

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.