



**F E D E R A T I O N  
O F T O U R  
O P E R A T O R S**

## **Preferred Code of Practice**

**Hot Air Ballooning**  
with  
**Adventure Asia Int. (Pvt) Ltd**

**Compliance**  
**25<sup>th</sup> Sept 2006**

## Preferred Code of Practice – Hot Air Ballooning

### Public Liability Insurance

**The supplier must have Public Liability Insurance** and a copy should be provided for the tour operator to take away at the time of inspection or before the first customers participate, whichever is the sooner. The insurance should be current and not past its date of renewal. The insurance note or certificate should contain details of sums and parties insured. The amount of PLI that is required by the tour operator will be notified to the supplier as soon as is reasonably practicable.

**Note:**

Insured via Aitken Spence - Lloyds Insurance  
& Sri Lanka Insurance Co.  
As at 1st Oct 2006

### Operators Licence

**The supplier must have a licence to operator issued by the CAA (or equivalent) and provide the tour operator with a copy.**

Note: CAA Sri Lanka has issued a AOC (Airline Operators Certificate) for commercial operations. Copy can be supplied.

### Retrieve Vehicles

The supplier must have a Motor Vehicle Insurance policy for each of the retrieve vehicles used and provide the tour operator with copies at the time of inspection.

The insurance should be current and not past the date of renewal.  
The insurance should contain details of sums and parties insured.

**Note:** Comprehensive Insurance Policy with Commercial Union Co.. Compulsory via People Leasing Ltd terms.

Valid Vehicle Registration documents must be held for each retrieve vehicle, which should be available for inspection, showing the registration number, the date of manufacture, date of purchase, number of seats and name of owning supplier.

**Hired vehicles are used on occasions on the occasions where flights exceed 10 passengers and additional vehicles are required for the group.**

- Vehicle Maintenance Records
- Records of daily maintenance checks must be retained
- Records of regular servicing must be retained
- Records of annual safety checks, (MOT equivalent) made on each jeep must be retained
- There must be a documented system of fault reporting and rectification.
- Records must show that each vehicle undergoes daily checks, made by the driver. These checks should include the following, and records should be retained for at least twelve months: -
- Lights (head, side, brake, indicators, hazard) – working, casing – correct colour and not broken
- Brakes (foot and hand) – both fully functioning
- Tyres (tread depth, condition and pressure) – including spare
- Wheel nuts tightened
- Oil, coolant, screenwash – all topped up
- Horn – working
- Wipers & washers – fully functioning and effective

**Seat belts securely affixed , in good condition and fully operational**

**For on-road (note 1) vehicles,** records must show that each vehicle undergoes a programme of regular servicing, at least every six weeks or 10,000 km, whichever is sooner, by qualified persons. These records should be retained for at least 3 years.

**For off-road/on track (note 2) vehicles,** records must show that each vehicle undergoes a programme of regular servicing (at least every 4 weeks) or 5,000km, whichever is sooner, by qualified persons. These records should be retained for at least 3 years.

**For off-road/on track (note 2)** vehicles, records must show that each vehicle undergoes a programme of regular servicing (at least every 4 weeks) or 5,000km, whichever is sooner, by qualified persons. These records should be retained for at least 3 years.

**For off-road (note 3) vehicles,** records must show that each vehicle undergoes a programme of regular servicing (at least every 4 weeks or 2,500km whichever is sooner, by qualified persons. These records should be retained for at least 3 years.

**Records must show that each vehicle** undergoes an annual safety check equivalent to the UK MOT and these records should be retained for at least 3 years.

**Note:** *ACA Balloons has operated since Dec. 2003 and as such the balloon and vehicles are new based on our start up date*

## Retrieve Vehicle cont...

There must be a documented fault reporting and rectifying procedure which will address any faults found during any of the checks above or raised by the driver during the day.

### Driver Procedures

There must be written procedures for the following: -

**Driver Selection** – Retrieve drivers will be selected at the discretion of the supplier, who will take all responsible care to ensure this driver is suitably experienced and responsible to take this role. Drivers must have held a driving licence for a minimum of five years must be at least 25 years of age and have no convictions for dangerous driving, driving without due care and attention or drinking and driving. Written references should be obtained wherever possible and, if previously employed in a driving capacity written references must be obtained.

**Alcohol and substance abuse** - Drivers must be made aware of the effects of alcohol and substance abuse. There must be an abstinence from alcohol for a minimum of twelve hours prior to the driver starting a shift, and no alcohol must be consumed during the shift. Drivers must not report for duty under the influence of alcohol or other substances of abuse and must not partake of such during the shift. It should be made clear to all drivers that alcohol or substance abuse is a very serious matter and will result in disciplinary procedures

**Endorsements** - Drivers must be instructed to inform the supplier of all traffic offences and/or endorsements to their licences. A note of the offence should be held on the individual's file if of a minor nature. Drivers who have been convicted of dangerous driving, driving without due care and attention and drink driving should not be employed.

**Training** - Drivers must be trained in all company procedures and monitored on a regular basis to ensure compliance.

**Accident reporting** - Drivers must be made aware of the importance of reporting all accidents and near misses.

### Driver Training Records

Drivers must undertake an approved training course on the following issues and records be retained. Copies of the records should be retained and made available to the tour operator at the time of inspection.

- On road safety - e.g. defensive driver training, route planning, speed limits.
- Off road safety – e.g. terrain, weight shifting, weather, customer comfort
- Route knowledge
- Supervision of and responsibility for passengers – e.g. wearing seat belts, general behaviour
- Use of fire extinguisher
- Procedures in the event of a puncture, breakdown or accident
- First aid provision

A senior, competent person representing the supplier should monitor all drivers on a regular basis.

**It is the suppliers responsibility to ensure that the retrieve vehicle is correctly maintained, legal (MOT'd, taxed, insured) and in road-worthy condition prior to use. Any person finding a defect or damage to the vehicle must notify the supplier immediately.**

## Emergency Procedure

### **There must be a documented emergency procedure for all foreseeable accidents**

All drivers/pilots and appropriate base personnel must be trained and/or have access to a documented emergency procedure covering all foreseeable balloon incidents and accidents.

**Note:** All covered within ACA's CAA approved Operation's Manual.

## First Aid Provision

### **There must be a First Aid Kit in each vehicle and balloon details of where it is located provided.**

The first aid box must be accessible and should contain at least the following (as designated by the First Aid Manual - British Red Cross and St. John Ambulance Association).

Any person who is designated a first aider must have undertaken and passed a recognised first aid course. A record of this must be available to the tour operator for inspection.

- In the event that there is no trained staff, the location and means of obtaining the fastest help should be ascertained. This would most likely be the location of the nearest 24hr medical service centre.

## Mobile Communications

### **Each retrieve vehicle must be able to contact the emergency services or other assistance if necessary. This can be by radio, walkie-talkie or mobile phone.**

### **The method of communication must be able to operate from all locations within the planed route.**

If mobile phones or walkie-talkies are used for communication, spare batteries should be carried as appropriate by at least one vehicle in the convoy.

## Emergency Supply – Retrieve vehicle

- The retrieve vehicle should carry additional water and fuel in the event of an emergency.
- Extra drinking water should be carried in case planned water stops are/ supplies are out of order.
- Extra fuel should be carried, securely, in a suitable container, so that in the event of the vehicle running out of fuel there is enough to get the vehicle back to base or to the nearest petrol station.

## Pilot conduct

It is the suppliers responsibility to ensure that all pilots flying for the company hold a valid CAA (or equivalent) Pilots licence for flying Balloons, for which, an appropriate rating is held..

There are four Balloon types and the pilot must hold the correct rating/Balloon type licence:

- Hot-air Balloon
- Gas-filled Balloon
- Gas Balloon
- Combination Gas/Hot-air Balloon
- The pilot must hold a valid Medical Certificate or Declaration of Health Certificate.
- The supplier must ensure pilots meet with the companys requirements.
- The pilot must produce evidence of having satisfactorily completed a course of training to a syllabus recognised by the Authority.
- The supplier should follow a **Flying Training Exercise and Flight Test** at recruitment stage, recommendations as attached.

**Note:** This is all standard procedure with CAA Sri Lanka as detailed in our CAA approved Operations Manual available for inspection.

## Balloon Maintenance

The balloon MUST be maintained to CAA requirements (or equivalent) and in line with the manufacturer's recommendations. At all times it MUST carry a valid certificate of Air-worthiness (C of A). It is the pilot's responsibility to ensure the air-worthiness of the balloon before each flight, in line with the manufacturer's guidelines.

The pilot MUST ensure that fire-extinguishing equipment is to standard and carried on every flight.

**Note:** This is all standard procedure with CAA Sri Lanka as detailed in our CAA approved Operations Manual available for inspection.

## Balloon Trailer

It is the supplier's responsibility to ensure the trailer is adequately maintained and is safe and legal for transporting the balloon.

When hitching up the trailer it is the driver's responsibility to ensure the trailer is correctly attached to the vehicle before moving off.

**Note:** This is all standard procedure with CAA Sri Lanka as detailed in our CAA approved Operations Manual available for inspection.

## Launch site/Take off and Climb

The launch area must be large enough to operate the activity safely and should be free from obstructions/obstacles. Of great importance is the direction the balloon will track following the launch. Any site selection made should include consideration of local winds as determined by smoke, trees or other physical indications; forecast and reported winds.

The pilot must be aware of obstructions along the projected flightpath and available suitable landing sites.

**Note:** This is all standard procedure with CAA Sri Lanka as detailed in our CAA approved Operations Manual available for inspection.

## Landing site

When a landing site is being considered, consideration MUST be given to the sites suitability. The landing area MUST be clear from obstacles.

**Note:** YES!

## Minimum Safe altitude

It is the law that balloons MUST maintain a safe minimum altitude above the surface and safe minimum distances from obstacles.

The law requires that all aircraft except when necessary for takeoff and landing, operate over congested areas of cities, towns or settlements or over open air assemblies of persons at an altitude no lower than 1,000 feet above the highest obstacle within a horizontal radius of 2,000 feet of the aircraft.

The law requires that all aircraft, except when necessary for takeoff and landing, operate over other than congested areas at an altitude of 500 feet above the surface except over open water or sparsely populated areas.

In the case of open water and sparsely populated areas, the law requires the aircraft operate not closer than 500 feet from the persons, vessels, vehicles or structures.

**These altitudes are subject to local requirements.**

**Note:** This is all standard procedure with CAA Sri Lanka as detailed in our CAA approved Operations Manual available for inspection.

## Safety Notices / Instructions

A **Safety briefing** should be given to all participants before the excursion commences. This must include all of the issues addressed in the 'safety instruction customer acceptance form' and any additional items as required locally.

- Customers must be instructed verbally, the suppliers recommendations for clothing during the flight. Footwear – Outer garments – Gloves.
- Total 'No Smoking' and naked light ban.
- Participants **MUST** have mobile phones switched off during the flight
- Cameras and video equipment may be carried in the basket at participant's own risk.
- Any personal items carried in the basket **MUST** be secured before and during the flight to prevent them causing a hazard.
- During the flight all participants are **strictly** under the authority of the pilot and his briefings and commands must be followed.

**Note:** This is all standard procedure with CAA Sri Lanka as detailed in our CAA approved Operations Manual available for inspection.

## Customer Acceptance records

**Ballooning by nature is a potentially dangerous sport; all participants must be made aware of the risks involved and the correct actions to take whilst ballooning. Participants should note that, although very remote, the risk of injury still exists and they should not participate in the sport if they are unhappy with this fact.**

The 'safety instructions customer acceptance form' should be read and signed by each participant. Either at the time of the sale or before the start of the trip to ensure that each participant is aware that they should not take part if they have any medical condition which could be exacerbated by the trip? In the interest of safety participants **MUST** declare, in confidence, to the supplier or pilot, medical conditions which could in any way affect them during the activities. The supplier should retain these records for as long as practicable.

**Note:** This is all standard procedure with CAA Sri Lanka as detailed in our CAA approved Operations Manual available for inspection. ACA has a printed "Release Clause" signed by all guests.

## Accident records

A full and comprehensive record of all accidents, injuries must be retained by the supplier in the Accidents book (held by the Safety officer). The records should be made available to the tour operator at the time of inspection.

**Note:** This is all standard procedure with CAA Sri Lanka as detailed in our CAA approved Operations Manual available for inspection.

## Propane Safety

All storage, transportation and refuelling involving propane will be in line with the BBAC propane code (or equivalent).

Propane is a highly flammable gas and only a very small quantity in the air will result in a flammable mixture. Participants **MUST** therefore be reminded of the strict no smoking policy when in or near to the balloon or refuelling equipment.

Participants must also be reminded of the 'No mobile phones' policy as this could cause a static build up. The Safety & Maintenance officer must be made responsible for the transportation of the propane. During transportation cylinders must be firmly restrained to prevent them rolling around, which could cause damage.

When refuelling the pilot or a designated experienced crew member will have the responsibility for supervising the operation. Their briefings and commands must be followed.

**Note:** This is all standard procedure with CAA Sri Lanka as detailed in our CAA approved Operations Manual available for inspection.

## Garage and Compound

It is the responsibility of the Safety & Maintenance Officer to take authority for activities in and around the garage and compound.

No equipment should be removed from the garage/compound or alterations made without prior notification to the Safety & Maintenance Officer.

It is the supplier's responsibility to ensure the garage/compound is kept secure, clean, tidy and free from rubbish.

**Note:** This is all standard procedure with CAA Sri Lanka as detailed in our CAA approved Operations Manual available for inspection.

## Ground Crew

The supplier must ensure ground crew meet with the company's requirements.

The applicant must produce evidence of having satisfactorily completed a course of training to a syllabus recognised by the Authority.

The supplier should follow a Ground Crew **Training Exercise** at recruitment stage, to include all emergency and accident procedures.

**Note:** This is all standard procedure with CAA Sri Lanka as detailed in our CAA approved Operations Manual available for inspection.

## FLYING TRAINING EXERCISES

The numbered exercises detailed below should be completed during the 16 hours flying training:

Exercise	Training Details
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No.

Preparation for Flight  
explain met, forecast;  
explain selection of launch site;  
carry out flight planning – to include load calculations and navigation.

**Preparation for Flight**

(rrrr) crew briefing;  
(ssss) passenger briefing.

Rigging the balloon for Flight familiarisation with balloon, equipment and controls;  
burner leak and pressure test.

Inflation

Take-off in wind more than 5 knots from shelter

Take-off in wind less than 5 knots without shelter

Take-off in wind more than 5 knots without shelter

Climb and transition to Level Flight

Level Flight

Descent and transition to Level Flight

Approach and go-around from high level

Approach and go-around from low level

Navigation – use of O/S and ICAO Maps

Fuel Management

Emergency procedures – burner system, fire

Emergency procedures – fast climb/descent

Landing and action after flight

Tethered Flight and use of handling line

Flight in wind greater than 12 knots

**Airmanship:**

- Required standard
- Recommended training
- 

**Note:** This is all standard procedure with CAA Sri Lanka as detailed in our CAA approved Operations Manual available for inspection. Our Pilot has some 3800 flight hours.

## **FLIGHT TEST**

All the listed items should be carried out, subject to the Balloons characteristics.

### **Preparation for Flight**

Weather check, launch site check, flight planning, load calculation, fuel state check, crew briefing, passenger briefing.

### **Pre-Inflation**

Rigging envelope and burner, testing burner, equipment check

### **Inflation**

Safety and control, operation of burner, instructions to crew.

### **Take-off**

Pre-take-off checks, assessment of wind.

### **Climb**

Normal, fast.

### **Straight and Level Flight**

Maintenance.

### **Descent**

Normal, using parachute/vent.

### **Navigation**

Use of maps and recognition of features, position plotting, assessment of wind.

### **Management Procedure**

Procedure for tank changeover and refuelling: tank arrangement.

### **Approach for Landing**

Choice of field, checks, choice of level.

### **Other Emergencies (simulated)**

Fire in the air and on the ground, pilot-light failure, procedure and checks for emergency landing.

### **Landing**

Pre-landing checks, choice of field.

### **Post Flight Actions**

Checks, packing away, landowner consultation, recording of flight times.

### **Airmanship**

Awareness, look-out, positioning with regard to restricted airspace and other hazards, fuel management.

**Note:** This is all standard procedure with CAA Sri Lanka as detailed in our CAA approved Operations Manual available for inspection.

