

Skydive Finland, rules and regulations

8th of May 2020

1. Basics

Welcome to Skydive Finland's DZ Utti. Skydive Finland is Finland's biggest skydiving club with two Cessna Caravans and about 600 members. Here are some basic regulations and safety rules for skydiving at DZ Utti. Pay special attention on the safety regulations and moving around at the air field.

We follow the most up to date aviation regulations and the instructions published by Finnish Aeronautical Association.

2. Before your first jump:

- When you arrive at Skydive Finland, please check in at our manifest office. Our staff will walk you through the waiver and orientation process and get you in the air as quickly as possible.
- Review the "Rules and regulations".
- Fill in the waiver.
- Present a valid membership card. SIL, USPA OR a FAI:n Parachuting Certificate of Proficiency's level A OR a student log book with proper information about level A certification OR a outdated license+log book which shows you have 10 independent skydives in the past 12 months.
- Fill in the health insurance -document at the Manifest (you will not need one if you have a SIL-membership).
- Get your gear and rig card checked (ask manifest)
- Present a valid certificate of third-party liability insurance up to 1000000/\$ (SIL licence covers this and also USPA provides that for the person who lives in USA)
- Present your ID

Please note that only certain people from Skydive Finland can check your documents and gear. Ask more from the Manifest.

Students from other clubs should always contact the Training Officer beforehand.

Skydivers from other countries: Present your documents preferably to the Training Officer or the Deputy Training Officer. Because Utti is a military airport, we need to deliver the military a copy of foreign citizen's passports.

3. Safety

Safety is priority in all activities at Skydive Finland ry.

The obligations of the board of the association is to ensure the safety of the activities. The board of the association also ensure, that Skydive Finland ry and its staff has enough resources and training to efficiently control safety.

We encourage you to report any safety-related events or potential hazards, even if you think they are small. We have an open culture of reporting where reporting the findings and expressing your opinion should not be anything you should be nervous of.

We aim to:

- have accident free operating environment
 - have a functioning safety management system, which we try to improve constantly
 - have complete compatibility with the regulations concerned to us
- Safety is everybody's responsibility.

Safety officer

Safety officer is DZ manager Lassi Mäkynen. Safety officer can ban skydiver for jumping maximum for a month if he does not follow the rules and regulations. The board of the association can decide about longer ban.

Reporting about safety risks

Skydiver must inform the pilot during the flight:

- any failure, defect or malfunction which could affect on the aircraft airworthiness or safety, including emergency systems
- any events where the safety might have been in risk or could be in risk

Safety notifications are done electronically: turvallisuusilmoitus.laskuvarjo.fi

4. Manifest

- The manifest organises the loads.
 - You can put yourself in a load even if your rig is not packed. Nevertheless you are not allowed to double manifest. Organisation can accept double manifesting when necessary. During events we can agree about day manifesting with the teams when needed.

5. Before starting the skydiving day

- To be able to start skydiving there will always have to be a manager of the skydiving, a jump master and a ground person. The manager of the skydiving can be a jump master or a ground person.
- Before starting the skydiving the ground person/manager and the pilot will decide on the jump run, jumping area and the exit point. When the air traffic control is open the pilot and the manager have to deliver the plan to the air traffic control and also make a check phone-call (05-340 8320) before starting the skydiving. If the jump run changes from the first notification this information must be given to the air traffic control.
- The following things have to be informed to the air traffic control:
 - The operating time.

- Jumping area
- Possible traffic restriction.
- Contacts for each day.

The pilot must have the plan of skydiving action in the plane.

Every load must have a ground person who has a radio which is on the frequency of Utti (130,800MHz), listen only. When the air traffic control is open the ground person must have the radio on frequency 125,500MHz.

The manifest assign a jump master for each load.

6. In the plane (OH-DZF ja OH-SIS)

Loading the plane:

- The jump master is responsible of the exit order (together with ground person if needed), control the loading and takes care that someone takes both the steps and the loading stand away. The loading of the plane happens from front to back in rows. Go to your own slot in the plane quickly.
- A full plane (OH-DZF, the red plane) is loaded so that there are four skydivers on each bench and six skydivers in two rows on the floor. This way the last row sits at the front edge of the door.
- A full plane (OH-SIS, the blue plane) is loaded so that there are four skydivers on each bench. The rest sit on the floor so that the last row sits at the middle point of the door.
- If the load is not full it must be loaded so that the weight is evenly distributed between the front edge of the door and the front wall.
- The loading stand must be in place during loading the plane. The loading stand and the steps are removed when the engine is running.
- The plane is loaded one skydiver at a time.
- The skydivers sit back to the direction of flight. Fasten your own seatbelt and hand a seatbelt for the skydiver who comes to sit in front of you.

The jump master take the seat where he can communicate with the pilot. If needed, he inform the pilot the jump plan and the group sizes and is in charge of communication with the pilot in any extraordinary situation. Jump master should use the headphones when communicating with the pilot when possible.

Exit order:

1. FS-groups (from big to small)
2. Solo FS-skydivers
3. Free groups (from big to small)
4. Solo free-skydivers
5. AFF
6. Tandems

7. High altitude opening (over 1500m/5000FT) REMEMBER TO NOTIFY THE PILOT
8. Trackers go either first or last, moving tracking groups must agree their jump sectors
9. Wingsuiters always leave last

During the climb up:

You must keep your seat belt and helmet on when under 300 meters (1000ft). You may take the seat belt and helmet off when over 300 meters (1000ft). Over 300 meters (1000ft) one skydiver from two benches can move to sit on the floor and two skydivers can move towards the middle part of the exit door. You are not allowed to sit or lay your legs on the platform at the back end of the plane.

Permission to jump and lights on the plane:

Before the jump the pilot gives a permission to open the door. The lights show when the door can be opened and when you can exit. On the blue plane (OH-SIS) the lights are located in front of the door and on the red plane (OH-DZF) the lights are on the back wall of the plane.

Red light is on: The door must be kept closed. There is no permission to jump out the plane.

Red light goes out: There is a permission to jump. The plane is on the jump run and in 15 seconds it is at the pre-defined beginning spot. You can open the door and the first group can start climbing to the door. You may exit. Remember to check your location and the air space visually.

The green light goes on: The plane is at the first spot and the first group should exit. The green light is on when the plane is on the pre-defined jump run.

The green light goes out: The pre-defined jump run has been passed, you may still exit but on your own consideration.

The red light goes on: Close the door. You may not exit the plane, it is not safe.

When exiting:

Wait for your turn at your own place. Move to the door only after the previous group has exited to avoid the centre of gravity to move too much towards the back of the plane. This also concerns the last groups. The skydivers at the front of the plane have to try to be as close as the front wall as possible.

Remember to keep proper separation between groups. The normal separation is 8 seconds. The suitable separation depends on the direction and strength of the winds.

When exiting the plane watch out the tail. There is a risk to hit the tail So do not jump high up at the exit. Especially cameramen with "camera jackets" and wingsuiters must take this into consideration. Keep the wings closed at exit.

Exits and group sizes at the door:

The blue plane (OH-SIS): There can be one skydiver on the back-step outside the plane. You should always be as front as possible on the step. If the exit weight of the skydiver on the backstep is more than 100kg, this should be discussed with the organisation.

The biggest group to exit at the same time is 4 skydivers with no restrictions. Other skydivers have to wait for their turn at their own place. 5-way groups can exit with no restrictions if backstep is not in use. If 5-way is exiting on the full load (15 skydivers) or the empty load (5 skydivers), the back

step can be used if the weight of the skydiver is on the back of the door, not on the step. The group must be as front on the door as possible.

The red plane (OH-DZF): There can be one skydiver on each step. There is one step in the front side of the plane and one on the back side. Try to stand as front as possible when on the step. Skydivers weighing over 100kg must discuss with the Skydive Finland officials about standing on the steps.

At the door, hanging on the handles outside the plane, there can be maximum 4 skydivers. Behind the red line there can never be more than six skydivers.

4-way and smaller groups can exit the plane without limitation.

5-way groups can exit the plane without limitations if there is pilot plus at least one person in the front inside the plane. Weight in the front is not needed if the front step is in use or if back step is not in use.

6-way groups can exit the plane without limitations if there is pilot plus 4-9 persons in the front inside the plane. Two persons is enough if the front step is in use or if the back step is not in use.

7-way groups are ok if the skydiver who is on the front step is in the front of the red line and there is pilot plus 5-9 persons in the front inside the plane. If back step is not in use, 3-10 skydivers is enough in the front of the plane.

Jumps from plane formations:

When jumping from plane formations, to help the pilots, it is important that skydivers stay as still as possible during the take off, climb up and getting to the jumprun.

Before the green light is turned on, only the person who is opening the door can move. When the leading plane turns off the red light, the person opening the door check the airspace below, clouds etc. and if necessary ask for the new jump run.

EMERGENCY JUMP

The instructions for the emergency jump is in the back wall of the planes. It must be followed.

Minimum altitude for emergency jump is 300m (1000ft). Pilot determines emergency jump by shouting three times: "HÄTÄHYPPY". The jump master controls exiting. Everybody jumps in order, quickly. Wait for your turn at your seat. Caravans have jump door and three emergency exits (pilot's door, co-pilot's door and emergency exit at cargo space). Instructions how to open the doors are found at the door.

Do not do emergency exit without permission from the pilot. In case of malfunction it is extremely important that the centre of gravity does not move too back because the jumpers move.

EMERGENCY LANDING

The instructions for the emergency landing is in the back wall of the planes. It must be followed. The instructions of the emergency exits can be found from each door.

Pilot determines emergency jump by shouting three times: "PAKKOLASKU". In case of emergency landing, passengers must fasten their safety belts and hold tight each other, put their chin on the chest and try to lean to the flight direction and stay as tight with each other as possible.

Evacuation: When the plane does not move anymore, exit the plane in good order as quick as possible. Avoid propeller. Caravans have jump door and three emergency exits (pilot's door, co-pilot's door and emergency exit at cargo space). Jump master ensures that first aid kit (in the back of the plane) and fire extinguisher (on the left door of cockpit) are taken with you if possible.

7. LANDING AREA AND MOVING AROUND THE AIRFIELD

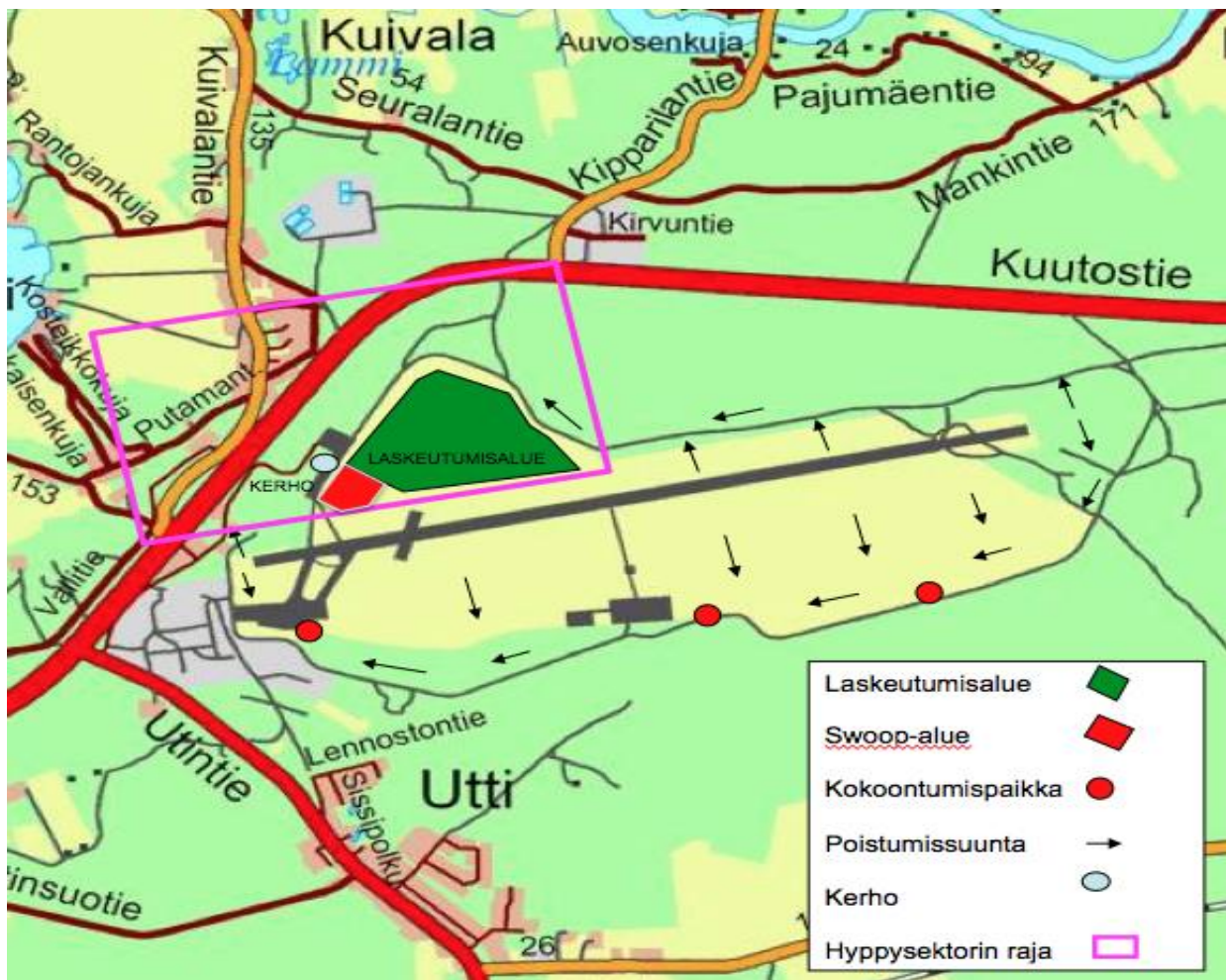
At Utti, moving around the airfield is subject to license. Because of that, the jump master and ground person must have a specific license. You cannot enter the airfield without a person who has that license.

When moving around the airfield, you must be careful. You need to use the yellow safety vest always when moving on the airfield, except when you go for jumping or come back from the jump. You need to pay special attention when crossing over platform. Always bypass the airplanes by tail side. When airplane is rolling at the platform, you must show to the pilot that you have seen the plane by standing still at the side of the platform until the plane has passed you.

A ground person must be notified about all external persons. They cannot enter the airfield or go to the landing area without person who knows the rules and regulations.

Air Traffic Control needs to give permission to all traffic at the airfield. All vehicles must have radio. When ATC is open, the frequency is 125,500MHz and at any other time 130,800MHz.

Landing area:



- Laskeutumisalue = Landing area
- Swoop-alue = Swooping area
- Kokoontumispaikka = Meeting point
- Poistumissuunta = exit direction
- Kerho = club house
- Hyppysektorin raja = borders of jumping area

Skydivers must move under canopy to north side of the runway as soon as possible. At 300m (1000ft) at the latest skydivers must be inside the jump sector so that we do not need to limit jumping due to landing pattern of the airplanes.

You are not allowed to cross the runway under 300m (1000ft).

Landings according to wind-T. Landing closer than 60m to the runway, taxi way or platform is forbidden.

After landing you must stand up immediately and pick up your parachute so that the ground person can see that everything is ok. When moving around landing area you must take care of air space for other skydivers. When you see another skydiver approaching, stay still until (s)he has landed.

Students must keep the helmet on as long as they are on the landing area.

All landings should be done according to the landing pattern which has been decided beforehand by the ground person (together with jump master).

No turns over 90 degrees to the main landing area.

Area for high speed landings / swoop landings is marked on red on the map. This area is reserved for swoop landings up to 1000 meters so crossing over this area is prohibited. Only high speed landings (over 90 degree turns) are allowed to this area. The direction of swooping is always along the platform. The entering direction to the swooping area and the landing direction are decided by the ground person. Swoopers must stay inside the designated area during swooping.

NOTE: No normal landing patterns to swooping area.

Landing off

When you land outside the landing area at the airfield you must go directly to the road which circulates the airfield (see the map). If you land to the south side of the runway (military area), move to the meeting points (see the map) or to the road. Wait for the transportation, do not go over the fence. Ground person arrange the transportation. The car transfers to the meeting points thru military police or by the circulating road.

If you land to the runway or close to it (less than 60m), immediately walk away, far enough.

NEVER CROSS OVER RUNWAY OR RUNWAY CLEARWAY BY FOOT!

When landing off outside the airfield, walk immediately next to the closest road so that the pick-up car can find you. Call to the club if possible. If your parachute is stuck in the tree, do not try to take it off. Ground person will help you out with it.

Ground person controls that the whole load has landed safely and is in charge of arranging pick-up for the off landed skydivers when needed. Persons who pick up off landed skydivers must be instructed properly and they should have mobile phone with them.

In case of accident, ground person is in charge of calling to emergency number and ensuring there is someone to guide them to the accident place. When ATC is on duty, they will control all the rescue activities.

Phone numbers: Ground person: 050 3427797, Manifest 040 537 8827.

Fallen objects

If you notice or suspect that you have lost an object (helmet, shoe, goggles, camera) to the airfield, contact ground person. Utti airport must be informed about any fallen objects so that the maintenance can check the runway, taxes etc. and remove all objects which may cause safety issues.

7. RESTRICTIONS TO THE JUMPING ACTIVITIES

At Utti airfield area (CTR) you CANNOT jump:

-with sky surf board etc.

-with space ball etc.

Using tube is allowed if exit place is planned so that in case of releasing the tube it drifts to the landing area.

The smokes (intended to the skydiving activities) can be used only by the permission of the Safety officer. Skydiver must inform manifest about using the smokes so that it can be listed in the load list. Pilot must be notified by the jump master. Smoke can be activated only outside the airplane. Skydiver with the smoke must sit close to the door while in the plane.

8. FIRST AID

If you see anyone to be hurt during landing, inform the ground person immediately and start first aid. If you have hurt yourself, lie down or sit down and try to wave if possible. Then the ground person notices that you have hurt yourself.

First aid kit is in the room opposite of the manifest. In severe injuries ground person arrange the ambulance and guiding for the ambulance to the accident place. When AirTrafficControl is on duty, THEY WILL LEAD THE RESCUE ACTIVITIES AT THE AIRFIELD.

Normally we use the radio frequency 125,500MHz. In case of emergency you should use 130,800MHz.

Always call to ATC after any abnormal situation. The phone number to ATC is 05 340 8320.

The instructions of serious accident can be found from ground person, manifest, pick-up car and on the notice board.

9. OTHER INSTRUCTIONS

Biggest allowable wing load at Skydive Finland, based on the experience is:

Students (AFF levels 1-13) less than 1,1lb/sqft

Students (levels 14-25) - recommendation is less than 1,1 lb/sqft

Less than 200 jumps (A-B license) less than 1,34lb/sqft

200 - 500 jumps (C-license) wing load more than 1,6lb/sqft is not recommended. Before moving to fast/elliptical canopies skydiver should discuss with canopy flying trainer.

Jumping with camera requires at least B-license and 200 free fall -jumps.