

CASR Part 149 Administration Manual

Australian Sport Rotorcraft Association



ISSUE 01

December 2023

**ASAO Certificate: Reference Number: CASA.ASAO.0004 Revision: Initial Dated 28
November 2023**

**This certificate is effective from 02 December 2023 and will expire on 30
November 2028.**

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This document is controlled

Issue:	1	Status:	Approved
Created By:	Paul Campbell	Created Date:	28/11/2023
Modified By:		Modified Date:	
Approved By:	A Stanton - CASA	Approval Date:	28/11/2023

ASRA BOARD

The ASRA Board consists of the President, Vice-President, Secretary and Treasurer, who form the Executive of the Association, plus a minimum of three ordinary members.

The ASRA Board is elected in accordance with requirements of the ASRA constitution and exercises its powers and performs its duties as provided for in the constitution. Proceedings are managed in accordance with the ASRA constitution and ASRA Board Policies. The Board sets the strategic direction for the Association.

The day-to-day administration of ASRA is the responsibility of the Executive Members of the ASRA Board, who function in accordance with the directions of the ASRA Board.

Where required under CASR Part 149, the ASRA Board will defer its decision making authority to the AM in making a final decision binding ASRA to a course of action.

The ASRA Board is responsible for:

- (a) The administration of ASRA.
- (b) Ensuring the safe operation of gyroplanes listed with ASRA and that they are operated in accordance with CASR Part 149 and other relevant CASRs and CARs.
- (c) Delegating work to appropriate members where required.
- (d) The production and distribution of ASRA publications.
- (e) The quality and accuracy of the ASRA website and social media.
- (f) The appointment and monitoring of the Key Personnel mandated under CASR Part 149 and other ASRA Officers.
- (g) Ensuring that all Key Personnel diligently carry out their duties in accordance with their respective Position Descriptions given below.

APPOINTMENT AND MANAGEMENT OF KEY PERSONNEL

Key ASRA personnel and other ASRA Officers are appointed annually by the ASRA Board from nominations received. All nominees are made aware of the requirements and responsibilities for the position they have nominated for, as listed in the ASRA CASR Part 149 Administration Manual before they confirm their nomination.

These appointments take place after the AGM when the new Board first sits.

CASA is sent the names and contact details for ASRA Key Personnel within 20 working days after their appointment at the ASRA Annual General Meeting.

ASRA does not employ staff or contractors to fill any key personnel role and instead relies on volunteers.

The ASRA President in conjunction with the Board identifies potential candidates throughout the year and approach these people to ensure that all key positions under CASR Part 149 have nominees. Not all secondary positions are filled each year.

ASRA ensures that all new key personnel are given appropriate on-the-job training (OJT) by their predecessor or if this is not possible, by experienced ASRA Board members or ASRA Officers. On-going training is provided when appropriate training courses are available. Otherwise, key personnel are mentored and encouraged to interact with their counterparts from other ASAOs to share experiences and learnings.

All Key Personnel attend ASRA Board meetings and report. These personnel also face scrutiny from Board members and are encouraged to contribute to all agenda items that relate to the ASRA safety culture.

Where the Accountable Manager (President) is temporarily unavailable to undertake their duties the ASRA Vice-president deputises in both the President and Accountable Manager roles.

Where the Accountable Manager resigns or is unable to continue in the role, the ASRA Board will appoint the Vice-president to the role until the next annual election of Board members.

Where the Safety Manager is unavailable to undertake their duties the ASRA Head Of Flight Operations (Operations Manager) deputises in the Safety Manager role until a replacement SM is appointed. When deputising, HOFO has all of the responsibilities and powers of the SM.

In the event that the HOFO is required to take the place of the SM, it shall be for no longer than 30 days. During this period any SM decisions will be subject to review by the AM prior to implementation. Should ASRA be unable to fill the SM position within 30 days, ASRA will make urgent application under 149.005 for approval for the HOFO to continue in the SM until a replacement SM is appointed.

Where the Safety Manager resigns or is unable to continue in the role, the ASRA Board will appoint the Head Of Flight Operations (HOFO) to the role until the next annual election of Key Personnel.

Where other Key Personnel are unable to fulfil their roles, their assistants take on that responsibility as appropriate. Assistants are initially appointed for 90 days while a recruitment process for the position is implemented. The assistant is reappointed for a further 90 days if the position remains unfilled. A list of all Key Personnel and their assistants, where appointed, is listed on the ASRA website (<https://www.asra.org.au>)

Where no assistant is available, the ASRA Board will appoint an appropriately experienced person to take over until the original office holder returns or new elections are held.

CASA is sent the names and contact details for changes in ASRA Key Personnel within 20 working days after their appointment. Where a vacancy for a Key Personnel position cannot be immediately filled, CASA is notified of the vacancy within 20 working days of the vacancy occurring.

Any person replacing Key Personnel between Annual General Meetings are provided similar OJT upon their appointment.

When the ASRA Board becomes aware that a person holding a Key Personnel position will be unable to fulfil their role for longer than 35 days and ASRA is unable to temporarily fill that position, CASA will be notified within 5 working days. Where the role is temporarily filled, CASA will be sent notification within 10 working days of the position being assigned.

The names and contact details of all current Key Personnel are available on the ASRA website.

POSITION DESCRIPTIONS

PRESIDENT - ACCOUNTABLE MANAGER

POSITION STATEMENT

The ASRA President has responsibility for the overall coordination and supervision of the Association's administration and is responsible for the overall control and conduct of Board meetings.

The position is an annual appointment by the Board.

Where the President is unavailable to undertake their duties the ASRA Vice-president deputises in both the President and Accountable Manager roles.

The role of Accountable Manager (AM) is an accountable position under CASR Part 149. The role carries mandatory reporting requirements and may be subject to CASA review.

KEY AREAS OF RESPONSIBILITY

- (a) The President, Vice - President, Secretary and Treasurer shall form the Executive of the Association and shall be responsible for all matters relating to the affairs of the Association whenever the Board is not meeting and subject to any decisions of the Board, shall make all decisions necessary in relation to the Association's business and shall act in the case of emergency
- (b) The President shall act as Chairperson for all meetings when available and shall determine subject to the ASRA Constitution any matters in dispute regarding proceedings at any meeting of the Board or the Executive and shall act as spokesman for the Association and assist the formulation of policy.
- (c) The President, shall present a report at the Annual General Meeting
- (d) To oversee the activities of the ASRA Board and Officers
- (e) Ensure that the Board is kept informed on all matters effecting the administration of the Association.
- (f) Be actively involved in all matters pertaining to ASRA's Part 149 certification.
- (g) Under CASR Part 149 report to CASA in writing not later than 7 days after becoming aware of the matter if any person has overridden or wilfully ignored an aviation safety related decision of key personnel, you will report the matter to CASA.
- (h) Ensure ASRA's views on Sport Aviation regulation by CASA are presented in the appropriate means as required.
- (i) To represent ASRA (or nominate a replacement representative) at any function, meeting or formal event requiring ASRA representation.
- (j) To ensure ASRA members receive reports on all matters pertinent to their membership of ASRA.
- (k) To be the official spokesperson for the Association.
- (l) To authorise on behalf of the Association all contracts, deeds, conveyances, and other instruments in writing that may be required or authorised by the Board for the proper and necessary transaction of the business of the Association.
- (m) Lead the Board in identifying and encouraging Board and other ASRA position candidates

PREFERRED QUALIFICATIONS/EXPERIENCE

- (a) The President/Chair is a Board elected position and is preferred to have the following qualifications:
- (b) Should have a thorough knowledge of the ASRA Constitution, By-laws, all current ASRA Manuals and the relevant CASRs and CARs.
- (c) Should be an active pilot or have extensive experience in aviation.
- (d) Should have experience in holding a position as an ASRA Board member or Officer.

SAFETY MANAGER

POSITION STATEMENT

The Safety Manager (SM) is an annual appointment of the ASRA Board, reports directly to the AM and must ensure that the AM is kept properly informed on safety matters and manages the safety management system (SMS), chairs the Safety Committee and oversees safety management training, operational safety compliance, incident and accident investigation and related disciplinary matters.

Where the SM is unavailable to undertake their duties, the ASRA HOFO deputises in the SM role.

In the event that the HOFO is required to take the place of the SM, it shall be for no longer than 30 days. During this period any SM decisions will be subject to review by the AM prior to implementation. Should ASRA be unable to fill the SM position within 30 days, ASRA will make urgent application under 149.005 for approval for the HOFO to continue in the SM until a replacement SM is appointed.

The role of Safety Manager is an accountable position under CASR Part 149. The role carries mandatory reporting requirements and may be subject to CASA review.

KEY AREAS OF RESPONSIBILITY

By appointment of the ASRA Board and in compliance with applicable CASA Regulations:

- (a) Under CASR Part 149 report to CASA in writing not later than 7 days after becoming aware of the matter if any person has overridden or wilfully ignored an aviation safety related decision of key personnel, you will report the matter to CASA.
- (b) Manage the ASRA SMS.
- (c) Evaluate, review and update as required the ASRA safety program.
- (d) Promote safety awareness and a positive safety culture.
- (e) Liaise with CASA and ATSB on safety-related issues.
- (f) Exchange safety related lessons learned by ASRA with the other SABs.
- (g) Ensure the findings of ASRA incident and accident investigations are reported to members
- (h) Maintain an immunity-based reporting system to identify and manage hazards.
- (i) Ensure all ASRA safety documentation is up to date.
- (j) Manage SMS induction and recurrent training for ASRA members.
- (k) Maintain oversight of the internal and external SMS audit programs.
- (l) Manage and update as required the ASRA Emergency Response Plan (ERP).

PREFERRED QUALIFICATIONS/EXPERIENCE

- (a) Well-developed organisational skills and attention to detail.
- (b) Have a thorough knowledge of the ASRA Operations Manual and the relevant CASRs and CARs.
- (c) Ability to communicate, influence and build relationships at all levels of the Association including with members, clubs, instructors, gyroplane manufacturers and externally with other ASAOs and Government bodies.
- (d) Experience in or previous exposure to Safety Management System principals.

HEAD OF FLIGHT OPERATIONS (HOFO) - OPERATIONS MANAGER

POSITION STATEMENT

The Head of Flight Operations (HOFO) is an annual appointment of the ASRA Board and by appointment of the ASRA Board, is required to control and supervise the gyroplane operations of ASRA members in accordance with the relevant CASA regulations and directives, the ASRA Operations Manual and relevant Part 149 compliance documents.

The Head of Flight Operations is an accountable position under CASR Part 149. The HOFO role may be subject to CASA review. The HOFO reports to the ASRA Board and AM.

KEY AREAS OF RESPONSIBILITY

By appointment of the ASRA Board and in compliance with applicable CASA Regulations:

- (a) Establish standards for the control of gyroplane operations in Australia, in accordance with the relevant CASA Regulations and Directives, the ASRA Operations Manual and supplements.
- (b) Assist in achieving and maintaining ASRA's Certification under CASR Part 149 as the Administrative Body for Sport Rotorcraft in Australia.
- (c) Judiciously exercise regulatory and administrative delegations in accordance with the requirements of CASR Part 149, the ASRA Part 149 Exposition and ASRA policies and procedures.
- (d) Maintain regular contact with the ASRA Board and the ASRA Officers responsible to the HOFO
- (e) Liaise with CASA on all matters pertaining to the relevant Regulations and airworthiness requirements for gyroplanes, the ASRA Operations Manual, amendments and supplements.
- (f) Coordinate the activities of the Chief Training Pilot to ensure that high standards in the technical and training areas are set and maintained.
- (g) Conduct theory and flight examinations of Chief Flying Instructor, Senior Instructor and Instructor candidates for the initial issue and renewal of the appropriate Instructor ratings.
- (h) Approve the issuing and cancellation of ASRA Pilot Certificates in accordance with the ASRA Operations Manual (OM) and Disciplinary Procedures Handbook (DPH).
- (i) Oversee effective accident and incident reporting and retention in the Administration database. Make regular reports regarding these activities to the ASRA Board and the members of ASRA.
- (j) On behalf of CASA investigate alleged breaches of relevant Civil Aviation Regulations by ASRA members. Where there has been a breach of the procedures and/or regulations set out in the Operations Manual or the relevant CASA Regulations, act in accordance with ASRA disciplinary procedures.
- (k) Provide the ASRA Board with regular written reports on all aspects of these duties and responsibilities.
- (l) Examine the results of gyroplane incident and accident investigations to ensure that compliance with ASRA standards and provide regular incident/accident summaries and conclusions to the ASRA members.
- (m) Ensure that first of type gyroplanes listed with ASRA comply with the requirements for Provisional Listing.
- (n) Liaise with and advise CASA on developments in gyroplane techniques and equipment;

- (o) Liaise with CASA on matters relating to the regulatory and airworthiness requirements of gyroplanes, ensuring that ASRA's Operations Manual and other technical publications are approved. Where necessary recommend changes to these publications.
- (p) Work with the HAM and Chief Training Pilot to ensure that technical and training standards are set and maintained, such that ASRA certificate holders are correctly trained and informed to be able to meet the standards and carry out the responsibilities of their certificates.
- (q) Monitor trends in Australian gyroplane accidents/incidents and take appropriate action to improve the safety of gyroplane operations in Australia.
- (r) Plan, formulate, conduct, or cause to be conducted by suitably qualified persons, training and refresher courses for the ASRA Officers responsible to the HOFO
- (s) Regularly monitor trends in training and general flying practices and recommend changes/ amendments to the Operations Manual, training syllabi and instructor manuals.
- (t) Be responsible for maintaining a high level of training practices and methods to aim for high flying standards
- (u) Exemplify and encourage a positive safety culture in all ASRA operations and associated activities.

PREFERRED QUALIFICATIONS/EXPERIENCE

- (a) Hold a Chief Flying Instructor rating issued by ASRA
- (b) Experience in the maintenance and/or certification of gyroplanes.
- (c) Well-developed organisational skills and attention to detail.
- (d) Have a thorough knowledge of the ASRA Operations Manual and the relevant Aviation Regulations
- (e) Ability to communicate, influence and build relationships at all levels of the Association including members, clubs, instructors, gyroplane manufacturers and externally with other ASAOs and Government bodies such as CASA and the ATSB.
- (f) Experience in or previous exposure to Safety Management System and Quality Management System principals.

TECHNICAL MANAGER - HEAD OF AIRWORTHINESS AND MAINTENANCE (HAM)

POSITION STATEMENT

The Technical Manager is an annual appointment of the ASRA Board, and manages gyroplane continuing airworthiness and gyroplane standards, chairs the technical committee meetings and oversees gyroplane technical compliance, incident and accident investigation and continuing airworthiness related disciplinary matters.

The role of Head of Airworthiness and Maintenance (HAM) is an accountable position under CASR Part 149. The role may be subject to CASA review.

The HAM reports to the ASRA Board and AM.

KEY AREAS OF RESPONSIBILITY

By appointment of the ASRA Board and in compliance with applicable CASA Regulations:

- (a) Preparation, implementation, and development of recommendations on the technical management of ASRA listed gyroplanes.
- (b) Preparation and oversight of changes to the ASRA Technical Procedures Manual, the ASRA Technical Notes.
- (c) Oversight of the accreditation system for the qualification of ASRA Technical Advisers and Senior Technical Advisers as well as coordination with training entities presenting Certificate courses in Aeroskills.
- (d) Monitor technical trends in recreational aviation in Australia and overseas and liaise with technical representatives of other ASAOs as required.
- (e) Oversight of technical functions between ASRA, other aviation and engineering organisations, and the Civil Aviation Safety Authority (CASA).
- (f) Investigate breaches of technical policy and implement remedial action or recommendations for appropriate action to the ASRA Board.
- (g) Manage and provide technical advice and recommendations to the ASRA Board and ASRA members relating to the findings of accidents and incidents and their investigation.
- (h) Represent ASRA at meetings, conferences, forums, and exhibitions as directed by the ASRA Board.
- (i) Actively participate in achieving and maintaining ASRA's CASR Part 149 certification.

PREFERRED QUALIFICATIONS/EXPERIENCE

- (a) Demonstrated experience in the maintenance and/or technical management of rotorcraft, including gyroplanes.
- (b) Well-developed organisational skills and attention to detail.
- (c) Have a thorough knowledge of the ASRA Operations Manual, Technical Procedures Manual, Technical Notes and Construction Standards and the relevant CASRs and CARs.

- (d) Ability to communicate, influence and build relationships at all levels of the Association including with members, clubs, instructors, gyroplane manufacturers and externally with other ASAOs and Government bodies.

REGISTRAR

POSITION STATEMENT

The Registrar is an annual appointment of the ASRA Board. The Registrar processes membership applications and renewals, pilot certificates, ratings and endorsements, the listing of gyroplanes, and the transfer of ownership of gyroplanes.

The Registrar reports to the ASRA Board.

KEY AREAS OF RESPONSIBILITY

By appointment of the ASRA Board and in compliance with applicable CASA Regulations:

- (a) Maintain an accurate database of the ASRA membership.
- (b) Maintain an accurate database of the issue and renewal of ASRA Pilot Certificates and associated ratings and endorsements.
- (c) Maintain an accurate database of the Medical Declarations or Certificates held by the holders of ASRA Pilot Certificates.
- (d) Maintain an accurate database of the ASRA gyroplane listings and change of ownership.
- (e) Process student membership applications and issue student training packs.
- (f) Process membership applications, membership renewals and issue membership cards.
- (g) Process pilot ratings and endorsements and issue updated membership cards.
- (h) Process gyroplane listings and issue listing placards.
- (i) Send out reminder notification to all members whose membership has lapsed.
- (j) Process memberships who have lapsed and change their status to terminated as appropriate.
- (k) Process gyroplane listings that have lapsed and change their status to 'lapsed'.

PREFERRED QUALIFICATIONS/EXPERIENCE

- (a) Well-developed organisational skills and attention to detail.
- (b) Have a thorough knowledge of the ASRA database management system
- (c) Ability to communicate, influence and build relationships at all levels of ASRA.

CHIEF TRAINING PILOT (CTP)

POSITION STATEMENT

The Chief Training Pilot (CTP) is an annual appointment of the ASRA Board. The role of the CTP is to ensure that ASRA maintains a consistent and high standard of instructor flight proficiency by authorising flight competency evaluations, courses and examinations for the issue or renewal of instructor ratings.

The CTP reports to the HOFO.

KEY AREAS OF RESPONSIBILITY

By appointment of the ASRA Board and in compliance with applicable CASA Regulations:

- (a) Authorises flight competency evaluations, courses and examinations for instructor ratings, renewals or upgrades,
- (b) Assist in all aspects of gyroplane flight training, including the preparation and presentation of training courses, setting examination and preparing publications,
- (c) Immediately suspend the rating of any instructor found to be unsafe to continue providing flight training in accordance with the DPH. Within seven days, report this suspension to the HOFO and Registrar.

PREFERRED QUALIFICATIONS/EXPERIENCE

In addition to the mandatory requirements detailed in Section 5 of the OM:

- (a) Demonstrated high aviation standards and commitment to safety,
- (b) Ability to communicate, influence and build relationships at all levels of ASRA.
- (c) Have a working knowledge of ASRA's organisational manuals,

CHIEF FLYING INSTRUCTOR

POSITION STATEMENT

The Chief Flying Instructor (CFI) is a skills, experience and knowledge based rating issued by the HOFO. The role of the CFI is to ensure that ASRA maintains a consistent and high standard of pilot and instructor proficiency by conducting their own student training to a high level and mentoring other instructors. A CFI is to at all times display high standards in all aspects of airmanship and gyroplane operations.

CFI's report to the HOFO.

KEY AREAS OF RESPONSIBILITY

Under authorisation and direction of the ASRA HOFO and in compliance with applicable CASA Regulations (see Section 5 for details):

- (a) Instruct, examine and recommend candidates for the issue or renewal of ASRA Certificates, Ratings and Endorsements, but only for the endorsements for which the CFI is personally qualified.
- (b) Conduct and correct examinations and issue ASRA pilot certificates and recommend to the HOFO for ratings to be awarded.
- (c) Issue student pilot certificates.
- (d) Assess the readiness for, and authorise student pilots to undertake their first and subsequent solo flights.
- (e) For their assigned instructors correct the ASRA rating examinations, and provide a mentoring service for these instructors.
- (f) Provide leadership and support to the ASRA instructors and for whom he is responsible.
- (g) Ensure that assigned instructors maintain the highest level of competency and currency, and conduct flight checks to assess their continued suitability to conduct flight training.
- (h) Enter details of endorsement and flight checks successfully carried out in the pilot's log book and update the online data base for the pilot concerned.
- (i) Ensure that all gyroplanes used for flight training are serviceable, comply with the ASRA construction standards and have current listing.
- (j) Maintain accurate and up-to-date training records for students taught.
- (k) By way of personal example, submit and influence others to submit accident/incident reports for all accidents/incidents involving gyroplanes.
- (l) Provide feedback to the HOFO and SM on the ASRA training syllabus and flight training safety.
- (m) Issue ASRA endorsements that the CFI is certificated to award, or continued currency of an instructor or pilot after a successful flight-evaluation.
- (n) Immediately advise the HOFO when the CFI believes that a pilot has incorrectly been awarded a certificate, or is no longer capable of safely carrying out the privileges of a certificate.

PREFERRED QUALIFICATIONS/EXPERIENCE

In addition to the mandatory requirements detailed in Section 5 of the OM:

- (a) Demonstrated ability to keep and maintain accurate records on student progress in the ASRA Administration database
- (b) Well-developed organisational skills and attention to detail.
- (c) Have a working knowledge of ASRA's organisational manuals,
- (d) Have a thorough knowledge of the ASRA OM, Exposition and the relevant CASRs and CARs.
- (e) Ability to communicate, influence and build relationships at all levels of the Association including with members, clubs, instructors, gyroplane manufacturers and externally with other ASAOs and Government bodies.

SENIOR INSTRUCTOR

POSITION STATEMENT

Senior Instructor (SI) is a skills, experience and knowledge based rating issued by the HOFO. The role of the SI is to ensure that ASRA maintains a consistent and high standard of pilot and instructor proficiency by conducting student training to a high level and mentoring other instructors and assistant instructors. SI's are to at all times display high standards in all aspects of airmanship and gyroplane operations.

SI's report to a CFI.

KEY AREAS OF RESPONSIBILITY

Under authorisation and direction of the ASRA HOFO and in compliance with applicable CASA Regulations:

- (a) Under the directions of a CFI, instruct, examine and issue ASRA Certificates and Endorsements, but only for those endorsements for which the SI is personally qualified.
- (b) Conduct Flight Reviews.
- (c) Assess the readiness for, and authorise student pilots to undertake their first and subsequent solo flights.
- (d) Renewal ASRA Pilot Certificates.
- (e) Issue student pilot certificates.
- (f) Enter details of endorsement and flight checks successfully carried out in the pilot's log book and update the online data base for the pilot concerned.
- (g) Maintain the highest level of competency and currency.
- (h) Ensure that all gyroplanes used for flight training are serviceable, comply with the ASRA construction standards and have current listing.
- (i) Maintain accurate and up-to-date training records for students taught.
- (j) By way of personal example, submit and influence others to submit accident/incident reports for all accidents/incidents involving gyroplanes.
- (k) Provide feedback to the HOFO and SM on the ASRA training syllabus and flight training safety.
- (l) Advise the HOFO on the issuing of ASRA certificates and endorsements that the SI is certificated to award, or continued currency of a pilot after a successful flight-evaluation.
- (m) Immediately advise the HOFO when the SI believes that a pilot has incorrectly been awarded a certificate, or is no longer capable of safely carrying out the privileges of a certificate.

PREFERRED QUALIFICATIONS/EXPERIENCE

In addition to the mandatory requirements detailed in Section 5 of the OM:

- (a) Have the ability to keep and maintain accurate records on student progress in the ASRA Administration database
- (b) Well-developed organisational skills and attention to detail.
- (c) Have a working knowledge of ASRA's organisational manuals,
- (d) Have a thorough knowledge of the ASRA OM, Exposition and the relevant CASRs and CARs.
- (e) Ability to communicate, influence and build relationships at all levels of the Association including with members, clubs, instructors, gyroplane manufacturers and externally with other ASAOs and Government bodies.

INSTRUCTOR

POSITION STATEMENT

Instructor is a skills, experience and knowledge based rating issued by the HOFO. The role of Instructor is to ensure that ASRA maintains a consistent and high standard of pilot proficiency by conducting student training to a high level. Instructors are to at all times display high standards in all aspects of airmanship and gyroplane operations.

Instructors report to a CFI.

KEY AREAS OF RESPONSIBILITY

Under authorisation and direction of the ASRA HOFO and in compliance with applicable CASA Regulations:

- (a) Under the supervision of their CFI, conduct theory instruction and examinations, and in-flight instruction for student pilots, and make recommendations to their CFI as to the readiness of a student pilot to undertake their first solo flight.
NOTE: Instructors are NOT permitted to authorise a student pilot's first solo flight without obtaining permission from their CFI.
- (b) When authorised by the HOFO, conduct Flight Reviews and endorsement training and checks, but only for those endorsements for which he is personally qualified, and make recommendations to their responsible CFI regarding the renewal of ASRA Pilot Certificates.
- (c) Enter details of endorsement and flight checks successfully carried out in the pilot's log book and update the online data base for the pilot concerned.
- (d) Agrees to be the nominated instructor for a student pilot by registering the relationship in the ASRA database.
- (e) Maintain the highest level of competency and currency.
- (f) Ensure that all gyroplanes used for flight training are serviceable, comply with the ASRA construction standards and have current listing.
- (g) Maintain accurate and up-to-date training records for students taught.
- (h) By way of personal example, submit and influence others to submit accident/incident reports for all accidents/incidents involving gyroplanes.
- (i) Provide feedback to the HOFO and SM on the ASRA training syllabus and flight training safety.
- (j) Issue ASRA certificates and endorsements that the instructor is certificated to award, or conduct Flight Reviews where the instructor himself holds the qualification or endorsements.
- (k) Immediately advise the HOFO when the instructor believes that a pilot has incorrectly been awarded a certificate, or is no longer capable of safely carrying out the privileges of a certificate.

PREFERRED QUALIFICATIONS/EXPERIENCE

In addition to the mandatory requirements detailed in Section 5 of the OM:

- (a) Have the ability to keep and maintain accurate records on student progress in the ASRA Administration database
- (b) Well-developed organisational skills and attention to detail.
- (c) Have a working knowledge of ASRA's organisational manuals,
- (d) Have a thorough knowledge of the ASRA OM, Exposition and the relevant CASRs and CARs.
- (e) Ability to communicate, influence and build relationships at all levels of the Association including with members, clubs, instructors, gyroplane manufacturers and externally with other ASAOs and Government bodies.

SENIOR INSTRUCTOR - GYROGLIDER

POSITION STATEMENT

Senior Gyroglider Instructor (SGI) is a skills, experience and knowledge based rating issued by the HOFO. The role of the SGI is to ensure that ASRA maintains a consistent and high standard of pilot proficiency by conducting gyroglider student training to a high level. SGIs report to the HOFO.

KEY AREAS OF RESPONSIBILITY

Under authorisation and direction of the ASRA HOFO and in compliance with applicable CASA Regulations:

- (a) By his own influence and activities, positively influence the standards of certificate training and operational procedures in his local area.
- (b) Instruct, examine and recommend the issue of ASRA Certificates and Endorsements, but only for those Endorsements for which he is personally qualified.
- (c) Conduct Flight Reviews for the holders of ASRA Pilot Certificates endorsed with gyroglider.
- (d) Assess the readiness for, and authorise student pilots to undertake their first and subsequent solo flights in a gyroglider.
- (e) Ensure that the gyroglider to be used for flight training is kept in a clean and airworthy state, and ensure that the same gyroglider complies with the ASRA gyroglider requirements and is properly registered with ASRA.
- (f) 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.
- (g) Enter details in the pilot's log book of endorsement and flight checks successfully carried out, and forward a duly completed copy of an Advice to Registrar form to the ASRA Registrar.
- (h) 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 (Gyroglider) 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 the ASRA Operations Manual.

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

INSTRUCTOR - GYROGLIDER

POSITION STATEMENT

Gyroglider Instructor (GI) is a skills, experience and knowledge based rating issued by the HOFO. The role of the GI is to ensure that ASRA maintains a consistent and high standard of pilot proficiency by conducting gyroglider student training to a high level. GIs report to the HOFO.

KEY AREAS OF RESPONSIBILITY

Under authorisation and direction of the ASRA HOFO and in compliance with applicable CASA Regulations:

- (a) In accordance with the ASRA instructional certificates held conduct gyroglider training for the issuing of an ASRA certificate.
- (b) Under the supervision of their CFI, conduct theory instruction and examinations, and in-flight instruction for gyroglider student pilots, and make recommendations to their CFI as to the readiness of a student pilot to undertake their first solo gyroglider flight.

NOTE: Written examinations are to be referred to a nominated CFI for correction and recording of results. GIs are NOT permitted to authorise a student pilot's first solo gyroglider flight.

- (c) Advise the nominated Instructor that the student has chosen them as their instructor and that the student is ready to progress to gyroplane pilot training.
- (d) Maintain the highest level of competency and currency.
- (e) Ensure that all gyrogliders used for flight training are serviceable and have current listing.
- (f) Maintain accurate and up-to-date training records for students taught.
- (g) Submit and influence others to submit accident/incident reports for all accidents/incidents/defects involving gyrogliders.
- (h) Provide feedback to the HOFO and SM on the ASRA training syllabus and gyroglider training safety.

PREFERRED QUALIFICATIONS/EXPERIENCE

- (a) Have the ability to keep and maintain accurate records on student progress in the ASRA Administration database
- (b) Well-developed organisational skills and attention to detail.
- (c) Have a working knowledge of ASRA's organisational manuals,
- (d) Have a thorough knowledge of the ASRA OM, Exposition and the relevant CASRs and CARs.
- (e) Ability to communicate, influence and build relationships at all levels of the Association including with members, clubs, instructors, gyroplane manufacturers and externally with other ASAOs and Government bodies.

GYROGLIDER TOW VEHICLE DRIVER

POSITION STATEMENT

To drive a gyroglider tow vehicle in a manner directed by the Gyroglider Instructor.

KEY AREAS OF RESPONSIBILITY

Under authorisation and direction of the ASRA HOF0 and in compliance with applicable CASA Regulations:

- (a) Must ensure that all towing occurs with a gyroglider observer in the vehicle
- (b) Must have a thorough understanding of all signals and any other information relayed to them from the observer or pilot in command.
- (c) There shall be an effective means of radio communication between the towing vehicle and the gyroglider.
- (d) Responsible for the maintenance of the roadworthy condition of the tow vehicle.
- (e) Ensure that the tow vehicle has sufficient fuel plus reserve for the proposed training operations.
- (f) Be responsible for ensuring that the towrope is correctly secured to the tow vehicle.
- (g) Provide input to the Gyroglider Instructor on any method to improve the standard of gyroglider towing, or safety of gyroglider operations in Australia.
- (h) Ensure that all gyrogliders used for flight training are serviceable and have current listing.
- (i) Where the tow vehicle is rendered unserviceable, then the driver must immediately 'notify' the pilot in command, and then allow the tow vehicle to roll to a standstill without using brakes.

PREFERRED QUALIFICATIONS/EXPERIENCE

- (a) Hold a current drivers licence.
- (b) Demonstrated to the Gyroglider Instructor competency to correctly drive the tow vehicle for gyroglider training.
- (c) Demonstrated to the Gyroglider Instructor a thorough knowledge and understanding of all the signals or messages relayed from the pilot in command.
- (d) Must have a thorough understanding of the flight characteristics of a gyroglider.
- (e) Display a high standard of professionalism and maturity
- (f) Comply with all relevant ASRA medical requirements.
- (g) Be 18 years or older.

TECHNICAL ADVISER & SENIOR TECHNICAL ADVISER

Refer to the ASRA Technical Procedures Manual for the Technical Adviser and Senior Technical Adviser Position Descriptions.

DOCUMENT & RECORDS MANAGER (DRM)

POSITION STATEMENT

The Document and Records Manager (DRM) is an annual appointment by the ASRA Board. The DRM is responsible for the management of, and access to, all ASRA records and documents including the ASRA administration database, manuals, forms and templates in their final form.

Central to this role is to ensure that a master ('single point of truth') of all ASRA documents is stored online in a secure repository that is accessible to ASRA authorised officers and is regularly and reliably archived.

The DRM reports to the ASRA Board.

KEY AREAS OF RESPONSIBILITY

Under delegation and direction of the ASRA Board:

- (h) Liaises with the developers of the ASRA Administration database to ensure that it is fit for purpose.
- (i) Ensures that all controlled documents under CASR Part 149 are up-to-date and stored appropriately
- (j) Confirms that the ASRA AM has notified CASA of any proposed changes to controlled documents under CASR Part 149.
- (k) Ensures that all ASRA documents and records are regularly and reliably backed up to a secure location.
- (l) Ensures that all ASRA documents are correctly titled and authorised
- (m) Ensures that ASRA officers and members are notified when relevant documents have been updated or become available via the ASRA website.
- (n) Manage the updating of the ASRA administration database so that it reliably implements current ASRA policy, procedure, standards and CASA regulations.
- (o) Report to the ASRA board on any deficiency in ASRA documents and records or their management and recommend solutions.

PREFERRED QUALIFICATIONS/EXPERIENCE

- (a) Be computer literate
- (b) Have an understanding of software and database development
- (c) Ability to communicate, influence and build relationships at all levels of ASRA.

ASRA ADMINISTRATION

ASRA is a small organisation managed by volunteers who may reside in any part of Australia, including remote locations.

ASRA does not have staff, a permanent office or a dedicated storage repository to hold historical forms and documents. For these reasons ASRA has been moving its administration processes to a cloud based database that can be accessed by any authorised person from any location.

ASRA continues to replace its legacy paper based forms with online 'wizards' that assist members to enter information into the ASRA Administration database when they are not familiar with the process.

The day-to-day administration of ASRA is the responsibility of the Executive Members of the ASRA Board and ASRA Key Personnel.

The ASRA Board consists of the President, Vice-President, Secretary and Treasurer, who form the Executive of the Association, plus a minimum of three ordinary members.

ASRA Board members and Key Personnel are expected to attend all monthly Board teleconferences and the Annual General Meeting.

The ASRA Board is responsible for:

- (a) The administration of ASRA.
- (b) Gyroplane operations of ASRA members in accordance with the relevant CASA regulations and directives, the ASRA Operations Manual and other CASR Part 149 compliance documents
- (c) The appointment and management of Key Personnel in accordance with the ASRA CASR Part 149 Exposition
- (d) Delegating tasks to appropriate members where required.
- (e) Producing ASRA publications.
- (f) Ensuring that the ASRA website holds the latest versions of the ASRA Constitution, By-Laws, DPH, the CASR Part 149 Exposition and all associated ASRA manuals.

DOCUMENT AND RECORD AUTHORISATION AND MANAGEMENT

ASRA DOCUMENTS

ASRA retains all original authorised documents and updates in a secure, online repository with version and access control, as an ongoing record and reference 'single point of truth' for any authorised person to determine the currency or authenticity of a document.

All documents have layered security privileges that cover access, edit or read-only, download and approvals.

ASRA ensures via its website or email notification that registered users of a document are advised of any updates.

When a document is created the document owner submits the document and the distribution list to the Board for authorisation. In the case of documents required under CASR Part 149 (e.g. Exposition), the Responsible Manager explicitly authorises the document or update.

Changes as to the Controlled Documents listed in Appendix A of the ASRA Exposition are not published until approved by CASA following the procedure outlined in the Change Management Section below.

Once a new document or version is approved, the DRM arranges for the document to be published on the ASRA website and/or online administration database and/or distributed to relevant stakeholders or users. All stakeholders and users are required to destroy all copies of any outdated document they have retained.

All master copies of documents, their updates and the distribution register are retained indefinitely by the DRM.

In addition, the ASRA DRM ensures that the ASRA website contains up-to-date links to the civil aviation legislation, the CASA website and all other materials prescribed by the CASR Part 149 MOS, if applicable.

All ASRA documents, forms and templates are stored in an online repository accessible by all ASRA authorised officers.

ASRA RECORDS

The online ASRA administration database stores all records pertaining to membership, pilot certification, gyroplane listing and incident recording.

The database has layered security permissions to ensure that only authorised persons can access, insert or amend records. No record can be deleted.

The database supports a 'lossless' audit trail of all changes made to any record so the history of changes to any record can be traced and the persons who made those changes identified.

The names and appointment dates for all key personnel and appointed persons under CASR Part 149 are searchable in this database.

The database is automatically backed up and copies are systematically made and downloaded to off-line storage in an off-site location.

CASA has limited 'read only' privileges to print a report on member and gyroplane listing statistics and also to search on gyroplane listing numbers to identify the owner and their contact details.

PROCESSING ASRA MEMBERSHIP

ASRA does not set eligibility criteria for new members. The status of new members is set to student pilot by default. Any change to this status is solely competency based.

Application for membership by people without internet access is handled as a special case with direct communication to the Registrar.

New membership is defined as a person joining for the first time requiring student membership or temporary membership. A temporary membership is only issued to people who come to Australia as a tourist and wish to either undergo training and/or intend to fly a gyroplane in Australia.

Renewal of membership is defined as a current financial member renewing their existing membership for the following year or a previous member who has let their membership lapse and is re-applying.

NOTE: - A company is processed the same as an individual member. This way a gyroplane can be listed in the name of a company but the pilots of the gyroplane must also be current members of ASRA.

A Company is given "Active" member status and a Non-Flying Certificate.

Gyroplane Clubs are given "Affiliate" member status and a Non-Flying Certificate.

NEW MEMBERSHIP

The Registrar on receipt of a new membership application enters the details into the ASRA database. The applicant is given Member status and assigned a unique membership number.

NOTE: - All visiting overseas pilots/students) issued with a temporary membership must comply with the requirements laid out in the section below titled Overseas Visiting Pilots flying in Australia.

RENEWAL OF CURRENT MEMBERSHIP

Membership renewals fall due annually. Members who have ignored their reminders and not renewed their membership by the date given have their membership status automatically changed to 'terminated'

When members log in to the Administration database to renew their membership or for any other reason, they are automatically notified if their medical status or BFR is overdue. The member will also receive a reminder to enter their flight hours for the previous period if they have not already done so.

RENEWAL OF EXPIRED MEMBERSHIP

If the applicant is a previous member of ASRA, their status in the database is changed to allow the applicant to log on, update their details and pay their membership fee.

If three years or more has expired since last having ASRA membership all previous Certificates, Endorsements, Ratings, and Approvals will be inactive and require an instructor to evaluate the member's competency before they can be re-issued.

PROCESSING COMPLIANT GYROPLANE LISTINGS

Refer to the ASRA Technical Procedures Manual.

PROCESSING BASIC GYROPLANE LISTINGS

Refer to the ASRA Technical Procedures Manual.

CREATING APPROVED FLIGHT MANUALS

For commercially manufactured gyroplanes, ASRA will accept, on approval of the ASRA HOFO, the Flight Manual produced by the manufacturer of that gyroplane model. The HOFO may require that the manufacturer make changes (e.g., convert airspeed to knots) before approval is given.

NOTE: The HOFO will compare the flight manual to the ASRA template for completeness. Missing elements or statements that contravene ASRA requirements will be returned for rectification.

For home built gyroplanes or where no flight manual has been provided by the manufacturer, ASRA has a Flight Manual Template that the registrant may use.

This Flight Manual Template is available on the ASRA website for download.

Approved versions of Flight Manuals and Maintenance Manuals, if available, are retained in the ASRA Administration database.

ISSUING PILOT & STUDENT PILOT CERTIFICATES, RATINGS & ENDORSEMENTS

PILOT CERTIFICATE

ASRA is responsible for the content and standards of training and evaluation required before a person can be issued with a pilot certificate, or additional endorsements. Instructors and CFI's are individually authorised to instruct and evaluate each, or all of the certificates offered by ASRA to members.

Written evaluation is based on multiple choice questions available from the HOFO. Question compilations are varied from time to time and regularly reviewed and if necessary updated by the HOFO.

The pass mark in each examination for an ordinary student is 80% or greater and for an instructor certificate 100%.

The curriculum for each certificate is given in the ASRA Operations Manual. The prescribed references for the various certificates are available on the ASRA website. The multiple choice examinations to evaluate student competency are based on these references.

Instructors are encouraged to add additional local information or references to their pilot training to satisfy a student's specific requirements or prepare their students to operate in the local environment. However, all ASRA written examinations are based on the prescribed standard references, and as such form the core of all training courses.

The ASRA HOFO may recognise equivalent certificates from other aviation bodies as a basis for issuing an ASRA certificate or meeting some of the required criteria.

NOTE: The HOFO will compare the eligibility and competency criteria and syllabi of the foreign aviation body's certificate for equivalency with ASRA requirements. Missing elements, unfulfilled criteria or doubts concerning competency will require rectification by an ASRA instructor.

While maintaining the overall responsibility for content and standards, ASRA authorises individual instructors and CFI's to conduct the training and evaluation of students in relation to these standards.

ASRA provides student evaluation kits including instructions response sheets and correction proformas to CFI's. A CFI can conduct and correct examinations for students whether they have trained them or not.

Instructors can also conduct examinations but must obtain an evaluation kit for each student from their nominated CFI and return the completed student response sheets to the CFI for correction. The CFI will advise the instructor of the student's result, discuss any incorrectly answered questions, record these results and return the response sheet to the instructor. While the instructor does not officially correct a student's response sheet, they can discuss the questions and answers with their student at the end of the evaluation session.

On completion of the practical evaluations, and the written examinations, the CFI or authorised instructor processes the results in the Administration database, including uploading the supporting documents. At this point the Registrar is notified.

The student is notified directly where a current medical certificate is required or if the student has yet to pay any associated ASRA fees. In these circumstances it is the student's responsibility to rectify the situation and advise the HOFO before a certificate can be awarded.

Once satisfied that all criteria have been met, the HOFO updates the Administration database. The Registrar will then issue the pilot's certificate, or in the case of endorsements these will be printed on the next certificate that each pilot receives annually on receipt of their ASRA membership renewal.

On completion of a successful assessment, the pilot's record is updated in the ASRA Administration database.

The student pilot's logbook is endorsed by their instructor to confirm the certificate or endorsement awarded.

STUDENT PILOT CERTIFICATE.

These are issued from the ASRA Database.

A prospective student pilot must obtain an ASRA student pilot certificate before they have completed 2 hours of in-flight training through 'Trial Instructional Flights' (TIF).

At this point their Student Pilot Certificate remains 'Inactive' in the Administration database.

The status of a Student Pilot Certificate in the Administration database must then be changed to 'Active' by the student's instructor before the student has completed 5 hours of in-flight training.

PASSENGER CARRYING ENDORSEMENT

The requirements, detailed in the ASRA Operations Manual, are evaluated by a CFI or authorised instructor.

There are no alternate qualifications from other Australian bodies that will be accepted as the basis to issue a Passenger Carrying Endorsement.

On completion of a successful assessment, the pilot's record is updated in the ASRA Administration database.

PILOT RATINGS & ENDORSEMENTS

The awarding of all ASRA certificates, ratings and endorsements is strictly competency based.

The ASRA OM, available on the ASRA website (<https://www.asra.org.au>, gives the requirements for all pilot certificates, ratings, and endorsements offered by ASRA. The process for issuing these certificates, ratings, endorsements and authorisations is also in the ASRA OM.

At any time, a holder of an ASRA pilot rating or endorsement, including the different instructor ratings, may notify the ASRA Registrar in writing that they wish to have a particular rating or endorsement deactivated. On receiving this advice, the Registrar amends the member's record in the Administration database.

Once deactivated, the member immediately loses the right to exercise the privileges of that rating or endorsement until it is restored.

NOTE: The rating or endorsement is never removed from the member's database record, only its status is changed from active to inactive.

ISSUING INSTRUCTOR, SENIOR INSTRUCTOR AND CHIEF FLYING INSTRUCTOR RATINGS

ASRA is responsible for the content and standards of training and evaluation required before a person can be issued with Instructor, Senior Instructor and Chief Flying Instructor ratings.

While maintaining the overall responsibility for these standards ASRA will authorise individual CFI's to conduct the training and evaluation of pilots to the level of Instructor, Senior Instructor or CFI.

CFI's are approved to conduct training and written evaluation on all pilot certificates. Where ASRA introduces a new endorsement, it will also nominate the time period in which existing CFI's must become approved to teach and examine the new endorsement.

ASRA instructor certificates cannot be issued on the basis of an equivalent qualification issued by another authority.

INSTRUCTOR RATING

In addition to the Position Description for Instructors given above, the ASRA Operations Manual provides additional information on the requirements to hold an ASRA Instructor rating.

On completion of a successful assessment, the instructor's record is updated in the ASRA Administration database.

SENIOR INSTRUCTOR RATING

In addition to the Position Description for Instructors given above, the ASRA Operations Manual provides additional information on the requirements to hold an ASRA Senior Instructor rating.

On completion of a successful assessment, the Senior Instructor's record is updated in the ASRA Administration database.

CHIEF FLYING INSTRUCTOR RATING

In addition to the Position Description for Instructors given above, the ASRA Operations Manual provides additional information on the requirements to hold an ASRA Chief Flying Instructor rating.

It is the responsibility of the HOFO to authorise a CFI rating on the recommendation of another CFI, the Chief Training Pilot or the Training officer.

On completion of a successful assessment, the Chief Flying Instructor's record is updated in the ASRA Administration database.

AUTHORITY FOR A CHIEF FLYING INSTRUCTOR TO PROVIDE INSTRUCTOR TRAINING COURSES

ASRA authorises individual CFI's to conduct training courses for persons wishing to become instructors or CFI's or to conduct training courses for instructors to be certificated to train and examine any additional certificates that ASRA issues.

It is the responsibility of the HOFO, on the recommendation of the Chief Training Pilot to issue a CFI with an instructor training rating.

The criteria for a CFI to be issued with an instructor training rating are:

- (a) Must have been a CFI for at least 12 months.
- (b) Be certificated to train and authorise all endorsements and ratings available for pilots.
- (c) Be recognised by the HOFO as a capable and knowledgeable CFI fit to undertake this responsibility.

On completion of a successful assessment, the instructor's record is updated in the ASRA Administration database.

TRAINING FACILITY SURVEILLANCE

The ASRA HOF0 or assignee conducts regular surveillance, at intervals not exceeding 2 years, of training facilities affiliated with ASRA to ensure compliance with the provisions of the ASRA Operations Manual, the CASRs and CARs.

A training facility is deemed to be:

- (a) An affiliated club that provides theory and/or in-flight instruction in gyroplanes as part of the club's activities;
- (b) An independent instructor, SI or CFI who has been certificated by ASRA to provide theory and/or in-flight instruction in gyroplanes.
- (c) An independent flying school that employs or contracts instructors, SIs or CFIs who have been certificated by ASRA to provide theory and/or in-flight instruction in gyroplanes.

The surveillance is conducted at a mutually agreed time, and the facility will be advised in writing of the impending surveillance.

The ASRA Training Facility Audit Checklist, available from the ASRA website, is used during the surveillance.

Deficiencies noted during the surveillance are to be rectified within the time period noted, and failure to do so may result in action against the privileges of the Ratings of the instructors associated with the training facility.

A copy of the surveillance report sent to the training facility is uploaded to the Administration database.

INSTRUCTOR COMPETENCY ASSESSMENTS

Instructor assessments are conducted to confirm the competency of an Instructor, Senior Instructor or CFI to:

- (a) Conduct theory instruction on the subject matter contained in Section 3 of the ASRA Operations Manual to a standard that will ensure that a student or candidate has the knowledge to pass the examinations required for the issue of the relevant certificate, endorsement or rating.
- (b) Conduct satisfactory pre-flight and post flight briefings prior to and after an in-flight training sortie.
- (c) Conduct in-flight training that will ensure that the student or candidate is capable of executing the manoeuvres listed in Section 3 of the ASRA Operations Manual to the standard required.
- (d) Ensure that all operations are conducted with safety as the prime concern.
- (e) Ensure that training records are up-to-date, accurate and complete.

Competency assessments are conducted by the HOFO or their delegate at intervals not exceeding 2 years.

The examiner will nominate the subject matter for not less than one theoretical presentation by the candidate, at least 24 hours prior to time of the presentation, and act as a student during the period of the presentation for the purpose of assessing the instructor.

The examiner will nominate an in-flight training sortie, at least 24 hours prior to the time of the audit, during which he will act as the person under instruction.

At no time will the examiner simulate student-induced situations that may prejudice the safety of the operation.

At all times the instructor under assessment shall remain as pilot-in-command of the gyroplane or gyroglider, and exercise their authority.

On completion of a successful assessment, the instructor's record is updated in the ASRA Administration database.

PILOT FLIGHT REVIEW

A flight review is required for all pilot certificate holders not more than 2 years from the date of issue of their pilot certificate, or their last Flight Review, or as required to maintain their currency where they have not met the minimum flight hours specified in the Operations Manual.

The flight review is conducted in accordance with the Pilot Flight Review Checklist, available on the ASRA website, by an ASRA instructor, SI or CFI.

Where a pilot lives in a remote location, and where prior approval has been obtained from the ASRA HOFO, the flight evaluation can be recorded on video and forwarded to the HOFO or their delegate.

Where a person has to complete their Flight Review by video the following guidelines apply.

- The video must not be edited and provide a continuous record of the flight.
- The date that the video was taken must be verifiable, preferably by a date time stamp visible on the screen.
- The full sequence covering all the review elements detailed in the Pilot Flight Review Checklist (see ASRA website) must be completed and at such a distance and altitude that the assessor can reasonably ascertain that the Flight Review was completed.
- The pilot and gyroplane must be clearly identified and preferably with commentary from the camera operator.
- The assessor signs a completed Pilot Flight Review Checklist, available on the ASRA website, indicating the results of the evaluation, and whether the result is a pass or fail.

In the case of a Flight Review not being completed satisfactorily, the pilot is advised with explanation of the elements that caused the failure and the corrective action that needs to be taken. The pilot then has one calendar month, or until their current pilot certificate expires, to pass another Flight Review.

If a pilot is not found competent as a result of their flight review by the due date, then the pilot will be advised that their pilot certificate has been suspended. The pilot is then required to seek additional training from an instructor to be trained to the standard required to pass a Flight Review.

Where the pilot passes their Flight Review, their assessor will also confirm that the pilot holds a current medical certificate before the pilot's record in the Administration database is updated.

It is the pilot's responsibility to supply a current medical certificate before the pilot's record will be updated.

At all stages of a Flight Review the pilot's record is updated in the Administration database with the relevant details.

ISSUING SAFETY DIRECTIVES AND SAFETY ALERTS

Safety Directives or Safety Alerts are issued by the ASRA HOFO, SM or HAM.

Safety Directives must be complied with.

Safety Alerts are only to advise members of a potential safety hazard.

Depending on the issue, Safety Alerts or Safety Directives are directed to all ASRA members or restricted to the owners and the Australian distributor or manufacturer of the designated gyroplane model.

All Directives are retained in the ASRA ADM and are overseen by the ASRA HAM. All Directives associated with any model gyroplane of type or part can be located via a search and printed as needed by any authorised ASRA Officer.

ASRA Technical Advisers are advised when a new Safety Directive or Safety Alert is issued.

ASRA Technical Advisers are required to retain a copy of each Safety Directive or Safety Alert and are responsible to ensure that all Safety Directives have been complied with when assessing a gyroplane for listing.

Safety Alerts referring to hazards, defects or failures that do not affect the safe operation of the aircraft are normally published on the ASRA website and in the Gyro News magazine.

Safety Directives that refer to hazards, defects or failures that affect the safe operation of the aircraft or the safety of the occupants are notified directly to Technical Advisers, the gyroplane Australian distributor or manufacturer and affected pilots/owners by the earliest possible means, as well as being published in the Gyro News magazine and on the ASRA web site.

Failure to comply with a Safety Directive may, depending on the terms of the Safety Directive, result in the automatic cessation of a gyroplane's Flight Status until such time as compliance with the Safety Directive is confirmed.

All the details of a Safety Alert or Safety Directive are entered into the ASRA Administration database

OVERSEAS VISITING PILOTS FLYING IN AUSTRALIA

ASRA makes provision for pilots visiting from other countries who wish to fly gyros in Australia. This policy complies with CASA regulations. Pilots intending to fly in Australia must apply for ASRA membership at least 30 days before arrival in Australia.

Overseas pilots must become a member of ASRA and obtain an ASRA pilot certificate by meeting all requirements before they are able to fly in Australia.

An ASRA solo medical declaration, available from the ASRA website, must be completed.

For passenger carriage, the pilot must provide a valid Australian Medical Examiner's Certificate as described in the ASRA OM, available on the ASRA website. This medical must be conducted by an Australian medical doctor. Overseas medical certificates will not be accepted.

Gyroplanes imported into Australia must comply with ASRA construction standards and be issued with an ASRA listing markings that must be displayed before any flight within Australia is permitted.

Factory manufactured gyroplane models that are not already authorised to fly in Australia will be treated as 'first of type' (see TPM) by ASRA and require authorisation from the HAM before their use in Australia is permitted.

AUTHORISATION TO CONDUCT AN ACTIVITY SANCTIONED BY ASRA

The limited resources of ASRA prevent ASRA from conducting its own events other than safety related seminars and training sessions when opportunities arise to access experts or to fund experienced and qualified members to conduct seminars for groups of local members.

ASRA also encourages and sanctions local gyroplane clubs or interested groups of members to conduct activities that promote recreational gyroplane aviation in Australia or promotes safety awareness for ASRA members.

On receipt of a written request from a gyroplane club or group of members to hold an event or conduct a safety related activity, the ASRA Board evaluates the application by assessing:

1. Does the written application clearly describe the proposed activity including its timing, venue, contact details of the organisers?
2. Does the written application include the completed ASRA Safety Report & Risk Form found in Appendix 3 of the ASRA Safety Management System manual?
3. Is the proposed activity consistent with the aims and objectives of ASRA?
4. Does the proposed activity comply with ASRA's CASR Part 149 authorisation?
5. Will the activity be conducted at an appropriate venue?
6. Does the application include written permission from the owner/operator of that venue?
7. Have any approvals/dispensations required from CASA been identified?
Note: ASRA, will take responsibility to apply to CASA for any approvals/dispensations that are required.
8. Do the proposers have in place appropriate insurance cover?

Where an activity includes flying operations, ASRA will require that the proposer's detail how they will comply with the following requirements:

1. ASRA appointed personnel will inspect all participating gyroplanes during the event to ensure that they are serviceable and their listing is current. Non-compliant gyroplanes will be grounded.
2. All pilots flying during the activity must be properly certificated by ASRA, and be qualified to exercise the privileges of their certificates.
3. A refuelling area must be clearly defined with the appropriate fire fighting equipment available.
4. A Duty Officer will be appointed daily. The Duty Officer will act as all-over supervisor, and shall ensure compliance with all safety instructions issued, in addition to the points covered in the ASRA Operations Manual.
5. An adequate number of Safety Officers will be appointed to assist the Duty Officer.
6. Even where VHF radio usage is not mandatory, its use is to be encouraged, and it is desirable to have a Unicom ground station manned during all flight operations.
7. A pilot briefing document is required, and is to be made available to all pilots intending to fly during the event upon their arrival. This document should contain diagrams showing the airfield layout, circuit procedures to be used, restricted and noise sensitive areas, other areas to avoid, parking, run-up and rotor spin-up areas, radio frequencies and procedures to be used.
8. A daily operations schedule is required detailing briefing times, activity times and times available for free flying.
9. A daily operational and safety briefing will be conducted at least prior to the first event on each day. Attendance is compulsory for all pilots intending to fly.

10. Search and Rescue (SAR) procedures must be established. It is suggested that in order to track all gyro plane movements for this purpose, a procedure be utilised where all operations departing the circuit area must be logged out and a latest time of return established. It is the responsibility of the pilot-in-command to ensure that this SAR Watch is cancelled upon return. Contact numbers for Emergency Services (Fire, Ambulance) should be readily available to the Duty Officer.

AUDIT OF CASR PART 149 APPROVED FUNCTIONS

During the annual face-to-face Board meeting prior to the ASRA Annual General Meeting, each Person listed under CASR Part 149 Key Personnel presents a report to the Board where they appraise performance against their Key Responsibilities listed under their Position Description in this Administration Manual.

The Board evaluates these reports and where satisfied that ASRA has met its obligations outlined in the ASRA Exposition, will approve each report.

Where needed, the Board will provide feedback to each 'Key Person' on areas for improvement or where potential safety risks need to be identified and managed.

All approved Key Personnel reports are made available to members on the ASRA website.

An audit of the ASRA Exposition is included in this Board review with the Responsible Manager reporting to the Board on:

- Requests by CASA for changes.
- Changes made by ASRA.
- Potential risks that will require monitoring.
- Planned changes to the Exposition and related documents in the coming year.

Any change to 'Part 149 Controlled Documents (see Appendix A of the ASRA Exposition) made during the year is subject to the policy detailed in the 'Document and Record Authorisation and Management section of this manual.

MANDATORY REPORTING TO CASA

The ASRA AM will provide relevant information to CASA in writing, within 7 days, in the event of any of the following:

- (a) If an ASRA member or applicant for ASRA membership contravenes CASR Part 149.425,
- (b) If ASRA contravenes CASR Part 149.430, 149.435 and/or 149.440.

If the AM or the SM becomes aware a person has overridden an aviation safety-related decision of a member of ASRA's Key Personnel, the AM and/or SM will report the matter to CASA in writing, within 7 days of becoming aware of the matter.

NOTE: The responsibility to report remains with the key person that becomes aware a person has overridden an aviation safety-related decision of a member of ASRA's Key Personnel.

All reports prepared for CASA are stored in the Administration database and a flag set that CASA is to be sent a copy. Setting this flag initiates the document being automatically emailed to CASA.

CHANGE MANAGEMENT

The ASRA change management process formalises the description, evaluation and implementation of changes made to the Exposition functions and aircraft that ASRA has been approved to administer.

The ASRA change management process also assesses proposed changes for potential hazards and to ensure risk mitigation strategies are fully considered before the implementation of any relevant change is undertaken. It also ensures that any new risks resulting from the change are managed to an acceptable level.

The process described in this section will be applied to all changes which are deemed as changes that require CASA approval or changes that require notification to CASA, as per Civil Aviation Legislation Amendment (Part 149) Regulations 2018, Subpart 149.C—Changes to exposition or personnel.

A proposed change will be actioned in accordance with the management of change process workflow in Figure 1.

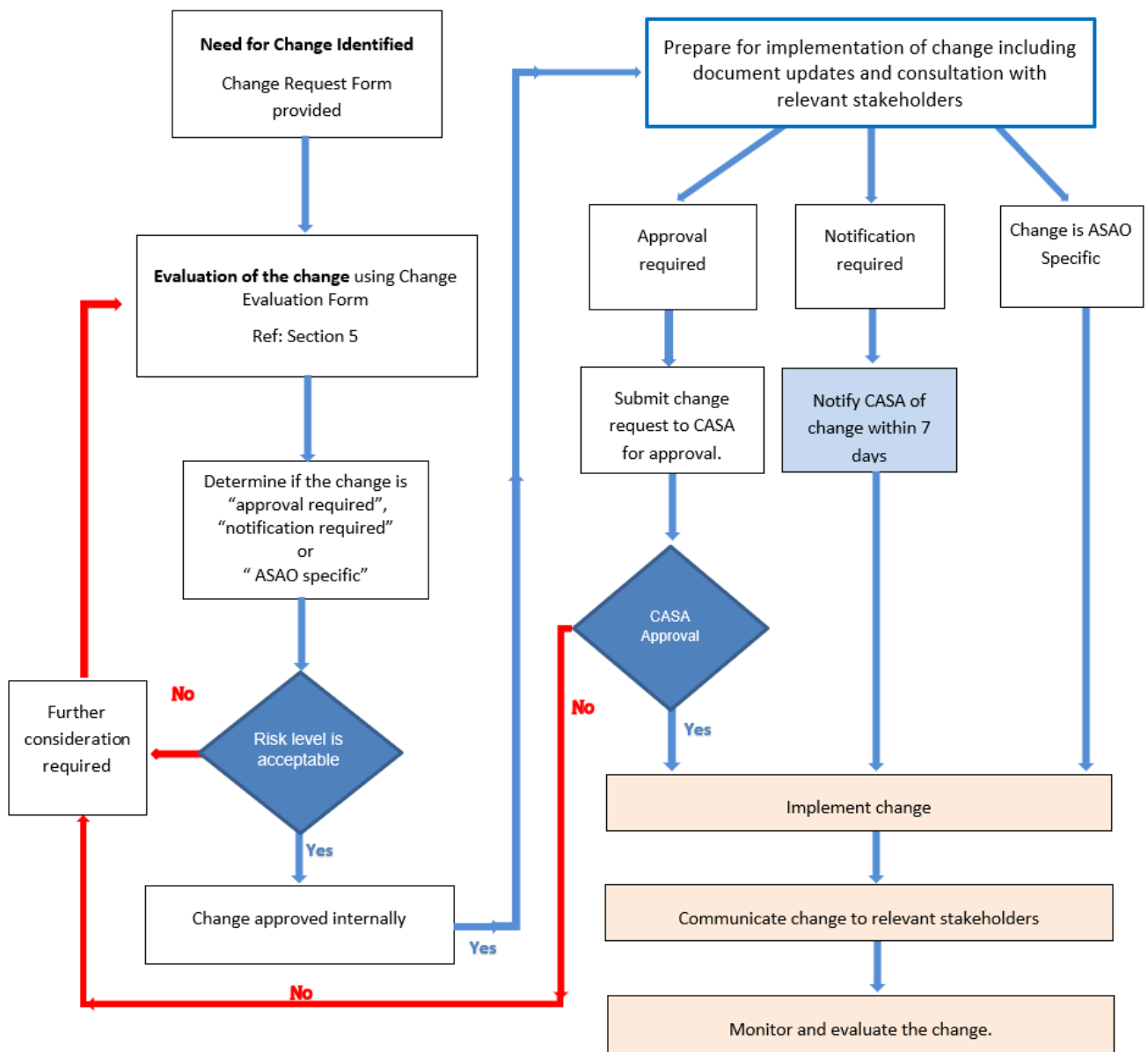


Figure 1: Management of Change Workflow

All changes have the potential to alter existing risks or introduce new risks (identified or unintended) so the ASRA change management process is a systematic approach to;

- identify opportunities for continuous improvement,
- determine, and mitigate risk,
- engage with relevant stakeholders, and
- communicate and implement change to ensure that all changes are implemented safely.

Change may be initiated for many reasons, including:

- new regulatory requirements;
- change in legal opinion;
- audit report findings;
- occurrence report findings;
- continuous improvement process;
- member feedback;
- editorial changes (e.g., correcting spelling, punctuation, and grammatical errors);
- new business or member opportunities;
- changes in technology;
- the introduction of new or different aircraft types;
- change of Key Personnel.

The ASRA change management process includes the evaluation of risks associated with the proposed change. The criteria used to assess risk include:

- the need for change;
- potential impact on aviation safety;
- member impact;
- potential impact on informed participants, other airspace / aerodrome users, or third-party persons or property;
- financial and resource impact;
- compliance considerations;
- complexity of the change;
- internal and external stakeholders;
- communications strategy.

ROLES AND RESPONSIBILITIES

The ASRA Board, ASRA Officer or a Key Person formally initiates the ASRA change management process by creating a new 'Change Record' in the ASRA Administration database.

ASRA's AM must approve all change proposals determined to be a change that requires CASA approval. This approval process will occur prior to the application being presented to CASA for consideration.

The relevant Key Person is the change approver for changes that require CASA notification. Approval from the change approver must be given prior to the implementation of any change proposals. All changes must also have Board approval.

Should the change proposer also be the Key Person responsible for the portfolio, the change must be peer reviewed by the AM, SM HOFO, HAM or an appointed Subject Matter Expert (SME).

The responsible portfolio manager is the ASRA Officer or Key Person responsible for changes proposed for their portfolio. Where change impacts on more than one portfolio, all impacted portfolio managers will be equally responsible for managing the change process.

At any time a register of all changes made under the ASRA Change Management process can be generated by the ASRA Administration database. This register contains the following information:

- Change Record
- Date Received
- Change Proposed By
- Description of Change
- Change Owner
- Classification of Change (CASA Approval, CASA notification, ASAO specific)
- Status (Supported / Not supported)
- Date of decision by the Board
- Date of decision by AM
- Date of Proposed Implementation
- Implementation Status
- Date Change submitted to CASA when required.
- Date Approved by CASA
- Review Status
- Date of Closure

STAKEHOLDER NOTIFICATION OF CHANGES

Changes to ASRA's Exposition are made available to stakeholders via the ASRA website (<https://www.asra.org.au>). All relevant stakeholders are notified by email sent by the ASRA DRM when an approved updated Exposition becomes available.

Notification must be provided with a minimum of seven (7) calendar days' notice of the effective date. However, if in the interest of aviation safety, the change is safety critical, the change will become effective immediately (or before next flight) after the change has been approved and then all stakeholders will be notified at the same time.

CHANGE THAT REQUIRES CASA APPROVAL

A change that requires CASA approval is a change to any approved system or process that has the potential for an adverse impact on aviation safety, or that relates to or effects:

- Key Personnel and appointed persons, including changes to mandatory qualifications, experience, and responsibilities.
- The period that a Key Personnel position can be vacant or occupied simultaneously by a person who holds another key position as defined by the ASRA Exposition.
- The period a key position can be vacant before being notified to CASA or filled.
- The time for reporting to CASA under sub-regulation 149.425(2) of CASR.
- The approved change management processes outlined for a Controlled Document (Appendix A of Exposition).

- The approved aviation administration rules relating to the process for applying for, the eligibility criteria for, or conditions that may be attached to, an authorisation, contained within any document listed in Appendix A of the ASRA Exposition.
- Any enforcement rules contained within a Controlled Document (Appendix A of Exposition).
- An approved audit and surveillance system contained within a Controlled Document (Appendix A of Exposition).
- The processes or procedures associated with the review of ASRA's decisions as outlined within a Controlled Document (Appendix A of Exposition).
- The processes or procedures for listing aircraft and the publication of a list of aircraft, as outlined within a Controlled Document (Appendix A of Exposition).

A CHANGE THAT REQUIRES CASA NOTIFICATION

A change that requires notification is any change to the ASRA Exposition that is not defined as a change that requires approval in the list above and is not an ASAO Specific Change.

ASAO SPECIFIC CHANGE

Any change that does not result in a modification to the Exposition (see CASR 149.340) is an ASAO specific change and does not require approval by, or notification to CASA.

CASA APPROVAL REQUESTS

Changes that require approval will be provided to CASA by means of email to sport@casa.gov.au using the ASRA Exposition Change Form (ECF) (or CASA form 149.01) in accordance with the requirements of CASR 149.115.

This form is generated by the ASRA Administration database and then emailed to CASA.

The change application will be accompanied by a copy of the part of the ASRA Exposition affected by the change and clearly identify the change; and comply with the requirements (if any) prescribed by the Part 149 Manual of Standards.

NOTIFICATION OF CHANGES THAT REQUIRE NOTIFICATION

Where a change that is not a change requiring CASA approval, is made to the ASRA Exposition ASRA will notify stakeholders, including CASA, of the intended change at least 10 working days prior to the effective date unless, in the interest of aviation safety, the change is safety-critical and is effective immediately.

CHANGE MANAGEMENT PROCESS - STEP 1 - REGISTERING A CHANGE REQUEST

A portfolio manager formally initiates the ASRA change management process by creating a new 'Change Record' in the ASRA Administration database.

Once the mandatory initiation fields are completed in the Change Record, an email notification is sent to the AM, SM and ASRA Board so they can evaluate the proposed change.

On completion of the formal evaluation process the ASRA Approval date and, if required, the CASA Approval date are entered into the Change Record. At this point the ASRA Administration system generates the list of actions required to promulgate the change to stakeholders and emails them to the responsible ASRA officers.

The Change Record collects the following information to initiate the Change Management Process:

- Controlled Document Name.
- Type of Change (CASA Approval, CASA Notification, ASAO Specific).
- Details of portfolio manager submitting the change proposal (taken from login credentials).
- What should be changed, including document page references.
- Description and reasons for the change.
- Links to supporting information or details that may assist the review.
- Benefits on how the proposed change, new initiative or opportunity will benefit members or improve compliance or improve safety.
- Implementation timeline for the change.

CHANGE MANAGEMENT PROCESS - STEP 2 - EVALUATING A CHANGE REQUEST

The Change Evaluation section in the Change Record is filled out by the responsible portfolio manager.

The ASRA evaluation of change process requires that the portfolio manager enters the following information into the Change Record:

- How many, and what type of stakeholders are impacted and how are they impacted.
- What are the potential personnel, resourcing and expertise requirements to implement the change
- Are changes to other systems and processes also required.
- What, if any, are the immediate and long term financial Impacts of the change.
- What is the timeframe to implement the change.
- What, if any, training or mentoring of stakeholders will be required.
- How will the change be communicated to stakeholders.
- What documents will require update.
- What are the compliance implications of this change.
- What are the risks, to aviation safety, associated with this risk and how will they be mitigated

If the change has the potential to introduce new hazards or change the likelihood or consequence of existing hazards in relation to aviation safety, then a risk assessment will be completed to assess the risk level and to consider the necessary controls required to manage the risk to an acceptable level.

ASRA's SMS risk management framework will determine whether any adverse effects on the safety of aviation are presented.

Considerations regarding operational and organisational risks (e.g. reputational, Workplace Health & Safety, capacity / capability, compliance, service delivery, financial, legal, Insurance etc) will also be considered.

After assessing the evaluation of change profile, the portfolio manager must enter a recommendation to either proceed, or not proceed with the change.

The change approver will then review the information provided by the portfolio manager and make a final decision to proceed with the proposed change, or not.

The SM is responsible for confirming and validating outcomes and actions from the review of aviation risks and the approval of change.

Once the internal ASRA evaluation of the proposed change is completed and the proposed change is approved by the Board and AM, the date of this approval is entered into the Change Record.

On entry of an ASRA approval date, if the approved change requires CASA approval or notification, the appropriate request on the required CASA form or notification under the AM's authority is immediately emailed to CASA for action.

All notifications or requests for approval to CASA will include a draft copy of the track-changed amended document.

Where CASA issues a formal approval for the change, the AM enters the date of this authorisation into the Change Record.

Upon obtaining approval for the change in writing from CASA, the Board will authorise implementation of the change. A revised distribution of the impacted document(s), accompanied by an explanation of the changes will be made available to all stakeholders and posted on the ASRA website (<https://www.asra.org.au>).

CHANGE MANAGEMENT PROCESS - STEP 3 - CHANGE IMPLEMENTATION REVIEW

All changes will be monitored during implementation and post implementation for 90 days to ensure that any unforeseen issues and risks that have emerged are identified and managed using the ASRA SMS.

Should issues requiring corrective action be identified, these will be brought to the attention of the Board, AM, SM and the responsible portfolio manager.

Where review of the change identifies that the classification of the change requires escalation then an application for approval or a notification to CASA will be issued as required.

A final review will be conducted no later than 90-days following implementation of a change and the Board or AM will either close the Change Record or if additional (ongoing) monitoring of the situation is required, a further review will be scheduled.