

Appendix A: BBAC Crew Qualification Scheme

A1: **General**

A1.1 BBAC Crew Qualifications can be obtained at three levels - BBAC Crew, BBAC Senior Crew and BBAC Crew Master. Each qualification requires proof of crewing experience, knowledge and the completion of a short test of knowledge.

A1.2 Applications for qualifications must be made on the appropriate form, copies of which are at the rear of this Appendix. Each application must be certified by an approved BBAC Instructor or the BBAC Crew Officer. Each application also requires the signature of a pilot or pilots for whom the applicant has acted as crew. The Instructor will inspect the applicants Crew Log for proof of experience and will administer the short test of knowledge. Test papers will be made available by the Crew Officer, by email, on application for each test from the Instructor.

A1.3 Qualified crew will receive a signed certificate signed by the BBAC President. Qualified crew will also receive a Crew Qualification. This document contains space to record other relevant qualifications, for example, first aid, fire- fighting, trailer towing or FRTOL. Qualified crew will also be listed on the BBAC website alongside, Pilots, Instructors etc. Some enamel badges and clothing badges the BBAC Crew Qualification logos are currently available.

A1.4 Fees. Crew training materials (downloads from BBAC website), qualifications, certificates and any badge free to BBAC Members.

A1.5 All applicants for crew qualifications must be BBAC Members either in their own right or as an Associate Member.

A2: **BBAC Crew**

A2.1 This qualification is intended for younger crew members as an introduction to the sport and a start on the crew qualification scheme. It is also relevant for crew who do not hold a driving licence or who are unable to drive retrieve vehicles because of licensing or insurance restrictions. Whilst there is no lower age limit for this qualification all applicants should be capable of understanding the principles of ballooning safety and be physically capable of carrying out all crew duties required at this level.

A2.2 The requirements for qualification as BBAC Crew are:

- 6 months experience as crew for one pilot.
- 12 flights / launches as crew.
- 4 times as Mouth Crew.
- 4 times as Fan Crew.
- 2 times assisted at the Crown
- Correctly answer 15 questions for BBAC Crew in the Crew Training Manual.

A3: **BBAC Senior Crew**

A3.1 The requirements for qualification as BBAC Senior Crew are:

- 6 months experience as crew for two pilots.
- 12 flights / launches / retrieves as crew.
- 4 times as Mouth Crew.
- 4 times as Fan Crew.
- 4 times as Crown Crew.
- 6 retrieves as Crew Chief.
- Correctly answer 20 questions from the questions for Senior Crew in the Crew Training Manual.
- Correctly complete the Crew Radio Procedure Assessment.
- Certification at a Landowner Relations Seminar.
- Full UK driving licence for vehicles used as retrieves. This does not require trailer towing privileges.

Experience gained whilst undertaking the “BBAC Crew” Qualification may count towards any of the above requirements.

A4: BBAC Master Crew

A4.1 This qualification is intended for crew already experienced in crew duties and qualified at BBAC Senior Crew level. The additional requirements for BBAC Master Crew qualification are:

- Certification as BBAC Senior Crew for two years
- Crew for 100 flights / launches / retrieves
- Acted as crew for 5 tethered flights
- Acted as regular Crew Chief for at least two pilots
- Correctly answered 20 questions for Master Crew in the Crew Training Manual
- Correctly complete the Crew Radio Procedure Assessment

A5: Accreditation of Prior Experience

A5.1 It is recognised that there may be BBAC members with a wide experience of crewing who wish to apply for qualifications but have no records of previous crew experience.

Applications will be considered for Senior Crew qualification which fulfil the following requirements:

- Statements from two pilots as to the applicant's prior experience over a minimum of a six-month period, including where possible a statement as to the number of flights/launch/retrieves for which the applicant has acted as crew
- Correctly answer 20 questions from the question for Senior Crew in the Crew Training Manual
- Correctly complete the Crew Radio Procedure Assessment
- Certification at a Landowner Relations Seminar
- Full UK driving licence for vehicles used as retrieves

A5.2 Applications for Master Crew qualifications using accreditation of prior learning are expected to be rare. In these circumstances an application for a Senior Crew qualification should be made first, as in A3.1 above with an additional letter explaining why the award of Master Crew is considered appropriate.

Applications for Accreditation of Prior experience should be made directly to the Crew Officer by email. A sponsoring Instructor will help this process.

Application for BBAC Crew qualification

First name(s)

Surname

Address

Postcode

BBAC Membership No

Age (if under 18)

Training Pilots Declaration: *The above applicant has been a member of my crew during a training period of at least six months, and has the knowledge and experience I would expect from a BBAC Crew.*

Name

Signature

PPL No

Instructor's Declaration: *I have examined the crew logbook of the above applicant and have seen evidence of*

6 months experience

12 crew experiences

4 times as Fan Crew

4 times as Mouth Crew

2 times as Crown Crew (assisted)

The applicant has correctly answered 15 questions from the question paper supplied by the BBAC Crew Officer. The completed question papers are enclosed. I am satisfied that the applicants experience and knowledge are up to the standard required for BBAC Crew.

Instructor's Name

Signature

Instructor's BBAC Number:

Forward this original form together with the completed written question paper to the

BBAC Crew Training and Qualification Officer

- address given in the latest Aerostat or on the BBAC website. *{Details forwarded will be kept on a computer database}*

Application for BBAC Senior Crew qualification

First name(s)

Surname

Address

Postcode

BBAC Membership No
Driving Licence Number
BBAC Crew number (if you already hold a "BBAC Crew" qualification)
LRO Certificate No.

Training Pilots Declaration: The above applicant has been a member of my crew during a training period of at least six months, and has the knowledge and experience I would expect from a BBAC Crew.

Name	Signature	PPL No
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Instructor's Declaration: *I have examined the crew logbook of the above applicant and have seen evidence of*

6 months experience	12 crew experiences
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4 times as Crown Crew	4 times as Mouth Crew
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4 times as Fan Crew	6 retrieves as Crew Chief
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Crew Chief for one other Pilot

The applicant has correctly answered 15 from the question paper supplied by the BBAC Crew Officer. The completed question papers are enclosed. I am satisfied that the applicants experience and knowledge are up to the standard required for BBAC Crew.

Instructor's Name	Signature
Instructor's BBAC Number	

Forward this original form together with the completed written question paper to the

BBAC Crew Training and Qualification Officer
- address given in the latest Aerostat or on the BBAC website.
{Details forwarded will be kept on a computer database}

Application for BBAC Master Crew qualification

First name(s)

Surname

Address

Postcode

BBAC Membership No

Crew Number

Training Pilots Declarations (two required) :*The above applicant has been a member of my crew over a period of at least six months, and has the knowledge and experience I would expect from a BBAC Master Crew. The applicant has regularly acted as Crew Chief.*

Name

Signature

PPL No.

Name

Signature

PPL No.

Instructors Declaration: *I have examined the crew log book of the above applicant and have seen evidence of*

Experience over 2 years following Senior Crew qualification

Crew Chief for at least 2 Pilots

100 launches / flights/ retrieves

Crew for 5 tethered flights

The applicant has correctly answered 20 questions from the question paper supplied by the BBAC Crew Officer. The completed question paper is enclosed. The applicant has also reached the required standard in the Crew Radio Procedure Assessment. I am satisfied that the applicants experience and knowledge are up to the standard required for BBAC Master Crew.

Instructor's Name

Signature

Instructor's BBAC Number

Forward this original form together with the completed written question paper to the

BBAC Crew Training and Qualification Officer
- address given in the latest Aerostat or on the BBAC website.
{Details forwarded will be kept on a computer database}

Notes for Crew Qualification Instructors

1. You should be a BBAC Instructor or an appointed Crew Training Officer of a BBAC. When signing Crew Qualification applications please quote your Instructor Number or appointment.
2. You are asked to examine the candidate's Crew Logbook and verify that the experience levels quoted on the application and in Appendix A: to the Crew Training Manual have been demonstrated by the candidate.
3. You are then asked to conduct a test, appropriate to the qualification level being examined, outlined in the following sheets. The test should be conducted as a written test using the papers supplied by the Crew Officer. You are asked to "mark" all written papers yourself, swapping between candidates for marking is not acceptable. The candidate should then answer all questions alongside the nominated letter. Completed question papers should be included with the application forwarded by the candidate.
4. Lastly you are asked to conduct a short verbal Crew Radio Assessment. The outline for this will be supplied by the Crew Officer on request, by email. The candidate may nominate a balloon callsign and retrieve callsign if required. If this nomination is not required you are asked to invent an appropriate callsign for both balloon and retrieve and use these throughout the assessment.
5. Thank you for your very valuable assistance to the BBAC Crew Training and Qualification Scheme. With your help in preparing crews for the future ballooning will remain the safe, trouble free sport we all enjoy.

