

SECTION 2.10**CHIEF FLYING INSTRUCTOR APPROVAL- GROUP A AND B****REQUIREMENTS FOR ISSUE**

1. An applicant for appointment as a Group A or B Chief Flying Instructor must:
 - a. hold a valid Pilot Certificate for Group A or B aeroplanes, as applicable; and
 - (i) hold a Senior Instructor Rating for Group A or B aeroplanes, as applicable;
 - (ii) undertake an interview and check flight with the Operations Manager or approved delegate, to demonstrate the capability to hold the appointment; and
 - b. have attained the age of 21 years; and
 - c. undertake, in writing, to conduct all ground and flight operations in accordance with the requirements of this manual and relevant legislation; and
 - d. furnish all the information necessary to satisfy RAAus that the Flight Training School (FTS) for which the approval is sought has properly certificated two place recreational aeroplane(s), documentation, facilities and other equipment, as stipulated in Section 3.01 of this manual, necessary to ensure the proper and adequate training of pilots; and
 - e. have written approval from the Operations Manager to be CFI of a specified FTS.
2. The Operations Manager may permit the appointment of a person as CFI who does not meet all the requirements specified in this Section, with or without additional conditions placed on the appointment.
3. The interview and check flight required by Subparagraph 1.(a) ii of this Section is to be conducted at the proposed FTS unless varied in writing by the Operations Manager.

GROUP A and B**AERONAUTICAL EXPERIENCE**

4. Prior to undertaking an in-flight examination for the issue of a Group A or B Chief Flying Instructor Approval, an applicant must:
 - a. have a minimum of 250 hours logged as a flight instructor in Group A or B recreational aeroplanes; or
 - b. have held a RAAus Instructor Rating, or RAAus Senior Instructor Rating, for a combined period of at least 12 months.
5. If having *recognised qualifications* from a recognised organisation other than RAAus, the candidate must satisfy the requirements of Section 2.13 Paragraphs 12 and 13 of this manual.

PRIVILEGES

6. A Chief Flying Instructor Approval authorises the holder to:
 - a. manage and operate a specified Flight Training School and any associated Satellite Flight Training Schools (SFTS) relating to Group A or B aeroplanes, as applicable, in accordance with Section 3.01 of this manual;
 - b. authorise solo flights by Student or Converting Pilots or Pilot Certificate holders;
 - c. complete a flight test and make written recommendation to the Operations Manager, using the appropriate RAAus forms, for the issue or renewal of Pilot Certificates or Endorsements for candidates;
 - d. conduct flight reviews for Pilot Certificate holders up to and including pilots holding Senior Instructor Ratings, but not those holding CFI approvals without the written authorisation of the Operations Manager; and
 - e. conduct ongoing training, checking and standardisation of all instructors operating in association with the FTS or SFTS(s).

LIMITATIONS

7. A Chief Flying Instructor approval:
 - a. shall lapse anytime the Senior Instructor rating is not valid;
 - b. only relates to Group A or B aeroplanes as applicable and held as a Senior Instructor;

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- c. holder shall not conduct instructor training unless they have written authorisation from the Operations Manager or hold an Instructor Training (IT) Approval.

PERIOD OF VALIDITY

- 8. Unless cancelled or suspended by the Operations Manager, a CFI Approval shall remain valid for a period of two years, whilst their Group A or B Senior Instructor Rating remains current and the holder remains responsible for the FTS for which the approval was granted.
- 9. The FTS Approval shall remain in force whilst the provisions of Paragraph 8 are complied with and the facility has had an inspection by the Operations Manager or approved delegate, within a period of two (2) years since the last inspection. The CFI must be in attendance at the inspection of the FTS and furnish any and all information including documents as requested by the Operations Manager or their delegate, relevant to the safety of the operation and inspection of the FTS. The Operations Manager or Assistant Operations Manager may issue a written extension for the inspection of the FTS beyond two (2) years.
- 10. The Operations Manager may authorise a temporary replacement for a CFI for a period of up to three (3) months on receipt of a written recommendation from the CFI.

NOTE: The renewal of a CFI Approval automatically renews the member's BFR.

CHIEF FLYING INSTRUCTOR APPROVAL - GROUP D**REQUIREMENTS FOR ISSUE**

- 11. An applicant for appointment as a Group D Chief Flying Instructor must:
 - a. hold a valid Pilot Certificate for Group D aeroplanes; and
 - (i) have held a Senior Instructor Rating for Group D aeroplanes for a minimum of 12 months;
 - (ii) undertake an interview and check flight with the Operations Manager or approved delegate, to demonstrate the capability to hold the appointment;

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- b. have attained the age of 21 years;
 - c. undertake, in writing, to conduct all ground and flight operations in accordance with the requirements of this manual and relevant legislation;
 - d. furnish all the information necessary to satisfy RAAus that the Flight Training School (FTS) for which the approval is sought has properly certificated two place recreational aeroplane(s), documentation, facilities and other equipment, as stipulated in Section 3.01 of this manual, necessary to ensure the proper and adequate training of pilots;
 - e. have written approval from the Operations Manager to be CFI of a specified FTS.
12. The Operations Manager may permit the appointment of a person as CFI who does not meet one or more of the requirements specified in this Section, with or without additional conditions placed on the appointment.
13. The interview and check flight required by Subparagraph 11.(a) ii of this Section is to be conducted at the proposed FTS unless varied in writing by the Operations Manager.

AERONAUTICAL EXPERIENCE

14. Prior to undertaking an in-flight examination for the issue of a Group D Chief Flying Instructor Approval, an applicant must:
- a. have a minimum of 100 hours logged as a flight Instructor in Group D aeroplanes; and
 - b. have held a Group D RAAus Instructor Rating, or RAAus Senior Instructor Rating, for a combined period of at least 12 months; or
15. If having *recognised qualifications* from a recognised organisation other than RAAus, satisfy the requirements of Section 2.13 Paragraphs 19 and 20 of this manual.

PRIVILEGES

16. A Group D Chief Flying Instructor Approval authorises the holder to:

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- a. manage and operate a specified Flight Training School and any associated Satellite Flight Training Facilities (SFTS) relating to Group D aeroplanes, in accordance with Section 3.01 of this manual;
- b. authorise solo flights by Student Pilots or Pilot Certificate holders;
- c. complete a flight test and make written recommendation to the Operations Manager, using the appropriate RAAus forms, for the issue or renewal of Pilot Certificates or Endorsements for candidates;
- d. conduct flight reviews for Pilot Certificate holders up to and including pilots holding Senior Instructor Ratings, but not those holding CFI approvals without the written authorisation of the Operations Manager; and
- e. conduct ongoing training, checking and standardisation of all instructors operating in association with the FTS or SFTS(s).

LIMITATIONS

17. A Group D Chief Flying Instructor approval:
 - a. shall lapse anytime the Group D Senior Instructor rating is not valid;
 - b. only relates to Group D aeroplanes held as a Senior Instructor;
 - c. holder shall not conduct instructor training unless they have written authorisation from the Operations Manager or hold an Instructor Training (IT) Approval.

PERIOD OF VALIDITY

18. Unless cancelled or suspended by the Operations Manager, a Group D CFI Approval shall remain in force for a period of two years, whilst their Senior Instructor Rating remains current and the holder remains responsible for the FTS for which the approval was granted.
19. The FTS Approval shall remain in force whilst the provisions of Paragraph 18 are complied with and the facility has had an inspection by the Operations Manager or approved delegate, within a period of two (2) years since the last inspection. The CFI must be in attendance at the inspection of the FTS and furnish any and all information including documents as requested by the Operations Manager or their delegate, relevant to the safety of the operation and inspection of the FTS. The Operations Manager or Assistant Operations

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Manager may issue a written extension for the inspection of the FTS beyond two (2) years.

20. The Operations Manager may authorise a temporary replacement for a CFI for a period of up to three (3) months on receipt of a written recommendation from the CFI.

NOTE: The renewal of a CFI Approval automatically renews the member's BFR.

SECTION 2.11

PILOT EXAMINER APPROVAL

REQUIREMENTS FOR ISSUE

1. An applicant for appointment as a Pilot Examiner must:
 - a. hold a valid Pilot Certificate for the Aeroplane Group(s) in which the approval is sought; and
 - (i) hold a Senior Instructor Rating for the Aeroplane Group(s) in which the approval is sought;
 - (ii) hold, or be eligible to hold, a Chief Flying Instructor Approval;
 - (iii) justify the need for the appointment and have written consent from the Operations Manager to initiate the application process;
 - b. have attained the age of 21 years;
 - c. demonstrate to the Operations Manager the ability to accurately assess ground and in-flight performance of Pilot Certificate, Endorsements, Rating and Approval holders, and take appropriate remedial action, particularly where performance has been demonstrated to be below required standards.

AERONAUTICAL EXPERIENCE

2. Prior to undertaking an in-flight examination for the issue of a Pilot Examiner Approval, an applicant must:
 - a. for Group A or B have a minimum of 600 hours logged as a flight instructor in Group A or B recreational aeroplanes; or
 - b. for Group D have a minimum of 250 hours logged as a flight instructor in Group D aeroplanes; and
 - c. have held CFI Approval for a period of at least 24 months; or
3. Applicants with *recognised qualifications* from a recognised organisation other than RAAus should refer to Section 2.13 of this manual.

PRIVILEGES

4. With the written approval of the Operations Manager a Pilot Examiner Approval authorises the holder to:

- a. conduct ground and in-flight examinations of Instructor and Senior Instructor candidates for initial issue or renewal of Ratings for the Aeroplane Group in which their Approval is held; and
- b. conduct ground and in-flight examinations of CFI candidates for initial issue and renewal, for the Aeroplane Group in which their Approval is held.

LIMITATIONS

5. A Pilot Examiner must not conduct Instructor training:
 - a. without the written approval of the Operations Manager; or
 - b. unless holding Instructor Training Approval (IT).

PERIOD OF VALIDITY

6. Unless cancelled or suspended by the Operations Manager, a Pilot Examiner Approval shall remain valid:
 - a. whilst the holder retains a valid Senior Instructor Rating; and
 - b. for two (2) years unless extended by the Operations Manager, upon written request from the approval holder 90 days prior to the expiry of the approval.

NOTE: The renewal of a PE Approval automatically renews the member's BFR.

SECTION 2.12

THEORY INSTRUCTOR

PURPOSE

1. The Operations Manager or Assistant Operations Manager may appoint an appropriately qualified person as a theory instructor. Such persons may provide ground instruction to RAAus Certificate holders on subjects outlined in the RAAus Syllabus of Flight Training, whilst working under the supervision of a CFI.

METHOD OF APPROVAL

2. A person seeking appointment as a Theory Instructor must:
 - a. have passed the Australian Private Pilot Aeroplane Licence Examinations (theory), or
 - b. have passed theory examinations considered by the Operations Manager to be at least equivalent to Australian Private Pilot Aeroplane Licence Theory Examinations; or
 - c. have passed examinations set by the Operations Manager, or recognised from another organisation, for Group B, C, D or F aeroplanes equivalent to the Private Pilot level; or
 - d. have qualifications, in the opinion of the Operations Manager, that are equivalent to or higher than the qualifications specified above; and
 - e. submit written justification for appointment, including a CFI recommendation to the Operations Manager; and
 - f. pass additional written or verbal examinations as directed by the Operations Manager.

APPOINTMENT

3. Theory Instructors will be appointed, in writing, by the Operations Manager or Assistant Operations Manager.
4. The letter of appointment will specify the subject or subjects the Theory Instructor is authorised to teach.

PERIOD OF VALIDITY

5. The Operations Manager may vary, suspend or cancel the appointment of a Theory Instructor:
 - a. for reasons specified in Section 2.14 of this manual; or
 - b. if the justification submitted in Subparagraph 2.(e) is no longer required by the CFI.

SECTION 2.13**RECOGNISED FLIGHT TIME AND/OR QUALIFICATIONS FROM ORGANISATIONS OTHER THAN RAAus**

For the purpose of this manual *recognised flight time* is:

1. For gaining a Group A Pilot Certificate and associated Endorsements, Ratings and Approvals:
 - a. dual and pilot in command hours gained in obtaining and maintaining a CASA aeroplane, helicopter, gyroplane, airship licence or overseas equivalents or Australian Defence Forces wings standard, overseas equivalents, a GFA Glider Rating or overseas equivalents and endorsements, ratings and approvals associated with these qualifications; and
 - b. dual and pilot in command hours gained in obtaining a CASA Recreational Pilot Licence and former equivalent or graduation from an Australian Defence Force basic pilot's course, whatever called; or
 - c. verified logbook entries of training undertaken towards the attainment of a Licence or Certificate with a recognised organisation.
2. For gaining a Group B, C, D or F Pilot Certificate and associated Endorsements, Ratings and Approvals:
 - a. all dual and pilot in command hours flown when obtaining a Pilot Certificate with another RAAO, or equivalent overseas qualification and endorsement, rating and approval associated with these qualifications for the corresponding Aeroplane Group; or
 - b. verified logbook entries of training undertaken towards the attainment of a Licence or Certificate with a recognised organisation.
3. Notwithstanding Paragraphs 1 and 2 of this Section, the Operations Manager may disallow overseas qualifications without recourse.
4. For the purpose of this manual *recognised qualifications* are validated Licences, Certificates, Endorsements, Ratings and Approvals and overseas equivalents from recognised NAAs and RAAOs.

PILOT CERTIFICATE

5. A person seeking a Pilot Certificate with *recognised flight time* must:
- a. be a financial member of RAAus; and
 - b. hold an RAAus Student or Converting Pilot Certificate; and
 - c. undertake such dual and solo training in a recreational aeroplane of the appropriate group and type for which the pilot certificate is sought including:
 - (1) meeting the aeronautical experience requirements of Section 2.07 Subparagraph 2 (a) prior to being recommended for a flight test; or
 - (2) meeting the experience requirements of Section 2.07 Subparagraph 2(a) in an aeroplane other than a recreational aeroplane and undertake a minimum of 5 hours flying training, including a minimum of 1 hour pilot in command, in accordance with competency requirements of the relevant Unit of the RAAus Syllabus of Flight Training, prior to being recommended for a flight test; or
 - (3) producing verified logbook entries for flight time in recreational aeroplane(s) of the same group and type (not registered with RAAus), that flying may be counted toward meeting the experience requirements of Subparagraph 5 (c) (1) or (2) of this Section, prior to being recommended for a flight test; and
 - (4) unless the applicant produces verified logbook entries or recognised equivalent theory qualifications, satisfactorily pass the required theory examinations specified in Unit 2 of the RAAus Syllabus of Flight Training; and
 - (5) pass a flight test as stated in Paragraph 6 of this Section.
 - d. prior to gaining associated Endorsements, Ratings and Approvals for each aeroplane group, consideration must be given to the minimum recency and experience requirements referred to in Section 2.07 of this manual.

NOTE: HGFA converting applicants must also comply with the requirements of any RAAus/HGFA Memorandum of Understanding (MOU).

FLIGHT TESTING

6. After meeting the requirements of Section 2.07, a successful flight test must be achieved prior to the issue of a Pilot Certificate recommendation. For the purpose of Subparagraphs 5 (c) (3) of this Section, and at the discretion of the CFI or higher approval holder, a successful flight check may be considered as meeting the flight test requirement.

SPECIAL CONSIDERATIONS

7. In addition to the requirements of the RAAus Syllabus of Flight Training, when converting pilots to Group A recreational aeroplanes, instructors of all levels must pay special attention to the:
 - a. onset and recovery from stalls, especially when a wing drops;
 - b. limitations of the performance envelope, the smaller margins between the stall speed and the climb, cruise and gliding speeds with some low performance recreational aeroplanes;
 - c. high drag factors involved with some recreational aeroplanes;
 - d. in some low performance recreational aeroplanes, a necessity to hold a lower than usual nose attitude in power off situations to maintain a safe flying speed; and
 - e. the relatively low inertia of most recreational aeroplanes.

GROUP A OR B INSTRUCTOR RATING

8. A person with *recognised flight time* seeking a Group A or B Instructor Rating must:
 - a. be a financial member of RAAus;
 - b. hold a valid RAAus Pilot Certificate and the following Endorsements:
 - (i) Radio Operator;
 - (ii) Passenger Carrying;
 - (iii) Cross Country;
 - (iv) Human Factors.

AERONAUTICAL EXPERIENCE

9. An applicant for the issue of a Group A or B Instructor Rating must provide evidence of *recognised flight time* or *recognised qualifications* to meet minimum total aeronautical and pilot-in-command time either by:

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- a. holding a minimum of 100 hours as pilot-in-command of Group A or Group B recreational aeroplane; or
- b. holding a minimum of;
 - (i) 150 hours of total aeronautical experience; including
 - (ii) 75 hours total pilot in command which includes *recognised flight time* in aeroplanes of the same Group. This recognised flight time may include time in aeroplanes which may or may not be registered with RAAus; or
 - (iii) The 75 hours pilot in command total may be reduced to 25 hours pilot in command of an aeroplane which can be RAAus registered. This 25 hours pilot in command time must be provided via verified logbook entries; or
- c. by holding a *recognised qualification* as a flight instructor including;
 - (i) 25 hours in-flight ab-initio instructional duties; and
 - (ii) over 200 hours total aeronautical experience; and
 - (iii) over 75 hours pilot in command of any aircraft; including
 - (iv) 5 hours pilot in command of an aeroplane which can be RAAus registered; or
- d. by holding a *recognised qualification* as a flight instructor including;
 - (i) A recognised flight Instructor qualification (with no instructional duties logged); and
 - (ii) Over 200 hours total aeronautical experience; and
 - (iii) Over 75 hours pilot in command of any aircraft; including
 - (iv) 10 hours pilot in command of an aeroplane which can be RAAus registered; and
- e. Upon request from the Operations Manager or approved delegate, the candidate must provide a written statement from the organisation that initially issued their qualifications;
 - (i) confirming qualifications held; and
 - (ii) detailing any past or pending disciplinary action; and
- f. meet the requirements of Section 2.08 prior to being recommended for a flight test.

GROUP A OR B SENIOR INSTRUCTOR RATING

10. A person with *recognised flight time* seeking a Group A or B Senior Instructor Rating must:
- be a financial member of RAAus; and
 - hold a valid RAAus Pilot Certificate or Instructor Rating

NOTE: For holders of a *recognised qualification*, and at the discretion of the Operations Manager, the attainment of an Instructor Rating and Senior Instructor Rating may be achieved concurrently.

AERONAUTICAL EXPERIENCE

11. An applicant for the issue of a Group A or B Senior Instructor Rating must provide evidence of *recognised flight time* and recognised qualification to meet minimum total aeronautical and pilot-in-command time either by:
- holding a minimum of 150 hours as pilot-in-command of Group A or B recreational aeroplane of which a minimum of 75 hours was logged as a flight instructor in recreational aeroplanes; or
 - holding a *recognised qualification* as a Group A or B flight instructor including;
 - 200 hours of total aeronautical experience; including
 - 50 hours in-flight ab-initio instructing experience in a Group A or B aeroplane; and
 - 25 hours in-flight ab-initio instructing experience in RAAus registered aeroplanes. This *recognised flight time* may include time in aeroplanes which may or may not be registered with RAAus; or
 - by holding a *recognised qualification* as a Group A or B Chief Flying Instructor including;
 - over 300 hours in-flight ab-initio instructing experience; and
 - over 75 hours pilot in command of any aircraft; and
 - 10 hours in-flight ab-initio instructing experience in RAAus registered aeroplanes. This may include recognised flight time in aeroplanes which may or may not be registered with RAAus; and

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- d. Upon request from the Operations Manager or approved delegate, the candidate must provide a written statement from the organisation that initially issued their qualifications;
 - (i) confirming qualifications held; and
 - (ii) detailing any past or pending disciplinary action; and
- e. meet the requirements of Section 2.09 prior to being recommended for a flight test.

GROUP A OR B CHIEF FLYING INSTRUCTOR APPROVAL

- 12. A person with *recognised qualifications* seeking a Group A or B Chief Flying Instructor Approval must:
 - a. be a financial member of RAAus; and
 - b. hold an RAAus Pilot Certificate; and
 - c. hold or be eligible to hold a valid RAAus Senior Instructor Rating; and
 - d. have held an RAAus Instructor Rating, or RAAus Senior Instructor Rating, for a combined period of at least 12 months;

NOTE: For holders of a *recognised qualification*, and at the discretion of the Operations Manager, the attainment of a Senior Instructor Rating and CFI Approval may be achieved concurrently.

AERONAUTICAL EXPERIENCE

- 13. An applicant for the issue of a Group A or B CFI Approval must provide evidence of *recognised flight time* and *recognised qualification* to meet minimum total aeronautical and pilot-in-command time either by;
 - a. holding a minimum of 250 hours logged as a flight instructor in recreational aeroplanes of the same Group for which the Approval is sought; or
 - b. holding a *recognised qualification* as a Group A or B flight instructor including;

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- (i) a minimum of 300 hours in-flight experience as a flight instructor; including
 - (ii) 50 hours of in-flight instructional duties in recreational aeroplanes. This may include *recognised flight time* in aeroplanes which may or may not be registered with RAAus; or
 - c. if the applicant has held a *recognised qualification* as a Group A or B CFI, and has;
 - (i) a minimum of 400 hours of in-flight experience as a flight instructor; including
 - (ii) a minimum of 25 hours as an Instructor in recreational aircraft. This may include *recognised flight instruction time* in aeroplanes which may or may not be registered with RAAus; and
 - d. meet the requirements of Section 2.10, prior to undertaking an interview and flight review with the Operations Manager or approved delegate.
14. Notwithstanding the requirements outlined in Paragraph 9, 11 or 13, the Operations Manager may approve variations for any of the above Ratings or Approvals on presentation of appropriate evidence at his or her absolute discretion. The Rating or Approval may be limited by written directive, to a specific type or types of recreational aeroplanes that may be operated and/or other operational limitations.

GROUP D INSTRUCTOR RATING

15. A person with *recognised flight time* seeking a Group D Instructor Rating must:
- a. be a financial member of RAAus;
 - b. hold a valid RAAus Pilot Certificate and the following Endorsements:
 - (i) Radio Operator;
 - (ii) Passenger Carrying;
 - (iii) Logbook entry proving Navigation Competency
 - (iv) Human Factors.

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AERONAUTICAL EXPERIENCE

16. An applicant with *recognised flight time* for the issue of a Group D Instructor Rating must provide evidence of meeting minimum total aeronautical and pilot-in-command time either by:
- a. holding a minimum of 50 hours as pilot-in-command of a Group D recreational aeroplane; or
 - b. holding a minimum of;
 - (i) 50 hours of pilot in command in any aeroplane; including
 - (ii) 25 hours pilot in command of a Group D aeroplane; or
 - c. by holding a *recognised qualification* as a flight instructor including;
 - (i) 25 hours in-flight ab-initio instructional duties for any Group of aeroplane; and
 - (ii) over 100 hours total aeronautical experience; including
 - (iii) 10 hours pilot in command of a Group D aeroplane; and
 - d. upon request from the Operations Manager or approved delegate, the candidate must provide a written statement from the organisation that initially issued their qualifications;
 - (i) confirming qualifications held; and
 - (ii) detailing any past or pending disciplinary action; and
 - e. meet the requirements of Section 2.08 prior to being recommended for a flight test.

GROUP D SENIOR INSTRUCTOR RATING

17. A person with *recognised flight time* seeking a Group D Senior Instructor Rating must:
- a. be a financial member of RAAus; and
 - b. hold a valid RAAus Instructor Rating

NOTE: For holders of a *recognised qualification*, and at the discretion of the Operations Manager, the attainment of an Instructor Rating and Senior Instructor Rating may be achieved concurrently.

GROUP D**AERONAUTICAL EXPERIENCE**

18. An applicant for the issue of a Group D Senior Instructor Rating must provide evidence of *recognised flight time* to meet minimum total aeronautical and pilot-in-command time either by:
- a. holding a minimum of 75 hours total aeronautical experience of a recreational aeroplane; including
 - (i) a minimum of 40 hours logged as a flight instructor in Group D recreational aeroplanes, and
 - (ii) recommended three ab-initio Group D candidate to a CFI as ready for solo; or
 - b. holding a *recognised qualification* as a Group A or B flight instructor including;
 - (i) 100 hours of total aeronautical experience; including
 - (ii) 50 hours in-flight ab-initio instructing experience in any Group A or B aeroplane; and
 - (iii) 25 hours in-flight ab-initio instructing experience in Group D aircraft; and
 - (iv) recommended one ab-initio Group D candidate to a CFI as ready for solo; and
 - c. Upon request from the Operations Manager or approved delegate, the candidate must provide a written statement from the organisation that initially issued their qualifications;
 - (i) confirming qualifications held; and
 - (ii) detailing any past or pending disciplinary action; and
 - d. meet the requirements of Section 2.09 prior to being recommended for a flight test.

GROUP D CHIEF FLYING INSTRUCTOR APPROVAL

19. A person with *recognised qualifications* seeking a Group D Chief Flying Instructor Approval must:
- a. be a financial member of RAAus; and
 - b. hold or be eligible to hold a valid RAAus Senior Instructor Rating; and
 - c. have held an RAAus Instructor Rating, or RAAus Senior Instructor Rating, for a combined period of at least 12 months;

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NOTE: For holders of a *recognised qualification*, and at the discretion of the Operations Manager, the attainment of a Senior Instructor Rating and CFI Approval may be achieved concurrently.

AERONAUTICAL EXPERIENCE

20. An applicant for the issue of a Group D Chief Flying Instructor Approval must:
- a. have a minimum of 100 hours logged as a flight instructor in Group D recreational aeroplanes, and have held an RAAus Instructor or Senior Instructor rating for a minimum of 12 months; or
 - b. if the applicant has a *recognised qualification* as a flight instructor in Group A, B or D aeroplanes;
 - (i) have a minimum of 100 hours in-flight experience as a flight instructor in any recreational aeroplane; of which
 - (ii) a minimum of 75 hours must be in-flight instructional duties in Group D recreational aeroplanes; or
 - c. if the applicant has held a *recognised qualification* as a Group A or B CFI, and has;
 - (i) a minimum of 300 hours of in-flight experience as a flight instructor in any recreational aeroplane; of which
 - (ii) a minimum of 25 hours must be in-flight instructional duties in Group D recreational aircraft; and
 - d. meet the requirements of Section 2.10, prior to undertaking an interview and flight review with the Operations Manager or approved delegate.
21. Notwithstanding the requirements outlined in Paragraph 16, 18 or 20, the Operations Manager may approve variations for any of the above Ratings or Approvals on presentation of appropriate evidence at his or her absolute discretion. The Rating or Approval may be limited by written directive, to a specific type or types of recreational aeroplanes that may be operated and/or other operational limitations.

GROUP A OR B PILOT EXAMINER APPROVAL

22. A person with *recognised qualifications* seeking a Pilot Examiner Approval must:
- a. be a financial member of RAAus; and
 - b. hold a valid RAAus Senior Instructor Rating

GROUP A OR B**AERONAUTICAL EXPERIENCE**

23. An applicant for the issue of a Group A or B Pilot Examiner Approval must:
- a. have a minimum of 600 hours logged as a flight instructor in recreational aeroplanes of the same Group for which the Approval is sought; or
 - b. hold a *recognised qualification* from a recognised organisation other than RAAus, and has a minimum of 700 hours of in-flight experience as a flight instructor, of which 300 hours must be of in-flight instructional duties in recreational aeroplanes; or
 - c. hold a *recognised qualification* as a CFI, and has a minimum of 600 hours of in-flight experience as a flight instructor, of which 200 hours must be of in-flight instructional duties in recreational aeroplanes; and
 - d. meet the requirements of Section 2.11, prior to undertaking an interview and flight review with the Operations Manager or approved delegate, if required.

GROUP D PILOT EXAMINER APPROVAL

24. A person with *recognised qualifications* seeking a Pilot Examiner Approval must:
- a. be a financial member of RAAus; and
 - b. hold a valid RAAus Senior Instructor Rating
25. An applicant for the issue of a Group D Pilot Examiner Approval must:
- a. have a minimum of 250 hours logged as a flight instructor in Group D aeroplanes; or
 - b. hold a *recognised qualification* from a recognised organisation other than RAAus, and has a minimum of 400 hours of in-flight experience as a flight instructor, of which 200 hours must be of in-flight instructional duties in Group D recreational aeroplanes; or
 - c. hold or held a *recognised qualification* as a RAAus CFI, and has a minimum of 500 hours of in-flight experience as a flight instructor, of which 150 hours must be of in-flight instructional duties in Group D recreational aeroplanes; and

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- d. have held CFI Approval for a period of at least 24 months; and
 - e. meet the requirements of Section 2.11, prior to undertaking an interview and flight review with the Operations Manager or approved delegate, as required.
26. Notwithstanding the requirements outlined in Subparagraph 23 (b) or Paragraph 24, the Operations Manager may approve variations for any of the above Approval on presentation of appropriate evidence at his or her absolute discretion. The Rating or Approval may be limited by written directive, to a specific type or types of recreational aeroplanes that may be operated and/or other operational limitations.

SECTION 2.14

DISCIPLINARY PROCEDURES

ALLEGED CONTRAVENTION OF LEGISLATION

1. For the purposes of this Section alleged contravention of legislation is conduct that constitutes, contributes to, or results in a serious and imminent risk to the safety of air navigation, including contravention of:
 - a. relevant legislation; or
 - b. the requirements of this manual or the RAAus Technical Manual; or
 - c. by a flying activity that brings the good name and reputation of RAAus, its members, affiliates or associates into disrepute; or
 - d. failing to report an Immediately Reportable Matter or a Routinely Reportable Matter as defined in Section 4.08 of this manual.
2. Upon becoming aware of such activities described in Paragraph 1 of this Section, and it is determined there is an immediate threat to safety, the Operations Manager may immediately suspend or temporarily cancel a Pilot Certificate for an appropriate period of time. Subsequent to this action and in accordance with the RAAus Disciplinary Framework the CEO will appoint a Complaints Officer, who will follow the RAAus Disciplinary Framework processes to investigate further.

APPEALS

3. In accordance with the RAAus Disciplinary Framework, members may appeal the findings of a disciplinary inquiry.

REPORTING OF ALLEGED CONTRAVENTION OF LEGISLATION

4. Any member of RAAus including Instructor or higher Approval holders, who become aware of activities described in Paragraph 1 of this Section must report the matter via the RAAus confidential online reporting system (Occurrence Management System) in writing to the Safety Manager, or through their CFI (if appropriate). All information received will be managed as outlined in the RAAus Disciplinary Framework.

SECTION 2.15

INSTRUCTOR TRAINER APPROVAL AND REQUIREMENTS OF INSTRUCTOR RATING COURSES

INTRODUCTION

1. Courses are intended solely for the purpose of enabling RAAus Pilot Certificate holders to qualify as Flight Instructors.
2. Courses for a Flight Instructor Rating and other associated qualifications may only be given at Flight Training Facilities (FTS) which are approved for the purpose by the Operations Manager or approved delegate.

QUALIFICATIONS OF INSTRUCTIONAL STAFF

3. Flight Instructors:
 - a. There shall be one nominated Instructor Trainer (IT) responsible for the conduct and operation of each course including any theory component. This person must:
 - (i) hold a minimum of either a Pilot Examiner (PE) or a CFI Approval for the Aeroplane Group in which the training will be conducted; and
 - (ii) meet the minimum requirements of Section 2.11, Paragraph 2 or 3 of this manual; and
 - (iii) be approved by the Operations Manager or approved delegate, for the role as IT.
 - b. An IT approval may initially be issued as Temporary (ITT), with the first (3) three candidates required to be examined by an independent Pilot Examiner (PE) nominated by the Operations Manager or approved delegate. Upon successful assessment of three candidates (not including converting applicants), written application to the Operations Manager or approved delegate may be made for permanent Instructor Training approval (IT). Only an IT or PE may test and recommend candidates for initial issue of an Instructor rating.
 - c. All flight instructors involved in the course must:
 - (i) hold a minimum of a Senior Instructor Rating for the Aeroplane Group in which the training will be conducted; and

- (ii) have completed a formal flying instructor course for the Aeroplane Group in which the training will be conducted; and
 - (iii) be approved by the Operations Manager or approved delegate for this purpose.
- 4. Ground Instructors:
 - a. Ground instructors delivering the Principles and Methods of Instruction (PMI) component of the course must:
 - (i) hold or have held at least a Senior Instructor Rating for the Aeroplane Group in which the training will be conducted; and
 - (ii) may be assisted by a person with specialist educational qualifications, subject to the written approval of the Operations Manager or approved delegate.
 - b. Ground instructors delivering training for other subjects must:
 - (i) hold at least a Senior Instructor Rating for the Aeroplane Group in which the training will be conducted; or
 - (ii) hold a relevant Theory Examiner qualification as specified in Section 2.12 of this manual, subject to the written approval of the Operations Manager or approved delegate; or
 - (iii) hold *recognised qualifications* which are approved in writing by the Operations Manager or approved delegate.

APPROVED TRAINING

- 5. Subject to Paragraph 7 of this Section, all courses must be conducted in accordance with the RAAus Syllabus of Flight Training, relevant legislation and associated guidance material when applicable.
- 6. The ground and flight training elements of each course must be properly integrated so that the progress of one element complements the other.
- 7. If the instructor course is to be different to the RAAus Instructor Training Syllabus, a detailed course syllabus and other information must be submitted to the RAAus Operations Manager or approved delegate for approval at least 28 days prior to the proposed commencement of the course.
- 8. For the purposes of Paragraph 7 of this Section the information required is as follows:

- (a) A complete breakdown of the syllabus, including the sequence of days allocated to ground training and in-flight sequences;
 - (b) Proposed times for each of the ground and in-flight instruction blocks;
 - (c) Detail of PMI structure and relevant references to be used.
9. Should it be desired to conduct a course, or significant parts thereof, at a location other than the one at which the approved facilities and organisation are ordinarily located, approval from the Operations Manager or approved delegate will be required.

DUTIES OF THE INSTRUCTOR TRAINER

10. The IT is responsible to the Operations Manager or approved delegate to ensure all requirements regarding the conduct of the course are complied with.
11. The IT is also required to supervise:
- a. The progress of each of the trainee instructors, including conducting periodic flight checks;
 - b. The training given by all flight and ground instructors to ensure that:
 - (i) all the standards are met and maintained;
 - (ii) that all courses are conducted in accordance with the requirements of the RAAus Syllabus of Flight Training, relevant legislation and associated guidance material when applicable; and
 - (iii) that the content of the course is adequately standardised with the RAAus Instructor Training Syllabus or notified to RAAus as per Subparagraph 7 of this manual.
12. The IT may:
- a. nominate another CFI or PE to deputise during periods of absence, provided that the IT conducts a minimum of 5 hours of the flight time with each candidate; or
 - b. for courses involving more than two applicants the requirement in Subsection 12 a. of this Section may be varied in writing by the Operations Manager or approved delegate.
13. In addition to Subparagraph 3.b. and 12.a. of this Section, the holder of an ITT approval is required to conduct more than 75 percent of each of the three candidates' initial instructor training as described in subparagraph 3.b. of this Section.

TRAINING RECORDS

14. The IT will ensure each candidate Training Record is fully completed, including all aspects of ground and in-flight training undertaken as per the requirements outlined in Paragraph 15.
15. Recordkeeping requirements are as follows:
 - a. Ground training records must accurately reflect the subject matter and include:
 - (i) date;
 - (ii) duration of the training;
 - (iii) content;
 - (iv) examination results; and
 - (v) comments on practice briefings.
 - b. Flight training records should be competency based, reference the RAAus Syllabus of Flight Training and encompass:
 - (i) the date of flight;
 - (ii) aeroplane type and registration;
 - (iii) flight time;
 - (iv) sequence or part of sequence practiced;
 - (v) Instructor's comments of flight sequences;
 - (vi) progressive total of hours flown; and
 - (vii) candidate's signature
 - c. Training records shall be retained for at least 5 years after the completion of the course. The Operations Manager may request copies of pilot logbook and/or training records in order to conduct a desk-top audit.

PILOT LOG BOOKS

16. Trainee Instructor's pilot logbooks will be maintained in accordance with the Operations Manual and shall be signed off as correct at the end of the course by the IT. Successful issue of Instructor rating will be entered into the pilot logbook by the PE or IT Approval holder and shall include:
 - a. Name of recipient;
 - b. Date of achievement;
 - c. Aeroplane Group the Instructor Rating was achieved in;
 - d. Name and RAAus member number of the issuing Examiner.

GROUND INSTRUCTION EQUIPMENT

17. The minimum equipment to be provided shall be:
- a model aeroplane with adjustable control surfaces;
 - appropriate WAC and local charts;
 - whiteboard or similar;
 - an overhead or multimedia projector is recommended - particularly for mass briefs; or
 - butcher's paper and markers; and
 - appropriate briefing environment in terms of size, with chairs, tables or desks, adequate lighting and temperature control.
18. *PowerPoint presentations* may be utilised for briefings, however Instructor Candidates must be able to deliver briefings relevant to the student undertaking the training in preference to simply reading the content from a monitor or screen. Therefore, the candidate must be able to recreate and present any briefing in full or part without the use of electronic means.

PUBLICATIONS

19. The following publications, or a master set and multiple copy extracts, shall be kept in adequate numbers and be available to the course candidates:
- Appropriate CAOs, CARs, CASRs, AIP and relevant legislation as amended from time to time, ERSA, local maps and aeronautical charts;
 - Flying Training Manuals as recommended by RAAus from time to time;
 - The CASA Flight Instructor's Manual or equivalent, as recommended by the RAAus from time to time;
 - The Flight Manual for the aeroplane/s; and
 - Each trainee should provide his or her copy of the RAAus Operations Manual; and
 - Human Performance and Limitations reference material as recommended by the RAAus from time to time.

SECTION 2.16

MEDICAL REQUIREMENTS

CERTIFICATE - INITIAL ISSUE

1. Applicants for the issue of a Certificate are required to have a *health standard* equivalent to that required for the issue of a private motor vehicle driver licence in Australia; and
2. Forward to RAAus HQ:
 - a. a signed RAAus medical declaration that they meet the *health standard*, or an RAAus approved equivalent; or
 - b. if an applicant's medical status includes one of the following conditions, the person must provide RAAus with a statement from their doctor (GP) of meeting the *health standard*, or provide a copy of a valid motor vehicle or heavy vehicle General Medical Assessment Report from an Australian road and transport authority, whatever called, or provide a copy of the CASA Recreational Aviation Medical Practitioner's Certificate (RAMPC) or higher medical certificate;
 - (i) Epilepsy; or
 - (ii) Diabetes (Type 1 or 2); or
 - (iii) A heart condition / disease or paralysis; or
 - (iv) Mental illness (medicated or otherwise); or
 - (v) Becoming 75 years of age or older; or
 - (vi) Any other medically significant safety related condition.
3. Any conditions or restrictions that apply to a member's driver licence or medical certificate must also be complied with when operating a *recreational aeroplane*.

REQUIREMENTS FOR MAINTENANCE AND RENEWAL

4. A Certificate holder may only exercise the privileges of the Certificate when they:
 - a. continue to meet the requirements of the *health standard* of Paragraph 1 of this Section; and

- b. forward a signed RAAus medical declaration, or an RAAus approved equivalent, of meeting the *health standard*; or
- c. if the medical status of a Certificate holder includes one of the following conditions, then annually thereafter the person must not exercise the privileges of their certificate until such time as they have provided RAAus with a statement from their doctor (GP) of meeting the *health standard* or provide a copy of a valid motor vehicle or heavy vehicle General Medical Assessment Report from an Australian road and transport authority, whatever called or provide a copy of the CASA Recreational Aviation Medical Practitioner's Certificate (RAMPC) or higher medical certificate;
 - (i) Epilepsy; or
 - (ii) Diabetes (Type 1 or 2); or
 - (iii) A heart condition / disease or paralysis; or
 - (iv) Mental illness (medicated or otherwise); or
 - (v) Becoming 75 years of age or older; or
 - (vi) Any other medically significant safety related condition.
- d. If at any time a Certificate holder has a medically significant condition that is a *safety-relevant* condition and lasts for more than seven days, that person must not exercise the privileges of their Certificate until such time as they have provided RAAus HQ with a statement from their doctor (GP) of meeting the *health standard*; and
- e. continue to comply with the requirements of paragraph 3.

DUTY OF DISCLOSURE AND HANDLING OF CONFIDENTIAL INFORMATION

- 5. If a Certificate holder has a medically significant condition which may reflect a safety threat, and fails to disclose this information to RAAus, the organisation may, as a result of any information received, request confirmation of the Certificate holders' current medical status directly from the Certificate holder.

Any information will be treated in accordance with RAAus Privacy Policy and may, with the consent of the Certificate holder, be disclosed on request to CASA or other relevant authorities.

INSTRUCTOR RATINGS AND APPROVALS - INITIAL ISSUE

- 6. An applicant for the issue of an Instructor Rating or higher Approval is required to:
 - a. forward a copy of a CASA Class 2 or higher Medical Certificate; or

- b. forward a RAAus Medical Questionnaire and Examination Form completed by their doctor (GP).

REQUIREMENTS FOR MAINTENANCE AND RENEWAL

7. An Instructor Rating holder or higher Approval holder may only continue to exercise the privileges of the Rating or Approval when:
 - a. meeting the requirements of the health standard set out in Paragraph 6 of this Section; and
 - b. forward a copy of the Medical Certificate or RAAus Medical Questionnaire and Examination Form to RAAus HQ.
8. Once a rating or Approval holder reaches 75 years of age, an annual Class 2 Medical Certificate or RAAus Questionnaire and Examination Form must be provided to RAAus.
9. If a Certificate holder has a medically significant condition which may reflect a safety threat to themselves, passengers third parties or other airspace users, and fails to disclose this information to RAAus, the organisation may, as a result of credible safety related concerns received, request confirmation of the Certificate holders' current medical status directly from the Certificate holder.

Any medical information will be treated in accordance with RAAus Privacy Policy and may, with the consent of the Certificate holder, be disclosed on request from CASA or other relevant authorities.

If significant medical concerns exist which may impact on the safety of aviation and no consent has been given to provide this information to CASA or relevant authorities, RAAus may consider the release of that information to CASA or other relevant authorities in the interest of safety.

SECTION 3.01

ESTABLISHMENT OF FLIGHT TRAINING FACILITIES

ESTABLISHMENT

1. Student Pilot or Converting Pilot Certificate and Pilot Certificate holders may only undertake flight training from an approved RAAus Flight Training School (FTS).
2. Operations at an FTS must not commence until the FTS is approved in writing by the Operations Manager or Assistant Operations Manager.
3. A CFI approval must be issued by the Operations Manager, or approved delegate, to the Senior Instructor who intends to be responsible for operations at the FTS.
4. If a new CFI is to be appointed at an existing FTS, the previous CFI must provide a written resignation to the Operations Manager, prior to the CFI designate undertaking the processes outlined in Paragraph 5 of this Section.
5. The approval required by Paragraphs 2, 3 and 4 of this Section must be based on an inspection of the facility by the Operations Manager or approved delegate. That inspection will include any or all of the following:
 - a. an interview to ensure the CFI designate possesses suitable knowledge and understanding of this manual, the Technical Manual and relevant legislation;
 - b. an assessment of mass brief or pre-flight brief from the CFI designate;
 - c. a simulated training flight with the CFI designate;
 - d. assessment of the FTS for suitability in accordance with the requirements of this manual.

FACILITIES AND EQUIPMENT UTILITIES

6. The following facilities, equipment and documentation are required:
 - a. A permanent or mobile office and classroom of sufficient size and comfort to enable the proper ground instruction of trainee pilots. It must be sufficiently ventilated by fresh air and illuminated by natural or artificial light. Heating and cooling devices, curtains and floor coverings are optional.

- b. The office classroom must contain:
 - (i) sufficient tables and chairs to accommodate proposed number of trainees, plus instructional staff;
 - (ii) a blackboard or whiteboard (recommended size 1200 mm x 1800 mm or larger);
 - (iii) wall maps defining the training area;
 - (iv) wall illustrations, in the form of drawings, maps, or aerial photographs, showing the training aerodrome or airfield, direction of runways, length of runways, circuit patterns and potential hazards (e.g. power lines, roads, houses, other buildings of significance);
 - (v) a lockable filing cabinet, in which records and other sensitive documents can be safely kept;
 - (vi) a model aeroplane with moveable control surfaces (weight shift and PPC aircraft may be used in the absence of models).
- c. At least one two-seat aeroplane which complies with CAO 95.32 or 95.55 and other relevant legislation and:
 - (i) each aeroplane shall hold current registration and means of ascertaining valid airworthiness;
 - (ii) the aeroplane flight log must be up to date and available for the inspection of the pilot before each flight;
 - (iii) the aeroplane must be fitted with an efficient means of two way communication between the occupants.
- d. Documentation must include:
 - (i) Student or Converting Pilot training progress records. Student records must be regularly maintained and updated for all flight training activities undertaken at the FTS in accordance with Section 2.15 Subparagraph 15.b and c of this manual;
 - (ii) flying activity log sheets, daily flight records;
 - (iii) training aeroplane logbook(s) and training aeroplane maintenance record worksheets;
 - (iv) hand-out information sheets (or information provided on a website) outlining training activities, associated costs, certificate requirements, RAAus membership requirements, health standard and suitable clothing requirements;
 - (v) RAAus membership and Pilot Certificate application forms or access to the RAAus website, RAAus Accident/Incident Report forms or access to the RAAus website;

- (vi) hand-out copies of 'Local Operating Procedures' (e.g. local aerodrome additional operations like Rescue or Firebombing Helicopter, Parachuting, RPT, Ballooning, Gliding Operations, etc.);
 - (vii) Briefing Aides;
 - (viii) CASA Flight Instructor's Manual; or relevant training reference materials as recommended by RAAus from time to time;
 - (ix) current copies of this manual and the RAAus Technical Manual and any other training material that may be introduced for FTS use by RAAus from time to time;
 - (x) access to web based or printed current copies of documents pertaining to the operation of recreational aeroplanes including relevant CAOs, CARs, CASRs and applicable legislation as amended from time to time and AIP Book (including AIC, AIP Supplement and NOTAM). In addition, hard copies of current ERSA, WAC, ERC-L, VTC or VNC and PCA relevant to the local area must be retained;
 - (xi) A Risk Management System (RMS) that is actively and regularly revised;
 - (xii) current copies of all RAAus Operations Bulletins and Notices;
 - (xiii) if low level flying training is to be carried out, written permission from the landowner and/or CASA Low Flying Area approval and a wall chart marking designated low flying area.
- e. When supplied by RAAus HQ, the following further documentation includes:
- (i) Temporary Membership Forms. These must be issued when a TIF or training flight is to be conducted by a person who is not a financial member;
 - (ii) Multiple Choice Examinations. These are not to be distributed and/or reproduced electronically and must be stored securely.

AERODROMES

7. The aerodrome shall be suitable for the type of aeroplane to be used for training, taking into account:
- a. the safety needs of a trainee; and
 - b. the performance of the aeroplane.

8. The CFI must ensure that the aerodrome complies with the following minimum criteria:
 - a. The take-off and landing distance available in the prevailing conditions, is equivalent to the Flight Manual or the manufacturers calculated or stated distance requirement, plus 30%;
 - b. The surrounding topography must be such that a standard circuit for the aeroplane type can be flown;
 - c. There must be sufficient clear ground in the vicinity of the aerodrome that a successful forced landing, in the case of an engine failure, may be expected;
 - d. If the aerodrome is classified as uncertified the physical dimensions of the aerodrome should comply with “*LANDING AREA - AEROPLANES*” - CASA CAAP 92 – 1 (1);
 - e. The aerodrome is serviceable;
 - f. There is a method of determining the wind direction and velocity at the aerodrome; and
 - g. If required, the owner or operators written consent has been given for the use of the aerodrome.

SATELLITE FLIGHT TRAINING SCHOOLS (SFTS)

9. An RAAus approved FTS may also operate a maximum of two Satellite Flight Training Schools which may be permanent or temporary. A permanent Satellite must duplicate the facilities available at the primary Flight Training School.
10. Prior to operating a Temporary SFTS, written notification (email fine) should be sent to the Operations Manager advising location and duration of operations.
11. SFTS may be operated by a Senior Instructor acting under written approval of their CFI.
12. Prior to operations commencing at a Permanent SFTS the facility must comply with the equipment, documentation and aerodrome requirements as specified in Paragraphs 6, 7 and 8 of this part, and written approval must be granted by the Operations Manager or approved delegate.
13. While flight operations are being conducted at a Permanent SFTS, the CFI must visit the SFTS on at least two occasions every calendar month. Where an operator can prove hardship due to remoteness of the SFTS, the Operations

Manager or Assistant Operations Manager may waive the twice monthly visit, providing the applicant can offer a suitable surveillance alternative that furnishes equivalent safety. The Senior Instructor in charge must report to their CFI on a regular basis.

14. Temporary SFTSs may be established without the equipment and documentation requirements specified in Paragraph 6 for short periods of time e.g. training a recreational aeroplane owner/s to fly their own aeroplane and/or to train them at their own property or local airfield. In this instance, adequate provision for the briefing of trainees must be provided. The training of more than two students for extended periods of time at one location will require the establishment of a permanent SFTS.
15. In order to ensure adequate rest times for Instructors and trainees, operations from any temporary SFTS shall not exceed 10 continuous days in any calendar month.

INSPECTION of FTS's

16. Operations inspection of an FTS and the CFI in accordance with Section 2.10 Paragraph 9 of this manual shall be undertaken within a period of two years since the last inspection by the Operations Manager of their delegate, unless varied by written extension by the Operations Manager. Alternatively, a self-assessment process related to documentation requirements may be conducted remotely by the Operations Manager or delegate using the RAAus Self-Assessment Inspection Report.
17. The CFI shall be in attendance and shall provide any and all documentation for inspection as operationally required and requested by the Operations Manager or their delegate including but not limited to:
 - a. Documents as required in paragraph 6 of this Section;
 - b. Documents regarding medical status of Instructors and students operating at the FTS in accordance with Section 2.16 of this manual;
 - c. Documents in regard to Instructor training carried out in accordance with Section 2.15 (if applicable);
 - d. Documents providing proof of validity of all Instructor and Senior Instructor ratings, CFI and PE approvals operating at the FTS;
 - e. Documents regarding training of Student or Converting Pilot Certificate holders or Pilot Certificate holders in accordance with Sections 2.06, 2.07 and 3.03 of this manual;

- f. Confirmation of maintenance completed and other supporting documents associated with RAAus aircraft used at the FTS as required in the RAAus Technical Manual or by the manufacturer of the aircraft.
- 18. Once a FTS inspection is completed, RAAus will provide an FTS inspection follow up in writing to the CFI. This follow up information will note any areas of non-compliance or deficiency identified during the inspection, and reflect verbal information provided at the conclusion of the inspection. If the areas identified represent an immediate and significant safety risk, the CFI will be advised that the FTS will be placed on hold until the identified areas of deficiency are rectified. The CFI will then be requested to provide additional information in order to provide assurance of meeting Operations or Technical Manual requirements.

SECTION 3.02

PILOT FLIGHT TRAINING

RISKS AND HAZARDS

1. 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.
2. All persons participating in-flight training or instruction conducted in accordance with the requirements of this manual do so at their risk and as informed participants.
3. The following information must be given to assist with informed decision making and where the person is under the age of 18, must be given to their parent or guardian in writing. Confirmation of giving this advice must be recorded in the student pilot's records:

"Persons undertaking flying training and other types of flying in recreational aeroplanes are advised that there are risks involved. These risks cannot be specifically quantified however; recreational aeroplanes used for pilot training are constructed, operated and maintained under exemptions from the regulations.

These exemptions are from the regulations that apply to General Aviation aeroplanes. Whilst similar rule sets apply to our organisation and replace those that we are exempt from, it must be accepted that the overall safety of recreational flying is generally below the well-known commercial air transport standards in Australia."

TRAINING

4. Flight training described in this manual and its supplements must be completed with particular regard to stalls and stalls with wing drops, along with regard for the limited flight envelope of many RAAus aeroplanes. Specifically, the smaller differences between stall speed and the climb, cruise and gliding speeds for some aeroplanes and the relatively low inertia of recreational aeroplanes.
5. All ground and flight training must be conducted at an approved RAAus FTS and before solo flight is allowed, the Student Pilot is required to reach the levels

of competency in the elements required as indicated in the RAAus Syllabus of Flight Training. Stalls and stall recovery when a wing drops are to be conducted in accordance with the following requirements:

- a. When the stall characteristics of the aeroplane are known to be benign, straight and steady stalls may be conducted during dual flight training at a height below 3000FT AGL at the discretion of the CFI, provided the stall recovery is completed by 2000FT AGL.
 - b. In all other situations, stall recovery is to be completed by 3000FT AGL.
6. Prior to a Student Pilot undertaking a first solo flight, the applicant must have successfully completed a theory exam on Air Legislation in accordance with Unit 2.02 of the RAAus Syllabus of Flight Training.
 7. Prior to the Student or Converting Pilot undertaking a flight test for the issue of a Pilot Certificate the applicant must have successfully completed all RAAus theory examinations outlined in Unit 2 of the RAAus Syllabus of Flight Training, or RAAus recognised equivalent.
 8. The Operations Manager may request copies of pilot logbook and/or training records in order to conduct a desk-top audit.
 9. If a CFI receives a verbal or written request from another FTS for training records relating to a person who has undertaken training at their FTS, the CFI must provide a copy of all documentation, examination results and relevant information to the other FTS within 30 days.
 10. Operations with the engine stopped during flight may only be conducted by a CFI or higher approval holder in controlled conditions for emergency training.

SECTION 3.03

FLIGHT TESTS AND EXAMINATIONS

1. RAAus may specify what theoretical examinations and practical flight tests must be satisfactorily undertaken prior to gaining certain qualifications, as specified in this Section.

STUDENT OR CONVERTING PILOT CERTIFICATE HOLDERS

Solo Flight

2. Prior to undertaking a first solo flight a Student or Converting Pilot is required to pass a written PRE-SOLO AIR LEGISLATION multiple-choice examination set or approved by RAAus, which shall include a minimum of five (5) questions specific to the procedures at their training aerodrome. The examination will be conducted at an approved RAAus FTS.

AIR LEGISLATION

3. Notwithstanding Paragraph 2 of this Section, prior to a Student or Converting Pilot being recommended for the issue of a Pilot Certificate, an applicant will be required to:
 - a. pass a written AIR LEGISLATION examination set, approved or recognised by RAAus, in accordance with Unit 2.02 of the RAAus Syllabus of Flight Training; and
 - b. the examination must be conducted at an approved RAAus FTS.
4. Successful completion of the Air Legislation examination prior to first solo will be deemed as complying with the requirements of Paragraph 2 of this Section. However, the five (5) written questions specific to the procedures at their training aerodrome must also be included and passed as a part of the Air Legislation exam.
5. Recommended study references for the syllabus topics include:
 - a. RAAus Operations Manual;
 - b. CAR, CASR, CAO, CAAP, AIP, Visual Flight Rules Guide;
 - c. The RAAus website - www.raa.asn.au
 - d. Various training manuals, as recommended by the CFI and/or RAAus from time to time.

BASIC AERONAUTICAL KNOWLEDGE (BAK)

6. Prior to a Student or Converting Pilot being recommended for the issue of a Pilot Certificate, an applicant will be required to:
 - a. pass a written BAK examination set, approved or recognised by RAAus, in accordance with Unit 2.01 of the RAAus Syllabus of Flight Training; and
 - b. the examination must be conducted at an approved RAAus FTS.
7. Recommended study references for the syllabus topics include:
 - a. RAAus Operations Manual;
 - b. CAR, CASR, CAO, CAAP, AIP, Visual Flight Rules Guide;
 - c. The RAAus website - www.raa.asn.au
 - d. Various training manuals, as recommended by the CFI and/or RAAus from time to time;
 - e. Bureau of Meteorology reference manuals for pilots - available from the Bureau of Meteorology Publications Sections and Government book shops.

HUMAN FACTORS TRAINING (HF)

8. Prior to a Student or Converting Pilot being recommended for the issue of a Pilot Certificate, an applicant will be required to:
 - a. attend and pass an approved RAAus course in human factors; or
 - b. pass a written Human Factors examination set, approved or recognised by RAAus in accordance with Unit 2.05 of the RAAus Syllabus of Flight Training; and
 - c. the examination must be conducted at an approved RAAus FTS.

PILOT CERTIFICATE FLIGHT TEST

9. Prior to a Student or Converting Pilot being recommended for the issue of a Pilot Certificate, they will be required to undertake a flight test with a CFI. The Student or Converting Pilot will satisfactorily demonstrate to the CFI their competence to control the aeroplane in accordance with the RAAus Syllabus of Flight Training.

ENDORSEMENTS

RADIO OPERATORS ENDORSEMENT (R)

10. Prior to the issue of a Radio Operator Endorsement, an applicant will be required to pass written and oral examinations set, approved or recognised by RAAus in accordance with Unit 2.04 of the RAAus Syllabus of Flight Training at an approved RAAus FTS.

CROSS COUNTRY ENDORSEMENT (X)

11. Prior to a Pilot Certificate holder being recommended for the issue of a Cross Country Endorsement, an applicant will be required to pass written examinations set, approved or recognised by RAAus in accordance with Unit 2.03 of the RAAus Syllabus of Flight Training at an approved RAAus FTS.

INSTRUCTOR RATING (I)

12. Prior to a Pilot Certificate holder being recommended for the issue of an Instructor Rating or higher Approval, they will be required to undertake a flight test with the Operations Manager, a Pilot Examiner or approved Instructor Trainer. The candidate will satisfactorily demonstrate their ability to conduct in-flight instruction to the required standard in the RAAus Syllabus of Flight Training.

The applicant will also be required to pass a RAAus Instructor written exam on a variety of subjects.

RETESTING OF PILOT CERTIFICATE HOLDERS

13. Where the actions of a member casts doubts on the validity of their Pilot Certificate, Endorsement, Rating or Approval, an RAAus examiner may be nominated by the Operations Manager or approved delegate, to conduct a flight review, prior to the Pilot Certificate holder exercising the privileges of the Certificate, Endorsement, Rating or Approval.

SECTION 4.01**RAAus OPERATIONS AT CERTAIN AERODROMES**

1. When RAAus aeroplanes are operating from an aerodrome where an FTS is based, the CFI of that FTS has the authority to control and direct RAAus aeroplane operations. Where more than one RAAus CFI operates from the same aerodrome, procedures will be mutually developed and agreed upon for control of RAAus operations.
2. A CFI or CFIs designated in Paragraph 1 of this Section should also liaise on a regular basis with other aerodrome users to ensure the safety of air navigation.
3. If a fly-in is being conducted at an aerodrome where there is no FTS, the most Senior Instructor (if instructors are present) is to assume the responsibilities set out in Paragraph 1 of this Section.
4. Flying is to be conducted only in VMC and during daylight hours.
5. All RAAus aeroplanes operating from the aerodrome are to be registered.
6. Only appropriately qualified pilots may fly RAAus aeroplanes from the aerodrome.
7. Pilots of RAAus aeroplanes should obey all directions and instructions given by the holder of an RAAus Instructor Rating or higher Approval. Such persons may (in the interest of safety) ground pilots and/or aeroplanes for the remainder of the day. Should grounding be required the Operations Manager or Technical Manager (as appropriate) is to be advised by the quickest possible means.
8. Engines must NOT be started or run in hangars. Caution should be exercised when starting an engine in parking areas or in any other location that could present a danger to other persons or property.
9. RAAus aeroplanes should be correctly parked clear of active areas after flight with engine off, controls locked, wheels chocked and tied down, as required. Unattended aircraft must also be secured against unauthorised use.

Members are advised to refer to Sections 4.71 and 4.72 of the Aviation Transport Security Regulations 2005 regarding unattended aircraft.
10. When ground testing aeroplane engines, wheels must be adequately chocked and the aeroplane tied down, as required. RAAus aeroplanes must not be operated by persons who are not appropriately qualified, unless holding an approval issued by the Operations Manager or delegate.

11. RAAus aeroplanes that do not require the manipulation of the propeller for starting purposes must not have the engine running without a qualified person occupying a command seat.
12. RAAus aeroplanes must be assembled and inspected well clear of runways, taxiways and/or any other areas where aeroplanes are being moved under their own power.
13. Private vehicles and trailers must be parked well clear of areas where aeroplanes are assembled as soon as the aeroplane and associated equipment has been unloaded.
14. Pilots must NOT consume any alcohol, drugs or other intoxicating substances within EIGHT (8) hours immediately prior to flying a recreational aeroplane. An adequate time should be applied in excess of eight hours if the quantity of alcohol consumed would deem a person's Blood Alcohol Concentration (BAC) be above legal limits (effectively 0.00%).
15. RAAus pilots must not fly whilst their performance is adversely affected by fatigue.
16. NO SMOKING or NAKED FLAMES are permitted within 15 metres (50FT) of any aeroplane or aeroplane refuelling point(s).
17. Adequate firefighting equipment should be on hand during all refuelling operations.
18. All vehicles will be kept clear of aeroplanes, particularly those aeroplanes being refuelled or moving under their own power.
19. Prior to operating at a private airfield a pilot must ensure that permission is obtained (if required) and that they are properly briefed on local requirements, conditions and procedures.
20. ERSA (and other relevant airfield directories such as emergency response plans, if applicable) must be referenced prior to operating at any aerodrome.

SECTION 4.02**RECREATIONAL AEROPLANE RADIO CALL SIGNS****References:**

1. Section 2.07 paragraph 10 - Radio Operator Endorsement.
2. RAAus Syllabus of Flight Training Section 2.04 - Radio Operator Syllabus

Recreational aeroplane call signs shall consist of the aeroplane type, i.e. Sapphire, Thruster, Jabiru, Gazelle, etc. followed by the last four numerals of the aeroplane's registration number. **Example: Drifter 2471 = "Drifter two four seven one"**

ICAO group method is the preferred means for expressing a four digit call sign. Group form is the pronunciation of a series of numbers as the whole number, or pairs of numbers they represent rather than pronouncing each separate digit. The use of group form may, however, be negated by four-digit identifiers or the placement of zeros in the identifier.

Examples:

Lightwing 0437 = "Lightwing, zero four thirty-seven."

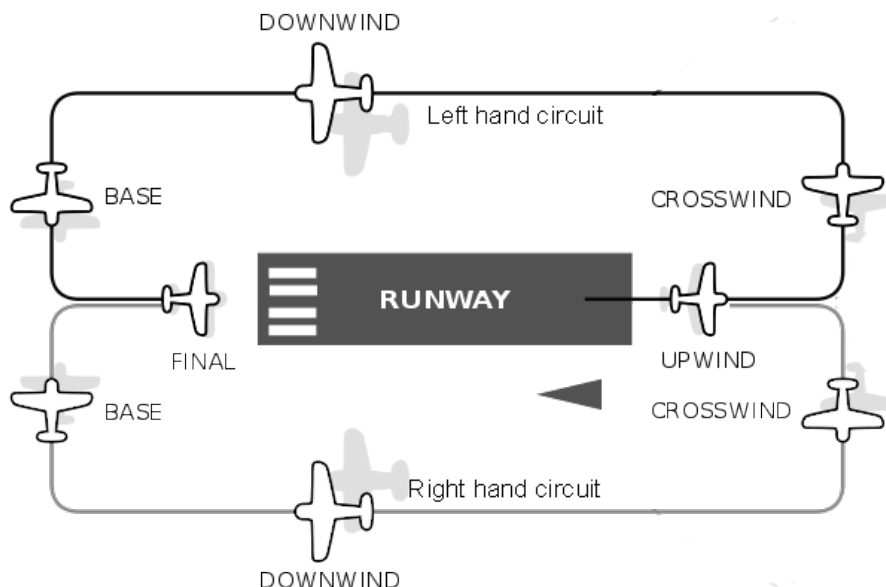
Tecnam 1346 = "Tecnam, thirteen forty-six."

Trike 1215 = "Trike, twelve-fifteen."

Aerochute 1001 = "Aerochute ten zero one."

The registration prefix numerals of recreational aeroplanes (which are not included in the call sign) are assigned as follows:

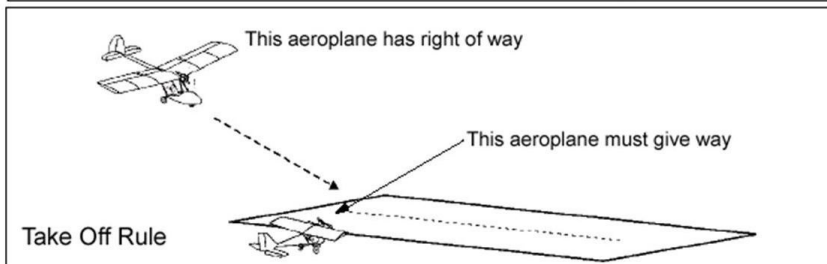
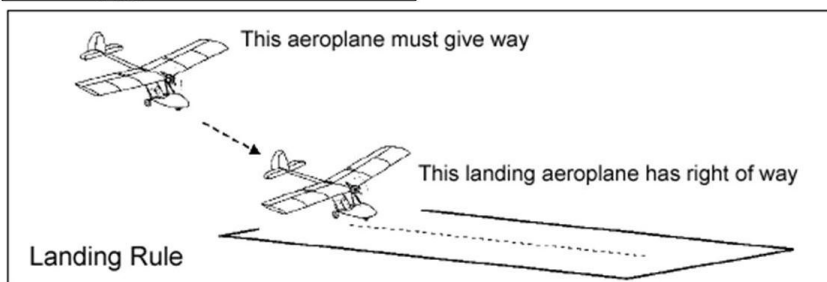
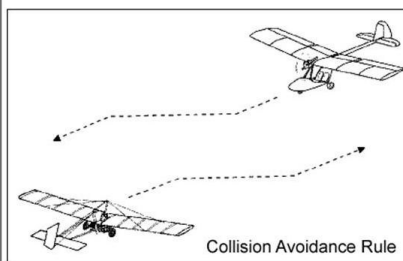
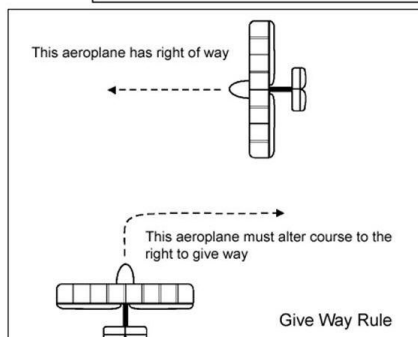
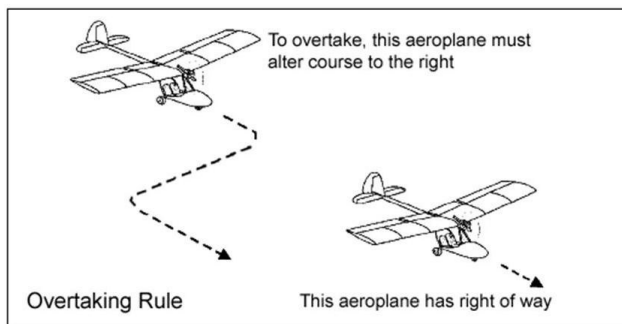
10 -	Amateur built	(CAO 95.10)
17 -	Experimental LSA	(CAO 95.55 and 95.32)
18 -	Amateur built - W/S and PPC	(CAO 95.32)
19 -	Amateur built	(CAO 95.55)
23 -	LSA - Factory built	(CAO 95.55)
24 -	Factory built - Certified	(CAO 95.55)
E(xx)-	Experimental LSA (e.g. E24- or E32-)	(CAO 95.55 and 95.32)
25 -	Superseded - Factory built	(CAO 95.25 - Factory built)
26 -	GA - Type Certified	(CAO 95.55)
28 -	<i>Superseded</i> - Certified amateur built	(CAO 101.28 - Amateur built)
32 -	Factory built - Certified	(CAO 95.32 - W/S and PPC)
55 -	Factory built	(CAO 101.55)

SECTION 4.03**TYPICAL CIRCUIT PATTERN**

1. By convention a standard circuit is a left hand circuit.
2. Some aerodromes may have specific requirements regarding circuit direction. Generally, right hand circuits are adopted for noise abatement, greater terrain clearance or for other safety considerations such as gliding operations. Details may be found in ERSA and other airfield directories.
3. Aeroplanes shall not descend into the circuit on the downwind (live) leg and there are many other considerations/limitations in respect of circuit operations. (Refer to CAR166A through to CAR166E and AIP ENR 1.1 – 75 Paragraph 48 as amended from time to time).
4. If an aerodrome does not have details listed (see Paragraph 2 above), RAAus pilots are required to contact the aerodrome operator for information and permission (if required) prior to operating at that aerodrome.

SECTION 4.04

RULES OF THE AIR



SECTION 4.05**GROUND MARSHALLING DIRECTIONS****START ENGINE**

LEFT HAND POINTING TO
SPECIFIC AEROPLANE. RIGHT
HAND MOVING IN A CIRCULAR
MOTION AT HEAD LEVEL

MOVE AHEAD

ARMS A LITTLE TO ONE SIDE
MOVED REPEATEDLY
UPWARDS AND BACKWARDS

URNS

ARM POINTING TO DIRECTION OF TURN.
OTHER HAND MOVED UP AND BACK.
SPEED OF MOVEMENT SHOWS RATE OF
TURN.

SLOW DOWN

ARMS DOWN CLOSE TO SIDES
MOVED UP AND
DOWN SEVERAL TIMES

STOP

ARMS REPEATEDLY CROSSED OVER
HEAD. RAPIDITY OF ARM MOVEMENT
SHOWS THE URGENCY OF STOP

CUT ENGINE

HAND LEVEL WITH SHOULDER.
HAND MOVED RAPIDLY SIDWAYS
ACROSS THE THROAT

SECTION 4.06

AIRSPACE AND NAVIGATION

PILOT RESPONSIBILITIES

Preparation for a cross country flight invariably requires significantly more planning than a local flight. Precise knowledge of Controlled Airspace, Prohibited, Restricted or Danger area boundaries forms only a small part of the many considerations when planning cross country flight. This Section outlines resources which provide planning information useful to recreational pilots.

RAAus pilots should familiarise themselves with CAO 95.10, 95.32 and 95.55 specific to their aeroplane group. Each CAO outlines operational guidelines and limitations for recreational pilots and aeroplanes. Remember that additional relevant information is contained in the CARs and AIP.

Fuel planning is a critical component of navigation, requiring careful management and monitoring by pilots.

CHARTS

EN-ROUTE CHART-LOW (ERC-L): ERC-L covers a large area with the purpose of presenting the relationship between aerodromes and the various types of airspace, aeronautical aids and facilities. Controlled Airspace is shown tinted and the vertical 'steps' shown with blue lines for Class C & D airspace and brown for Class E airspace. This chart also details military airspace, prohibited, restricted and danger areas, frequencies for FIA's, CTAF's, fly neighbourly airspace, areas of activity including parachuting, gliding and sport aviation and more. No topographical information is presented making the ERC-L unsuitable for in-flight visual navigation. For VFR Pilots the ERC-L is essential for planning a cross-country flight outside areas depicted on a VTC or VNC.

VISUAL TERMINAL CHART (VTC) 1:250,000 scale: A VTC is issued to show airspace surrounding a Controlled Aerodrome in greater detail than is possible on a VNC or ERC-L. When operating in the vicinity of any Control Zone the VTC should be utilised and pilots should ensure complete familiarisation with the features shown. This chart details airspace including Class C, D, E and G, military airspace, prohibited, restricted and danger areas, frequencies for ATC, CTAF's, areas of activity including parachuting, gliding and sport aviation and includes waypoints used by VFR aeroplanes entering controlled airspace, overlaid on topographical information.

VISUAL NAVIGATION CHART (VNC) 1:500,000 scale: A VNC covers a wider area than a VTC due to the larger scale, and is extremely useful for recreational aeroplane navigation. A VNC includes similar information to a VTC, including airspace boundaries overlaid over topographical features, aerodromes and includes lines of magnetic variation (isogonals).

WORLD AERONAUTICAL CHART (WAC) 1:1,000,000 scale: A WAC represents the standard plotting and navigation chart for recreational pilots. It does not provide any airspace information (refer to ERC-L, VTC or VNC) but is essential for cross country navigation over longer distances. A WAC provides detail of roads, railways and rivers, mountain ranges, elevations, aerodrome and town positions, and includes isogonals.

PLANNING CHART AUSTRALIA (PCA): A PCA is an essential part of pre-flight planning, which outlines appropriate areas for weather forecast requests, and the locations referred to in weather forecasts along with appropriate communication frequencies of Flight Watch.

EN-ROUTE SUPPLEMENT AUSTRALIA (ERSA) is a listing of aerodromes in Australia, outlining aerodrome elevation, CTAF and FIS frequencies, runway alignment, aerodrome operator contact information, fuel availability and more. There are many useful reference sections in ERSA including operating limitations for Prohibited, Restricted and Danger areas, with special area and fly neighbourly procedures, emergency reference procedures, conversion tables and code/decode pages. ERSA is designed to be used in conjunction with the VTC, VNC and the ERC-L for flight planning and is required to be carried on any navigational flight.

ELECTRONIC FLIGHT BAGS are permitted for the purposes of flight planning by RAAus pilots; however use of appropriate back up options including printed charts and ERSA must be considered in accordance with CASA legislative requirements. Members are advised to reference CAAP 233-1(1) for guidance material.

AIRSPACE INFORMATION

LEGEND: Shown on every chart to assist in decoding symbols used on respective charts such as ERC-L, VNC, VTC and WAC.

IMPORTANT SYMBOLS include:

On ERC-L, VTC and VNC, purple symbols are used to indicate aeronautical activity:



Gliding activity, including aero towing and winch launching of gliders. Gliders use and monitor 122.5, 122.7 and 122.9.



Parachute Area: Pilots should be cautious if not familiar with Drop Zones and parachute operations, which may operate at aerodromes or private fields and check NOTAM's.

A telephone briefing is recommended if unfamiliar with the operation. May show band of operating altitude.



Winch or auto tow launched sports aviation operation (Launching cables may extend to 3000ft AGL).



Hang Glider Area: Shows approved operating area.



Area of significant recreational aeroplane activity, flying training areas often shown.



Model Aeroplane activity (symbol usually only shown if operating above 400AGL).

RESTRICTED AREAS: Shown as a red outline containing a red 'R' and a three digit number. Restricted areas may be active 24 hours per day, or have specific hours of operation and/or height limitations. Activation times and operational limitations are listed in ERSA and on VNC, VTC and ERC-L, and can be confirmed by checking current NOTAMS. Pilots should be aware that some restricted areas can be re-activated on short notice. Temporary restricted areas are sometimes established by NOTAM. Restricted areas around military aerodromes become controlled airspace when activated and may only be entered by recreational pilots complying with specific criteria as outlined in CAO 95.32 and 95.55, upon receipt of a clearance.

DANGER AREAS: Shown as a red outline containing a red 'D' and a three digit number. Recreational aeroplanes may operate in Danger Areas, remaining aware of the special purpose for the areas, usually flying training which may include low flying training. Check ERSA for further details.

PROHIBITED AREAS: Shown as a red outline containing a red 'P' and a three digit number, Prohibited areas must never be entered at any time.

CONTROLLED AIRSPACE: Controlled airspace is classified alphabetically according to the degree of service provided to a pilot by Air Traffic Control and the level of equipment to be carried in the aeroplane (e.g. radio or transponder) in order to gain access to the service provided.

CONTROL ZONE: A Control Zone is controlled airspace which goes down to ground level, surrounding a controlled aerodrome. Control Zones are shown on charts (red for military and blue for civil). Controlled Airspace may only be entered by recreational pilots complying with specific criteria as outlined in CAO 95.32 and 95.55, upon receipt of a clearance.

CONTROL AREAS: Other than in Control Zones, controlled airspace is called Control Area. Charts showing Control Areas detail a lower limit, which is shown as a height Above Mean Sea Level (AMSL). Markings such as 'LL 3000' on a chart mean aeroplanes operating at an altitude below 3000 FT AMSL are outside controlled airspace.

NOTE: Some Control Zones and Control Areas do not operate full time and revert to CTAF outside the hours of Air Traffic Control Service.

VFR Route: A series of purple dots on a VTC or VNC detailing a route used for transit of particular airspace. If some or all of a VFR Route is contained within controlled airspace, a clearance must be obtained prior to entering. Furthermore, recreational pilots must comply with the requirements of CAO 95.32 and 95.55 in order to utilise these routes in controlled airspace.

CTAF: Common Traffic Advisory Frequency. A CTAF is simply an area *in the vicinity* of an aerodrome where a common frequency has been designated in order to ensure clear communications between pilots. An aerodrome may be Registered (REG), Certified (CERT), or Military (MIL) or *designated* by CASA as described in ERSA, and require a serviceable radio to be carried and used when operating within the vicinity of these aerodromes. Uncertified and Unregistered (UNCR) aerodromes are depicted in ERSA with a grey background. Pilots operating in the vicinity of these aerodromes do not specifically require the use of a radio and should refer to CAAP166-1(2) for detailed information.

The classifications of the airspace and the equipment and clearance requirements can be found in the VFR Guides, available on the CASA website www.casa.gov.au *Education – Pilots guides and education*. Information may also be obtained using Airservices website www.airservicesaustralia.com *Flight Briefing – Pilot and airside safety*

SECTION 4.07

PRE-FLIGHT PLANNING

Necessary pre-flight and planning information, for local or cross-country flights, can be found in the current Visual Flight Rules Guide and in relevant CAO's (available online from CASA website www.casa.gov.au).

Information is available in that document and other documents under the following categories:

- Pilot responsibilities;
- Radio telephony procedures;
- Altimeter setting procedures;
- Air Legislation;
- Aerodrome markings;
- Pre-flight information and flight planning;
- Take-off and landing of aeroplanes;
- Fuel requirements and fuel planning;
- Time, daylight and darkness graphs;
- Meteorological information and briefing services;
- NOTAMs and AICs;
- Flight notification options and requirements;
- Safety precautions before flight;
- Flights over water;
- Designated Remote Areas;
- Visual Flight Rules;
- Non-Controlled Airspace;
- Controlled Airspace;
- Class E Airspace;
- Prohibited, Restricted and Danger Areas;
- Cruising levels;
- Navigation requirements;
- Aerial sporting and recreation activities;
- Air Defence Identification Zone;
- Emergency procedures;
- Distress Beacons;
- Forced landings;
- Radio failure and procedures;

Members are advised in accordance with Section 2.03 Compliance Checks RAAus delegated officers may conduct compliance checks as deemed appropriate. CASA officers may also conduct Ramp Checks.

SECTION 4.08

REPORTING IMMEDIATE AND ROUTINE REPORTABLE MATTERS

GENERAL

Recreational aeroplanes and associated ground or flight operations are required to comply with the reporting requirements of the Transport Safety Investigation Act 2003 (TSI) and the Transport Safety Investigation (TSI) Regulations 2003.

DEFINITIONS

The definitions of **Immediate Reportable Matters** and **Routine Reportable Matters** are defined in **RAAP 2 -2016 Reporting Requirements**.

For RAAus purposes an **Immediate Reportable Matter (IRM)** was previously defined as an **Accident**, and a **Routine Reportable Matter (RRM)** was previously defined as an **Incident**.

NOTIFICATIONS

Notification of an **IRM** must be made as soon as practicable, and in writing within 72 hours, whereas an **RRM** must be notified in writing within 72 hours of the occurrence.

RAAus members will fulfil their written obligations under the TSI Act by submitting an online report via the RAAus website using the online Occurrence Management System (OMS).

A report submitted via the OMS on the RAAus website will automatically be forwarded to the ATSB and fulfil the obligation for written notification of the **IRM** or **RRM**.

As responsible persons, the pilot in command, the owner, the operator and the hirer (as applicable) must each ensure that their IRM and RRM reporting requirements are fulfilled within 72 hours of the occurrence.

Note: A responsible person need not submit a report if they have reasonable grounds to believe another responsible person has already reported the occurrence.

Further detail about **IRM** and **RRM** follow up and investigation processes, along with analysis and information sharing is provided in **RAAP 2 – 2016 Reporting Requirements**.

END OF DOCUMENT



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