

**SECTION 1.06****STATEMENT OF DUTIES AND RESPONSIBILITIES****ASSISTANT INSTRUCTOR**

An ASRA Assistant Instructor will undertake to carry out the duties listed below, for which he will be responsible to an ASRA 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 instructions and supervision of an ASRA CFI or Instructor, conduct theory training and examinations for ASRA student pilots in accordance with the standards, procedures and regulations set out in this Manual and the relevant CAOs.
3. Under the instructions and supervision of a CFI or Instructor, conduct the direct supervision of ASRA student pilots who have been authorised by a CFI or Instructor to carry out solo flights.

NOTE: ASRA Assistant Instructors are **NOT** permitted to authorise student pilots to undertake their first solo flight.

4. When authorised by the Operations Manager, conduct Flight Reviews and endorsement training and checks, but only for those endorsements for which he is personally qualified, and make recommendations to his responsible CFI regarding the renewal of ASRA Pilot Certificates.
5. Ensure that each gyroplane to be used for solo flight by student pilots is in an airworthy state, and also satisfy himself that each gyroplane is properly registered with ASRA.
6. 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.
7. Maintain accurate training records, and provide statistics regarding hours flown and training carried out, as and when requested.

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

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

- 8 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.

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