

CAAP Level IV Worksheets

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
MASTER CREW CHIEF
LEVEL IV**

TASKS:

Completion of Level III Plus Experience in:

Check

Description of Task

- Insure assembly/pre-flight checklist completed
- Able to obtain suitable preflight weather electronically and reconcile pilot, briefing, and online weather discrepancies
- Able to tactfully question/challenge a bad decision to fly (Hey, there's light rain on the tarp – what's the call? That cloud behind us is now towering – is that safe? It's picked up considerably – was that forecast? We're over our minimums – what are we doing?)
- Able to provide preliminary passenger briefing and answer any questions
- Assess passenger fitness (overall and for medical conditions) and notify pilot if needed
- Oversee cold inflation
- Understand and prepare for false lift (release, walk out, ready for weight on/guide basket)
- Monitor weather/flight clock/flight path/fuel levels throughout flight to anticipate issues
- Routinely be nearby or at landing
- Have plan ready to actively manage power line strike with fuel fire/unconscious victims
- Familiar with all aspects of landowner relations including trespass law, handling hostility
- Dropping an envelope with precision by managing crown lines and/or load tapes – load ring w/in 5-10' of reasonable or safe target
- Deflate, pack, and securely load entire system
- Refuel with one other crew member

ADDITIONAL TASKS (SEE WORKSHEETS):

- **Crew in ALL the following situations:**

Check

Description of Task

- ___(2) flights for 5 different pilots (10 crew task total)
- ___(5) high-wind landing flights
- ___(5) drop line landings and/or 3-point tether of >90 minutes
- ___(4) glows or static displays with standup time >20 minutes
- **Complete (2) of the following requirements:**
 - ___(10) flights in unfamiliar area (100+ miles away from current flying area)
 - ___Crew at least 5 flights in a high-density event (20 balloons)
 - ___Crew at least 10 commercial flights on 105 or larger
 - ___Crew at least 5 sanctioned competition flights
 - ___Apply for student certificate/take written exam
 - ___Serve as presenter at local safety seminar or volunteer/coordinate at local festival or man a ballooning info booth at a function
 - ___Crew for one flight of 35 miles or greater
 - ___Crew for 2 airship flights
 - ___Crew on a Gas Balloon flight
- Attend local safety seminar in last 12 mos or since achieving the last CAAP level

BFA MEMBERSHIP:

Membership Number: _____ Membership Category: _____

MINIMUM CREWS: 125

CAAP Level IV Worksheets

APPLICANT CERTIFICATION STATEMENT:

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

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

ATTACHMENTS REQUIRED:

- (1) Proof of Attendance of 8 or more units of the BFA Continuing Education Program (in the last 12 Months)
- (2) Copy of BFA Membership Card
- (3) Level III Certification
- (4) Check payable to BFA for \$15.00
- (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 IV Worksheets

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
MASTER CREW CHIEF - LEVEL IV
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 IV Worksheets

Additional Task Worksheet

Name: _____

Address _____

**CREW ACHIEVEMENT AWARD PROGRAM
MASTER CREW CHIEF - LEVEL IV
2 FLIGHTS FOR 5 DIFFERENT PILOTS
(10 CREW TASK 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 IV Worksheets

Additional Task Worksheet

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
MASTER CREW CHIEF - LEVEL IV
10 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 IV Worksheets

Additional Task Worksheet

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
MASTER CREW CHIEF - LEVEL IV
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 IV Worksheets

Additional Task Worksheet

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
MASTER CREW CHIEF - LEVEL IV
10 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 IV Worksheets

Additional Task Worksheet

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
MASTER CREW CHIEF - LEVEL IV
5 SANCTIONED COMPETITION FLIGHTS**

LOCATION OF FLIGHT: _____

DATE OF FLIGHT: _____

NAME OF EVENT: _____

PILOT IN COMMAND VERIFICATION:

Signature: _____ Date: _____

Address: _____ Certificate Number: _____

CAAP Level IV Worksheets

Name: _____

Address: _____

**CREW ACHIEVEMENT AWARD PROGRAM
MASTER CREW CHIEF - LEVEL IV
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: _____
