



RECREATIONAL AVIATION AUSTRALIA

OPERATIONS MANUAL

ISSUE 7.1 - AUGUST 2016

©RAAus Ltd.

**Recreational Aviation Australia
PO Box 1265
FYSHWICK ACT 2609
AUSTRALIA**

**International: +61 2 6280 4700
National: 02 6280 4700
Fax: 02 6280 4775
Email: admin@raa.asn.au**

CHECKLIST OF CURRENT PAGES

Ensure your Operations Manual is complete by comparing sheets with the checklist. Notify any deficiencies immediately to the Operations Manager, RAAus PO Box 1265 Fyshwick ACT 2609 or ops@rss.asn.au.

Section/Page	Date
Cover	AUG 2016
Checklist of current pages 1-2	AUG 2016
Amendment Record Sheet 1	AUG 2016
Table of contents 1-7	AUG 2016
Introduction 1-2	AUG 2016
Abbreviations & Definitions 1-7	AUG 2016
Section 1.01 - 1	AUG 2016
Section 1.01 - 2	AUG 2016
Section 1.02 - 1	AUG 2016
Section 1.02 - 2	AUG 2016
Section 1.03 - 1	AUG 2016
Section 1.03 - 2	AUG 2016
Section 1.04 - 1	AUG 2016
Section 1.05 - 1	AUG 2016
Section 1.05 - 2	AUG 2016
Section 1.06 - 1	AUG 2016
Section 1.06 - 2	AUG 2016
Section 1.07 - 1	AUG 2016
Section 1.08 - 1	AUG 2016
Section 2.01 - 1	AUG 2016
Section 2.01 - 2	AUG 2016
Section 2.01 - 3	AUG 2016
Section 2.01 - 4	AUG 2016
Section 2.01 - 5	AUG 2016
Section 2.01 - 6	AUG 2016
Section 2.01 - 7	AUG 2016
Section 2.01 - 8	AUG 2016
Section 2.01 - 9	AUG 2016
Section 2.01 - 10	AUG 2016
Section 2.02 - 1	AUG 2016

Section/Page	Date
Section 2.02 - 2	AUG 2016
Section 2.03 - 1	AUG 2016
Section 2.04 - 1	AUG 2016
Section 2.04 - 2	AUG 2016
Section 2.05 - 1	AUG 2016
Section 2.06 - 1	AUG 2016
Section 2.06 - 2	AUG 2016
Section 2.07 - 1	AUG 2016
Section 2.07 - 2	AUG 2016
Section 2.07 - 3	AUG 2016
Section 2.07 - 4	AUG 2016
Section 2.07 - 5	AUG 2016
Section 2.07 - 6	AUG 2016
Section 2.07 - 7	AUG 2016
Section 2.07 - 8	AUG 2016
Section 2.07 - 9	AUG 2016
Section 2.07 - 10	AUG 2016
Section 2.07 - 11	AUG 2016
Section 2.07 - 12	AUG 2016
Section 2.07 - 13	AUG 2016
Section 2.07 - 14	AUG 2016
Section 2.07 - 15	AUG 2016
Section 2.07 - 16	AUG 2016
Section 2.08 - 1	AUG 2016
Section 2.08 - 2	AUG 2016
Section 2.08 - 3	AUG 2016
Section 2.08 - 4	AUG 2016
Section 2.08 - 5	AUG 2016
Section 2.08 - 6	AUG 2016
Section 2.08 - 7	AUG 2016
Section 2.08 - 8	AUG 2016

Section/Page	Date
Section 2.09 - 1	AUG 2016
Section 2.09 - 2	AUG 2016
Section 2.09 - 3	AUG 2016
Section 2.09 - 4	AUG 2016
Section 2.09 - 5	AUG 2016
Section 2.09 - 6	AUG 2016
Section 2.09 - 7	AUG 2016
Section 2.09 - 8	AUG 2016
Section 2.09 - 9	AUG 2016
Section 2.09 - 10	AUG 2016
Section 2.09 - 11	AUG 2016
Section 2.10 - 1	AUG 2016
Section 2.10 - 2	AUG 2016
Section 2.10 - 3	AUG 2016
Section 2.10 - 4	AUG 2016
Section 2.10 - 5	AUG 2016
Section 2.10 - 6	AUG 2016
Section 2.11 - 1	AUG 2016
Section 2.11 - 2	AUG 2016
Section 2.12 - 1	AUG 2016
Section 2.12 - 2	AUG 2016
Section 2.13 - 1	AUG 2016
Section 2.13 - 2	AUG 2016
Section 2.13 - 3	AUG 2016
Section 2.13 - 4	AUG 2016
Section 2.13 - 5	AUG 2016
Section 2.13 - 6	AUG 2016
Section 2.13 - 7	AUG 2016
Section 2.13 - 8	AUG 2016
Section 2.13 - 9	AUG 2016
Section 2.13 - 10	AUG 2016
Section 2.13 - 11	AUG 2016
Section 2.13 - 12	AUG 2016
Section 2.14 - 1	AUG 2016
Section 2.15 - 1	AUG 2016
Section 2.15 - 2	AUG 2016

Section/Page	Date
Section 2.15 - 3	AUG 2016
Section 2.15 - 4	AUG 2016
Section 2.15 - 5	AUG 2016
Section 2.16 - 1	AUG 2016
Section 2.16 - 2	AUG 2016
Section 2.16 - 3	AUG 2016
Section 3.01 - 1	AUG 2016
Section 3.01 - 2	AUG 2016
Section 3.01 - 3	AUG 2016
Section 3.01 - 4	AUG 2016
Section 3.01 - 5	AUG 2016
Section 3.01 - 6	AUG 2016
Section 3.02 - 1	AUG 2016
Section 3.02 - 2	AUG 2016
Section 3.03 - 1	AUG 2016
Section 3.03 - 2	AUG 2016
Section 3.03 - 3	AUG 2016
Section 4.01 - 1	OCT 2014
Section 4.01 - 2	OCT 2014
Section 4.02 - 1	OCT 2014
Section 4.03 - 1	OCT 2014
Section 4.04 - 1	OCT 2014
Section 4.05 - 1	OCT 2014
Section 4.06 - 1	OCT 2014
Section 4.06 - 2	OCT 2014
Section 4.06 - 3	OCT 2014
Section 4.06 - 4	OCT 2014
Section 4.07 - 1	OCT 2014
Section 4.08 - 1	AUG 2016

Reference

CAO 95.10 Instrument June 2014

Reference

CAO 95.32 Instrument August 2015

Reference

CAO 95.55 Instrument August 2014

AMENDMENT RECORD SHEET

[illegible]

TABLE OF CONTENTS

Checklist of Current Pages
Amendment Record Sheet
Table of Contents
Introduction
Abbreviations and Definitions

SECTION CONTENTS

1. ADMINISTRATION

- 1.01 Organisation and Administration
- 1.02 Statement of Duties and Responsibilities - Operations Manager
- 1.03 Statement of Duties and Responsibilities - Assistant Operations Manager
- 1.04 Statement of Duties and Responsibilities - Regional Operations Coordinator
- 1.05 Statement of Duties and Responsibilities - Pilot Examiner
- 1.06 Statement of Duties and Responsibilities - Chief Flying Instructor
- 1.07 Statement of Duties and Responsibilities - Senior Instructor
- 1.08 Statement of Duties and Responsibilities – Instructor

2. CERTIFICATES

- 2.01 Pilot Certificate – Group A and B
 - Pilot in Command
 - Pilot Instruction
 - Radio Operator
 - Passenger Carrying
 - Cross Country
 - Formation Flying
 - Advanced Pilot Award
 - Low Level
 - Glider Towing
 - Hang Glider Towing
 - Theory Instructor
 - Tail Wheel Undercarriage
 - Two Stroke

2.	Certificates [Continued]
	<ul style="list-style-type: none"> - In-flight Adjustable Propeller - Retractable Undercarriage - Float Endorsements - Utility Endorsement - Provision for Solo Flight during Endorsement Training - Qualifications which may be used for RAAus Endorsement purposes - Carriage and Production of Pilot Certificate - Registration and operation of Weight Shift Aeroplanes
	Pilot Certificate – Group D <ul style="list-style-type: none"> - Pilot in Command - Pilot Instruction - Radio Operator - Passenger Carrying - Navigation Competency - Type Training (aeroplane) - Two Stroke - Provision for Solo Flight during Endorsement Training - Qualifications which may be used for RAAus Endorsement purposes - Carriage and Production of Pilot Certificate - Registration and operation of Weight Shift Aeroplanes
2.02	Pilot Log Book
2.03	Compliance checks
2.04	Pilot Certificates - Aircraft Group Ratings
2.05	Pilot Certificates, Endorsements, Ratings and Approvals
2.06	Certificate - Student Pilot <ul style="list-style-type: none"> - Requirements prior to commencing flying training - Privileges of a student Pilot Certificate holder
2.07	Pilot Certificate Group A and B <ul style="list-style-type: none"> - Requirements for Issue - Aeronautical Experience - Privileges - Period of Validity - Requirements for the maintenance of a Pilot Certificate - Recency

2.	Certificates [Continued]
	<ul style="list-style-type: none"> - Endorsement Training - Human Factors - Radio Operator - Passenger Carriage - Cross Country - Formation - Advanced Pilot Award - Low Level - Glider Towing - Hang Glider Towing - Theory Instructor - Tail Wheel - Two Stroke - In-flight Adjustable Propeller - Retractable Undercarriage - Waterborne Float - Waterborne Hull - Utility
	Pilot Certificate – Group D <ul style="list-style-type: none"> - Requirements for Issue - Aeronautical Experience - Privileges - Period of Validity - Requirements for the maintenance of a Pilot Certificate - Recency - Endorsement Training - Human Factors - Radio Operator - Passenger Carriage - Navigation Competency - Theory Instructor - Two Stroke - Utility
2.08	Instructor Rating – Group A and B <ul style="list-style-type: none"> - Requirements for Issue - Aeronautical Experience - Privileges

2.	Certificates [Continued]
	<ul style="list-style-type: none">- Limitations- Period of Validity- Requirements for Renewal
	Instructor Rating – Group D <ul style="list-style-type: none">- Requirements for Issue- Aeronautical Experience- Privileges- Limitations- Period of Validity- Requirements for Renewal
2.09	Senior Instructor Rating – Group A and B <ul style="list-style-type: none">- Requirements for Issue- Aeronautical Experience- Privileges- Limitations- Period of Validity- Requirements for Renewal
	Senior Instructor Rating – Group D <ul style="list-style-type: none">- Requirements for Issue- Aeronautical Experience- Privileges- Limitations- Period of Validity- Requirements for Renewal
2.10	Chief Flying Instructor Approval – Group A and B <ul style="list-style-type: none">- Requirements for Issue- Aeronautical Experience- Privileges- Limitations- Period of Validity
	Chief Flying Instructor Approval – Group D <ul style="list-style-type: none">- Requirements for Issue- Aeronautical Experience- Privileges- Limitations- Period of Validity

2. Certificates [Continued]

- 2.11 Pilot Examiner Approval Group A, B and D
 - Requirements for Issue
 - Aeronautical Experience
 - Privileges
 - Limitations
 - Period of Validity
- 2.12 RAAus Theory Instructor
 - Purpose
 - Method of Approval
 - Appointment
 - Period of Validity
- 2.13 Recognised Flight Time and/or Qualifications
 - Pilot Certificate
 - Flight Testing
 - Special Considerations
 - Instructor Rating
 - Aeronautical Experience
 - Senior Instructor Rating
 - Aeronautical Experience
 - Chief Flying Instructor Approval
 - Aeronautical Experience
 - Pilot Examiner Approval
 - Aeronautical Experience
- 2.14 Variation Suspension or Cancellation of a Pilot Certificate
 - Alleged Contravention of Legislation
 - Appeals
 - Reporting of Alleged Contravention of Legislation
 - Fit and Proper Person
- 2.15 Instructor Trainer Approval and Requirements of Instructor Rating Courses
 - Introduction
 - Qualifications of Instructional Staff
 - Approved Training
 - Duties of the Instructor Trainer
 - Training Records
 - Pilot Log Books
 - Ground Instruction Equipment
 - Publications

2. Certificates [Continued]

- 2.16 Medical Requirements
- Certificate Initial Issue
 - Requirements for Maintenance and Renewal
 - Duty of Disclosure and Handling of Information
 - Instructor Ratings and Approvals
 - Requirements for Maintenance and Renewal

3. TRAINING

- 3.01 Establishment of Flight Training Schools for RAAus Operations
- Establishment
 - Facilities and Equipment Utilities
 - Aerodromes
 - Satellite Flight Training Schools (SFTS)
- 3.02 Pilot Flight Training
- Risks and Hazards
 - Training
- 3.03 Examinations and Tests
- Student Pilot Certificate Holders
 - Air Legislation
 - Basic Aeronautical Knowledge
 - Human Factors
 - Pilot Certificate Flight Test
 - Radio Operator Endorsement
 - Cross Country Endorsement
 - Instructor Rating
 - Retesting of Certificate Holders

4. OPERATIONS

- 4.01 Recreational Aeroplane Operations - Aerodromes
- 4.02 Recreational Aeroplane Radio Call Signs
- 4.03 Typical Circuit Pattern
- 4.04 Rules of the Air
- 4.05 Ground Marshalling Directions
- 4.06 Airspace and Navigation
- Pilot Responsibilities

4. OPERATIONS [Continued]

- Charts
- Airspace Information
- Important Symbols

4.07 Pre-Flight Planning

4.08 Accident and Incident Reporting

- General
- Definitions
- Notifications

INTRODUCTION

All forms of flight are potentially hazardous. The risks and hazards associated with flying are real and all pilots and potential pilots must be fully aware of the possible risks involved.

All persons participating in recreational flight training and associated recreational aviation do so at their own risk.

Neither CASA nor Recreational Aviation Australia (including its Board and staff), is liable in negligence or otherwise for any loss or damage incurred by anyone because of, or arising out of, the design, construction, restoration, repair, maintenance or operation of CAO 95.10, 95.32 and 95.55 category aeroplanes, or any act or omission of RAAus done or made in good faith in relation to any of those things.

Civil Aviation Orders (CAO) 95.10, 95.32 and 95.55, as applicable, direct that all recreational aeroplanes be operated in accordance with the standards and procedures specified in the Recreational Aviation Australia Operations Manual, subsequently referred to as 'this manual'.

This manual and its supplements have been compiled to meet the relevant requirements of the Civil Aviation Act 1988 (CAA), Civil Aviation Regulations 1988 (CAR), Civil Aviation Safety Regulations 1998 (CASR), CAOs and relevant associated legislation such as the Transport Safety Investigation Act 2003 (TSI Act). This manual is the only manual recognised by RAAus for the control of recreational aeroplane operations and related requirements.

This manual is accepted by the Civil Aviation Safety Authority (CASA) and amendments are effective from the date of acceptance by CASA, which also has the authority to direct that amendments be made and incorporated.

All amendments will be recorded in in the Amendment Record Section.

This manual sets out the requirements and procedures to obtain and maintain the following qualifications and approvals:

1. Student or Converting Pilot Certificate
2. Pilot Certificate
3. Endorsements
4. Instructor Rating
5. Senior Instructor Rating
6. Chief Flying Instructor Approval
7. Pilot Examiner Approval
8. Regional Operations Coordinator Approval

To achieve standardisation of pilot ground and flight training, thus ensuring a high standard of pilot competency, the procedures contained in this manual must be strictly adhered to.

General information concerning this manual can be obtained from the Operations Manager, who is also responsible for amendment action, so proposed changes to this manual should be forwarded to that person.

Technical information concerning specific recreational aeroplanes should be obtained directly from the manufacturer's handbook or by directing enquiries to the manufacturer or designer.

RAAus is the sole authority in regard to the interpretation of all or part of this manual and RAAus' interpretation is final.

NOTE

The applicable requirements of the Civil Aviation Act (CAA), CARs, CASRs, CAOs, and associated legislation apply to all recreational aeroplanes, just as they do to other Australian aircraft, except where the RAAus member or a recreational aeroplane is specifically exempted from legislation as detailed in CAOs, 95.10, 95.32 or 95.55 (as appropriate) or in CASR Part 200.

ABBREVIATIONS AND DEFINITIONS (More are provided in AIP GEN)

AC	Accident Consultant
AD	Aerodrome
AGL	Above Ground Level
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AMSL	Above Mean Sea Level
ARP	Aerodrome Reference Point
ASRA	Australian Sport Rotorcraft Association
ATC	Air Traffic Control (in general)
ATSB	Australian Transport Safety Bureau
BAK	Basic Aeronautical Knowledge
BFR	Biennial Flight Review
CASA	Civil Aviation Safety Authority
CAO	Civil Aviation Order
CAR	Civil Aviation Regulation
CASR	Civil Aviation Safety Regulation
CFI	Chief Flying Instructor (as defined in this manual)
CTA	Control Area
CTAF	Common Traffic Advisory Frequency
CTR	Control Zone
ERC-L	En Route Chart - Low
ERSA	En Route Supplement Australia
FT	Feet
FTS	Flight Training School
GA	General Aviation
GFA	Gliding Federation of Australia
HGFA	Hang Gliding Federation of Australia
I	Instructor
ICAO	International Civil Aviation Organisation
IMC	Instrument Meteorological Conditions
IT	Instructor Trainer
IT (T)	Instructor Trainer (Temporary Approval)
LL	Lower Limit
MHz	Megahertz
MTOW	Maximum Take-off Weight
NAA	National Aviation Authority
NM	Nautical Miles
NOTAM	Notice to Airmen

OCTA	Outside Control Area
OCTR	Outside Control Zone
PCA	Planning Chart Australia
PMI	Approved Principles and Methods of Instruction Course
PPL	Private Pilot Licence
PE	RAAus Pilot Examiner
RAAus	Recreational Aviation Australia
RAAP	Recreational Aviation Advisory Publication
ROC	Regional Operational Coordinator
RPL	Recreational Pilot Licence
SA	Special Approval
SAAA	Sport Aircraft Association of Australia
SASAO	Self Administering Sport Aviation Organisation
SFTS	Satellite Flight Training School
SI	Senior Instructor
UTC	Universal Time Co-ordinated
VFR	Visual Flight Rules
VHF	Very High Frequency (30-300MHz)
VMC	Visual Meteorological Conditions
VNC	Visual Navigation Chart (1:500,000)
VTC	Visual Terminal Chart (1:250,000)
WAC	World Aeronautical Chart (1:1,000,000)

DEFINITIONS

Accident Consultant	For the purposes of this manual, an Accident Consultant may be a delegate, staff member, industry specialist or volunteer appointed by the Operations Manager or approved delegate, for the purposes of providing specialist industry knowledge to police and Coroners as required.
Aerodrome	For the purposes of this manual has the same meaning as airfield, airport and Aircraft Landing Area (ALA).
Aeroplane Log Book	The manufacturer's aeroplane log book, or an aeroplane log book approved by RAAus.
Aeroplane Group	See Section 2.04 for designations, which are generally divided by control design e.g. Group A – three axis control aeroplane.
Aircraft Time In Service	The period starting when the aeroplane takes off on a flight and ending when the aeroplane lands at the end of the flight.
Aeroplane Type	<p>In the case of Group A or B aeroplanes; aeroplanes of similar undercarriage configuration, design features, wing design and camber, fuel and electrical system, ancillary control such as flaps, trim, dive brakes, cowl flaps, differing avionics, cockpit ergonomics, critical operating speeds including flight envelope (e.g. high drag/low drag with consideration of inertia), stall speeds and normal/emergency handling characteristics as noted by the manufacturer or RAAus. (Note. This definition applies to assessment of similar aeroplane types for the purposes of type training).</p> <p>In the case of Group D aeroplanes; aeroplanes of a similar canopy type (box or elliptical) similar control type (foot or hand) and nose wheel type (steerable or fixed).</p>
Approval	Issued by the Operations Manager for the purpose of a defined duty or duties. An 'Approval' is an addition to existing RAAus qualifications i.e. CFI, PE, IT, ROC or AC. See Section 2.05 – 1 for the various types and associated symbols.

CAA	Civil Aviation Act 1988
CAO	Civil Aviation Orders issued by CASA.
CAR	Civil Aviation Regulations 1988.
CASR	Civil Aviation Safety Regulations 1998.
Certificate (RAAus)	A document verifying the attainment of a Student or Pilot qualification issued by RAAus.
CFI	Chief Flying Instructor appointed by the Operations Manager, with duties and responsibilities as specified in this manual. Unless specifically mentioned in this manual a CFI does not mean a CFI in GA or in any other Recreational Aviation Administration Organisation (RAAO).
Converting Pilot Certificate	A pilot with qualifications from another organisation, Australian or overseas, who intends to obtain a RAAus Pilot Certificate.
Direct Supervision	The supervisor personally provides surveillance, assessment and mentoring development of persons providing ground and flight training to ensure it meets the training and safety requirements of this Manual and the RAAus Syllabus of Flight Training.
Endorsement(s)	Are additional qualifications applied to a Pilot Certificate. Refer to Section 2.05.
Flight Training School	A school authorised by the Operations Manager to conduct ground and flight training.
Flying School	Has the same meaning in this manual as Flight Training School.
Formation Flight	Two or more aeroplanes flown in close proximity to each other operating as a single aeroplane with regard to navigation, position reporting and control.

Health Standard	Is the level of health equivalent to that required to hold a private motor vehicle driver licence in Australia.
Immediate Reportable Matter	A serious transport safety matter that covers occurrences such as accidents or serious incidents involving death, serious injury, destruction of, or serious damage to vehicles or property or when an accident nearly occurred.
Indirect Supervision	The surveillance, assessment and mentoring development of persons providing ground or flight training and associated operations by a means other than the physical presence or personal surveillance of the supervisor to ensure it meets the training and safety requirements of this Manual and the RAAus Syllabus of Flight Training. Such indirect supervision is provided as deemed appropriate by the RAAus Operations Manager.
Licence	A document verifying the attainment of a qualification issued by a government department (e.g. CASA).
Maintenance Authority	An authority issued to a suitably qualified volunteer person appointed by the RAAus Technical Manager to conduct maintenance on a RAAus aeroplane.
Medical Certificate	A Certificate issued under CASR Subpart 67.C.
Nose Wheel (Undercarriage)	An aeroplane undercarriage configuration utilising a nose wheel.
Occurrence	The term that collectively describes the RAAus reporting of accidents, incidents, hazards, defects and confidential complaints.
Operations Manager	A person appointed by RAAus, whose duties and responsibilities are specified in this manual.
Operations Manual	The RAAus Operations Manual, subsequently referred to as ‘this manual’.
Operations Bulletin	A RAAus flight operations document that defines, describes and/or supplements the RAAus Operations Manual, normally

distributed to RAAus Flight Training Schools. Amendments proposed via Operations Bulletins will be incorporated into subsequent issues.

Operations Notice	A RAAus flight operations information document, normally distributed to RAAus Flight Training Facilities.
Pilot Certificate	A Certificate issued on successful completion of a RAAus approved pilot training program. Refer to Section 2.07.
Pilot Examiner (PE)	A RAAus Senior Instructor, eligible to be a Chief Flying Instructor and approved by the Operations Manager to examine recreational pilots and instructors.
Pilot in Command (PIC)	For RAAus student and pilot purposes: the person in control of the aeroplane when not in the company of an Instructor and referred to as solo flight time.
Pilot Log Book	A system used to keep an accurate record of a pilot's aeronautical experience and RAAus qualifications.
Rating	A designation as either Instructor (I) or Senior Instructor (SI). Refer to Section 2.05.
RAAus	Means Recreational Aviation Australia as an organisation and unless indicated to the contrary in this document it includes its Officers, Members and Affiliates.
RAAus Examiner	Means a Senior Instructor, CFI, PE, ROC, Assistant Operations Manager or Operations Manager, within the scope of their privileges, as detailed in this manual.
RAAus Instructor	Means a RAAus member who holds a valid Pilot Certificate endorsed with a current Instructor or Senior Instructor Rating that is: <ul style="list-style-type: none"> - applicable to the aeroplane grouping, and - authorises the holder to give flight training in association with an approved FTS.
Recreational Aeroplane	For the purpose of this manual, an aeroplane registered with RAAus as defined in CAO 95.10, 95.32, 95.55 and is operated in accordance with this manual.

Recognised Flight Time	The expression is defined in Section 2.13 of this manual.
Recognised Qualifications	Are validated Licences, Certificates, Endorsements, Ratings and Approvals and overseas equivalents from RAAus recognised NAAs and RAAOs.
Regional Operations Coordinator (ROC)	An RAAus member holding a valid Pilot Certificate and eligible to hold a PE Approval, appointed by the Operations Manager
Routine Reportable Matter	A transport safety matter that has not had a serious outcome and does not require an immediate report, but transport safety was affected or could have been affected. These include a non-serious injury or if the aircraft suffered minor damage or structural failure e that does not significantly affect the structural integrity or performance characteristics of the aircraft.
Regional Safety Officer	A volunteer RAAus member, appointed by the Safety Manager to assist the Safety Manager in the performance of his or her duties.
Safety-Relevant Condition (Health)	A medically significant condition that may reduce a person's ability to fully exercise the privileges of a Certificate or Rating.
Supervision	The surveillance, assessment and correction of persons engaged in ground or flight training and associated operations. Supervision may be 'direct' in the presence of the supervisor or 'indirect' by the supervisor monitoring the operations through other persons, or means acceptable to RAAus.
Tail Wheel (Undercarriage)	An aeroplane undercarriage configuration utilising a tail wheel.
Volunteer	A position appointed by RAAus to a RAAus member for a specific purpose. This person may work on a casual contract basis for specific delegated tasks.

SECTION 1.01

ORGANISATION AND ADMINISTRATION

RAAus is a for purpose organisation consisting of individual members and affiliated organisations whose aims and objectives are to foster and encourage the construction and safe operation of recreational aircraft for educational, recreational and research purposes.

The day-to-day administration of the RAAus is the responsibility of the Chief Executive Officer (CEO), who functions in accordance with the directions issued by the Chairman of the RAAus Board.

The RAAus Board (subsequently referred to as the board) is made up of member representatives as defined by the Constitution of RAAus, and the Chairman is elected from the Board.

The Operations Manager and Technical Manager are appointed by the Board and are responsible to the Chairman through the CEO for the overall control, supervision and discipline of the operational and technical requirements of the relevant Civil Aviation Act, CARs, CASRs, CAOs, AIP and associated legislation, the Operations Manual and supplements thereto.

The Operations Manager will approve the following qualifications:

- a. Regional Operations Coordinators
- b. Pilot Examiners
- c. Chief Flying Instructors
- d. Senior Instructors
- e. Instructors
- f. Pilots
- g. Student or Converting Pilots

Note: Any or all of these appointment approvals may be delegated by the Operations Manager, to another RAAus delegate.

All members in the following categories are required to possess a personal copy (a current electronic copy is acceptable) of the documents shown below:

- a. STUDENT PILOT OR CONVERTING PILOT – RAAus Operations and Technical Manual and reference books as recommended by a RAAus Examiner.
- b. PILOT – RAAus Operations and Technical Manual and reference books as recommended by a RAAus Examiner.
- c. INSTRUCTOR – RAAus Operations and Technical Manual and the RAAus Flight Instructor Reference Manual or CASA Flight Instructor Manual (Aeroplane).
- d. SENIOR INSTRUCTOR – RAAus Operations and Technical Manual and the RAAus Flight Instructor Reference Manual or the CASA Flight Instructor Manual (Aeroplane).
- e. CHIEF FLYING INSTRUCTOR – RAAus Operations and Technical Manual, the RAAus Flight Instructor Reference Manual or CASA Flight Instructor Manual (Aeroplane) and relevant parts of the CAA, CARs, CASRs, CAOs, AIP Book and ERSA, RAAus Syllabus of Flight Training plus applicable maps and charts.
- f. PILOT EXAMINER – RAAus Operations and Technical Manual and the RAAus Flight Instructor Reference Manual or the CASA Flight Instructor Manual (Aeroplane).

All RAAus flying members are required to maintain a pilot log book in accordance with the requirements specified in this manual.

RAAus shall keep a register of the issue of all classes of Pilot Certificates, the renewal of those certificates, the issue of Endorsements, Ratings and Approvals and the renewal of those privileges.

RAAus shall keep a register of initial aircraft registrations in addition to renewals and transfers of aircraft registrations and subsequent inspections.

SECTION 1.02**STATEMENT OF DUTIES AND RESPONSIBILITIES****OPERATIONS MANAGER**

The Operations Manager is responsible to the CEO for the following duties and responsibilities:

1. Approve and issue Student or Converting Pilot Certificates, or delegate the authority for the issue of Student or Converting Pilot Certificates.
2. Upon recommendation from a CFI, approve or delegate the authority for the issue of Pilot Certificates.
3. Upon recommendation from a Pilot Examiner or Instructor Trainer, approve or delegate the authority for the issue of Instructor Ratings.
4. Upon recommendation from a CFI or Pilot Examiner, approve or delegate the authority for the issue of Senior Instructor Ratings.
5. Examine candidates for Pilot Certificates, Endorsements, Ratings and all Approvals and approve or otherwise the issue of such qualifications. Where constraints of time and economy are involved, the Operations Manager may, in writing, delegate authority to a suitably qualified Pilot Examiner or ROC to carry out ground and flight assessment of these candidates.
6. Examine Pilot Examiner and Regional Operations Coordinator candidates and approve or otherwise the issue of such approvals. The Operations Manager may, in writing, delegate authority to a suitably qualified Pilot Examiner or Regional Operations Coordinator to carry out ground and flight assessment of a Pilot Examiner candidate.
7. Approve the issue, or delegate the authority to approve the issue of Instructor Training Approvals and Accident Consultant Approvals.
8. Approve or otherwise the issue, or delegate the authority to approve the issue of renewals of Pilot Certificates.
9. Issue Operations Notices or Operations Bulletins as required.

10. Plan, formulate, conduct, or cause to be conducted by suitably qualified persons, training and refresher courses for Instructors, Senior Instructors, CFIs, Pilot Examiners, Regional Operations Coordinators and Accident Consultants and candidates for those Ratings or Approvals.
11. Prepare or approve a series of multi-choice examination papers for candidates seeking Pilot Certificates for all Aircraft Groups specified in this manual.
12. Regularly monitor trends in training and general flying practices and recommend changes/amendments to this manual, training syllabi and instructor manuals.
13. Attend meetings, conferences and forums as directed by the CEO.
14. Action directives from the CEO promptly and maintain regular face-to-face, written, or telephone contact with the CEO.
15. The Operations Manager's authority to suspend or cancel a Pilot Certificate is contained in Section 2.14 of this manual. All other disciplinary matters are conducted in accordance with the RAAus Disciplinary Framework.
16. Undertake investigation of accidents, incidents and/or occurrences involving RAAus members or aircraft, when requested by CASA, police or the ATSB.
17. Be responsible for maintaining a high level of training practices and methods, overall flying standards and pilot competency under the control of RAAus.
18. Exemplify and encourage a positive safety culture in all RAAus operations and associated activities.

SECTION 1.03**STATEMENT OF DUTIES AND RESPONSIBILITIES****ASSISTANT OPERATIONS MANAGER**

An Assistant Operations Manager is responsible to the RAAus Operations Manager for the following duties and responsibilities:

1. Approve, on behalf of the Operations Manager, the issue of Student or Converting Pilot Certificates.
2. Upon recommendation from a CFI, on behalf of the Operations Manager, approve the issue of Pilot Certificates.
3. Upon recommendation from a Pilot Examiner or Instructor Trainer, on behalf of the Operations Manager, approve the issue of Instructor Ratings.
4. Upon recommendation from a CFI or Pilot Examiner, on behalf of the Operations Manager, approve the issue of Senior Instructor Ratings.
5. Examine candidates for Pilot Certificates, Endorsements, Ratings and all Approvals, and approve or otherwise the issue of such qualifications. Where constraints of time and economy are involved, the Assistant Operations Manager may, in writing, delegate authority to a suitably qualified Pilot Examiner or Regional Operations Coordinator to carry out ground and flight assessment of candidates after consultation with the Operations Manager.
6. Examine Pilot Examiner candidates and approve or otherwise the issue of such qualifications. The Assistant Operations Manager may, in writing, delegate authority to a suitably qualified Pilot Examiner to carry out ground and flight assessment of a Pilot Examiner candidate after consultation with the Operations Manager.
7. Approve, or delegate the authority to approve, the issue of Instructor Training Approvals and Accident Consultant Approvals after consultation with the Operations Manager.
8. Approve or otherwise the issue of renewals of Pilot Certificates, or delegate the authority to renew the certificates, as appropriate, unless the member in question is under disciplinary action which requires approval from the Operations Manager.

9. Regularly monitor trends in training and general flying practices and recommend to the Operations Manager changes/amendments to this manual, RAAus training syllabi and instructor manuals.
10. When requested by the Operations Manager, undertake accident, incident or occurrence investigation involving RAAus members or aircraft.
11. Be responsible to the Operations Manager for maintaining a high level of training practices and methods, overall flying standards and pilot competency under the control of the RAAus.
12. Exemplify and encourage a positive safety culture in all RAAus operations and associated activities.

SECTION 1.04**STATEMENT OF DUTIES AND RESPONSIBILITIES****REGIONAL OPERATIONS COORDINATOR**

Regional Operations Coordinators (ROC) are responsible to the RAAus Operations Manager for the following duties and responsibilities:

1. Undertake any of the duties laid down in Section 1.05 of this manual, namely: STATEMENT OF DUTIES AND RESPONSIBILITIES - PILOT EXAMINER.
2. Upon written request by the Operations Manager, conduct FTS inspections and assessments for recommendation for the issue of Pilot Certificates, Endorsements, Ratings and Approvals for aeroplane Groups they hold or are approved to issue.
3. Plan, formulate, conduct, or cause to be conducted by suitably qualified persons, standards and training courses for Instructors, Senior Instructors, CFIs, Pilot Examiners and candidates for those ratings or approvals.
4. Be responsible for standards in training and general flying practices, and recommend to the Operations Manager, changes or amendments to this manual.
5. Liaise with and advise the Operations Manager of any operational issues, on an ongoing and regular basis.
6. Maintaining a high level of training practices and methods, overall flying standards and pilot competencies under the control of the RAAus.
7. At the request of the Operations Manager or delegate, undertake accident, incident or occurrence investigation.
8. Report accidents, incidents and occurrences involving FTS personnel or aircraft in accordance with the requirements of this manual and relevant legislation.
9. Exemplify and encourage a positive safety culture in all RAAus operations and associated activities.

SECTION 1.05**STATEMENT OF DUTIES AND RESPONSIBILITIES****PILOT EXAMINER**

Pilot Examiners are responsible to the RAAus Operations Manager for the following duties and responsibilities:

1. Conduct ground and in-flight assessment of Instructor and Senior Instructor candidates and make recommendation to the Operations Manager as to the issue, or otherwise, of the appropriate ratings.
2. Conduct ground and in-flight assessment of Instructors and Senior Instructors requesting renewal of their respective ratings, and make recommendation to the Operations Manager as to the renewal, or otherwise of the appropriate rating.
3. With the written approval of the Operations Manager conduct ground and/or in-flight training courses for Instructor candidates.
4. Upon written request from the Operations Manager, conduct ground and in-flight assessments for the issue or renewal of Chief Flying Instructor and/or Pilot Examiner approvals, and make written recommendation as to the issue/renewal, or otherwise of the appropriate approval.
5. Upon written request from the Operations Manager, conduct training and refresher courses for Chief Flying Instructors and Pilot Examiners and candidates for those approvals.
6. Upon request from the Operations Manager, monitor the training standards and practices of specified Flight Training Schools and report, in writing, to the Operations Manager.
7. On advice of a complaint received by the Operations Manager that a pilot of a recreational aircraft has allegedly contravened the requirements of this manual or relevant legislation a Pilot Examiner shall, wherever possible, carry out a full investigation of the incident. Should the Pilot Examiner deem it necessary, for reasons of continued safety and/or to protect the good name and reputation of the RAAus, a ground and/or flight test may be conducted by the Pilot Examiner. The Pilot Examiner will report, in writing, the findings

of the investigation/examination to the Operations Manager. Included in the report will be recommendations as to the suitability, or otherwise, of the offending pilot to continue to hold any, or all, classes and types of RAAus Pilot Certificates, Ratings or Approvals.

8. Maintaining a high level of training practices and methods, overall flying standards and pilot competency under control of the RAAus.
9. At the request of the Operations Manager or delegate, undertake accident, incident or occurrence investigation.

SECTION 1.06**STATEMENT OF DUTIES AND RESPONSIBILITIES****CHIEF FLYING INSTRUCTOR**

Chief Flying Instructors are responsible to the RAAus Operations Manager for the following duties and responsibilities:

1. Conduct ground and in-flight training for Student or Converting Pilots and Pilots in accordance with the requirements of this manual and relevant legislation. The training provided is limited to activities the CFI is authorised to undertake by virtue of Endorsements and Approvals held by the CFI.
2. Conduct the operation and administration of the Flight Training School to ensure compliance with the requirements of this manual and the RAAus Technical Manual. These duties may include aeroplane hire to RAAus Pilot Certificate holders.
3. Subsequent to satisfactory completion of a flight test by the CFI, make written recommendation to the Operations Manager, using the appropriate RAAus forms, for the issue or renewal of Pilot Certificates or Endorsements for candidates.
4. With written temporary Instructor Training Approval from the Operations Manager, conduct ground and in-flight training for Instructor candidates and make recommendation to a Pilot Examiner as to the candidate's readiness to undergo examination for the issue of the rating.
5. With written permanent Instructor Training Approval from the Operations Manager, conduct ground and in-flight training and testing for Instructor candidates and make recommendation to the Operations Manager or delegate for the issue of an Instructor Rating.
6. Recommend to the Operations Manager, in writing, that a person's Pilot Certificate, Endorsement or Rating be removed or varied.
7. Ensure that Instructors under their control maintain the highest level of competency and are current by conducting regular check flights, in accordance with this manual. Additionally, assess their continued suitability to conduct flight training by flying regularly with their students.

8. Appoint a Senior Instructor to take control of the FTS in their absence. Such an appointment must be issued in writing to the Senior Instructor by the Operations Manager or approved delegate. Where several Senior Instructors operate under a CFI, one must be authorised in writing.
9. Ensure that all aeroplanes used by their FTS are kept in a clean and airworthy state and properly registered with the RAAus.
10. Maintain a high level of training standards and general flying practices of pilots operating aeroplanes attached to their FTS.
11. Report accidents, incidents or occurrences involving FTS personnel or aeroplanes in accordance with the requirements of this manual and relevant legislation.
12. Be present at any FTS inspection of their facility and make available all documentation and equipment as required by the RAAus Operations Manager or delegate.
13. Promote a positive safety culture in all RAAus operations and associated activities.

SECTION 1.07**STATEMENT OF DUTIES AND RESPONSIBILITIES****SENIOR INSTRUCTOR**

Senior Instructors are responsible to the Chief Flying Instructor (CFI) for the following duties and responsibilities:

1. Under the direction of the CFI, conduct ground and in-flight training in accordance with the requirements of this manual and the relevant legislation.
2. Conduct the operational and administrative aspects of their assigned duties in such a manner so as not to bring the RAAus into disrepute.
3. Assess the readiness for and authorise a Student Pilot to undertake first solo and subsequent solo flights, but only after receiving initial approval to do so by the CFI.
4. Where several Senior Instructors operate at an FTS, one must be authorised in writing by the CFI, to take control of the FTS in the CFI's absence. Senior Instructors are only permitted to supervise Instructors if requested by the CFI and authorised in writing by the Operations Manager or approved delegate.
5. When authorised in writing by the Operations Manager, take control of a remote SFTS at the request of the CFI and report the activities of the remote facility to the CFI on a regular basis. However, the role of supervising an Instructor must be authorised in writing by the Operations Manager or approved delegate.
6. Ensure that all aeroplanes used by the FTS are in a clean and airworthy state and properly registered with the RAAus.
7. Report to the CFI, without delay, any faults, or defects appearing in training aeroplanes that render the aeroplane unserviceable or unsuitable for training. Ensure that the fault/defect is repaired prior to conducting further training flights in that aeroplane.
8. Meet recency requirements prior to operating FTS aeroplanes.
9. Report accidents, incidents or occurrences involving FTS personnel or aeroplanes in accordance with the requirements of this manual and relevant legislation.
10. Promote a positive safety culture in all RAAus operations and associated activities.

SECTION 1.08**STATEMENT OF DUTIES AND RESPONSIBILITIES****INSTRUCTOR**

Instructors are responsible to the Chief Flying Instructor (CFI) for the following duties and responsibilities:

1. Under the direction of the CFI, conduct ground and in-flight training in accordance with the requirements of this manual and the relevant legislation.
2. Conduct the operational and administrative aspects of their assigned duties in such a manner so as not to bring the RAAus into disrepute.
3. Make recommendations to the CFI, as to the readiness of a Student Pilot to undertake first solo and subsequent solo flights but under no circumstances authorise such flights.
4. Ensure that all aeroplanes used by the Flight Training School (FTS) are in a clean and airworthy state and properly registered with the RAAus.
5. Report to the CFI, without delay, any faults, or defects, appearing in training aeroplanes that render the aeroplane un-airworthy or unsuitable for training. Ensure that the fault/defect is repaired prior to conducting further training flights in that aeroplane.
6. Meet recency requirements prior to operating FTS aeroplanes.
7. Report accidents, incidents and occurrences involving FTS personnel or aeroplanes in accordance with the requirements of this manual and relevant legislation.
8. Promote a positive safety culture in all RAAus operations and associated activities.

SECTION 2.01**PILOT CERTIFICATE – GROUP A and B**

(See paragraph 25 onwards for Group D)

PILOT IN COMMAND (GROUP A and B)

1. A person intending to act as pilot in command of a Group A or B recreational aeroplane operated under the provisions of this manual and associated legislation must:
 - a. be a financial member of RAAus; and
 - b. be the holder of a valid Student or Converting Pilot Certificate or Pilot Certificate, in the appropriate aeroplane Group, issued or recognised by RAAus; and
 - c. be medically fit to the following standards:
 - (1) Student or Converting Pilot and Pilot Certificate holders - A medical standard equivalent to that required to hold a private motor vehicle driver's licence in Australia (refer to Section 2.16 - Medical requirements).
 - (2) Instructor or higher level rating - A CASA Class 2 medical or higher, confirmed by a medical certificate, or the RAAus Medical Questionnaire and Examination form (refer to Section 2.16 - Medical requirements); and
 - d. have attained the age of:
 - (1) In the case of Pilot Certificate holders, fifteen (15) years;
 - (2) In the case of Rating holders, eighteen (18) years; and
 - (3) In the case of Approval holders, twenty one (21) years; and
 - e. have undergone a flight review or equivalent flight check in accordance with this manual within the previous 24 months; and
 - f. meet the pilot recency requirements in accordance with this manual.

PILOT INSTRUCTION

2. In order to provide flight instruction in a recreational aeroplane a Pilot Certificate holder must hold an Instructor Rating, Senior Instructor Rating, Special Approval, or higher Approval. Such Rating holders must be responsible to and under the supervision of a CFI, or hold a CFI approval.

GROUP A and B
ENDORSEMENTS

Endorsements Based on Pilot Qualifications

RADIO OPERATOR ENDORSEMENT (R)

3. In order to operate a recreational aeroplane VHF radio on aeronautical frequencies a person must:
- a. hold a RAAus Radio Operator (R) Endorsement; or
 - b. be under instruction by an RAAus Instructor for the purpose of training, who holds the Radio Endorsement; or
 - c. hold a recognised Flight Radiotelephone Operator Licence or Flight Radio Endorsement.

PASSENGER CARRYING ENDORSEMENT (PAX)

4. In order to carry passengers in a recreational aeroplane a Pilot Certificate holder must hold a Passenger Carrying (PAX) Endorsement, and the aeroplane must meet the requirements of CAO 95.55 or CAO 95.32.

CROSS COUNTRY ENDORSEMENT (X)

5. In order to act as pilot in command of a recreational aeroplane at a distance greater than 25 nautical miles from the original point of departure a Pilot Certificate holder must hold a RAAus Cross Country (X) Endorsement.

Note: Consecutive flights of 25 nautical miles do not comply with this requirement.

FORMATION FLYING ENDORSEMENT (F)

6. In order to act as pilot in command of a recreational aeroplane in formation a Pilot Certificate holder must:
- a. hold a RAAus Formation (F) Endorsement; and
 - b. ensure each pilot in command in the formation is qualified to fly in formation; and
 - c. ensure each pilot involved in the proposed formation is briefed prior to each sortie, including normal and emergency procedures.

GROUP A and B**ADVANCED PILOT AWARD ENDORSEMENT (APA)**

7. As this Endorsement does not allow the holder any operational privileges no further detail is provided here. However, the requirements for the endorsement are shown in Section 2.07, paragraph 13.

LOW LEVEL ENDORSEMENT (LL)

8. In order to act as pilot in command and operate a recreational aeroplane below 500FT AGL a Pilot Certificate holder must:
- a. operate the aeroplane in accordance with the requirements set out in CAO 95.10, 95.32 and 95.55, under “Provisions relating to flight height limitations”; and
 - b. hold a RAAus Low Level (LL) Endorsement.

GLIDER TOWING ENDORSEMENT (GT)

9. In order to tow a glider operated under the GFA as pilot in command of a recreational aeroplane a Pilot Certificate holder must:
- a. hold a RAAus Glider Towing (GT) Endorsement and conduct the operation as specified in the RAAus Glider Towing Manual; and
 - b. ensure the aeroplane is a fully manufactured CAO 95.55 aeroplane fitted with a factory approved tow hook which holds approval to tow gliders in accordance with CAAP 149 -1(0) and the relevant changes to the aeroplane have been noted in the flight manual and signed off by the relevant authority; and
 - c. have written approval from the GFA for glider towing operations.

HANG GLIDER TOWING ENDORSEMENT (HGT)

10. In order to tow a hang glider operated under the HGFA as pilot in command of a recreational aeroplane a Pilot Certificate holder must:
- a. hold a RAAus Hang Glider Towing (HGT) Endorsement and conduct the operation as specified in the RAAus Hang Glider Towing Manual; and

GROUP A and B

- b. ensure the aeroplane is a factory built CAO 95.55 or 95.32 aeroplane fitted with a factory approved tow hook which holds approval to tow gliders in accordance with CAAP 149 -1(0). Relevant changes to the aeroplane must be noted in the aeroplane's Type Certification Data Sheet (TCDS) and/or Flight Manual Supplement and signed off by the relevant authority; and
- c. have written approval from the HGFA for hang glider towing operations.

THEORY INSTRUCTOR ENDORSEMENT (G)

- 11. A person wishing to attain a Theory Instructor (G) Endorsement must meet the requirements of Section 2.12 of this manual.

TYPE TRAINING

- 12. A pilot must ensure they are competent to operate the Aeroplane Type in accordance with the Definitions section of this Manual. Further information about RAAus recommendations for Aeroplane Type Training can be obtained in the Recreational Aviation Advisory Publication "RAAP 1 - 2016 Type Transition Guidance".

Note: Logbook entries showing a minimum of 2 hours pilot in command of an aeroplane type recorded prior to Issue 7 of this manual will be accepted as evidence of appropriate type training for that aeroplane.

Endorsements based on aeroplane characteristics**TAIL WHEEL UNDERCARRIAGE ENDORSEMENT (TW)**

- 13. In order to operate a Group A recreational aeroplane with a tail wheel undercarriage as pilot in command a Pilot Certificate holder must hold a RAAus Tail Wheel Undercarriage (TW) Endorsement.

GROUP A and B**TWO STROKE ENDORSEMENT (2S)**

14. In order to operate a recreational aeroplane fitted with a two stroke engine as pilot in command a Pilot Certificate holder must hold a RAAus Two Stroke (2S) Endorsement.

INFLIGHT ADJUSTABLE PROPELLER ENDORSEMENT (AP)

15. In order to operate a recreational aeroplane with an In-flight Adjustable Propeller as pilot in command a Pilot Certificate holder must hold a RAAus In-flight Adjustable Propeller (AP) Endorsement.

RETRACTABLE UNDERCARRIAGE ENDORSEMENT (RU)

16. In order to operate a recreational aeroplane with a retractable undercarriage as pilot in command a Pilot Certificate holder must hold a RAAus Retractable Undercarriage (RU) Endorsement.

FLOAT ENDORSEMENTS (WF) and (WH)

17. In order to operate a recreational aeroplane as pilot in command in water alighting operations a Pilot Certificate holder must hold a RAAus Float (WF) or Floating Hull (WH) Endorsement, as appropriate to the aeroplane design.

UTILITY ENDORSEMENT

18. In order to operate a recreational aircraft below 500ft AGL on a property for the purposes of stock spotting and movement, water trough or fence line inspection, etc. as pilot in command a Pilot Certificate holder must hold a Utility endorsement.

PROVISION FOR SOLO FLIGHT DURING ENDORSEMENT TRAINING

19. In spite of the requirements shown in this Section, solo flight may be authorised for individual flights as part of the training for the following endorsements when conducted by a RAAus Examiner or Special Approval holder (where appropriate):

GROUP A and B

Cross Country (X), Formation (F), Low Level (LL), Tail Wheel (TW), Two-stroke (2S), In-flight Adjustable Propeller (AP), Retractable Undercarriage (RU), and Waterborne Operations – Floats (WF), Waterborne Operations – Floating Hull (WH) and Utility – (U).

QUALIFICATIONS FROM OTHER ORGANISATIONS OR COUNTRIES WHICH MAY BE USED FOR RAAUS ENDORSEMENT PURPOSES

20. The following Endorsements may be issued to Pilot Certificate holders who have documented evidence of equivalent or higher qualifications acceptable to the Operations Manager or delegate:

Radio (R), Passenger (PAX), Cross Country (X), Formation (F), Low Level (LL), Glider Towing (GT), Hang Glider Towing (HGT), Tail Wheel (TW), Two-stroke (2S), In-flight Adjustable Propeller (AP), Retractable Undercarriage (RU), Waterborne Operations – Floats (WF) and Waterborne Operations – Floating Hull (WH).

CARRIAGE AND PRODUCTION OF PILOT CERTIFICATE

21. On request from a RAAus official (including Operations and Technical Staff, CFI, PE or ROC), an officer of CASA or a Police Officer, pilots are required to produce their Pilot Certificate within 72 hours.
22. Owners and/or operators of recreational aeroplanes must provide pilot in command details for any flight when requested by a RAAus official (including Operations and Technical Staff, CFI, PE or ROC), an officer of CASA or a Police Officer.

REGISTRATION AND OPERATION OF WEIGHTSHIFT AEROPLANES

23. CAO 95.32 and CAO 95.10 permit weight shift aeroplanes to be registered with RAAus or the HGFA. Despite this:
- a. HGFA Pilot Certificate holders may not act as pilot in command of an RAAus registered aeroplane without relevant RAAus qualifications; and
 - b. RAAus Pilot Certificate holders may not act as pilot in command of a HGFA registered aeroplane without relevant HGFA qualifications.

PILOT CERTIFICATE – GROUP D**PILOT IN COMMAND (GROUP D)**

24. In order for a person to act as pilot in command of a Group D recreational aeroplane that person must:
- a. be a financial member of RAAus; and
 - b. be the holder of a valid Student or Converting Pilot Certificate or Pilot Certificate, in Group D aeroplanes, issued by RAAus; and
 - c. be medically fit to the following standards:
 - (1) Student or Converting Pilot and Pilot Certificate holders - A medical standard equivalent to that required to hold a private motor vehicle driver's licence in Australia (refer to Section 2.16 - Medical requirements).
 - (2) Instructor or higher level rating - A CASA Class 2 medical or higher, confirmed by a medical certificate, or the RAAus Medical Questionnaire and Examination form (refer to Section 2.16 - Medical requirements); and
 - d. have attained the age of:
 - (1) In the case of Pilot Certificate holders, fifteen (15) years.
 - (2) In the case of Rating holders, eighteen (18) years; and
 - (3) In the case of Approval holders, twenty one (21) years; and
 - e. have undergone a flight review or equivalent flight check in accordance with this manual within the previous 24 months; and
 - f. meets the pilot recency requirements in accordance with this manual.
25. In order to give flight instruction in a Group D recreational aeroplane a Pilot Certificate holder must hold a Group D Instructor or Senior Instructor Rating, or higher Approval. Such Rating holders must be responsible to and under the indirect or direct supervision of a CFI, or hold a CFI approval.

Group D**ENDORSEMENTS*****Endorsements Based on Pilot Qualifications*****RADIO OPERATOR ENDORSEMENT (R)**

26. In order to operate a recreational aeroplane VHF radio on aeronautical frequencies a person must:
- hold a RAAus Radio Operator (R) Endorsement; or
 - be under instruction by a RAAus Instructor for the purpose of training, who holds the Radio Endorsement; or
 - hold a recognised Flight Radiotelephone Operator Licence or Flight Radio Endorsement.

PASSENGER CARRYING ENDORSEMENT (PAX)

27. In order to carry a passenger in a Group D recreational aeroplane the Pilot Certificate holder shall be the holder of a Passenger Carrying (PAX) Endorsement and the aeroplane must meet the requirements of CAO 95.32.

NAVIGATION COMPETENCY

28. In order to act as pilot in command of a Group D recreational aeroplane at a distance greater than 25 nautical miles from the original point of departure a Pilot Certificate holder must hold a Group A or B RAAus Cross Country (X) Endorsement, or a logbook endorsement by a Group D CFI complying with Section 2.07 Paragraph 37 of this manual.

Note: Multiple flights of 25 nautical miles or less do not comply with this requirement.

UTILITY ENDORSEMENT

29. In order to operate a Group D recreational aeroplane below 300 FT AGL on a property for the purposes of stock spotting and movement, water trough or fence line inspection, etc. as pilot in command a Pilot Certificate holder must hold a Utility Endorsement.

Group D

Endorsements based on aeroplane characteristics

TYPE TRAINING

30. In order for a pilot to operate a Group D recreational aeroplane they must ensure they are competent and familiar with the canopy type e.g. Box or Elliptical, and the specific characteristics of the base e.g. foot or hand control, fixed or steerable nose wheel and hand or foot operated throttle control

Further information about the RAAus recommended processes for Aeroplane Type Training can be obtained in the Recreational Aviation Advisory Publication “RAAP 1 – 2016 Type Transition Guidance”.

Note: Logbook entries showing a minimum of 2 hours pilot in command of an aeroplane type recorded prior to Issue 7 of this manual will be accepted as evidence of appropriate type training for that aeroplane.

TWO STROKE ENDORSEMENT (2S)

31. In order to operate a Group D recreational aeroplane fitted with a two stroke engine as pilot in command a Group D Pilot Certificate holder must hold a RAAus Two Stroke (2S) Endorsement.

PROVISION FOR SOLO FLIGHT DURING ENDORSEMENT TRAINING

32. In spite of the requirements shown in this Section, solo flight may be specifically authorised for individual flights as part of the training for the following endorsements when conducted by a RAAus Examiner:

Two-stroke (2S)

QUALIFICATIONS WHICH MAY BE USED FOR RAAUS ENDORSEMENT PURPOSES

33. The following Endorsements may be issued to Group D Pilot Certificate holders who have documented evidence of equivalent or higher qualifications acceptable to the Operations Manager or delegate:

Radio (R), Passenger (PAX), Cross Country (X), Two-stroke (2S)

Group D**CARRIAGE AND PRODUCTION OF PILOT CERTIFICATE**

34. On request from a RAAus official (including Operations and Technical Staff, CFI, PE or ROC), an officer of CASA or a Police Officer, pilots are required to produce their Pilot Certificate within 72 hours.
35. Owners and/or operators of Group D recreational aeroplanes must provide pilot in command details for any flight when requested by a RAAus official (including Operations and Technical Staff, CFI, PE or ROC), an officer of CASA or a Police Officer.

REGISTRATION AND OPERATION OF WEIGHTSHIFT AEROPLANES

36. CAO 95.32 permit Group D aeroplanes to be registered with RAAus or the HGFA. Despite this:
 - a. HGFA Pilot Certificate holders may not act as pilot in command of an RAAus registered aeroplane without relevant RAAus Group D qualifications; and
 - b. RAAus Group D Pilot Certificate holders may not act as pilot in command of a HGFA registered aeroplane without relevant HGFA qualifications.

SECTION 2.02**RECREATIONAL AEROPLANE PILOT LOG BOOK**

1. RAAus Pilot Certificate holders (Student or Converting Pilot and Pilot) are required to maintain an up-to-date Pilot Log Book, which should contain the following information:
 - a. full name;
 - b. RAAus membership number;
 - c. Up to date contact details; and
 - d. a record of all RAAus flight time, which includes but is not limited to:
 - (i) date;
 - (ii) aeroplane type and model;
 - (iii) aeroplane registration;
 - (iv) name of pilot in command;
 - (v) full name/s of pilot and/or Instructor (or passenger's name if appropriate);
 - (vi) the exercise flown or the route flown; and
 - (vii) the duration of the flight recorded either in the Dual or Solo Command column as appropriate.
2. For the purposes of obtaining a Certificate, Type Training, Rating or Approval, a log book entry required as above must be signed and dated by the person recommending or approving the qualification. The signature and date must be accompanied by the issuer's printed name and RAAus membership number.
3. Pilot log books are to be retained in a good condition, with all entries made accurately, legibly and in ink.
4. Any member who deliberately falsifies entries in a Pilot Log Book will be deemed to have brought RAAus into disrepute and disciplined in accordance with Section 2.14 of this manual.
5. The duration of a flight is the elapsed period of time from when an aeroplane moves under its own power for the purpose of flight until the aeroplane comes to a halt in the parking area at the completion of a flight.

PRODUCTION OF LOGBOOKS

6. Pilots in command of recreational aeroplanes are required to produce their logbook within 72 hours, on demand from an RAAus official (including, Operations and Technical Staff, CFI, PE or ROC), an officer of CASA or a Police Officer.
7. Owners and/or operators of recreational aeroplanes must provide aircraft logbook details for any flight when requested by an RAAus official (including Operations and Technical Staff, CFI, PE or ROC), an officer of CASA or a Police Officer.

SECTION 2.03**COMPLIANCE CHECKS**

1. Compliance checks may be conducted by suitably trained and appointed officers within RAAus, including the Operations Manager, Technical Manager or delegates approved in writing by the Operations Manager.
2. Pilots of recreational aircraft are required to participate with compliance checks conducted by the Operations Manager, Technical Manager, approved delegates or a CASA Officer.
3. Such checks may include, but not be limited to, assessment of the pilot, the aircraft, documents relating to flight planning, weather, fuel management, aircraft documentation, etc.
4. Documents required to be produced in relation to a compliance check are to be produced when requested to the Operations Manager, Technical Manager, approved delegates or a CASA Officer, no later than 72 hours from the time of the request.
5. Whilst compliance checks will be carried out to ensure pilots meet minimum requirements regarding aircraft operation, the intent of the check is also to provide ongoing education to members.
6. Notwithstanding paragraph 5, identified breaches of this manual or the regulations deemed to adversely impact the safety of air navigation will be assessed in accordance with Section 2.14 of this manual and may be referred to CASA.

SECTION 2.04**PILOT CERTIFICATES – AEROPLANE GROUPS**

Pilot Certificate holders shall have their Endorsements, Ratings and Approvals linked to one or more of the following Aeroplane Groups:

1. Group A - Three Axis Control aeroplanes only
2. Group B - Weight Shift Control aeroplanes only
3. Group C - Combined Control aeroplanes only
4. Group D - Powered Parachutes only
5. Group E - RESERVED
6. Group F - Foot Launched aeroplanes only
7. Group G - RESERVED
8. Group H - RESERVED

The Table in Section 2.04 – 2 shows the availability of Endorsements, Ratings and Approvals in each Aeroplane Group.

PILOT QUALIFICATIONS

	Abbrev.	Group A 3 Axis	Group B Weight Shift	Group C Combined Control	Group D Powered Parachute	Group F Foot Launch
Certificates						
Student	S	Y	Y	Y	Y	Y
Converting	C	Y	Y	Y	Y	Y
Pilot	P	Y	Y	Y	Y	Y
Endorsements						
Radio Operator	R	Y	Y	Y	Y	Y
Passenger	PAX	Y	Y	N	Y	N
Cross Country	X	Y	Y	Y	N	Y
Formation	F	Y	Y	N	N	N
Low Level	LL	Y	Y	Y	N	Y
Glider Towing	GT	Y	N	N	N	N
Hang Glider Towing	HGT	Y	Y	N	N	N
Theory Instructor	G	Y	Y	Y	Y	Y
Nose Wheel	NW	Y	N	Y	N	N
Tail Wheel	TW	Y	N	Y	N	N
Two-stroke	2S	Y	Y	Y	Y	Y
In-flight Adjustable Propeller	AP	Y	N	Y	N	N
Retractable Undercarriage	RU	Y	Y	N	N	N
Waterborne Operations - Floats	WF	Y	Y	N	N	N
Waterborne Operations - Floating Hull	WH	Y	Y	N	N	N
Utility	U	Y	Y	N	Y	N
Advanced Pilot Award	APA	Y	N	N	N	N
Maintenance Authority - Level	Number	Y	Y	Y	Y	Y
Ratings						
Instructor	I	Y	Y	Y	Y	Y
Senior Instructor	SI	Y	Y	Y	Y	Y
Approvals						
Chief Flying Instructor	CFI	Y	Y	Y	Y	Y
Pilot Examiner	PE	Y	Y	Y	Y	Y
Instructor Training Approval	IT	Y	Y	Y	Y	Y
Regional Operations Consultant	ROC					
Accident Consultant	AC					

SECTION 2.05**PILOT CERTIFICATES, ENDORSEMENTS, RATINGS & APPROVALS**

Subject to approved training and testing, Pilot Certificates holders may be issued one or more of the following Endorsements, Ratings or Approvals:

	Symbol
Certificates	
Student	S
Converting	C
Pilot	P
Endorsements	
Radio Operator	R
Passenger	PAX
Cross Country	X
Formation	F
Low Level	LL
Glider Towing	GT
Hang Glider Towing	HGT
Theory Instructor	G
Nose Wheel	NW
Tail Wheel	TW
Two-stroke	2S
In-flight Adjustable Propeller	AP
Retractable Undercarriage	RU
Waterborne Operations - Floats	WF
Waterborne Operations - Floating Hull	WH
Utility	U
Advanced Pilot Award	APA
Maintenance Authority - Level	Number
Ratings	
Instructor	I
Senior Instructor	SI
Approvals	
Chief Flying Instructor	CFI
Pilot Examiner	PE
Instructor Training Approval	IT
Regional Operations Consultant	ROC
Accident Consultant	AC

SECTION 2.06**STUDENT OR CONVERTING PILOT CERTIFICATE****REQUIREMENTS PRIOR TO COMMENCING FLYING TRAINING**

1. A person may commence flying training prior to the issue of a Student or Converting Pilot Certificate provided that the person:
 - (a) is advised of risks associated with recreational flying in accordance with Section 3.02 of this manual; and
 - (b) is issued with a temporary RAAus membership; and
 - (c) has, in the opinion of the instructor intending to conduct the flight, sufficient command of the English language and cognitive skills for the flight to be undertaken safely; and
 - (d) if under the age of 18 years, has written consent from a parent or guardian to undertake flying training; and
 - (e) is given a general overview of:
 - health standards
 - not to fly when ill or suffering from injuries
 - drug and alcohol restrictions including caution on medications
 - the ground training and flight training syllabi and examination requirements.
2. The privileges specified in Paragraph 1 of this Section may continue until the person has undergone no more than three (3) hours of dual flight instruction. After that maximum period of dual instruction, but preferably earlier, the person must:
 - (a) provide a declaration that their health is of a standard required for the issue of a private motor vehicle driver licence in Australia (refer to Section 2.16 - Medical Requirements); and
 - (b) be accepted as a Member to facilitate the issue of a Student or Converting Pilot Certificate; and
 - (c) agree to abide by the RAAus Constitution, rules of the organisation, and this manual.

PRIVILEGES OF A STUDENT OR CONVERTING PILOT CERTIFICATE HOLDER

3. A Student or Converting Pilot Certificate holder, or an applicant for a Student or Converting Pilot Certificate, may:
 - (a) undergo dual flight training with an Instructor who is supervised by a Flight Training School or Satellite Flight Training School in accordance with the appropriate syllabus of training provided in the RAAus Syllabus of Flight Training.
4. A Student or Converting Pilot Certificate holder, or an applicant for a Student or Converting Pilot Certificate must not conduct solo flight as the sole occupant of a recreational aeroplane unless:
 - (a) a Student or Converting Pilot Certificate has been issued; and
 - (b) they have attained the age of 15 years; and
 - (c) they have passed a written pre-solo air legislation examination; and
 - (d) the flight is directly supervised and authorised by at least a Senior Instructor with approval from a CFI.