

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).

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- 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;

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- (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.

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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.

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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.