

## **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.