (b) Stability control.
 - (c) Forward movement.
 - (d) Turns.
 - (e) Back loops and/or barrel rolls.
 - (f) Vertical relativity (“levels”).
 - (g) Controlled and stable tracking.
 - (h) Deployment priorities.
- (4) Have demonstrated the ability to land within 50 meters of a target, on at least 10 jumps.
- (5) Demonstrate competency in flying a safe and predictable landing pattern, exercising basic safety skills and controlled turns including flat/braked turns.
- (6) Demonstrate a sound understanding of aircraft safety including aircraft emergency procedures.
- (7) Demonstrate a basic understanding of spotting, exit order, exit separation and jump run.
- (8) Demonstrate the ability to pack a main parachute

- (9) Have been trained by an instructor or jumpmaster on the use of non-student equipment and be authorized by an instructor to use non-student equipment.
- (10) Pass the NZPIA Parachutist Certificate with 'A' Endorsement exam.

4.2.3 Currency and Continuing Competency

- (1) Holders of parachutist certificates with 'A' endorsement who have not carried out a solo descent within the preceding 30 days must satisfy an NZPIA instructor or jumpmaster of their continued competency, including emergency procedures; and should make at least one jump with an instructor, jumpmaster or coach, demonstrating altitude awareness, freefall stability and control, and safe canopy skills, prior to making any further descents.
- (2) Refer to [chapter 2.8](#) of this manual for guidance on demonstrating competency and revalidating lapsed parachutist certificates.

4.3 'B' ENDORSEMENT

Attainment of this endorsement indicates an intermediate level of knowledge and experience in sport / recreational skydiving.

4.3.1 Privileges, Limitations and Responsibilities

- (1) Holders of parachutist certificates with 'B' endorsement are authorised for all the following –
 - (a) Exercise all the privileges of the 'A' endorsement.
 - (b) Participate in formation skydiving descents in groups of up to six participants and freefly descents in groups of up to three participants independently of an instructor.
- (2) In addition to the privileges listed in (1), above, holders of parachutist certificates with 'B' endorsement are authorised for any or all of the following if they have satisfactorily completed training specific to the activity and been assessed as competent to carry out the activity safely by an instructor, documented in accordance with the requirements in [chapter 2.9.2](#) –
 - (a) Participate in formation skydiving and freefly descents in groups larger than those described in (1) above.
 - (b) Jump with a camera or other optional accessory;
 - (c) Carry out non-standard descents;
 - (d) Use a main or reserve canopy with a wing loading up to 1.4 lbs/ft²;
 - (e) Use a main or reserve canopy with a wing loading exceeding 1.4 lbs/ft², if they have satisfactorily completed advanced canopy training and been assessed as competent by an instructor, documented in accordance with the requirements in [chapter 2.9.2](#)
- (3) Holders of parachutist certificates with 'B' endorsement are not authorised for the following –
 - (a) Jump with student parachutists.
 - (b) Jump with tandem pairs without the permission of the tandem master and the senior person responsible for tandem operations where the descent will take place.
- (3) Refer to [chapter 2.5](#) of this manual for responsibilities of all NZPIA documents.

4.3.2 Prerequisites and Assessment Criteria

To be eligible for a 'B' endorsement, applicants must fulfil all the following requirements –

- (1) Have met all the practical requirements of the parachutist certificate with 'A' endorsement.
- (2) Have completed at least 50 freefall descents and accumulated 30 minutes of freefall time.
- (3) Have completed ten formation jumps, OR ten freefly jumps, of which five must involve at least three participants.
- (4) Have determined the correct exit order and correct exit separation without assistance, exiting the aircraft at the correct point and landing safely at the designated PLA.
- (5) Have demonstrated consistent safe canopy control skills.
- (6) Pass the NZPIA 'B' endorsement exam.

4.3.3 Currency and Continuing Competency

- (1) Holders of parachutist certificates with 'B' endorsement who have not carried out a solo descent within the preceding 60 days must satisfy an NZPIA instructor or jumpmaster of their continued competency, including emergency procedures; and should make at least one solo jump under the supervision of an instructor prior to making any further descents.
- (2) Holders of parachutist certificates with 'B' endorsement who have not carried out a solo descent within the preceding 90 days must satisfy an NZPIA instructor or jumpmaster of their continued competency, including emergency procedures; and should make at least one jump with an instructor, jumpmaster or coach, demonstrating altitude awareness, freefall stability and control, and safe canopy skills, prior to making any further descents.
- (3) Refer to [chapter 2.8](#) of this manual for guidance on demonstrating competency and revalidating lapsed parachutist certificates.

4.4 'C' ENDORSEMENT

Attainment of this endorsement indicates an advanced level of knowledge and experience in sport / recreational skydiving.

4.4.1 Privileges, Limitations and Responsibilities

Holders of parachutist certificates with 'C' endorsement are authorised for all the following –

- (1) Exercise all the privileges of the 'A' and 'B' endorsements.
- (2) Participate in formation skydiving and freefly descents independently of an instructor.
- (3) Apply for a commercial parachutist certificate, DZSO rating, Coach rating and/or jumpmaster rating;
- (4) Refer to [chapter 2.5](#) of this manual for responsibilities of all NZPIA documents.

4.4.2 Prerequisites and Assessment Criteria

To be eligible for a 'C' endorsement, applicants must fulfil all the following requirements –

- (1) Have met all the practical requirements of the parachutist certificate with 'A' and 'B' endorsements.
- (2) Have completed at least 200 freefall descents and accumulated at least 60 minutes of freefall time.
- (3) Have completed 50 formation jumps, OR 50 formation freefly jumps, of which ten must involve at least four participants.
- (4) Have demonstrated consistent safe canopy control skills.
- (5) Pass the NZPIA 'C' endorsement exam.

4.4.3 Currency and Continuing Competency

- (1) Holders of parachutist certificates with 'C' endorsement who have not carried out a solo descent within the preceding six months must satisfy an NZPIA instructor or jumpmaster of their continued competency, including emergency procedures; and should make at least one solo jump under the supervision of an instructor prior to making any further descents.
- (2) Holder of parachutist certificates with 'C' endorsement who have not carried out a solo descent within the preceding five years must satisfy an NZPIA instructor or jumpmaster of their continued competency, including emergency procedures; and should make at least one jump with an instructor or jumpmaster, demonstrating altitude awareness, freefall stability and control, and safe canopy skills, prior to making any further descents.
- (3) Refer to [chapter 2.8](#) of this manual for guidance on demonstrating competency and revalidating lapsed parachutist certificates.

4.5 'D' ENDORSEMENT

Attainment of this endorsement indicates a high level of knowledge and experience in sport / recreational skydiving.

4.5.1 Privileges, Limitations and Responsibilities

Holders of parachutist certificates with 'D' endorsement are authorised for all the following –

- (1) Exercise all the privileges of the 'A,' 'B,' and 'C' endorsements.
- (2) Apply for a tandem master rating and/or instructor rating.
- (3) Refer to [chapter 2.5](#) of this manual for responsibilities of all NZPIA documents.

4.5.2 Prerequisites and Assessment Criteria

To be eligible for a 'D' endorsement, applicants must fulfil all the following requirements –

- (1) Have met all the practical requirements of the parachutist certificate with 'A,' 'B,' and 'C' endorsements.
- (2) Have completed at least 500 freefall descents and accumulated at least three hours of freefall time.
- (3) Pass the NZPIA 'D' endorsement exam.

4.5.3 Currency and Continuing Competency

- (1) Holders of parachutist certificates with 'D' endorsement who have not carried out a solo descent within the preceding six months must satisfy an NZPIA instructor or jumpmaster of their continued competency, including emergency procedures; and should make at least one solo jump under the supervision of an instructor prior to making any further descents.
- (2) Holder of parachutist certificates with 'D' endorsement who have not carried out a solo descent within the preceding five years must satisfy an NZPIA instructor or jumpmaster of their continued competency, including emergency procedures; and should make at least one jump with an instructor or jumpmaster, demonstrating altitude awareness, freefall stability and control, and safe canopy skills, prior to making any further descents.
- (3) Refer to [chapter 2.8](#) of this manual for guidance on demonstrating competency and revalidating lapsed parachutist certificates.

5 COMMERCIAL PARACHUTIST CERTIFICATE (CPC)

Commercial parachutist certificates are required for tandem masters carrying out tandem parachute descents for hire and reward.¹

5.0.1 Privileges, Limitations and Responsibilities

Holders of commercial parachutist certificates are authorised for all the following –

- (1) Exercise all the privileges of an NZPIA parachutist certificate with 'D' endorsement;
- (2) When held in conjunction with a valid tandem master rating and medical certificate acceptable to the Director of Civil Aviation, engage in hire and reward tandem descents;
- (3) Refer to [chapter 2.5](#) of this manual for responsibilities of all NZPIA documents.

5.0.2 Prerequisites and Assessment Criteria

To be eligible for a commercial parachutist certificate, applicants must fulfil all the following requirements –

- (1) Be at least 18 years old;
- (2) Have met all the practical requirements of the parachutist certificate with 'A,' 'B,' 'C' and 'D' endorsements;
- (3) Pass the NZPIA commercial parachutist certificate exam.

5.0.3 Currency and Continuing Competency

- (1) For solo descents, holders of commercial parachutist certificates are subject to the currency and continuing competency requirements of the parachutist certificate with 'D' endorsement ([chapter 4.5](#));
- (2) For tandem descents, holders of commercial parachutist certificates are subject to the currency and continuing competency requirements of the Tandem Master rating ([chapter 8.6](#)).
- (3) Refer to [chapter 2.8](#) of this manual for guidance on demonstrating competency and revalidating lapsed parachutist certificates and ratings.

¹ CAR 115.577

6 TEMPORARY PARACHUTIST CERTIFICATE

Temporary parachutist certificates are short-term sport/recreational licences for experienced parachutists who hold valid parachutist certificates/licences from other organisations.

A temporary parachutist certificate is **only** valid in conjunction with a current, up to date certificate from a non NZPIA parachute organisation.

6.0.1 Privileges, Limitations and Responsibilities

- (1) Successful applicants will be granted the privileges of an NZPIA endorsement equivalent to their non-NZPIA qualification, or
- (2) If a non-NZPIA endorsement does not meet (or exceed) the FAI or NZPIA's requirements for the endorsement of the same name, then –
 - (a) The privileges of a lower NZPIA endorsement may be granted (e.g. if a participant has a non-NZPIA 'B' endorsement but has done fewer than 50 jumps, they may be granted an NZPIA 'A' endorsement instead), or
 - (b) They may be permitted to jump as a student, under the supervision of an instructor, until they can meet the requirements of an NZPIA certificate/endorsement.
- (3) Temporary parachutist certificates are valid for 90 days from the date of issue.
- (4) Holders of temporary parachutist certificates are not permitted to exercise the privileges of any ratings.
- (5) Refer to [chapter 2.5](#) of this manual for responsibilities of all NZPIA documents.

6.0.2 Prerequisites and Assessment Criteria

To be eligible for a temporary parachutist certificate, applicants must fulfil all the following requirements –

- (1) Hold a valid certificate/licence from a recognised parachute organisation;
- (2) Provide evidence to an appropriately authorised NZPIA assessor that their skills, experience and currency meet or exceed the requirements of the FAI equivalent NZPIA document sought;
 - (a) Refer to [chapter 4](#) and its subchapters for specific skill, experience and currency requirements for each NZPIA endorsement;
- (3) Successfully complete the online application, including the Fit and Proper Person declaration (see [chapter 2.2](#));
- (4) Pay the applicable fee.

7 PARACHUTE TECHNICIAN (PT) CERTIFICATES

7.1 GENERAL INFORMATION

- (1) A parachute technician (PT) certificate is required to pack reserve or emergency parachutes, install AADs, or carry out repairs to parachute equipment.¹
- (2) There are three levels of parachute technician certificate:
 - (a) Parachute technician (Reserve Packer),
 - (b) Senior parachute technician (Minor Repairs),
 - (c) Master parachute technician (Major Repairs).

7.2 PRIVILEGES AND LIMITATIONS

7.2.1 All Parachute Technicians

Holders of valid PT certificates are authorised for all the following –

- (1) Inspect, assemble and pack parachute assemblies, and certify serviceability;
- (2) Install AADs in harness/container assemblies, and inspect, maintain and certify serviceability of AADs as permitted by manufacturers' instructions;
- (3) Carry out hand-tacking and hand-sewing as necessary for the routine maintenance of parachutes;
- (4) Supervise and assist other persons fulfilling the practical requirements of the PT certificate;
- (5) Carry out all other functions permitted or required by NZPIA procedures to be carried out by a PT.

7.2.2 Senior Parachute Technicians

Holders of valid senior PT certificates are authorised for all the following –

- (1) All the privileges of the basic PT certificate;
- (2) Carry out minor machine-sewing repairs that will not affect the serviceability, flight characteristics or TSO of the equipment;
- (3) Carry out minor non-sewing work that will not affect the serviceability, flight characteristics or TSO of the equipment;
- (4) Supervise and assist others fulfilling the practical requirements of the Senior PT certificate.

7.2.3 Master Parachute Technicians

Holders of valid master PT certificates are authorised for all the following –

- (1) All the privileges of the basic and senior PT certificates;
- (2) Carry out modifications and major repairs to parachute equipment;
- (3) Supervise and assist others fulfilling the practical requirements of the master PT certificate.

¹ CAR 105.51 and 105.55(1)

7.3 RESPONSIBILITIES

In addition to the responsibilities for all NZPIA document holders found in [chapter 2.5](#) of this manual, parachute technicians are also responsible for maintaining their knowledge of and compliance with the NZPIA's mandatory procedures for equipment inspection, service and/or repair, as applicable.

7.4 PREREQUISITES AND ASSESSMENT CRITERIA

The main reference sources for parachute technician certification assessment are all the following –

- (1) The manufacturers' instructions for the equipment being serviced;
- (2) "The Parachute Manual" by Dan Poynter (latest revision);
- (3) The FAA's AC65-5b "Parachute Rigger's Handbook" (latest revision);
- (4) This manual;
- (5) All applicable CARs.

7.4.1 All Parachute Technicians

To be eligible for any PT certificate, the applicant must fulfil all the following requirements –

- (1) Be at least 18 years old;
- (2) Have packed at least twenty reserve or emergency parachutes in common use, under supervision of a certified PT, including –
 - (a) A least ten must be of the 'ram air' type; and
 - (b) At least five should be round.
 - (c) Candidates who have packed fewer than five round reserve or emergency parachutes may still apply for the certificate, but with a 'ram air only' limitation.
- (3) Pass the NZPIA exams applicable to the certificate (written, oral and/or practical as applicable);
- (4) Have their work assessed as acceptable by an appropriately authorised PT assessor;
 - (a) All assessments and work carried out under supervision must be documented in accordance with the requirements in [chapter 2.9.2](#);
- (5) Submit the appropriate application and a satisfactory Fit and Proper Person declaration ([chapter 2.2](#));
- (6) Pay the applicable fee.

7.4.2 Senior Parachute Technicians

To be eligible for a senior PT certificate, the applicant must fulfil all the following requirements –

- (1) Meet the prerequisites for all PTs;
- (2) Demonstrate competency with minor repair techniques (hand- and machine-sewing) to an appropriately authorised PT assessor, the assessment to be documented in accordance with the requirements in [chapter 2.9.2](#).

7.4.3 Master Parachute Technicians

To be eligible for a master PT certificate, the applicant must fulfil all the following requirements –

- (1) Meet the prerequisites for all PTs and senior PTs;
- (2) Have held a valid NZPIA senior PT certificate or non-NZPIA equivalent for the previous three years;
- (3) Have packed at least 100 reserve or emergency parachutes, either as a PT/senior PT or under supervision of a PT/senior PT;
- (4) Demonstrate competency with major repair techniques to an appropriately authorised PT assessor, the assessment to be documented in accordance with the requirements in [chapter 2.9.2](#).

7.5 PARACHUTE TECHNICIAN CURRENCY AND CONTINUING COMPETENCY

7.5.1 All Parachute Technicians

- (1) A PT must not exercise the privileges of their PT certificate unless they have –
 - (a) In the previous 12 months, packed or supervised the packing of at least twelve (12) emergency or reserve parachutes; and
 - (b) In the previous two years –
 - (i) Passed the NZPIA PT proficiency test, and
 - (ii) Packed at least one reserve or emergency parachute under the direct supervision of another PT, or supervised another PT in packing at least one reserve or emergency parachute. These “buddy checks” should be documented in accordance with the requirements in [chapter 2.9.2](#).
- (2) A declaration is required annually, on renewal of each PT’s NZPIA affiliation, certifying that they meet the currency and continuing competency requirements of their certificate.

7.5.2 Senior and Master Parachute Technicians

In addition to the currency and continuing competency requirements for all PTs, senior and master PTs must also keep their repair skills and knowledge of industry standards current.¹

- (1) Senior / master PTs must not carry out any repairs unless they have, in the previous two years –
 - (a) Demonstrated continued competency in minor or major repair (as applicable to the PT’s level of certification) to the holder of an equivalent or higher PT certificate, documented in accordance with the requirements in [chapter 2.9.2](#).

¹ NOTE: Senior and master PTs who do not meet the packing currency requirements may continue to exercise their repair privileges, provided they continue to meet the repair currency requirements.

7.5.3 Revalidating a Lapsed PT Certificate

- (1) To revalidate a lapsed PT certificate, the PT must complete one of the following, depending on when the currency lapsed –
 - (a) Where the PT was current within the previous six months, s/he must successfully complete the NZPIA PT proficiency test and demonstrate competency in reserve or emergency parachute packing and/or minor or major repairs (as applicable to the PT's level of certification) to the holder of an equivalent or higher PT certificate.
 - (b) Where the PT has not been current in the previous six months, s/he must successfully complete refresher training conducted by an appropriately authorised PT assessor. The refresher training must include the NZPIA PT proficiency test and any practical requirements the assessor deems appropriate.
- (2) All assessments and work carried out under supervision must be documented in accordance with the requirements in [chapter 2.9.2](#).

7.6 LOGBOOKS AND RECORDS

- (1) PTs must record all of the following, in a PT logbook or suitable alternative, for each packing or maintenance activity they carry out or supervise, and keep those records for at least five years –
 - (a) Identifying details of the parachute/component (make, model, serial no. as applicable);
 - (b) The name of the parachute/component's owner;
 - (c) A short description of the work carried out;
 - (d) The date and location the work was carried out.
- (2) For packing and maintenance carried out under supervision, the logbook entry must be certified by the supervising PT (see [chapter 2.9.2](#)).
- (3) In addition, all the following must be documented as part of the maintenance record belonging to the equipment –
 - (a) The make, model, serial number and date of manufacture of the reserve canopy, the harness/container assembly, and the AAD (if fitted);
 - (b) The name of the assembly's owner;
 - (c) A short description of the work carried out, including any Airworthiness Directives or Service Bulletins addressed and any defects rectified;
 - (d) The instructions or technical data the work was done in accordance with.
 - (e) Details of any *critical component** fitted (i.e. part no./serial no./DOM as applicable);
 - (f) The date and location where the maintenance was completed;
 - (g) The name, signature and certificate/approval number of the certificated PT.
NOTE: if the PT who did the work does not hold the appropriate certificate, the supervising PT must sign the maintenance record.
- (4) By signing the maintenance record following inspection/packing/maintenance, the parachute technician is certifying that, in respect of the work carried out –
 - (a) The equipment is airworthy and serviceable; and

- (b) They were suitably qualified and current at the time the work was carried out; and
 - (c) The work was carried out in accordance with NZPIA standards and procedures.
- (5) The above can be recorded on the log card supplied with the equipment, or as a separate record and a copy given to the operator of the equipment. Where a separate record is used, this must be noted on the packing card.
- (6) All records must accurately reflect the work carried out and/or materials used, and be written legibly in ink or by some other permanent means.

** **N.B.** The NZPIA defines “critical component” as any part of the assembly covered by its TSO/ approval, as well as AADs. Main parachutes and other uncertified parts are not considered critical components.*

8 TANDEM MASTER RATING

A tandem master (TM) rating is required to take passengers on tandem jumps. TM ratings are only valid in conjunction with at least one equipment type rating.

8.1 PRIVILEGES, LIMITATIONS AND RESPONSIBILITIES

8.1.1 Privileges

Holders of tandem master ratings are authorised to carry out tandem descents as the tandem master, on the type(s) of equipment for which they hold a type rating (see [chapter 8.5](#), next page).

8.1.2 Limitations

- (1) Tandem descents for hire and reward may only be carried out under the authority of a valid CAR 115 certificate, and the tandem master must also hold a valid NZPIA commercial parachutist certificate and a medical certificate acceptable to the Director of Civil Aviation.
- (2) Holders of NZPIA tandem master ratings are not permitted to carry out tandem descents with equipment types they are not rated on, EXCEPT under the supervision of a tandem I/E when the purpose is training for the issue of that type rating

8.1.3 Responsibilities

In addition to the responsibilities of all NZPIA document holders found in [chapter 2.5](#), holders of NZPIA tandem master ratings are also responsible for all of the following –

- (1) Providing instruction to tandem passengers covering all aspects of the intended descent.
- (2) Ensuring tandem passengers comply with their obligations under the Civil Aviation Act and Rules.
- (3) Maintaining the safety of tandem passengers throughout the descent.

8.2 PREREQUISITES FOR RATING ISSUE

To be eligible for an NZPIA tandem master rating, applicants must meet all the following –

- (1) Be at least 18 years old;
- (2) Hold a valid NZPIA parachutist certificate with 'D' endorsement or commercial parachutist certificate;
- (3) Hold a valid medical certificate acceptable to the Director of Civil Aviation;
- (4) Have been active in the parachuting industry for a minimum of two years since their first training jump [NOTE: to be considered a training jump, it must be logged as a training jump];
- (5) Have completed at least 750 freefall descents;
- (6) Have completed at least 50 descents and accumulated at least 30 minutes of freefall time in the previous 12 months;
- (7) Pass a practical assessment at least equivalent to the one outlined in [chapter 8.7](#), conducted by an appropriately authorised NZPIA tandem instructor/examiner or instructor assessor;
- (8) Pass the NZPIA exams applicable to the assessment, including any equipment-specific exams;

- (9) Submit the appropriate application including a satisfactory Fit and Proper Person declaration (see [chapter 2.2](#));
- (10) Pay the applicable fee(s).

8.3 NON-NZPIA TANDEM RATING CROSS CREDIT

Non NZPIA-issued tandem ratings may be submitted to the delegation holder for consideration as substitutes for some of the practical assessment requirements of the NZPIA tandem master rating. The applicant must also supply any other evidence that the delegation holder requests.

8.3.1 Minimum Requirements for Cross Credit

At a minimum, non-NZPIA tandem masters wishing to cross-credit their rating must fulfil all the following requirements –

- (1) Have completed a minimum of 1000 freefall descents, and
 - (a) Have completed at least 500 tandem descents, or
 - (b) Have completed at least 250 tandem descents within the last 12 months
- (2) Meet the NZPIA's currency requirements for tandem masters;
- (3) Pass the NZPIA exams applicable to the rating;
- (4) Satisfactorily complete a competency assessment at least equivalent to the one outlined in [chapter 8.7.3](#), administered by an appropriately authorised NZPIA tandem instructor/examiner or instructor assessor.

8.4 PROFICIENCY JUMPS FOLLOWING RATING ISSUE

Following tandem master training and rating issue, tandem masters must –

- (1) Complete at least five tandem descents with a passenger holding a minimum of a parachutist certificate with 'B' endorsement, under the supervision of a tandem instructor/examiner or instructor assessor, before carrying uncertificated passengers; and
- (2) Complete a further 15 tandem descents under the supervision of an NZPIA tandem master who has no limitations on their rating; and
- (3) Pass an NZPIA proficiency test on completion of the proficiency jumps.
- (4) All proficiency jumps must be documented in accordance with the requirements in [chapter 2.9.2](#).

8.5 EQUIPMENT TYPE RATINGS ¹

Type ratings are available for equipment types in common use, including Vector 2, Sigma and Strong. Type ratings may be obtained by –

- (1) Being instructed on the performance characteristics and correct operation, packing and emergency procedures of the equipment by an NZPIA tandem instructor/examiner (I/E) who has that type rating; and

¹ CAR 115.307 and 115.311

- (2) Passing the NZPIA exam for the type; and
- (3) Paying the applicable fee.
- (4) The I/E is to certify the successful attainment of the type rating(s) in the candidate's logbook.
- (5) Holders of type ratings issued by the equipment manufacturer may apply directly to the NZPIA CEO for recognition of those ratings, provided they meet the currency requirements for that type.
- (6) On successful completion of the type rating(s) or recognition of a manufacturer's type rating, the holder may apply to the NZPIA to have the type rating endorsed on their NZPIA certificate. A fee may be payable for reissue of the certificate.

8.6 TANDEM MASTER CURRENCY AND CONTINUING COMPETENCY

Holders of NZPIA tandem master ratings must –

- (1) Have carried out, as tandem master, at least 25 tandem descents in the preceding 12 months, including at least ten on each equipment type s/he is exercising a type rating on; and
- (2) Have carried out, as tandem master, at least one tandem descent on each relevant equipment type in the preceding 90 days; and
- (3) Hold a current and valid medical certificate acceptable to the Director of Civil Aviation; and
- (4) Complete an annual competency check at least equivalent to that described in CAR 115.353(4), documented in accordance with the requirements in [chapter 2.9.2](#).
- (5) A declaration is required on renewal of each tandem master's NZPIA affiliation, certifying that they meet the currency and continuing competency requirements of their rating(s).

8.6.1 Revalidating a Lapsed Tandem Master Rating

To revalidate a lapsed TM rating, the tandem master must meet the currency requirements of their endorsement and complete one of the following, depending on when the last tandem descents were carried out –

- (1) Where the tandem master has not performed a tandem jump within the preceding 90 days, they must complete one tandem descent with a parachutist holding a minimum of a 'B' endorsement, under the supervision of a tandem I/E.
- (2) Where the tandem master has not performed a tandem jump within the preceding 180 days, they must complete three tandem descents with a parachutist holding a minimum of a 'B' endorsement, under the supervision of a tandem I/E.
- (3) Where the tandem master has not performed a tandem jump in the previous two years, they must first meet a currency requirement of 25 solo jumps and 12.5 minutes of freefall time within the last six months, and then undergo a tandem master assessment ([chapter 8.7](#)) by an appropriately authorised tandem I/E or instructor assessor, including all the required exams and proficiency jumps following rating issue ([chapter 8.4](#))
- (4) Re-currency jumps and refresher training must be documented in accordance with the requirements in [chapter 2.9.2](#).

8.7 ASSESSMENT CRITERIA

- (1) The main reference sources for tandem master assessment are the latest revisions of the equipment manufacturers' manuals, this manual, and applicable CARs.
- (2) The minimum tandem master assessment includes demonstrated competency to an appropriately authorised tandem instructor assessor in all the following areas:
 - (a) Tandem equipment familiarity, packing and maintenance (type-specific);
 - (b) Passenger briefings;
 - (c) Passenger gear-up and pre-jump gear checks;
 - (d) Exit and aircraft procedures, including aircraft emergencies;
 - (e) Freefall skills;
 - (f) Training jumps – practical assessment (see [8.7.1](#), below);
 - (g) General canopy control skills, post canopy-opening and landing procedures (see [8.7.2](#));
 - (h) Malfunctions and emergencies;
 - (i) Knowledge of administration and regulations, including rating limitations and currency requirements.
- (3) Assessment results must be documented in accordance with the requirements in [chapter 2.9.2](#).

8.7.1 Freefall Section

All of the following must be carried out under the supervision of the tandem instructor assessor:

- (1) A solo, familiarisation jump with the equipment type to be used for further assessments; (If the candidate does not meet the minimum exit weight requirement as prescribed by the manufacturer, the tandem instructor assessor may act as passenger for this task, or ballast may be added)
- (2) A jump in the passenger position with a current Tandem Master;
- (3) A stable exit and heading control;
- (4) Alternating 360 degree turns in drogue fall;
- (5) An unstable exit, regaining stability within 10 seconds;
- (6) A tandem-terminal jump demonstrating heading control and alternating 360 degree turns;

All of the tasks as described in 8.7.1 should be completed within a minimum of five, and maximum of eight assessment jumps. If a candidate is unable to complete the assessment in those jumps, they are required to perform at least 100 solo descents prior to being assessed again from the start. The solo jump and jump in passenger position are not required for recurrency assessments.

8.7.2 Canopy Control Section

All the following proficiency tasks must be carried out under the supervision of the assessor but without assessor assistance. The tasks may be completed at any stage of the training or proficiency jumps following rating issue.

- (1) Sweet Spot
 - (a) Release brakes, check canopy
 - (b) Identify flight line, orient to landing area
 - (c) Adjust passenger, staged flare
 - (d) Pattern, straight-in approach

- (2) Stall & Flare Technique
 - (a) Full brakes 8–10 sec → stall
 - (b) Return to full flight, observe surge
 - (c) Two-stage flare, lean back
 - (d) Stop by 2,000 ft
 - (e) Identify turbulent areas

- (3) Flight Cycle & Half Braked Flares
 - (a) $\frac{3}{4}$ brakes 8–10 sec, then full flight
 - (b) $\frac{1}{2}$ brakes 3–4 sec, dynamic flare
 - (c) Stop by 2,000 ft
 - (d) Assess lift/sink

- (4) Turn Recovery to Flare
 - (a) 90° turn → 180° opposite
 - (b) Neutralize, symmetrical flare
 - (c) Repeat both sides
 - (d) Stop by 3,000 ft

- (5) Sink / Surge & Sashay
 - (a) $\frac{3}{4}$ brakes → surge, flare after 4–5 sec
 - (b) Add 90° turns before surge
 - (c) Stop by 2,000 ft

- (6) Flat Turns & Half Braked Approach
 - (a) Observe traffic
 - (b) 45° flat turns, flare after each turn
 - (c) Half-braked approach, resume full flight no lower than 200 ft

- (7) Stacking & Communication
 - (a) Compare descent rates
 - (b) Hold $\frac{1}{2}$ brakes to create separation
 - (c) Pass on level canopy by using descent rate increasing turns
 - (d) Order by 2,000 ft

- (8) Penetration Checks & Crabbing
 - (a) Full flight to check penetration
 - (b) Crab right & left
 - (c) Disconnect RSL, stop by 1,500 ft

The candidate must demonstrate the ability to land within 50 meters of a target on all the canopy proficiency jumps.

N.B. The Assessor must be able to re-take control of flying the parachute at all times during the assessment descents.

8.7.3 Non-NZPIA Tandem Rating Cross Credit Assessment Criteria

The minimum assessment for non-NZPIA tandem rating cross credit includes competency in all the following areas, demonstrated to an appropriately authorised tandem I/E or Tandem instructor assessor –

- (1) Ground based evaluation of the candidate’s knowledge of the equipment, emergency procedures, passenger briefing and gear-up, in-aircraft safety, and rules/regulations;
- (2) In-air evaluation of the candidate’s tandem exit, tandem freefall, tandem canopy control and tandem landing skills.
- (3) The examiner must be satisfied that the candidate has the knowledge and skills to pass the full assessment for new tandem master rating issue should they be required to, without preparation, and that safety will not be compromised by the candidate not undergoing the full assessment.
- (4) Assessment results must be documented in accordance with the requirements in [chapter 2.9.2](#).

N.B. Prior to carrying out any training or assessment jumps under the NZPIA, all candidates must have an NZPIA parachutist certificate; and

There must be a current, rated NZPIA tandem master on all tandem jumps, so anyone acting as passenger on training or assessment jumps must hold a valid NZPIA tandem master rating until such time as the candidate has been issued their own NZPIA tandem master rating.

9 TANDEM INSTRUCTOR/EXAMINER (I/E) RATING

9.1 PRIVILEGES, LIMITATIONS AND RESPONSIBILITIES

9.1.1 Privileges

Holders of tandem I/E ratings are authorised for all the following –

- (1) Carry out assessments of non-NZPIA tandem master ratings for the purpose of cross-crediting those ratings to NZPIA tandem master ratings (see [chapter 8.3](#));
- (2) Carry out tandem master equipment type training and assessments (see [chapter 8.5](#));
- (3) Carry out tandem master revalidation and competency checks (see [chapter 8.6](#));
- (4) Carry out tandem master re-currency training and assessments (see [chapter 8.6.1](#));
- (5) Administer and supervise commercial parachutist certificate exams, and certify information on applications for those certificates (see [chapter 5](#));
- (6) Administer and supervise the NZPIA High Altitude Descent Course ([chapter 14.2](#));
- (7) All other functions permitted or required by NZPIA procedures to be carried out by a tandem I/E.

9.1.2 Limitations

- (1) The holder of a tandem I/E rating is not permitted to carry out tandem master initial training or assessments, except under the supervision of an appropriately authorised tandem instructor assessor.
- (2) The certificate may be issued with limitations related to specific privileges or equipment types.

9.1.3 Responsibilities

In addition to the responsibilities of all NZPIA document holders found in [chapter 2.5](#), holders of tandem instructor/examiner ratings are responsible for all of the following –

- (1) Carrying out assessments of non-NZPIA tandem masters' skills, experience and qualifications in accordance with the assessment criteria for tandem master ratings in [chapter 8](#);
- (2) Instructing tandem masters transitioning from one equipment type to another in accordance with the equipment manufacturer's instructions and NZPIA's standards and procedures;
- (3) Carrying out tandem master and tandem I/E competency checks, re-currency and refresher training in accordance with NZPIA's standards and procedures;
- (4) Administering and marking exams in accordance with the procedures in [chapter 2.6](#);
- (5) Carrying out all training and assessments in accordance with the procedures in chapters [2.7](#) and [2.8](#), as applicable.
- (6) Ensuring all training and assessments they carry out are properly documented in accordance with the procedures in [chapter 2.9.2](#);
- (7) Certifying applications for tandem master ratings and equipment type ratings, and ensuring candidates have met all the requirements in respect of those applications;

- (8) Providing instruction and assistance to tandem masters and parachute packers in the packing of tandem main canopies and pre-jump equipment checks.

9.2 PREREQUISITES FOR RATING ISSUE

Applicants for tandem instructor/examiner ratings must meet all the following prerequisites –

- (1) Have held a valid tandem master rating for at least the previous two years;
- (2) Hold a valid instructor rating, or have passed the NZPIA BIT course within the previous two years, or have other instructional experience or training acceptable to the delegation holder;
- (3) Have done a minimum of 1000 tandem descents;
- (4) Pass a practical assessment at least equivalent to the one outlined in [chapter 9.4](#), conducted by an appropriately authorised tandem instructor assessor;
- (5) Pass the NZPIA tandem instructor/examiner exam;
- (6) Submit the appropriate application including a satisfactory FPP declaration ([chapter 2.2](#));
- (7) Pay the applicable fee(s).

9.3 TANDEM INSTRUCTOR/EXAMINER CURRENCY AND CONTINUING COMPETENCY

- (1) Instructor/examiners must not exercise the privileges of their I/E ratings unless they have –
 - (a) During the previous 12 months, been actively exercising the privileges of their tandem I/E ratings; and
 - (b) In the previous two years –
 - (i) Passed the NZPIA tandem I/E proficiency test; and
 - (ii) Demonstrated continued competency in the responsibilities of the tandem I/E rating to another I/E, documented in accordance with the requirements in [chapter 2.9.2](#); or
 - (iii) Participated in a relevant industry event such as a conference, course, seminar/webinar, or symposium acceptable to the NZPIA CEO.
- (2) A declaration is required on renewal of each tandem I/E's NZPIA affiliation, certifying that they continue to meet the currency and continuing competency requirements of the rating.

9.3.1 Revalidating a Lapsed Tandem I/E Rating

- (1) To revalidate a lapsed tandem I/E rating, the I/E must complete refresher training conducted by an appropriately authorised tandem instructor assessor and be evaluated as still competent to hold the rating.
- (2) Refresher training must be documented in accordance with the requirements in [chapter 2.9.2](#).

9.4 ASSESSMENT CRITERIA

- (1) The main reference sources for tandem instructor/examiner assessment are the latest revisions of the equipment manufacturers' manuals, this manual, and applicable CARs.
- (2) The minimum tandem instructor/examiner assessment includes all the following areas:

Administrative requirements

- (a) Documents check to ensure the candidate meets the NZPIA criteria (logbook, training records, prior experience, currency, other qualifications, etc.)
- (b) Knowledge of NZPIA procedures relevant to a tandem I/E's duties and responsibilities, including rating limitations and documentation requirements.

Practical requirements – demonstrated competency in all the following areas:

- (c) Instructional techniques (How do they teach? Are their methods effective?)
 - (d) Knowledge of the tandem equipment, including performance characteristics, packing and maintenance requirements (type-specific)
 - (e) Teaching malfunction and emergency procedures (type-specific)
 - (f) Evaluating a tandem master for cross-credit of a non-NZPIA tandem rating (can be simulated, i.e. role play)
 - (g) Instructing a tandem master in transitioning from one equipment type to another (can be simulated, i.e. role play)
 - (h) Giving refresher training to a tandem master whose rating has lapsed (can be simulated, i.e. role play).
- (3) Assessment results must be documented in accordance with the requirements in [chapter 2.9.2](#).

10 COACH RATING

10.1 PRIVILEGES AND LIMITATIONS OF THE RATING

An NZPIA Coach rating is a stepping-stone to the NZPIA Jumpmaster/Instructor and Tandem Instructor Examiner ratings.

10.1.1 Privileges

Holders of NZPIA Coach Ratings are authorised for all the following –

- (1) Conduct coaching in the following:
 - (a) Equipment familiarisation and packing
 - (b) Emergency procedures
 - (c) Basic freefall skills
 - (d) Basic canopy control, accuracy, obstacle avoidance and landing emergencies
 - (e) Other skills required for parachutists' progression from Student, authorised for solo descents, to A endorsement.
- (2) Conduct refresher training and supervise re-currency jumps for certificated skydivers

10.1.2 Limitations

All coaching with students must be conducted under the supervision of a current and appropriately rated NZPIA Instructor.

Coaching students is only permitted when the student has been cleared for solo descents by an appropriately rated NZPIA Instructor.

Other limitations at the discretion of the NZPIA CEO.

10.2 DUTIES AND RESPONSIBILITIES OF THE RATING

In addition to the responsibilities of all NZPIA document holders found in [chapter 2.5](#), Coaches are responsible for the safety of participants who are under their supervision. Specific duties include all of the following –

- (1) Ascertaining meteorological conditions are within acceptable limits for the activity to be carried out;
- (2) Evaluating trainees' abilities and ascertaining they have:
 - (a) Demonstrated knowledge and competence in all aspects required to make the descent safely;
 - (b) Been fitted with all the correct and appropriate equipment and such equipment is configured correctly to allow the trainee to make the descent safely;
- (3) Ensuring trainees under their supervision comply with the NZPIA's procedures and equipment requirements, including those specific to student parachutists, if applicable;
- (4) Ascent/descent duties include all the following –
 - (a) Conducting pre-jump briefings and equipment checks.
 - (b) Supervising trainees in the aircraft during the climb to altitude and spotting.

- (c) Assisting trainees and assessing their abilities during freefall.
 - (d) Conducting post-jump debriefing.
 - (e) Logging/certifying jumps in trainees' skills progressions in their parachutist's logbook.
- (5) Carrying out all coaching and assessments in accordance with NZPIA standards and procedures and all applicable NZCARs.
- (6) Ensuring all coaching and assessments they carry out are properly documented in accordance with NZPIA procedures (see [Chapter 2.9.2](#));
- (7) A Coach's signature on an entry in a trainee's logbook / training record is certifying that –
- (a) The information recorded is true and correct to the best of the Coach's knowledge; and
 - (b) The Coach is suitably qualified and current at the time of the entry; and
 - (c) The activity recorded was carried out in accordance with NZPIA's standards and procedures.

10.3 PREREQUISITES FOR RATING ISSUE

Applicants for a coach rating must meet all the following prerequisites –

- (1) Be at least 18 years old;
- (2) Hold a minimum of an NZPIA Parachutist Certificate with C Endorsement;
- (3) Have been active in the sport/industry for at least the previous 12 months since their first training jump [NOTE: to be considered a training jump, it must be logged as a training jump];
- (4) Have documented evidence of a minimum of two hours of freefall time;
- (5) Have completed at least 50 jumps and 30 minutes of freefall time in the preceding 12 months;
- (6) Have completed an NZPIA-accepted Basic Instructional Techniques Course within the preceding 2 years, or have other instructional experience or education acceptable to the NZPIA CEO;
- (7) Have a practical assessment at least equivalent to the one outlined in [chapter 10.6.2](#), conducted by an NZPIA Instructor or Instructor Assessor;
- (8) Pass the NZPIA exams applicable to the assessment;
- (9) Submit the appropriate application including a Fit and Proper Person declaration (see [Chapter 2.2](#));
- (10) Pay the applicable fee(s).

10.4 NON-NZPIA COACH RATING CROSS CREDIT

Non-NZPIA coach ratings may be submitted to the NZPIA CEO for consideration as substitutes for some of the practical assessment requirements of the NZPIA coach rating. The applicant must also supply any other evidence that the assessor or CEO requests.

10.4.1 Minimum Requirements for Cross Credit

At a minimum, non-NZPIA coaches wishing to cross-credit their rating must fulfil all the following requirements –

- (1) Have completed a minimum of 100 training descents, or have completed a minimum of 50 training descents within the last year;
- (2) Meet the NZPIA's currency requirements for coaches;
- (3) Pass the NZPIA exams applicable to the rating;
- (4) Satisfactorily complete a competency assessment at least equivalent to that outlined in [chapter 10.6](#), administered by an NZPIA Instructor or Instructor Assessor.

10.5 COACH CURRENCY & ONGOING COMPETENCY

- (1) Coaches must not exercise the privileges of their Coach ratings unless they have –
 - (a) Carried out at least twelve coaching descents or ground evaluations in the previous twelve months, including six in the previous six months; and
 - (b) Carried out at least 50 parachute jumps in the previous 12 months; and
 - (c) Passed the applicable NZPIA proficiency exam in the previous two years.
- (2) A declaration is required on renewal of each coach's NZPIA affiliation, certifying that they continue to meet the above currency and ongoing competency requirements.

10.5.1 Renewal of a Lapsed Coach Rating

- (1) Coaches who do not meet the ongoing competency requirements above must –
 - (a) Have completed at least 50 parachute descents in the previous 12 months; and
 - (b) Complete refresher training conducted by an NZPIA Instructor and be evaluated by the Instructor as still suitable to hold the rating.
- (2) Coaches who have not conducted any training descents or ground evaluations in the previous 12 months must complete refresher training conducted by an NZPIA Instructor.
- (3) Refresher training must be documented in accordance with the requirements in [chapter 2.9.2](#)

10.6 ASSESSMENT CRITERIA

- (1) The minimum coach assessment includes demonstrated competency in all the following areas –
 - (a) NZPIA regulations;
 - (b) Duties, responsibilities, privileges and limitations of a coach;
 - (c) Basic instructional techniques;
 - (d) Equipment knowledge;
 - (e) Pre-jump briefing and ground training;
 - (f) Pre-boarding and pre-jump equipment inspections;
 - (g) Problem solving and freefall emergency procedures;
 - (h) Canopy control and landing emergency procedures;
 - (i) Practical coaching skills;
 - (j) Post jump debriefing and corrective training.

- (2) Assessment results must be documented in accordance with the requirements in [chapter 2.9.2](#)

10.6.1 Ground Section

The assessment must cover at least all the following (a passing grade must be achieved in each area of practical assessment) –

- (1) A practical demonstration on equipment familiarisation;
- (2) Presentation of a briefing of at least one freefall coaching descent;
- (3) A demonstration of refresher training for freefall emergencies and parachute malfunctions;
- (4) A ground training session on canopy control and landing emergencies.

10.6.2 Practical Section

- (1) At least two descent assessments by an NZPIA Instructor or Instructor Assessor acting as the trainee, including at least–
 - (a) Levels control
 - (b) Approaching and docking
 - (c) Tracking
- (2) Each of the above practical coach assessments must include all the following –
 - (a) Briefing the descent;
 - (b) Checking the trainee’s equipment;
 - (c) Correct aircraft and exit procedures;
 - (d) Monitoring the trainee’s performance;
 - (e) Debriefing the trainee’s performance on completion of the descent.
- (3) A passing grade must be achieved on both assessment jumps.

10.6.3 Non-NZPIA Coach Rating Cross Credit Assessment Criteria

The minimum assessment for non-NZPIA coach rating cross credit includes demonstrated competency in all the following areas –

- (1) Ground based evaluation of the candidate’s knowledge of relevant equipment, gear-checks, in-aircraft safety, and rules/regulations;
- (2) In-air evaluation of the candidate’s freefall and canopy control skills as they relate to coaching.
- (3) The Instructor must be satisfied that the candidate has the knowledge and skills to pass all the in-air assessments, should they be required to, without preparation, and that safety will not be compromised by the candidate not undergoing the full assessment.
- (4) Assessment results must be documented in accordance with the requirements in [chapter 2.9.2](#)

NB: Prior to carrying out any assessment jumps under the NZPIA, the candidate must hold an NZPIA Parachutist Certificate.

10.6.4 Terminal Objectives

To be successful in gaining an NZPIA Coach rating, candidates must receive a satisfactory score on each of the below assessments:

- (1) Written examination on NZPIA regulations
- (2) Written examination on Coach duties, responsibilities, and procedures
- (3) Practical Coach assessments (groundwork)
- (4) Freefall assessment of two descents

11 ADVANCED COACH RATING

11.1 PRIVILEGES AND LIMITATIONS OF THE RATING

An NZPIA Advanced Coach rating is a discipline specific coach rating. An advanced coach can have a single or multiple discipline coach rating. The disciplines covered by this rating includes:

1. Formation Skydiving (Flat Flying)
2. Freeflying
3. Wingsuit Flying
4. Canopy Piloting

11.1.1 Privileges

Holders of NZPIA Advanced Coach Ratings are authorised to Conduct discipline specific coaching in the following:

- (a) Equipment familiarisation and packing;
- (b) Emergency procedures;
- (c) Advanced freefall skills;
- (d) Basic and high performance canopy control, accuracy, obstacle avoidance and landing emergencies (Canopy Piloting Coach only);
- (e) Other skills required for parachutists' progression to achieving an NZPIA discipline specific crest. (NZPIA S&P Manual Chapter 5)

11.1.2 Limitations

All coaching with students must be conducted under the supervision of a current and appropriately rated NZPIA Instructor.

Other limitations at the discretion of the NZPIA CEO.

11.2 DUTIES AND RESPONSIBILITIES OF THE RATING

In addition to the responsibilities of all NZPIA document holders found in [chapter 2.5](#), Advanced Coaches are responsible for the safety of participants who are under their supervision. Specific duties include all of the following –

- (1) Ascertain meteorological conditions are within acceptable limits for the activity to be carried out;
- (2) Evaluating candidate's abilities and ascertain they have:
 - (a) Demonstrated knowledge and competence in all aspects required to make the descent safely;
 - (b) Been fitted with all the correct and appropriate equipment and such equipment is configured correctly to allow the candidate to make the descent safely;
- (3) Ensuring candidates under their supervision comply with the NZPIA's procedures and equipment requirements, including those specific to the discipline they are being coached in;

- (4) Ascent/descent duties include all the following –
 - (a) Conducting pre-jump briefings and equipment checks.
 - (b) Supervising candidates in the aircraft during the climb to altitude and spotting.
 - (c) Assisting candidates and assessing their abilities during freefall.
 - (d) Conducting post-jump debriefing.
 - (e) Logging/certifying jumps and progression in candidate's parachutist's logbook.
- (5) Carrying out all coaching and assessments in accordance with NZPIA standards and procedures and all applicable NZCARs.
- (6) Ensuring all coaching and assessments they carry out are properly documented in accordance with NZPIA procedures (see [Chapter 2.9.2](#));
- (7) An Advanced Coach's signature on an entry in a candidate's logbook / training record is certifying that:
 - (a) The information recorded is true and correct to the best of the Advanced Coach's knowledge; and
 - (b) The Advanced Coach is suitably qualified and current at the time of the entry; and
 - (c) The activity recorded was carried out in accordance with NZPIA's standards and procedures.

11.3 PREREQUISITES FOR RATING ISSUE

Applicants for an Advanced Coach rating must meet all the following prerequisites –

- (1) Be at least 18 years old;
- (2) Hold a minimum of an NZPIA Parachutist Certificate with C Endorsement;
- (3) Have been active in the sport/industry for at least the previous 24 months since their first training jump [NOTE: to be considered a training jump, it must be logged as a training jump];
- (4) Have documented evidence of a minimum of four hours of freefall time;
- (5) Have completed at least 100 jumps and 60 minutes (Except Canopy Piloting Coaches) of freefall time in the preceding 12 months;
- (6) Have completed an NZPIA-accepted Basic Instructional Techniques Course within the preceding 2 years, or have other instructional experience or education acceptable to the NZPIA;
- (7) Have a practical assessment at least equivalent to the one outlined in [chapter 11.6.2](#), conducted by an NZPIA Advanced Coach Assessor, Instructor or Instructor Assessor;
- (8) Pass the NZPIA exams applicable to the assessment;
- (9) Submit the appropriate application including a Fit and Proper Person declaration (see [Chapter 2.2](#));
- (10) Pay the applicable fee(s).

11.4 NON-NZPIA ADVANCED COACH RATING CROSS CREDIT

Non-NZPIA advanced coach ratings may be submitted to the NZPIA CEO for consideration as substitutes for some or all the practical assessment requirements of the NZPIA coach rating. The applicant must also supply any other evidence that the CEO requests.

11.4.1 Minimum Requirements for Cross Credit

At a minimum, non-NZPIA coaches wishing to cross-credit their rating must fulfil all the following requirements –

- (1) Have completed a minimum of 100 training descents, or have completed a minimum of 50 training descents in the last year;
- (2) Meet the NZPIA's currency requirements for advanced coaches;
- (3) Pass the NZPIA exams applicable to the rating;
- (4) Satisfactorily complete a competency assessment at least equivalent to that outlined in [chapter 11.6](#), administered by an NZPIA Advanced Coach Assessor, Instructor or Instructor Assessor, and show discipline specific currency acceptable to the Delegation Holder.

11.5 ADVANCED COACH CURRENCY & ONGOING COMPETENCY

- (1) Advanced Coaches must not exercise the privileges of their Advanced Coach ratings unless they have –
 - (a) Carried out at least twelve coaching or instructional descents or ground evaluations in the previous twelve months, including six in the previous six months; and
 - (b) Carried out at least 100 parachute jumps in the previous 12 months; and
 - (c) During the last 12 months, have been actively involved in the specific discipline of their Advanced Coach ratings; and
 - (d) Passed the applicable NZPIA proficiency exam in the previous two years.
- (2) A declaration is required on renewal of each advanced coach's NZPIA affiliation, certifying that they continue to meet the above currency and ongoing competency requirements.

11.5.1 Renewal of a Lapsed Advanced Coach Rating

- (1) Advanced Coaches who do not meet the ongoing competency requirements above must –
 - (a) Have completed at least 100 parachute descents in the previous 12 months; and
 - (b) Complete refresher training conducted by an Advanced Coach Assessor, Instructor or Instructor Assessor and be evaluated as still suitable to hold the rating.
- (2) Advanced Coaches who have not conducted any training descents or ground evaluations in the previous 12 months must complete refresher training conducted by an Advanced Coach Assessor, Instructor or Instructor Assessor.
- (3) Refresher training must be documented in accordance with the requirements in [chapter 2.9.2](#).

11.6 ASSESSMENT CRITERIA

- (1) The minimum Advanced Coach assessment includes demonstrated Discipline specific competency in all the following areas –
 - (a) NZPIA regulations;
 - (b) Duties, responsibilities, privileges and limitations of an advanced coach;
 - (c) Basic instructional techniques;
 - (d) Equipment knowledge;
 - (e) Pre-jump briefing and ground training;
 - (f) Pre-boarding and pre-jump equipment inspections;
 - (g) Problem solving and freefall emergency procedures;
 - (h) Canopy control and landing emergency procedures (Canopy Piloting Advanced Coach only);
 - (i) Practical coaching skills;
 - (j) Post jump debriefing and corrective training.
- (2) Assessment results must be documented in accordance with the requirements in [chapter 2.9.2](#).

11.6.1 Ground Section

The assessment must cover at least all the following (a passing grade must be achieved in each area of practical assessment) –

- (1) A practical demonstration on equipment familiarisation;
- (2) Presentation of flight plan for Tracking/Angle, canopy piloting or wingsuit flight (Freefly, Canopy Piloting and Wingsuit Advanced Coach Rating);
- (3) Presentation of a briefing of at least two separate coaching descents;
- (4) A demonstration of debriefing and corrective briefing for a subsequent jump;

11.6.2 Practical Section

- (1) At least three descent assessments by an NZPIA Advanced Coach Assessor, Instructor or Instructor Assessor acting as the trainee, including at least–
 - (a) Spotting and flight plan/jump plan
 - (b) Levels control (Not Canopy Piloting)
 - (c) Approaching and docking (Not Canopy Piloting)
 - (d) Altitudes awareness in freefall and/or safe turn/decision making heights for canopy piloting
 - (e) Break off and Tracking (Not Canopy Piloting)
- (2) Each of the above practical coach assessments must include all the following –
 - (a) Briefing the descent;
 - (b) Checking the trainee's equipment;
 - (c) Correct aircraft and exit procedures;
 - (d) Monitoring the trainee's performance;
 - (e) Debriefing the trainee's performance on completion of the descent.
- (3) A passing grade must be achieved on both assessment jumps.

11.6.3 Non-NZPIA Advanced Coach Rating Cross Credit Assessment Criteria

The minimum assessment for non-NZPIA coach rating cross credit includes demonstrated competency in all the following areas –

- (1) Ground based evaluation of the candidate’s knowledge of relevant discipline, equipment, gear-checks, in-aircraft safety, and rules/regulations;
- (2) In-air evaluation of the candidate’s freefall and canopy control skills as they relate to discipline specific coaching.
- (3) The Advanced Coach assessor, Instructor or Instructor Assessor must be satisfied that the candidate has the knowledge and skills to pass all the in-air assessments, should they be required to, without preparation, and that safety will not be compromised by the candidate not undergoing the full assessment.
- (4) Assessment results must be documented in accordance with the requirements in [chapter 2.9.2](#).

NB: Prior to carrying out any assessment jumps under the NZPIA, the candidate must hold an NZPIA Parachutist Certificate.

11.6.4 Terminal Objectives

To be successful in gaining an NZPIA Advanced Coach rating, candidates must receive a satisfactory score on each of the below assessments:

- (1) Written examination on NZPIA regulations
- (2) Written examination on Advanced Coach duties, responsibilities, and procedures
- (3) Practical Coach assessments (groundwork)
- (4) Freefall/Canopy Piloting assessment of three descents

12 JUMPMASTER RATING (NON-TANDEM)

12.1 PRIVILEGES AND LIMITATIONS

12.1.1 Privileges

Holders of jumpmaster ratings are authorised for all the following –

- (1) Perform the duties of an “instructor” under CAR Part 105, subject to the limitations listed in [chapter 12.1.2](#) below.
- (2) Carry out the duties and responsibilities of a jumpmaster listed in [chapter 12.2](#);
- (3) Carry out ground and equipment training of student parachutists and supervise trainees in main parachute packing.
- (4) Supervise students on training descents, under the supervision of an instructor.
- (5) Carry out assessments of non-NZPIA recreational parachutists for the purpose of cross-crediting their non-NZPIA certificates to NZPIA certificates (see [chapter 6](#))
- (6) All other functions permitted or required by NZPIA procedures to be carried out by an instructor, subject to the limitations listed in chapter 12.1.2 below.

12.1.2 Limitations

- (1) Jumpmasters are not permitted to authorise student parachutists to do any of the following –
 - (a) Make their first descent.
 - (b) Make their first freefall descent.
 - (c) Make their first solo descent.
 - (d) Transition from one training program to another.
- (2) Prior to acting as a jumpmaster, the rating holder must have authorisation from the parachute drop operation where the rating is to be exercised.
- (3) To exercise a jumpmaster rating, the holder must also –
 - (a) Hold a valid NZPIA DZSO rating; or
 - (b) Be approved by the parachute drop operation to control the operation’s emergency situation action plans; or
 - (c) Have permission from the parachute drop operation to carry out jumpmaster duties under the supervision of an NZPIA DZSO.
- (4) The rating may be limited to specific training programs.

12.2 DUTIES AND RESPONSIBILITIES OF THE RATING

In addition to the responsibilities of all NZPIA document holders found in [chapter 2.5](#), jumpmasters are responsible for the safety of trainees who are under their supervision. Specific duties include all of the following –

- (1) Ascertaining meteorological conditions are acceptable for student parachutists and within the limits specified in the parachute drop operation’s and NZPIA’s procedures;

- (2) Evaluating student parachutists' abilities and ascertaining they have:
 - (a) Demonstrated knowledge and competence in all aspects required to make a parachute descent safely;
 - (b) Been fitted with all the correct and appropriate equipment and such equipment is configured correctly to allow the student parachutist to make the descent safely;
- (3) Ensuring student parachutists under their supervision comply with the NZPIA's procedures and equipment requirements, including those specific to student parachutists;
- (4) Ascent/descent duties include all the following –
 - (a) Conducting pre-jump briefings and equipment checks.
 - (b) Supervising student parachutists in the aircraft during the climb to altitude and spotting.
 - (c) Dispatching student parachutists on descents;
 - (d) Assisting student parachutists and assessing their abilities during freefall descents.
 - (e) Conducting/assisting with post jump debriefing.
 - (f) Communicating their assessments of student parachutists' abilities to their supervising instructor.
- (5) Carrying out all training and assessments in accordance the procedures in chapters [2.7](#) and [2.8](#), as applicable.
- (6) Ensuring all training and assessments they carry out are properly documented in accordance with the procedures in [chapter 2.9.2](#).

12.3 PREREQUISITES FOR RATING ISSUE

Applicants for a jumpmaster rating must meet all the following prerequisites –

- (1) Be at least 18 years old;
- (2) Hold a minimum of an NZPIA parachutist certificate with 'C' endorsement;
- (3) Have been active in the sport/industry for at least the previous 18 months since their first training jump [NOTE: to be considered a training jump, it must be logged as a training jump];
- (4) Have documented evidence of a minimum of four hours of freefall time;
- (5) Have completed at least 50 jumps and 30 minutes of freefall time in the preceding 12 months;
- (6) Have been actively involved in the instruction of at least three first jump courses and three progression stages in the preceding 12 months while under the supervision of an instructor;
- (7) Have evidence of completion of a minimum of ten one-on-one Formation Skydiving instructional descents within the preceding 12 months;
- (8) Have completed an NZPIA-accepted Basic Instructional Techniques course within the preceding 2 years, or have other instructional experience or training acceptable to the NZPIA CEO;
- (9) Hold an NZPIA coach rating or foreign equivalent acceptable to the NZPIA CEO;
- (10) Pass a practical assessment at least equivalent to the one outlined in [chapter 12.7](#), conducted by an appropriately authorised instructor assessor;
- (11) Pass the NZPIA exams applicable to the assessment;
- (12) Submit the appropriate application including a satisfactory Fit and Proper Person declaration (see [chapter 2.2](#));
- (13) Pay the applicable fee(s).

12.4 NON-NZPIA JUMPMASER RATING CROSS CREDIT

Non-NZPIA jumpmaster ratings may be submitted to the NZPIA CEO for consideration as substitutes for some of the practical assessment requirements of the NZPIA jumpmaster rating. The applicant must also supply any other evidence that the NZPIA CEO requests.

12.4.1 Minimum Requirements for Cross Credit

At a minimum, non-NZPIA jumpmasters wishing to cross-credit their rating must fulfil all the following requirements –

- (1) Have completed a minimum of 500 training descents, or have completed a minimum of 250 training descents and have held a non-NZPIA jumpmaster rating for at least one year;
- (2) Meet the NZPIA's currency requirements for jumpmasters;
- (3) Pass the NZPIA exams applicable to the rating;
- (4) Satisfactorily complete a competency assessment at least equivalent to that outlined in [chapter 12.7.4](#), administered by an appropriately authorised instructor assessor.

12.5 PROFICIENCY JUMPS FOLLOWING RATING ISSUE

Following jumpmaster training and rating issue, jumpmasters have all the following limitations –

- (1) May not act as sole jumpmaster on freefall training descents, except when dispatching student parachutists on solo descents with approval from an instructor;
- (2) On completion of a minimum of ten descents in accordance with 12.5(1) above, a jumpmaster may act as sole jumpmaster on freefall training descents with the approval of an instructor. **NOTE:** when dispatching student parachutists on solo descents, each aircraft load is considered one descent when more than one student dispatch is involved.
- (3) All proficiency jumps must be completed within 12 months of the assessment course or the assessment course must be repeated.
- (4) Proficiency jumps must be documented in accordance with the requirements in [chapter 2.9.2](#).

12.6 JUMPMASER CURRENCY AND CONTINUING COMPETENCY

- (1) Jumpmasters must not exercise the privileges of their jumpmaster ratings unless they have –
 - (a) In the previous 12 months, carried out at least 50 freefall descents; and
 - (b) In the previous 12 months, carried out at least 12 training descents, including six in the previous six months; and
 - (c) In the previous two years –
 - (i) Passed the NZPIA instructor proficiency test; and
 - (ii) Demonstrated continued competency in the responsibilities of the jumpmaster rating to an instructor, documented in accordance with the requirements in [chapter 2.9.2](#).
- (2) A declaration is required on renewal of each jumpmaster's NZPIA affiliation, certifying that they continue to meet the currency and continuing competency requirements of the rating.

12.6.1 Revalidating a Lapsed Jumpmaster Rating

To revalidate a lapsed jumpmaster rating, the JM must complete one of the following, depending on when the currency lapsed –

- (1) Where the JM was current within the previous six months, s/he must meet the 50-jumps-in-12-months requirement and demonstrate continued competency to an instructor.
- (2) Where the JM has not been current in the previous six months, s/he must meet the 50-jumps-in-12-months requirement and complete refresher training with an appropriately authorised instructor assessor. The refresher training must include the NZPIA instructor proficiency test and any practical requirements the assessor deems appropriate.
- (3) Refresher training must be documented in accordance with the requirements in [chapter 2.9.2](#).

12.7 ASSESSMENT CRITERIA

- (1) The minimum jumpmaster assessment includes demonstrated competency in all the following areas

–

- (a) NZPIA regulations;
 - (b) Duties, responsibilities, privileges and limitations of a jumpmaster;
 - (c) Structure of a first jump course;
 - (d) Freefall lesson presentations;
 - (e) Brief, monitor and debrief;
 - (f) Pre-jump briefing and ground training;
 - (g) Pre-boarding and pre-jump equipment inspections;
 - (h) Exit/dispatch;
 - (i) Radio control;
 - (j) Freefall emergencies and freefall signals;
 - (k) Practical jumpmaster skills.
- (2) Assessment results must be documented in accordance with the requirements in [chapter 2.9.2](#).

12.7.1 Classroom Section

The assessment must cover at least all the following (a satisfactory evaluation must be achieved in each area of practical assessment) –

- (1) A presentation exercise on one first jump lesson and one subsequent descent lesson (the lessons will be chosen prior to the assessment to allow for preparation);
- (2) A lesson presentation on student canopy control;
- (3) A practical demonstration on radio control.

12.7.2 Practical Section

- (1) At least five descent assessments with the assessor acting as the student, including –
 - (a) One simulation of a student parachutist's first freefall descent; and
 - (i) For candidates seeking a type-rating in a non-freefall training program (e.g. static line), one simulation of a non-freefall student dispatch; and
 - (b) Two simulations of a student parachutist's freefall skills progression (e.g. levels control, heading maintenance, etc.); and
 - (c) Two assessment jumps at the discretion of the assessor.
- (2) Each of the above practical jumpmaster assessments must include all the following –
 - (a) Briefing the descent and ground practice;
 - (b) Checking the student parachutist's equipment;
 - (c) Correct aircraft and exit/dispatch procedures;
- (3) Monitoring the student's performance;
- (4) Debriefing the student's performance on completion of the descent.
- (5) A satisfactory evaluation must be achieved on all five assessment jumps.

12.7.3 Terminal Objectives

To be successful in gaining an NZPIA jumpmaster rating, candidates must receive a satisfactory score on each of the below assessments:

- (1) Written examination on NZPIA regulations
- (2) Written examination on jumpmaster duties, responsibilities, and procedures
- (3) Practical jumpmaster assessments (ground work)
- (4) Lesson presentation exercise on one first jump lesson and one subsequent descent lesson
- (5) Lesson presentation on student canopy control
- (6) Practical demonstration on radio control
- (7) Freefall assessment of 5 descents

12.7.4 Non-NZPIA Jumpmaster Rating Cross Credit Assessment Criteria

The minimum assessment for non-NZPIA jumpmaster rating cross credit includes competency in all the following areas, demonstrated to an appropriately authorised instructor assessor –

- (1) Ground based evaluation of the candidate's knowledge of required student equipment, student gear-checks, in-aircraft safety, radio instruction and rules/regulations;
- (2) In-air evaluation of the candidate's freefall skills as they relate to student instruction.
- (3) The instructor Assessor must be satisfied that the candidate has the knowledge and skills to pass all the in-air assessments, should they be required to, without preparation, and that safety will not be compromised by the candidate not undergoing the full assessment.
- (4) Assessment results must be documented in accordance with the requirements in [chapter 2.9.2](#).

NB: Prior to carrying out any assessment jumps under the NZPIA, the candidate must hold an NZPIA parachutist certificate.

13 INSTRUCTOR RATING (NON-TANDEM)

An Instructor (I) rating is required to instruct and train first-jump students.

13.1 PRIVILEGES AND LIMITATIONS OF THE RATING

13.1.1 Privileges

Holders of instructor ratings are authorised for all the following –

- (1) Exercise all the privileges of a jumpmaster.
- (2) Supervise the training of student and non-student parachutists;
- (3) Authorise student parachutists to make their first descent;
- (4) Authorize student parachutists to make their first freefall descent.
- (5) Authorise student parachutists to make their first solo descent;
- (6) Authorise student parachutists to convert from one training program to another;
- (7) Authorise parachutists to transition to non-student equipment;
- (8) Instruct and supervise parachutists in packing their main parachutes.
- (9) Instruct, advise, supervise and train parachutists wishing to learn and engage in formation jumps (FS and FF) and non-standard descents.
- (10) Supervise and assist jumpmasters.
- (11) Train and assess candidates pursuing coach, advanced coach, jumpmaster, instructor and DZSO ratings.
- (12) Carry out jumpmaster and instructor competency checks, re-currency and refresher training;
- (13) All other functions permitted or required by NZPIA procedures to be carried out by an instructor.

13.1.2 Limitations

- (1) Prior to acting as an instructor, the rating holder must have authorisation from the parachute drop operation to carry out student training.
- (2) The rating may be limited to specific training programs.

13.2 DUTIES AND RESPONSIBILITIES OF THE RATING

In addition to the responsibilities of all NZPIA document holders found in [chapter 2.5](#), instructors are responsible for the safety of trainees who are under their supervision, either directly or by delegation to a jumpmaster. Specific duties also include all the following –

- (1) All the specific duties and responsibilities of a jumpmaster.
- (2) Ensuring that student parachutists carrying out a first descent under their supervision have demonstrated the competency and knowledge required to carry out a first descent safely.
- (3) Maintaining a written record of students authorized by him/her to carry out a first descent.
- (4) Ensuring students under their supervision comply with the requirements detailed in [chapter 4.1](#);

- (5) Monitoring students' progression throughout their training programs.
- (6) Administering and marking exams in accordance with the procedures in [chapter 2.6](#);
- (7) Carrying out all training and assessments in accordance with the procedures in chapters [2.7](#) and [2.8](#), as applicable.
- (8) Ensuring all training and assessments they carry out are properly documented in accordance with the procedures in [chapter 2.9.2](#);
- (9) Certifying applications for NZPIA parachutist certificates and endorsements, and ensuring candidates have met all the requirements in respect of those applications.
- (10) Instructors are not permitted to do any of the following –
 - (a) Authorise any student training to be carried out by personnel not holding at least a jumpmaster rating or, for coaches and trainee jumpmasters, who are not under the direct supervision of an NZPIA instructor;
 - (b) Authorise any student parachutist to make their first descent, first freefall descent or first solo descent unless the student has completed a ground training course and has been assessed by the instructor as capable of carrying out a safe descent;
 - (c) Authorise a student parachutist to make a decent unless the student has been briefed by a coach or jumpmaster on all aspects of the descent prior to boarding the aircraft.

13.3 PREREQUISITES FOR RATING ISSUE

Applicants for an instructor rating must meet all the following prerequisites –

- (1) Hold an NZPIA parachutist certificate with 'D' endorsement;
- (2) Have held a valid jumpmaster rating, or an equivalent or higher non-NZPIA document, for at least the previous two years;
- (3) Have completed the NZPIA High Altitude course (latest revision);
- (4) Have documented evidence of a minimum of five hours' freefall time;
- (5) Have documented evidence of live water training (i.e. simulated water landings);
- (6) Have documented evidence of at least 250 training descents as jumpmaster;
- (7) Have documented evidence that they have trained at least ten first jump courses;
- (8) Pass a practical assessment at least equivalent to the one outlined in [chapter 12.6](#), conducted by an appropriately authorised instructor assessor;
- (9) Pass the NZPIA exams applicable to the rating;
- (10) Submit the correct application including a satisfactory Fit and Proper Person declaration (see [chapter 2.2](#));
- (11) Pay the applicable fee(s).

13.4 NON-NZPIA INSTRUCTOR RATING CROSS CREDIT

Non NZPIA-issued instructor ratings may be submitted to the Delegation holder for consideration as substitutes for some of the practical assessment requirements of the NZPIA instructor rating. The applicant must also supply any other evidence that the delegation holder requests.

13.4.1 Minimum Requirements for Cross Credit

At a minimum, non-NZPIA instructors wishing to cross-credit their rating must fulfil all the following –

- (1) Have held a valid rating comparable to an NZPIA instructor rating for at least the previous two years, or the previous one year and a rating comparable to that of an NZPIA jumpmaster rating for one year immediately prior to that;
- (2) Meet the NZPIA's currency requirements for instructors;
- (3) Pass the NZPIA exams applicable to the rating;
- (4) Satisfactorily complete a competency assessment at least equivalent to that outlined in [chapter 12.7.4](#), administered by an appropriately authorised instructor assessor.

13.5 INSTRUCTOR CURRENCY AND CONTINUING COMPETENCY

- (1) Instructors must not exercise the privileges of their instructor ratings unless they have –
 - (a) In the previous 12 months, been actively involved in the instruction of parachutists; and
 - (b) In the previous two years –
 - (i) Passed the NZPIA instructor proficiency test; and
 - (ii) Demonstrated continued competency in the responsibilities of an instructor rating to another instructor, documented in accordance with the requirements in [chapter 2.9.2](#); or
 - (iii) Participated in a relevant industry event such as a conference, course, seminar/webinar, or symposium acceptable to the NZPIA CEO
- (2) A declaration is required on renewal of each instructor's NZPIA affiliation, certifying that they continue to meet the currency and continuing competency requirements of the rating.

13.5.1 Revalidating a Lapsed Instructor Rating

To revalidate a lapsed instructor rating, the instructor must –

- (1) Have completed at least 50 parachute descents in the previous 12 months; and
- (2) Complete refresher training with an appropriately authorised instructor assessor. The refresher training must include the NZPIA instructor proficiency test and any practical requirements the assessor deems appropriate.
- (3) Refresher training must be documented in accordance with the requirements in [chapter 2.9.2](#).

13.6 ASSESSMENT CRITERIA

The minimum criteria for instructor assessment include demonstrated competency in all jumpmaster requirements (see [chapter 12.7](#)), as well as all the following –

- (1) Duties and responsibilities of an instructor, including rating privileges and limitations;
- (2) Learning theory and principles of instruction;
- (3) Communication skills;
- (4) Lessons plans and presentation skills;
- (5) Structure of a First Jump Course;
- (6) Briefing, monitoring and debriefing of training descents;
- (7) Planning, preparation and briefing of extraordinary (non-standard) descents;
- (8) Evaluation of competency in student and certified parachutists.

13.6.1 Terminal Objectives

To be successful in gaining an NZPIA instructor rating, candidates must receive a satisfactory score on each of the below assessments. Refer also to the jumpmaster assessment criteria in [chapter 12.7](#).

- (1) A written exam on NZPIA and CAA rules and regulations;
- (2) A written exam on NZPIA instructor duties, responsibilities, instructional techniques and training procedures;
- (3) An oral presentation of an extraordinary (non-standard) descent briefing;
- (4) A “brief, monitor, debrief” exercise;
- (5) A practical demonstration of lesson planning;
- (6) Teaching a first descent or first solo descent lesson, including all necessary skills and techniques required to carry out the descent safely;
- (7) A 20-minute lecture presentation, the topic of which to be chosen by the assessor.
- (8) Assessment results must be documented in accordance with the requirements in [chapter 2.9.2](#).

14 DROP ZONE SAFETY OFFICER (DZSO) RATING

A drop zone safety officer (DZSO) rating is required for operational oversight of parachuting activities.

14.0.1 Privileges and Responsibilities of the Rating

- (1) Holders of DZSO ratings are authorized to oversee parachuting activities.
- (2) In addition to the responsibilities of all NZPIA document holders found in [chapter 2.5](#), DZSOs are responsible for maintaining the safe conduct of parachuting activities while operations are under his/her oversight.
- (3) To exercise a DZSO rating at a parachute drop operation, the holder must be authorised by the operation to do so, and have been trained and authorised to carry out the day to day safety management of the operation, including handling in-air and on-ground emergencies.
- (4) When overseeing descents by student parachutists, the DZSO must also hold a valid NZPIA jumpmaster or instructor rating.

14.0.2 Prerequisites and Assessment Criteria

Applicants for DZSO ratings must meet all the following prerequisites –

- (1) Be at least 18 years old;
- (2) Hold a minimum of an NZPIA certificate with 'C' endorsement;
- (3) Have been active in the parachuting industry for at least the previous 18 months;
- (4) Hold a valid First Aid certificate at least equivalent to that required by CAR 115.355(8);
- (5) Pass the NZPIA DZSO exam;
- (6) Submit the application, including a satisfactory Fit and Proper Person declaration (see [chapter 2.2](#));
- (7) Pay the applicable fee.

14.0.3 Currency Requirements

DZSOs may continue to use their DZSO ratings if they continue to have the authorization of the parachute drop operation and keep their First Aid certificates valid.

15 PARACHUTE DROP RATING ¹

15.0.1 Privileges and Limitations of the Rating

A valid parachute drop rating authorises the holder to act as pilot-in command of an aircraft on parachute drop operations, subject to the privileges and limitations of the holder's pilot licence.

15.0.2 Prerequisites for Rating Issue

- (1) Applicants for a parachute drop rating must meet the eligibility requirements listed in CAR 61.651.
- (2) Candidates should also meet the eligibility requirements of CAR 115.559 if they intend to exercise the privileges of the rating at an operation certificated under CAR 115.

15.0.3 Course Structure

As part of the rating course required by CAR 61.651(c), an appropriately authorised drop pilot assessor must ensure that the candidate fulfils all the following –

- (1) Satisfies the other relevant requirements of CAR 61.651 in relation to rating eligibility;
- (2) Satisfies the relevant requirements of CAR 61.21 in relation to flight tests;
- (3) Completes any oral or written assessments the assessor feels are necessary to be satisfied that the candidate is competent to fly the aircraft on parachute operations as pilot in command;
- (4) Completes the aircraft documentation for the intended parachute operation;
- (5) Completes the practical demonstration;
- (6) Completes the documentation required by CAR 61.29.
- (7) Completes the NZPIA drop pilot exam in accordance with the provisions in CAR61.17 and [chapter 2.6](#) of this manual. A passing grade on the drop pilot exam is required for successful completion of the course.

15.0.4 Rating Issue

- (1) When a pilot has met all the eligibility requirements of the rating, the assessor may issue the parachute drop rating by endorsing the pilot's logbook in accordance with the requirements of CAR 61.653(a).
- (2) The candidate or the assessor must notify the NZPIA CEO of the drop rating issue by submitting the application form as soon as practicable.
- (3) The holder of a parachute drop rating may apply to the CAA to have the rating endorsed on the holder's pilot licence.

15.0.5 Currency Requirements

Parachute drop rating holders must continue to meet the currency requirements listed in CAR 61.657.

¹ CAR 61 Subpart N and AC61-14

16 COURSES

16.1 BASIC INSTRUCTIONAL TECHNIQUES (BIT) COURSE

The basic instructional techniques (BIT) Course prepares candidates for specialised coach, jumpmaster, instructor and instructor/examiner training. It is not a rating itself, but is designed to provide candidates with the fundamentals of instructional techniques and is a stepping stone to attaining NZPIA instructional ratings.

The course must be administered by an NZPIA instructor or another person authorised by the NZPIA to do so (see course assessor, [chapter 17.4](#)).

16.1.1 Course Content

- (1) Qualities of a good instructor
- (2) Theory of learning / learning styles
- (3) The basics of teaching / teaching techniques
- (4) Effective communication, public speaking and presentation skills
- (5) Effective use of training aids
- (6) Lesson planning and conducting lessons with theoretical and practical principles
- (7) Briefing trainees, monitoring performance, and effective debriefing following a descent

16.1.2 Records

- (1) On successful completion of the course, candidates may request to have the course endorsed on their NZPIA certificate. A fee may be payable for reissue of the certificate.
- (2) The course assessor should also record the results in the candidate's parachutist's logbook or training record, and sign and date the entry.

Sample statement:

"[Candidate's name] has satisfactorily completed an NZPIA basic instructional techniques course conducted by [name of course assessor] on [date]." [Signed and dated by the assessor]

16.2 HIGH ALTITUDE DESCENT COURSE ¹

The High Altitude Descent Course is a prerequisite for all parachutists prior to undertaking planned descents from above 13,000 feet AMSL.

The course must be administered by an NZPIA instructor or another person authorised by the NZPIA to do so (see course assessor, [chapter 17.4](#)).

16.2.1 Course Content

- (1) Regulations and administration
- (2) Risks of high altitude parachuting
- (3) Relationships between altitude, temperature and air pressure
- (4) Hypoxia and hyperventilation – signs, symptoms and treatments
- (5) Spotting Considerations
- (6) Communication
- (7) Malfunctions and Emergencies
- (8) Pre-Jump Planning and Preparation

16.2.2 Records

- (1) Successful completion of the course is indicated by a passing grade on the NZPIA high altitude exam. Candidates who pass the course may request to have it endorsed on their NZPIA certificate. A fee may be payable for reissue of the certificate.
- (2) The NZPIA also recommends that the course assessor who administered the (successful) course and exam endorses this in the candidate's parachutist's logbook, and signs and dates the endorsement.

Sample statement:

"[Candidate's name] has satisfactorily completed a training course for high altitude descents under the New Zealand Parachute Industry Association at [name of parachute drop operation] on [date]." [Signed and dated by the authorised person].

¹ CAR 105.27

17 ASSESSOR AUTHORISATIONS (AUTHORISED PERSONS)

17.0.1 General Information – All Authorisations

(1) The NZPIA CEO issues the following authorisations:

- [17.1](#) Advanced Coach Assessor
- [17.2](#) Tandem Instructor Assessor
- [17.3](#) Instructor Assessor (Non-Tandem)
- [17.4](#) Certificate, Endorsement and Exam Assessor
- [17.5](#) NZPIA Course Assessor
- [17.6](#) Drop Pilot Assessor
- [17.7](#) Parachute Technician Assessor

(2) These authorisations are not certificates or ratings, but appointments by the NZPIA CEO to assist the CEO and delegation holder in assessing candidates for the issue of certificates and ratings. As such, the granting or withdrawing of an authorisation is at the discretion of the CEO.

(3) Authorisations do not expire as long as the authorised person's NZPIA affiliation status remains current (paid in full).

(4) A declaration is required annually, on renewal of each authorised person's NZPIA affiliation, certifying that they continue to meet the requirements of their authorisation(s).

17.0.2 Prerequisites – All Authorisations

To be considered for any appointment, candidates must –

- (1) Be familiar with all relevant sections of the NZPIA's CAR 149 exposition, including the safety policy (see ch. 7.1 in the Administration Manual).
- (2) Demonstrate a mature and responsible attitude and the willingness to commit themselves to the duties and responsibilities of the appointment.

17.0.3 Responsibilities – All Authorisations

At all times when exercising their authorisations, assessors must –

- (1) Provide adequate facilities for candidates to complete courses, examinations and competency assessments. Facilities should include, at a minimum, a location where the integrity of assessments can be assured, and a computer with a reliable internet connection.
- (2) Administer and mark exams in accordance with the procedures in [chapter 2.6](#);
- (3) Carry out all assessments in accordance with the procedures in chapters [2.7](#) and [2.8](#), as applicable, documented in accordance with the procedures in [chapter 2.9.2](#);
- (4) Comply with all applicable NZPIA standards and procedures.
- (5) Not exercise any privilege of their authorisation if it conflicts with a valid CAR or the health and safety procedures in force at the parachute drop operation where they are exercising their authorisation.
- (6) Notify the NZPIA if they no longer wish to hold their appointments, or if they are no longer associated with an NZPIA-affiliated parachute drop operation.

NB: Persons authorised by the NZPIA CEO for specific duties/tasks are expected to act as the CEO would when carrying out those duties/tasks. They must not be unduly influenced by any desired outcomes—either of their own, a participant or a business.

Any authorised person considered to be putting other interests ahead of the NZPIA's will have their authorisation(s) immediately withdrawn.

17.1 ADVANCED COACH ASSESSOR

Holders of this appointment are authorised for all the following –

- (1) Carry out advanced coach initial, transition, and re-currency training and assessment;
- (2) Carry out advanced coach revalidation and competency checks;
- (3) Administer and supervise all advanced coach exams—written, oral and practical—and certify information on applications for those ratings.

17.1.1 Appointment Criteria

To be considered for an advanced coach assessor appointment, the candidate should –

- (1) Have held a valid NZPIA instructor rating, or equivalent or higher non-NZPIA document acceptable to the CEO, for a minimum of three years; and
- (2) Have the recommendation of another advanced coach assessor or instructor assessor, and the appointment supported by the NZPIA board of directors; and
- (3) Complete any other requirements the NZPIA CEO deems necessary.

17.1.2 Responsibilities

Holders of advanced coach assessor appointments have all the following responsibilities –

- (1) Recommending candidates for of advanced coach ratings to the delegation holder.
- (2) Conducting all of advanced coach training and assessments in accordance with the assessment criteria in this manual ([see chapter 11](#)) and all applicable CARs;
- (3) Carrying out of advanced coach competency checks, re-currency and refresher training in accordance with NZPIA's standards and procedures;
- (4) Certifying applications for advanced coach ratings, and ensuring candidates have met all the requirements in respect of those applications;
- (5) Raising any matters of concern about the ratings or exams with the NZPIA CEO;
- (6) Participating in periodic reviews of the rating requirements and assessment criteria.

17.1.3 Records

Advanced coach assessors must keep a record of candidates' names, assessment dates, methods and results of assessments, for all candidates they recommend for NZPIA Advanced Coach ratings, and make those records available to the NZPIA on request.

17.1.4 Currency and Continuing Competency

- (1) Advanced coach assessors must remain actively involved in the industry and instructing / assessing on a regular basis.
- (2) Advanced coach assessors must also continue to meet the currency and continuing competency requirements of their Advanced Coach rating ([chapter 11.5](#)), unless a waiver is obtained from the NZPIA CEO.

17.1.5 Limitations

Limitations may be placed on this authorisation where appropriate, for example authorisations might be limited to specific training programs.

17.2 TANDEM INSTRUCTOR ASSESSOR

Holders of this appointment are authorised for all the following –

- (1) Carry out tandem master and tandem instructor/examiner initial, transition, and re-currency training and assessment;
- (2) Carry out tandem master and tandem instructor/examiner revalidation and competency checks;
- (3) Administer and supervise all tandem master exams—written, oral and practical—and certify information on tandem rating applications.

17.2.1 Appointment Criteria

To be considered for a tandem instructor assessor appointment, the candidate should –

- (1) Hold a current and valid examiner rating from the manufacturer of the equipment the appointment will apply to; or have held a valid NZPIA tandem instructor/examiner rating or an equivalent or higher non-NZPIA document acceptable to the CEO, for at least the previous two years; and
- (2) Have the recommendation of another tandem instructor assessor, and the appointment supported by the NZPIA board of directors; and
- (3) Complete any other requirements the NZPIA CEO deems necessary.

17.2.2 Responsibilities

Holders of tandem instructor assessor appointments have all the following responsibilities –

- (1) Conducting tandem master and tandem instructor/examiner training and assessments in accordance with the assessment criteria in this manual (see [chapters 8](#) and [9](#)), and all applicable CARs;
- (2) Certifying applications for tandem master ratings and equipment type ratings, and ensuring candidates have met all the requirements in respect of those applications;
- (3) Providing instruction and assistance to tandem masters and parachute packers in the packing of tandem main canopies and pre-jump equipment checks;
- (4) Raising any matters of concern about the ratings or exams with the NZPIA CEO;
- (5) Participating in periodic reviews of the rating requirements and assessment criteria.

17.2.3 Records

Tandem instructor assessors must keep a record of candidates' names, assessment dates, methods and results of assessments, for all candidates they recommend for NZPIA tandem master ratings, and make those records available to the NZPIA on request.

17.2.4 Currency and Continuing Competency

- (1) Tandem instructor assessors must remain actively involved in the industry and instructing / assessing on a regular basis.
- (2) Tandem instructor assessors must also continue to meet the currency and continuing competency requirements of the tandem master rating ([chapter 8.6](#)) and tandem instructor/examiner rating ([chapter 9.3](#)), unless a waiver is obtained from the NZPIA CEO.

17.2.5 Limitations

Limitations may be placed on this authorisation where appropriate, for example authorisations might be limited to specific equipment types.

17.3 INSTRUCTOR ASSESSOR (NON-TANDEM)

This appointment was formerly known as Instructor Examiner, or IE.

Holders of this appointment are authorised for all the following –

- (4) Carry out instructor and jumpmaster initial, transition, and re-currency training and assessment;
- (5) Carry out instructor and jumpmaster revalidation and competency checks;
- (6) Administer and supervise all instructor and jumpmaster exams—written, oral and practical—and certify information on applications for those ratings.

17.3.1 Appointment Criteria

To be considered for an instructor assessor appointment, the candidate should –

- (4) Have held a valid NZPIA instructor rating, or equivalent or higher non-NZPIA document acceptable to the CEO, for a minimum of three years; and
- (5) Have the recommendation of another instructor assessor, and the appointment supported by the NZPIA board of directors; and
- (6) Complete any other requirements the NZPIA CEO deems necessary.

17.3.2 Responsibilities

Holders of instructor assessor appointments have all the following responsibilities –

- (7) Recommending candidates for instructor and jumpmaster ratings to the delegation holder.
- (8) Conducting all instructor and jumpmaster training and assessments in accordance with the assessment criteria in this manual (see [chapters 12](#) and [13](#)) and all applicable CARs;
- (9) Carrying out instructor and jumpmaster competency checks, re-currency and refresher training in accordance with NZPIA's standards and procedures;
- (10) Certifying applications for instructor and jumpmaster ratings, and ensuring candidates have met all the requirements in respect of those applications;
- (11) Raising any matters of concern about the ratings or exams with the NZPIA CEO;
- (12) Participating in periodic reviews of the rating requirements and assessment criteria.

17.3.3 Records

Instructor assessors must keep a record of candidates' names, assessment dates, methods and results of assessments, for all candidates they recommend for NZPIA jumpmaster or instructor ratings, and make those records available to the NZPIA on request.

17.3.4 Currency and Continuing Competency

- (3) Instructor assessors must remain actively involved in the industry and instructing / assessing on a regular basis.
- (4) Instructor assessors must also continue to meet the currency and continuing competency requirements of their instructor rating ([chapter 13.5](#)), unless a waiver is obtained from the NZPIA CEO.

17.3.5 Limitations

Limitations may be placed on this authorisation where appropriate, for example authorisations might be limited to specific training programs.

17.4 CERTIFICATE, ENDORSEMENT AND/OR EXAM ASSESSOR

Holders of this appointment are authorised for all the following –

- (1) Administer and supervise specific NZPIA exams.
- (2) Certify information on specific certificate and/or endorsement applications.

17.4.1 Appointment Criteria

To be considered for this appointment, the candidate should –

- (1) Already hold an instructor assessor or tandem instructor assessor appointment, OR
- (2) Hold a valid NZPIA instructor or tandem instructor/examiner rating, OR
- (3) Other candidates may be considered for this appointment if they provide evidence acceptable to the NZPIA CEO that they are willing and able to responsibly carry out the duties of the position.

17.4.2 Responsibilities

Holders of this appointment have all the following responsibilities –

- (1) Assessing eligibility of candidates for NZPIA certificates and/or endorsements in accordance with NZPIA standards and procedures.
- (2) Certifying applications for certificates and endorsements, and ensuring candidates have met all the requirements in respect of those applications;
- (3) Raising any matters of concern about certificates, endorsements or exams with the CEO;
- (4) Participating in periodic reviews of the certificate / endorsement requirements and assessment criteria.

17.4.3 Currency and Continuing Competency

- (1) Certificate, endorsement and exam assessors must remain actively involved in the industry and keep abreast of changes to NZPIA standards and procedures.
- (2) Assessors must also continue to meet the currency and continuing competency requirements of their NZPIA certificates and ratings, unless a waiver is obtained from the NZPIA CEO.

17.4.4 Limitations

Limitations may be placed on this authorisation where appropriate, e.g. authorisations might be limited to one or more of the following –

- (1) Parachutist certificate with A endorsement;
- (2) Endorsement only (B, C, D);
- (3) Temporary/visitor parachutist certificate;
- (4) Commercial parachutist certificate;
- (5) High altitude exam;
- (6) DZSO exam;
- (7) Tandem master exams
- (8) Jumpmaster / instructor exams
- (9) Online proficiency tests.

17.5 NZPIA COURSE ASSESSOR

Holders of this appointment are authorised to conduct specific NZPIA courses.

17.5.1 Appointment Criteria

To be considered for a course assessor appointment, the candidate should –

- (1) Already hold an instructor assessor or tandem instructor assessor appointment, OR
- (2) Hold a valid NZPIA instructor or tandem instructor/examiner rating, OR
- (3) Other candidates may be considered for this appointment if they provide evidence acceptable to the NZPIA CEO that they are willing and able to responsibly carry out the duties of the position.

17.5.2 Responsibilities

Holders of this appointment have all the following responsibilities –

- (1) Conducting NZPIA courses in accordance with an NZPIA-approved syllabus and program;
- (2) Supervision of candidates in completing NZPIA courses;
- (3) Raising any matters of concern about courses or exams with the NZPIA CEO;
- (4) Participating in periodic reviews of the course material and assessment criteria.

17.5.3 Records

Course Assessors must ensure the results of all courses they administer, including candidates' names and course dates, are forwarded to the NZPIA upon each successful course completion.

17.5.4 Currency and Continuing Competency

- (1) Course assessors must remain actively involved in the industry, and keep abreast of changes to NZPIA standards and procedures.
- (2) Course assessors must also continue to meet the currency and continuing competency requirements of their NZPIA certificates and ratings, unless a waiver is obtained from the NZPIA CEO.

17.5.5 Limitations

Limitations may be placed on this authorisation where appropriate, e.g. authorisations might be limited to one or more NZPIA courses.

17.6 DROP PILOT ASSESSOR

Holders of this appointment are authorised for all the following –

- (1) Oversee all parachute drop pilot exams—written, oral and practical;
- (2) Conduct parachute drop pilot courses;¹
- (3) Carry out parachute drop pilot competency flights.²

17.6.1 Appointment Criteria

To be considered for a drop pilot assessor appointment, the candidate should –

- (1) Have a minimum of 200 hours drop flying and have held a relevant instructor or examiner rating acceptable to the NZPIA CEO for at least the previous 12 months; OR
- (2) Other candidates may be considered for this appointment if they provide evidence acceptable to the NZPIA CEO that they are willing and able to responsibly carry out the duties of the position.

17.6.2 Responsibilities

Holders of this appointment have all the following responsibilities –

- (1) Conducting all parachute drop pilot assessments in accordance with an NZPIA-approved syllabus and program and all applicable CARs;
- (2) Ensuring the requirements of CAR 61.21 are satisfied prior to undertaking any flight tests;
- (3) Ensuring the requirements of CAR 61.29 are satisfied following any flight tests;
- (4) Certifying applications for drop pilot ratings, and ensuring candidates have met all the requirements in respect of those applications;
- (5) Raising any matters of concern about the rating, course material or exams with the CEO;
- (6) Participating in periodic reviews of the rating requirements, course material and assessment criteria.

¹ CAR 61.651(a)(3)

² CAR 61.651(a)(4)

17.6.3 Records

Drop pilot assessors must forward details of all parachute drop ratings they issue to NZPIA immediately upon each rating issue. Records must include the candidates' names and NZCAA licence numbers, assessment dates, methods and results of assessments, and any other relevant information, e.g. if the rating was a cross-credit of a rating from another ICAO contracting state.

17.6.4 Currency and Continuing Competency

- (1) Drop pilot assessors must keep their pilots' licences and relevant type ratings current, and keep abreast of changes to NZPIA standards and procedures.
- (2) Drop pilot assessors must also continue to meet the currency and continuing competency requirements of their drop pilot rating ([chapter 14.0.5](#)).

17.6.5 Limitations

Limitations may be placed on this authorisation where appropriate.

17.7 PARACHUTE TECHNICIAN ASSESSOR

Holders of this appointment are authorised for all the following –

- (1) Inspect and assess the work of PT, senior PT, and/or master PT candidates;
- (2) Conduct the written, oral and practical tests necessary for the issue of those certificates;
- (3) Carry out parachute technician revalidation and competency checks.

17.7.1 Appointment Criteria

To be considered for a parachute technician assessor appointment, the candidate should have –

- (1) A high level of knowledge and experience in the subject areas required for NZPIA PT certification;
- (2) An NZPIA master PT certificate or non-NZPIA equivalent acceptable to the CEO, valid and actively exercised for at least the previous two years;
- (3) Access to facilities, tools, equipment and materials adequate for applicants to demonstrate the skills and perform the assigned tasks required for the certificates sought;
- (4) Access to tools, equipment, materials and current publications as specified by the manufacturers of the parachute equipment being used for the tests;
- (5) The recommendation of a current PT assessor, and the appointment supported by the NZPIA board of directors.

17.7.2 Responsibilities

Holders of this appointment have all the following responsibilities –

- (1) Conducting PT assessments in accordance with NZPIA standards and procedures, all applicable CARs and all relevant manufacturers' instructions;
- (2) Certifying applications for parachute technician certificates, after the assessment of the candidates' skills and ensuring they meet all the requirements;
- (3) Ongoing education and technical support to PTs, the NZPIA CEO and delegation holder on matters of parachute maintenance as required;
- (4) Raising any matters of concern about the ratings or exams with the NZPIA CEO;
- (5) Participating in periodic reviews of the rating requirements and assessment criteria.

17.7.3 Records

PT assessors must keep a record of candidates' names, assessment dates, and methods and results of assessments for all candidates they recommend for PT certificates, and make those records available to the NZPIA on request.

17.7.4 Currency and Continuing Competency

- (1) PT assessors must remain actively engaged in PT work and keep abreast of changes to NZPIA standards and procedures.
- (2) PT assessors must also continue to meet the currency and continuing competency requirements of their PT certificates ([chapter 7.5](#)), unless a waiver is obtained from the NZPIA CEO.

17.7.5 Limitations

Limitations may be placed on this authorisation where appropriate, e.g. limited to basic PT or basic and senior PTs assessments only.

APPENDICES

APPENDIX A: GLOSSARY

Accelerated Freefall (AFF)	A training system where the student is accompanied by one or two instructors or jumpmasters during the freefall phase of the descents
Act (or CA Act)	Unless otherwise stated, means the Civil Aviation Act
Advanced Coach	Holder of a skydiving discipline specific coach rating
Affiliated / Affiliation	<p>A subscription which entitles individual participants and parachute drop operations to access the NZPIA's services.</p> <p>Affiliation is mandatory for individuals participating under the authority of an NZPIA-issued document, except tandem passengers and temporary certificate holders.</p> <p>A list of NZPIA-affiliated parachute drop operations can be found on the NZPIA website.</p>
AGL	Above ground level
AMSL	Above mean sea level
Authorised	Permitted in writing by the appropriate authority
Aviation Document	Certificates, licences and ratings issued under the Civil Aviation Act by, or under delegation from, the Director of Civil Aviation
Board / Board of Directors / BOD	NZPIA directors elected or appointed in accordance with the NZPIA company constitution
CAA	Unless otherwise stated, means the New Zealand Civil Aviation Authority
Canopy Relative Work (CRW)	A parachuting discipline where parachutists fly their parachutes in proximity to each other and grip each other's parachutes to fly in formation
Canopy	The part of the parachute assembly most commonly associated with parachutes; the fabric that is deployed, attached to the parachute assembly by suspension lines, which fills with air and allows a person or object suspended under it to descend through the air in a controlled manner
CAR	NZ Civil Aviation Rule, or part thereof; expressed as CAR xxx.xxx or Part xxx.xxx
Coach	A holder of a coach rating
CEO	Unless otherwise stated, means the Chief Executive of the NZPIA, appointed by the NZPIA Board to carry the responsibilities of the Chief Executive Officer as defined in CAR 149.51(a)(1)
Consolidation Jumps	Jumps performed by a student after they have been cleared for solo descents, prior to gaining an "A" Endorsement
Competency/Competent	The capability to perform certain processes or tasks to achieve desired outcomes; a combination of relevant knowledge, skills and attitudes; the demonstrated ability to apply knowledge and skills
Delegation Holder	Individual appointed by the Director of Civil Aviation to issue certificates and ratings on the Director's behalf

Descent	Any descent from an aircraft by a person or persons who intend to deploy, or have deployed, a parachute. Also called a jump or a skydive. <i>NB: in this manual, unless otherwise stated, the terms “jump,” “descent” and “skydive” refer to <u>planned</u> descents only; they do not include emergency evacuation from aircraft</i>
Direct Supervision	The person supervising is present during the activity
Director	Unless otherwise stated, means the Director of Civil Aviation
Display Descent	A parachute descent onto a temporary PLA, usually in front of an audience, e.g. onto a public reserve or into a public event; also called a demonstration jump
Drop Zone Safety Officer (DZSO)	The holder of a valid DZSO rating; oversees parachuting activities under the authority of the parachute drop operation
Emergency Parachute	A parachute assembly designed and intended to be used by persons evacuating an aircraft during an in-flight emergency
FAI (Fédération Aéronautique Internationale)	The international air sports federation (http://www.fai.org/about-fai)
Formation Jump	A freefall jump by two or more parachutists performing either formation skydiving or freely manoeuvres.
Formation Skydiving (FS)	A formation jump in which the participants are belly-to-earth for the majority of the jump, and which involves the participants linking with grips; also called Relative Work (RW)
Freefall Descent	A descent during which a parachute is manually activated by the parachutist sometime after exiting the aircraft
Freely (FF)	A descent in which one or more participants perform freefall maneuvers in a controlled manner, where all participants are not primarily in a flat “belly-to-earth” orientation. Includes Vertical Formation Skydiving / Vertical Relative Work (sit-fly, head-up, head-down, etc.), hybrid jumps, angle flying, etc.
Instructor	The holder of an instructor rating
Jump	A freefall or parachute descent
Jumpmaster	The holder of a jumpmaster rating
Main Parachute	A canopy intended to be deployed as the primary means of controlled descent on a parachute jump
Major Repair	A repair to a parachute that, if improperly accomplished, may affect its weight, structural strength, performance, flight characteristics, or other qualities which determine airworthiness.
Minor Repair	A repair other than a major repair .
Modification	Any change or alteration to any part of the parachute assembly from its original manufacturer’s specifications.
Non-Standard Descent	“Non-traditional” skydiving such as night descents, intentional water landings, display descents, intentional cut-aways, wingsuit flights and canopy relative work (CRW).
Parachute	Either –

	<p>A harness/container system which contains at least one flexible canopy attached to the harness by suspension lines, capable of controlled deployment and designed to slow the descent of a falling person or object; or</p> <p>A flexible canopy contained within the above-described harness/container system.</p>
Parachute Drop Operation	Provider of parachute drop and/or parachute descent services (also known as a drop zone or DZ)
Parachute Landing Area (PLA)	An area onto which parachutists intend to land
Parachute Technician (PT)	The holder of a parachute technician certificate
Parachutist	Any person participating in planned parachute descents from aircraft, also called a skydiver.
Participant	Any person participating in parachuting, parachute maintenance, or parachute drop operations
Ram air canopy	A flexible air foil (parafoil) with an aerodynamic cell structure which inflates using the relative wind as it deploys (ram-air inflation)
Reserve Parachute	A canopy designed and intended to be deployed as a secondary means of controlled descent on a parachute jump, in the event of the failure of the main canopy
Skydive	A parachute descent, usually preceded by freefall
Solo Descent	A freefall descent made by a parachutist who is unaccompanied by a jumpmaster, instructor or tandem master
Static Line Descent	A parachute descent in which the main parachute is automatically activated upon exiting the aircraft, by a line attaching the main parachute's deployment system to a strongpoint in the aircraft.
Student Parachutist	A participant who does not hold a parachutist certificate, and who participates under the supervision of an instructor or jumpmaster
Supervision	The person supervising is nearby and able to provide guidance or assistance during the activity, but is not necessarily physically present during the activity
Tandem AFF (TAFF)	An instructional jump where the student is in a tandem passenger position for the purpose of one on one instruction.
Tandem Harness System	Parachute system designed for two persons to exit an aircraft linked to a common parachute system, containing one main and one reserve parachute
Tandem Master	The holder of a valid tandem master rating
Tandem Parachute Descent / Tandem Descent	A descent by two people—a tandem master and passenger—harnessed together and using a single parachute assembly approved for such descents
Tandem Passenger	A person participating in a tandem parachute descent using the secondary harness of the tandem harness system

APPENDIX B: LIST OF EFFECTIVE PAGES

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5	31 October 2025	44	31 October 2025
6	31 October 2025	45	31 October 2025
7	31 October 2025	46	31 October 2025
8	31 October 2025	47	31 October 2025
9	31 October 2025	48	31 October 2025
10	31 October 2025	49	31 October 2025
11	31 October 2025	50	31 October 2025
12	31 October 2025	51	31 October 2025
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23	31 October 2025	62	31 October 2025
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