



Operations Manual – Volume 4A (OM4A)

Flying Training School Operations

Edition 3, Revision 0, 15SEP18

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Amendment Record

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List of Effective Pages

List of Effective Pages Chapter Number	Edition Number / Revision Number and Date	Page(s)
Volume 4A (OM4A)		
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3	Ed 3/Rev 0 / 15SEP18	3-1 to 3-16
4	Ed 3/Rev 0 / 15SEP18	4-1 to 4-6
5	Ed 3/Rev 0 / 15SEP18	5-1 to 5-14
6	Ed 3/Rev 0 / 15SEP18	6-1 to 6-2
7	Ed 3/Rev 0 / 15SEP18	7-1 to 7-2

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Document Change Request Form

Refer to Operations Manual, Volume 1 (OM1).

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Distribution List

Copy Number (or 'E' for Electronic)	Edition/ Revision No	Revision Date	Issued To	Date of Issue
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E	Ed 2/Rev 2	30APR18	(Refer FSM)	30APR18
E	Ed 3/Rev 0	15SEP18	(Refer FSM)	15SEP18

NOTE:

In the above table, the 'E' indicates electronic distribution via Sharepoint or FSM. As new personnel may be issued access to the electronic copy during Induction, a list will be maintained in FSM as to who has access to the electronic copy. Paper copies, if issued, will be listed above along with a 'Copy Number' preceded by the letter 'P' (for 'Paper') and a number, followed by the name of the custodian.

To facilitate changes to the distribution of electronic copies and paper copies following issue of access or paper version, reference should be made to FSM and/or an OSO may be issued to list the new holder(s).

The Distribution and availability as well as other version control information is provided in each Volume and/or BPM including the Exposition as per CASR Part 142.350.

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Abbreviations and Acronyms

Refer to Operations Manual, Volume 1 (OM1).

Definitions – Crew

Refer to Operations Manual, Volume 1 (OM1).

Definitions – General

Refer to Operations Manual, Volume 1 (OM1).

Definitions – Aircraft Performance

Refer to Operations Manual, Volume 1 (OM1).

Definitions – Airspeed Terminology

Refer to Operations Manual, Volume 1 (OM1).

Definitions – Meteorological Terminology

Refer to Operations Manual, Volume 1 (OM1).

Definitions – Weight and Balance Terminology

Refer to Operations Manual, Volume 1 (OM1).

Conversion Table

Refer to Operations Manual, Volume 1 (OM1).

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Group Chief Executive Statement

Refer to Operations Manual, Volume 1 (OM1) of this Exposition.

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0 Preliminary

0.1 Volume Title

This Volume is a component of the Company Operations Manual and is known as Operations Manual, Volume 4A (OM4A) –Flying Training School Operations. This Volume along with other components of the Operations Manual (OM) identified below, including the Base Procedures Manual(s) constitute the Company CASR Part 141 and Part 142 Exposition.

Due to the content of Chapter 0 across all OM Volumes being identical, reference should be made to OM1 as only the Chapter 0 content that is specific to OM4A will be displayed in this Chapter.

0.1.1 Key Personnel Familiarisation Training

Refer to Operations Manual, Volume 1 (OM1), Chapter 0 and OM4A (this Volume), 3.4.

0.2 Training Specific Appointments

Personnel are appointed to key positions required within the various extant and projected Training Organisation.

The Training Structure consists of various persons within the Instructor Team who are nominated for development from time to time whilst working toward a Grade 1 Instructor Rating.

As such, certain person(s) will be delegated responsibilities by the HOO from time to time to ensure the maintenance of the Company Approval(s) in respect of Flight Training Operations. However, the Accountability for the conformance of the Company with the Regulations and any related requirements laid down by CASA remains with the HOO.

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0.3 Cautions and Notes

This page has been included to provide information about the use of cautions and notes. These symbols or 'icons' may be utilised if/when necessary throughout OM1, OM2, OM3, OM4, OM4A and OM5 and associated documents such as BPMs and the Forms Manual.

CAUTION

A caution immediately precedes an operating procedure or maintenance practice which, if not correctly followed, could result in damage to or destruction of equipment or corruption of data.

NOTE

A note immediately precedes or follows an operating procedure, maintenance practice or condition that requires highlighting.

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1 Structure and Administration

1.1 Administration

This Chapter deals with the Structure and Administration of the Flight Training School.

A full list of the Duties and Responsibilities and Organisational Structure are outlined in Chapters 1 and 2 of Operations Manual – Volume 1 (OM1). This covers all positions within the Company relevant to all Volumes.

1.1.1 Training Team Philosophy

The Company Training Management Structure, headed by the HOO and supplemented by the SBP who is the CASR Part 141 and Part 142 Senior Instructor, operates Teams of Instructional Personnel which comprise a Flight Training Manager, IFR Advisor and a Certificate IV (Training and Assessment) Qualified VET Advisor. The Teams incorporate a combination of appropriately skilled and experienced Grade 1, Grade 2 and Grade 3 Instructors, able to deliver Flight Training independently.

Grade 3 Instructors have a Primary Mentor within his/her team.

The Company's view in employing the Team philosophy is a scaled approach considering a unit's capacity and capability in delivering Training.

As all instructors report to the HOO and the SBP, Team Members are encouraged to communicate via their respective Flight Training Manager(s) where possible. The Teams are expected/encouraged, whilst adhering to the Operations Manual, to resolve and apply decision making processes in training related matters and identify opportunities for Continuous Improvement at the appropriate level. This does not imply that Supervision ceases at this level and the HOO will remain involved in this process.

This system provides a number of benefits to the Training Organisation including:

- Formalised structure applying to communications protocols;
- Increased opportunities for mentoring;
- Fostering of followership, leadership and accountability opportunities;
- Allows personnel to exercise their responsibilities fully;
- Enhances interaction;
- Provides the opportunity for efficient problem resolution; and
- Encourages a Team approach.

Additionally, the Structure provides an organised approach in managing the Company's workload and ratio of workload across available resources.

For an Organisational Chart outlining the APTA structure, refer to Operations Manual, Volume 1 (OM1), Chapter 0.

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Any local variations that substantially depart from the above will be identified in the applicable Base Procedures Manual (BPM) for the Base Location. Generally, these will be listed in Chapter 0 of the applicable BPM as they relate to Administration of the Base.

NOTE:

At certain locations, some Training functions may be combined, for example, due to size and scope of operations, at some locations the SBP and FTM duties and responsibilities may be performed by one (1) appointee only. Refer to FSM for the personnel and positions in operation at each Base.

1.1.2 Privileges and Recent Experience Requirements for Instructors

CASR Part 61 (Subpart 61.T) details the privileges and recency requirements for Flight Instructors (Grades 1, 2 and 3) and the process by which a person may attain Flight Instructor status.

Consistent with Part 61, the following information provides the standards required of Company Flight Instructors. At all times the requirements for Company Flight Instructors shall not be less than that specified in the relevant regulatory requirements.

The Head of Operations shall ensure that the requirements are adhered to at all times and that the requirements for Flight Instructors are adhered to and that the communications and organisational processes outlined in this Operations Manual are adequate to achieve the minimum requirements. Individual Flight Instructors also possess a responsibility to remain qualified and to advise the Company if/when there is a possibility that their currency and qualifications are not current for any reason or in danger of becoming non-compliant so that the Company can make provision to correct this potential situation.

Privileges, Obligations and Limitations

The privileges, obligations and limitations applicable to Flight Instructors are specified in CASR Part 61.T.

This Part specifically outlines the circumstances, limitations and pre-requisites for exercise of a Flight Instructor Rating.

The Company employs Flight Instructors holding Grade 1, Grade 2 and Grade 3.

The Company will ensure that individual Flight Instructors are assigned instructional duties based on their Grading and other endorsements and qualifications within the regulatory privileges set out in the relevant areas of Part 61.T.

To achieve this, the Head of Operations or his/her delegate shall ensure that a system is maintained that records qualifications and currency of Flight Instructors and specifies the requirements applicable to the conduct

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of each training activity via the Lesson Plan and Instructor pre-requisites via the Flight School Manager (FSM) database.

The Head of Operations may delegate the maintenance of the FSM and the above information currency to another officer however, the Head of Operations shall remain responsible for the information and its validity.

Recency Requirements

Individual Flight Instructors are at all times deemed to be the PIC of a dual flight.

In view of this requirement, the recency requirements applicable to Flight Instructors are the same as those set out for PICs in this Operations Manual.

Whilst the individual Lesson information contained in FSM will specify the requirements of the Flight Instructor for each training event or exercise, the overriding requirement is that the Flight Instructor must hold the required qualification and currency applicable to the type of operation that is to be undertaken.

1.1.3 Command Responsibilities of Instructors

The responsibilities of the Pilot In Command (PIC) are based on the requirements of CAR 224, CAR 233 and CAR 239 and are laid out in Chapter 0 of Volume 1 (OM1) of this Operations Manual.

1.1.4 Student Requirements

Student minimum requirements are specified for component of the training program per medium of the Lesson Plan/instructions contained with the FSM.

This will include, at particular intervals, the requirement for medical, English language assessment and other pre-requisites on a lesson-by-lesson basis.

The FSM database is constructed on the basis of the current regulatory framework to ensure consistency with the requirements of CASR Part 141 and Part 142 activities.

1.1.5 Credits for Past Training

Where students have completed sequences at another flying school (previous to APTA), concessions may be granted against these sequences.

However, the student will be required to demonstrate his or her competence in these sequences prior to Solo flight with the Company.

In determining whether past training satisfies the syllabus, the HOO shall attach a written determination to the Student's progress records.

In a case where training is to continue under an approved course, the HOO of the previous school must submit a letter that prior training was conducted in accordance with an approved course.

Detailed information regarding this scenario follows.

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NOTE:

In the below 'FTO' means 'Flight Training Organisation'.

Recognition of Prior Learning**Part 141 students transferring from another Part 141 FTO**

If a student wishes to transfer from another Part 141 FTO, the HOO or Part 141 Senior Instructor will first conduct a flight assessment covering all elements where they have already been recognised as competent as per the Student's existing records.

The HOO or Part 141 Senior Instructor will prepare a training plan based on this assessment flight before the student receives training from APTA.

Part 142 students transferring from another Part 142 FTO

Students who are transferring to APTA from another Part 142 FTO, where they have previously been enrolled in an Approved Part 142 Integrated CPL (A) training course, may continue to receive integrated Part 142 integrated flight training after an assessment by the HOO or Part 142 Senior Instructor. This assessment will be conducted on a case by case basis and may be influenced by any of the following:

- Flight Assessment.
- Record Assessment.
- Gap Analysis.
- Time interval from the cessation of previous training.

The assessment may be conducted by using an appropriate formative assessment from APTA's training record to integrate the Student into the training program at the appropriate stage.

Transfer of Student Flight Training Records

If another Part 141 or Part 142 operator requests a copy of a Student's flight training records, it must be supplied in accordance with 1.1.7 (below) and utilizing the Checklist contained in Form 4A-026.

1.1.6 Student Records and Progress Reporting

The following student details shall be kept on file within the FSM system:

- Full name, address and contact telephone numbers;
- Full name, address, contact telephone number and relationship of next of kin;
- ASIC (if held);
- ARN together with all licences, ratings and endorsements held;
- Medical certificate details; and
- Previous flying records and progress reports if available.

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Student flight training records or logbooks shall contain the following:

- Progress reports and assessment notes;
- Remedial action where necessary;
- Flight/synthetic trainer times — Dual and Solo;
- Instrument time;
- Progressive flight times;
- Results of any examination or test;
- A summary on completion of training;
- Recommendation for flight test;
- Flight test result and remedial training if necessary; and
- A note of any licence application or endorsements forwarded to the CASA.

Flight Instructors are responsible for entering their comments and assessments of a Pilot's standard as soon as practical after the termination of each training flight, but not later than twenty-one (21) days after the completion of the activity, as stipulated in CASR Part 141.275 and Part 142.355.

Individual Flight Instructors will also be responsible for supervising, checking and recording their students ground training progress for purposes of ensuring that Students' theoretical studies do not lag behind their flying progress.

Flight Instructors will not be held responsible for the maintenance of flight records, except as above, but will ensure that the details, as entered therein, represent a true record of their individual Student's progress.

Student Records

Student records shall be retained for a minimum period after qualification for a Pilot Licence, rating, endorsement or any approval.

Student records or copies of records shall not be given to the student without the permission of the Head of Operations. If a student requests access to review their records, this will be permitted provided the records are not removed from APTA (also refer to OM1, Chapter 2).

Students have access to FSM in order to provide required Student sign off for activities they have completed and in fact should utilize that access to view their own records at any time and review their progress.

1.1.7 Retention and Transfer of Student Records

The School shall transfer a copy of a Student's progress records to a nominated flying school in the event of a student wishing to continue his/her flying training elsewhere. The Student must provide the name and address of the nominated flying training organisation and meet any reasonable reproduction and delivery costs.

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The school must record and retain details of each flight test, flight review or logbook certification carried out or made pursuant to the Civil Aviation Act or Regulations (including instruments made under that Act) for a period of seven (7) years.

Requests must be in Writing

Any request to APTA for Training Records must be in writing and the relevant records must be provided to the requesting School within seven (7) days of the request being made. APTA must ensure that the Student has agreed to the release of the said records by verifying that the requesting School holds approval in writing from the Student for APTA to release the records.

In releasing records, the following must apply:

- The outbound record transfer request should be in writing as stated above.
- The HOO is responsible for the record to be dispatched within seven (7) days however; the task may be delegated to the SBP.
- The record(s) provided should include a summary of hours & completed courses & qualifications and HOO's confirmation signature.

CASR Part 141.280 and Part 142.360 refer and a checklist is contained in Form 4A-026.

1.1.8 Student and Instructor Logbooks

As far as practicable, Students logbooks will be retained within the training records located in the records room (note that APTA may store some or all of the 'training records' within an electronic storage medium such as Flight School Manager or similar software).

Flying Instructors are responsible to ensure that Students correctly maintain their logbooks and utilise the correct method of entering flight times.

Logbooks belonging to all Students will be retained until the Student successfully attains the License, Flight Crew rating or Endorsement that he or she is studying for at APTA, or until Student Records are requested by another flying school.

As soon as practical after each flight the Pilot is to obtain the logbook and enter details of the flight. All logbook entries are to be made in either blue or black ink in a neat and chronological order.

All Pilots will be required to submit their log books at such times as required by an Instructor for checking and endorsement purposes.

For the purposes of the above requirements, the student training records should be checked for accuracy and certified as soon as practical in the new month but not later than the 15th of the each month for the previous month's activity.

Adhering to the above requirement provides a consistent process and adequate time for logging of all flight time and recording of Student training for the month.

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1.1.9 Recording of Synthetic Training Results

Results of training exercises or tests shall be recorded in the Student's/Pilot's logbook, progress sheets or test form, in the same manner as for airborne training.

Synthetic Training time must also be recorded in the appropriate column in the Student's logbook.

1.1.10 Student Familiarity with Relevant Operations Manual Volume

Flight Instructors shall ensure and the Head of Operations shall ensure an appropriate process is maintained for, instruction to be provided to Students of the Company in use of the Company Operations Manual.

However, consistent with the requirements of CAR 215, such instruction shall only be required insofar as those components and/or Volumes/Chapters of the Operations Manual are applicable to the actions to be performed by the Student Pilot.

This requirement may be satisfied by the electronic distribution and acknowledgment of OM receipt/understanding utilised within the Flight School Manager (FSM) system.

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2 Conduct of Training Operations

2.1 General

This Chapter details the requirements and Company SOPs for the conduct of the operations of APTA Pty Ltd.

2.1.1 Authorisation of Training Flights

Authorisation for training flights shall only be provided by the Head of Operations or an APTA Flight Instructor so authorised to do so by the HOO.

Students seeking authorisation must be prepared to conduct operations in accordance with the requirements of this Operations Manual (Volumes 1 to 6 – i.e. OM1, OM2, OM3, OM4, OM4A and OM5) and other relevant/related documentation such as the applicable BPM.

Prior to any training flight in an aircraft utilised by the Company for such purpose and operated under the Company Certificate of Approval, the Pilot In Command is to ensure that he/she has checked the following:

- The qualification of the Flight Instructor relevant to the proposed training activities and the resources required for the training are adequate and appropriate; and
- Changes or restrictions concerning the use of the aerodrome and training area; and
- NOTAMs or any information which may have a bearing on the proposed flight.

The Student is to carry out and the Instructor is to ensure, that the following is entered in the flight authorisation sheet:

- The aircraft registration;
- Name of the Pilot in Command and Student;
- The initials of the person authorising the flight;
- The student's signature as having accepted the aircraft for the flight;
- Pilot signature;
- Actual time of the flight;
- Number of Aircraft Hours until next required maintenance event.

Any Instructor authorising a solo training flight is to ensure that the Student is briefed adequately for the flight, including weather considerations.

A verbal authorisation may be given with authority equal to that of a signature on the flight authorisation sheet where the Instructor has just completed a flight with the Student concerned.

Furthermore, the Instructor shall ensure that the Student being authorised for the solo training flight has satisfied the requirements of CASR Part 61.T.3 that are relevant to the flight; that the Student holds appropriate

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licences, medical certificates, endorsements and ratings to undertake the flight and that the student satisfies all the conditions specified in the following paragraph.

Prior to authorising Student Pilot solo exercises, the following conditions shall be satisfied:

- Weather Requirements — the Authorising Instructor must be satisfied that the Student has been found to be competent to handle the following conditions – i.e. when actual meteorological conditions include any of the following:
 - Greater than 4/8 cloud below 1,500';
 - Steady wind strength > 20 knots;
 - Wind gusts > 10 knots; and
 - Crosswind > 8 knots.

First Solo Requirements

A Student Pilot may only be authorised for solo flight where he/she demonstrates and maintains competency in the following:

- The CASA Part 61 MOS Competencies; and
- Company Syllabus Competencies; and
- Meets the prerequisite requirements stipulated in CASR Part 61.112 through Part 61.115 inclusive in relation to supervision from a Flight Instructor, holding of an ARN, meeting minimum age requirements, holding valid Class 1 or 2 Medical Certificate and recent experience contained therein.

Where a Student Pilot wishes to fly a different aircraft type, he/she must meet the above requirements prior to flying solo on the new aircraft type consistent with the requirements of CASR 61.385 as follows:

- Competency in operating the aircraft systems and all normal and abnormal process/procedures applying to that aircraft; and
- Operational limitations including weight and balance requirements and other performance data including that used for take-off and landing.

Flight Authorisation

Student Pilots are only to be authorised for those sequences listed in the Company syllabus. Additionally, all sequences must have been declared safe for solo practice by a Grade 2 Instructor or higher.

A Student Pilot must not be authorised for a solo flight:

- After thirty (30) days (see note below) without flying, or
- Where the student will fly more than that allowed for the appropriate level of licence held.

The Pilot's signature on the flight authorisation sheet prior to the flight is taken to mean that the Pilot has read and understood this Operations Manual and that he/she is either a Student Pilot or the holder of a Pilot

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Licence with a valid Medical Certificate (Class as appropriate to the operation) and has been approved by a Flight Instructor or is endorsed for the aircraft type and holds appropriate Flight Crew ratings, if required.

Any departure from the specified instructions or conditions relating to the flight will result in the flight being classified as unauthorised and therefore liable to further action by the Company's management and/or the Civil Aviation Safety Authority (CASA).

NOTE:

The thirty (30) day requirement is stated as fourteen (14) days in CASR Part 61.115) after successfully completing Dual flight check but is extended via CASA Exemption.

2.1.2 Supervising Instructors

The role of the Supervising Instructor(s)

The Supervising Instructor role is a rostered position and exists simply to carry out supervision of the day's training activities and of Junior Instructors who hold a Grade 3 Training Endorsement.

For this purpose, the Instructor fulfilling this role will be known as the Supervising Instructor for that day's roster.

Specifically, the role of the Supervising Instructor is to:

- Supervise Junior Instructors holding a Grade 3 Training Endorsement.
- To manage flying training operations generally; and
- To supervise night flying training operations when they are conducted.

NOTE:

If an instructor is to be rostered as a supervising instructor for night flying operations, in addition to holding a Grade 1 training endorsement, they must also hold a NVFR training endorsement and have accrued at least 20 hours of night flying training experience.

Personnel who can be rostered as a Supervising Instructor

Any of the following company personnel can be rostered to the Supervising Instructor position on a particular day:

- The HOO.
- Any Company flying instructor who holds the following Training Endorsements as a minimum:
 - A Grade 1 Training Endorsement; and

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- A Night VFR Training endorsement or Instrument Rating Endorsement if supervising Night Operations.

Supervising Instructor Responsibilities and Duties

The responsibilities and duties of a Supervising Instructor include:

- The supervision of flight instructors who only hold a Grade 3 Training Endorsement.
 - Grade 3 supervision means that the Supervising Instructor will, at sign on, review the day's activities with the Grade 3 or junior instructor to ensure he/she has all information pertinent to the day's operations.
- With regard to training conducted by Grade 3 Instructors, the Supervising Instructor will:
 - Where possible, observe briefings and lesson conduct, student interactions and record keeping and compliance with civil aviation legislation; and
 - At the end of the day, supervise a Grade 3 instructor's record keeping.
- With regard to Flying School operations generally:
 - Consider the latest information relevant to the training area, NAVEX routes and any intended landing points for company aircraft. Where available, the information to be considered includes:
 - Area forecasts, GAFs;
 - Terminal Aerodrome Forecasts (TAFs) and METARs;
 - SIGMETs, AIRMETs, NOTAMs and Head Office NOTAMs; and
 - Local Knowledge.
 - Review the day's activities as programmed, together with instructors so that any anticipated risks such as weather considerations, remedial training activities, or aircraft issues are fully understood by all.
- To enable changes that are necessary on the day of operations, the Supervising Instructor will liaise with all appropriate personnel to provide coordination as necessary for the day's activities.

Company Policy for Supervision of Grade 3 Instructors

To effectively supervise an Instructor holding a Grade 3 Training Endorsement, the Supervising Instructor must:

- Be located at the airport where operations are being conducted from or contactable by electronic means if away from the main base for short periods of time; or
- Be flying within the aerodrome circuit area, training area or on a NAVEX and contactable by radio or other electronic means; and

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- Be available to provide advice and guidance to the Grade 3. Instructor.

2.1.3 Booking of Solo Flights

Student Pilots booking solo flights are to discuss with an Instructor prior to making the booking to ensure that the Student meets the legal requirements for solo flight relevant to that operation.

A Student Solo Authorisation Form shall be completed. This Form is listed in the Operations Manual, Volume 4A (OM4A) 6.1 and a sample of which appears below, is available from the Company Administration Office. The following shall require a Student Solo Authorisation Form:

1. All authorised Solo flights for Pilots under training for purposes of obtaining a licence, or rating and/or endorsement(s).
2. All Solo authorisations where the Student's Instructor will not be in attendance for the purposes of authorising the Solo flight. (i.e.: where the Instructor makes arrangements for the Student to be signed out by another suitably qualified Instructor.).
3. In cases where the Supervising Instructor is required to depart unexpectedly, they must ensure that a suitable handover is conducted to an appropriately briefed and qualified Instructor so as to enable the maintenance of the Supervision requirements (refer also below).

The purpose of the Form is to maintain appropriate supervision of Solo flights in all aspects of the authorised solo sequence.

The appropriate Form is listed in 6.1, followed by a sample of the Form:

Section 1

To be completed by the student's allocated and current flying instructor. This is to include actual authorised solo sequence including any limitations that the instructor requires (i.e.: cross wind limitation). Also, a check of dual hours ensuring that solo hour limits have not been exceeded.

Section 2

To be completed by authorising Instructor and Student ensuring that student is appropriately prepared for the authorised solo sequence. Any additional limitations can be included at time of authorisation.

Section 3

To be completed on return by authorised Instructor and Student. This will serve as a debrief tool upon the students return from the authorised solo sequence. It can also serve as a hand over of instructor supervision for the authorised solo sequence. If this is to occur a though rough handover brief between instructors must be conducted.

NOTE

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Limitations to use of Student Solo Authorisation form;

1. Authorisation valid for 30 Days or end of proposed flight.
2. Not to be used for first 'solo circuit' sequence.

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Figure 2-1 Student Solo Authorisation – Form 4A-041 (Page 1 of 2)

APTA
Australian Pilot Training Association

SOLO AUTHORISATION SHEET

SECTION 1 (To be completed by Unlicensed Student Pilot's Instructor / Licensed Student Pilot)

Name : _____ ARN: _____ Instructor: _____ Valid till (Date): _____ ^{*(NOTE 1)}

Licence held: _____ Dual Check Due Date: _____ Max Consecutive Solo Hours Remaining: _____

Flight Review due date: _____ Syllabus Lesson/Route: _____

Conditions, Instructions & Limitations on Proposed Flight: _____

Instructor Signature: _____ Student Signature: _____

SECTION 2 (To be completed by Student / Reviewed by Authorising Instructor)

A/C REGO: _____ A/C TYPE: _____ DATE: _____ DEP TIME: _____

Valid Until Date: _____ Valid Until Time: _____

Complete Before Flight: (Student to tick completed items / Instructor to tick **MANDATED (in BOLD)** and reviewed items)

Stu / Ins

☐ ☐ Valid licence, Current Medical Certificate, Photo ID or ASIC on person

☐ ☐ Rating held and current: S/E class / M/E class / NVFR / PIFR / IFR (Circle as required)

☐ ☐ Endorsement held: Radio / CTR / CTA / NAV / Night M/E / Design Feature (.....)

☐ ☐ Flight Activity (.....) (Circle & enter as required)

☐ ☐ Recency requirements met: Student Pilot / PAX carrying / Night / IFR / Flight Review

☐ ☐ Specific aircraft type and flight activity competency met CASR 61.385

☐ ☐ Weather forecast obtained understood and satisfactory for flight

☐ ☐ SIGMET & AIRMET checked for impact on flight

☐ ☐ Cross-wind limitations considered, including: APTA requirements (refer to APTA OM4A, Ch 2)

☐ ☐ Turbulence considered

☐ ☐ NOTAM checked for impact on flight: Location, FIR & Head Office

☐ ☐ Last flight, including: APTA requirements (refer OM4A, Ch2) (Last Light.....)

☐ ☐ Current charts and documents carried. Minimum: VTC WAC ERC ERSa & navigation equipment

☐ ☐ Required equipment carried: LJ, Raft, ELT, Rations, Tie-down kit, Carnet & torch (Circle as required)

☐ ☐ Overwater requirements and ditching and survival procedure known: CAAP read & understood. Pilot and PAX accept increased risk of over water flight

☐ ☐ Aerodrome information obtained and understood

☐ ☐ Prior permission obtained for un-certified aerodromes

☐ ☐ Airspace procedures understood, including: VMC

☐ ☐ Avoidance of CTA planning

Stu / Ins

FORM 4-041 – SOLO AUTHORISATION – 15SEP18

^(*) NOTE 1 Authorisation valid for 30 Days or end of proposed flight – Instructor to affix 30th day on Section 1 'Valid until (Date) _____ when in use.

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Figure 2-2 Student Solo Authorisation – Form 4A-041 (Page 2 of 2)

SOLO AUTHORISATION SHEET

☐ Weight & balance calculation satisfactory

☐ Take-off & landing performance satisfactory

☐ Passenger manifest complete

☐ No dangerous goods on board

☐ Alternate aerodrome requirements met: LIGHTING & NAVAID

☐ Holding requirements met: INTER, TEMPO & HOLDING ADVISORY

☐ Sufficient fuel for flight indicated on fuel plan as per APTA requirements (Margin.....minutes)

☐ Daily inspection (un-licensed pilots)

☐ Threat and Error management discussed (Including.....)

☐ IMSAFE assessment (illness, medication, stress, alcohol, fatigue, eating)

☐ Flight plan and SARTIME submitted (.....)

☐ Flight authorisation sheet complete (including hours to run for maintenance & airworthiness requirements)

☐ Pre-flight inspection

☐ ETA for destination, APTA Base (.....)

☐ Outside planned RPT Operations Times (if applicable)

Conditions / Instructions Imposed on Flight Authorisation: _____

Authorising Instructor Name: _____ Signature: _____

Student to sign part 2 certifying that pre-flight responsibilities nominated in the pre-flight checklist have been complied with, that they undertake to comply with instructions and conditions imposed on the flight authorisation, all APTA Operations Manual requirements, Civil Aviation Safety Authority rules, regulations, orders, advisories, the operating instructions in the Aeroplane Flight Manual and to report any incidents and mishaps.

Student Signature: _____

SECTION 3 (To be completed on return by Student / Reviewed by Authorising Instructor)

Stu / Ins	Stu / Ins
<input type="checkbox"/> SAR cancelled	<input type="checkbox"/> Equipment returned
<input type="checkbox"/> Aircraft secure	<input type="checkbox"/> Payment made
<input type="checkbox"/> Logbook updated	<input type="checkbox"/> Insert flight authorisation checklist into training records

Flight Debrief _____

Incidents to Report: _____

Signed: _____ Arrival Time: _____ Date: _____ Logbook Time: _____

FORM 4-041 – SOLO AUTHORISATION – 15SEP18

2.1.4 Pre-Flight and Post-Flight Briefings

Prior to all dual training exercises the Student should be fully briefed on the exercises about to take place as well as any other relevant details required to ensure efficient usage of the flight time available.

On completion of the dual exercise the Student will be de-briefed in respect of any items that may require more attention for future exercises.

Prior to any Solo exercise carried out by a Student Pilot, the Student shall be briefed regarding any possible weather, traffic, or any other relevant information which may influence the conduct of the flight.

Reference should also be made to CASR Part 61.1225.

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2.1.5 Operations at the Primary Base

All Flying Training Operations (excluding navigation exercises) shall be carried out from the Primary Base and within the training area or circuit area associated with the airport. A map of the training area can be found on display in the flying school and in the applicable Base Procedures Manual.

2.1.6 Operations at Other Training Locations

Reserved.

2.1.7 Operations within Training Areas

All local training flights must be performed within the training area boundaries shown on the chart board at the Primary Base unless the Pilot obtains a clearance to proceed and is authorised by the HOO or delegate (delegate in this instance refers to an Instructor approved to provide such authorisation by the HOO).

If any Pilot is not certain of the training area boundaries an Instructor should be notified so that he or she can provide a full and correct briefing. For Student Pilots, flight beyond the training area boundaries is strictly forbidden except when engaged in authorised cross-country training exercises (refer to 2.1.8).

The details of the flying training area for use by APTA operated aircraft are shown on the map displayed in the Operations Room.

Before a Student Pilot is authorised for Solo practice in the designated training area, they are to be thoroughly briefed by an Instructor in respect of the following:

- Lateral boundaries;
- Vertical height limitations including VMC requirements;
- Access routes;
- Location and dimensions of specific practice areas within the training area for operations such as low flying, aerobatics, forced landings, etc;
- Any restrictions associated with the use of the training area; and
- All relevant radio procedures required while flying solo in the training area.

2.1.8 Cross-Country Operations

Flight Plans for the training exercises should be checked thoroughly before departure by an authorised Flight Instructor.

The area Meteorological Forecast applicable to the route to be flown is to be obtained and must be used for all Flight Planning. All Pilots must ensure that the duration of the exercise falls within the period of validity of the area forecast. Should the validity of the area forecast expire before the termination of the exercise, a new forecast covering the balance of the exercise must be obtained.

All Pilots shall ensure that a Flight Log is kept in accordance with CAR 78.

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All Pilots are required to satisfy the HOO or an Instructor authorised by the HOO for the purpose, that they have sufficient experience on the aircraft type and in cross-country flight being permitted to carry out any particular cross-country flights. Bookings for cross-country flights must not be made unless the Pilot requiring the booking has first become registered with the flight school.

Equipment necessary to be carried on cross-country flights will be decided in view of the nature of the proposed trip and a form listing documents and equipment carried must be signed by the PIC before departure and checked upon return. For flights over designated remote areas, carriage of suitable survival beacons in lieu of HF communication equipment and the carriage of survival kits are mandatory.

Company non-pressurised aircraft are not to be flown in excess of 10,000 feet above sea level unless equipped with a serviceable oxygen system and masks for each member of the operating crew and each passenger.

Specific details of requirements regarding oxygen use are contained in CAO 20.4.

When a Pilot hires an aircraft for a cross-country flight and signs the Student/Pilot signature of acceptance column of the APTA Flight Authorisation Sheet, he/she warrants that he/she accepts the aircraft as being in airworthy condition at that time of signing.

Should any defect occur whilst away from base the Company will accept the cost of rectification providing the hirer has first requested and been granted approval by the Company for such rectification, but will not in any circumstances be responsible for any out of pocket expenses, accommodation or any other sundry expenses incurred by the hirer or a passenger.

Details of any prohibited, restricted and danger areas likely to be encountered on any cross-country flight are to be noted before departure.

NOTAMS regarding these areas are available from the nearest ATC or ATS briefing office or via AVFAX or NAIPS.

A study of maps and charts and reference to the Designated Airspace Handbook, AIP and ERSA will indicate the majority of these areas.

During a transit stop the PIC should, where practicable, obtain updated weather and NOTAM documents via the most appropriate means. The PIC should also verify fuel in tanks and re-plan where required.

2.1.9 Prohibition of Carriage of Passenger(s) on Certain Flights

A passenger is distinct from Operating Crew.

- A passenger being a person primarily in the aircraft for a purpose not related to flying training – i.e. pleasure/joy ride.
- A member of the Operating Crew being a person who is primarily in the aircraft for a purpose related to their own flying training and with the consent of the Flight Crew.

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APTA prohibits carriage of passengers on all Training Flights.

2.1.10 Prohibition of Carriage of Operating Crew other than Flight Crew

APTA prohibits carriage of Operating Crew (other than Flight Crew) under the following conditions:

- Testing of an aircraft or its components, power or equipment;
- In Flying Training, the simulation of engine or systems failure that affects aircraft performance or handling characteristics; or
- During any Low Flying Activity.

NOTE:

The Pilot In Command will brief the Operating Crew to clearly state their involvement as an observing Crew Member on the flight, to maintain the quality of the lesson and minimise distractions, so as to not degrade safety.

2.1.11 Observance of Last Light Limitations

All Pilots must return prior to last light if they are not engaged in an authorised Instrument or Night VFR flight.

More restrictive requirements may be detailed in the applicable Base Procedures Manual.

2.1.12 Simulation of Instrument Flight

Aircraft shall not be flown under simulated instrument conditions unless there are fully functioning dual controls fitted to the aircraft to be flown and there is a Safety Pilot that occupies a control seat on board who is approved by the HOO and who has the full amount of forward and side vision afforded by the aircraft design.

This means that screens made of cardboard, maps or other opaque material must not be used to simulate instrument conditions.

Pilots should use a tennis shade or an IF (Instrument Flight) 'hood'.

All instrument flying training is to be conducted in accordance with the appropriate syllabus and with an appropriately rated Instructor in compliance with the requirements of CAR 153.

2.1.13 Procedures for Night Flying Training

General

CAUTION

Pilots shall refer to CASR Part 61.0 in respect of night flying training and the contents of that Part are to be read and understood.

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A person who holds a Pilot Licence, but does not hold a rating or endorsement for the conduct of an activity for which a rating or endorsement is required, may conduct the activity under CASR Part 61.0 and CAO 29.2 if the activity is conducted while receiving flight training for the rating or endorsement or undertaking a flight test for the rating or endorsement or meeting the aeronautical experience requirements for the rating or endorsement. The activity must be approved by and conducted under the supervision of a Flight Instructor authorised by the operator to supervise night training and who holds a NVFR Training Endorsement.

Night Circuit Training

All night circuit flying training in a School operated aircraft is to be confined to an area within three (3) nautical miles of the base aerodrome and within the overlying airspace, not below 1,000 ft and to a maximum of 1,500 ft above the aerodrome elevation.

Night circuit operations shall not be conducted in weather conditions with a cloud ceiling less than 1,500 ft and visibility of 5 kilometres or less.

Operator specific requirements are contained within the applicable Base Procedures Manual.

Night Cross Country

All cross country night flying training shall be conducted in accordance with the syllabus of training specified in the Flight School Manager (FSM) system and in accordance with the regulations and requirements contained in the AIP.

2.1.14 Procedures for Use of Synthetic Trainers

The Company operates an approved Cat B ELITE iGATE S623 Synthetic Flight Trainer.

Procedures for use of synthetic trainers, where appropriate, are included in the respective training syllabus. Synthetic trainers are to be treated as an aircraft.

Synthetic training is to be recorded in the same way as airborne training.

Results of training exercises or tests shall be recorded in the Student's/Pilot's logbook, progress sheets or test form in the same manner as utilised for airborne training.

2.1.15 Simulation of Emergencies or Malfunctions

Refer to Operations Manual, Volume 4 (OM4), Chapter 3.

2.2 Student Pilot Activities

The following sub-headings cover Student Pilot activities. A Student Pilot being a Pilot who has not yet obtained an RPL (as per definitions in Operations Manual, Volume 1 (OM1)).

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2.2.1 Pre-Flight Checks by Student Pilots

NOTE

Refer also to Pre Flight in Operations Manual – Volume 1 (OM1), in respect of Duties and Responsibilities.

Student Pilots are to be given instruction in the requirements for the pre-flight inspection of Company operated aircraft. Pre-solo Student Pilots shall not perform a pre-flight inspection except under the direct supervision of an Instructor. Post-solo Student Pilots, who have been certified as competent by an Instructor, may conduct pre-flight inspections unsupervised.

Student Pilots shall not fly a Company operated aircraft until that aircraft has had a daily inspection that has been certified (on the current Maintenance Release) by a Commercial Pilot, Air Transport Pilot, LAME, a Private Pilot or an RPL Holder. Reference should be made to Operations Manual, Volume 2, Chapter 3 (Pre-Flight Actions including Daily Inspection).

Under no circumstances are Student Pilots permitted to certify that the daily inspection has been completed.

School aircraft may be pre-flight inspected by licensed Pilots who are suitably endorsed on type, and are hiring the aircraft for either a training or private flight. A daily inspection conducted by a Private, Commercial or Air Transport Pilot employed by APTA or a LAME, is valid for all flights conducted on that day.

All pre-flight inspections and pre-take-off checks are to be completed in accordance with the procedures specified in this Operations Manual suite.

2.2.2 Operation of Engines by Student Pilots

Holders of all Pilot and Engineer Licences who have been instructed in starting procedures and (in the cases of Pilots only) whose logbooks have been endorsed accordingly or Student Pilots undergoing starting instruction, are the only persons permitted to swing propellers or operate controls during starting.

- Hand swinging of propellers is inherently dangerous and this method of starting an engine should only be utilised when no alternative means of starting is available. In all circumstances, it is forbidden to hand-swing a propeller without the express approval of the HOO or delegate.
- No engine may be run up without a licensed Pilot or Engineer at the aircraft controls.
- Whenever an aircraft is found to have a flat battery it is the Pilot's responsibility to have it replaced by a serviceable battery whenever possible before attempting to start the engine.
- In the case of an aircraft not fitted with an impulse magneto the battery must be replaced with a serviceable one. The use of an

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external battery and leads is permissible where an approved assistant with knowledge of the electrical system is available.

- The method of starting a particular aircraft is detailed in the Handling Notes and/or Pilot Operating Handbook (POH).
- An aircraft must not be started or operated where any fuel or other flammable liquid is spilled within fifteen (15) metres of an aircraft

2.2.3 Refuelling by Student Pilots

Refer also to Operations Manual, Volume 2 (OM2); (Fuel Policy) and CASR Part 61 MOS (C4.3).

During refuelling operations flight personnel shall ensure that the relevant parts of CAO 20.9 (refer to Operations Manual, Volume 2 (OM2), Chapter 0) are observed and that the correct grades of fuel and oil are used. When refuelling away from base, this responsibility rests with the PIC. No person will be permitted to smoke or expose naked flame within 15 metres of an aircraft while the aircraft is being refuelled.

In any instance where the PIC places an order for fuel or oil, he/she shall be responsible for ensuring that the refuelling agent follows the stated fuel order, any instructions or other requirements in respect of fuel quantity type and location (in tanks).

Where the refuelling takes place in the absence of APTA personnel due to the engagement of an external contractor on an 'automatic refuel' or similar basis, the HOO shall ensure that appropriate instructions are provided to the refuelling contractor regarding fuel policy and procedure and that the contractor has a process in place to ensure that this information is provided to their personnel.

All dockets for fuel and oil supplied and the fuel carnet shall be returned as required to the Company office as soon as practicable by the Pilot or fuel agent.

Subsequent to refuelling, the PIC shall personally check the quantity of fuel and oil, the security of all fuel and oil tank caps and shall personally check fuel tanks for water or other contamination. The engine must not be started until the Pilot is satisfied that the fuel tank contents are clear.

Student Pilots must receive the appropriate briefing and demonstrate full understanding of the relevant parts of CAO 20.9 (see above note in respect of Volume 2) before being approved to refuel aircraft operated by the Company to satisfy the MOS requirement for CASR Part 61.

For grades of fuel and oil used refer to the POH or AFM for the specific aircraft. Aircraft shall be refuelled with approved aviation fuels and lubrication oils only.

No fuel other than that specified in the AFM or POH for the specific aircraft being operated is to be utilised.

No Pilot is to operate an aircraft, nor is any solo flight to be authorised, until the fuel quantity has been verified and noted accurately on fuel record section of the flight sheet.

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2.2.4 Taxiing by Student Pilots

Aircraft may be taxied only by the holder of a valid Pilot Licence endorsed for the type (and for solo flights prior to the issue of an RPL, an approval must be endorsed in the Student's records stating he/she is competent to taxi the specific aeroplane type) or a LAME or appropriate trained and certified personnel pursuant to Parts 61 and/or 64 of the Civil Aviation Safety Regulations 1998 (CASR).

When taxiing in confined areas or in strong wind conditions the Pilot shall request assistance from a person outside the aircraft whenever any doubt as to the safety of the aircraft exists. The assistant(s) will position themselves at the wingtips and/or direct the Pilot by hand signals in accordance with CAO 20.3 (refer to Standard Hand and Marshalling Signals in 5.1.1).

Aircraft are not to be taxied at a speed or speeds in excess of that at which the aircraft is under full control. Taxiing speed is at no time to exceed 10 kts on tarmac areas or in the vicinity of other aircraft and/or affixed installations.

During night flying operations Pilots of all aircraft are to confine their taxi speed to not more than a fast walking pace.

CAUTION

Aircraft are not to be taxied in or out of hangars.

Pilots are not to rely on the aircraft brakes for the prevention of accidents and are to take all necessary precautions to safeguard the aircraft they are operating. Pilots shall ensure brakes are checked for correct operation prior to leaving and upon entering the parking area(s).

CAUTION

UNDER NO CIRCUMSTANCES attempt to taxi any aircraft out of soft ground when the nose wheel of the tricycle gear aircraft becomes 'bogged down'. Stop the engine and seek assistance to move the aircraft manually.

Avoid taxiing with the wing of an aircraft over any ground markers or similar obstructions.

Exercise extreme caution in taxiing over loose stones or gravel. Apply maximum back-pressure to the elevator control and keep the aircraft moving freely with minimum RPM in order to avoid propeller damage.

Particular caution should be exercised when taxiing over unlit and unprepared surfaces as obstacles of a kind similar, but not limited to, tie-down points, may be present.

2.2.5 Reporting of Unserviceability by Student Pilots

Refer also to Operations Manual, Volume 2 of the (OM2).

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All aircraft unserviceability are to be reported to the HOO, a person nominated and approved by the HOO such as a Flight Instructor or any Pilot so authorised, as soon as the aircraft returns to base.

2.2.6 Use of Radio by Student Pilots

Student Pilots or holders of an RPL who do not hold a Flight Radio endorsement may operate a radio under the conditions specified in CASR Part 61.120 if the operation of the radio is integral to receiving training for the issue of a Flight Crew Licence and the use of the radio has been approved and is supervised by a Flight Instructor.

Standard radio procedures laid down in the AIP are to be followed.

All Pilots are to have access to the AIP for the purposes of items referred to in this Operations Manual.

NOTE

As an Aeronautical Radio Certificate of Proficiency (CASR 64) is not necessary until the PP(A)L is gained, all Student Pilots should be fully briefed prior to all solo flights regarding the radio procedures to be utilised.

A 'listening watch' shall be maintained during all flights by aircraft on the appropriate frequency or as instructed by Air Traffic Control. During instruction flights within the boundaries of the flying training area, excluding the circuit area, Instructors only are permitted to turn off the radio or decrease the volume below an audible level, whilst engaging in flight instruction.

- Under no circumstances are VFR aircraft to enter Class C airspace without a fully functioning radio. However, Class D airspace may be entered following a radio failure by carrying out the radio failure procedures contained in the ERSA and the AIP.
- IFR category aircraft will be subject to the radio failure procedures in the AIP/ERSA.

For training flights originating in controlled airspace or landing in controlled airspace, the relevant Airways Clearance, etc., is to be requested, obtained and complied with accordingly.

In controlled airspace, a 'listening watch' shall be maintained at ALL times on the frequency indicated by ATC.

2.2.7 Student Cross-Wind Landing Limitations

If the crosswind is in excess of ten (10) knots, Student Pilots are not to be authorised for solo flight unless the student has been checked and found to be competent in crosswind take-offs and landings in excess of 10 knots.

Regardless of the above, no Pilot flying a Company operated aircraft shall take-off or – except in the case of an emergency – land – when the prevailing crosswind component exceeds that specified in the relevant approved AFM (and POH).

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During 'gusty' conditions the threshold approach speed should be increased by half the gust factor. For example; if wind speed is 20 knots gusting to 30 knots, 5 knots should be added to the threshold speed.

2.2.8 Submission of Flight Plans by Student Pilots

Refer also to Operations Manual, Volume 2 (OM2), Chapter 1, which details Flight Planning and Preparation.

Where flight notification is required for training flights, APTA Flight Instructors shall check Flight Plans prepared by Students prior to departure. For Student Solo training flights, they should, if possible, be initialled by the Instructor to signify that the planning has been carried out to a satisfactory standard in line with Company policy as detailed in the Operations Manual.

After being checked, a copy of the Flight Plan is to be submitted to AirServices and a copy of the Flight Plan is to be left, with the responsible instructor (as appropriate). The Instructor shall ensure that the Student has been properly briefed in the various procedures for submitting a Flight Plan.

Where flight notification is required for private flights by Student Pilots, the PIC is responsible for the proper preparation and submission of Flight Plans, in accordance with the procedures specified in the AIP.

2.2.9 Aerobatics and Spinning by Students

This information is presented in two parts, first sub-heading below covers Student requirements, followed by the Company policy regarding Aerobatics.

Aerobatics General

An aircraft performing aerobatics is not to descend below an altitude of 3,000 ft above terrain during any part of the manoeuvres including dives during commencement and after recovery.

Aerobatics are generally carried out in the area defined as the 'Aerobatic Area' on the training area map in the Company Operations Office however, it is permissible to carry out aerobatic manoeuvres in an alternative location approved for aerobatics when traffic or meteorological conditions render the use of the designated area unsafe, provided all AIP and ERSA conditions are met.

A precautionary clearing turn of 360 degrees is to be made before commencement of aerobatics to ensure that all is clear in the vicinity.

Particular care is to be taken to ensure that other aircraft are not flying below.

- Aerobatics are not to be performed in or near clouds and may only be carried out by Day under VMC.
- No aerobatic manoeuvre is to be performed in an aircraft not fitted with an approved aerobatic type harness.
- Aerobatics are not to be commenced until the harness has been checked for security and tested by bodily pressure and until the Pilot of the aircraft has received assurance from all occupant(s) that this has been done.

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- For the purposes of these orders, spinning, diving and formation 'break-ups' are to be considered as Aerobatics in addition to the usually accepted manoeuvres.
- Aerobatics will only be carried out as dual or authorised solo exercises. Passengers may be carried only with the approval of the HOO or his/her deputy and in strict conformity with the terms of authorisation.
- Bunting, outside looping and falling leaf manoeuvres are not to be attempted.
- In command Aerobatics are permitted only under the control of a Pilot who has demonstrated competency in the manoeuvre and who is approved.

Before engaging in aerobatic flight the Pilot of an aircraft shall take action as is necessary to ensure that:

- Any loose articles are removed from the aircraft or made secure in the aircraft.
- All locker and compartment doors of the aircraft are fastened.
- The safety harness or seat belt of any vacant seat is made secure so as to avoid the fouling of controls of the aircraft.
- The dual controls (if any) of the aircraft are removed from the aircraft or rendered inoperative, unless the control seats are occupied in accordance with CAR 266 or the dual seat is vacant.
- Every person in the aircraft is secured with correctly adjusted shoulder harness.

NOTE

Pilots engaging in any aerobatics manoeuvre must first have demonstrated their competency in recovering from fully developed spins and had their logbooks endorsed accordingly.

Students

The Company has an aerobatics syllabus located in the Flight School Manager (FSM) system.

Aircraft may be flown acrobatically by Students, only under the following conditions in addition to those stated above:

- With due consideration when sending low time students solo to practice aerobatics and with due regard to the weather, a full study of the applicable TAF and area forecast should be made.
- Such that it does not endanger other air traffic.
- Only with CoA or AFM that specifies that the aircraft may perform aerobatic flight.

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- All manoeuvres must be commenced at a height such that they are completed at a height not less than 3,000 feet above the highest point of the terrain, or any obstacle thereon, within a radius of 600 m of a line extending vertically below the aircraft. Except by Pilots holding CAR 155 low level aerobatic approval from CASA and operated in accordance with such an approval. These flights must be approved by the HOO and under no circumstances will aerobatic training be conducted below 1,500 AGL.
- Not over a city, town, populous area, regatta, race meeting or meeting or public games or sports unless specified approval has been gained by the CASA. APTA requires a lateral separation of 1,000m, of a line extending vertically below the aircraft, to be applied. Due regard must also be given to the impact of noise on the above areas.

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2.2.10 Solo Practice Forced Landings and Precautionary Search

The practice of forced landings shall be confined to those areas set aside for the purpose as indicated on the flying training area map. The initial authorisation for forced landing practice shall include the area to be used and a reminder briefing on the safety aspects of the exercise.

When practicing forced landings, unless the approach is to an airfield runway, the PIC must not go below 500 ft above terrain.

NOTE

The procedures for the execution of forced landings are as listed in the appropriate check list.

Student Pilots are not to carry other persons in an aircraft when practising forced landings except where the other person is a qualified Instructor employed by the Operator.

Practice forced landings in single engine aircraft shall be simulated by using the throttle only – UNDER NO CIRCUMSTANCES shall engine failures be simulated by using the mixture control or fuel tank selector.

Solo practice forced landings are not to be conducted at an aerodrome when other aircraft are operating within three (3) nm of that aerodrome.

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3 Training Courses

This Chapter provides guidance and procedures for Training Courses and related process, procedures and requirements.

It should be noted that the Company may combine or concurrently conduct multiple training endorsement courses from the various components of the training activities the Company is authorised to conduct.

3.1 Authorised Part 141 and Part 142 Activities

The following constitute a list of Training Courses offered by the Company which are on the requirements of the CASR Part 61 MOS.

A list of competencies inherent in these courses is as follows:

- General:
 - English Language Proficiency (GELP – refer 3.1.1);
 - Aeronautical Radio Operator (CASR Part 64).
- Recreational Pilot License (RPL):
 - Aeroplane Category Rating (RPL);
 - Controlled Aerodrome Endorsement;
 - Controlled Airspace Endorsement;
 - Flight Radio Endorsement;
 - Recreational Navigation Endorsement.
- Private Pilot License (PPL):
 - Aeroplane Category Rating (PPL).
- Commercial Pilot License (CPL):
 - Aeroplane Category Rating (CPL).
- Aircraft Ratings and Endorsements:
 - Single Engine Aeroplane Class Rating;
 - Multi Engine Aeroplane Class Rating;
 - Tail Wheel Undercarriage Endorsement;
 - Retractable Undercarriage Endorsement;
 - Manual Propeller Pitch Control Endorsement.
- Instrument Rating and Endorsements:
 - Instrument Rating;
 - Single Engine Aeroplane Endorsement;
 - Multi Engine Aeroplane Endorsement;
 - IAP 2D Instrument Endorsement;
 - IAP 3D Instrument Endorsement.
- Night VFR (NVFR) Rating and Endorsements:

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- NVFR Rating;
 - Single Engine NVFR Endorsement;
 - Multi Engine NVFR Endorsement.
- Flight Activity Endorsements:
 - Aerobatics Flight Activity Endorsement;
 - Spinning Flight Activity Endorsement.
- Pilot Instructor Rating and Endorsement:
 - Flight Instructor Ratings;
 - Grade 1 Training Endorsement;
 - Grade 2 Training Endorsement;
 - Grade 3 Training Endorsement;
 - Grade 3 Training Endorsement (Aeroplane);
 - Multi Engine Aeroplane Training Endorsement;
 - Design Feature Endorsement Training Endorsement;
 - Instrument Rating Training Endorsement;
 - Night VFR Rating Training Endorsement;
 - Instructor Rating Training Endorsement;
 - Multi Engine Aeroplane Class Rating Instructor Training Endorsement;
 - Spinning Training Endorsement;
 - Aerobatics Training Endorsement.

Expanded detail for certain license courses is provided below. A syllabus matrix of all Training Courses is contained in the applicable Base Procedures Manual.

3.1.1 GELP Processing for Recreational Pilot License

Company Grade 1 (G1) Instructors directly involved with the Training of an APTA Student toward an RPL are authorised to process and notify that Student's GELP Assessment (as per CASR Part 61.265 and CASA EX 146/15).

Authorised Instructor(s) are those acting as:

- Senior Base Pilot(s); or
- Flight Training Manager(s); or
- Grade 1 Instructor(s) conducting checks during training.

Procedures and evidence required for the notification are provided on the relevant form (CASA Form 61-9 GELP).

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3.1.2 Student Pilot (RPL)

RPL

The Student attempting to gain a Recreational Pilot License (RPL) should have completed the appropriate Ground Training courses and must have attained the required examination passes.

The Student, prior to the first Solo:

- Must have attained a pass in the Pre Solo aeronautical knowledge examination.

All Ab-Initio Flying Training shall conform to the objectives listed in Part 61 MOS. The Company Syllabus is contained in the Flight School Manager (FSM) system.

Prior to attempting the RPL Test the Student must at least hold a valid Class 2 Medical Certificate.

3.1.3 Private Pilot

Private Pilot Navigation Phase

The Student should have completed the appropriate Ground Training courses and must have attained the required examination passes.

Prior to the Private Pilot (Aeroplane) Licence flight test:

- Have attained the required pass in the Private Pilot (Aeroplane) Licence theory examination.

The syllabus of theory training for the Private Pilot Licence is contained in the Flight School Manager (FSM) system.

All navigation flying training shall conform to the objectives listed in the appropriate Syllabus contained in FSM and be consistent with CASR Part 61 MOS.

Prior to attempting the PP(A)L Flight Test the Student must at least have a valid Class 2 Medical Certificate and minimum Level 4 AELP.

3.1.4 Commercial Pilot

The Student should have completed the appropriate Ground Training courses and must have attained the required examination passes.

The Syllabus of theory and flying training for the Commercial Pilot Licence is contained in FSM.

Prior to attempting the Commercial Pilot (Aeroplane) Licence flight test the Student must at least have a valid Class 1 Medical Certificate and must have the aeronautical experience as laid down in the appropriate regulations and minimum Level 4 AELP.

3.1.5 Multi-Crew Pilot

Reserved.

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3.1.6 Airline Pilot

Reserved.

3.1.7 Instrument Ratings

Details of the Syllabus for this course are contained in FSM.

Training for the Instrument Rating is to be conducted in three stages:

- Theoretical Training. This will be conducted as either lectures or Computer Based Training (CBT) for the written examination in aeronautical knowledge. The syllabus of the theoretical training is contained in the appropriate Training Notes.
- Simulator Training. To be carried out in an approved ground trainer operated by an approved person. It is anticipated that the holder of a Private Pilot Licence would require approximately 10 hours of simulator training.
- Flight Training. Flight training will be divided into two stages. The first stage will concentrate on basic instrument flying and the second stage will concentrate on applied instrument flying. The details of the flying training are contained in the appropriate component of the applicable Base Procedures Manual, as noted above.
- A Student applying for the issue of an Instrument Rating (CIR) must possess a valid Private Pilot Licence not endorsed with area limitations (or alternatively, either a CPL or ATPL).

The total aeronautical experience of a student applying for the issue of an Instrument Rating must comprise:

- 50 hours cross country flight time as PIC;
- 40 hours instrument time, of which not less than 20 hours shall be instrument flight time on the category of aircraft for which the rating is sought;
- 10 hours dual instrument flight instruction time; and
- 5 hours night flight time of which not less than 1 (one) hour shall be as PIC in the category of aircraft in which the rating is sought.

Prior to attempting the Instrument Rating Flight Test, the student must at least have a valid Class 2 Medical Certificate.

3.1.8 Night VFR

Training for the Night VFR Rating is to be in accordance with the syllabus located in the applicable Base Procedures Manual.

The Student shall have sufficient instrument flying (which may be conducted during the day) to reach the standard laid down in the syllabus located in the applicable Base Procedures Manual.

This must include:

- Full panel manoeuvres; and

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- Limited panel climbing and descending turns and recovery from spirals.

The Student shall have sufficient night flying to reach the standard laid down in the syllabus located in the applicable Base Procedures Manual.

Ten hours of night flying time must include:

- 2 hours in a circuit pattern at least 1 hour Dual and 1 hour Solo, including circuits on full and limited panel and with the landing light on and off.
- 5 hours of navigation training of at least 2 flights including a 3 hour navigation flight covering at least 100 nm.
- Tracking to and from navigation aids and interception of tracks and radials.

Prior to attempting the Night VFR Rating Flight Test, the Student must at least have a valid Class 2 Medical Certificate.

3.1.9 Instructor Rating

Instructor Rating Courses (Initial Issue)

Details of the syllabus are contained the appropriate component of the applicable Base Procedures Manual, as noted above.

An applicant for the initial issue of a Flight Instructor (Aeroplane) rating Grade 3 must:

- Complete a course of flight instruction of not less than 40 hours flight time at a flying school which holds an instructor school rating. Of this 40 hours, all shall be dual instruction, with a Flight Instructor holding the appropriate training endorsement as per CASR Part 61.1235; and
- Have completed a course of instruction in instructional principles and methods of at least 12 classroom hours in accordance with the syllabus specified in the applicable Base Procedures Manual. (a Certificate IV in Workplace Training and Assessment that complies with the Australian Quality Training Framework (AQTF) will meet this requirement); and
- Be recommended by the HOO or equivalent of an Instructor School; and
- Have successfully completed and passed a Flight Test conducted by a CASA Flying Operations Inspector or a Flight Examiner or other approved person.

An applicant for a Flight Instructor (Aeroplane) rating Grade 3 must hold the requirements specified in CASR Part 61.T.

Prior to attempting the Instructor Rating Flight Test, the Student must at least have a valid Class 1 Medical Certificate.

3.1.10 Agricultural Rating

Reserved.

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3.1.11 Synthetic Trainer Operator

Reserved.

3.1.12 Ground Training Courses

Reserved.

3.2 Authorised Part 141 and Part 142 Activities – Syllabus Guides

The following matrices are the syllabus guide(s). The syllabus guide stipulates recommended training hours that are in excess of CASA mandated minimum hours. Students may be recommended for testing providing the minimum CASA training hours requirements have been met and the student meets the competency standards in each element as required by CASR Part 61 MOS.

The full syllabus and the related CASR Part 61 MOS for each element are held with the student records in FSM and the following information is for guidance purposes only, FSM will be maintained up-to-date and the following will be updated only during OM review/amendment cycle.

NOTE:

Variances to syllabus detail at Base locations other than YMMB (Moorabbin) are detailed in the relevant Base Procedures Manual – example of a variance may be Nav Routes at a particular location. As such, if they vary from those below, they will be recorded in the applicable Base Procedures Manual(s), stating the variance to the information below only.

Night Training and Observance of Last Light Limitations are referred to in applicable Base Procedures Manual(s) as the Night Operations may vary from one location to another.

3.2.1 Part 61 Manual of Standards

The following information is referenced from: CASR Part 61 Manual of Standards (Part 61 MOS).

The information in the tables following provides additional information and detail in respect of the following:

NOTE:

When deemed necessary, course/syllabus content may be subject to internal review and amendment process to align with current CASA promulgated material.

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Table 3-1 APTA Offered Courses/Syllabi

Subject	Sub-Item	Description
A		General English Language Proficiency (GELP)
B		Aeronautical Radio Operator (CASR Part 64)
C		Aeroplane Category Rating (Recreational Pilot License)
	a	Controlled Aerodrome Endorsement Controlled Airspace Endorsement
	b	Flight Radio Endorsement
	c	Recreational Navigation Endorsement
D		Aeroplane Category Rating (Private Pilot License)
E		Aeroplane Category Rating (Commercial Pilot License)
F		Aircraft Ratings and Endorsements
	a	Single Engine Aeroplane Class Rating
	b	Multi-Engine Aeroplane Class Rating
	c	Tailwheel Undercarriage Endorsement
	d	Retractable Undercarriage Endorsement
	e	Manual Propeller Pitch Control Endorsement
G		Instrument Rating
	a	Single Engine Instrument Endorsement
	b	Multi Engine Instrument Endorsement
	c	IAP 2D Instrument Endorsement
	d	IAP 3D Instrument Endorsement
H		Night VFR Rating
	a	Single Engine NVFR Endorsement
	b	Multi Engine NVFR Endorsement
I		Flight Activity Endorsement
	a	Aerobatics Flight Activity Endorsement
	1	<i>Basic Aerobatics and Upright Spin Endorsement</i>
	2	<i>Advanced Spinning and Inverted Spin Endorsement</i>
	3	<i>Aerobatic Skills Enhancement Training</i>
	b	Spinning Flight Activity Endorsement
	c	Formation Flight Activity Endorsement
J		Pilot Instructor Rating and Endorsements

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Subject	Sub-Item	Description
	a	Flight Instructor Ratings
	b	Grade 1 Training Endorsement
	c	Grade 2 Training Endorsement
	d	Grade 3 Training Endorsement (Aeroplane)
	e	Multi Engine Aeroplane Training Endorsement
	f	Design Feature Endorsement Training Endorsement
	g	Instrument Rating Training Endorsement
	h	Night VFR Rating Training Endorsement
	i	Instructor Rating Training Endorsement
	j	Multi Engine Aeroplane Class Rating Instructor Training Endorsement
	k	Spinning Training Endorsement
	l	Aerobatics Training Endorsement
	m	Formation Training Endorsement
	n	Instructor Rating with Design Feature Training Endorsement

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3.3 Training Development

3.3.1 Development of Training Courses

Each Part 142 flight training course must satisfy the principles of competency based training and must meet the standards of the Part 61 MOS. When the criteria applicable to an existing course are varied or a new course is planned, the following course development processes must be completed. Criteria include but are not limited to:

- Type or variant of aircraft.
- Type of model of Flight Simulation Training Device.
- Recognised prior learning of participants.
- Company or regulatory standards of competence.
- Direction by CASA.

The Group Head of Operations is responsible for initiating course development processes in response to new criteria proposed for future courses.

Course development consists of the following processes:

- Development of training and assessment plans and course outlines.
- Development of syllabuses and lesson plans.
- Development of training records.
- Determination of instructional and support personnel for completion of a course.
- Determination of facilities and equipment.
- Examinations and tests.
- Management of flight training areas.
- Flight check systems for training operations.
- Protocols for relationships and behaviour with course participants.

Detailed considerations relevant to the processes in this list are described in the following sections subsections.

The risk management processes which are utilised for training courses is contained within the Part 142 Safety Management System Manual (OM5) which also forms part of this exposition.

3.3.2 Training and Assessment Plans and Course Outlines

The training and assessment plans and course outlines for each course of training are published in Syllabus Guides located in this Operations Manual Volume and are also published electronically on the Flight School Manager (FSM) where the actual detail of each Syllabus is contained and accessible for use during Training Activities.

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3.3.3 Development of Syllabus

Syllabus for Proposed Training are to be developed under the supervision of the Group Head of Operations and are to be developed consistent with Part 61 Manual of Standards (MOS).

3.3.4 Development of Lesson Plans

Company standard proposed course(s) of training outlined in the Syllabus Guide(s) held in Operations Manual, Volume 4A (OM4A) and FSM shall include the following items:

- The name of the course and qualification.
- The names of personnel responsible for preparation of the plan.
- The ranges of demography, prior learning status and maximum/minimum size of the participant 'population' of the course.
- Participant pre-requisites, for example licence and aircraft category rating.
- The units and elements of competency for the course, specified in the MOS.
- The standards of knowledge and competency for the course, specified in the MOS.
- The phases, if appropriate, into which the course will be divided.
- All lessons necessary to achieve an appropriate rate of delivery of instruction and course progression, for the prescribed units and elements of knowledge and competency.
- The most appropriate modes and techniques of delivery of instruction for each training lesson:
- The chronological sequence of theory and practical training periods, ensuring the delivery of theory training is timed to optimise flight training (the list will form a 'program of instruction')
- The program of instruction must include provision for contingencies such as unexpected weather conditions, operational restrictions and remedial training.
- The number of instructors and examiners required for each course phase including minimum qualifications, experience and recency.
- All physical resources and facilities required for delivery of the course including training aids, publications and training précis.

The facilities and resources needed to conduct each course are to be identified according to the following criteria, and described in the course training plan:

- Each room used for course training must have adequate lighting, temperature control and furniture appropriate to the purpose.
- Each training room must be isolated from significant noise distraction and must not be used for other purposes during training.
- Training aids and equipment must be accurate and serviceable.

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- Individual briefing rooms are to be suitably furnished and equipped for the conduct of pre-flight and post-flight briefings.
- Sufficient aircraft and simulator availability to meet the daily program.
- Course reference material to be identified and available before commencement of a course.

The Head of Operations is to review the training plan in detail, and certify the plan is suitable for the proposed course. Once approved the plan is to be uploaded into FSM for use and if not already covered by a current Syllabus Guide, then a Syllabus Guide is to be added to Chapter 3 of Operations Manual, Volume 4A (OM4A) (this Chapter, under 3.1 above). If relating to a current Syllabus Guide already contained within OM4A then the relevant Syllabus Guide is to be updated to reflect the changes as and if required.

To assist in the development of Training Courses, Syllabus and Lesson Plans as well as determine the resources required, Number 4A-050 has been developed.

Form 4A-050 is listed in 6.1 of this Volume (OM4A) and is available from FSM or the Forms Manual.

3.3.5 Assignment of Resources and Resource Planning

The Group Head of Operations shall be responsible for ensuring that the appropriate resources in both personnel and materiel are obtained, available and planned for all training activities approved under Part 142. Scheduling of personnel and facilities (including aircraft) are to be carried out in accordance with this Operations Manual (OM) (All Volumes and BPM(s), as applicable) and utilising the FSM system.

3.3.6 Assessment Plans

For each Training Course developed as described above, an Assessment Plan must also be developed to ascertain the level of performance against the required standard(s) attained by the Student.

Assessment Plans must contain the following and are also included in the guidance material/checklist contained on Form 4A-050:

- The name of the course and qualification.
- The names of personnel responsible for preparation of the plan.
- The standards applicable to the qualification, for example for multi-engine aeroplane type rating: Part 61 MOS units TYP A, AME, TR-MEA or relevant knowledge standards for ATPL-A.
- For knowledge training, identify each summative assessment and relevant standards and performance criteria (written examinations are compiled during pre-course preparation).
- For skills training, identify requirements for formative assessment and recording.
- For skills training, identify each summative assessment including relevant elements and performance criteria.

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Each summative assessment identified in the assessment plan must be included chronologically in the course program of instruction.

The Group Head of Operations is to review the assessment plan in detail, and certify the plan is suitable for the proposed course.

On completion of assessment planning, training records suitable for the course training and assessment are to be designed and enabled within the training management software (FSM).

The relevant components of the FSM Syllabus information (if applicable) and the Operations Manual, Volume 4A (OM4A) Syllabus Guide(s) are to be updated in order to reflect any changes, as/if required.

3.3.7 Scheduling and Coordination

The Group Head of Operations is responsible for initiating pre-course preparation and for implementing procedures to ensure the on-time availability of all resources required for the seamless delivery of training.

This will include ensuring the training management system (FSM) is loaded with data relating to course participants, instructors, course programming and lesson plans.

To mitigate delays to course progress arising from the unforeseen unavailability of resources, the Group Head of Operations must prepare contingency plans approved by the Head of Training and Checking (presently, the Head of Training and Checking is the HOO).

NOTE:

The Group HOO may delegate some of these tasks to Instructor(s) or Flight Training Manager(s) but shall remain responsible and accountable for the conduct of such activities and ensuring they are carried out in accordance with those responsibilities.

3.3.8 Joining Instructions

Joining instructions are to be despatched to course participants at least two (2) weeks prior to course commencement.

The instructions are to be prepared using Company standard contained in both policy form in Operations Manual, Volume 4A (OM4A) and in associated Syllabus Information loaded in the FSM system, by entering the following information for the proposed course:

- The name of the course and qualification.
- The names of personnel responsible for preparation of the instructions.
- A brief overview of the course and outcomes.
- Course dates, times and location.
- Travel and accommodation arrangements (if applicable).
- Facilitators.

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- Course outline.
- Course completion standards.
- Participant requirements.

The relevant information is then entered into the FSM system for scheduling and resourcing purposes.

3.3.9 Risk Assessment(s) and Training Area(s)

Prior to commencement of a course requiring the use of a flight training area, the Group Head of Operations must ensure each training area is assessed for suitability and a risk assessment is carried out in accordance with the safety management system manual.

The Group Head of Safety is responsible for reviewing and updating the risk assessment against the use of the flight training areas and low flying training areas. Copies of the risk assessments are contained in the Company's hazard and risk register.

3.3.10 Training Area

A map and any other details as required of the training area applicable to each Base location are featured in the applicable Base Procedures Manual(s).

3.4 Familiarisation Training for Key Personnel

The content of the Company Familiarisation Training for Key Personnel shall include the matters necessary to familiarise the person with the Responsibilities and Accountabilities of the position as outlined in the Operations Manual, Volume 1 (OM1) and the Regulations and must also include as a minimum, the following information:

- The Company Structure, Governance and Management as per the Operations Manual (OM);
- The activities the Company that are permitted under various CASA Approvals;
- Processes and procedures to support the conduct of the duties associated with the responsibilities as documented in the Company Operations Manual (OM) and the CASA issued Certificate of Approval;
- Reporting requirements for Key Personnel and other Management as well as the Duties and Responsibilities of all personnel as outlined in the Operations Manual (OM);
- Legislative framework governing civil aviation, specifically the regulations administered by CASA and applicable to the Company's operations but in addition, an overview of the International Framework;
- Policies, procedures, systems and the Safety Management System (SMS) and safety culture including 'Just' Culture;

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- Risk Management including the key risks and risk management strategies employed by the Company;
- Quality Assurance in the context of the SMS;
- Company Exposition, supporting Manuals and Documents (OM and BPMs, OSOs and Forms, etc.) and the processes and procedures described therein; and
- Any other relevant internal procedures and approval processes.

The following Personnel identified by position(s) in the Table below shall be responsible for conducting familiarisation training for the positions indicated – it should be noted that some elements of this may be delegated but that the Key Person identified shall remain responsible for the conduct and completion of the training.

The following is based on current person(s) holding Key Positions so may require revision should personnel change (e.g. current Group CEO is qualified to be HOO so may conduct Familiarisation Training).

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Table 3-2 Key Personnel Familiarisation Training Responsibility

Key Personnel Position/Standby	Key Person who may be assigned Responsibility for Familiarisation Training
Group CEO	If Standby Group CEO then permanent Group CEO If new permanent Group CEO, then Director(s) shall nominate an appropriately qualified person(s)
Group Head of Operations	Group CEO if new permanent appointee to HOO position Current Group HOO if Standby appointee
Group Head of Safety	Group CEO if new permanent appointee Current Group Head of Safety if Standby appointee

The Key Personnel Familiarisation Training Syllabus and Records are held within the Flight School Manager (FSM) system.

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4 Ground and Flight Tests

This Chapter provides guidance and procedures for Ground Flight Tests and related process, procedures and requirements.

4.1 Ground and Flight Tests

Below are detailed the various elements with respect to Ground and Flight Tests.

4.1.1 Authority for the Conduct of Ground and Flight Tests

The Company has authorisation to conduct the following activities as specified in the subheadings that follow.

4.1.2 Tests and Examinations

Aeronautical Knowledge Examinations

The following Examinations are those that are set and marked by the School:

- Pre Solo Theory Exam.
- Pre Area Solo Exam.
- Basic Aeronautical Knowledge Exam.
- Radiotelephone Operators Certificate Exam (AROC).
- CTA/CTR Examination.
- RPL/Navigation Endorsement Examination.
- Pilot Instructor Rating Common (PIRC) Examinations (delivered internally with appropriate approval from CASA).

Examinations set by the CASA Cyber Exam system and conducted by the School:

- Private Pilot Licence Theory Exam.

Flight Examinations

Examinations require the Instructor to hold a Flight Examiner Rating or CASA approval under CASR Part 61.040 and persons so qualified are responsible (in addition to the HOO) for conducting the above tests as well as those listed below:

- Recreational Pilot (Aeroplane) License (RPL) Test.
- Private Pilot Licence.
- Aeroplane Class Rating Single Engine.
- Aeroplane Class Rating Multi Engine.
- Night VFR Rating.

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- Commercial Pilot Licence.
- Instrument Rating.
- Instructor Rating.

Examiners will be issued with a list of their individual flight test approvals by the CASA. The HOO is to nominate who, from the available Examiners, conducts a particular test or type of tests on behalf of the Operator.

The CASA may conduct 'sample' flight tests of applicants as necessary.

Production, Conduct and Marking of Examinations

Examination supervisors are to confirm the identity of candidates. A separate room is to be made available to provide a quiet, private area for the candidate. All relevant information displays are to be removed.

CASA 'Cyber Exam' examinations are to be conducted and supervised by an approved 'Cyber Exam' Conducting Officer in accordance with instructions issued by the CASA.

In house examinations are to be marked by the HOO or a person nominated by the HOO. 'Cyber Exam' examinations are to be marked in accordance with instructions issued by the CASA.

Completed 'in house' papers are to be filed in the Student's record.

Details of all examinations conducted are to be recorded in the FSM system. When a Student passes an examination details are to be recorded in his/her file.

Appropriate Re-Training

Where a candidate has failed Aeronautical Knowledge Examinations conducted by the school or by CASA multiple times resulting in the need for the HOO to write to CASA confirming that remedial training has taken place, the letter will be issued only after the HOO has been satisfied that the appropriate training is sufficient. Where the remedial training takes place outside the Company, the student is required to furnish proof of the remedial training.

Supervision of Flight Crew Licence Written Examinations

To ensure that misconduct or impersonation does not occur when the Company is conducting written examinations or flight tests, the following procedures shall be adhered to at all times:

- The HOO shall ensure that all examination papers are kept in a secure area which may only be accessed by authorised personnel; this may include an electronic means of storage. The HOO shall ensure that all personnel are made aware of the consequences and legal implications of assisting candidates to complete an examination in contravention of the examination conditions.
- When examinations are conducted for candidate(s), the candidate(s) shall be supervised by an authorised member of personnel for the duration of the examination until the completed paper, together with any associated workings or notes, are handed back to the authorised

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person. Any non-essential workings or material shall be destroyed in such a manner as to ensure that it cannot be utilised to the advantage of future candidates.

- If the candidate is not known to the Examiner, then the Examiner shall confirm the identity of the candidate prior to commencing an examination or test by requiring the candidate to furnish proof of their identity – by providing an official form of identification such as current Driver's Licence, Passport or other such document which has a recognisable photograph of the candidate.

All authorised personnel shall be made aware that if they detect or are have brought to their attention any misconduct or impersonation in relation to any examination or test conducted by the Company, they shall immediately notify the HOO and provide a written report along with furnishing any evidence associated with the occurrence.

The HOO shall then notify CASA of the occurrence as soon as practicable, so that appropriate action may be taken by CASA.

Forms for Conduct of Licence and Operational Rating Tests

Reference should be made to Forms 4A-042, 4A-043, 4A-044, 4A-045, 4A-046, 4A-047 and Test Booking Request, Form 4A-053.

Security of Examination Materials

Personnel are to ensure the security of examination materials via the coded access to the FSM system to ensure that examination materials are not accessible to non-authorised personnel.

Rooms utilized for Training at each Base that are approved by the Company, along with specifications are listed in each BPM and are bookable via FSM and each Base(s) personnel approved for access to Examination Materials will have appropriate access to FSM to access such materials, thereby ensuring security of such materials.

Conduct of License Tests

Prior to applying for a flight test for his/her student, an Instructor shall ensure that:

- A pre-licence/rating assessment flight has been completed by an approved delegate of the HOO;
- All Part 61 MOS requirements have been completed and certified on the Student's records;
- Certificate of Completion has been generated from FSM and completed, signed by student and identified with the Student's name and ARN;
- Knowledge Deficiency Report items have been thoroughly revised and certified;
- The logbook has all personal details completed;
- Flying times for each month have been checked and certified as correct against Student records;

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- Logbook has been sub-totalled at the end of the course;
- Relevant Test Preparation Checklist has been accessed from FSM and completed (refer to 6.1);
- The applicable Licence/Rating application form has been completed and signed by the applicant; and
- All of the above have been presented to the HOO or SBP at least 48 hours prior to the flight test.

The HOO or SBP may reject the candidate for testing if all the documentation is not complete and properly presented.

The HOO or SBP shall be satisfied that the student is ready for the test, sign the recommendation for flight test on the test application form, arrange an Examiner to conduct and notify the CASA of the intended test at least twenty-four (24) hours before the required start time.

The HOO or SBP shall make or delegate the making of an appropriate booking on the booking system. The following guidelines must be taken into account when making a booking for a flight test:

- CPL – 6 hour booking of the Examiner of which the last 4 hours shall include the aircraft in daylight
- PPL – 5 hour booking of the Examiner of which the last 3 hours shall include the aircraft in daylight
- NVFR – 5 hour booking with the last 3 hours shall include the aircraft.
- IFR – 5 hour booking of the Examiner of which the last 3 hours shall include the aircraft
- IFR Proficiency Check – 3 hour booking of the Examiner of which the last 2 hours shall include the aircraft
- Instructor (Initial) – 5 hour booking of the Examiner and of which the last 2 hours shall include the aircraft
- Instructor Proficiency Check – 3 hour booking of the Examiner and of which the last 2 hours shall include the aircraft
- Instructor (META) – 5 hour booking of the Examiner and of which the last 2 hours shall include the aircraft
- RPL – 3 hour booking of the Examiner and of which the last 2 hours shall include the aircraft

The flight test is to be conducted in accordance with current CASA test guidelines – refer to the Flight Examiner Handbook.

If a student fails to successfully attain a pass in a flight test, the Examiner is to complete feedback via FSM. Any remedial training required is to be completed and the test application procedure started again.

Upon successful completion of a flight test, the Examiner is to complete the test form and provide it to the HOO or SBP or other CASA Delegate if appropriate, for log book entry and CASA action. In addition, they will provide feedback via FSM.

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Further Training of Student Pilots after Failing Ground or Flight Tests

If a Student consistently fails to achieve competency as a result of a summative assessment, this must be investigated by the Senior Instructor to determine the cause. Investigation should include, but not be limited to:

- An analysis of the Student's Flight Training Records.
- Discussion with the relevant Instructor and Student.

The Senior Instructor will liaise with the HOO/SBP via Form 4A-051 as required and decide on the remedial course of action. To determine the best options for the Student involved, some of the matters that should be considered are:

- Remedial training involving additional flights or simulator training with the Student's current Instructor.
- A change of Instructor.
- A more in depth assessment conducted by the HOO or one of the Senior Instructors.

NOTE:

For Contracted Checking and Recurrent Training, refer to the Operator's Training and Checking Manual.

4.1.3 Flight Reviews

A Flight Review is a requirement of CASR Part 61 and must be undertaken every twenty-four (24) months (i.e. prior to the expiration of twenty-four months since the previous Flight Review) for aircraft class ratings, aircraft type ratings, private instrument flight rules rating and night visual flight rules rating and every twelve (12) months (i.e. prior to the expiration of twelve months since the previous Flight Review) for low level rating.

A proficiency check for an instrument rating or instructor rating satisfies the Flight Review requirement for the class of aeroplane in which the proficiency check is conducted.

The Flight Review will be conducted by a Grade 1 or Grade 2 Flight Instructor in an aircraft class that the Flight Instructor is authorised to fly.

Pilots being reviewed must meet the CASR Part 61 MOS Competencies for the particular class of aeroplane or rating being reviewed.

The Flight Review may include training delivered by the reviewing Flight Instructor where the Instructor deems necessary in order for the Reviewee to meet the competency standard.

Following the successful completion of a Flight Review, the Flight Instructor will complete the CASR Part 61 License Forms and advise CASA within fourteen (14) days that the Pilot has successfully completed a Flight Review.

Where the Pilot fails to achieve the competency levels required, the Company will not hire an aeroplane to the Pilot concerned until such time

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as appropriate remedial training has been undertaken necessary to successfully attempt the Flight Review again.

4.1.4 Flight Test Feedback Form

The Flight Test Feedback Form should be completed after a Flight Test utilising Form 4A-003.

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5 Marshalling Signals

This Chapter is additional to the recommended content specified by CASA in CAAP 215(2) and is provided to allow for the inclusion of information that while not strictly required, may enhance the understanding and/or level of guidance offered to operational personnel.


5.1 Marshalling

The following provided a summary of the key IATA and ICAO Recommended Hand Signals and Marshalling Signals.

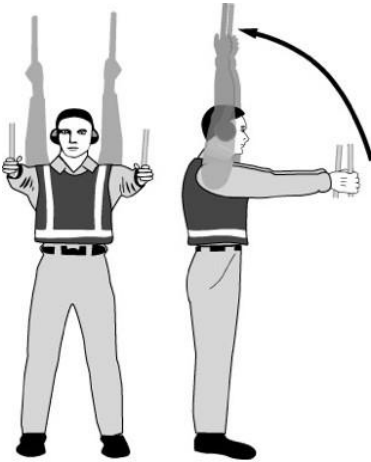
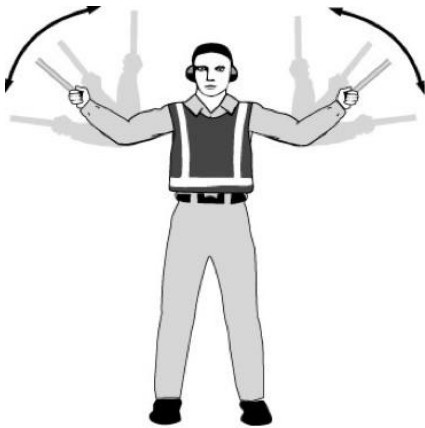
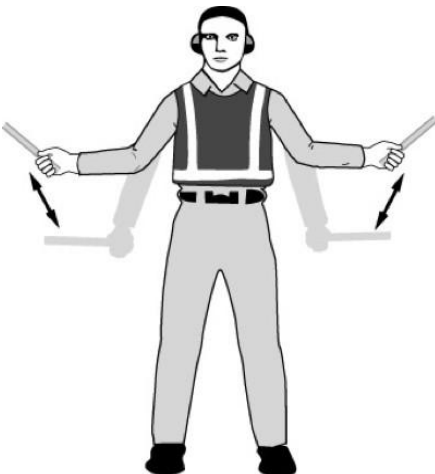
5.1.1 Marshalling Signals

The Marshalling Signals that are featured here are drawn from ICAO, IATA (AHM 630 and AHM 631) and CASA CAO 20.3 and are referred to in Volume 2 (OM2) of the Operations Manual.

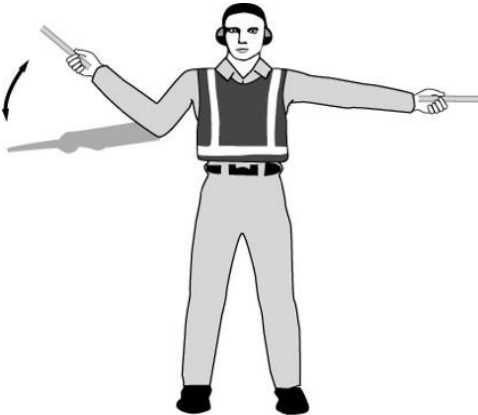
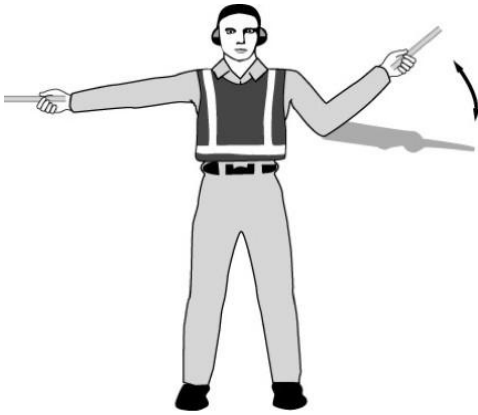
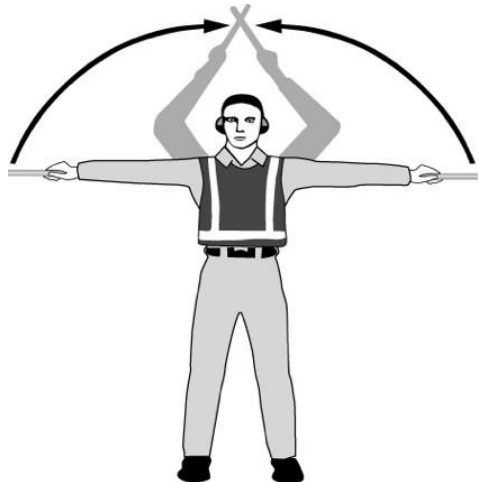
Figure 5-1 Standard Marshalling Signals

Signal	Description/ Meaning	Reference Information
	<p>To Proceed under further guidance by Marshaller</p> <p>Marshaller directs pilot if traffic conditions on aerodrome require this action.</p>	CAO 20.3 (1)


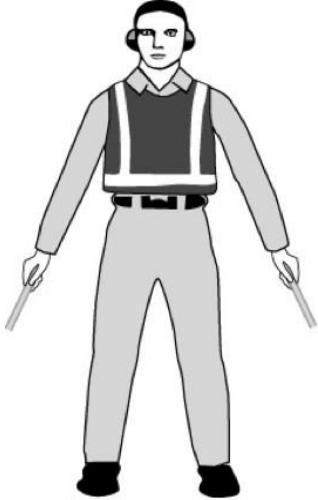
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Signal	Description/ Meaning	Reference Information
	<p>Identify Gate or 'This Bay'</p> <p>Raise fully extended arms straight above the head with wands pointing up, move hands fore and aft to keep from blending into background</p>	<p>CAO 20.3 (2)</p> <p>AHM 631</p>
	<p>Continue Taxiing – Straight Ahead</p> <p>Bend extended arms at elbows and move wands up and down from the waste to the head</p>	<p>CAO 20.3 (4)</p> <p>AHM 631</p>
	<p>Slow Down</p> <p>Move extended arms downwards in a 'patting' gesture, moving wands up and down from waist to knee</p> <p><i>Note:</i></p> <p>CAO 20.3 (12) provides the option of slowing down on one side only 'Slow Down Engine(s) on indicated side. Opposite hand remains by Marshaller's side.</p>	<p>CAO 20.3 (10)</p> <p>CAO 20.3 (12)</p> <p>AHM 631</p>


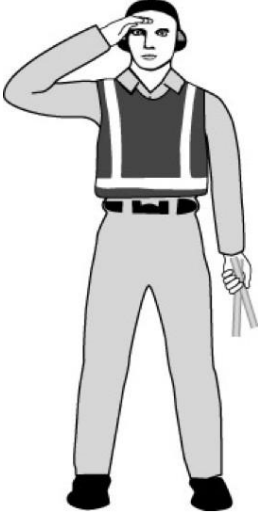
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Signal	Description/ Meaning	Reference Information
	<p>Turn Right (<i>From Flight Deck Point of View</i>)</p> <p>With the left arm wand extended at 90° angle to the body, right hand forms the 'come straight ahead' signal. The rate of signal motion indicates to the Flight Deck, the required rate of Aircraft movement.</p>	<p>CAO 20.3 (5b)</p> <p>AHM 631</p>
	<p>Turn Left (<i>From Flight Deck Point of View</i>)</p> <p>With the right arm wand extended at 90° angle to the body, left hand forms the 'come straight ahead' signal. The rate of signal motion indicates to the Flight Deck, the required rate of Aircraft movement.</p>	<p>CAO 20.3 (5a)</p> <p>AHM631</p>
	<p>Normal Stop</p> <p>Fully extend arms and wands at a 90° angle to the side of the body and slowly move arms above the head until the wands cross.</p>	<p>CAO 20.3 (6)</p> <p>AHM 631</p>

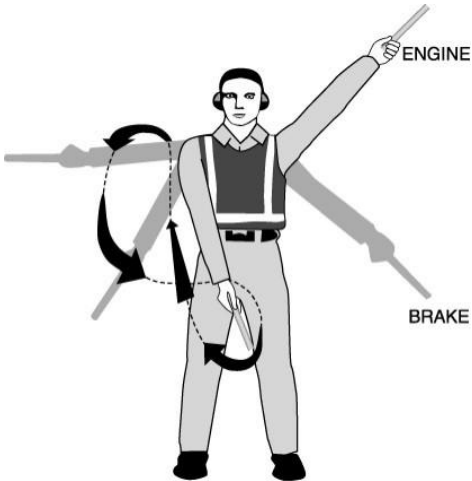
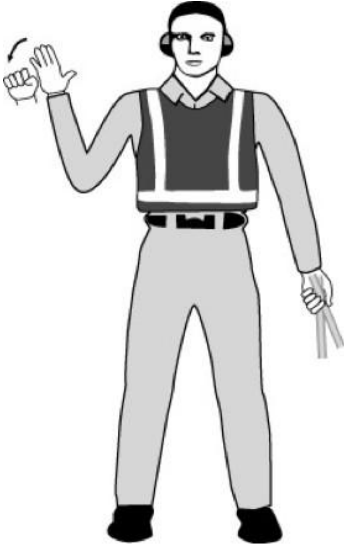
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Signal	Description/ Meaning	Reference Information
	<p>Emergency Stop</p> <p>Abruptly extend arms and wands to the top of the head, crossing the wands.</p>	<p>CAO 20.3 (6)</p> <p>AHM 631</p>
	<p>Hold Position / Stand By</p> <p>Fully extend arms and wands downward at a 45° angle, to the sides. Hold the position until the Aircraft is clear for the next manoeuvre.</p>	<p>AHM 631</p>



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Signal	Description/ Meaning	Reference Information
	<p>Proceed to Next Marshaller OR</p> <p>As Directed by Tower/Ground Controller</p> <p>Point both arms upward, move and extend arms outward to the side and point wands in direction of the next Marshaller's position to the Taxi Area.</p>	<p>CAO 20.3 (3)</p> <p>AHM 631</p>
	<p>End Marshalling</p> <p>Perform a Standard Military Salute (United States Style) with right hand and/or wand to dispatch the aircraft. Maintain eye contact with the Flight Deck Crew until the Aircraft has begun to Taxi.</p>	<p>AHM 631</p>


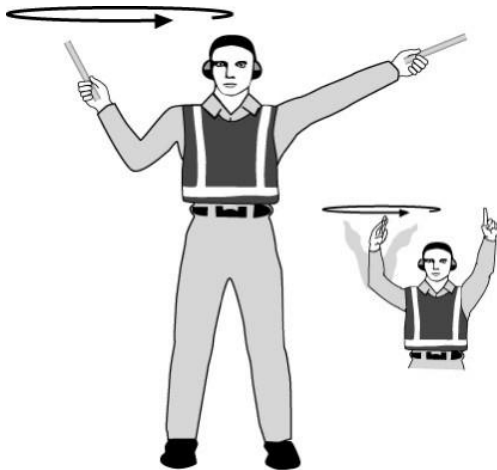
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Signal	Description/ Meaning	Reference Information
	<p>Fire</p> <p>Move right wand in a 'fanning' motion from the shoulder to the knee, while at the same time pointing with the left hand wand to the area of the fire.</p>	AHM 631
	<p>Set Brakes (or Engage Brakes)</p> <p>Raise hand just above shoulder height with an open palm. While ensuring that eye contact is achieved and maintained with the Flight Crew, close the hand into a fist. DO NOT MOVE until the receipt of a thumbs up acknowledgement from the Flight Crew</p> <p><i>Note:</i></p> <p><i>The CASA Signal has the hand at waste height for this Signal</i></p>	<p>CAO 20.3 (11a)</p> <p>AHM 631</p>

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Signal	Description/ Meaning	Reference Information
	<p>Release Brakes</p> <p>Raise hand just above shoulder height with hand closed in a fist. While ensuring that eye contact is achieved and maintained with the Flight Crew, un-clench fist to reveal open palm. DO NOT MOVE until receipt of a thumbs up acknowledgement from the Flight Crew.</p> <p><i>Note:</i></p> <p><i>The CASA Signal has the hand at waste height for this Signal</i></p>	<p>CAO 20.3 (11b)</p> <p>AHM 631</p>
	<p>Chocks Inserted (or Insert Chocks)</p> <p>With arms and wands fully extended above the head, move wands inward in a 'jabbing' motion until the wands touch.</p> <p><i>Note:</i></p> <p><i>CAO 20.3 Signal is similar but with the arms in the downward position instead, performing the same action but at knee level.</i></p>	<p>CAO 20.3 (8a)</p> <p>AHM 631</p>

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Signal	Description/ Meaning	Reference Information
	<p>Chocks Removed (or Remove Chocks)</p> <p>With arms and wands fully extended above the head, move wands outward in a 'jabbing' motion. DO NOT remove chocks until authorised to do so by the Flight Crew and then use this signal to indicate their removal.</p> <p><i>Note:</i></p> <p>CAO 20.3 Signal is similar but with the arms in the downward position instead, performing the same action but at knee level.</p>	<p>CAO 20.3 (8b)</p> <p>AHM 631</p>
	<p>Start Engines</p> <p>Raise the right arm to head level with the wand pointing up and start a circular motion with the right hand. At the same time, with the left arm raised above head level, point to engine to be started.</p>	<p>CAO 20.3 (7)</p> <p>AHM 631</p>

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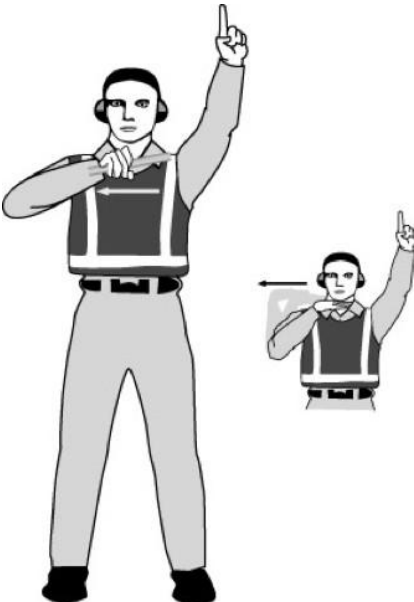
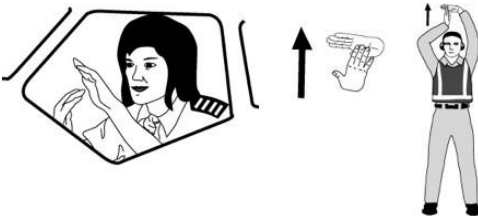
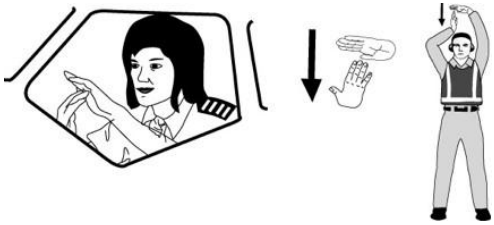
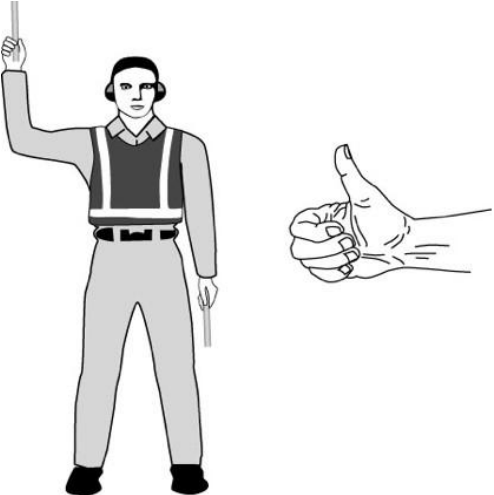
Signal	Description/ Meaning	Reference Information
	<p>Cut Engines</p> <p>Extend arm with wand forward of body at shoulder level. Move hand and wand to top of left shoulder and draw wand to top right shoulder in a slicing motion across the throat.</p>	<p>CAO 20.3 (9)</p> <p>AHM 631</p>

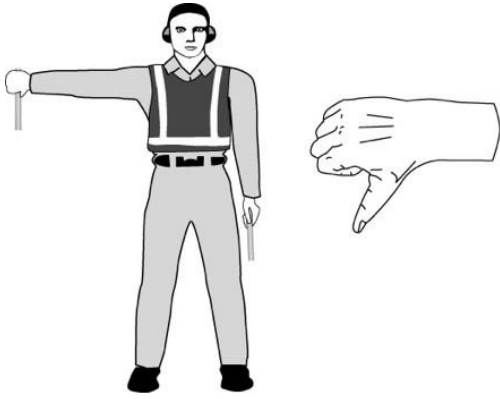

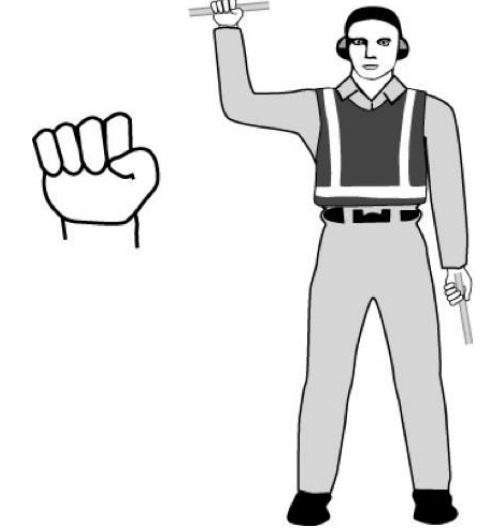
Figure 5-2 Technical Service Communications

Signal	Description/ Meaning	Reference Information
	<p>Connect Ground Power</p> <p>Hold arms fully extended above the head. Open the left hand horizontally and move the finger tips of the right hand into, and touch, the open palm of the left hand (forming a 'T'). At night time, illuminated wands can be used to for the 'T' above the head.</p>	<p>AHM 631</p>

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Signal	Description/ Meaning	Reference Information
	<p>Disconnect Ground Power</p> <p>Hold arms fully extended above the head with finger tips of right hand touching the open horizontal palm of the left hand (forming a "T"). Move the right hand away from the left. DO NOT disconnect power until authorised to do so by the flight crew. At night, illuminated wands can be used to open the "T" above the head.</p>	AHM 631
	<p>Affirmative / All Clear</p> <p>Raise right arm to head level with the wand pointing up OR display the hand with thumbs up with the left arm remaining at side alongside the left knee.</p>	<p>CAO 20.3 (15)</p> <p>AHM 631</p>

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Signal	Description/ Meaning	Reference Information
	<p>Negative</p> <p>Hold the right arm straight out at 90° from the shoulder and point the wand downward toward the ground OR display hand with a thumbs down with left arm remaining at side alongside the left knee</p>	AHM 631
	<p>Interphones</p> <p>Extend both arms out at 90° from the body and move both hands to cup both ears</p>	AHM 631
	<p>DO NOT Touch Controls</p> <p>Raise right hand above head level and close fist or hold wand in horizontal position with left arm remaining by side</p>	AHM 631

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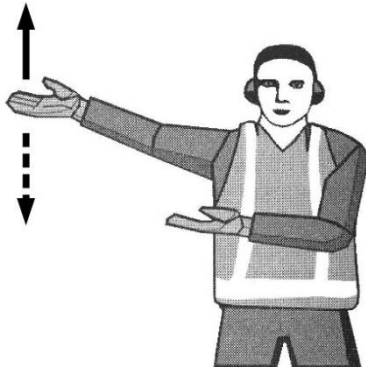
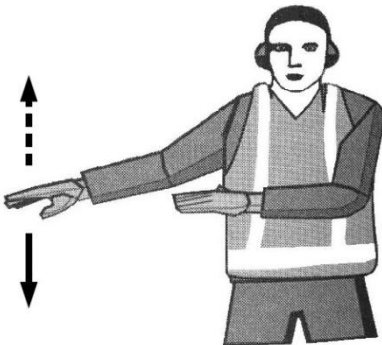

Signal	Description/ Meaning	Reference Information
	<p>Open / Close Stairs Forward / Aft</p> <p>With right arm at side and left arm raised above the head at 45°, the right arm is moved a sweeping motion, toward the left shoulder</p>	AHM 631

Figure 5-3 Marshalling for GSE

Signal	Description/Meaning	Reference Information
	<p>Lift</p> <p>Stretch both arms toward equipment, palms upward, hand movement in upward direction</p>	AHM 630
	<p>Lower</p> <p>Stretch both arms toward equipment, palms downward, hand movement in down direction.</p>	AHM 630

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Signal	Description/Meaning	Reference Information
	<p>Indicate Distance</p> <p>Distance shown between hands corresponds to the amount of distance available. Move hands together to indicate closure of distance.</p>	AHM 630

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6 Operational Forms

6.1 Forms

This Chapter contains a list of Forms that are applicable to this Volume and Forms listed are thus controlled by this Volume. Personnel should carefully check the related Form prior to use to ensure that the correctly dated form is selected and utilised in accordance with the information shown below.

Table 6-1 Forms Controlled by Volume 4A (OM4A)

Form Number	Name or Purpose	Effective Date
4A-002	Reserved.	
4A-003	Flight Test Feedback Form	30APR18
4A-025	Transfer of Student Records	20OCT17
4A-026	Request for Transfer of Student Records – Checklist	20OCT17
4A-041	Solo Authorization	15SEP18
4A-042	Pre-Test Checklist CPL(A)	20OCT17
4A-043	Pre-Test Checklist Instrument Rating	15APR17
4A-044	Pre-Test Checklist Multi-Engine	15APR17
4A-045	Pre-Test Checklist NVFR	15APR17
4A-046	Pre-Test Checklist PPL(A)	20OCT17
4A-047	Pre-Test Checklist RPL(A)	15APR17
4A-048	Aircraft Endorsement Checklist for APTA Instructors	15APR17
4A-049	Take-Off Safety Brief	15APR17
4A-050	Course Development Checklist	15APR17
4A-051	Remedial Training Form	15APR17
4A-053	Test Booking Request	15APR17

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7 Additional Information

The following provides a keyword index of this Volume for easy reference.

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