



RECREATIONAL AVIATION AUSTRALIA

FLIGHT OPERATIONS MANUAL

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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 aircraft, 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 aircraft be operated in accordance with the standards and procedures specified in the Recreational Aviation Australia Flight 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 aircraft 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 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. Special Approval
7. Deputy Chief Flying Instructor Approval
8. Chief Flying Instructor Approval
9. Pilot Examiner Approval
10. Instructor Trainer Approval (includes Temporary)

INTRODUCTION

11. Regional Operations Coordinator Approval

12. Flight Training School Approval (includes Satellite Flight Training Schools)

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.

The Head of Flight Operations may, in the interests of the safety of air navigation, apply conditions to the qualifications and approvals listed above in accordance with the RAAus Part 149 Exposition.

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

Technical information concerning specific recreational aircraft 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. All decisions made by the HFO in relation to this manual are conducted in accordance with the processes in the current version of the RAAus Operations Department Procedures Manual.

NOTE

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

ABBREVIATIONS (More are provided in AIP GEN)

AC	Accident Consultant
AD	Aerodrome
AGL	Above Ground Level
AHFO	Assistant Head of Flight Operations
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AMSL	Above Mean Sea Level
ARP	Aerodrome Reference Point
ASRA	Australian Sport Rotorcraft Association
ASAO	Approved Self Administrating Aviation Organisation
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
GFA	Gliding Federation of Australia
HFO	Head of Flight Operations
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

ABBREVIATIONS (More are provided in AIP GEN)

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
SAFA	Sports Aviation Federation of Australia
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 Head of Flight Operations 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	A power-driven heavier-than-air aircraft deriving its lift in flight chiefly from aerodynamic reactions on surfaces remaining fixed under given conditions of flight, but does not include a power-assisted sailplane. Note: an aeroplane includes a <i>touring motor glider</i> .
Aircraft	Any machine or craft that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth's surface.
Aircraft Logbook	The manufacturer's aircraft logbook, or an aircraft logbook approved by RAAus.
Aircraft Group	See Section 2.04 for designations, which are generally divided by control design e.g. Group A – three axis control aircraft.
Aircraft Time In Service	For maintenance purposes, must be recorded in accordance with the manufacturer's maintenance manual. Otherwise, it is the period starting when the aircraft takes off on a flight and ending when the aircraft lands at the end of the flight.
Aircraft Type	In the case of Group A or B aircraft; aircraft 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 aircraft types for the purposes of type training). In the case of Group D aircraft; aircraft of a similar canopy type (box or elliptical) similar control type (foot or hand) and nose wheel type (steerable or fixed).
Approval	Issued by the Head of Flight Operations 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.
Assistant Head of Flight Operations	A person appointed by RAAus, whose duties and responsibilities are specified in this manual. This role was formally known as the Assistant Operations Manager and carries with it all the delegations, duties and responsibilities of its previous title.
CAA	Civil Aviation Act
CAO	Civil Aviation Orders issued by CASA

CAR	Civil Aviation Regulations 1988
CASR	Civil Aviation Safety Regulations 1998
CFI	Chief Flying Instructor appointed by the Head of Flight Operations, with duties and responsibilities as specified in this manual. Unless specifically mentioned in this manual a CFI does not mean a CFI in CASA or in any other Sport Aviation Body or Approved Self- administering Aviation Organisation (ASAO)
Converting Pilot	A pilot with qualifications from another organisation, Australian or overseas, who intends to obtain a RAAus Pilot Certificate
Deputy Chief Flying Instructor	Is an approval issued by RAAus to a suitably qualified RAAus Senior Instructor to assist the nominated CFI with conducting instructor proficiency checks and flight tests for the issue of Pilot Certificates and Cross Country endorsements
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 Check	An assessment by an RAAus authorised person of a pilot certificate holder's proficiency to determine if the certificate holder is competent to be issued with or continue to exercise the privileges of a Pilot Certificate.
Flight Test	A practical and ground-based competency assessment to confirm the candidate meets the requirements of the relevant syllabus of flight training in all respects
Flight Training School	A school authorised by the Head of Flight Operations to conduct ground and flight training
Flying School	Has the same meaning in this manual as Flight Training School
Formation Flight	Two or more aircraft flown in close proximity to each other operating as a single aircraft with regard to navigation, position reporting and control
Health Standard	Is the level of health equivalent to that required for a Certificate holder to hold a private motor vehicle driver licence in Australia.
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.
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 person appointed by the RAAus Head of Airworthiness and Maintenance to conduct maintenance on a RAAus aircraft
Medical Certificate	A Certificate issued under CASR Subpart 67C

Nose Wheel (Undercarriage)	An aircraft undercarriage configuration utilising a nose wheel
Head of Flight Operations	A person appointed by RAAus, whose duties and responsibilities are specified in this manual. This role was formerly known as the National Operations Manager and carries with it all the delegations, duties and responsibilities of its previous title. The HFO is the RAAus departmental head responsible for the Flight Operations Manual.
Flight Operations Manual	The RAAus Flight Operations Manual, subsequently referred to as 'this manual'
Flight Operations Bulletin	A RAAus flight operations document that defines, describes and/ or supplements the RAAus Flight Operations Manual, normally distributed to RAAus Flight Training Schools. Amendments proposed via Operations Bulletins will be incorporated into subsequent issues
Flight Operations Notice	A RAAus flight operations information document, normally distributed to RAAus Flight Training Schools
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 Head of Flight Operations to examine recreational pilots and instructors
Pilot in Command (PIC)	For RAAus student and pilot purposes: the person in control of the aircraft when not in the company of an Instructor and referred to as solo flight time
Pilot Logbook	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 Head of Flight Operations or Head of Flight Operations, 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 aircraft grouping, and - authorises the holder to give flight training in association with an approved FTS
Recreational Aircraft	For the purpose of this manual, an aircraft 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

	ASAOs
Regional Operations Coordinator	A RAAus member holding a valid Pilot Certificate and eligible to hold a PE Approval, appointed by the Head of Flight Operations
Safety-Relevant Condition	A medically significant condition that may adversely impact a person's ability to competently exercise all the privileges of a Pilot Certificate
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
Tail Wheel (Undercarriage)	An aircraft undercarriage configuration utilising a tail wheel
Touring Motor Glider	A powered sailplane that: <ul style="list-style-type: none"> a. has an integrally mounted, non-retractable, engine and a non-retractable propeller; and b. is capable of taking off and climbing under its own power according to the touring motor glider's flight manual.
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

The Head of Flight Operations will approve the following qualifications:

- a. Regional Operations Coordinators
- b. Instructor Trainer (includes Temporary)
- c. Pilot Examiners
- d. Chief Flying Instructors
- e. Deputy Chief Flying Instructors
- f. Senior Instructors
- g. Special Approvals
- h. Instructors
- i. Pilots
- j. Student or Converting Pilots

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 Flight Operations and Technical Manual and reference books as recommended by a RAAus Examiner.
- b. PILOT – RAAus Flight Operations and Technical Manual and reference books as recommended by a RAAus Examiner.
- c. INSTRUCTOR – RAAus Flight Operations and Technical Manual and the RAAus Flight Instructor Reference Manual or CASA Flight Instructor Manual (Aeroplane).
- d. SENIOR INSTRUCTOR – RAAus Flight Operations and Technical Manual and the RAAus Flight Instructor Reference Manual or the CASA Flight Instructor Manual (Aeroplane).
- e. DEPUTY CHIEF FLYING INSTRUCTOR - RAAus Flight 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. CHIEF FLYING INSTRUCTOR – RAAus Flight 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.
- g. PILOT EXAMINER – RAAus Flight Operations and Technical Manual and the RAAus Flight Instructor Reference Manual or the CASA Flight Instructor Manual (Aeroplane).
- h. REGIONAL OPERATIONS COORDINATOR - RAAus Flight 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 logbook in accordance with the requirements specified in this manual.

The organisation 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.

The organisation 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 - HEAD OF FLIGHT OPERATIONS

The Head of Flight Operations is responsible to the CEO for the following duties and responsibilities:

1. Approve the issue of Student or Converting Pilot Certificates.
2. Upon recommendation from a CFI, approve the issue of Pilot Certificates.
3. Upon recommendation from a Pilot Examiner or Instructor Trainer, approve the issue of Instructor Ratings.
4. Upon recommendation from a CFI or Pilot Examiner, 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 Head of Flight Operations will, in writing, assign the AHFO or 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. Where constraints of time and economy are involved, the Head of Flight Operations will, in writing, assign the AHFO or 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 of Instructor Training Approvals and Accident Consultant Approvals.
8. Approve the issue or renewals of Pilot Certificates, Endorsements, Ratings and Approvals.
9. Issue Flight Operations Notices or Flight 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 Head of Flight Operation's authority to suspend, vary or cancel a Pilot Certificate is contained in Section 2.14 of this manual. All other enforcement and compliance matters are conducted in accordance with the RAAus Disciplinary Occurrence and Complaints Handling Manual.
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 HEAD OF FLIGHT OPERATIONS

An Assistant Head of Flight Operations is responsible to the RAAus Head of Flight Operations for the following duties and responsibilities:

1. Approve, on behalf of the Head of Flight Operations, the issue of Student or Converting Pilot Certificates.
2. Upon recommendation from a CFI, on behalf of the Head of Flight Operations, approve the issue of Pilot Certificates.
3. Upon recommendation from a Pilot Examiner or Instructor Trainer, on behalf of the Head of Flight Operations, approve the issue of Instructor Ratings.
4. Upon recommendation from a CFI or Pilot Examiner, on behalf of the Head of Flight Operations, 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 Head of Flight Operations will in writing, assign a suitably qualified Pilot Examiner or Regional Operations Coordinator to carry out ground and flight assessment of candidates after consultation with the Head of Flight Operations.
6. Examine Pilot Examiner candidates and approve or otherwise the issue of such qualifications. Where constraints of time and economy are involved, the Assistant Head of Flight Operations will, in writing, assign a suitably qualified Pilot Examiner to carry out ground and flight assessment of a Pilot Examiner candidate after consultation with the Head of Flight Operations.
7. Approve the issue of Instructor Training Approvals after consultation with the Head of Flight Operations.
8. Approve the renewals of Pilot Certificates, Endorsements, Ratings and Approvals unless the member in question is under disciplinary action which requires approval from the Head of Flight Operations.
9. Regularly monitor trends in training and general flying practices and recommend to the Head of Flight Operations changes/amendments to this manual, RAAus training syllabi and instructor manuals.
10. When requested by the Head of Flight Operations, undertake accident, incident or occurrence investigation involving RAAus members or aircraft.
11. Be responsible to the Head of Flight Operations 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 Head of Flight Operations 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 Head of Flight Operations, conduct FTS inspections and assessments for recommendation to the HFO for the issue or renewal of FTS, in addition to recommendations for issue or renewal of Pilot Certificates, Endorsements, Ratings and Approvals for aircraft 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 Head of Flight Operations, changes or amendments to this manual.
5. Liaise with and advise the Head of Flight Operations regarding any identified operational issues.
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 Head of Flight Operations 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 Head of Flight Operations for the following duties and responsibilities:

1. When required by the HFO, subsequent to a CFI request, conduct ground and in-flight assessment of candidates for Certificates or endorsements and make recommendation to the HFO as to the issue or otherwise of the appropriate certificates or endorsements.
2. Conduct ground and in-flight assessment of Instructor and Senior Instructor candidates and make recommendation to the Head of Flight Operations as to the issue, or otherwise, of the appropriate ratings.
3. Conduct ground and in-flight assessment of Instructors and Senior Instructors requesting renewal of their respective ratings, and make recommendation to the Head of Flight Operations as to the renewal, or otherwise of the appropriate rating.
4. With the written approval of the Head of Flight Operations conduct ground and/or in-flight training courses for Instructor candidates.
5. Upon written request from the Head of Flight Operations, conduct ground and in-flight assessments for the issue or renewal of Deputy Chief Flying Instructor and Chief Flying Instructor, Pilot Examiner and Regional Operations Coordinator approvals, and make written recommendation as to the issue/renewal, or otherwise of the appropriate approval.
6. Upon written request from the Head of Flight Operations, conduct training and refresher courses for Deputy Chief Flying Instructors, Chief Flying Instructors, Pilot Examiners and Regional Operations Coordinators candidates for those approvals.
7. Upon request from the Head of Flight Operations, monitor the training standards and practices of specified Flight Training Schools and report, in writing, to the Head of Flight Operations.
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 Head of Flight Operations 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 Head of Flight Operations 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 aircraft hire to RAAus Pilot Certificate holders.
3. Subsequent to satisfactory completion of a flight test by the CFI, make written recommendation to the Head of Flight Operations, 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 Head of Flight Operations, 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 Head of Flight Operations, conduct ground and in-flight training and testing for Instructor candidates and make recommendation to the Head of Flight Operations for the issue of an Instructor Rating.
6. Recommend to the Head of Flight Operations, 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 Head of Flight Operations. Where several Senior Instructors operate under a CFI, one must be authorised in writing by the CFI.
9. Ensure that all aircraft 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 aircraft attached to their FTS.
11. Report accidents, incidents or occurrences involving FTS personnel or aircraft 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 Head of Flight Operations or auditor as per the RAAus Audit Policy and Procedures Manual.
13. Promote a positive safety culture in all RAAus operations and associated activities and report any observed unsafe flying activities or practices directly to RAAus.
14. Be involved in relevant safety committees and interactions with other airspace users at the aerodrome where the FTS conducts flight training.

SECTION 1.06 STATEMENT OF DUTIES AND RESPONSIBILITIES – DEPUTY CHIEF FLYING INSTRUCTOR

15. Deputy Chief Flying Instructors are responsible to the Chief Flying Instructor of the Flight Training School and the Head of Flight Operations for the following duties and responsibilities in addition to those mentioned in Section 1.07 of this manual.

At the written request of the CFI the Deputy CFI can;

- a. Conduct flight tests for the issue of Pilot Certificates and Endorsements for students, converting pilots and pilots associated with the Flight Training School.
- b. Conduct standardisation and proficiency checks of Instructors and Senior Instructors operating in association with the Flight Training School.

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 HFO.
5. When authorised in writing by the Head of Flight Operations, 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 basis suitable for the activity levels of the SFTS. However, the role of supervising an Instructor must be authorised in writing by the Head of Flight Operations.
6. Ensure that all aircraft 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 aircraft that render the aircraft unserviceable or unsuitable for training. Ensure that the fault/defect is repaired prior to conducting further training flights in that aircraft.
8. Meet recency requirements prior to operating FTS aircraft.
9. Report accidents, incidents or occurrences involving FTS personnel or aircraft 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 aircraft 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 aircraft that render the aircraft un-airworthy or unsuitable for training. Ensure that the fault/defect is repaired prior to conducting further training flights in that aircraft.
6. Meet recency requirements prior to operating FTS aircraft.
7. Report accidents, incidents and occurrences involving FTS personnel or aircraft 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 24 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 aircraft 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 aircraft Group, 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. meet the pilot recency requirements in accordance with this manual.

PILOT INSTRUCTION

2. In order to provide flight instruction in a recreational aircraft 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 aircraft 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

SECTION 2.01 PILOT CERTIFICATE – GROUP A and B

- c. hold a CASA Aeronautical Radio Operators Certificate (AROC), or CASA Flight Radio Operators Licence (FROL) or a recognised Flight Radiotelephone Operator Licence or Flight Radio Endorsement.

PASSENGER CARRYING ENDORSEMENT (PAX)

4. In order to carry passengers in a recreational aircraft a Pilot Certificate holder must hold a Passenger Carrying (PAX) Endorsement, and the aircraft 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 aircraft 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 aircraft 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.

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

SECTION 2.01 PILOT CERTIFICATE – GROUP A and B

GLIDER TOWING ENDORSEMENT (GT)

9. In order to tow a glider operated under the GFA as pilot in command of a recreational aircraft 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 aircraft is a fully manufactured CAO 95.55 aircraft 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 aircraft 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 SAFA as pilot in command of a recreational aircraft 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
 - b. ensure the aircraft is a factory built CAO 95.55 or 95.32 aircraft fitted with a factory approved tow hook which holds approval to tow gliders in accordance with CAAP 149 -1(0). Relevant changes to the aircraft must be noted in the aircraft Type Certification Data Sheet (TCDS) and/or Flight Manual Supplement and signed off by the relevant authority; and
 - c. have written approval from the SAFA 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 Aircraft Type in accordance with the Definitions section of this Manual. Further information about RAAus recommendations for Aircraft 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 aircraft type recorded prior to Issue 7 of this manual will be accepted as evidence of appropriate type training for that aircraft.

TAIL WHEEL UNDERCARRIAGE ENDORSEMENT (TW)

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

SECTION 2.01 PILOT CERTIFICATE – GROUP A and B
Endorsements based on aircraft characteristics

TWO STROKE ENDORSEMENT (2S)

14. In order to operate a recreational aircraft 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 aircraft 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 aircraft 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 aircraft 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 aircraft design.

UTILITY ENDORSEMENT

18. In order to operate a recreational aircraft below 500 FT AGL on a property for the purposes of stock spotting and subsequent movement by ground personnel, 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):

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 Head of Flight Operations:

SECTION 2.01 PILOT CERTIFICATE – GROUP A and B

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 Flight 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 aircraft must provide pilot in command details for any flight when requested by a RAAus official (including Flight Operations and Technical Staff, CFI, PE or ROC), an officer of CASA or a Police Officer.

REGISTRATION AND OPERATION OF WEIGHTSHIFT AIRCRAFT

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

SECTION 2.01 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 aircraft 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 aircraft, 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

SECTION 2.01 PILOT CERTIFICATE – GROUP D

- 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 aircraft 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.

ENDORSEMENTS

Endorsements Based on Pilot Qualifications

RADIO OPERATOR ENDORSEMENT (R)

26. In order to operate a recreational aircraft VHF radio on aeronautical frequencies a person must:
- a. hold a RAAus Radio Operator (R) Endorsement; or
 - b. be under instruction by a RAAus Instructor for the purpose of training, who holds the Radio Endorsement; or
 - c. hold a CASA Aeronautical Radio Operators Certificate (AROC), CASA Flight Radio Operators Licence (FROL) or 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 aircraft the Pilot Certificate holder shall be the holder of a Passenger Carrying (PAX) Endorsement and the aircraft must meet the requirements of CAO 95.32.

CROSS COUNTRY ENDORSEMENT (X)

28. In order to act as pilot in command of a Group D recreational aircraft 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, or a logbook endorsement by a 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.

SECTION 2.01 PILOT CERTIFICATE – GROUP D
Endorsements based on aircraft characteristics

UTILITY ENDORSEMENT

29. In order to operate a recreational aircraft below 500 FT AGL on a property for the purposes of stock spotting and subsequent movement by ground personnel, water trough or fence line inspection, etc. as pilot in command a Pilot Certificate holder must hold a Utility Endorsement.

TYPE TRAINING

30. In order for a pilot to operate a Group D recreational aircraft 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 Aircraft 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 aircraft type recorded prior to Issue 7 of this manual will be accepted as evidence of appropriate type training for that aircraft.

TWO STROKE ENDORSEMENT (2S)

31. In order to operate a Group D recreational aircraft 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:

Cross Country (X), 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 Head of Flight Operations:

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

CARRIAGE AND PRODUCTION OF PILOT CERTIFICATE

34. On request from a RAAus official (including Flight 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 aircraft must provide pilot in command details for any flight when requested by a RAAus official (including Flight Operations and Technical Staff, CFI, PE or ROC), an officer of CASA or a Police Officer.

SECTION 2.01 PILOT CERTIFICATE – GROUP D

REGISTRATION AND OPERATION OF WEIGHTSHIFT AIRCRAFT

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

SECTION 2.02 RECREATIONAL AIRCRAFT PILOT LOGBOOK

1. RAAus Pilot Certificate holders (Student or Converting Pilot and Pilot) are required to maintain an up-to-date Pilot Logbook, 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) aircraft type and model;
 - (iii) aircraft 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 logbook 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 logbooks 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 Logbook 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 aircraft moves under its own power for the purpose of flight until the aircraft comes to a halt in the parking area at the completion of a flight.

PRODUCTION OF LOGBOOKS

6. Pilots in command of recreational aircraft are required to produce their logbook within 72 hours, on demand from an RAAus official (including Flight Operations and Technical Staff, CFI, PE or ROC), an officer of CASA or a Police Officer.
7. Owners and/or operators of recreational aircraft must provide aircraft logbook details for any flight when requested by an RAAus official (including Flight Operations and Airworthiness and Maintenance 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 Head of Flight Operations, Head of Airworthiness and Maintenance, PE or ROC who have been assigned tasks in writing by the Head of Flight Operations.
2. Pilots of recreational aircraft are required to participate with compliance checks conducted in accordance with paragraph 1 of this Section.
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 Head of Flight Operations, Head of Airworthiness and Maintenance, assigned personnel or a CASA Officer, or 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 – AIRCRAFT GROUPS

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

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

The Table below – 2 shows the availability of Endorsements, Ratings and Approvals in each Aircraft Group.

SECTION 2.04 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						
Deputy Chief Flying Instructor	DCFI	Y	N	N	N	N
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	Detail (as applicable.)
Ratings	
Instructor	I
Senior Instructor	SI
Approvals	
Deputy Chief Flying Instructor	DCFI
Chief Flying Instructor	CFI
Pilot Examiner	PE
Instructor Training Approval	IT
Instructor Training Approval - temporary	ITT
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 Student or Converting Pilot Certificate; 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) complete payment for issue of a financial, flying RAAus Membership; 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 aircraft unless:
 - (a) a Student or Converting Pilot Certificate has been issued; and
 - (b) hold financial, flying membership of RAAus; and

SECTION 2.06 STUDENT OR CONVERTING PILOT CERTIFICATE

- (c) they have attained the age of 15 years; and
- (d) they have passed a written pre-solo air legislation examination; and
- (e) the flight is directly supervised and authorised by at least a Senior Instructor with approval from a CFI.

SECTION 2.07 PILOT CERTIFICATE - GROUP A or B

REQUIREMENTS FOR ISSUE - GROUP A or B

(See paragraph 25 onwards for Group D)

1. An applicant for the issue of a Group A or B Pilot Certificate must:
 - (a) hold a valid Student or Converting Pilot Certificate; and
 - (b) have a health standard equivalent to that required for the issue of a private motor vehicle driver licence in Australia (refer to Section 2.16 - Medical Requirements) and provide RAAus with a declaration to that effect; and
 - (c) agree to abide by the Constitution, rules of the organisation including the Part 149 Exposition and this manual, and
 - (d) have undergone ground and flight training in accordance with the RAAus Syllabus of Flight Training (published separately), for the Aircraft Group in which the Pilot Certificate is sought; and
 - (e) have met the minimum aeronautical experience requirements specified in this Section; and
 - (f) have passed theory examinations in accordance with the RAAus Syllabus of Flight Training (published separately), for the Aircraft Group in which the Pilot Certificate is sought; and
 - (g) satisfactorily completed a flight test with an approved RAAus CFI, DCFI or on request by the CFI, DCFI or the Head of Flight Operations, a RAAus Pilot Examiner.

AERONAUTICAL EXPERIENCE

2. Prior to undertaking a flight test for the issue of a Group A or B Pilot Certificate, an applicant must:
 - (a) have completed a minimum of 20 hours flying training, including no less than 5 hours as pilot in command, in a recreational aircraft of the same Group in which the flight test is to be conducted; and
 - (b) passed theory examinations specified in Section 3.03 of this manual; or
 - (c) if having *recognised flight time or qualifications*, satisfy the requirements of Section 2.13 paragraphs 5 - 7 inclusive.

PRIVILEGES

3. A Pilot Certificate authorises the holder to act as pilot in command of a recreational aircraft when:
 - a. the requirements of Section 2.01 of this manual are met in respect of:
 - (i) medical fitness;
 - (ii) valid membership of RAAus;
 - (iii) flight review currency;
 - (iv) pilot recency; and

SECTION 2.07 PILOT CERTIFICATE - GROUP A or B

- b. the aircraft is of the same Group shown on the Pilot Certificate (refer to Section 2.04 -Aircraft Group Ratings); and
- c. the pilot ensures their competency to operate the aircraft type (refer to RAAP 1 – 2016 Type Transition Guidance) and holds all required Endorsements for the aircraft and the intended flight (refer to Section 2.01 – Requirements).

PERIOD OF VALIDITY

- 4. Aircraft Groupings, Endorsements and Ratings attached to a Pilot Certificate remain valid indefinitely. However, the authority to exercise the privileges of a Pilot Certificate is subject to compliance with the requirements detailed in paragraph 3 of this Section, unless suspended, varied or cancelled in accordance with Section 2.14 of this manual or surrendered by the holder.

REQUIREMENTS FOR THE MAINTENANCE OF A PILOT CERTIFICATE

5. Medical

A Pilot Certificate holder may only exercise the privileges of the certificate when meeting the requirements of the *health standard* as per Section 2.16 - Medical Requirements.

Flight Review

- a. Within a period of two years immediately before the day of the proposed flight must have satisfactorily completed a flight review with a RAAus Examiner;
 - (i) the flight review must be conducted in a recreational aircraft of a *similar aircraft type* in which the pilot flew the greatest amount of time as pilot in command, during the last ten flights; or
 - (ii) if the type of recreational aircraft mentioned in Subparagraph 5 (a) (i) is a single place aircraft, or is not fitted with fully-functioning dual controls, the RAAus Examiner may waive the flight check, providing they have satisfied themselves by discussion and observation, that the pilot is familiar with any changes in procedures or legislation, and is competent to continue to exercise the privileges of the Certificate; or
 - (iii) if the aircraft is a two seat aircraft which is not a type the RAAus Examiner is familiar with, an observed BFR may be completed, provided the RAAus Examiner has satisfied themselves by discussion and observation the pilot is familiar with changes to procedures or legislation, and is competent to continue to exercise the privileges of the Certificate.
- b. After satisfactorily completing the flight review, the RAAus Examiner must make an entry in the pilot's logbook to the effect that the pilot has satisfactorily completed the flight review. Additionally, acknowledgment of successful completion of the review is to be provided to RAAus either electronically or by using the appropriate RAAus BFR Reporting Form.
- c. Notwithstanding Subparagraph 5 (a) (i), when a person holds a Pilot Certificate and actively operates using two or more Aircraft Groups, each subsequent flight review must be conducted in a different Group of aircraft. The Head of Flight Operations may on request by the member, permit the flight review in a different aircraft Group to that required in paragraph 5 (a) (i) of this Section.

SECTION 2.07 PILOT CERTIFICATE - GROUP A or B

- d. If a Pilot Certificate holder has within a period of two years immediately preceding the proposed flight, passed a RAAus flight check for the issue of an Endorsement other than a Radio or Human Factors Endorsement, or satisfactorily completed flight training for a specific aircraft type, or the issue of a Rating, then the pilot is taken to have satisfactorily completed a flight review on the day the Endorsement or Rating was successfully completed. Evidence of logbook or Licence entries detailing successful completion of training must be provided to RAAus.
- e. If a Pilot Certificate holder has within a period of two years immediately preceding the proposed flight, passed a flight test for the issue of a CASA Recreational Pilot Licence or higher, or the initial issue of a single engine CASA licence, rating or endorsement, then the pilot is taken to have satisfactorily completed a recreational aircraft flight review on the date of the flight test. Evidence of logbook or Licence entries detailing successful completion of training must be provided to RAAus.
- f. CASA issued endorsements accepted as meeting the requirements of Paragraph 5 (e) are:
 - (i) MPPC propeller (formally CSU),
 - (ii) Tail wheel undercarriage,
 - (iii) Retractable undercarriage,
 - (iv) Float alighting gear,
 - (v) Floating hull,
 - (vi) Controlled airspace
- g. A flight review or flight instructor review conducted in a single engine aeroplane with a MTOW less than 1500 KG under Day VFR, is accepted as meeting the requirements of paragraph 5 (e). A copy of the AFR or FIR statement from the pilot's logbook or Part 61 Licence is to be provided to RAAus Headquarters. The statement should include the pilot's name, type of flight conducted, name and signature of the examiner and the date of the AFR.

REGENCY

- 6. In addition to the flight review requirements, a Pilot Certificate holder must not carry a passenger on any flight unless the holder of a passenger endorsement has conducted 3 take-offs and 3 landings in the last 90 days in an aircraft of the same Group, aircraft type and having the same design features.

ENDORSEMENT TRAINING

- 7. Other than for Human Factors or Radio Endorsements, an applicant for the issue of an endorsement is required to hold a valid RAAus Pilot Certificate and;
 - a. undertake theory lessons appropriate to the endorsement; and
 - b. undertake dual and solo flight training required to meet the endorsement requirements in this Section; and
 - c. achieve the competency standard as outlined in the relevant Unit of the RAAus Syllabus of Flight Training for each endorsement.

SECTION 2.07 PILOT CERTIFICATE - GROUP A or B

HUMAN FACTORS ENDORSEMENT (HF)

8. An applicant for the issue of a Human Factors Endorsement must:
- satisfactorily complete a RAAus recognised human factors course; or
 - complete theory training outlined in Unit 2.05 of the RAAus Syllabus of Flight Training and pass a RAAus issued multiple choice examination on human factors, airmanship and decision making; or
 - provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*.

RADIO OPERATOR ENDORSEMENT (R)

9. An applicant for the issue of a RAAus aeronautical frequency Radio Operator Endorsement must:
- be able to speak and understand the English language; and
 - pass a written and oral test conducted by an Instructor or RAAus Examiner who holds a RAAus Flight Radio Endorsement, Flight Radiotelephone Operator Licence or Flight Radio Endorsement, and operates under the supervision of a CFI. The written and oral test may also be conducted by an appropriately qualified Theory Instructor.

PASSENGER CARRYING ENDORSEMENT (PAX)

10. An applicant for the issue of a Passenger Endorsement must:
- have logged a minimum of 10 hours flight time as pilot in command of an aircraft; and
 - have a minimum of 2 hours flight time as pilot in command of a two seat recreational aircraft of the same Group, aircraft type and design features; and
 - pass a flight check with a RAAus Examiner; or
 - provide written proof to the Head of Flight Operations of an appropriate *recognised qualification* and meet the requirements of subparagraphs 10.(a) and 10.(b) of this Paragraph.

CROSS COUNTRY ENDORSEMENT (X)

11. An applicant for the issue of a Group A or B Cross Country Endorsement must meet the requirements of Unit 2.03 of the RAAus Syllabus of Flight Training and:
- have logged a minimum of 10 hours dual cross country navigation training plus a minimum of 2 hours solo cross country navigation; and
 - reach the standard required as specified in Unit 2.03 of the RAAus Syllabus of Flight Training, and
 - pass a RAAus Flight Navigation written examination; and

SECTION 2.07 PILOT CERTIFICATE - GROUP A or B

- d. pass a navigation flight test in a two seat recreational aircraft with a Deputy Chief Flying Instructor, Chief Flying Instructor or Pilot Examiner; or
- e. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*.

FORMATION ENDORSEMENT (F)

- 12. An applicant for the issue of a Formation Endorsement must:
 - a. achieve a minimum of 50 hours pilot in command of a recreational aircraft of the same Group as the endorsement is sought; and
 - b. reach the competency standards required in Unit 1.06 of the RAAus Syllabus of Flight Training; and
 - c. pass a flight check with a RAAus Examiner; or
 - d. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*. Proof of recency may be requested.

ADVANCED PILOT AWARD ENDORSEMENT (APA)

- 13. An applicant for the issue of an Advanced Pilot Award must:
 - a. have reached the competency standards required under Unit 1.07 of the RAAus Syllabus of Flight Training; and
 - b. pass a flight test conducted by a Pilot Examiner or a CFI.

LOW LEVEL ENDORSEMENT (LL)

- 14. An applicant for the issue of a Low Level Endorsement must, prior to commencing training, provide sufficient reason to the RAAus Head of Flight Operations to attain the endorsement; and
 - a. achieve a minimum of 50 hours pilot in command of a recreational aircraft of the same Group as the endorsement is sought; and
 - b. have reached the competency standards required in Unit 1.08 of the RAAus Syllabus of Flight Training, and
 - c. pass a flight check with a RAAus Examiner, or
 - d. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*. Proof of recency may be requested.

GLIDER TOWING ENDORSEMENT (GT)

- 15. An applicant for the issue of a Glider Towing Endorsement must:
 - a. undertake training outlined in the RAAus Glider Towing Manual; and
 - b. have reached the competency standards required in Unit 1.09 of the RAAus Syllabus of Flight Training; and

SECTION 2.07 PILOT CERTIFICATE - GROUP A or B

- c. pass a flight check with a GFA Tugmaster; or
- d. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*; and
- e. in all circumstances, have written approval from the GFA for glider towing operations.

HANG GLIDER TOWING ENDORSEMENT (HGT)

16. An applicant for the issue of a Hang Glider Towing Endorsement must:
- a. undertake training outlined in the RAAus Hang Glider Towing Manual; and
 - b. have reached the competency standards required in Unit 1.10 of the RAAus Syllabus of Flight Training; and
 - c. pass a flight check with a RAAus Examiner; or
 - d. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*; and
 - e. in all circumstances, have written approval from the SAFA for glider towing operations.

THEORY INSTRUCTOR ENDORSEMENT (G)

17. An applicant for the issue of a Theory Instructor Endorsement must:
- a. hold the qualifications required by Section 2.12 (Theory Instructor) of this manual; and
 - b. be recommended in writing by the CFI of a FTS for appointment to the Head of Flight Operations; and
 - c. teach only those subjects shown in the letter of appointment from the Head of Flight Operations.

TAIL WHEEL UNDERCARRIAGE ENDORSEMENT (TW)

18. An applicant for the issue of a Tail Wheel Endorsement must:
- a. hold a Group A aircraft rating; and complete training to the satisfaction of a RAAus Examiner; and
 - b. undertake flight training to meet the competency requirements of Unit 1.12 of the RAAus Syllabus of Flight Training, in a tail wheel undercarriage aircraft; and
 - c. pass a flight check with a RAAus Examiner; or
 - d. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*.

SECTION 2.07 PILOT CERTIFICATE - GROUP A or B

TWO STROKE ENDORSEMENT (2S)

19. An applicant for the issue of a Two Stroke Endorsement must:
 - a. complete theory training to the satisfaction of a RAAus Examiner; and
 - b. undertake flight training to meet the competency requirements of Unit 1.13 of the RAAus Syllabus of Flight Training, in a two stroke powered aircraft; and
 - c. pass a flight check with a RAAus Examiner; or
 - d. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*.

IN-FLIGHT ADJUSTABLE PROPELLER ENDORSEMENT (AP)

20. An applicant for the issue of an In-flight Adjustable Propeller endorsement must:
 - a. complete training to the satisfaction of a RAAus Examiner; and
 - b. undertake flight training to meet the competency requirements of Unit 1.14 of the RAAus Syllabus of Flight Training, in an aircraft fitted with an In-flight Adjustable propeller; and
 - c. pass a flight check with a RAAus Examiner; or
 - d. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*.

RETRACTABLE UNDERCARRIAGE ENDORSEMENT (RU)

21. An applicant for the issue of a Retractable Undercarriage Endorsement must:
 - a. complete training to the satisfaction of a RAAus Examiner; and
 - b. undertake flight training to meet the competency requirements of Unit 1.15 of the RAAus Syllabus of Flight Training, in an aircraft fitted with a retractable undercarriage; and
 - c. pass a flight check with a RAAus Examiner; or
 - d. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*.

WATERBORNE FLOAT ENDORSEMENT (WF)

22. An applicant for the issue of a Waterborne Float Endorsement must:
 - a. undertake theory training outlined in the RAAus Waterborne Procedures Manual; and
 - b. undertake sufficient flight training to meet the competency requirements of Unit 1.16 of the RAAus Syllabus of Flight Training, in an aircraft fitted with floats; and

SECTION 2.07 PILOT CERTIFICATE - GROUP A or B

- c. be assessed on other design features fitted to the aircraft in accordance with the Pilot Operating Handbook or Flight Manual; and
- d. pass a flight check with a RAAus Examiner; or
- e. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*.

WATERBORNE FLOATING HULL ENDORSEMENT (WH)

23. An applicant for the issue of a Waterborne Floating Hull Endorsement must:
- a. undertake training outlined in the RAAus Waterborne Procedures Manual; and
 - b. undertake sufficient flight training to meet the competency requirements of Unit 1.16 of the RAAus Syllabus of Flight Training, in a floating hull aircraft; and
 - c. be assessed on other design features fitted to the aircraft in accordance with the Pilot Operating Handbook or Flight Manual; and
 - d. pass a flight check with a RAAus Examiner; or
 - e. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*.

UTILITY ENDORSEMENT

24. An applicant for the issue of a Utility Endorsement must:
- a. achieve a minimum of 100 hours pilot in command of a recreational aircraft of the same Group as the endorsement is sought or provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*; and
 - b. undertake sufficient flight training to meet the competencies of Unit 1.17 of the RAAus Syllabus of Flight Training; and
 - c. pass a flight check with an RAAus Examiner.

SECTION 2.07 PILOT CERTIFICATE - Group D

REQUIREMENTS FOR ISSUE

25. An applicant for the issue of a Group D Pilot Certificate must:
- a. hold a valid Student or Converting Pilot Certificate; and
 - b. have a health standard equivalent to that required for the issue of a private motor vehicle driver licence in Australia (refer to Section 2.16 - Medical Requirements) and provide RAAus with a declaration to that effect; and
 - c. agree to abide by the Constitution, rules of the organisation including the Part 149 Exposition and this manual; and

SECTION 2.07 PILOT CERTIFICATE - Group D

- d. have undergone ground and flight training in accordance with the RAAus Syllabus of Flight Training (published separately), for a Group D Aircraft Group; and
- e. have met the minimum aeronautical experience requirements specified in this Section; and
- f. have passed theory examinations in accordance with the RAAus Syllabus of Flight Training (published separately), for a Group D Aircraft; and
- g. satisfactorily completed a flight test with an approved RAAus Group D CFI.

AERONAUTICAL EXPERIENCE

- 26. Prior to undertaking a flight test for the issue of a Group D Pilot Certificate, an applicant must:
 - a. have completed a minimum of 15 hours flying training, including a minimum of 5 hours as pilot in command, in a Group D recreational aircraft; and
 - b. passed theory examinations specified in Section 3.03 of this manual; or
 - c. if having *recognised flight time or qualifications*, satisfy the requirements of Section 2.13 Paragraphs 5 - 7 inclusive.

PRIVILEGES

- 27. A Group D Pilot Certificate authorises the holder to act as pilot in command of a Group D recreational aircraft when:
 - a. the requirements of Section 2.01 of this manual are met in respect of:
 - (i) medical fitness;
 - (ii) valid membership of RAAus;
 - (iii) flight review currency;
 - (iv) pilot recency; and
 - b. Group D aircraft are indicated on the Pilot Certificate (refer to Section 2.04 -Aircraft Group Ratings); and
 - c. the pilot ensures their competency to operate the aircraft intended for the flight (refer to RAAP 1 – 2016 Type Transition Guidance) and holds all required Endorsements for the aircraft and the intended flight (refer to Section 2.01 – Group D Requirements).

PERIOD OF VALIDITY

- 28. Aircraft Groupings, Endorsements and Ratings attached to a Pilot Certificate remain valid indefinitely. However, the authority to exercise the privileges of a Pilot Certificate is subject to compliance with the requirements detailed in Paragraph 29 of this Section, unless suspended, varied or cancelled in accordance with Section 2.14 of this manual, or surrendered by the holder.

SECTION 2.07 PILOT CERTIFICATE - Group D

REQUIREMENTS FOR THE MAINTENANCE OF A PILOT CERTIFICATE

29. Medical

A Group D Pilot Certificate holder may only exercise the privileges of the certificate when meeting the requirements of the *health standard* as per Section 2.16 - Medical Requirements.

Flight Review

- a. Within a period of two years immediately before the day of the proposed flight must have satisfactorily completed a flight review with a RAAus Examiner;
 - (i) unless approved in writing by the Head of Flight Operations the flight review must be conducted in a Group D recreational aircraft of a *similar type* in which the pilot flew the greatest amount of time as pilot in command, during the last ten flights; or
 - (ii) if the Group D recreational aircraft to be used for the flight review is a single place aircraft, or is not fitted with fully-functioning dual controls, the RAAus Examiner may waive the flight check, providing they have satisfied themselves by discussion and observation, that the pilot is competent to continue to exercise the privileges of the Certificate.
 - (iii) If a Group D RAAus Examiner or Group A or B CFI willing to conduct an observed BFR are not available within 200 km of the Pilot Certificate holder's residence, the Pilot Certificate holder may exercise an option to provide to a RAAus Group D Examiner a recorded video of them competing BFR requirements as set down in the RAAus PPC BFR Guide.
- b. After satisfactorily completing the flight review, the RAAus Examiner must make or supply an entry for the pilot's logbook to the effect that the pilot has satisfactorily completed the flight review. Additionally, acknowledgment of successful completion of the review is to be provided to RAAus Headquarters by using the appropriate RAAus BFR Reporting Form.
- c. When a person holds a Group D Pilot Certificate and two or more Aircraft Groups, each subsequent flight review must be conducted in a different Group of aircraft.
- d. The Head of Flight Operations may, on request permit the flight review in a different aircraft Group to that required in Subparagraph 29 (c) of this Section.
- e. If a Pilot Certificate holder has within a period of two years immediately preceding the proposed flight, passed a flight check for the issue of an Endorsement other than a Radio or Human Factors, in Group D aircraft, or satisfactorily completed flight training for the issue of a Group D Instructor Rating, then the pilot is taken to have satisfactorily completed a flight review on the day the Endorsement or Rating was successfully completed.
- f. An aeroplane flight review (AFR) conducted in a single engine aeroplane with a MTOW less than 1500KG under Day VFR, is accepted as meeting the requirements of paragraph 29 (e). A copy of the AFR statement from the pilot's logbook or Part 61 Licence is to be provided to RAAus Headquarters. The statement should include the pilot's name, type of flight conducted, name and signature of the examiner and the date of the AFR.

SECTION 2.07 PILOT CERTIFICATE - Group D

REGENCY

30. In addition to the flight review requirements, a Pilot Certificate holder must not carry a passenger on any flight unless the holder of a passenger endorsement has conducted 3 take-offs and 3 landings in the last 90 days in a Group D aircraft and have no less than 5 hours flight time and 10 full stop landings as PIC of the same Group D aircraft type being used for the flight.

ENDORSEMENT TRAINING

31. Other than for Human Factors or Radio Endorsements, an applicant for the issue of an endorsement is required to hold a valid RAAus Pilot Certificate and;
- undertake theory lessons appropriate to the endorsement; and
 - undertake dual and solo flight training required to meet the endorsement requirements in this Section; and
 - achieve the competency standard as outlined in the relevant Unit of the RAAus Syllabus of Flight Training for each endorsement.

HUMAN FACTORS ENDORSEMENT (HF)

32. An applicant for the issue of a Human Factors Endorsement must:
- satisfactorily complete a RAAus recognised human factors course; or
 - complete theory training outlined in Unit 2.05 of the RAAus Syllabus of Flight Training and pass an RAAus issued multiple choice examination on human factors, airmanship and decision making; or
 - provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*.

RADIO OPERATOR ENDORSEMENT (R)

33. An applicant for the issue of a RAAus aeronautical frequency Radio Operator Endorsement must:
- be able to speak and understand the English language; and
 - pass a written and oral test conducted by an Instructor or RAAus Examiner who holds an RAAus Flight Radio Endorsement, Flight Radiotelephone Operator Licence or Flight Radio Endorsement, and operates under the supervision of a CFI. The written and oral test may also be conducted by an appropriately qualified Theory Instructor.

PASSENGER CARRYING ENDORSEMENT (PAX)

34. An applicant for the issue of a Passenger Endorsement must:

SECTION 2.07 PILOT CERTIFICATE - Group D

- a. have logged a minimum of 25 hours total experience in a Group D recreational aircraft; and
- b. have logged a minimum of 5 hours and 10 full stop landings as pilot in command of a two seat Group D recreational aircraft, of the aircraft type that will be used for the carrying of passengers; and
- c. pass a flight check with a RAAus Examiner; or
- d. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification* and meet the requirements of Subparagraphs 34 (a) or 34 (b) of this Paragraph.

CROSS COUNTRY ENDORSEMENT (X)

35. An applicant for the issue of a Group D Cross Country Endorsement must meet the requirements of Unit 2.03 of the RAAus Syllabus of Flight Training and:
 - a. have logged a minimum of 2 hours dual cross country navigation training plus a minimum of 1 hours solo cross country navigation; and
 - b. reach the standard required as specified in Unit 2.03 of the RAAus Syllabus of Flight Training, and
 - c. pass a RAAus Group D Flight Navigation written examination; and
 - d. pass a navigation flight test in a two seat recreational aircraft with a Chief Flying Instructor or Pilot Examiner; or
 - e. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*.
36. A Group D Pilot Certificate holder acting as pilot in command of a Group D aircraft who does not hold a Cross Country Endorsement is permitted flight further than 25 nautical miles, but no more than 100 nautical miles, only if the pilot has completed training with a RAAus Examiner in accordance with paragraph 37 of this Section, and has had their logbook suitably endorsed by that Examiner, that the pilot is competent to do so.
37. The competencies to be assessed by the RAAus Examiner to comply with Paragraph 36 of this Section are;
 - a. The ability to read and interpret aviation maps and charts, obtain and interpret weather forecasts; and
 - b. The ability to identify and maintain separation from all of the types of airspace including controlled airspace; and
 - c. Have conducted an area familiarisation flight demonstrating basic navigation principles, including lost procedures; and
 - d. Have passed an approved RAAus Group D Nav/Met exam; and
 - e. If operating in the vicinity of a Registered, Military or Certified aerodrome, hold a RAAus Radio Endorsement.

SECTION 2.07 PILOT CERTIFICATE - Group D

THEORY INSTRUCTOR ENDORSEMENT (G)

38. An applicant for the issue of a Theory Instructor Endorsement must:
- a. hold the qualifications required by Section 2.12 (Theory Instructor) of this manual; and
 - b. provide written request for the appointment to the Head of Flight Operations; and
 - c. teach only those subjects shown in the letter of appointment from the Head of Flight Operations.

TWO STROKE ENDORSEMENT (2S)

39. An applicant for the issue of a Two Stroke Endorsement must:
- a. complete theory training to the satisfaction of an RAAus Examiner; and
 - b. undertake flight training to meet the competency requirements of Unit 1.13 of the RAAus Syllabus of Flight Training, in a two stroke powered aircraft; and
 - c. pass a flight check with a RAAus Examiner; or
 - d. provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*.

UTILITY ENDORSEMENT

40. An applicant for the issue of a Utility Endorsement must;
- a. achieve a minimum of 60 hours pilot in command of a recreational aircraft of the same Group as the endorsement is sought or provide written proof to the Head of Flight Operations of an appropriate *recognised qualification*.; and
 - b. undertake sufficient flight training to meet the competencies of Unit 1.17 of the RAAus Syllabus of Flight Training: and
 - c. pass a flight check with a RAAus Examiner.

SECTION 2.08 INSTRUCTOR RATING – GROUP A AND B

REQUIREMENTS FOR ISSUE

1. An applicant for the issue of a Group A or B Instructor Rating must:
 - a. hold a valid Pilot Certificate for a Group A or B aircraft in which the rating is sought, and meet the theory requirements of the RAAus Syllabus of Flight Training of this manual and hold the following Endorsements:
 - (i) Radio Operator;
 - (ii) Passenger Carrying;
 - (ii) Cross Country;
 - (iv) Human Factors; and
 - b. have attained the age of 18 years; and
 - c. have a health standard equivalent to, or greater than, the requirements specified in Section 2.16 Subparagraph 6 and 7 of this manual; and
 - d. have successfully undertaken an approved RAAus Principles and Methods of Instruction (PMI) course, or RAAus recognised equivalent; and
 - e. have undergone ground and in-flight Instructor training in accordance with the requirements specified in this manual, or published separately by RAAus, for the Aircraft Group in which the Instructor rating is sought, or recognised equivalent; and
 - f. have met the minimum aeronautical experience specified in this Section; and
 - g. demonstrate to a Pilot Examiner or a CFI with Permanent Instructor Training Approval, the ability to give ground instruction to persons undertaking training in recreational aircraft; and
 - h. pass a flight test with a Pilot Examiner or a CFI with Permanent Instructor Training Approval, for a Group A or B aircraft (as appropriate).
2. For the purpose of Subparagraph 1.(g) of this Section, the level of competency required is:
 - a. to give ground instruction on any subject or flying sequence listed in the Flight Training Syllabus to the required competency standard;
 - b. ability to impart knowledge appropriate to the student;
 - c. demonstrate a competent level of knowledge;
 - d. demonstrate an ability to construct a lesson brief which includes all required elements;
3. For the purpose of Subparagraph 1.(h) of this Section, the level of competency required is:
 - a. to give in-flight instruction on any flying sequence listed in the Flight Training Syllabus;
 - b. to impart knowledge, identify and correct student faults;
 - c. display a high level of airmanship;
 - d. synchronise patten with aircraft response to control input;

SECTION 2.08 INSTRUCTOR RATING – GROUP A AND B

- e. fly the aircraft accurately and safely in each sequence to the standards set out in the RAAus Syllabus of Flight Training.

AERONAUTICAL EXPERIENCE

- 4. Prior to undertaking an in-flight examination for the issue of an Instructor Rating, an applicant must:
 - a. have completed the RAAus Instructor Training Course or an approved equivalent, that includes:
 - (i) a minimum of 20 hours dual in-flight instruction in a recreational aircraft of the same Group; and
 - (ii) a minimum of 30 hours ground instruction, which includes the PMI course required by Subparagraph 1.(d) of this Section and practice formal briefings; and
 - (iii) a minimum of 5 hours of the in-flight instruction required under subparagraph 4.(a) (i) of this Section must be completed with a CFI or PE approved by the Head of Flight Operations as an Instructor Trainer (IT). The remainder of the in-flight instruction may be completed by a Senior Instructor, (who has been approved by the Head of Flight Operations), acting under the IT; and
 - b. have a minimum of 100 hours as pilot-in-command of recreational aircraft in the same Aircraft Group for which the rating is sought; or
 - c. if having *recognised flight time* as a Pilot or Instructor from a recognised organisation other than RAAus, satisfy the requirements of Section 2.13 Paragraphs 8 and 9 of this manual.

PRIVILEGES

- 5. Subject to the requirements of Paragraph 7 of this Section and Section 1.08, an Instructor Rating authorises the holder to give ground and in-flight instruction only in Group A or B recreational aircraft as approved by the rating.

LIMITATIONS

- 6. The holder of an Instructor Rating:
 - a. must not conduct ground and in-flight instruction without the direct supervision of a CFI, or an appropriately qualified Senior Instructor who has been approved in writing by the Head of Flight Operations,
 - b. must not authorise the undertaking of any first or subsequent solo flight by a Student Pilot or a Pilot undertaking endorsement training;
 - c. must not conduct in-flight instruction unless having satisfactorily completed a standards and proficiency check with the CFI or Pilot Examiner at the FTS or SFTS, prior to commencing instructional duties. Subsequent checks are to be conducted at least every 90 days thereafter; and
 - d. must not conduct in-flight instruction in an aircraft:

SECTION 2.08 INSTRUCTOR RATING – GROUP A AND B

- (i) other than the Aircraft Group covered by the rating; and
- (ii) without having a minimum of 5 hours pilot in command utilising any Endorsement required to operate the aircraft or required for the proposed flight; and
- (iii) without having a minimum of 5 hours pilot in command in an aircraft intended to be utilised for instruction; and
- (iv) without having a minimum of 1 hour pilot in command during the last 90 days, in an aircraft of similar performance/characteristics.

PERIOD OF VALIDITY

- 7. Unless cancelled, suspended or varied in accordance with Section 2.14 of this manual an Instructor Rating shall remain valid for a period of 2 years from the date of issue or renewal.
- 8. In spite of Paragraph 7 of this Section the Head of Flight Operations may give one extension of no more than 90 days to the validity of an Instructor Rating.

REQUIREMENTS FOR RENEWAL

- 9. An applicant for the renewal of an Instructor Rating must:
 - a. prior to the expiry date of their certificate, undertake a flight review with a CFI (or higher approval holder) and successfully demonstrate competency and instructional ability in both ground and air exercises; and
 - b. maintain a health standard in accordance with Section 2.16 - Medical Requirements; and
 - c. the CFI must forward a renewal application and a copy of medical certificate to RAAus prior to the expiry date of the certificate.
- 10. When a member holds Instructor ratings in more than one Aircraft Group, the check flight required by Subparagraph 9 (a) of this Section, revalidates the Instructor ratings of all other Aircraft Groups held.
- 11. When a member holds Instructor ratings in more than one Aircraft Group, each subsequent Instructor renewal should be conducted in a different Group.
- 12. If the provision of Paragraph 11 of this Section cannot be complied with, then the Head of Flight Operations may approve in writing that a subsequent renewal conducted in the same Aircraft Group, revalidates the Instructor ratings of all other Groups held.
- 13. If renewal of an Instructor Rating by the due date has not occurred, the rating is no longer valid and the holder may not exercise the privileges of the Rating until a renewal is completed.

NOTE: The renewal of an Instructor Rating automatically renews the member's BFR.

SECTION 2.08 INSTRUCTOR RATING – GROUP D

REQUIREMENTS FOR ISSUE

14. An applicant for the issue of a Group D Instructor Rating must:
 - a. hold a valid Pilot Certificate for a Group D aircraft, and meet the theory requirements of the RAAus Syllabus of Flight Training of this manual and hold the following Endorsements:
 - (i) Radio Operator;
 - (ii) Passenger Carrying;
 - (ii) Cross Country;
 - (iv) Human Factors; and
 - b. have attained the age of 18 years; and
 - c. have a health standard equivalent to, or greater than, the requirements specified in Section 2.16 Subparagraph 6 & 7 of this manual; and
 - d. have successfully undertaken an approved RAAus Principles and Methods of Instruction (PMI) course, or RAAus recognised equivalent; or
 - e. have undergone ground and in-flight Instructor training by a RAAus IT; and
 - f. have met the minimum aeronautical experience specified in this Section; and
 - g. demonstrate to a Pilot Examiner or a CFI with Permanent Instructor Training Approval, the ability to give ground instruction to persons undertaking training in Group D recreational aircraft; and
 - h. pass a flight test with a Pilot Examiner or a CFI with Permanent Instructor Training Approval, for Group D aircraft.

15. For the purpose of Subparagraph 14 (g) of this Section, the level of competency required is:
 - a. to give ground instruction on any subject or flying sequence listed in the Flight Training Syllabus to the required competency standard;
 - b. ability to impart knowledge appropriate to the student;
 - c. demonstrate a competent level of knowledge;
 - d. demonstrate an ability to construct a lesson brief which includes all required elements;

16. For the purpose of Subparagraph 14 (h) of this Section, the level of competency required is:
 - a. to give in-flight instruction on any flying sequence listed in the Flight Training Syllabus;
 - b. to impart knowledge, identify and correct student faults; and
 - c. display a high level of airmanship;
 - d. synchronise patten with aircraft response to control input;
 - e. fly the aircraft accurately and safely in each sequence to the standards set out in the RAAus Syllabus of Flight Training.

SECTION 2.08 INSTRUCTOR RATING – GROUP D

AERONAUTICAL EXPERIENCE

17. Prior to undertaking an in-flight examination for the issue of an Instructor Rating, an applicant must:
 - a. have a minimum of 40 hours as pilot-in-command of recreational aircraft in Group D aircraft; and
 - b. have completed the RAAus Instructor Training Course or an approved equivalent, that includes:
 - (i) a minimum of 15 hours dual in-flight instruction in a recreational aircraft of the same Group; and
 - (ii) a minimum of 20 hours ground instruction, which includes the PMI course required by Subparagraph 14 (d) or 14 (e) of this Section and practice formal briefings; and
 - (iii) a minimum of 5 hours of the in-flight instruction required under subparagraph 17 (b) (i) of this Section must be completed with a CFI or PE approved by the Head of Flight Operations as an Instructor Trainer (IT). The remainder of the in-flight instruction may be completed by a Senior Instructor, (who has been approved by the Head of Flight Operations), acting under the IT; or
 - c. if having *recognised flight time* as a Pilot or Instructor from a recognised organisation other than RAAus, satisfy the requirements of Section 2.13 Paragraphs 15 and 16 of this Manual.

PRIVILEGES

18. Subject to the requirements of Paragraph 20 of this Section, a Group D Instructor Rating authorises the holder to give ground and in-flight instruction only in Group D recreational aircraft.

LIMITATIONS

19. The holder of a Group D Instructor Rating may only conduct ground and in-flight instruction under the *direct supervision* of a CFI or an appropriately qualified Senior Instructor who has been approved in writing by the Head of Flight Operations, until adequately demonstrating to the CFI, the ability to correctly assess a minimum of three ab initio students as ready for their first solo flight; and
 - a. completed no less than 30 hours of instructing under *direct supervision* before being eligible for *indirect supervision* by a CFI; and
 - b. the progression of the Instructor from the requirement of *direct supervision* to *supervision* after completion of the above requirements shall be at the discretion of the CFI; and
 - c. must not authorise the undertaking of a first solo flight by a Student Pilot or a Pilot undertaking endorsement training; and
 - d. must not conduct in-flight instruction unless having satisfactorily completed an initial standards and proficiency check with the CFI or Pilot Examiner at the FTS or SFTS, prior to commencing instructional duties. Subsequent checks are to be conducted at least every 6 months thereafter; and
 - e. must not conduct in-flight instruction in an aircraft other than Group D aircraft; and must

SECTION 2.08 INSTRUCTOR RATING – GROUP D

- (i) hold a minimum of 5 hours pilot in command utilising any Endorsement required to operate a Group D aircraft or required for the proposed flight; and
- (ii) hold a minimum of 5 hours pilot in command in an aircraft intended to be utilised for instruction; and
- (iii) conducted a minimum of 1 hour pilot in command during the last 90 days, in an aircraft of similar performance/characteristics.

PERIOD OF VALIDITY

- 20. Unless cancelled, suspended or varied under Section 2.14 of this manual, a Group D Instructor Rating shall remain valid for a period of 2 years from the date of issue or renewal.
- 21. In spite of Paragraph 20 of this Section the Head of Flight Operations may give one extension of no more than 90 days to the validity of an Instructor Rating.

REQUIREMENTS FOR RENEWAL – GROUP D

- 22. An applicant for the renewal of a Group D Instructor Rating must:
 - a. prior to the expiry date of their certificate, undertake a flight review with a CFI (or higher Approval holder) and successfully demonstrate competency and instructional ability in both ground and air exercises; and
 - b. maintain a health standard in accordance with Section 2.16 - Medical Requirements; and
 - c. the CFI must forward a renewal application and a copy of medical certificate to RAAus prior to the expiry date of the certificate.
- 23. When a member holds Instructor ratings in more than one Aircraft Group, the check flight required by Subparagraph 22 (a) of this Section, revalidates the Instructor ratings of all other Aircraft Groups held.
- 24. When a member holds Instructor ratings in more than one Aircraft Group, each subsequent Instructor renewal must be conducted in a different Group.
- 25. If the provision of Paragraph 24 of this Section cannot be complied with, then the Head of Flight Operations may approve in writing that a subsequent renewal conducted in the same Aircraft Group, revalidates the Instructor ratings of all other Groups held.
- 26. If renewal of an Instructor Rating has not occurred the rating is no longer valid and the holder may not exercise the privileges of the Rating until a renewal is completed.

NOTE: The renewal of an Instructor Rating automatically renews the member's BFR.

SECTION 2.09 SENIOR INSTRUCTOR RATING - GROUP A AND B

REQUIREMENTS FOR ISSUE

1. An applicant for the issue of a Group A or B Senior Instructor Rating must:
 - a. hold a valid Pilot Certificate for Group A or B aircraft as applicable; and
 - (i) hold an Instructor Rating for Group A or B aircraft in which the rating is sought; or
 - (ii) meet the aeronautical experience requirements of Paragraphs 5 through 7 of this Section; and
 - b. have attained the age of 18 years; and
 - c. have a minimum health standard equivalent to the requirements specified in Section 2.16 Subparagraphs 6 and 7 of this manual; and
 - (i) when the rating sought is for Group A aircraft, have passed the CASA Private Pilot Licence theory examination/s; or
 - (ii) have passed theory examinations set by the Head of Flight Operations that are approved as an RAAus equivalent of the CASA Private Pilot Licence theory examination/s relevant to Group A or B aircraft; or
 - (iii) when the rating sought is for Group B aircraft, have passed examinations considered by the Head of Flight Operations to be at least equivalent to CASA Private Pilot Licence theory examinations relevant to the particular Aircraft Group; and
 - (iv) have satisfactorily completed an RAAus recognised Principles and Methods of Instruction (PMI) Course; and
 - (v) have successfully undertaken Human Factors training acceptable to the Head of Flight Operations; and
 - d. have utilised their instructor rating at an RAAus FTS and satisfied their CFI (or higher approval holder) that they will be capable of carrying out the duties and responsibilities of a Senior Instructor, detailed in Section 1.07; and
 - e. have demonstrated to their CFI the ability to satisfactorily train and correctly assess at least 3 Student Pilots for their first solo flight; and
 - f. Demonstrate to a CFI (or higher approval holder) the ability to give ground and in-flight instruction to persons undertaking training in recreational aircraft in the Aircraft Group for which the rating is sought.

Note: First solo means the first solo flight of a Student Pilot who has never acted as pilot in command under any other Certificate or Licence.

2. Instructors holding or adding additional aircraft groups to their pilot certificate must demonstrate to a PE (or higher approval holder) the ability to satisfactorily train and correctly assess at least 1 RAAus Student Pilot for their first solo flight, for each additional Group sought.
3. For the purpose of Subparagraph 1 (f) of this Section, the level of competency required is:
 - a. to give ground instruction on any subject or flying sequence listed in the Flight Training Syllabus to a competent standard;
 - b. ability to impart knowledge appropriate to the student;

SECTION 2.09 SENIOR INSTRUCTOR RATING - GROUP A AND B

- c. demonstrate a competent level of knowledge; and
 - d. demonstrate an ability to construct a brief which includes all required elements;
4. For the purpose of Subparagraph 1 (f) of this Section, the level of in-flight instruction competency in a two place recreational aircraft required is:
- a. with demonstrated experience, give in-flight instruction on any sequence listed in the Flight Training Syllabus;
 - b. to impart knowledge, identify and correct student faults;
 - c. display airmanship;
 - d. synchronise pattern with aircraft response to control input; and
 - e. fly the aircraft accurately and safely in each sequence to the relevant standard set out in the RAAus Syllabus of Flight Training.

AERONAUTICAL EXPERIENCE

5. Prior to undertaking a flight test for the issue of a Senior Instructor Rating, an applicant must:
- a. have a minimum of 150 hours aeronautical experience, of which a minimum of 75 hours was logged as a flight instructor in recreational aircraft of Group A or B as appropriate; or
 - b. if having *recognised qualifications* from a recognised organisation other than RAAus, satisfy the requirements of Section 2.13 Paragraphs 11 and 12 of this manual.
6. Where a member and Pilot Certificate holder holds the minimum requirements in the specialised endorsements listed below but does not hold a RAAus Instructor rating, a Special Approval (SA) may be issued to that member for the purpose of training and recommending for issue the following Endorsements:
- a. Glider Towing (hold a GFA issued Glider Towing endorsement); or
 - b. Hang Glider Towing (hold a SAFA issued hang glider Towing endorsement); or
 - c. Waterborne Hull and/or Floats (has a minimum of 75 hours PIC and 200 logged water landings); or
 - d. Low Level (50 hours PIC); or
 - e. Utility (100 hours PIC).
7. Applicants for the issue of a Special Approval must:
- a. comply with the requirements of Section 2.07 and Section 2.08 paragraph 1. (e); and
 - b. meet the minimum medical requirements in accordance with Section 2.16, Paragraphs 6 and 7 of this manual; and
 - c. provide written justification of the need for the SA; and
 - d. provide sufficient evidence of a recognised qualification for the SA sought; and

SECTION 2.09 SENIOR INSTRUCTOR RATING - GROUP A AND B

- e. forward a letter of recommendation from a CFI that details the CFI's willingness to *supervise* the training and testing of the endorsement.

NOTE: for the purpose of Paragraph 7 (e), the CFI is not required to hold the specific endorsement held by the SA holder.

- 8. Special Approvals are assessed on a case by case basis by application to the Head of Flight Operations and are valid for a period of two (2) years. The holder of a valid SA must:
 - a. only provide training to Pilot Certificate holders and under no circumstances provide training to Student Pilot Certificate holders;
 - b. advise their CFI of:
 - (i) the commencement of any endorsement training;
 - (ii) any solo flight prior to being undertaken;
 - (iii) when a flight test is to be undertaken; and
 - c. comply with Paragraph 10 of this Section:

PRIVILEGES

- 9. A Senior Instructor Rating authorises the holder to utilise the following privileges appropriate to Group A or B as applicable and subject to the requirements of Paragraph 10 of this Section:
 - a. give ground and in-flight instruction to Student Pilots; and
 - b. authorise first and subsequent solo flights for Student Pilots and Pilots undertaking endorsement training, but only after authorisation to do so is given by the CFI; and
 - c. conduct endorsement training, test and make written recommendation to the Head of Flight Operations, using the appropriate RAAus form. The Senior Instructor must hold the endorsement, have acquired 10 hours pilot in command utilising that Endorsement, and hold authorisation to do so by the CFI. The exceptions are Low Level, Waterborne Float and Waterborne Hull Endorsements.
 - d. Notwithstanding Subparagraph (c) Low Level and Waterborne Endorsements require the following additional requirements, in order to conduct Endorsement training, testing and recommendation for issue:
 - (i) Low Level requires a total of 50 hours pilot in command utilising the Endorsement and a submission of a Low Level Training Manual to the Head of Flight Operations.
 - (ii) Waterborne Float and Waterborne Floating Hull requires 200 logged water landings. Training is to be conducted in accordance with Section 2.07 Paragraphs 23 and 24 respectively.

A Special Approval holder is authorised to utilise the following privileges appropriate to Group A or B as applicable and subject to the requirements of Paragraph 10 of this Section:

- e. give ground and in-flight instruction to holders of Pilot Certificates; and
- f. authorise solo flights for Pilot Certificate holders undertaking endorsement training; and

SECTION 2.09 SENIOR INSTRUCTOR RATING - GROUP A AND B

- g. conduct endorsement training, test and make written recommendation for issue to the Head of Flight Operations, using the appropriate RAAus form. The Special Approval holder must hold the endorsement, have acquired 10 hours pilot in command utilising that Endorsement, and hold authorisation to do so by the CFI. The exceptions are Low Level, Waterborne Float and Waterborne Hull Endorsements.
- h. Notwithstanding Subparagraph (g) Low Level, Waterborne Hull and Waterborne Float Endorsements require the following additional requirements, in order to conduct Endorsement training, testing and recommendation for issue:
 - (i) Low Level requires a total of 50 hours pilot in command utilising the Endorsement and a submission of a Low Level Training Manual to the Head of Flight Operations.
 - (ii) Waterborne Float and Waterborne Floating Hull requires a total of 75 hours pilot in command utilising the Endorsement and 200 logged water landings. Training is to be conducted in accordance with Section 2.07 Paragraphs 23 and 24 respectively.

LIMITATIONS

- 10. The holder of a Senior Instructor Rating or Special Approval:
 - a. must not conduct ground or in-flight instruction unless under the *supervision* of a CFI;
 - b. must not conduct in-flight instruction unless, during the 12 months preceding the proposed flight, satisfactorily undergone a Flight Review with a CFI or higher approval holder; and
 - c. must not conduct in-flight instruction in an aircraft:
 - (i) unless having a minimum of 10 hours pilot in command on a Group A or B aircraft as applicable; and
 - (ii) without a minimum of 5 hours pilot in command utilising any endorsement required to operate the aircraft or required for the proposed flight; and
 - (iii) without a minimum of 5 hours pilot in command of the aircraft type (or in the case of Group B aircraft, 5 hours pilot in command on the proposed wing type) intended to be utilised for instruction; and
 - (iv) without a minimum of 1 hour pilot in command in the last 90 days, in an aircraft of similar performance/characteristics.
- 11. Notwithstanding Subparagraph 9.c. of this Section, a Senior Instructor is not authorised to conduct the flight test for a Cross Country Endorsement (X) or recommend issue of the Endorsement.

PERIOD OF VALIDITY

- 12. Unless cancelled, suspended or varied in accordance with Section 2.14 of this manual a Senior Instructor Rating or Special Approval remains valid for a period of 2 years from the date of issue or renewal.

SECTION 2.09 SENIOR INSTRUCTOR RATING - GROUP A AND B

13. Despite Paragraph 12 of this Section the Head of Flight Operations or Assistant Head of Flight Operations may give one extension of no more than 90 days to the validity of a Senior Instructor Rating.

REQUIREMENTS FOR RENEWAL

14. An applicant for the renewal of a Senior Instructor Rating or Special Approval must:
 - a. prior to the expiry date of the rating undertake a check flight with a CFI or higher approval holder and successfully demonstrate competence and instructional ability in both ground and in-flight exercises; and
 - b. maintain a minimum health standard in accordance with Section 2.16 - Medical Requirements Subparagraphs 6 and 7; and
 - c. have the CFI forward the renewal application, and a copy of current medical certificate to RAAus prior to the expiry date of the certificate.
15. Notwithstanding Paragraph 14 (a) of this Section, the issue or renewal of a CASA Grade 2 or higher instructor rating will satisfy the requirement. Proof of a valid and current CASA rating, and compliance to the requirements of Subparagraph 10 (b) of this Section must be provided with the application for approval.
16. When a member holds Senior Instructor Ratings in more than one Aircraft Group the check flight required by Subparagraph 14 (a) of this Section, revalidates the Senior Instructor Ratings of all other Aircraft Groups held; and
17. When a member holds Senior Instructor ratings in more than one Aircraft Group, each subsequent Senior Instructor renewal should be conducted in a different Group.
18. If the provision of Paragraph 17 of this Section cannot be complied with, then the Head of Flight Operations may approve in writing that a subsequent renewal conducted in the same Aircraft Group, revalidates the Senior Instructor ratings of all other Groups held.
19. If renewal of a Senior Instructor Rating has not occurred the rating is no longer valid and the holder may not exercise the privileges of the Rating until a renewal is completed.

NOTE: The renewal of a Senior Instructor Rating automatically renews the member's BFR.

SECTION 2.09 SENIOR INSTRUCTOR RATING - GROUP D

REQUIREMENTS FOR ISSUE

20. An applicant for the issue of a Group D Senior Instructor Rating must:
- a. hold a valid Pilot Certificate for Group D aircraft; and
 - (i) hold an Instructor Rating for Group D aircraft; or
 - (ii) meet the aeronautical experience requirements of Paragraph 24 of this Section; and
 - b. have attained the age of 18 years; and
 - c. have a minimum health standard equivalent to the requirements specified in Section 2.16 Subparagraphs 6 & 7 of this manual; and
 - (i) have passed theory examinations set by the Head of Flight Operations that are accepted by the HFO as an RAAus equivalent of the CASA Private Pilot Licence theory examination/s relevant to Group D aircraft; or
 - (ii) have satisfactorily completed an RAAus recognised Principles and Methods of Instruction (PMI) Course; and
 - (iii) have successfully undertaken Human Factors training acceptable to the Head of Flight Operations; and
 - d. have utilised their Instructor rating at an RAAus FTS and satisfied their CFI (or higher approval holder) that they will be capable of carrying out the duties and responsibilities of a Senior Instructor, detailed in Section 1.07; and
 - e. have demonstrated to their CFI the ability to satisfactorily train and correctly assess at least 3 Student Pilots for their first solo flight; and
 - f. Demonstrate to a CFI (or higher approval holder) the ability to give ground and in-flight instruction to persons undertaking training in recreational aircraft in the Aircraft Group for which the rating is sought.

Note: First solo means the first solo of a Student Pilot who has never acted as pilot in command under any other Certificate or Licence.

21. Instructors holding or adding additional aircraft groups to their pilot certificate must demonstrate to a PE (or higher approval holder) the ability to satisfactorily train and correctly assess at least 1 ab-initio Student Pilot for their first solo flight, for Group D aircraft.
22. For the purpose of Subparagraph 20.(f) of this Section, the level of competency required is:
- a. to give ground instruction on any subject or flying sequence listed in the Flight Training Syllabus to a competent standard;
 - b. ability to impart knowledge appropriate to the student;
 - c. demonstrate a competent level of knowledge; and
 - d. demonstrate an ability to construct a lesson brief which includes all required elements.

SECTION 2.09 SENIOR INSTRUCTOR RATING - GROUP D

23. For the purpose of Subparagraph 20 (f) of this Section, the level of in-flight instruction competency in a two place recreational aircraft required is:
- a. with demonstrated experience, give in-flight instruction on any sequence listed in the Flight Training Syllabus;
 - b. to impart knowledge, identify and correct student faults;
 - c. display airmanship;
 - d. synchronise patten with aircraft response to control input; and
 - e. fly the aircraft accurately and safely in each sequence to the relevant standard set out in the RAAus Syllabus of Flight Training.

AERONAUTICAL EXPERIENCE

24. Prior to undertaking a flight test for the issue of a Group D Senior Instructor Rating, an applicant must:
- a. have a minimum of 75 hours aeronautical experience, of which a minimum of 40 hours was logged as in flight instruction in Group D aircraft; or
 - b. have *recognised qualifications* from a recognised organisation other than RAAus, that satisfy the requirements of Section 2.13 Paragraphs 17 and 18 of this manual.

PRIVILEGES

25. A Senior Instructor Rating authorises the holder to utilise the following privileges appropriate to Group D Aircraft and subject to the requirements of Paragraph 26 of this Section:
- a. give ground and in-flight instruction to Student or Converting Pilots; and
 - b. authorise first and subsequent solo flights for Student or Converting Pilots and Pilots undertaking endorsement training, but only after authorisation to do so is given by the CFI; and
 - c. conduct endorsement training, test and make written recommendation to the Head of Flight Operations, using the appropriate RAAus form. The Senior Instructor must hold the endorsement, have acquired 10 hours pilot in command utilising that Endorsement, and hold authorisation to do so by the CFI. The exception is a Low Level Endorsement.
 - d. conduct Biennial Flight Reviews and refresher training for Pilots Certificate holders that are not flight instructors; and
 - e. with the Head of Flight Operations written approval, conduct instructor training in conjunction with an approved Instructor Trainer.

LIMITATIONS

26. The holder of a Group D Senior Instructor Rating:
- a. must not conduct ground or in-flight instruction unless under the *supervision* of a CFI;

SECTION 2.09 SENIOR INSTRUCTOR RATING - GROUP D

- b. must not conduct in-flight instruction unless, during the 12 months preceding the proposed flight, satisfactorily undergone a Flight Review with a CFI or higher approval holder; and
- c. must not conduct in-flight instruction in a Group D aircraft:
 - (i) unless having a minimum of 10 hours pilot in command on a Group D aircraft; and
 - (ii) without having a minimum of 5 hours pilot in command on the aircraft type or utilising any Endorsement required for the proposed flight; and
 - (iii) without a minimum of 1 hour pilot in command the last 90 days, in a similar aircraft type.

PERIOD OF VALIDITY

- 27. Unless cancelled, suspended or varied in accordance with Section 2.14 of this manual a Senior Instructor Rating remains valid for a period of 2 years from the date of issue or renewal.
- 28. Despite Paragraph 27 of this Section the Head of Flight Operations or Assistant Head of Flight Operations may give one extension of no more than 90 days to the validity of a Senior Instructor Rating.

REQUIREMENTS FOR RENEWAL

- 29. An applicant for the renewal of a Senior Instructor Rating must:
 - a. prior to the expiry date of the rating undertake a check flight with a CFI or higher approval holder and successfully demonstrate competence and instructional ability in both ground and in-flight exercises; and
 - b. maintain a minimum health standard in accordance with Section 2.16 - Medical Requirements Subparagraphs 6 and 7; and
 - c. the CFI must forward a renewal application and a copy of current medical certificate to RAAus prior to the expiry date of the certificate.
- 30. When a member holds Senior Instructor Ratings in more than one Aircraft Group the check flight required by Subparagraph 29 (a) of this Section, revalidates the Senior Instructor Ratings of all other Aircraft Groups held.
- 31. When a member holds Senior Instructor ratings in more than one Aircraft Group, each subsequent Senior Instructor renewal must be conducted in a different Group.
- 32. If the provision of Paragraph 31 of this Section cannot be complied with, then the Head of Flight Operations may approve in writing that a subsequent renewal conducted in the same Aircraft Group, revalidates the Senior Instructor ratings of all other Groups held.
- 33. If renewal of a Group D Senior Instructor Rating has not occurred the rating is no longer valid and the holder may not exercise the privileges of the Rating until a renewal is completed.

NOTE: The renewal of a Senior Instructor Rating automatically renews the member's BFR.

SECTION 2.10 CHIEF FLYING INSTRUCTOR/DEPUTY CHIEF FLYING INSTRUCTOR APPROVAL - GROUP A AND B

REQUIREMENTS FOR ISSUE - CFI

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 aircraft, as applicable; and
 - (i) hold a Senior Instructor Rating for Group A or B aircraft, as applicable;
 - (ii) undertake an interview and check flight to meet the requirements of this manual with the Head of Flight Operations or assigned person; 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 aircraft, 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 Head of Flight Operations to be CFI of a specified FTS.
2. The Head of Flight Operations may permit the appointment of a person as CFI who does not meet all the aeronautical experience requirements specified in this Section, with 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 Head of Flight Operations.

AERONAUTICAL EXPERIENCE - CFI

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 aircraft; and
 - 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 - CFI

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 aircraft, as applicable, in accordance with Section 3.01 of this manual;
 - b. authorise solo flights by Student or Converting Pilots or Pilot Certificate holders;

**SECTION 2.10 CHIEF FLYING INSTRUCTOR/DEPUTY CHIEF FLYING INSTRUCTOR APPROVAL -
GROUP A AND B**

- c. complete a flight test and make written recommendation to the Head of Flight Operations, 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; and
- e. conduct ongoing training, checking and standardisation of all instructors operating in association with the FTS or SFTS(s).

LIMITATIONS - CFI

- 7. Based on the qualifications and previous experience provided by a CFI candidate, a Chief Flying Instructor approval may be initially limited by the HFO as Provisional – No Flight Testing, to permit the CFI to comply with all requirements of paragraph 6 of this Section excluding paragraph 6.c until three ab-initio Pilot Certificate holders have been trained and successfully flight tested by an independent CFI or PE approval holder tasked by the HFO. If a flight test limitation is imposed, the HFO will write to the CFI candidate and confirm the removal of the No Flight Testing limitation when the requirement of this paragraph has been complied with; and.

The CFI Approval;

- a. shall lapse anytime the Senior Instructor rating is not valid;
- b. only relates to Group A or B aircraft as applicable and held as a Senior Instructor;
- c. holder shall not conduct instructor training unless they hold an Instructor Training (IT) or Instructor Training (Temporary) IT(T) Approval.

PERIOD OF VALIDITY - CFI

- 8. Unless cancelled, varied or suspended in accordance with Section 2.14 of this manual 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 RAAus audit in accordance with the RAAus Audit Policy and Procedures Manual. The CFI must be in attendance at any physical audit of the FTS and furnish any and all information including documents as requested by the RAAus personnel conducting the audit, relevant to the safety of the operation and audit of the FTS.
- 10. The Head of Flight Operations 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. In order for the temporary CFI candidate to be issued with flight testing approval as provided in paragraph 6(c) of this Section, they must;
 - a. have recommended three (3) ab-initio student pilots to their CFI for a flight test; and
 - b. the candidates must have subsequently passed their RPC flight test as provided in Section 2.07 paragraph 1.g.

SECTION 2.10 CHIEF FLYING INSTRUCTOR/DEPUTY CHIEF FLYING INSTRUCTOR APPROVAL - GROUP A AND B

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

DEPUTY CHIEF FLYING INSTRUCTOR – GROUP A PRIVILEGES - DCFI

11. A Deputy Chief Flying Instructor Approval authorises the holder to:
 - a. Complete a flight test and make written recommendation to the Head of Flight Operations using the appropriate RAAus forms for the issue or renewal of Pilot Certificates or Endorsements for candidates; and
 - b. Conduct flight reviews for Pilot Certificate holders up to and including Senior Instructor ratings, but not those holding Deputy CFI or CFI Approvals, without the written authorisation of the Head of Flight Operations; and
 - c. Conduct ongoing, proficiency and standardisation of all Instructors operating in association with the FTS or SFTS(s).

LIMITATIONS - DCFI

12. The Deputy CFI Approval;
 - a. will lapse anytime the Senior Instructor rating is not valid;
 - b. May be suspended by the Head of Flight Operations in writing;
 - c. Only relates to Group A aircraft as applicable and held as a Senior Instructor; and
 - d. Does not entitle the holder to conduct Instructor training.
13. The Deputy CFI approval holder's standardisation, proficiency and Senior Instructor renewals must be conducted by the CFI or higher approval holder.

AERONAUTICAL AND EXPERIENCE REQUIREMENTS - DCFI

14. Prior to undertaking a ground and in-flight examination by the Head of Flight Operations for issue of a Group A Deputy CFI Approval, the CFI must apply in writing to RAAus providing appropriate reason for the Deputy CFI Approval, a risk assessment and management procedures.
15. Applicants must have the written recommendation of a CFI and be an eligible Senior Instructor as detailed in Section 2.10 of the RAAus Operations Manual or If having a recognised qualification from a recognised organisation other than RAAus, the candidate must satisfy the requirements of Section 2.13 paragraph 13 of the RAAus Operations Manual.
16. In order for the DCFI candidate to be issued with flight testing approval as provided in paragraph 6(c) of this Section, they must;
 - a. have recommended three (3) ab-initio student pilots to their CFI for a flight test; and
 - b. the candidates must have subsequently passed their RPC flight test as provided in Section 2.07 paragraph 1.g.

SECTION 2.10 CHIEF FLYING INSTRUCTOR/DEPUTY CHIEF FLYING INSTRUCTOR APPROVAL - GROUP A AND B

PERIOD OF VALIDITY - DCFI

17. The CFI may nominate up to three (3) Deputy CFI Approval holders for approval by the head of Flight Operations. Justification of the need for one or more DCFIs plus a management strategy to ensure clear understanding of the flight testing and proficiency check requirements must be provided by the CFI at the time of application.
18. Unless cancelled, varied or suspended in accordance with Section 2.14 of this manual a Deputy CFI Approval shall remain valid for a period of 2 years, whilst their Group A Senior Instructor Rating remains current and the holder remains responsible to the CFI of the FTS for which the Deputy CFI Approval was granted.

CHIEF FLYING INSTRUCTOR APPROVAL - GROUP D

REQUIREMENTS FOR ISSUE

19. An applicant for appointment as a Group D Chief Flying Instructor must:
 - a. hold a valid Pilot Certificate for Group D aircraft; and
 - (i) have held a RAAus Instructor and Senior Instructor Rating for Group D aircraft for a combined period of 12 months;
 - (ii) undertake an interview and check flight to meet the requirements of this manual with the Head of Flight Operations or assigned person;
 - 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 aircraft, 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 Head of Flight Operations to be CFI of a specified FTS.
20. The Head of Flight Operations may permit the appointment of a person as CFI who does not meet all the aeronautical experience requirements specified in this Section, with additional conditions placed on the appointment.
21. 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 Head of Flight Operations.

SECTION 2.10 CHIEF FLYING INSTRUCTOR/DEPUTY CHIEF FLYING INSTRUCTOR APPROVAL- GROUP D

AERONAUTICAL EXPERIENCE

22. 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 aircraft; 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
23. 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

24. A Group D Chief Flying Instructor Approval authorises the holder to:
 - a. manage and operate a specified Flight Training School and any associated Satellite Flight Training Facilities (SFTS) relating to Group D aircraft, 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 Head of Flight Operations, 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; and
 - e. conduct ongoing training, checking and standardisation of all instructors operating in association with the FTS or SFTS(s).

LIMITATIONS

25. 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 aircraft held as a Senior Instructor;
 - c. holder shall not conduct instructor training unless they hold an Instructor Training (IT) or Instructor Training (Temporary) IT(T) Approval.

PERIOD OF VALIDITY

26. Unless cancelled, varied or suspended in accordance with Section 2.14 of this manual 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.

SECTION 2.10 CHIEF FLYING INSTRUCTOR/DEPUTY CHIEF FLYING INSTRUCTOR APPROVAL- GROUP D

27. The FTS Approval shall remain in force whilst the provisions of Paragraph 18 are complied with and the facility has had an RAAus audit. The CFI must be in attendance at any physical audit of the FTS and furnish any and all information including documents as requested by the RAAus personnel conducting the audit relevant to the safety of the operation and inspection of the FTS.
28. The Head of Flight Operations 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. In order for the temporary CFI candidate to be issued with flight testing approval as provided in paragraph 7 of this Section, they must;
 - a. have recommended three (3) ab-initio student pilots to their CFI; and
 - b. the candidates must have subsequently passed their RPC flight test as provided in Section 2.07 paragraph 1.g.

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 Aircraft Group(s) in which the approval is sought; and
 - (i) hold a Senior Instructor Rating for the Aircraft 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 Head of Flight Operations to initiate the application process;
 - b. have attained the age of 21 years;
 - c. demonstrate to the Head of Flight Operations the ability to accurately and consistently apply the RAAus competency standards with regard to assessment of ground and in-flight performance of Pilot Certificate, Endorsements, Rating and Approval holders, 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 aircraft; or
 - b. for Group D have a minimum of 250 hours logged as a flight instructor in Group D aircraft; 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 Head of Flight Operations 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 Aircraft 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 Aircraft Group in which their Approval is held.

SECTION 2.11 PILOT EXAMINER APPROVAL

LIMITATIONS

5. A Pilot Examiner must not conduct Instructor training unless they hold an Instructor Training Approval (IT).

PERIOD OF VALIDITY

6. Unless cancelled, varied or suspended in accordance with Section 2.14 of this manual 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 Head of Flight Operations, 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 Head of Flight Operations or Assistant Head of Flight Operations 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 approved by the Head of Flight Operations to be equivalent to Australian Private Pilot Aeroplane Licence Theory Examinations; or
 - c. have passed examinations approved by the Head of Flight Operations, or recognised from another organisation, for Group B, C, D or F aircraft equivalent to the Private Pilot level; or
 - d. have qualifications that are equivalent to or higher than the qualifications specified above; and
 - e. submit written justification for appointment, including a CFI recommendation to the Head of Flight Operations.

APPOINTMENT

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

PERIOD OF VALIDITY

5. The Head of Flight Operations 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. all dual and pilot in command hours gained in a three axis powered *aeroplane*.
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 aircraft 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 Head of Flight Operations may disallow overseas qualifications.
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 aircraft 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 aircraft other than a recreational aircraft 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 aircraft 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

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

- (5) pass a flight test as stated in Paragraph 6 of this Section.
- d. prior to gaining associated Endorsements, Ratings and Approvals for each aircraft group, consideration must be given to the minimum recency and experience requirements referred to in Section 2.07 of this manual.

NOTE: SAFA converting applicants must also comply with the requirements of any RAAus/SAFA 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) (5) of this Section, and in the opinion 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 aircraft, instructors of all levels must ensure the candidate meets the competency requirement of the RAAus Syllabus of Flight Training, particularly in relation to the following:
 - 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 aircraft;
 - c. high drag factors involved with some recreational aircraft;
 - d. in some low performance recreational aircraft, 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 aircraft.

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

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:
- a. holding a minimum of 100 hours as pilot-in-command of Group A recreational aircraft; 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 aircraft of the same Group. This *recognised flight time* may include time in aircraft which can be registered with RAAus; 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 aircraft 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 aircraft which can be RAAus registered; and

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

- e. Upon request from the Head of Flight Operations, 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 other than the aeronautical experience requirements, 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:
 - a. be a financial member of RAAus; and
 - b. hold a valid RAAus Pilot Certificate or Instructor Rating

NOTE: For holders of a *recognised qualification*, who meet the requirements of this manual 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:
 - a. holding a minimum of 150 hours as pilot-in-command of Group A or B recreational aircraft of which a minimum of 75 hours was logged as a flight instructor in recreational aircraft; or
 - b. holding a *recognised qualification* as a Group A or B flight instructor including;
 - (i) 200 hours of total aeronautical experience; including
 - (ii) 50 hours in-flight ab-initio instructing experience in a Group A or B aircraft; and
 - (iii) 25 hours in-flight ab-initio instructing experience in RAAus registered aircraft. This *recognised flight time* may include time in aircraft which can be registered with RAAus; or
 - c. by holding a *recognised qualification* as a Group A or B Chief Flying Instructor including;
 - (i) over 300 hours in-flight ab-initio instructing experience; and
 - (ii) over 75 hours pilot in command of any aircraft; and
 - (iii) 10 hours in-flight ab-initio instructing experience in RAAus registered aircraft. This may include recognised flight time in aircraft which can be registered with RAAus; and

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

- d. Upon request from the Head of Flight Operations, 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 other than the aeronautical experience requirements, 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; or
 - 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*, 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 aircraft 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;
 - (i) a minimum of 300 hours in-flight experience as a flight instructor; including
 - (ii) 50 hours of in-flight instructional duties in recreational aircraft. This may include *recognised flight time* in aircraft which can 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 aircraft which can be registered with RAAus; and
 - d. meet the requirements of Section 2.10 other than the aeronautical experience requirements, prior to undertaking an interview and flight review with the Head of Flight Operations or assigned person.

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

14. Notwithstanding the requirements outlined in Paragraph 9, 11 or 13, the Head of Flight Operations may approve variations for any of the above Ratings or Approvals on presentation of appropriate evidence. The Rating or Approval may be limited by written directive, to a specific type or types of recreational aircraft that may be operated and/or other operational limitations.

GROUP A OR B PILOT EXAMINER APPROVAL

15. 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

AERONAUTICAL EXPERIENCE

16. 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 aircraft 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 aircraft; 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 aircraft; and
 - d. meet the requirements of Section 2.11, other than the aeronautical experience requirements, prior to undertaking an interview and flight review with the Head of Flight Operations or assigned person.

SECTION 2.13 RECOGNISED FLIGHT TIME AND/OR QUALIFICATIONS FROM ORGANISATIONS OTHER THAN RAAus - GROUP D REQUIREMENTS

GROUP D INSTRUCTOR RATING

17. 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) Cross Country;
 - (iv) Human Factors.

SECTION 2.13 RECOGNISED FLIGHT TIME AND/OR QUALIFICATIONS FROM ORGANISATIONS OTHER THAN RAAus – GROUP D REQUIREMENTS

AERONAUTICAL EXPERIENCE

18. 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 40 hours as pilot-in-command of a Group D recreational aircraft; or
 - b. holding a minimum of;
 - (i) 50 hours of pilot in command in any aircraft; including
 - (ii) 25 hours pilot in command of a Group D aircraft; 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 aircraft; and
 - (ii) over 100 hours total aeronautical experience; including
 - (iii) 10 hours pilot in command of a Group D aircraft; and
 - d. upon request from the Head of Flight Operations, 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 other than the aeronautical experience requirements, prior to being recommended for a flight test.

GROUP D SENIOR INSTRUCTOR RATING

19. 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*, the attainment of an Instructor Rating and Senior Instructor Rating may be achieved concurrently.

AERONAUTICAL EXPERIENCE

20. 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:

SECTION 2.13 RECOGNISED FLIGHT TIME AND/OR QUALIFICATIONS FROM ORGANISATIONS OTHER THAN RAAus – GROUP D REQUIREMENTS

- a. holding a minimum of 75 hours total aeronautical experience of a recreational aircraft; including
 - (i) a minimum of 40 hours logged as a flight instructor in Group D recreational aircraft, 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 aircraft; 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 Head of Flight Operations, 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 other than the aeronautical experience requirements, prior to being recommended for a flight test.

GROUP D CHIEF FLYING INSTRUCTOR APPROVAL

- 21. 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;

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

AERONAUTICAL EXPERIENCE

- 22. 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 aircraft, 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 aircraft;

SECTION 2.13 RECOGNISED FLIGHT TIME AND/OR QUALIFICATIONS FROM ORGANISATIONS OTHER THAN RAAus – GROUP D REQUIREMENTS

- (i) have a minimum of 100 hours in-flight experience as a flight instructor in any recreational aircraft; of which
 - (ii) a minimum of 75 hours must be in-flight instructional duties in Group D recreational aircraft; 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 aircraft; 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 other than the aeronautical experience requirements, prior to undertaking an interview and flight review with the Head of Flight Operations or assigned person.
- 23. Notwithstanding the requirements outlined in Paragraph 18, 20 or 22, the Head of Flight Operations may approve variations for any of the above Ratings or Approvals on presentation of appropriate evidence . The Rating or Approval may be limited by written directive, to a specific type or types of recreational aircraft that may be operated and/or other operational limitations.

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 aircraft; 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 aircraft; 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 aircraft; and
 - d. have held CFI Approval for a period of at least 24 months; and
 - e. meet the requirements of Section 2.11 other than the aeronautical experience requirements, prior to undertaking an interview and flight review with the Head of Flight Operations or assigned person.
- 26. Notwithstanding the requirements outlined in Subparagraph 23 (b) or Paragraph 24, the Head of Flight Operations may approve variations for any of the above Approval on presentation of appropriate evidence. The Rating or Approval may be limited by written directive, to a specific type or types of recreational aircraft that may be operated and/or other operational limitations.

SECTION 2.14 COMPLIANCE ENFORCEMENT PROCEDURES

ALLEGED CONTRAVENTIONS

1. For the purposes of this Section an alleged contravention is an aviation related action that constitutes, contributes to, or results in a breach of:
 - a. relevant legislation; or
 - b. the requirements of the RAAus Constitution, Members Charter, manuals or directive; or
 - c. by 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 with reasonable cause to determine there is a potential threat to safety, the HFO may immediately suspend or vary a Pilot Certificate. Immediately following a suspension or variation and in accordance with the RAAus Occurrence and Complaints Handling Manual a Complaints Officer will implement the RAAus Occurrence and Complaints Handling Manual processes to investigate further.
3. In accordance with CASR 149.425 RAAus is required to inform CASA of such breaches and failure to adhere to a direction in accordance with paragraph 2 of this Section may be a breach of Section 20AB of the Civil Aviation Act.

APPEALS

4. A member may appeal a decision through the Appeals Process outlined in the RAAus Occurrence and Complaints Handling Manual.

REPORTING OF ALLEGED CONTRAVENTION OF LEGISLATION

5. Any member of RAAus who becomes aware of activities described in Paragraph 1 of this Section and as required by the Transport Safety and Investigation (TSI) Act must report the matter via the RAAus confidential online reporting system (Occurrence Management System). All reports will be managed as outlined in the RAAus Occurrence and Complaints Handling Manual.

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 Schools (FTS) which are approved for the purpose by the Head of Flight Operations.

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 Aircraft 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 Head of Flight Operations, 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 Head of Flight Operations. Upon successful assessment of three candidates (not including converting applicants), written application to the Head of Flight Operations 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 Aircraft Group in which the training will be conducted; and
 - (ii) have completed a formal flying instructor course for the Aircraft Group in which the training will be conducted; and
 - (iii) be approved by the Head of Flight Operations 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 Aircraft Group in which the training will be conducted; and
 - (ii) may be assisted by a person who has been issued with Theory Instructor qualification subject to the written approval of the Head of Flight Operations.

SECTION 2.15 INSTRUCTOR TRAINER APPROVAL AND REQUIREMENTS OF INSTRUCTOR RATING COURSES

- b. Ground instructors delivering training for other aeronautical subjects must:
- (i) hold at least a Senior Instructor Rating for the Aircraft Group in which the training will be conducted; or
 - (ii) hold a relevant Theory Instructor qualification as specified in Section 2.12 of this manual; or
 - (iii) hold *recognised qualifications* which are approved in writing by the Head of Flight Operations.

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 RAAus training material including the RAAus Flight Instructor Reference Manual.
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 Head of Flight Operations 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 Head of Flight Operations will be required.

DUTIES OF THE INSTRUCTOR TRAINER

10. The IT is responsible to the Head of Flight Operations 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;

SECTION 2.15 INSTRUCTOR TRAINER APPROVAL AND REQUIREMENTS OF INSTRUCTOR RATING COURSES

- 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 RAAus training material including the RAAus Flight Instructor Reference Manual; 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 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.
- 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) aircraft 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

SECTION 2.15 INSTRUCTOR TRAINER APPROVAL AND REQUIREMENTS OF INSTRUCTOR RATING COURSES

- c. Training records shall be retained for at least 5 years after the completion of the course. The Head of Flight Operations may request copies of pilot logbook and/or training records in order to conduct a desk-top audit.

PILOT LOGBOOKS

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. Aircraft 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. a model aircraft with adjustable control surfaces;
 - b. appropriate WAC and local charts;
 - c. whiteboard or similar;
 - d. an overhead or multimedia projector is recommended - particularly for mass briefings; or
 - e. butcher's paper and markers; and
 - f. appropriate briefing environment in terms of size, with chairs, tables or desks, adequate lighting and temperature control.
18. *Power point 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:
 - a. Appropriate CAOs, CARs, CASRs, AIP and relevant legislation as amended from time to time, ERSA, local maps and aeronautical charts;
 - b. Flying Training Manuals as recommended by RAAus from time to time;

**SECTION 2.15 INSTRUCTOR TRAINER APPROVAL AND REQUIREMENTS OF
INSTRUCTOR RATING COURSES**

- c. The RAAus Flight Instructor Reference Manual (FIRM), CASA Flight Instructor's Manual or equivalent, as recommended by the RAAus from time to time;
- d. The Flight Manual for the aircraft; and
- e. Each trainee should provide his or her copy of the RAAus Operations Manual; and
- f. 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 aircraft*.

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 the 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

SECTION 2.16 MEDICAL REQUIREMENTS

- (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 which 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 valid CASA Class 2 or higher Medical Certificate; or
 - b. forward a current 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 paragraph 6 of this Section; and
 - b. forward a copy of the Medical Certificate or RAAus Medical Questionnaire and Examination Form to RAAus.
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.

SECTION 2.16 MEDICAL REQUIREMENTS

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 SCHOOLS

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 Head of Flight Operations or Assistant Head of Flight Operations.
3. A CFI approval must be issued by the Head of Flight Operations 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 Head of Flight Operations, 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 Head of Flight Operations. That inspection will include 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 aircraft with moveable control surfaces (weight shift and PPC aircraft may be used in the absence of models).

SECTION 3.01 ESTABLISHMENT OF FLIGHT TRAINING SCHOOLS

- c. At least one two-seat aircraft which complies with CAO 95.32 or 95.55 and other relevant legislation and:
- (i) each aircraft shall hold current registration and means of ascertaining valid airworthiness;
 - (ii) the aircraft flight log must be up to date and available for the inspection of the pilot before each flight;
 - (iii) the aircraft 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 aircraft logbook(s) and training aircraft 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) RAAus Flight Instructor Reference Manual (FIRM), 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 aircraft 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) An Aviation Safety Management System (ASMS) that is actively and regularly revised;

SECTION 3.01 ESTABLISHMENT OF FLIGHT TRAINING SCHOOLS

- (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, 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 aircraft to be used for training, taking into account:
 - a. the requirements to safely conduct flight training; and
 - b. the performance of the aircraft.
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 aircraft type can be safely 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.

SECTION 3.01 ESTABLISHMENT OF FLIGHT TRAINING SCHOOLS

10. Prior to operating a Temporary SFTS, written notification (email fine) must be sent to the Head of Flight Operations 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 Head of Flight Operations.
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 Head of Flight Operations or Assistant Head of Flight Operations 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 proportionately to the activity level of the SFTS.
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 aircraft owner/s to fly their own aircraft 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.

AUDITS of FTSs

16. RAAus audits of an FTS, SFTS and the CFI shall be conducted in accordance with the RAAus Audit Policy and Procedures Manual
17. The CFI shall be in attendance and shall provide any and all documentation for inspection as operationally required and requested by the RAAus personnel conducting the audit 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.

SECTION 3.01 ESTABLISHMENT OF FLIGHT TRAINING SCHOOLS

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 aircraft are advised that there are risks involved. These risks cannot be specifically quantified however; recreational aircraft used for pilot training are constructed, operated and maintained under exemptions from the regulations.

These exemptions are from the regulations that apply to CASA registered aircraft. 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 aircraft. Specifically, the smaller differences between stall speed and the climb, cruise and gliding speeds for some aircraft and the relatively low inertia of recreational aircraft.
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 aircraft 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 Head of Flight Operations 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 will 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 Flight Operations Manual;
 - b. CAR, CASR, CAO, CAAP, AIP, Visual Flight Rules Guide;
 - c. The RAAus website - www.raaus.com.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 Flight Operations Manual;
 - b. CAR, CASR, CAO, CAAP, AIP, Visual Flight Rules Guide;

SECTION 3.03 FLIGHT TESTS AND EXAMINATIONS

- 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 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 (or higher approval holder when assigned by the HFO). The Student or Converting Pilot will satisfactorily demonstrate to the CFI their competence to control the aircraft 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 Head of Flight Operations, 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 Flight Instructor Reference Manual and Syllabus of Flight Training.

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

SECTION 3.03 FLIGHT TESTS AND EXAMINATIONS

RETESTING OF PILOT CERTIFICATE HOLDERS

13. Where the actions of a member casts doubt on the validity of their Pilot Certificate, Endorsement, Rating or Approval, an RAAus examiner may be nominated by the Head of Flight Operations 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 - GENERAL

1. General Competency Rule for Pilots

The general competency rule is a cornerstone of safe operations. Before commencing a flight, pilots must self-assess their capability to conduct the operations safely. This is the equivalent of the medical 'fitness to fly' assessment, but relates to both the airworthiness and flight operations aspects of flying. Pilots need to be sure they are fit to fly in all respects.

A pilot certificate holder must operate in accordance with the requirements of this Flight Operations Manual and other applicable requirements. The General Competency Rule affirms that pilots can only fly a proposed aircraft group, utilising relevant endorsements, if they are competent to do so.

2. Pilots of RAAus aircraft operating from aerodromes or private airstrip locations are required to comply with all relevant legislation and local regulations, including gaining permission to operate, if required.
3. Flying is to be conducted only in VMC and during daylight hours.
4. All RAAus aircraft operating from the aerodrome are to be registered.
5. Pilots of RAAus aircraft must consider all safety related directions and instructions given by the holder of an RAAus Instructor Rating or higher Approval in regard to conduct of safe operations.
6. 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.
7. RAAus aircraft 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 the relevant legislation provided in the Aviation Transport Security Regulations 2005 regarding unattended aircraft.

8. When ground testing aircraft engines, wheels must be adequately chocked and the aircraft tied down, as required. RAAus aircraft must not be operated by persons who are not appropriately qualified
9. RAAus aircraft 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 unless the aircraft POH provides a procedure to do so.
10. RAAus aircraft must be assembled and inspected well clear of runways, taxiways and/or any other areas where aircraft are being moved under their own power.

SECTION 4.01 RAAus OPERATIONS - GENERAL

11. Private vehicles and trailers must be parked well clear of areas where aircraft are assembled as soon as the aircraft and associated equipment has been unloaded.
12. Pilots must **NOT** consume any alcohol, drugs or other intoxicating substances within **EIGHT (8)** hours immediately prior to flying a recreational aircraft. 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 0.02%).
13. RAAus pilots must not fly whilst their performance is adversely affected by fatigue.
14. **NO SMOKING** or **NAKED FLAMES** are permitted within 15 metres (50FT) of any aircraft or aircraft refuelling point(s). Pilots are to refer to relevant legislation for these requirements.
15. Adequate firefighting equipment should be on hand during all refuelling operations.
16. All vehicles will be kept clear of aircraft, particularly those aircraft being refuelled or moving under their own power.
17. 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.
18. 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 AIRCRAFT 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 aircraft call signs shall consist of the aircraft type, i.e. Sapphire, Thruster, Jabiru, Gazelle, etc. followed by the last four numerals of the aircraft'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."

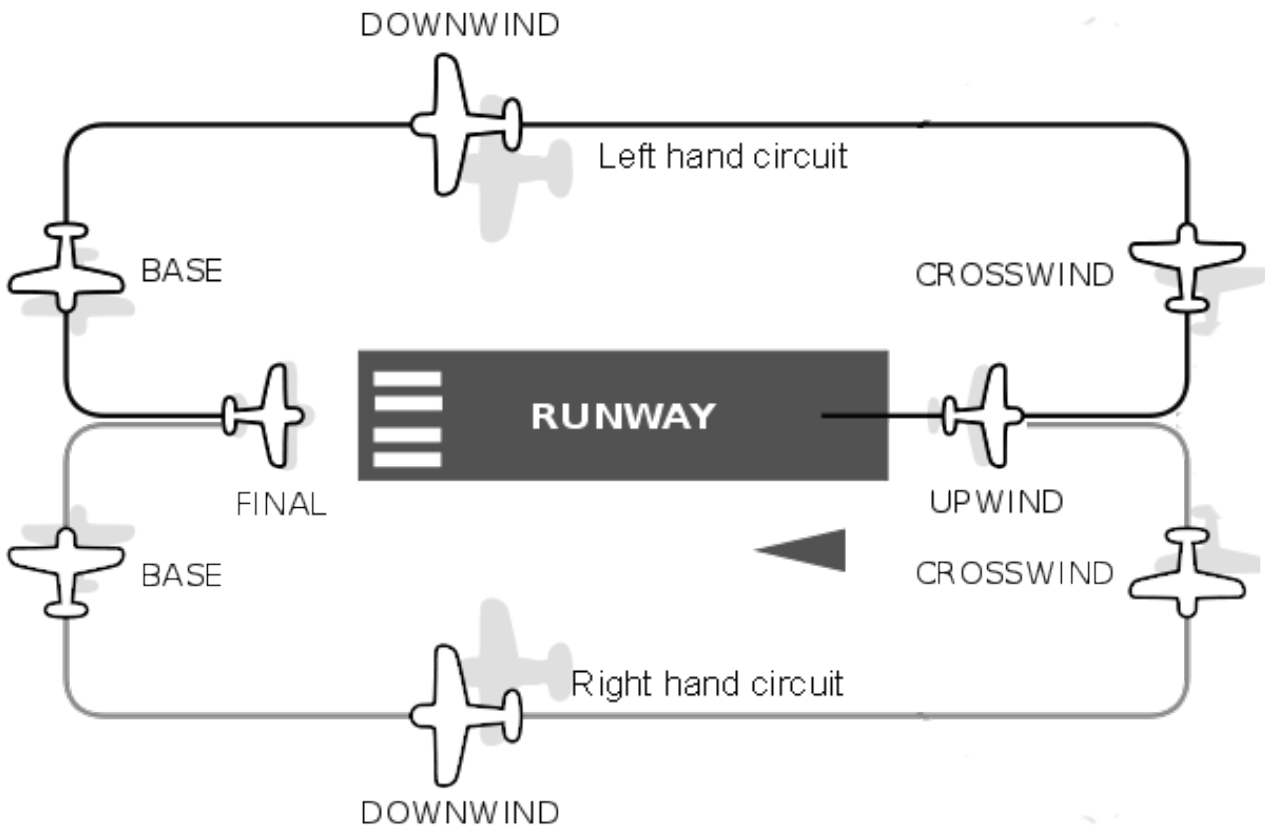
Tecnam 1346 = "Tecnam, thirteen forty-six."

Weightshift Microlight 1215 = "Microlight, twelve-fifteen."

Aerochute 1001 = "Aerochute ten zero one."

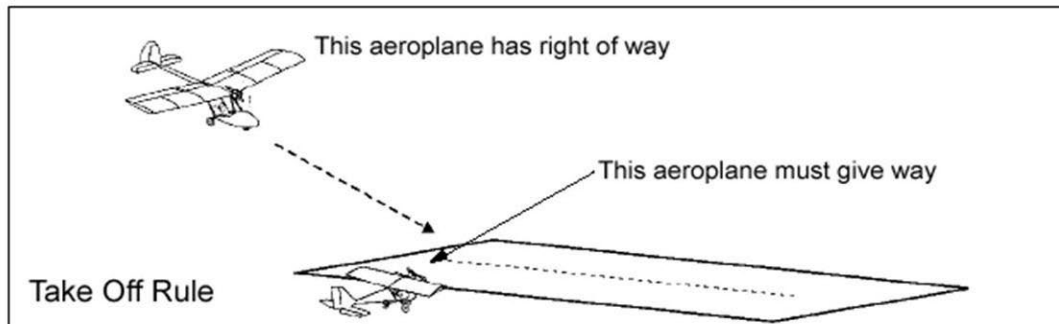
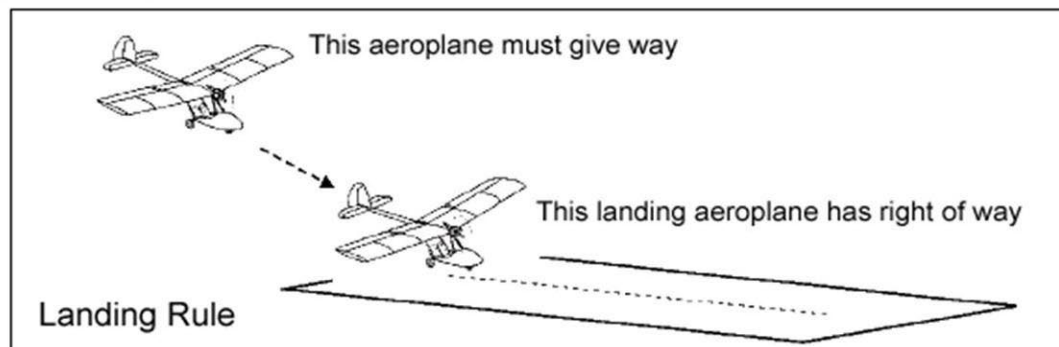
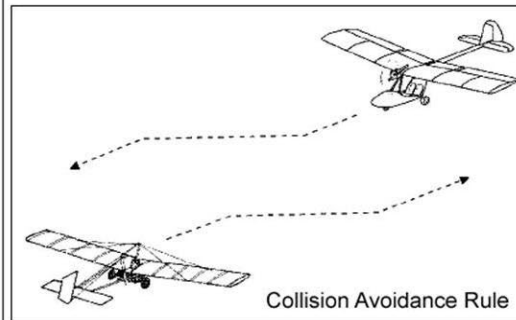
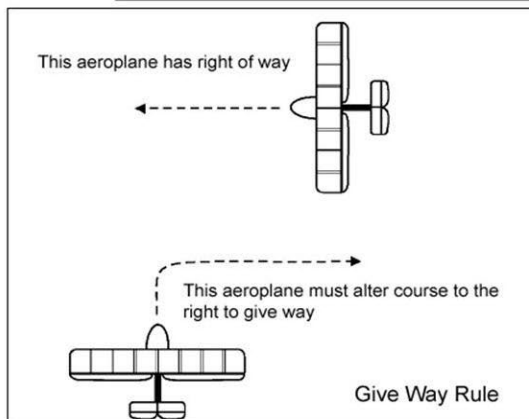
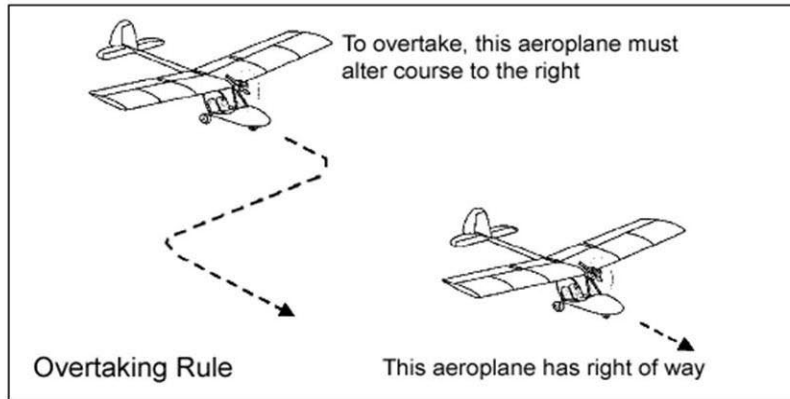
The registration prefix numerals of recreational aircraft (which are not included in the call sign) are provided in the RAAus Technical Manual.

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. Aircraft 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

TURNS



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 SIDEWAYS
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 aircraft group. Each CAO outlines operational guidelines and limitations for recreational pilots and aircraft. 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 FIAs, CTAFs, 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, CTAFs, areas of activity including parachuting, gliding and sport aviation and includes waypoints used by VFR aircraft 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 aircraft 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.

SECTION 4.06 AIRSPACE AND NAVIGATION

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).



SECTION 4.06 AIRSPACE AND NAVIGATION

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 aircraft 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 aircraft (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 aircraft 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, or promulgated by NOTAM 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 aircraft;
- 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 personnel 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 aircraft 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. Responsible persons such as pilots, operators, aircraft owners and hirers are each required to report IRM and RRM (as defined below) to RAAus using the RAAus online Occurrence Management System (OMS) <https://oms.raa.asn.au/lodge/>.

Completion of a report via the RAAus OMS will also satisfy the responsible persons reporting requirements under the TSI Act (2003). RAAus will forward a copy of incident and accidents reports to the Australian Transport Safety Bureau.

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 MANUAL