

SSA Official Observer's Checklists
Based on Sporting Code Section 3 "SC3"

Pre-flight Procedures, Take Off & Release Verification

BAROGRAPH & FILM DOCUMENTATION

- _____ Pre-flight ID Mark on barogram
- _____ Barograph wound, sealed & secured
- _____ Motorglider: MoP recorder operable

For Cross Country Flights

- _____ Control mark on canopy
- _____ New film (*See provisions for relights*)
- _____ Camera sealed shut & sealed to mount
- _____ Declaration completed properly
- _____ Photograph declaration through canopy mark – about 4 feet away
- _____ Stow declaration in cockpit

- _____ Observe & make note of take off and release (or engine stop) times

RELIGHTS WITH SAME FILM & DECLARATION

- _____ New control mark on canopy
- _____ Update declaration time & re-take photo

FLIGHT RECORDER ("FR") DOCUMENTATION

- _____ Check FR installation (Seal FR if needed)
- _____ Motorglider: MoP recorder operable
- _____ Note FR Make, Model, Serial #
- _____ TURN FR ON. Verify Datum WGS84, sampling rate at least once / minute
- _____ Check electronic declaration

NOTE:

- ? A written declaration supersedes the resident electronic version *only if the written version is made before take off and after the FR is turned on*
- ? A written declaration, if used, must be retained by the OO and submitted with the badge or record application & FR data disk
- ? An OO's observations, reliable records or witness statements must verify the pilot's take-off and release (or engine stop) and landing took place as indicated by FR data

Landing Verification & Post-flight Procedures

BAROGRAPH & FILM DOCUMENTATION

- _____ OO signature as landing witness otherwise, 2 landing witnesses required
- _____ Landing time written on declaration and, for flights per SC3 1.4.4(b), sequence of turnpoints used.
- _____ Post-flight photo of declaration or the glider, clearly shown at the landing site
- _____ Camera & barograph removed from glider (Pilot may perform these tasks only after an off-field landing)
- _____ Inspect seals on camera and barograph. Remove seals, take possession of film & prepare barogram for evaluation
- _____ Write items listed in SC3 6.1(a) thru (i) on barogram; verify calibration is current
- _____ Calculate pertinent in-flight altitudes; have film developed

FLIGHT RECORDER DOCUMENTATION

- _____ Verify landing time & place with reliable records and/or witnesses
- _____ Verify FR make, model & serial #
- _____ Unseal FR data port (if applicable)
- _____ Data download, following instructions in the FR Approval Document
- _____ Check file security using "Vali" program
- _____ Verify calibration is current; calculate pertinent in-flight altitudes
- ? The OO should keep the original download on a disk or hard drive; copies should be made for evaluation & for the pilot.
- ? For best results, DO NOT rename files or download using any program other than specified in the FR Approval Document

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CLAIM EVALUATION & SUBMISSION - ALL DOCUMENTATION METHODS

1. Review flight documentation to ensure:

- ? The release notch/turn (or Means of Propulsion "MoP" stop point) is unmistakable
- ? Barograph or FR data indicates continuous recording and no intermediate landing
- ? For Distance/Goal claims, Start, Turn and Finish Points were achieved satisfactorily

2. Calculate the following altitudes MSL, correcting for instrument error and non-standard pressure:

<u>Altitude claims</u>	<u>Duration claims</u>	<u>Distance /Goal / Speed claims</u>
Low point after release Subsequent High Point	Release* <i>* Must be 3281' or less above landing site elevation</i>	Release (or MoP stop) Altitude Start Altitude Finish Altitude

3. For Distance, Goal and Speed flights, find distance online at http://www.fai.org/distance_calculation/ .

- ? Calculate Official Distance – if applicable, subtract the following from the raw distance:
 - o *Loss of Height* - penalties apply *only* if Loss of Height per SC3 1.2.7 and 1.4.7 *both* exceed 3281 feet; consult SC3 4.4.2 and apply the lesser penalty.
 - o *Distance corrections* – per 1.2.11, if Cylinder Observation Zones were used. Subtract 1 km for each turnpoint used, plus 1 km if Start & Finish Cylinders were used. *Tip: using a Start or Finish Line decreases the correction by .5 km; using both decreases the correction by 1 km.*
- ? Consult SC3, SSA Procedures, State Record Rules and award program materials as needed to calculate speed, handicapped distance and/or handicapped speed, as applicable to the claim

4. For all flights –

- ? Complete application form(s) appropriate to the Badge leg(s), award and/or record sought. An Official Observer must provide a written explanation of any anomalies in data or procedures
- ? Assemble the following for claim submission:
 - o **Completed Application Form(s)** for the badge leg(s), award(s) or record(s) sought
 - o **Documentation** for any claim other than duration under continuous surveillance requires -
 1. *Original FR data file* on disk or CD and calibration data in hard copy; or
 2. *Original barogram*; include ORIGINAL calibration graph, if altitude gain or Loss of Height is within 300 feet of an FAI minimum or maximum; *and*
 - ? For cross country flights using barograph & film: negatives, preferably uncut, plus prints of pre-flight, in-flight and post-flight photos, certified on the reverse by an OO
 - o **Written declaration**, if used.

5. Mail all submissions involving an FAI Badge or US National Record to:

SSA, PO Box 2100, Hobbs NM 88241-2100, ATTN: Badge/Record Claims