**Audit Checklist**

**Sailplanes & Airworthiness**

* Maintenance release/DI Books correct
* Quality of DI checks observed
* Maintenance due correct, nil outstanding
* Placards, speeds (Vne, rough air, manoeuvring, Vne with altitude etc.), weight and balance (including front/rear pilot weights for two-seaters), weak links, canopy jettison, etc.
* Radios, Flarm, aids to situational awareness
* Evidence of maintenance standards, skills in AW team
* Sailplane airworthiness and general condition
* Ground handling tow-out gear condition

**Airfield**

* Obstructions and non-manoeuvring areas – launch landing flight paths
* Protection of the public, signage, operational area access controls, briefings
* Published procedures, e.g. ERSA, Aerodrome User Manual
* ALL launch points sufficiently displaced from obstacles to provide clear view of approaches
* Obstructions affecting ground handling, taxiways, ground towing paths
* Safety of ground vehicles, airfield maintenance equipment

**Launching - Aerotow**

* Tug condition
* Flight manual towing supplement in aircraft
* Rope length, safe knots splices
* Weak links and Rings (type, condition)
* Towing and descent patterns in accordance with Aerotowing Manual
* Tow pilot standards and airmanship
* Launch point signalling

**Launching - Winch/auto launching**

* Serviceability of winches/launching vehicles
* Driver protection
* Type of cable or rope in use
* Radio and headsets fitted and used
* General condition of cable/rope, safe knots and splices
* Weak links (appropriate for sailplanes in service)
* Drogue to rings trace lengths (minimum 5 metres)
* Rings (type, condition)
* Emergency equipment (cable-cutting devices, etc.)
* Separation of cables at launch point
* Anchoring of dead cable at launch point
* Signalling (state method in use)
* Situational awareness of winch drivers
* Situational awareness of launch controllers
* Standard of winch/towcar driving
* Standard of winch/towcar driver training

**Launching - Self-Launching**

* Powered sailplane training
* Powered sailplane conversions
* Powered sailplane pilot logbook entries
* Independent powered sailplane operation

**Operational Safety**

* Launch-point discipline
* Flying operational aspects and situational awareness
* Roles and responsibilities of Duty Instructor and launch point crews known and understood
* Cockpit checks
* Airmanship, application of TEM
* Take-offs and transition to full climb (winch/auto)
* Glider pilot aerotow technique and accuracy
* Circuits, approach and landing
* Cross-country flying
* Emergencies and responses to emerging hazards
* Integration with power operations
* Integration with other operations (e.g. parachutes, etc.)
* Knowledge of radio requirements and airspace boundaries
* Radio discipline (sailplane, CTAF, etc.)
* Winch Launch commands on CTAF

**Flying Instruction**

* Lookout training
* Airmanship training
* Briefings and debriefings
* Quality of demonstrations
* Handover/takeover discipline
* Training conducted in accordance with the Training Manual
* Stalling, Incipient spin and full spin training
* Circuit training (including running out of height)
* Soaring competence
* Standardisation of instruction
* Post-solo training and checking
* Flying without instruments
* Instructor rating validity and currency
* Instructor single-seater currency
* Instructor training
* Training panel meeting frequency
* Knowledge of Flight Review system

**Private Passenger Flying**

* Knowledge of private passenger privileges and limitations:
* Compliance with Private Passenger carrying requirements:

**Charter Flying**

* Air Operator Certificate (AOC) current and on display
* GFA MOSP 2 readily available for perusal
* First aid kit up-to-date and available at launch point
* Charter Pilot Rating validity and currency
* Sailplanes in use in accordance with AOC

**Air Experience Flights**

* Instructor validity and currency:
* Knowledge of regulatory requirements:
* Compliance with regulatory requirements:

**Independent Operations**

* Pilot's knowledge of Independent Operator requirements
* Availability of maps and charts

**Foreign Pilots**

* GFA membership of pilots
* Provision of written briefing material
* Quality and content of written material
* Provision of site checks
* Provision of competency checks
* Method of checking cross-country and outlanding competency
* Compliance with of English Language proficiency requirements

**Safety Management**

* Club Key Safety Positions – awareness of responsibilities
* Quality of safety briefings and dialogue
* Quality of Club Safety Management System
* Club Safety Policy Statement current
* Quality of Club Emergency Response Plan (ERP) and reference materials
* Emergency Contacts List current
* Awareness and use of SOAR / SDR Accident and Incident reporting
* Trends from reporting data and practices
* Responses to previous occurrences, appropriate risk treatments
* Evidence of hazard and risk awareness
* Evidence of safety communications with members
* Availability of safety reference materials
* First aid / snake bite kits availability
* Firefighting equipment availability
* Hydration and shelter
* Safety of facilities, workshops, maintenance areas
* Safety of hangar, aprons
* Safe stowage and care of parachutes
* Battery charging facilities and safety
* Chemicals, pest control safety
* Fuelling facilities safety
* Evidence of positive safety culture – instructors, supervisors, members

**Management and Leadership**

* Commitment to safety and operational standards
* Awareness of regulations, compliance obligations
* Effectiveness of communications
* Role modelling, safety examples
* Discipline, dealings with problem members
* Hazardous attitudes (if any evident)
* Risk indicators
* Development of successors, skills, safety knowledge

**Conclusions – Overview**

* Significant Findings – Corrective Action Requirements (CARs)
* Strengths – Aspects done well
* Do Differently – observations, opportunities for improvement, not requiring CAR