SSA Official Observer's Checklists

Based on Sporting Code Section 3 "SC3"

Pre-flight Procedures, Take Off & Release Verification

BAROGRAPH & FILM DOCUMENTATION	FLIGHT RECORDER ("FR") DOCUMENTATION	
Pre-flight ID Mark on barogram	Check FR installation (Seal FR if needed)	
Barograph wound, sealed & secured	Motorglider: MoP recorder operable	
Motorglider: MoP recorder operable	Note FR Make, Model, Serial #	
For Cross Country Flights	TURN FR ON. Verify Datum WGS84, sampling rate at least once / minute	
Control mark on canopy	Check electronic declaration	
New film (See provisions for relights)		
Camera sealed shut & sealed to mount	NOTE:	
Declaration completed properly Photograph declaration through canopy mark – about 4 feet away Stow declaration in cockpit	? 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	
Observe & make note of take off and release (or engine stop) times	? A written declaration, if used, must be retained by the OO and submitted with the badge or record application & FR data disk	
RELIGHTS WITH SAME FILM & DECLARATION	? An OO's observations, reliable records or witness statements must verify the pilot's	
New control mark on canopy	take-off and release (or engine stop) and	
Update declaration time & re-take photo	landing took place as indicated by FR data	
Landing Verification &	Post-flight Procedures	
Landing Verification & BAROGRAPH & FILM DOCUMENTATION	Post-flight Procedures FLIGHT RECORDER DOCUMENTATION	
BAROGRAPH & FILM DOCUMENTATION OO signature as landing witness otherwise, 2 landing witnesses required Landing time written on declaration and,	FLIGHT RECORDER DOCUMENTATION Verify landing time & place with reliable	
BAROGRAPH & FILM DOCUMENTATION OO signature as landing witness otherwise, 2 landing witnesses required	FLIGHT RECORDER DOCUMENTATION ———————————————————————————————————	
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	FLIGHT RECORDER DOCUMENTATION ———— Verify landing time & place with reliable records and/or witnesses ————— Verify FR make, model & serial #	
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 I Camera & barograph removed from glider	FLIGHT RECORDER DOCUMENTATION ———————————————————————————————————	
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	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	
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 I Camera & barograph removed from glider (Pilot may perform these tasks only after	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	
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 I 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 &	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	

SSA Official Observer's Checklists

Based on Sporting Code Section 3 "SC3"

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:

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

- 3. For Distance, Goal and Speed flights, find distance online at http://www.fai.org/distance_calculation/ .
 - ? <u>Calculate Official Distance</u> if applicable, subtract the following from the raw distance:
 - 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.
 - 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.
 - ? <u>Consult SC3, SSA Procedures, State Record Rules and award program materials</u> as needed to calculate speed, handicapped distance and/or handicapped speed, as applicable to the claim
- 4. For all flights -
 - ? <u>Complete application form(s)</u> 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
 - ? <u>Assemble the following</u> for claim submission:
 - Completed Application Form(s) for the badge leg(s), award(s) or record(s) sought
 - 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
 - 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