

CAP STANDARD 73-3
25 Aug 2020



Operations Procedures, Balloon

NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama

OPR: CAP/DO

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Introduction

1.1 Scope

This pamphlet outlines standardized operational procedures to be used by CAP aircrew when operating CAP aircraft, as identified in CAPR 70-1, *CAP Flight Management*, paragraph 2.

1.2 Pilot Responsibility

Pilots will use these procedures as the CAP standard. However, these procedures do not substitute for sound judgment or common sense. Deviation from these procedures is authorized when necessary for safety of flight and protection of life. Planned deviations from standard shall be pre-briefed or, when unable due to operational necessity, communicated to ensure crew understanding. As always, the pilot in command (PIC) has the ultimate responsibility for the safe operation of the aircraft.

1.3 References and Precedence

Pertinent references for CAP flight operations are FAA part 91, CAPR 70-1 and the airframe-specific Aircraft Flight Manual (AFM) or Pilot's Operating Handbook (POH). In the event of a conflict between this publication and the above references, the references will have precedence.

Mission Planning and Briefing

2.1 Briefing / Debriefing

As a default, the crew will be in place and ready to begin the flight briefing no later than 30 minutes before scheduled takeoff. Crew briefing format is at the discretion of the PIC. The PIC is also responsible for providing appropriate passenger briefings. The PIC must brief passengers on the use of sterile cockpit procedures during critical phases of flight. A suggested passenger briefing guide is provided at Attachment 1.

2.2 Pre-flight Risk Assessment

Instructions for completing the pre-flight risk assessment worksheet (RAW) are provided in Attachment 2. The provided instructions have been written in reference to the paper-based form but are generally applicable to the electronic risk assessment. If a PIC will be flying multiple flights of the same type in a single day, they may elect to complete a single RAW for their flying day using the worst-case conditions for each risk factor, then request that the FRO release the flights as a block.

Mission Execution

3.1 Preflight

Determination of aircraft airworthiness is supported by reviewing data contained in the Aircraft Information File (AIF). The AIF cover displays a summary of major inspections. The entries on the cover shall be compared to data from the Aircraft Flight Time log, and the current date, to ensure that inspection limits are not overflowed. The AIF Equipment, Inspection, and Document Requirements page lists documents that must be carried on the aircraft, to include the airworthiness certificate. This page also references 14 CFR Part 91.205 requirements for kinds of operations.

The PIC shall review the Web Mission Information Reporting System (WMIRS) Maintenance Discrepancy Module for open, deferred, and recent discrepancy trends to determine whether equipment required for safe flight is operating properly. PIC knowledge of aircraft's VFR-day/night type certification, 14 CFR 91.205 equipment requirements, mission to be flown, and Kinds of Operations Equipment List (KOEL) limitations is vital. Inoperative instruments and equipment must be removed/deactivated and appropriately placarded. Required maintenance shall be recorded in accordance with 14 CFR Part 43 prior to flight.

Any discrepancies noted during preflight that have not been documented in the WMIRS Maintenance Discrepancy Module shall be immediately reported to the Squadron Maintenance Officer and the airworthiness of the aircraft verified prior to flight. Discrepancies that might impact kind of operations/mission shall be brought to the attention of the FRO. Flying the aircraft with unreported damage could result in the PIC incurring liability for that damage.

3.2 Sterile Cockpit Procedures

The Pilot in Command (PIC) shall ensure that non-essential conversations, activities, and distracting actions do not occur during critical portions of flight as defined in CAPR 70-1.

3.3 Transfer of Aircraft Controls

Pilots shall ensure positive exchange of controls. Both pilots must always know who has control of the aircraft. The pilot assuming control of the aircraft will state "I have the flight controls" The pilot relinquishing control will state "You have the flight controls." Finally, the pilot flying states, "I have the flight controls." Once assuming control of the aircraft, maintain control until relinquishing it as stated above.

3.4 Use of Checklists and Callouts

PICs shall use an approved aircraft checklist for ground and flight operations (ref: CAPR 70-1). CAP does not specify how the checklists shall be used in the cockpit. There are several industry-accepted methods for using checklists, to include: challenge and response, check-do, and do-check. One or more of these may be appropriate depending on crew number, checklist familiarity, and other factors. CAP aircrew should establish how and when they will call for, employ, and signal completion of checklists during the crew resource management portion of their flight brief. Use of mnemonics (ex: CGUMPS) to support checklist flow is permitted; however, an approved checklist must be used to validate completion. During multi-pilot operations, CAP encourages the use of call outs and/or techniques such as fingering pointing/calling as tools for improving crew situational awareness. Even when practiced during single-pilot operations, these techniques can increase crew awareness during critical flight phases and may result in identification of a critical error or oversight.

Post-flight

4.1 Post Flight

Immediately after disembarking, CAP aircrew shall conduct a thorough post-flight inspection of the aircraft using Attachment 3. The PIC is responsible for documenting and entering all discrepancies in WMIRS. Discrepancies shall not be passed down verbally from pilot to pilot as a means of keeping the aircraft in an MC status. If there are any discrepancies that might impact airworthiness, insert the Aircraft Grounded Placard into

the AIF front cover prior to leaving the aircraft. This ensures that the Major Inspections data is obscured, and the grounding card cannot be overlooked or displaced. Notify the Squadron Maintenance Officer immediately thereafter.

4.2 Debrief

Aircrew will complete the debrief process at the end of the mission. Items of interest should include mission success, areas for improvement, crew coordination factors, and hazard identification/reporting.

Briefing Checklist (Attachment 1)

Passenger Briefing Guide

A.1 Prior to Flight

- Flight authorized
- Hold Harmless Agreement
- Medical status
- Prohibited electronic devices
- Clothing

B.2 Mission

- Sterile cockpit procedures
- Restricted maneuvers
- Flight instruments
- Clearing
- Radio procedures
- Transfer of controls
- Takeoff
- Departure
- Arrival

B.3 Emergency Procedures

- Ground egress
- Abort
- Airborne emergencies
- Physiological events

B.4 Risk Management Considerations

Risk Assessment Instructions (Attachment 2)

ASSESSMENT, GENERAL: Select a risk factor, then select the descriptor representing the maximum risk anticipated during the flight, or during the flying day if assessing multiple flights (ex: Factor: Time of Day and last landing will occur during civil twilight falls under the “Reduced” column).

DEPARTURE & ARRIVAL WEATHER: A single row addresses current/forecast weather conditions at the departure and destination airports. VMC should be selected in the left most column.

ENROUTE CONDITIONS: Several factors that could impact the enroute phase of flight have been combined under this heading. The descriptors are listed in the same order as the factors in the left column (e.g., Thunderstorms, Icing, then turbulence). Select the highest risk level.

PIC CURRENCY: For initial solo flight, do not mark “181 Days or more.” Instead assess the risk based on the number of days since last flight. The time periods provided under this factor are not appropriate for initial solo flight. If a significant number of days have elapsed since last flight, this should be addressed under “Are there additional risks...” and the FRO should be informed.

TOTAL SCORE: When using the electronic system, risk scores will be calculated and the flight release routed appropriately. When using paper, note the number of points for each factor and write that number in the column to the far right to aid in totaling the values. The PIC must seek a release based on the resulting score on the information provided at the bottom of the sheet. For some factors, a specific risk level/descriptor results in an assessment of elevated risk or special conditions. These special conditions must be honored regardless of the cumulative risk score generated by the chart.

FREE TEXT AREAS: It is impossible for any pre-planned risk assessment tool to predict the full range of risks that might present themselves in an operational environment. Accordingly, the PIC shall apply RM principles, knowledge, and judgment, to identify and assess any other significant, known risk factors using the provided space. The PIC should consider these additional factors when determining the level of flight release to seek.

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Post Flight Checklist (Attachment 3)

POST-FLIGHT CHECKLIST BALLOON

This checklist shall be performed after every flight where the pilot disembarks the aircraft

ENVELOPE

CONDITION OF ALL COMPONENTS..... CHECK
RIPS/BURNS DURING FLIGHT NOTED
RIPS/TEARS DURING LANDING/PACKUP NOTED

BASKET

CONDITION OF ALL COMPONENTS..... CHECK
HOLES IN THE WICKER NOTED
LOOSE ITEMS REMAINING IN BASKET SECURE

BURNER

CONDITION OF ALL COMPONENTS..... CHECK
BURNER HOSES INSTALL DUST PLUGS (IF AVAILABLE)
VALVES/CONTROLS ALL OFF/CLOSED

FUEL TANKS

CONDITION OF ALL COMPONENTS..... CHECK
TANK STRAPS RETIGHTEN IF NEEDED
REFUELING HOSE ATTACH
STRIKERS REMOVE

POST-REFUELING

DUST PLUGS INSTALL IF AVAILABLE
REFUELING HOSE STOWED
STRIKERS RE-STOWED

REPORT ANY NEW DISCREPANCIES IN WMIRS

Change Record

Issue Date	Change Summary
8 Jun 20	Moved risk assessment instructions to Attachment 2 and renumbered all attachments. Revised Attachment 4 - post-flight checklist.
25 Aug 20	Corrected Change Record