



Professional winch driver duties

Midland gliding Club

Version 1.0 19/7/2022

G M Dailey (winch Master)

This version of the professional winch driver duties replaces all previous versions .

Scope of this document

The professional winch driver duties are, in the main, the same as those for the volunteer winch drivers, as defined in the main winch operating procedure [1] and its associated documents.

This document covers additional duties to be performed by the professional winch drivers.

Professional winch driver duties

1. Launch gliders and perform associated tasks as described in the main winch operating procedure [1] and its associated documents.
2. When not occupied in tasks associated with launching gliders (e.g. when weather forces delay, interruption or cancellation of launching), perform maintenance tasks as described below.
3. Record time on duty daily, by completion of the timesheet in appendix I, to be kept in the main office.



4. Notify the winch master or his deputy as soon as possible of anything likely to cause interruption in our ability to launch.

Examples :

- a. Absence for sickness or other reason
- b. Mechanical problems that the professional winch driver is unable to fix in the time available.
- c. Shortages of materials

Maintenance tasks

These will normally be tasks required for the cleanliness, maintenance and improvement of the winch fleet, vehicle fleet, launching equipment, vehicle workshop and its contents.

Exceptionally, and only with the permission of the winch master or his deputy, tasks elsewhere on the airfield may be undertaken.

Scheduled tasks.

To be completed at the intervals given on the record sheet (appendix 2) and to be recorded on that sheet. A file of completed sheets shall be kept.

Other tasks

Initiate re-ordering of stocks of materials whenever necessary as well as when scheduled.

Maintain stocks of strops and traces above the minimum levels given in appendix 2 at all times.

Monitor winch (MW and RW) cable and parachute condition and turn end-for end or replace when necessary. Discuss with winch master or deputy first except in emergency. Record changes on chart in office.



Agree a task list with the winch master or his deputy that represents a minimum of 5 days' work. Ask for an update when the list falls below this level.

Modify that list as necessary to prioritise items, including new arisings, that are likely to prevent launching. Notify winch master/deputy.

Record major work on the wall chart in the office, for winches and for vehicles.

Examples of major work, to be recorded:

- Winch cable change or end for end
- Parachute change
- Oil and filter change
- Suspension spring replacement

Examples of minor work, not recorded except in DI book:

- Coolant or oil top-up
- Weak link replaced
- Battery cable tightened



References

1. Main winch operating procedure <https://www.midlandgliding.club/policies-rules-and-documents/>

Glossary

CFI Chief Flying Instructor, MGC

MGC Midland gliding club

MW main winch

No 1 / duty instructor The flying instructor given overall charge for the day.

Winch Master The person given overall responsibility for winches by the MGC committee.

RW retrieve winch



Appendix I Main winch driver attendance record sheet

Week commencing

Day	Name	Start time	Finish time	% time maintenance	Principal maintenance activity
Mon					
Tues					
Weds					
Thu					
Fri					
Sat					
Sun					



Appendix 2 Main winch driver scheduled tasks

<u>Task</u>	<u>Interval (max)</u>	<u>Date last performed</u>	<u>Date, Signature</u>	<u>Date, Signature</u>	<u>Date, Signature</u>	<u>Date, Signature</u>	<u>Date, Signature</u>	<u>Date, Signature</u>	<u>Date, Signature</u>
Strops min 2 in use, 3 spares except 2 white	Weekly								
Traces min 1 in use, 3 spares	Weekly								
Parachutes and swivels min 2 spares	Weekly								
<u>Cable inspection of winches in use</u>	Weekly								
<u>Clean workshop, empty bins</u>	Weekly								
<u>Stock check - fluids</u>	Weekly								
<u>Stock check – cable, strop, trace repair</u>	Weekly								
<u>Do guillotine check if due at weekend *</u>	<u>Every Friday</u>								
<u>Wash/tidy winches</u>	<u>Fortnightly</u>								
<u>Wash/tidy Cars</u>	<u>Fortnightly</u>								

- If no time to do check, at least warn duty winch driver(s) affected.