

RAAP 7

CONDUCT OF INITIAL ISSUE, S&P CHECK OR RENEWAL FOR A RATING OR HIGHER APPROVAL HOLDER

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CONDUCT OF INITIAL ISSUE, S&P CHECK OR RENEWAL FOR A RATING OR HIGHER APPROVAL HOLDER

Requirements

Sections 2.08 to 2.10 of the RAAus Flight Operations Manual provides the requirements for initial issue, standards and proficiency checks and renewal requirements for RAAus rating and approval holders. These requirements apply to Instructor or Senior Instructor ratings, approvals such as Deputy Chief Flying Instructor (DCFI), Chief Flying Instructor (CFI), Pilot Examiner (PE) and Regional Operations Coordinator (ROC).

This RAAP provides detail as to RAAus expectations when a new rating or approval holder is assessed or existing holders require renewal. It includes minimum activities and standards of competency that should be demonstrated by the candidate when completing a renewal for Ratings and Approvals.

An Instructor or higher Approval holder initial assessment and renewal is expected to consist of an exercise which consists of more than “a lap around the circuit” or a simple Pilot Certificate BFR standard. The **Examiner** must assess the ability of the **candidate** to deliver briefing content to an adequate standard, manage the flight of an aircraft to acceptable flight tolerances as provided in the table below and demonstrate sequences to a high degree of accuracy and delivery of patter. As such, the entire exercise may require up to 3-4 hours, including at least an hour of in-flight component.

Definitions

Candidate The Rating or Approval holder undertaking the renewal

Examiner The Approval holder conducting the renewal

Flight path or manoeuvre		Flight tolerances
Taxiing aircraft		± 1.0 metres of centreline
Nominated heading		± 10°
Climb airspeed		-0 / +5 kts
Level off from climb and descent		± 150 ft
Straight and level	Altitude	± 150 ft
	IAS	± 10 kts
Power descent airspeed		± 10 kts
Glide		-5 / +10 kts
Turns		Angle of Bank ± 5°
Turns onto nominated headings		Heading ± 10°
Steep turn		Heading ± 10°
		Height ± 150 ft
Final approach airspeed		-0 / +5 kts
Landing	Touchdown	± 60 m
	Centreline tracking	± 2 m

Who can conduct an initial issue?

A RAAus Pilot Examiner (PE), Regional Operations Coordinator (ROC) or the holder of a Permanent Instructor Training Approval (IT), may conduct the ground and flight assessment for the initial issue of new or converting Instructor and Senior Instructor ratings.

For the issue of a Deputy Chief Flying Instructor (DCFI), Chief Flying Instructor (CFI), Pilot Examiner (PE) or Regional Operations Coordinator (ROC), the Head of Flight Operations (HFO) or a person assigned to the task by the HFO may conduct the ground and flight assessment.

Who can complete a renewal?

For an Instructor or Senior instructor rating holder the CFI of the FTS where they conduct flight training may conduct the 90 day (for Instructor) and 12 monthly (for Senior instructor) standardisation and proficiency assessments in addition to the renewal requirements. The CFI may also conduct the renewal assessment of a Deputy Chief Flying Instructor (DCFI) who operates at their FTS.

For a higher approval holder such as a CFI, PE or ROC, if RAAus Flight Operations staff are not available, the renewal must be completed by a PE or ROC.

Completion of a renewal (timeframe)

If a renewal is completed up to 90 days prior to the due date, or with extension, up to 90 days after, the renewal will be processed by RAAus staff as having been completed on the anniversary date of the rating or approval. This effectively provides a window of 6 months to complete a renewal and maintains the renewal date as a fixed date.

A single 90-day extension is available in the Flight Operations Manual for Instructor and Senior Instructor rating holders. This will also provide a 90-day extension to any Approvals such as DCFI, CFI, PE or ROC. This will assist rating and approval holders to manage scheduling or weather related issues. Only one 90 day extension can be issued and once the rating or Approval has lapsed, no further flight training is permitted until a renewal is complete.

Medical requirements

Rating and Approval holders must also ensure their medical compliance (Section 2.16 of the Flight Operations Manual) to continue to hold the Rating or Approval. This requires either a CASA issued Class 2 Medical Certificate (does not include the Class 2 Basic) or completion of the RAAus Instructor Medical (**Form MED003**) by their GP.

The **Examiner** should sight this document, or confirm validity of the medical using the Instructor Portal as part of the documentation validation process of the review.

Nomination of roles during the assessment flight

Prior to the flight taking place it is critical to nominate who will fly the aircraft should a genuine emergency occurs. A potentially dangerous situation may develop with two highly experienced rating or approval holders aboard together in the event of a genuine emergency.

In the event of any emergency, the pilot mutually nominated on the ground (usually with the greatest experience or recency on the aircraft type) should take control. The other pilot should then use effective cockpit and crew resource management to assist by making radio calls, carrying out trouble checks and aid with additional situational awareness as previously arranged.

Likewise, the handover and takeover procedure for upper air exercises must include clarification of when the exercise is intended to be the **candidate** delivering a briefing to the **Examiner** who is simulating a student and when the **Examiner** is expecting the **candidate** to manage the aircraft as a pilot in command. Phrases such as “handing over” and “taking over”, “you have control”, “I have control”, etc. must be clearly articulated during the ground based briefing for the exercise.

Common elements for assessment

There are areas which are common to each type of Rating or Approval renewal and these have been provided first in the RAAP. To provide clarity, additional and specific requirements for Ratings or Approvals have been provided later in the document.

The **Examiner** should assess the **candidate's** administrative requirements, by reviewing the logbook, confirming compliance using the RAAus Instructor Portal for the candidate, endorsements held, medical confirmed and aircraft registration.

Pre-Flight Briefing

A renewal for an Instructor Rating or higher Approval must include:

1. Delivery of at least a pre-flight briefing for a specific lesson nominated by the **Examiner**. The **Examiner** must be prepared to play the role of 'the student' for the purposes of briefing delivery. Background for where 'the student' is up to in their training must be provided to give context.

Assessment should be made in context to the RAAus Flight Instructor Reference Manual (FIRM) for format and minimum content of the pre-flight briefing. This may not be required to include long brief information unless specifically requested by the **Examiner**.

For example, if the selected briefing is for circuits, the **candidate** is expected to refer to preceding lessons and ask relevant questions to confirm "the student" understanding of preceding lessons.

Confirmation of deeper understanding of specific aerodynamic elements

2. In-depth questioning of specific elements within the briefing to ensure a robust knowledge of relevant aerodynamics related to the briefing.

For example, if the briefing is for stalls, the **Examiner** may request further clarification of the effects of wing loading, detail regarding the effect on airspeed, vector information or other relevant factors.

In flight patter

3. In-flight delivery of patter related to the lesson briefed along with assessment of the **candidate's** normal aircraft handling and procedures. Pre-take-off safety briefing, demonstration by the **candidate** of medium and steep turns, stall entry and recovery with and without power, successful forced landing to 500'AGL to the nominated landing area (with relevant patter), standard and non-standard circuits (including simulated partial or full engine failure, simulated system failure such as flaps, trim or electrics, etc).

For example, the **Examiner** may simulate a partial power failure by retarding the throttle to a reduced RPM (subject to safe conduct of the flight) and request the **candidate** patter 'the student' through management to a successful landing, either in a nominated landing area or a runway if in the circuit at the aerodrome.

Debrief on the candidates conduct of the flight assessment

4. A debrief in which the **candidate** self-assesses their performance to highlight any areas of deficiency or opportunities for improvement and note areas completed well.

This exercise is invaluable to provide assurance to the **Examiner** that the **candidate** has assessed their own performance in a non-critical way in much the same way a rating or approval holder must assess a student pilot undertaking training with the **candidate** in the normal course of their flight training.

Instructor ratings – specific information for renewal

Conduct of the renewal

An Instructor renewal may be conducted by the DCFI or CFI of the Flight Training School (FTS), by a Pilot Examiner (PE) or Regional Operations Coordinator (ROC) on request by the CFI, or by Flight Operations.

The CFI or DCFI will conduct the 90-day standard and proficiency checks for the Instructor at the FTS and enter completion of these in both the Instructor and DCFI/CFI logbooks. These checks are expected to contain all of the above requirements as a minimum in order to ensure the Instructor is delivering briefings to an appropriate standard, consistent with the CFI expectations and their personal aircraft management skills are within expected tolerances. Again, it is not simply a local flight or “lap around the circuit”.

An Instructor is still being directly supervised at this time, so mentoring and assistance could be expected to be provided by the **Examiner** as required.

The Instructor should be able to answer a variety of questions, such as the type of training they can conduct, the expected process for a nominated usual lesson, airworthiness minimums for the school aircraft, questions related to the aircraft POH, personal minimums for delivery of flight training (weather, wind, cloud, visibility, etc.) and confirmation they access the Instructor Portal as required to confirm compliance of students, pilots and aircraft at the FTS.

Senior Instructor ratings – specific information for renewal

Conduct of the renewal

A Senior Instructor renewal can be conducted by the DCFI or CFI of the Flight Training School (FTS), by a Pilot Examiner (PE) or Regional Operations Coordinator (ROC) on request by the CFI, or by Flight Operations.

The CFI or DCFI will conduct the 12 month standards and proficiency checks for the Senior Instructor and note these in both the Senior Instructor and DCFI/CFI logbooks. These checks are expected to contain all of the above requirements as a minimum in order to ensure the Senior Instructor is delivering briefings to an appropriate standard, consistent with the CFI expectations and their personal aircraft management skills are within expected tolerances. Again, it is not simply a local flight or “lap around the circuit”.

The Senior Instructor may operate with indirect supervision, so they are expected to operate without mentoring and assistance to a higher standard than that of an Instructor.

The Senior Instructor should be able to answer a variety of questions, including assessment of solo candidates, types of training they can conduct, the expected process for a nominated lesson, airworthiness minimums for the school aircraft, questions related to the aircraft POH, personal minimums for delivery of flight training (weather, wind, cloud, visibility, etc.) and confirmation they access the Instructor Portal as required to confirm compliance of students, pilots and aircraft at the FTS.


Further questions could relate to the expectations of the CFI when the Senior Instructor is operating without the CFI, the conduct of BFRs and endorsement training and issue of endorsements as appropriate to the qualifications held by the Senior Instructor.

Deputy Chief Flying Instructor (DCFI) Approval – specific information

Conduct of the renewal

A DCFI renewal must be conducted by the CFI of the FTS, but may be conducted by a Pilot Examiner (PE), Regional Operations Coordinator (ROC) or by Flight Operations.

The DCFI is charged with managing the standards of the Flight Training School on behalf of and under the oversight of the CFI responsible for the FTS. A DCFI renewal is expected to contain all of the above requirements as a minimum.



In addition, the DCFI must be assessed to ensure they are delivering briefings to appropriate standards, consistent with the CFI expectations and their personal aircraft management skills are within expected tolerances.

While this may seem self-evident, a DCFI may not conduct regular flight training and have more involvement in management of lessons, the school and aircraft. As a result, their personal aircraft management skills, delivery of briefings and in flight pattern may actually have degraded due to lack of practice.

The DCFI should be questioned as to appropriate assessment of solo and Pilot Certificate candidates, delegation of flight tests and rating standardisation and proficiency checks, the types of training they can conduct, the expected process for a usual lesson, airworthiness minimums for the school aircraft, questions related to the aircraft POH, personal minimums for delivery of flight training (weather, wind, cloud, visibility, etc.).

Further questions could relate to the expectations of the CFI when the DCFI is supervising Instructors and Senior Instructors, operating without the CFI presence, conduct of BFRs and endorsement training and issue of endorsements as appropriate to the qualifications held by the DCFI.

Further questions should relate to accessing the Instructor Portal to confirm compliance of students, pilots and aircraft at the FTS, use of resources on the RAAus website, the Flight Operations and Technical Manuals, the Civil Aviation Orders relevant to their operation, the Flight Instructor Reference Manual (FIRM), changes in legislation, procedures and radio calls and other changes.

Chief Flying Instructor (DCFI) Approval – specific information

Conduct of the renewal

A CFI renewal must be conducted by a Pilot Examiner (PE), Regional Operations Coordinator (ROC) or by Flight Operations.


The CFI is responsible for managing the standards of the Flight Training School and their renewal is expected to contain all of the above requirements as a minimum. In addition, the CFI must be assessed to ensure they are delivering briefings to appropriate standards and their personal aircraft management skills are within expected tolerances.

While this may seem self-evident, as the CFI may not complete regular flights and have more involvement in management of lessons, the school and aircraft, their personal aircraft management skills, delivery of briefings and in flight pattern may actually have degraded due to lack of practice.

The CFI should be questioned as to appropriate assessment expectations of solo and Pilot Certificate candidates, the types of training they can conduct, the expected process for a usual lesson, airworthiness minimums for the school aircraft, questions related to the aircraft POH, personal minimums for delivery of flight training (weather, wind, cloud, visibility, etc.).

Additionally, the **Examiner** can confirm the expectations of the CFI for Senior Instructors operating without the CFI, management of Instructors, conduct of BFRs and endorsement training and issue of endorsements as appropriate to the qualifications held by the CFI.

Further questions should relate to accessing the Instructor Portal and compliance requirements for students, pilots and aircraft, use of resources on the RAAus website, the Flight Operations and Technical Manuals, the Civil Aviation Orders relevant to their operation, the Flight Instructor Reference Manual (FIRM), changes in legislation, procedures and radio calls and other changes.



Pilot Examiner (PE) and Regional Operations Coordinator (ROC) Approval – specific information

Conduct of the renewal

A PE/ROC renewal must be conducted by a Pilot Examiner (PE), Regional Operations Coordinator (ROC) or by Flight Operations.

The PE/ROC is responsible for ensuring the standards of delivery of flight training at Flight Training Schools, by CFIs and Instructors and assessment of the minimum standards for new rating and approval holders. As a result, a PE/ROC renewal is expected to contain all of the above requirements as a minimum. In addition, the PE/ROC must be assessed to ensure they are assessing candidates in a standardised manner, delivering briefings to appropriate standards and their personal aircraft management skills are within expected tolerances.

While this may seem self-evident, as the PE/ROC may not complete regular flights and have less direct involvement in management of lessons, the school and aircraft, their personal aircraft management skills, delivery of briefings and in flight pattern may actually have degraded due to lack of practice.

The PE/ROC should be questioned as to appropriate assessment of solo and Pilot Certificate candidates, Instructor, Senior Instructor and CFI candidates and the types of training they can conduct, the expected process for a usual lesson, airworthiness minimums for the school aircraft, questions related to the aircraft POH, personal minimums for delivery of flight training (weather, wind, cloud, visibility, etc.).

Further questions relate to the competency standard expectations of DCFI and CFI and their management of Instructors, conduct of BFRs (permissible for PEs based on the Senior Instructor rating) and endorsement training and issue of endorsements as appropriate to the qualifications held by the PE/ROC.

Confirmation that the Instructor Portal is accessed as required to confirm compliance of students, pilots, rating and approval holders and aircraft at an FTS, use of resources on the RAAus website, the Flight Operations and Technical Manuals, the relevant Civil Aviation Orders, the Flight Instructor Reference Manual (FIRM), changes in legislation, procedures and radio calls and other changes.

Rating and Approval holder should expect a rigorous assessment in keeping with their higher level of responsibilities and expectations for demonstration of competence. The review should be conducted in a collegiate style, with professional interactions and conduct by both participants.

Standards and Proficiency (S&P) Check

Why is it required?

A standards and proficiency check is required to confirm the Instructor or Senior Instructor continues to meet not only the required standard for the issue of an Instructor or Senior Instructor Rating but is proficient to continue teaching at the FTS. The process is also critical for the CFI to provide mentoring and development of Instructors operating under the CFI supervision. The CFI or PE will assess whether the Instructor or Senior Instructor has the required knowledge relevant to the FTS aircraft, specific operating location and is teaching the required items as required by the CFI.

When is it Required?

Section 2.08 of the RAAus Flight Operations Manual states an instructor must not conduct in-flight instruction unless having satisfactorily completed a standards and proficiency check with the CFI or Pilot Examiner at the FTS or SFTS, prior to commencing instructional duties. Subsequent checks are to be conducted at least every 90 days thereafter.

Section 2.09 of the RAAus Flight Operations Manual states Senior Instructors must not conduct in-flight instruction unless, during the 12 months preceding the proposed flight, satisfactorily undergone a Flight Review with a CFI or higher approval holder. For the purposes of this section the flight review is the same as a standards and proficiency check.

Conduct of the Standards and Proficiency Check

Pre-Flight Briefing

The CFI or PE must assess the Instructor or Senior Instructor prior to going flying. This should include FTS specific requirements such as specific location, FTS aircraft and how the CFI expects the required syllabus items to be taught. As each FTS has slightly different ways of teaching the CFI or PE must confirm the information being conveyed the way they want it to be taught.

In flight patter

The in-flight patter will follow on from the pre-flight briefing and will cover the same specific information. This will include FTS specific requirements such as specific location, FTS aircraft and how the CFI expects the required syllabus items to be taught. Whilst the flight is a 'check' it is also a good time for the CFI or PE to fine tune the Instructor or Senior Instructor to allow for standardisation throughout the instructing cohort.

Instructor or Senior Instructor does not meet the standard

If an Instructor or Senior Instructor fails to meet the required competency for the standards and proficiency check the CFI must not let the instructor continue to operate at the FTS until the CFI is satisfied the instructor meets the requirements.

Actions if a candidate does not meet any component of ground or in-flight standards for initial issue or renewal

As provided below a Rating or Approval holder must successfully demonstrate a higher standard of aircraft management than a Pilot Certificate holder for obvious reasons. The **candidate** must also successfully demonstrate the required competency for delivery of the ground component of any nominated lesson along with a thorough level of aeronautical knowledge. Likewise, for the flight exercise the **candidate** must demonstrate a safe, competent and effective management of the exercise, while delivering a satisfactory standard of in-flight patter.

If at any stage during the ground assessment, the **Examiner** determines the **candidate** is not to standard, the in-flight component of the renewal should not proceed. If, during the in-flight assessment, the **candidate** does not manage the aircraft safely, does not coordinate the in-flight patter to the management of the aircraft, or places the aircraft in an unsafe situation, the **Examiner** must advise the assessment is at an end and request a landing is completed as soon as possible. Once on the ground, the **Examiner** must debrief the **candidate** and offer the **candidate** the opportunity to complete remedial training.

If only one specific area of the flight assessment was not to standard, the subsequent flight may only require successful demonstration of that component by the **candidate**.

The **Examiner** must not accept a **candidate** who cannot meet the required standard. They may offer remedial training with the **candidate** or require the **candidate** to complete remedial training and/or further practice before presenting again for renewal.

The **Examiner** should advise the CFI, if relevant and the Head of Flight Operations, of an unsuccessful renewal by a rating or approval holder and may be requested to complete remedial training of the candidate or take other actions as directed.

Actions once an assessment is successfully completed

The **Examiner** must complete an entry in the **candidate's** logbook, complete **RAAus Form INS002** and supply a copy to the RAAus office for processing.

Use of an appropriate record system and development plan is critical to ensure compliance requirements for renewals and checks continue to be met and mentoring of rating holders continues for standardisation purposes and the progression of the instructor when operating within the flight school.



What is a RAAP?

RAAus has developed Recreational Aviation Advisory Publications (RAAP) to provide helpful guidance material for the reporting requirements and member actions in the event of an accident or incident. RAAPs are designed to provide information that interprets RAAus Flight Operations and Technical Manual requirements, provides additional member information in addition to operational and training information to assist Instructors, Flight training Schools, Examiners and Approval holders.

A RAAP is an additional document provided to enhance understanding of operational requirements. They **DO NOT** replace the appropriate requirements contained in the Flight Operations Manual or any Flight Operations Bulletins that may be issued.

That's a WRAP!

