

ACHIEVEMENT SCHEME REVIEW COMMITTEE MEETING

27th November 2010

Present

Terry Rounce	Chairman
Peter Spurway	PAS Controller
Chris Moynihan	SFAS Controller
Dick Whitehead	Member
John Harris	Member
Bob Mahoney	Member
Mick Eames	Member

Visitors

Ian Pallister	Scale Tech Chairman
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List of contact/email/telephone & fax numbers

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1. Apologies

Apologies were received from Andy Symons

2. Voting Strength

The voting strength of the meeting was established as 7

3. Correction and Adoption of the Minutes of the 10th July 2010.

Dick Whitehead proposed that the Minutes of the 10th July 2010 meeting be accepted as a true record of that meeting.

Seconded by Bob Mahoney

Vote: For: 6
Ags: 0
Abs: 1

Carried by a majority vote.

4. Matters arising from the Minutes of the 10th July 2010 meeting.

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The Chairman will be raising the matter of examiners attending workshops every 2 years or be retested at January Areas Council for discussion

PAS & SFAS Controllers have written up a grievance procedure, see AOB

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The Chairman has spoken to the office regarding turn around times for pass certificates. Turn around times appear to have improved greatly.

****Note regarding Proposals at Area Council meeting 25th September 2011-01-31**
Areas council instructed the ASRC to add an extra sentence to both the proposal regarding the use of flybar replacement systems and the A before B proposal, this was to be done by email to enable the amendments to be made in time for the 1st Jan 2011 inception date, the amendments are shown in Appendix 1
(**Added post meeting by Andy Symons*)
This completed matters arising.

5. Correspondence

The Chairman has received a letter from Peter Carson the Chairman of NIJETS, (Northern Ireland Jets) saying if NIJETS can be of any assistance in relation to jet policy or developments, they would be more than happy to help.

The Chairman has also received a letter from John P (??) suggesting that people are re-tested every 5 years to ensure they remain current. It was felt that while the principle may be commendable however it would be impractical, and also that the certificates represent a personal achievement and are not a licence. It should be up to club instructors/examiners/committees to ensure that fliers remain current.

6. Scale C

The Chairman praised Ian Pallister and the Scale tech committee for the work on the Scale C, which they have brought almost to a position where a Scale C can be put forward. **See Appendix 2**

Peter Spurway suggested the applicant will need to apply to ASC to take the test and inform the ASC of the model being used, the ASC will appoint examiners for the test.

There was lengthy discussion on the Scale C documents produced by Ian Pallister and certain changes suggested, Ian will incorporate the changes and forward the revised document. **Action Ian Pallister**

7. Buddy Lead Tests

Mick Eames informed the meeting of an occurrence he is aware of where a test was carried out with the candidate on a buddy lead, Mick and the PAS controller have since visited the examiner in question who has accepted that buddy lead tests are not acceptable. It was suggested that a sentence should be added to the BMFA Handbook and the standards booklets to the effect that Buddy leads must not be used for tests. **Proposed Bob Mahoney, Seconded Dick Whitehead For 7 Agst 0, Abst 0**

8. Appointment of Area Chief Instructors.

The Committee unanimously felt ACI's selected in parallel with ACE's this was endorsed by the entire Committee, PAS controller also pointed out that Q.I.'s were not mentioned in the selection procedure of the handbook and it should be included.

9. AOB

a Indoor Achievement Scheme

Areas council gave approval to the ASRC to produce an indoor scheme based on the discussion document that has been in circulation, ASRC now needs to produce standard booklets for the tests.

b Helicopter A

It was pointed out that there should be a landing after the 20 second hover and this appears not to be in the standards booklet.

- c Flybarless**
PAS Controller has asked that the test forms for helicopters should have an alteration to reflect whether the test was taken flybarless and what system was used.
- d Removal of Certificates**
PAS Controller said that while the handbook mentions removal of certificates there is no procedure in place for this and this should be clarified.
Agenda for next meeting
- e** John Harris pointed out that nobody was entirely sure what was happening with election of ASRC members for 2011, the Chairman said this would be decided at January Areas council meeting.
- f** RCPAS informed the meeting that he had occasion to cancel a number of B certificates where only 1 approved BMFA examiner had been present.
- g Grievance Procedure**
Provisional procedure, see Appendix 3

Date of next Meeting February 12th 2011

Minutes transcribed from recordings by Andy Symons

Circulation:

ASRC Members	Development Officer
Elected Officers	Chief Executive
Area Council Members	Office Manager
RCPTC Sec & Chair	Accounts Manager
Scale TC Sec & Chair	Des Farthing FSMAE
R/C SFTC Sec & Chair	All Area AS Co-ordinators
Indoor TC Sec & Chair	All Chief Examiners
Dave Pacey AHA Rep	Richard Budd (060409)
Roger Mayo (125835)	

iii) That if the proposal to modify the handbook regarding extra electronic stabilisation for “flybarless” helicopters is accepted, that the following modification be made to the A & B Certificate (Helicopter) Test Standards and Guideline Booklets:

Remove –

“It is acceptable to use an electro-mechanical or solid state gyro in any helicopter being used to take the test although electronic stabilisation is restricted to a single sensor acting in rotation around the yaw axis only. This allows a range of gyros to be fitted, from simple yaw dampers to solid state heading lock units but only acting on the tail rotor.”

Replace with –

Gyros and Electronic Stabilisation

“Where a fly bar is fitted, it is acceptable to use an electro-mechanical or solid state gyro in a helicopter being used to take the test although electronic stabilisation is restricted to a single sensor acting in rotation around the yaw axis only. This allows a range of gyros to be fitted, from simple yaw dampers to solid state heading lock units but only acting on the tail rotor. If the helicopter does not have a fly bar fitted it is acceptable to use extra electronic stabilisation, however the extra electronic stabilisation must only be acting as a fly bar replacement system and must not take over control from the pilot or achieve automated flight. The use of any autopilot and/or artificial stability features which are (or may be) designed into such units beyond the definition above is not acceptable during the test and is not allowed, candidates should be prepared to explain the capabilities of the system they are using and show that it does not take over control from the pilot and that automated flight will not be achieved during the test.”

viii) That if the proposal that A certificates must be passed before a B test is accepted, that the following modifications be made to all B test guidance notes.

Remove

“A pilot capable of flying to ‘B’ certificate standards and wishing to go straight to the ‘B’ test without taking the ‘A’ test may do so but candidates should on no account be forced along this path. A flyer, known within a club to be a good pilot, going through the ‘A’ before taking the ‘B’ can be an excellent example to the rest of the club members and this should be pointed out to any candidate wishing to go direct to the ‘B’.”

And replace with

“A candidate wishing to take the ‘B’ must already have passed the ‘A’, however where a candidate presents for a B test who does not already hold an A certificate it is acceptable for the candidate to complete the flying portion of the A test then move immediately to the flying portion of the B test before attempting the test questions.”

THE 'C' CERTIFICATE (SCALE)

The examination for a 'C (Scale)' Certificate may be taken on application to your Area Achievement Scheme Co-ordinator. The examination will be carried out by either one Area Chief Examiner and one Club Examiner, both of whom must be Fixed Wing qualified, or two Chief Examiners, one of whom must be Fixed Wing qualified.

To apply to take the 'C (Scale)' Certificate, the candidate must already hold the 'B' Certificate (Fixed Wing). The manoeuvres required for the 'C (Scale)' Certificate are no more difficult than those of the 'B'. However, the candidate must demonstrate the ability to fly them smoothly and accurately and, in particular, in the manner of the prototype. The way in which each manoeuvre should be presented and associated errors which might lead to failure are outlined in detail in the appropriate Test Standards Booklet; reference to this booklet is very strongly recommended.

The applicant may use any type of model that is clearly recognizable as a bona fide model of a full size prototype but it must weigh a minimum of 3Kg and no more than 20 Kg. (ie 'Park Flyer' and large models subject to CAA exemption are not acceptable). The Examiners may disallow the use of any model that they consider does not meet this specification.

The applicant is not required to have built the model himself but he will be expected to demonstrate an interest in the subject and the fact that some research has been done. 'Competition standard' documentation is not required but the candidate may provide drawings and/or photographs of the full size to help explain the model he's using. As a minimum he must state the scale of the model and be prepared to discuss and, if requested by the Examiners, provide documented evidence of the performance characteristics of the full size including the maximum or cruising speed and whether or not the full size was considered 'non-aerobatic'. He will also be expected to describe the origins of the camouflage or paint scheme and markings of his model. If a specific aircraft is modelled then there should be knowledge of that aircraft. If the scheme is more generic, as with some ARTFs, then an effort should be made to explain the origins of the scheme and, as an example, explain that a scheme is incorrect and why it is incorrect.

The Flying Test

- (a) Carry out pre-flight checks as required by the BMFA safety Codes, including fail-safe operation if appropriate.
- (b) Take-off, turn 90° away from the take-off path and then join the circuit in whichever direction is appropriate for the conditions.
- (c) Fly a level figure 8
- (d) Climb to height and fly a descending 360° circle at constant low throttle setting.
- (e) Fly a further 6 manoeuvres appropriate to the prototype selected from the options below. **These should demonstrate the fullest possible capabilities of the aircraft subject type modelled.** Whilst any of the options may be chosen, models of prototypes deemed to be aerobatic will be expected to demonstrate *some* aerobatic capability. Candidates must be prepared, if required by the Examiners, to give evidence that the options selected are typical and within the normal capabilities of the aircraft subject type modelled.

The selected options must be given to the Examiners in writing before taking off. The Examiner will determine the order in which the manoeuvres are to be flown and inform the pilot which manoeuvre he wishes to see next.

A candidate may not select option C (Retract and extend flaps) if option B (Retract and extend landing gear) has been selected.

(See the "Test Standards for Chief and Club Examiners and Guidance for Test Candidates for the C Certificate (Scale)" document for detailed descriptions of how these manoeuvres are to be presented)

- A Chandelle
- B Retract and extend landing gear
- C Retract and extend flaps
- D Procedure turn
- E Stall turn
- F Immelman turn
- G One inside loop
- H Spilt S (Reversal)
- I Cuban eight
- J Normal 3 turn spin
- K Roll (type of roll to be nominated eg. slow, barrel, 4 point etc)
- L Touch and go
- M Overshoot
- N Side slip to left or right
- O Option - The candidate may demonstrate a flight function of his own choice. He must supply evidence that this function was performed by the subject aircraft. He must indicate to the Examiners the nature of his demonstration before commencing the test.
- P Option - As O above but different flight function
- Q Flight in a triangular circuit (subject to site suitability)
- R Flight in a rectangular circuit (subject to site suitability)
- S Flight in a straight line at consistent height
- T Flight in a straight line with one engine throttled - (for multi-engines)
- U Lazy Eight
- V Wingover
- W Inverted Flight
- X Derry Turn

(f) Approach and Landing

(k) Complete post flight checks as required by the BMFA Safety Codes.

(l) At least once during the test one of the Examiners will call an emergency and this may happen at ANY time during the assessment. The candidate will be expected to respond in a way appropriate to the emergency called. Note that this may involve an intermediate landing and take-off. If the emergency is called part way through a manoeuvre, the manoeuvre must be repeated after the emergency has been dealt with.

(m) The schedule must be completed in one flight. Exceptionally, at a pre-determined point in the flight, an intermediate landing may be permitted for the sole purpose of either re-fuelling or the fitting of a freshly charged flight battery. This landing may only be made with the prior consent of the Examiners.

(n) In addition to assessing the individual manoeuvres, the Examiners will also consider the overall realism throughout the flight including the speed, stability and smoothness of control between manoeuvres. To achieve a pass the candidate will be expected to make no more than 3 significant errors in any manoeuvre as described in the Test Standards

(o) Two examination attempts will be allowed in any one day.

(p) All manoeuvres must be carried out in front of the pilot.

(q) In addition to the above flying schedule, the applicant will be interviewed by the Examiners and must display a satisfactory depth of knowledge of model flying in general and, in particular, of safety matters based on the BMFA Safety Codes for General Flying and Model Flying Displays.

BMFA ACHIEVEMENT SCHEME GRIEVANCE PROCEDURE

This procedure is in place to regulate the receipt, management and resolution of complaints or grievances arising out of the application of any of the BMFA's achievement schemes.

Primarily intended to deal with the most likely situation where a candidate undergoing an achievement scheme test feels that the process has been flawed in some way, the procedure may also be used at any level within the Achievement Scheme process where a resolution is unlikely or inappropriate using an informal approach.

Before resorting to this formal procedure, those involved should seek a satisfactory outcome using all the informal and local methods available, such that the matter is resolved satisfactorily for all the parties involved.

Where this process fails to achieve an acceptable outcome, the complainant should follow the following procedure:-

Stage One Submission of Grievance

The complainant should set down in writing the nature of the grievance, giving all the details relevant to the case (date, time, place, club, area, names and status of the people involved, names of any witnesses plus a full description of the events giving rise to the grievance).

This written statement should then be posted to the examiner involved.

If the grievance relates to that examiner and an informal resolution has not been possible, the grievance report should be sent to the relevant Achievement Scheme Coordinator with a copy to the Area Chief Examiner. Names and addresses of these officials are available on the BMFA website or direct from the Chacksfield House office.

A grievance should be submitted as soon as possible after the relevant incident, and in any event no later than one month thereafter.

Stage Two Investigation

The Area Chief Examiner will then arrange for an investigation into the grievance to be conducted by an experienced examiner previously uninvolved in the particular grievance, who will carry out whatever interviews or visits are necessary to arrive at a view on the substance or validity of the grievance. This written report will then be sent to the Area Chief Examiner.

Stage Two should be completed within three months of the receipt of the grievance.

Stage Three Outcome

The ACE will weigh the evidence in the report against the initial grievance and come to a view on whether the grievance is accepted or rejected.

At this stage, the ACE may seek further details or clarification from whatever source is deemed appropriate. If accepted this response will also include recommended remedial actions where appropriate. If rejected, the ACE should set out in writing the reasons for dismissing the grievance.

Stage Three should be completed within four months from the original receipt of the written grievance.

Stage Four Appeal

If the complainant rejects the findings and /or outcome, an appeal may be made to the relevant Achievement Scheme Coordinator, setting out in writing the grounds for the appeal.

The ASC may seek further details from any of the people involved in the original incident or the subsequent investigation.

The ASC will then either reject or accept the appeal, setting out the reasons for the decision and also any remedial action if accepting the appeal.

Stage Four should be completed within six months from the original receipt of the written grievance.

This is the final stage of the process.

Notes

- If any of the investigative or decision-making stages involve meetings with the complainant, a club colleague may accompany the club member to support the case being made.
- If such meetings are to be held, the investigating or reviewing member of the BMFA may be accompanied by a notetaker to ensure the accurate recording of the meeting.
- The BMFA will not accept the presence of a legal professional as a complainant's representative in any such meetings.
- Where a grievance relates to an ACE, the grievance should be sent to the relevant AS Coordinator, and the appeal stage, if invoked, will be taken by the Chair of the Achievement Scheme Review Committee.

C Moynihan
13.07.2010