

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.