

Converting Instructor Issue or Upgrade (INS003)

PERSONAL DETAILS

Surname		Given names	
Preferred name		Title	Date of birth
Membership Number		Membership Expiry	
Phone (H)		Phone (M)	Phone (B)
Residential address			
Suburb		State	Postcode
Postal address (if different)			
Suburb		State	Postcode
Email		Occupation	
Emergency contact name		Number	

I apply for the issue or upgrade to:

<input type="checkbox"/> Instructor (\$20)	<input type="checkbox"/> Senior Instructor (\$30)	
<input type="checkbox"/> Pilot Examiner (\$220)	<input type="checkbox"/> ROC (\$220)	<input type="checkbox"/> IT or IT(T) (\$220)
<input type="checkbox"/> CFI (\$220)	<input type="checkbox"/> Deputy CFI Approval (\$220)	
<p>Note: If conducted by RAAus staff, a total fee of \$440 will apply. If CFI is issued as part of a new FTS application, an additional fee is not required.</p>		

APPLICANT'S DECLARATION

(Please tick relevant boxes)

- ☐ I have a current CASA Class 2 Medical Certificate or RAAus Instructor Medical.
- ☐ I certify I am able to understand and carry out instructions given in the English language.
- ☐ I agree that this issue or upgrade has been carried out in accordance with the requirements of the RAAus Flight Operations Manual.

Applicant's Signature _____ Date _____

Payment Details and Tax Invoice

TOTAL AUTHORISED PAYMENT AMOUNT: \$		
Payment method:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard <input type="checkbox"/> Cheque/Money Order (payable to Recreational Aviation Australia Ltd)
Card number:	Expiry date:	CCV:
Cardholder's name:	Signature:	

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EXAMINER AND APPLICANT TO COMPLETE (Refer RAAus Flight Operations manual)

Member Name	Membership Number
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Pilot Qualifications:

Level obtained

e.g. Gr1 / CFI appr / Snr Inst

Years held

☐ CASA ☐ SAFA ☐ GFA ☐ ASRA ☐ ADF/overseas military

International Qualifications:

Country

Ratings Held

Note: Complete an Endorsement Recognition form and attach verified copies of all qualifications with this application including copies of relevant Pilot Log Book pages if required.

Practical and Documentation

In accordance with the RAAus Operations Manual, the applicant has:

- ☐ Demonstrated required competency and Examiner satisfied all areas of the Syllabus of Flight Training have been met, including Human Factors training
- ☐ Completed Flight Time Requirements ☐ Passed relevant Flight Test ☐ Ground Theory / Exams completed
- ☐ Log book entry made and signed, hours recorded true and correct
- ☐ Instructor exam completed (not required if a current CASA rating is held)
- ☐ Attached a copy of the applicant's previous pilot qualifications

Flight Test conducted in: Aircraft Type	Aircraft Registration	Flight Duration
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Aeronautical Experience (Hours)

Hours in:	Aircraft <600kg MTOW*	Other Aircraft	Total Experience
Pilot in Command			
Dual			
Instructor			

Note: *An Aircraft that is eligible for registration with RAAus with a MTOW of 600kg or less, however is registered with another National Airworthiness Authority such as CASA, FAA or CAANZ.

Certification

I certify that I have tested this applicant and recommend the issue of:

- ☐ Group A Three Axis ☐ Group B Weightshift Microlight ☐ Group D Powered Parachute
- ☐ Nose Wheel Aircraft ☐ Tail Wheel Aircraft

That they are at a standard required for the issue of a:

- ☐ Instructor rating ☐ Senior Instructor ☐ Deputy CFI Approval ☐ CFI Approval ☐ PE
- ☐ ROC ☐ IT ☐ IT/T

In accordance with the requirements of the RAAus Flight Operations Manual, I also certify that they have been trained in accordance with the relevant Civil Aviation Orders, Civil Aviation Regulations, any relevant legislation and the RAAus Syllabus of Flight Training. I have examined the log book of the applicant and certify that the above hours are recorded in the log book and are accepted as a fair record of the aeronautical experience of the applicant.

Examiner name	Membership Number
Signature	Date
Name of Flight Training School	

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CONVERTING INSTRUCTOR ISSUE OR UPGRADE CHECKLIST

ADMINISTRATION	YES	NO
RAAus membership and ratings verified	<input type="checkbox"/>	<input type="checkbox"/>
Endorsements confirmed as appropriate for Instructor rating	<input type="checkbox"/>	<input type="checkbox"/>
Instructors medical certificate current	<input type="checkbox"/>	<input type="checkbox"/>
Review of logbook, flight activity and revision conducted	<input type="checkbox"/>	<input type="checkbox"/>
Compliance of aircraft being utilised confirmed? (Inc. registration)	<input type="checkbox"/>	<input type="checkbox"/>
GROUND BASED ASSESSMENT		
Confirm Instructors understanding of Air Legislation	<input type="checkbox"/>	<input type="checkbox"/>
CAO knowledge appropriate to aircraft group and rating/s held	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of understanding of relevant regulatory changes	<input type="checkbox"/>	<input type="checkbox"/>
Review of Human Factors key elements	<input type="checkbox"/>	<input type="checkbox"/>
Instructor knowledge of flight planning requirements to standard	<input type="checkbox"/>	<input type="checkbox"/>
For: a) Local Flight b) Cross country flight	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Visual Flight Rules and Meteorology	<input type="checkbox"/>	<input type="checkbox"/>
Radio procedures at Non-Controlled Aerodromes to standard	<input type="checkbox"/>	<input type="checkbox"/>
Controlled Airspace avoidance knowledge to standard	<input type="checkbox"/>	<input type="checkbox"/>
Delivery of nominated theory lesson to standard	<input type="checkbox"/>	<input type="checkbox"/>
FLIGHT ASSESSMENT & POST FLIGHT REVIEW		
Flight sequences delivered to required competency (as per RAAus Syllabus of Flight Training)	<input type="checkbox"/>	<input type="checkbox"/>
All requirements of relevant instructor Flight Operations Manual section have been met	<input type="checkbox"/>	<input type="checkbox"/>
ADMINISTRATION COMPLETION		
Logbook entry made: <i>Candidate name</i> has met the requirements of Flight Operations Manual Section XX for the issue of Instructor/Senior/CFI. <i>Examiner name, member number, signature, date.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Post-flight debrief completed	<input type="checkbox"/>	<input type="checkbox"/>