

**SECTION 1.09****STATEMENT OF DUTIES AND RESPONSIBILITIES****CHIEF FLYING INSTRUCTOR**

A Chief Flying Instructor (CFI) will undertake to carry out the following duties, for which he is responsible to the Operations Manager:

1. By his own virtue, and via the ASRA Instructors and Assistant Instructors for whom he is responsible, positively influence the standards of certificate training and operational procedures in his designated area.
2. Instruct, examine and recommend candidates for the issue or renewal of ASRA Certificates, Ratings and Endorsements, but only for the endorsements for which he is personally qualified.
3. Provide adequate leadership and support to the ASRA Instructors and Assistant Instructors for whom he is responsible.
4. Ensure that ASRA Instructors maintain the highest level of competency and currency, and conduct regular check flights to assess their continued suitability to conduct flight training.
5. Ensure that the gyroplanes used for flight training are kept in a clean and airworthy state, and ensure that the same gyroplanes comply with the ASRA two-seat requirements, and are properly registered with ASRA, and have, where available, public liability insurance.
6. Maintain accurate student pilot training records, and provide statistics regarding hours flown and training carried out, as and when requested.
7. Enter details of endorsement and flight checks successfully carried out in the pilot's log book, and forward a duly completed copy of an Advice to Registrar form to the ASRA Registrar.
8. Make recommendations to the Operations Manager regarding the standards of gyroplane pilot training, and the safety of gyroplane operations in Australia.

NOTE 1: A CFI is approved by ASRA, and as such his Approval can be withdrawn at any time for failure to fulfil the obligations of this Approval.

NOTE 2: At no time is a CFI an employee or agent of ASRA by virtue of this Approval.

9. Identify pilots who in his opinion are suitable to become ASRA Instructors, and assist, encourage and mentor such pilots with a view to achieving an operational standard that will allow them to undertake an ASRA approved Instructor course.