

**SECTION 1.08****STATEMENT OF DUTIES AND RESPONSIBILITIES****SENIOR INSTRUCTOR**

A Senior Instructor will undertake to carry out the duties listed below, for which he is responsible to his nominated CFI and the Operations Manager.

1. By his own influence and activities, positively influence the standards of certificate training and operational procedures in his local area.
2. Under the directions of a CFI, instruct, examine and recommend the issue of ASRA Certificates and Endorsements, but only for those endorsements for which he is personally qualified.
3. Conduct Flight Reviews.
4. Assess the readiness for, and authorise student pilots to undertake their first and subsequent solo flights.
5. Make recommendations to the Operations Manager regarding the issue and renewal of ASRA Pilot Certificates.
6. Ensure that the gyroplane to be used for flight training is kept in a clean and airworthy state, and ensure that the same gyroplane complies with the ASRA two-seat requirements, is properly registered with ASRA and has, where available, public liability insurance.
7. Ensure that sufficient and regular solo in-flight practice is carried out, so as to maintain a high personal level of pilot competency and currency.
8. 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.
9. Maintain accurate student pilot training records, and provide statistics regarding hours flown and training carried out, as and when requested.

NOTE 1: A Senior Instructor is certificated by ASRA, and as such ASRA can suspend or cancel his certificates for failure to fulfil the obligations of the certificates as laid down in the ASRA Operations Manual.

NOTE 2: At no time is a Senior Instructor an employee or agent of ASRA by virtue of these certificates.

10. 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.