

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;

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- 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.

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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.

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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.