

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
CREW CHIEF -LEVEL III**

TASKS: Completion of Level II Plus Experience in:

- | <u>Check</u> | <u>Description of Task</u> |
|--------------------------|--|
| <input type="checkbox"/> | Develop personal crew chief checklist for entire flight sequence for personal use |
| <input type="checkbox"/> | Able to deliver basic first aid and summon appropriate first responder |
| <input type="checkbox"/> | Prevent and know how/when to fight/retreat from fires (fuel, power line, field) |
| <input type="checkbox"/> | Know your pilot's Lost Balloon Plan or how to locate a lost balloon |
| <input type="checkbox"/> | Weather Savvy – knowing <ul style="list-style-type: none"> a) Your pilot's weather minimums b) How to read wind speeds from environment without mechanical/electronic aid c) How to obtain online wind conditions for your flight d) Identify changing/deteriorating conditions that impact your flight: ceiling dropping, mist/fog/rain developing, winds suddenly gust/drop, shift, etc. e) Radio wx info to pilot w/o alarming passengers |
| <input type="checkbox"/> | Review flight plan – duration, direction, conditions, likely landing sites – with pilot |
| <input type="checkbox"/> | Securely tie off basket to vehicle |
| <input type="checkbox"/> | Know when/how to “rip out” unprompted on cold inflation |
| <input type="checkbox"/> | Stabilize balloon with crown line(s) (load ring movement no more than 10') in 8-10K+ during high-wind/cold/hot inflation and static display. |
| <input type="checkbox"/> | Clear basket/launch path and release tie off at launch |
| <input type="checkbox"/> | Identify and radio power line locations when pilot flying <100' |
| <input type="checkbox"/> | Obtain landowner permission prior to/at landing |
| <input type="checkbox"/> | Be nearby or at landing to assist in following ways: <ul style="list-style-type: none"> a) Assess landing site/hazards and confirm approach/quality b) Direct a drop line landing c) Know if/when/how to add weight for landing d) Walk inflated balloon to better spot e) Keep fabric off obstacles when deflating (trees, lights, mailboxes) f) Quickly and safely dropping a spinnakerred balloon where needed g) Restricted area landing protocol: airports, tribal lands, military installations, etc. |
| <input type="checkbox"/> | Shut off pilot light(s), shut down tank valves, bleed lines, drop burner(s) if needed |
| <input type="checkbox"/> | Assist with refueling |

ADDITIONAL TASKS (SEE WORKSHEETS):

- Crew in at least two (2) of the following situations:**

<u>Check</u>	<u>Description of Task</u>
___	(2) flights for 4 different pilots (8 crew task total)
___	(4) flights with high-wind landing
___	(3) drop-line landings and/or 3-point tether of > 60 minutes
___	(3) glows or static displays with standup time >20 minutes

- Complete one (1) of the following requirements:**

___	(5) flights in unfamiliar area (100+ miles away from current flying area)
___	Crew for 5 flights in a high-density event (20 balloons)
___	Crew for 6 commercial flights
___	Crew for 3 sanctioned competition flights
___	Crew for 2 airship flights
___	Crew for 1 gas balloon flight
___	Assist in 1 annual inspection.

CAAP Level III Worksheet

BFA MEMBERSHIP:

Membership Number: _____ Membership Category: _____

MINIMUM CREWS: 75

APPLICANT CERTIFICATION STATEMENT:

I certify that I have completed the requirements for the BFA Crew Achievement Award Program Level III as specified:

Signature: _____ Date: _____

PILOT CERTIFICATION STATEMENT:

This is to certify that I have personally reviewed the applicant's qualifications and appropriate documentation and have determined that the applicant has satisfactorily completed the tasks for Level III as specified.

Signature: _____ Date: _____

Address: _____ Certification Number: _____

ATTACHMENTS REQUIRED:

- (1) Proof of Attendance of 8 or more units of the BFA Continuing Education Program (in the last 12 Months) or a Working Knowledge of the BFA Ground Crew Manual.
- (2) Copy of BFA Membership Card
- (3) Level II Certification
- (4) Check payable to BFA for \$ 10.00
- (5) BFA Crew Achievement Award Application (Applicant's Section Completed & Signed)
- (6) Copy of log book entries that verify tasks and/or
- (7) Copy of Additional Task Worksheets

FORWARD COMPLETED FORM TO A BFA CREW AWARD DESIGNEE

CAAP Level III Worksheet

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
CREW CHIEF - LEVEL III
BFA CONTINUING EDUCATION**

Participation in a BFA Continuing Education Program in the last 12 months is a requirement for this level. Listed below are three options for providing verification of this requirement. **PLEASE NOTE** option three (3) could result in a delay in processing your application.

#1 – attach certificate from seminar

Name of Sponsoring Group: _____

Location of Program: _____ Date(s): _____

Program/Course Name: _____

{ } I have attached a copy of my certificate of participation provided by the sponsors.

#2 – have organizer sign this form

Name of Sponsoring Group: _____

Location of Program: _____ Date(s): _____

Program/Course Name: _____

Sponsor's Certification:

I hereby certify that _____ has participated in the program listed above and has met the BFA requirements for attendance.

Signature: _____ Date: _____

Print Name: _____ Title: _____

#3 – list seminar (we will follow up) must be sanctioned by BFA

Name of Sponsoring Group: _____

Location of Program: _____ Date(s): _____

Program/Course Name: _____

{ } Please verify attendance with the BFA Continuing Education Records.

CAAP Level III Worksheet

Additional Task Worksheet

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
CREW CHIEF - LEVEL III
2 FLIGHTS FOR 4 DIFFERENT PILOTS
(8 crew tasks total)**

NAME OF BALLOON: _____ BALLOON #: _____

BALLOON MANUFACTURER: _____ YEAR: _____

BALLOON OWNER: _____

ASSEMBLY TASKS PERFORMED: _____

PILOT OR CREW CHIEF VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

NAME OF BALLOON: _____ BALLOON #: _____

BALLOON MANUFACTURER: _____ YEAR: _____

BALLOON OWNER: _____

ASSEMBLY TASKS PERFORMED: _____

PILOT OR CREW CHIEF VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

NAME OF BALLOON: _____ BALLOON #: _____

BALLOON MANUFACTURER: _____ YEAR: _____

BALLOON OWNER: _____

ASSEMBLY TASKS PERFORMED: _____

PILOT OR CREW CHIEF VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

CAAP Level III Worksheet

Additional Task Worksheet

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
CREW CHIEF - LEVEL III
5 FLIGHTS IN UNFAMILIAR GEOGRAPHIC TERRITORY
(100+ miles away from current flying area)**

LOCATION OF FLIGHT: _____

DATE OF FLIGHT: _____ EVENT: _____

DISTANCE FROM REGULAR FLYING AREA (MINIMUM 100 MILES): _____

PILOT IN COMMAND VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

LOCATION OF FLIGHT: _____

DATE OF FLIGHT: _____ EVENT: _____

DISTANCE FROM REGULAR FLYING AREA (MINIMUM 100 MILES): _____

PILOT IN COMMAND VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

CAAP Level III Worksheet

Additional Task Worksheet

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
CREW CHIEF - LEVEL III
5 FLIGHTS IN A HIGH DENSITY EVENT
(20 balloons or more)**

LOCATION OF FLIGHT: _____

DATE OF FLIGHT: _____ EVENT: _____

NUMBER OF BALLOONS LAUNCHED (MINIMUM 20): _____

PILOT IN COMMAND VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

LOCATION OF FLIGHT: _____

DATE OF FLIGHT: _____ EVENT: _____

NUMBER OF BALLOONS LAUNCHED (MINIMUM 20): _____

PILOT IN COMMAND VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

CAAP Level III Worksheet

Additional Task Worksheet

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
CREW CHIEF - LEVEL III
6 COMMERCIAL FLIGHTS**

LOCATION OF FLIGHT:

DATE OF FLIGHT:

NAME OF COMMERCIAL OPERATION:

PILOT IN COMMAND VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

LOCATION OF FLIGHT: _____

DATE OF FLIGHT: _____

NAME OF COMMERCIAL OPERATION: _____

PILOT IN COMMAND VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

CAAP Level III Worksheet

Additional Task Worksheet

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
CREW CHIEF - LEVEL III
3 SANCTIONED COMPETITION FLIGHTS**

LOCATION OF FLIGHT: _____

DATE OF FLIGHT: _____

NAME OF EVENT: _____

PILOT IN COMMAND VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

CAAP Level III Worksheet

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
CREW CHIEF - LEVEL III
Additional Task**

LOCATION OF FLIGHT: _____

DATE OF FLIGHT: _____

DISCRIPTION OF TASK: _____

PILOT IN COMMAND VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

LOCATION OF FLIGHT: _____

DATE OF FLIGHT: _____

DISCRIPTION OF TASK: _____

PILOT IN COMMAND VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

LOCATION OF FLIGHT: _____

DATE OF FLIGHT: _____

DISCRIPTION OF TASK: _____

PILOT IN COMMAND VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____
