

# Gound Supervisor Notes

## A.1 What is a Ground Supervisor?

These notes are not a comprehensive guide to flying procedures, but merely a guide to the responsibilities of the Ground Supervisor. They should be read in conjunction with this Airfield Operations Manual and a Ground Supervisor training course. The duty Ground Supervisor's role is:

1. To maximise airfield safety
2. To ensure everyone is competent for the tasks they do
3. To facilitate efficient launching
4. To ensure everyone feels involved
5. To allocate tasks - caravan, cable retrieve, aircraft retrieve
6. To manage the flying list
7. To free up/reduce stress on the duty instructors

The day will preferably be shared between two people (e.g. one morning and one afternoon) to reduce workload and allow the Ground Supervisor to do some flying for themselves.

## A.2 The Chain Of Command

- The CFI is responsible for all flying operations at the airfield
- On a given day their authority is delegated to duty instructors
- If more than one duty instructor, one is "lead"
- Ground supervisors act under authority and direction of the lead instructor

## A.3 Setting up the airfield

Arrive preferably by 8.30 am and make yourself known to the Lead Instructor and attend the morning briefing. After the morning briefing assist with set up tasks, including but not limited to:

- Mules DI-ed and fuelled
- Correct parachutes fetched
- Gliders properly DI-ed by suitable people
- Crew for getting gliders out, eg Perkoz
- Launch point caravan in correct place
- Gliders towed to launch point
- Gliders parked properly if not being used immediately
- Day's Click n' Glide sheet printed and available
- Flying list present
- Log-sheets prepared

- Aerotow and winch lines as specified at briefing
- Light signals checked
- Hand-held radio for Ground Supervisor

## A.4 During the Day

Assist the duty team with the safe running of the airfield.

- Ensure the operation is running safely and smoothly
  - Keep an eye on operations and watch for potentially dangerous situations developing.
  - Keep a handheld radio on your person incase prompt intervention is required.
- Keep track of the flying list (if time permits, identify pilot needs to optimise flying)
- Ensure the logging is being done correctly (see A.5)
- Ensure that all roles are delegated to OTHER competent people and handed over if they have to leave.
  - Log keeping
  - Wing running
  - Retrieving
  - If it's busy a cable retrieve truck driver
- Keep track of new members, AirEx and visitors unfamiliar with the airfield
  - New members should be assigned a mentor to look after them
  - AirEx must be escorted when airside
  - Inform the lead instructor if visitors arrive.

## A.5 Log Keeping

Accurate log keeping is essential. It is a safety requirement, for monitoring the 'landed' or 'flying' status of each glider. It is also a legal requirement.

- Make sure that the logs for winching and aerotowing are competently manned at all times, briefing each new log keeper on the duties if needed.
- Pilots' names, membership numbers and glider numbers must be entered in the log before launching takes place: no details = no launch!
- Record the launch time from the clock in the caravan and keep a good lookout around the field to record landing times.
- Log sheets should record out-landings, if the information is available.
- If a glider is not logged down at the end of flying, the Lead Instructor must be informed. Pilots have a responsibility to ensure they are logged down!
- Correct I0005, I0001 etc. for member no. **not** air ex voucher no. etc
- Full name of any guest flying, **not** just "Billy"
- Use glider callsign - from the tail - **not** its registration.
- Free WoA helper flights - "WoA Free" in comments (WA1 only).
- Check real and simulated winch failures noted in comments.
- Note F&F flights and show who's paying, eg "F&F, N0084 to pay".
- Check if all entries make sense **and are legible**

## A.6 End of the day

Assist with ensuring:

- Gliders cleaned and returned to hangar
- Suitable crews, eg for Perkoz
- Winch driver informed
- Tyres collected into mules, not strewn around the field
- Launch point caravan in hangar, on charge, landrover too
- All vehicles switched off
- All hangar doors locked
- Airfield gate locked
- Log keeping with lead instructor
  - All aircraft accounted for
  - Log-sheets correct and legible
  - Aerotow heights on log-sheet
  - [Photos emailed to logs@lists.scottishglidingcentre.com](mailto:logs@lists.scottishglidingcentre.com)

## A.7 Accidents/Incidents and Aircraft Defects

An accident is defined as:

“Fatal or serious injury to persons, substantial damage to aircraft, associated with a flight.”

In the event of an accident the lead instructor is the responsible Incident supervisor and should take charge of the situation. In the event they or another instructor is unavailable the Ground Supervisor should take interim charge and contact them when appropriate. The ground Supervisor should be familiar with the Emergency Action Plan.

[An incident is when there is minor injury, minor damage, substantial damage, not during flight or when something occurred that could have led to damage or an accident. If there is an incident the lead instructor should be informed and a FlySafe report filed. <https://sgc.scottishgliding.com>](#)

If a defect or damage is found on a glider or a piece of airfield equipment, an inspector (or if one is unavailable, an instructor) should be asked to check the aircraft/equipment is still serviceable. If needed file a defect report through FlySafe and if necessary attach “Do Not Fly” tags to the glider or mark the equipment US in an obvious manner.

[9. Operation of Powered Aircraft](#) | [Contents](#) | [B. Ridge Soaring](#)

Last  
update:  
2025/05/30 11:34 airfieldmanual:a\_duty\_pilot\_briefing\_notes https://pilots.scottishglidingcentre.co.uk/doku.php/airfieldmanual/a\_duty\_pilot\_briefing\_notes

---

From:  
<https://pilots.scottishglidingcentre.co.uk/> - **Portmoak Pilot's Information and Airfield Manual**

Permanent link:  
[https://pilots.scottishglidingcentre.co.uk/doku.php/airfieldmanual/a\\_duty\\_pilot\\_briefing\\_notes](https://pilots.scottishglidingcentre.co.uk/doku.php/airfieldmanual/a_duty_pilot_briefing_notes)

Last update: **2025/05/30 11:34**

