

SECTION 1.02**STATEMENT OF DUTIES AND RESPONSIBILITIES****OPERATIONS MANAGER**

The Operations Manager will undertake to carry out the duties listed below, for which he is responsible to the ASRA Board -

1. Supervise and control gyroplane operations in Australia, in accordance with the relevant CASA Regulations and Directives, the ASRA Operations Manual and supplements thereto.
2. Assist in achieving and maintaining ASRA's Certification under CASR part 149 as the Administrative Body for Sport Rotorcraft in Australia.
3. Maintain regular contact with the ASRA Board and the ASRA Officers responsible to him.
4. Liaise with CASA on all matters pertaining to the relevant CAOs and airworthiness requirements for gyroplanes, the ASRA Operations Manual, amendments and supplements thereto.
5. Coordinate the activities of the Technical Officer, Training Officer and the Chief Training Pilot to ensure that high standards in the technical and training areas are set and maintained.
6. Conduct theory and flight examinations of Senior Instructor, Instructor and Assistant Instructor candidates for the initial issue and renewal of the appropriate ratings.
7. Approve or otherwise the initial issue and renewal of all ASRA Pilot Certificates, Ratings and Endorsements, or delegate this authority as appropriate.
8. Develop and administer an effective accident and incident reporting, investigation and recording system, and make regular reports regarding these activities to the ASRA Board and the members of ASRA.
9. Where there has been a breach of the procedures and/or regulations set out in this Manual or the relevant CASA Regulations, act in accordance with this Manual, Section 2.11 "Suspension or Cancellation of ASRA Flight Crew Certificates".
10. Provide the ASRA Board with regular written reports on all aspects of these duties and responsibilities.

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