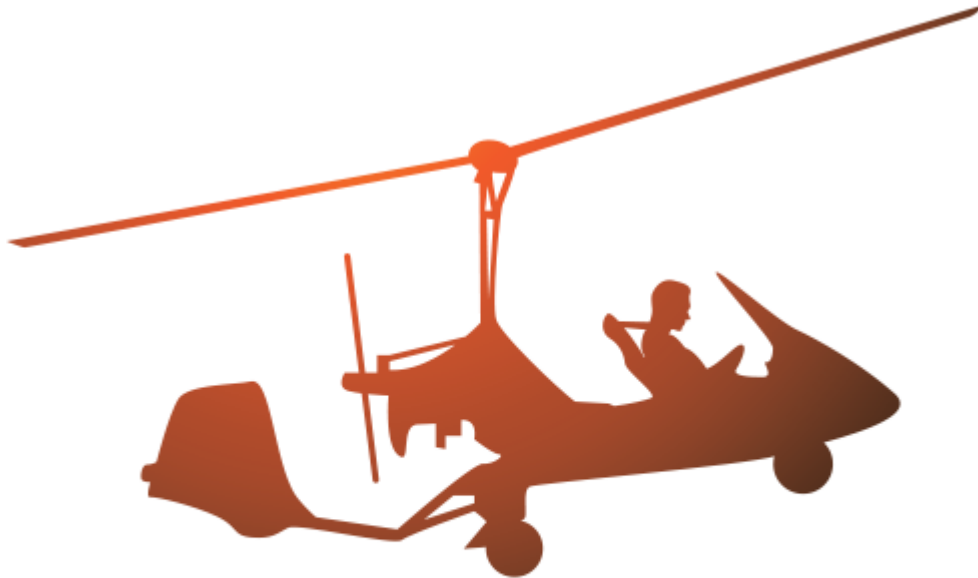


# A.S.R.A. OPERATIONS MANUAL



# ASRA

# ISSUE 01

## December 2023

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## 1. INTRODUCTION

All forms of flight are potentially hazardous. The risks and hazards associated with flying are real and all pilots and potential pilots must be fully aware of the possible risks involved.  
All persons participating in flight training or instruction conducted in accordance with this manual, do so at their own risk.

Gyroplane Operations in Australia are required to be compliant with the following Civil Aviation Safety Regulations (CASR);  
Part 91 General Operating and Flight Rules  
Part 103 Sport and recreational aircraft regulations for operations, maintenance and training

Part 149 Approved self-administering organisations  
Part 99 Drug and alcohol management plans and testing

This manual and its supplements have been compiled to meet the requirements of the Regulations and is the only manual recognised by ASRA for the control of gyroplane operations. .

This manual is approved by the Civil Aviation Safety Authority (CASA) and is effective from the date of approval by CASA.

Changes and amendments to this manual must be approved by CASA prior to incorporation into the manual. All such changes and amendments will be entered into the manual immediately upon receipt by the manual holder, and the details of the changes and/or amendments noted in the Amendment Record Section of the manual.

This manual sets out the requirements and procedures to obtain and maintain the following authorisations to operate a gyroplane.

- (a) Student Pilot Certificate.
- (b) Pilot Certificate.
- (c) Instructor (Gyroplane) Rating.
- (d) Senior Instructor (Gyroplane) Rating.
- (e) Chief Flying Instructor Approval.
- (f) Various endorsements.

To achieve standardisation of pilot training methods and procedures, thus ensuring a high and continued level of gyroplane pilot competency, the procedures contained in this manual will be strictly adhered to. General information concerning this manual can be obtained by directing enquiries to the ASRA Head of Flight Operations (HOFO).

Technical information concerning specific gyroplanes should be obtained directly from the manufacturer's handbook or by directing enquiries to the manufacturer or designer.

ASRA will be the sole authority regarding the interpretation of all or part of this manual and the ASRA interpretation will be final.

**NOTE: The Civil Aviation Regulations apply to all gyroplanes just as they do to other aircraft except where the ASRA member is specifically exempted.**

All members who are receiving gyroplane pilot training, or who are pilots or instructors, are required to possess a personal copy of the following documentation:

- (a) STUDENT PILOTS and PILOTS – Pilot Log Book, and access to ASRA Basic Aeronautical Knowledge Manual and ASRA Pilot Training Manual. .
- (b) INSTRUCTORS – In addition to (a), Gyroplane Instructor Training Manual, and manuals relevant to the subjects on which that they are qualified to instruct.



## 2. FLIGHT CREW LIMITATIONS

### 2.1.1. PILOT IN COMMAND

The pilot-in-command of a gyroplane must:  
hold a valid ASRA Student Pilot or Pilot Certificate as listed in Section 2.03 issued by ASRA  
comply with the medical standards specified in paragraph 2.1.10.

### 2.1.2. PILOT INSTRUCTION

No person shall give flight instruction regarding gyroplanes unless that person is the holder of a valid ASRA Pilot Certificate, endorsed with an Instructor Rating issued by ASRA, and is responsible to, and under the supervision of an ASRA CFI.

### 2.1.3. CARRIAGE OF PASSENGERS

No person shall carry passengers in a gyroplane unless:

- (a) That person holds a valid ASRA Passenger Carrying Endorsement, and the gyroplane used for that purpose meets the two seat listing requirements specified by ASRA; or
- (b) the two-seat gyroplane is provisionally listed with ASRA, and is being flown for the purpose of testing for compliance with ASRA two seat listing requirements, and then only under the following conditions:
  - (i) the observer must be a member of ASRA; and
  - (ii) the Pilot in command must be an instructor for flights with an observer and;
- (c) that person complies with the medical standard specified in paragraph 2.1.10.

### 2.1.4. CROSS COUNTRY FLYING

No pilot certificate holder shall act as pilot-in-command of a gyroplane at a distance greater than 25 nautical miles from the point of departure without being:

- (a) issued with an ASRA Cross Country Endorsement; or
- (b) under the supervision and control of a suitably qualified ASRA Instructor, and undertaking flight training exercises for the issue of an ASRA Cross Country Endorsement.

**NOTE:** Consecutive flights of 25 nautical miles do not comply with this requirement.

### 2.1.5. CLOSE PROXIMITY FLYING

No person shall pilot a gyroplane close to another gyroplane unless that person has been trained in accordance with an approved formation flying syllabus, and issued with an ASRA Formation Endorsement.

### 2.1.6. AIR DISPLAYS

No person may operate a gyroplane at an air show, air display or public demonstration unless that person has completed an Application to Fly at an Air show, ASRA Form F003 contained in the Appendices of this manual, and the ASRA HOFO has approved that application. The HOFO will ensure the applicant has an instructor rating or higher and that a Risk Assessment has been completed for the proposed display. The HOFO will confirm that CASA approval to conduct the display has been issued to the display organiser.

### 2.1.7. AIRCRAFT RADIO

No person may operate aeronautical frequency VHF radio equipment installed in or used in conjunction with gyroplane operations, unless that person holds a Radio Operator Endorsement issued by ASRA.

### 2.1.8. CARRIAGE AND PRODUCTION OF GYROPLANE PILOT CERTIFICATE

Pilots-in-command of gyroplanes should carry their ASRA Pilot Certificate, current ASRA Membership Card, valid Medical and Flight review, and are required to produce these immediately on request from the ASRA Accountable Manager, Head of Flight Operations, Safety Manager, ASRA Instructor, , an officer of CASA, or a Police Officer.

### 2.1.9. COMPLIANCE WITH DIRECTIVES

The holder of an ASRA Pilot Certificate shall comply with all applicable directives issued by ASRA. .

### 2.1.10. MEDICAL STANDARD

The medical certification must be undertaken at least every 4 years for persons under 40 years of age, and every 2 years for those 40 years of age and over.

The minimum Medical Standard for the holders of ASRA Pilot Certificates is as follows:

- (a) For the holders of ASRA Student Pilot Certificate, Pilot Certificate with ASRA Passenger Carrying Endorsement.
  - (i) The standard required to hold a Private Motor Vehicle Driver Licence in Australia (ASRA Form F011A **Medical Declaration**); or
  - (ii) The standard required to hold a Private Motor Vehicle Driver Licence in Australia (ASRA Form F011B **Medical Certificate**)

The above medical standard (ii) is set by the National Transport Commission & Austroads in their publication "Assessing Fitness to Drive 2022 (as amended).

- (b) For the holders of ASRA Instructor or higher rating, only the following medicals are accepted:

- (i) Class 1 or 2 Aviation Medical Certificate; or
- (ii) ASRA Form F010 Medical Certificate which is the standard set by the National Transport Commission & Austroads in their publication "Assessing Fitness to Drive 2022 (as amended) for Commercial Vehicle Drivers Standard" and on their website <https://austroads.com.au/>

## 3. GYROPLANE PILOT LOG BOOK

Gyroplane pilots are required to keep accurate records of their aeronautical experience. A pilot log book will be kept by all gyroplane pilots for this purpose and shall contain the following information, entered by the pilot:

- (a) date of flight;
- (b) place of take-off and landing;
- (c) duration of flight;
- (d) listing markings of the gyroplane;
- (e) name of the pilot-in-command;
- (f) type of gyroplane flown. Types are listed as follows:
  - Factory built single seat
  - Factory built open tandem
  - Factory built enclosed tandem
  - Factory built enclosed side by side
  - Homebuilt single seat
  - Homebuilt tandem
  - Homebuilt side by side
- (g) if under instruction, state dual or solo and the nature of the inflight exercise carried out;
- (h) if carrying out instruction, the name of the person under instruction;
- (i) if carrying a passenger, the name of the passenger;
- (j) a record of the number of landings completed per day together with the progressive total number of landings carried out as pilot in command of gyroplanes.

Details of endorsements and flight checks shall be entered in the pilot log book by the ASRA Instructor who carried out the check or entered electronically on the ASRA Database.

Gyroplane Pilot Logbooks must be produced when requested by the ASRA Accountable Manager, Head of Flight Operations, Safety Manager, ASRA Instructor, an officer of CASA or a Police Officer.

## 4. FLIGHT CREW CERTIFICATES – LEVELS

### EXAMINER AUTHORISATIONS

ASRA Pilot Certificates will only be issued to financial members of the Australian Sport Rotorcraft Association Inc. and will **remain valid only while the holder is a financial member of the Association.**

All ASRA Instructors have examiner authorisation for the issue of ASRA Pilot Certificates and Endorsements. The list of endorsements may change due to operational requirements.

**Certificate Level**

Student Pilot  
Pilot

**Rating**

Instructor  
Senior Instructor

**Endorsements**

Gyroglider (refer to the gyroglider supplement at the end of this manual)  
Gyroplane  
Gyroplane (R) – means restricted to factory built 2 seat gyroplanes only  
Radio Operator  
Passenger Carriage  
Cross Country  
Formation  
Waterborne  
Low Level  
Aerodrome

**Approvals**

Chief Flying Instructor  
Chief Training Pilot

**NOTE:** Approvals are issued electronically by the HOFO.

## **5. FLIGHT CREW CERTIFICATE**

### **5.1. STUDENT PILOT CERTIFICATE**

#### **5.1.1. REQUIREMENTS FOR ISSUE**

An applicant for the issue of an ASRA Student Pilot Certificate must:

- (a) be a financial member of ASRA; and
- (b) have attained the age of 15 years; and
- (c) comply with the medical standard specified in paragraph 2.1.10 of this manual; and
- (d) be able to speak and, understand and carry out instructions given in the English language.

#### **5.1.2. PRIVILEGES**

- (a) An ASRA Student Pilot Certificate authorises the holder to act, under the direct supervision of an ASRA Instructor or higher, as pilot-in-command of a gyroplane that is not carrying a passenger, with the exception of the instructor, for the purpose of increasing their flying skills in order to qualify for the issue of an ASRA Pilot Certificate.
- (b) An ASRA Student Pilot Certificate holder may not fly solo unless the first solo flight is authorised by an ASRA Senior Instructor or higher, and subsequent solo flights are directly supervised by an ASRA Instructor..

**NOTE:** Direct Supervision means that the ASRA Instructor must be physically present and, in a position, to observe all phases of the flight (s).

#### **5.1.3. TIMEFRAME FOR STUDENT APPLICATION**

A person may commence initial flight training in accordance with the ASRA Pilot Training Manual ([https://www.asra.org.au/wp-content/uploads/2020/10/Pilot\\_Training\\_Manual\\_6APR2020.pdf](https://www.asra.org.au/wp-content/uploads/2020/10/Pilot_Training_Manual_6APR2020.pdf)), subject to the following limitations:

- (a) they must become an ASRA member.
- (b) they must obtain an ASRA Student Pilot Certificate

**NOTE:** No student may fly solo prior to the issue of the Student Pilot Certificate.

#### 5.1.4. PERIOD OF VALIDITY

A Student Pilot Certificate remains valid while the student is a financial member of ASRA.

### 5.2. PILOT CERTIFICATE

#### 5.2.1. REQUIREMENTS FOR ISSUE

An applicant for the issue of an ASRA Pilot Certificate shall;

- (a) attained the age of 15 years;
- (b) hold a valid ASRA Student Pilot Certificate;
- (c) be a financial member of ASRA;
- (d) comply with the medical standard specified in paragraph 2.1.10 of this manual;
- (e) meet the competency requirements of the ASRA Pilot Training Manual ( [https://www.asra.org.au/wp-content/uploads/2020/10/Pilot\\_Training\\_Manual\\_6APR2020.pdf](https://www.asra.org.au/wp-content/uploads/2020/10/Pilot_Training_Manual_6APR2020.pdf));
- (f) successfully pass theory and in-flight examinations in accordance with the requirements of the Operations Manual, thus demonstrating to an ASRA Instructor or higher that they have reached the level of competency required for the issue of an ASRA Pilot Certificate. An F004 Flight Review form, contained in the Appendices of this manual, is required to be uploaded by the ASRA Instructor to the ASRA Database recording the pilot certificate flight examination.
- (g) Successfully pass theory examinations for gyroplane basic aeronautical knowledge, flight rules and procedures and human factors.

#### 5.2.2. AERONAUTICAL EXPERIENCE

Prior to undertaking a flight evaluation for the issue of an ASRA Pilot Certificate an applicant shall satisfy one of the aeronautical experience requirements listed in either paragraph (a) or paragraph (b) below:

- (a) have completed a minimum of 20 hours flying experience in gyroplanes, which shall include a minimum of 15 hours of instructional flight in a two-seat gyroplane, and a minimum of 5 hours solo gyroplane flight or;
- (b) if having previous flying experience in sailplanes, aeroplanes, helicopters, gyrogliders or ultralight aeroplanes (excludes weight shift microlights and powered parachute/paraglider):
  - (i) have in excess of 20 hours flying experience with a minimum of 5 hours solo flight and;
  - (ii) undertake training in a gyroplane as is deemed necessary by an ASRA Instructor or higher, which must include a minimum of 5 hours dual flying in gyroplanes and at least 1 hour solo in a gyroplane.

#### 5.2.3. PRIVILEGES

A valid ASRA Pilot Certificate authorises the holder to act as pilot in command of a gyroplane. A pilot certificate holder may **not** fly as pilot in command of a gyroplane:

- (a) when a gyroplane is flown a distance greater than 25 nautical miles from the original point of departure unless:
  - (i) he holds a valid ASRA Cross Country Endorsement; or
  - (ii) he is conducting flight training solo exercises under the direct supervision and control of an ASRA Instructor or higher.
- (b) at or within 8 KM (5 NM) of a certified aerodrome unless the pilot holds a valid ASRA Aerodrome endorsement.
- (c) when carrying passengers unless he holds a valid ASRA Passenger Carriage Endorsement.
- (d) when operating within the vicinity of a certified aerodrome or other areas where the carriage and use of VHF aircraft band radio is mandatory, unless the gyroplane is fitted with a serviceable VHF aircraft band radio, and the pilot holds a valid ASRA Radio Operator Endorsement.

#### 5.2.4. PERIOD OF VALIDITY

Unless cancelled or suspended in accordance with the ASRA Misconduct and Disciplinary Procedures Manual, an ASRA Pilot Certificate shall remain valid subject to the following conditions being met:

- (a) the pilot is a financial member of ASRA; and
- (b) the pilot abides by the conditions of the ASRA Operations Manual, *Civil Aviation Regulations (CAR) 1988.*, Civil Aviation Safety Regulations and ASRA Part 149 Exposition.

**5.2.5. REQUIREMENTS FOR THE MAINTENANCE OF A VALID PILOT CERTIFICATE**

In order for the holder to exercise the privileges of an ASRA Pilot Certificate, they shall:

- (a) continue to meet the medical standard specified in paragraph 2.1.10 of this manual;
- (b) within a period of 1 year immediately before the day of the proposed flight, have flown and logged a minimum of 10 hours as pilot-in-command of a gyroplane, or completed a Flight Review conducted by an ASRA Instructor or higher who is authorised to conduct Flight Reviews;
- (c) within a period of two years immediately before the day of the proposed flight, have satisfactorily completed a Flight Review with an ASRA Instructor or higher.
- (d) for a period of 3 years immediately following the initial issue of an ASRA Pilot Certificate, or until 150 hours as pilot-in-command of gyroplanes has been flown and logged, the holder must satisfactorily complete a dual flight check with an ASRA Instructor or higher if the pilot:
  - (i) has not flown a gyroplane for a period exceeding 90 days; or
  - (ii) has not flown and logged at least 15 hours in a gyroplane in any 12-month period.

**REQUIREMENTS FOR FLIGHT REVIEWS**

- (a) the review will be conducted in a gyroplane of the type the pilot is rated..
- (b) if the type of gyroplane is a single place gyroplane, or is not fitted with dual controls, the examining instructor may conduct the flight review by observation of the flight competency requirements from the ground.
- (c) Where, due to remote location the examining instructor is unable to physically observe the operations of a certificate holder for the purpose of carrying out a Flight Review under this section, a video recording may be utilized, provided that:
  - (i) the video recording is unedited; and
  - (ii) the video recording is time and date stamped; and
  - (iii) the video recording clearly shows the satisfactory completion of the flying sequences required for the Flight Review; and
  - (iv) evaluation of video and approval by HOFO, or their nominated instructor using ASRA form F004
  - (v) consecutive flight video reviews are not permitted.
- (d) If a certificate holder has passed a flight check within the specified period, for the issue of an ASRA Pilot Certificate, Endorsement or Rating, then the pilot is deemed to have satisfactorily completed a Flight Review.
- (e) When the pilot has satisfied the examining person as to their competency and is deemed to have satisfactorily completed the Flight Review, the examining person must make an entry in the pilot's personal logbook or an electronic entry in the ASRA Database to the effect that the pilot has satisfactorily completed the Flight Review. The examining person must also update the online database for the pilot concerned.
- (f) Where the flight review is conducted because the pilot has been an ASRA "Terminated (long term)" member and/or their previous BFR is >3 years old, all theory exam endorsements must be re-assessed by the instructor.

**REQUIREMENTS FOR INSTRUCTORS**

Prior to the issue of an ASRA Pilot Certificate, instructors must sight the following documentation and upload copies to the "Documents" section of the member's personal ASRA database file:

- (a) Theory exams for Basic Aeronautical Knowledge, Flight Rules and Procedures, and Human Factors successfully completed, signed and uploaded;
- (b) Completed ASRA flight training syllabus records uploaded;
- (c) ASRA certification statements completed and uploaded;
- (d) the last page of the member's log book confirming the minimum requirements in accordance with Pilot Certificate aeronautical experience above.
- (e) Upload the F004 Flight Review Form to the ASRA Database.

NOTE: In order to preserve the privacy rights of members, examination answer sheets will be uploaded to the "Private Documents and Exam Results" section of the member's personal ASRA database file.

### 5.2.6. CROSS COUNTRY ENDORSEMENT

Applicants for the issue of an ASRA Cross Country Endorsement shall meet the following minimum requirements:

- (a) be the holder of a valid ASRA Pilot Certificate.
- (b) have completed a minimum of 3 hours dual cross country navigation flight training prior to accumulating a minimum of 2 hours of solo cross country navigation experience under the inflight supervision of an instructor.
- (c) reach the standard required as specified in the ASRA Pilot Training Manual (Meteorology, Flight Planning and Navigation) [Pilot Training Manual 6APR2020.pdf \(asra.org.au\)](#); and
- (d) pass a navigation flight check in a gyroplane with an appropriately qualified ASRA Instructor or higher.

**NOTE:** Instructors are required to assess the competency of Pilots holding Cross Country qualifications issued by CASA or other recognised authorities, prior to issuing an ASRA Cross Country Endorsement. .

### 5.2.7. CROSS COUNTRY PERIOD OF VALIDITY

An ASRA Cross Country Endorsement shall remain valid only while the holder's ASRA Pilot Certificate is valid.

**REQUIREMENTS FOR INSTRUCTORS** Prior to the issue of an ASRA Cross Country Endorsement, instructors must sight the following documentation and upload copies to the "Documents" section of the member's personal database file:

- (a) ASRA Flight Training Manual syllabus of Meteorology, Flight Planning and Navigation successfully completed;
- (b) pages of the pilot's log book and F004 flight review confirming that the minimum aeronautical requirements of the Cross Country Endorsement above have been completed and uploaded to the ASRA Database;
- (c) cross country theory examination successfully passed.

### 5.2.8. PASSENGER CARRIAGE ENDORSEMENT

An applicant for the issue of an ASRA Passenger Carriage Endorsement shall;

- (a) be the holder of a valid ASRA Pilot Certificate endorsed with Radio Operator;
- (b) Comply with the medical standard specified in paragraph 2.1.10 of this manual;
- (c) Have successfully completed the ASRA passenger theory exam;
- (d) Demonstrate to an ASRA instructor, their ability to adequately brief passengers and safely control a gyroplane under simulated conditions likely to be encountered.

**NOTE:** The level of competency required, is to satisfy the examiner of their ability to:

- (i) Complete flight review requirements F004 fly the gyroplane accurately and safely in all phases of flight; and
- (ii) safely complete a minimum of three (3) power-off landings to a full stop; and
- (iii) recover from simulated passenger induced situations.

### 5.2.9. PASSENGER CARRIAGE AERONAUTICAL EXPERIENCE

Prior to undertaking a flight check for the issue of an ASRA Passenger Carriage Endorsement, an applicant shall have logged as pilot-in-command of gyroplanes not less than;

- (a) 60 hours flying experience and a minimum of 200 landings, or
- (b) 40 hours flying experience and a minimum of 200 landings, where the pilot holds current qualifications issued by CASA, RAAUS or an international equivalent qualification that permits the carriage of passengers (excludes weight shift aircraft qualifications).

### 5.2.10. PASSENGER CARRIAGE PRIVILEGES

Unless cancelled or suspended, an ASRA Passenger Carriage Endorsement authorises the holder to carry non-fare paying passengers in gyroplanes.

**5.2.11. PASSENGER CARRIAGE LIMITATIONS**

The holder of an ASRA Passenger Carriage Endorsement shall:

- (a) ;
- (b) submit to Flight Reviews conducted by an ASRA Instructor or higher as required;
- (c) not carry passengers for hire or reward;
- (d) not carry passengers in a gyroplane unless they have :
  - (i) logged a minimum of 5 hours as pilot-in-command in a gyroplane of the type to be used for the carriage of passengers;
  - (ii) met the currency requirements for maintaining an ASRA gyroplane pilot certificate;
  - (iii) be satisfied that the gyroplane to be used is correctly listed with ASRA;
- (e) not plan to carry passengers for more than a total of 6 hours per day;
- (f) ensure that the passenger has read and understood the occupant risk warning placard.
- (g) logged the name of the passenger carried, together with the flight details in their pilot log book.

**5.2.12. PASSENGER CARRIAGE PERIOD OF VALIDITY**

Unless cancelled or suspended in accordance with the ASRA Misconduct and Disciplinary Procedures Manual , an ASRA Passenger Carriage Endorsement shall remain valid whilst ever the holder's pilot certificate remains valid.

**REQUIREMENTS FOR INSTRUCTORS**

Prior to the issue of an ASRA Passenger Carriage Endorsement, instructors must sight the following documentation and where applicable, upload copies to the "Medical" and "Documents" section of the member's personal ASRA database file:

- (a) a medical certificate issued in accordance with paragraph 2.1.10 of this manual;
- (b) pilot's log book confirming that the requirements of passenger carriage aeronautical experience above;
- (c) complete as satisfactory, F004 Flight Review for the Passenger Endorsement uploaded to the ASRA Database.

**5.2.13. RADIO OPERATOR ENDORSEMENT**

An applicant for the issue of an ASRA Radio Operator Endorsement must be able to intelligibly speak and understand the English language, and shall pass a written radio theory exam conducted by an ASRA Instructor or higher who holds a current ASRA Radio Operator Endorsement.

**NOTE:** Instructors are required to assess the competency of Pilots holding a current Aeronautical Radio Operator Certificate prior to issuing an ASRA Radio Operator Endorsement.

**5.2.14. RADIO OPERATOR PRIVILEGES AND LIMITATIONS**

An ASRA Radio Operator Endorsement permits the holder to operate approved aeronautical frequency VHF radio equipment installed in or used in conjunction with a gyroplane.

ASRA Student or Pilot Certificate holders undergoing training for the issue of an ASRA Radio Operator Endorsement may use aeronautical frequency VHF radio equipment, providing they operate the radio equipment under the supervision and control of an instructor or higher who holds an ASRA Radio Operator Endorsement.

The holder of an ASRA Radio Operator Endorsement is at all times subject to the requirements of the Regulations.

**5.2.15. RADIO OPERATOR PERIOD OF VALIDITY**

An ASRA Radio Operator Endorsement shall remain valid only while the holder's ASRA Pilot Certificate is valid.

**REQUIREMENTS FOR INSTRUCTORS**

Prior to the issue of an ASRA Radio Operator Endorsement, instructors must sight the following documentation and where applicable, upload copies to the "Documents" section of the member's personal database file:

- (a) syllabus for Radio Operator Endorsement successfully completed;
- (b) radio theory examination successfully passed;
- (c) copy of prior qualification if held.

**5.2.16. AERODROME ENDORSEMENT**

An applicant for the issue of an ASRA Aerodrome Endorsement shall:

- (a) be the holder of a valid ASRA Pilot Certificate endorsed with Radio Operator; and
- (b) be the holder of an ASRA Flight Rules and Procedures theory exam endorsement, and
- (c) satisfy an ASRA Instructor by practical demonstration that they have the knowledge required to

conduct aerodrome operations in accordance with the Regulations.

**NOTE:** Instructors are required to assess the competency of Pilots holding a current CASA Part 61 License or Pilot Certificate issued by another Sport Aviation Body (SAB) prior to issuing an ASRA Aerodrome Endorsement.

#### **5.2.17. AERODROME PRIVILEGES AND LIMITATIONS**

Unless cancelled or suspended, an ASRA Aerodrome Endorsement authorises the holder to operate within 8KM (5NM) of certified aerodromes, provided that the holder complies with any operating procedures, restrictions or limitations laid down by the aerodrome owner or operator, or CASA.

#### **5.2.18. AERODROME PERIOD OF VALIDITY**

An ASRA Aerodrome Endorsement shall remain valid only while the holder's ASRA Pilot Certificate is valid.

#### **5.2.19. WATERBORNE OPERATIONS**

An applicant for the issue of an ASRA Waterborne Endorsement shall;

- (a) be the holder of a valid ASRA Pilot Certificate endorsed with Cross Country, Radio Operator and Aerodrome endorsements;
- (b) reach the standard required as specified in the ASRA Pilot Training Manual (Waterborne syllabus) Pilot\_Training\_Manual\_6APR2020.pdf (asra.org.au); and
- (c) meet the waterborne aeronautical experience requirement and complete not less than 5 hours of dual instruction and 1 hour of solo operation in an appropriately equipped gyroplane;
- (d) have successfully completed the ASRA waterborne theory exam;
- (e) completes a flight check with an ASRA instructor qualified with a Waterborne Endorsement, demonstrating their competence in safely operating a gyroplane to and from water. The F004 Flight Review Form is uploaded to the ASRA database.

**NOTE:** The flight check is required to include, but is not limited to:

- (i) launching and recovering a gyroplane from solid ground;
- (ii) a satisfactory safety briefing on the fitting and operation of life preservers and other safety related equipment, including actions in the event of a rollover on water;
- (iii) confirmation that the applicant has a complete understanding of maritime operational requirements for waterborne operations.

#### **5.2.20. WATERBORNE AERONAUTICAL EXPERIENCE**

Prior to undertaking a flight check for the issue of an ASRA Waterborne Endorsement, an applicant shall satisfy the aeronautical experience specified for the issue of an ASRA Passenger Carriage Endorsement in this manual.

#### **5.2.21. WATERBORNE PRIVILEGES**

Unless cancelled or suspended, an ASRA Waterborne Endorsement authorises the holder to conduct operations on water in accordance with Australian State Maritime Safety Regulations and Standards.

#### **5.2.22. WATERBORNE PERIOD OF VALIDITY**

Unless cancelled or suspended in accordance with the ASRA Misconduct and Disciplinary Procedures Manual, the ASRA Waterborne Endorsement shall remain valid whilst ever the holder's pilot certificate remains valid.

#### **5.2.23. HUMAN FACTORS**

An applicant for the issue of a Pilot Certificate shall pass a written exam and watch a Human Factors video. The ASRA Instructor requires evidence by asking random content questions that the applicant has completed watching the video presentation.

**NOTE:** There are no exceptions from this requirement.

### **REQUIREMENTS FOR INSTRUCTORS**

Prior to the issue of an ASRA Pilot Certificate, instructors must sight the following documentation and where applicable, upload copies to the "Documents" section of the member's personal database file:

- (a) syllabus for Human Factors successfully completed;
- (b) Human Factors theory examination successfully passed and uploaded to the ASRA database.;



**5.2.24. LOW LEVEL OPERATIONS**

Reserved.

**5.2.25. FORMATION ENDORSEMENT**

Reserved

**5.3. INSTRUCTOR RATING****5.3.1. REQUIREMENTS FOR ISSUE**

An applicant for the issue of an ASRA Instructor Rating shall,

- (a) be the holder of a valid ASRA Pilot Certificate endorsed for Radio, Passenger Carriage, Cross Country and Aerodrome operations;
- (b) have attained the age of 18 years;
- (c) comply with the medical standard specified in paragraph 2.1.10 of this manual;
- (d) have completed an ASRA Instructor Training Course which is conducted by an ASRA CFI;
- (e) undergo assessment and flight evaluation completed by the HOFO or the ASRA Chief Training Pilot.
- (f) The Principles and Methods of Instruction (PMI) course is required. This course is offered by a General Aviation Flight Training Facility, RAAus Flight Training Facility or Registered Training Organisation (RTO). Alternatively, tertiary teaching qualifications or a minimum of 5 years of professional industry experience in a training position is required.

**NOTE:** The level of competency required is to:

- (i) give theory and in-flight instruction, pre-flight and post flight briefings on all flying sequences listed in the ASRA Pilot Training Manual, , and
- (ii) accurately explain all aspects of the syllabus, with explanations adjusted to suit the individual; and
- (iii) demonstrate an ability to assess a student's understanding of syllabus subjects; and
- (iv) meet all flying competency requirements of the ASRA Pilot Training Manual , and recovery from simulated student induced situations, and,
- (v) Complete all requirements in accordance with the ASRA Instructor training course.

**5.3.2. AERONAUTICAL EXPERIENCE**

Prior to undertaking an in-flight examination for the issue of an ASRA Instructor Rating, an applicant shall:

- (a) have held an ASRA Pilot Certificate for at least 12 months; and
- (b) have logged a minimum of 160 hours as pilot in command of gyroplanes after the issue of their ASRA Pilot Certificate; and
- (c) have logged a minimum of 500 landings after the issue of their ASRA Pilot Certificate.

**5.3.3. PRIVILEGES**

An ASRA Instructor Rating authorises the holder to conduct theory and in-flight instruction in gyroplanes, where the holder is under the supervision of, and responsible to, an ASRA CFI; conduct Flight Reviews and where the instructor has held the qualification for a minimum of 10 hours, endorsements.

**5.3.4. LIMITATIONS**

The holder of an ASRA Instructor Rating shall:

- (a) conduct theory and in-flight instruction only under the supervision of an ASRA CFI;
- (b) not authorise the undertaking of a first solo;
- (c) not carry students in a gyroplane unless they have :
  - (i) a minimum of 5 hours experience as pilot-in-command of a gyroplane of the type to be used for the carriage of students; and
  - (ii) during the last 90 days, accrued a minimum of 1 hour experience as pilot-in-command of a gyroplane of the type to be used for the carriage of students and conducted at least 3 idle power landings.

**PERIOD OF VALIDITY**

Unless cancelled, or suspended in accordance with the ASRA Misconduct and Disciplinary Procedures Manual and provided that the holder continues to meet the medical standard specified in this manual and maintains a valid pilot certificate, an ASRA Instructor Rating shall remain valid for a period of 2 years from the date of issue or renewal. The HOFO may, due to adverse weather and/or the availability of an examiner, give an extension of no more than 90 days.

**5.3.5. REQUIREMENTS FOR RENEWAL**

An applicant for the renewal of an ASRA Instructor Rating shall:

- (a) prior to the expiry date of their rating submit to a flight check with the ASRA HOFO or Chief Training Pilot or CFI nominated by the HOFO I, and successfully demonstrate their competence and instructional ability;
- (b) comply with the medical standard specified in paragraph 2.1.10 of this manual;
- (c) subject to a successful audit by the HOFO, Chief training pilot or another CFI nominated by the HOFO;
- (d) ensure that the HOFO, Chief Training Pilot or CFI conducting the flight check updates the online database and uploads the F004 Flight Review to the ASRA Database.

**REQUIREMENTS :** Failure to renew an Instructor Rating by the due date means the rating is no longer valid, and the holder may not exercise the privileges of the rating until it is renewed.

Where an instructor is located in a remote location, the HOFO may approve the use of a video flight review on the basis that consecutive video reviews cannot be conducted.

Instructors will keep accurate training records and make them available to the ASRA Accountable Manager, ASRA CFI, HOFO, Safety Manager, officers of CASA and Police Officers when requested..

**5.4. SENIOR INSTRUCTOR RATING****5.4.1. REQUIREMENTS FOR ISSUE**

An applicant for the issue of an ASRA Senior Instructor Rating shall,

- (a) be the holder of a valid ASRA Pilot Certificate, endorsed with an Instructor Rating;
- (b) comply with the medical standard specified in paragraph 2.1.10 of this manual;
- (c) have been an ASRA Instructor for a period of at least 1 year.
- (d) Complete an assessment and flight evaluation by the ASRA HOFO or Chief Training Pilot.

**5.4.2. AERONAUTICAL EXPERIENCE**

Prior to undertaking an assessment for upgrading an ASRA Instructor Rating to an ASRA Senior Instructor Rating, a candidate, shall:

- (a) have not less than 100 hours in-flight instruction and;
- (b) satisfy the HOFO, or the ASRA Chief Training Pilot by reference to the overseeing Senior Instructor or higher that they are capable of training and assessing a student's readiness to undertake a first solo flight. This ability shall be demonstrated for at least 3 different gyroplane ab-initio students.

**5.4.3. PRIVILEGES**

An ASRA Senior Instructor Rating authorises the holder to:

- (a) conduct theory and in-flight instruction for ASRA student pilots;
- (b) authorise the undertaking of first and subsequent solo flights by ASRA student pilots;
- (c) conduct endorsement training and issue of endorsements, provided that the instructor holds the endorsement and has accrued a minimum of 10 hours as pilot-in-command of gyroplanes, utilising that endorsement;
- (d) conduct Flight Reviews and Flight Checks for the issue of ASRA Pilot Certificates and, where the Senior Instructor holds the qualification, Endorsements.

**5.4.4. LIMITATIONS**

The holder of an ASRA Senior Instructor Rating shall:

- (a) not conduct in-flight instruction unless they have, during the last two years, satisfactorily passed a flight check with the ASRA HOFO, Chief Training Pilot or CFI appointed by the HOFO,
- (b) not carry students in gyroplanes unless they have :
  - (i) a minimum of 5 hours experience as pilot-in-command of the gyroplane, or one of similar type, that will be used for the carriage of students; and
  - (ii) during the last 90 days accrued a minimum of 1 hour experience as pilot-in-command of a gyroplane of a similar type as that to be used for the carriage of students and completed at least 3 idle power landings.

**5.4.5. PERIOD OF VALIDITY**

Unless cancelled, or suspended in accordance with the ASRA Misconduct and Disciplinary Procedures Manual and provided that the holder continues to meet the medical standard specified in this manual and maintain a valid pilot certificate, an ASRA Senior Instructor Rating shall remain valid for a period of two years from the date of issue or renewal. The HOFO may, due to adverse weather and/or the availability of an examiner, give an extension of no more than 90 days.

#### 5.4.6. REQUIREMENTS FOR RENEWAL

An applicant for the renewal of an ASRA Senior Instructor Rating shall:

- (a) prior to the expiry date of their rating, submit to a check flight with the ASRA HOFO, Chief Training Pilot or CFI appointed by the ASRA HOFO. and successfully demonstrate their competency and instructional ability;
- (b) comply with the medical standard specified in this manual;
- (c) subject to a successful audit by the HOFO, Chief training pilot or another CFI instructor nominated by the HOFO;
- (d) ensure that the instructor who conducted the flight check updates the online database including the F004 Flight Review uploaded to the Database.

#### **REQUIREMENTS :**

Failure to renew an ASRA Senior Instructor Rating by the due date means that the rating is no longer valid and the holder may not exercise the privileges of the rating until it is renewed.

Where a Senior Instructor is located in a remote location, an area where access to a CFI, Chief Training Pilot or HOFO is difficult, the HOFO may approve the use of a video flight review on the basis that consecutive video reviews cannot be conducted.

#### 5.4.7. ADDITIONAL REQUIREMENTS

Senior Instructors will maintain accurate training records and make them available to an ASRA CFI, Chief Training Pilot, HOFO, officers of CASA and Police Officers when requested .

### 5.5. CHIEF FLYING INSTRUCTOR APPROVAL

A person shall not act as an ASRA Chief Flying Instructor unless approval has been issued by the ASRA HOFO.

#### 5.5.1. REQUIREMENTS FOR ISSUE

A person seeking to act as an ASRA Chief Flying Instructor, shall:

- (a) hold a valid ASRA Pilot Certificate endorsed with a Senior Instructor Rating, and demonstrate to the ASRA HOFO or Chief Training Pilot by flight check and audit, their ability to carry out the duties of an ASRA Chief Flying Instructor.
- (b) have attained the age of 21 years; and
- (c) undertake to conduct all theory and flight training in accordance with the standards, procedures and regulations as specified in this manual and the relevant Regulations.

#### 5.5.2. AERONAUTICAL EXPERIENCE

Prior to making application for the issue of an ASRA Chief Flying Instructor Approval, an applicant shall:

- (a) have not less than 150 hours of in-flight instructional experience on gyroplanes; and
- (b) have been an ASRA Senior Instructor in gyroplanes for a period of at least 12 months and completed a minimum of 25 hours of dual instruction in the previous 12 month period.

#### 5.5.3. PRIVILEGES

An ASRA Chief Flying Instructor Approval authorises the holder to:

- (a) conduct flight training in accordance with ASRA requirements;
- (b) conduct theory and in-flight instruction in gyroplanes;
- (c) provide supervision to ASRA Instructors;
- (d) authorise the undertaking of solo flights by an ASRA student pilot; and
- (e) conduct flight checks for the issue or renewal of ASRA Pilot Certificates, including pilots holding ASRA Instructor Ratings when , specifically authorised by the HOFO.

#### 5.5.4. LIMITATIONS

An ASRA Chief Flying Instructor shall not exercise the privileges of the Approval unless they have , during the last 90 days, accrued a minimum of one hour experience as pilot-in-command of the gyroplane, or one of similar type as that to be used for the flight and completed at least 3 idle power landings.

#### 5.5.5. PERIOD OF VALIDITY

Unless cancelled or suspended in accordance with the ASRA Misconduct and Disciplinary Procedures Manual , and provided that the holder continues to meet the medical standard specified in this manual and maintains a valid pilot certificate, an ASRA Chief Flying Instructor Approval shall remain valid for a period of two years from the date of issue or renewal. The HOFO may, due to adverse weather and/or

the availability of an examiner, allow an extension of no more than 90 days.

#### **5.5.6. REQUIREMENTS FOR RENEWAL**

An applicant for the renewal of an ASRA Chief Flying Instructor Approval shall:

- (a) comply with the medical standard specified in paragraph 2.1.10 of this manual;
- (b) be subject to a successful audit by the HOFO, Chief training pilot or CFI nominated by the HOFO;
- (c) submit to and pass a check flight in a gyroplane, conducted by the ASRA HOFO, Chief Training Pilot or a CFI that has been appointed by the HOFO.
- (d) ensure that the instructor who conducted the flight check updates the online database and uploads the F004 Flight Review to the ASRA Database.

#### **5.5.7. ADDITIONAL REQUIREMENTS**

A Chief Flying Instructor will maintain accurate training records and make them available to the HOFO, the Chief Training Pilot, officers of CASA and Police Officers on request .

### **5.6. CHIEF TRAINING PILOT APPROVAL**

#### **5.6.1. REQUIREMENTS FOR ISSUE**

An applicant for the position of the ASRA Chief Training Pilot shall:

- (a) hold a valid ASRA Unrestricted Chief Flying Instructor Approval;
- (b) demonstrate to the HOFO their ability to correctly assess the capabilities and performance of ASRA Pilots and Instructors, and to take appropriate remedial action in cases where their performance is below standard.

#### **5.6.2. AERONAUTICAL EXPERIENCE**

Prior to making application for the position of the ASRA Chief Training Pilot, an applicant shall,

- (a) have not less than 300 hours as pilot-in-command of gyroplanes, of which not less than 150 hours shall be in-flight experience as an ASRA Instructor; and
- (b) have a minimum of five years' experience in flight training, which may include training experience in aircraft other than gyroplanes; and
- (c) have current experience as an ASRA Chief Flying Instructor.

#### **5.6.3. PERIOD OF VALIDITY**

Unless cancelled or suspended in accordance with the ASRA Misconduct and Disciplinary Procedures Manual , the ASRA Chief Training Pilot Approval shall remain valid whilst the approval holder retains a valid ASRA Chief Flying Instructor Approval.

## **6. SUSPENSION OR CANCELLATION OF ASRA FLIGHT CREW CERTIFICATES**

### **6.1.1. ENFORCEMENT PHILISOPHY**

- (a) ASRA is constituted to advance the interests of rotorcraft activity within Australia and is focused on promoting, rather than restricting, such activity. As such, ASRA expects that members will behave collaboratively and cooperate with each other always in the interest of enhancing rotorcraft safety. ASRA expects that where instances arise where a person's technical or flying preparation or planning are noticeably poor or sub-standard that other members will immediately, informally and co-operatively advise and assist that person to rectify the deficiencies.
- (b) In almost all cases this informal counselling is highly effective, and formal breaching procedures should not be utilised where there is insufficient evidence to substantiate a breach.
- (c) Where, however, a person is demonstrating a persistent disregard of informal counselling, or continues to demonstrate poor technical or flying preparation or planning, or shows unnecessarily risky behaviour during ground operations or when airborne, or displays dismissive, argumentative, abusive or defiant behaviour when informal counselling is attempted, then breaching action where reliable evidence of breaching behaviour is available must be commenced in accordance with the ASRA Misconduct and Disciplinary Procedures Manual.
- (d) Breaching action is also mandatory when it is discovered that a person has flown while their membership or aircraft listing has not been renewed or where a breach of the CASA Civil Aviation Orders or CASRs has occurred and where there was no operational necessity for the breach. This applies regardless of whether the breach was intentional or deliberate or unintentional or inadvertent.

### **6.1.2. FAILURE TO MEET HEALTH STANDARD**

- (a) It is the responsibility of all members holding an ASRA Flight Crew Certificate to report to the Association any change in their health status, which would cause them to fall below the minimum health standard required to exercise the privileges of that Certificate, or Endorsements or Ratings attached thereto.
- (b) Where the health standard of a member falls below the minimum required, the HOFO may if appropriate suspend, and the Board may cancel any or all of the member's ASRA Flight Crew Certificates, Ratings or Endorsements after due consideration is given to the nature, severity and term of the illness, incapacity or disability.
- (c) Where the health standard of a member whose ASRA Flight Crew Certificate, Ratings or Endorsements has been suspended or cancelled improves such that the member believes their health standard now meets the required minimum, the member is entitled to apply to the HOFO or the Board for reinstatement of those suspended or cancelled ASRA Flight Certificates, Ratings or Endorsements. A Medical Certificate, ASRA Form F010 or F011, as appropriate, contained in the Appendices of this manual, must accompany such application.

### **6.1.3. EXPIRY OF MEMBERSHIP**

Where a member fails to renew their membership, the privileges of their ASRA Flight Crew Certificate are automatically suspended. These privileges are automatically restored upon payment of the appropriate fee, provided that the member holds a valid medical certificate and maintains the currency requirements as detailed in this manual.

The certificate is automatically cancelled if a member fails to renew within 90 days of expiry, or advises the Association of their desire to resign their membership of the Association, but may be reinstated if the holder subsequently resumes their membership and meets the currency requirements. Refer to the ASRA Constitution, Membership.

### **6.1.4. SUSPENSION OF PRIVILEGES DUE TO NON-CURRENCY**

Where the holder of an ASRA Pilot Certificate, Instructor or Senior Instructor Rating does not meet the currency requirements of this manual, the certificate or ratings will remain valid until their expiry date, but the holder is not able to exercise the privileges of the certificate, or carry out the duties associated with the rating until the currency requirements have been met.

## 7. PILOT FLIGHT TRAINING

### 7.1.1. RISKS AND HAZARDS

- (a) All forms of flight are potentially hazardous. The risks and hazards associated with flying are real and all pilots and potential pilots must be fully aware of the possible risks involved.
- (b) All persons participating in flight training or instruction conducted in accordance with the requirements of this manual, do so at their own risk, and are required to sign an ASRA Indemnity Form prior to engaging in flight training or instruction.

### 7.1.2. TRAINING

- (a) A person undertaking flight training in a gyroplane, is required to be a current financial member of ASRA, and must be issued with an ASRA Student Pilot Certificate .
- (b) The flight training programme described in this manual and its supplements must be completed to the standard indicated, prior to making application for the issue of an ASRA Pilot Certificate.
- (c) All theory and flight training will be conducted under the direct supervision of an ASRA Instructor or higher.
- (d) Protective headwear should be worn where practical.
- (e) A suitable intercom must be used during all two-seat gyroplane training.
- (f) Demonstration and practice of flight 'behind the power curve' shall be commenced at an altitude of not less than 1000 feet AGL.
- (g) Students are limited to a maximum of 3 hours of in-flight instruction per day.
- (h) Instructors shall plan a maximum of 6 hours of in-flight instruction per day.

## 8. EXAMINATIONS AND CHECKS

### 8.1.1. FLIGHT CHECKS

- (a) Prior to the first solo flight, a student pilot is required to demonstrate to an ASRA Senior Instructor or higher, the level of competency indicated in the ASRA Pilot Training Manual .
- (b) Prior to a student pilot being issued with an ASRA Pilot Certificate, they will be required to undergo a flight evaluation by an ASRA Instructor. The student pilot will be required to demonstrate their flying competency to the standard required by the ASRA Pilot Training Manual .
- (c) Prior to a pilot certificate holder being issued with an ASRA Instructor or higher Rating, the candidate will be required to complete the ASRA Instructor Training course and pass a flight check with the ASRA HOFO or Chief Training Pilot to demonstrate their ability to competently conduct in-flight instruction in given flight sequences from the ASRA Pilot Training Manual .

### 8.1.2. THEORY EXAMINATIONS

- (a) Prior to being issued with an ASRA Pilot Certificate, an applicant will be required to pass a written examination conducted by an ASRA Instructor or higher on Basic Aeronautical Knowledge and Human Factors detailed in the ASRA Pilot Training Manual .
- (b) Recommended study references for the syllabus topic include:
  - (i) ASRA Basic Navigation for Gyroplanes
  - (ii) Understanding the Sky by Dennis Pagen.
  - (iii) ASRA Flight Radio Handbook for Gyroplanes
  - (iv) ASRA Basic Aeronautical Knowledge for Gyroplanes.
  - (v) ASRA Operations Manual.
  - (vi) Aeronautical Information Publication (AIP).
  - (vii) VFR Flight Guide (VFG)
  - (viii) Rotorcraft Flying Handbook (FAA-H-8083-21)

### 8.1.3. FLIGHT RULES AND PROCEDURES

Prior to undertaking a first solo flight, an ASRA Student Pilot is required to pass a written multi-choice examination on Flight Rules and Procedures. The examination will be conducted by an ASRA Instructor or higher, and will include questions on the syllabus detailed in the ASRA Flight Training Manual .

#### 8.1.4. CROSS COUNTRY ENDORSEMENT

Prior to the issue of an ASRA Cross Country Endorsement, an ASRA Pilot Certificate holder must pass a written examination and Flight Review for Flight Planning, Meteorology, and Navigation. The candidate is required to hold an ASRA Radio Endorsement.

#### 8.1.5. RE-TESTING OF CERTIFICATE HOLDERS

Where the actions of the holder of an ASRA Pilot Certificate cast doubt on their ability to continue to meet the standard required for the ASRA Pilot Certificate, Endorsement or Rating held, the HOFO may require the certificate holder to demonstrate their competence to continue to hold the qualification to an ASRA Instructor, before they undertake any further flying as pilot-in-command of a gyroplane.

#### 8.1.6. SYLLABUS OF GYROPLANE FLIGHT TRAINING

Refer to the ASRA Pilot Training Manual

## 9. GYROPLANE OPERATIONS

### 9.1. PRIVATE AIRFIELD CONTROL

- (a) When more than one gyroplane is operating from a private flying field other than a training field, a Duty Officer shall be elected from those present. The Duty Officer will have the authority to control and direct gyroplane operations that are conducted in accordance with the Regulations, this manual, and in accordance with the conditions set down by the owner of the field.
- (b) Where gyroplanes are operating from a private field that is a training field, then an ASRA Instructor will have the authority to control and direct gyroplane operations, or to appoint and direct a Duty Officer. Where more than one ASRA Instructor operates from the same field, procedures will be mutually agreed upon and complied with.
- (c) Flying is to be conducted only in Visual Meteorological Conditions.
- (d) All gyroplanes operating from the field are to be airworthy and listed with ASRA.
- (e) Only appropriately qualified pilots may fly gyroplanes from the field.
- (f) Gyroplane pilots must comply with all directions and instructions given by the Duty Officer, including the grounding of pilots and/or gyroplanes if necessary.
- (g) Engines must **NOT** be started, and rotors must **NOT** be spinning in hangars, parking areas or any other location that could present a danger to persons or property.
- (h) Gyroplanes are required to be parked clear of active areas after flight, with engines off and rotors secured. The person responsible for parking a gyroplane must ensure that it is chocked or tied down to ensure that it cannot shift in winds likely at the location while the gyroplane is parked.
- (i) When ground testing and running up engines, wheels must be adequately chocked and the gyroplane tied down if necessary.
- (j) Gyroplanes with engines operating or rotors unsecured must not be left unattended at any time.
- (k) Gyroplanes will be assembled and inspected well clear of runways, taxiways and any other areas where aircraft are being moved under their own power.
- (l) Private vehicles and trailers will be parked well clear of designated aircraft assembly areas, as soon as the gyroplane and associated equipment have been unloaded.

### 9.1.2 GENERAL OPERATIONAL REQUIREMENTS

- (m) Pilots must **NOT** consume any liquor, drugs or other intoxicating substances prior to operating a gyroplane. A pilot must have less than 0.02 grams of alcohol per 210 litres of breath.
- (n) **SMOKING** or **NAKED FLAMES** are not permitted within 15 metres of any aircraft or aircraft refuelling point.
- (o) Adequate fire fighting equipment should be on hand during all refuelling operations.
- (p) All vehicles will be kept clear of aircraft, particularly those aircraft being refuelled or moving under their own power.
- (q) When operating at a flying field that is not their home field, pilots **MUST** ensure that they are properly briefed on local requirements and conditions.
- (r) Ground Signals to Aircraft:
  - (i) A White Dumb-bell in the airfield signal area adjacent to the primary wind direction indicator means use hard surfaced or prepared runways, taxiways and apron areas only.
  - (ii) A White Cross in the airfield signal area adjacent to the primary wind direction indicator means the airfield is unserviceable.
  - (iii) A White Cross on a manoeuvring area means the area marked by the cross within the limits defined by cone markers is unserviceable.
  - (iv) A Double White Cross in the airfield signal area adjacent to the primary wind direction indicator means gliding operations are in progress.

- (v) Red-banded White Cone Markers define obstacles or unserviceable areas on the airfield.
- (s) Light Signals to Aircraft:
  - (i) Steady Green:
    - 1. **In Flight** means authorised to land provided the pilot is satisfied that no risk of collision exists.
    - 2. **On the Ground** means authorised to take-off provided the pilot is satisfied that no risk of collision exists.
  - (ii) Steady Red:
    - 1. **In Flight** means give way to other aircraft and continue circling.
    - 2. **On the Ground** means stop
- (t) Green Flashes:
  - (i) **In Flight** means return and land.
  - (ii) **On the Ground** means authorised to taxi provided the pilot is satisfied that no risk of collision exists.
- (u) Red Flashes:
  - (i) **In Flight** means airfield is unsafe. Do not land.
  - (ii) **On the Ground** means taxi clear of landing area in use.
- (v) White flashes:
  - (i) **In Flight** has no significance.
  - (ii) **On the Ground** means return to starting point on the airfield.

## 9.2. RADIOTELEPHONY AND ADS-B

### 9.2.1. RADIO CALLSIGN

References: Operations Manual – Radio Operator Endorsement

ASRA Flight Training Manual – Syllabus of Radio Operator Endorsement

Gyroplane radiotelephony callsigns shall consist of the aircraft type, ie gyroplane (or gyro), followed by the numerals of the gyroplane listed number. Callsigns should be expressed in “group form” where possible for ease of comprehension. .

Examples:

For a gyroplane listed as G-001, the callsign will be:

“Gyroplane (or Gyro), zero, zero, one”

For a gyroplane listed as G-2145, the callsign will be:

“Gyroplane (or Gyro), twenty-one, forty-five”

### 9.2.2. ADS-B FLIGHT IDENTIFICATION

For gyroplanes fitted with ADS-B transmitters, the Flight Identification (FLTID) shall consist of the prefix “G” followed by four numerals of the gyroplane listing number. No hyphens, dashes, spaces or extra zeros are allowable.

Examples:

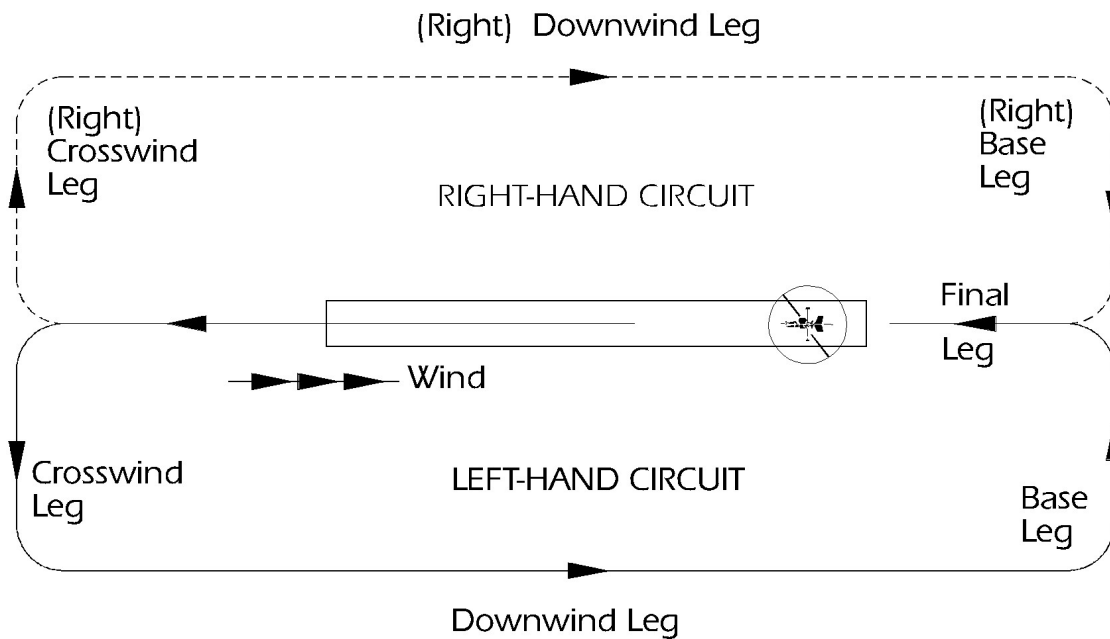
For a gyroplane listed as G-0010, the FLTID will be “G0010”.

For a gyroplane listed as G-2145, the FLTID will be “G2145”.

The 24-bit aircraft address code needed for ADS-B equipment installation must be obtained from the CASA Aircraft Registrar (aircraft.register@casa.gov.au).



### 9.3. TYPICAL CIRCUIT PATTERN

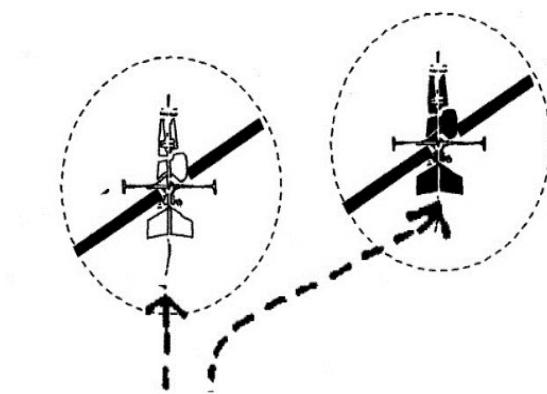


- A left-hand circuit must be flown unless CASA or the airport operator either require or permit right hand circuits.
- Some airfields may have specific requirements regarding circuit direction. This is especially so at airfields where there are mixed gyroplane, ultralight, GA and glider operations. This information is included in ERSAs for those airfields listed.
- If specific requirements are not known, gyroplane pilots are required to contact the airfield operator for instructions prior to operating into or from the airfield.

**9.4. RULES OF THE AIR**

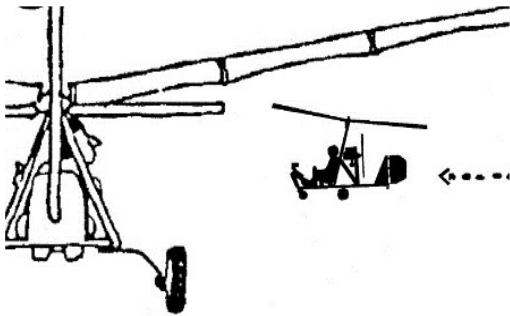
**9.4.1. OVERTAKING**

An overtaking aircraft shall move to the RIGHT of an aircraft being overtaken.



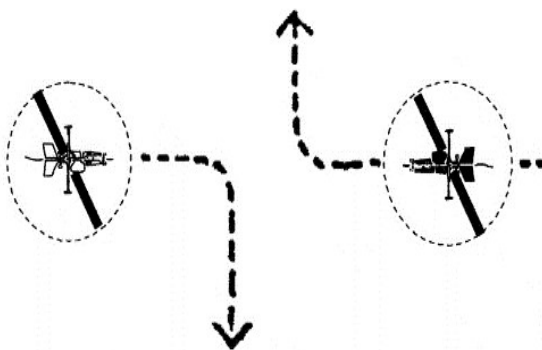
**9.4.2. GIVEWAY RULE**

When two aircraft are on converging headings at approximately the same height, the aircraft that has the other on its RIGHT shall give way.



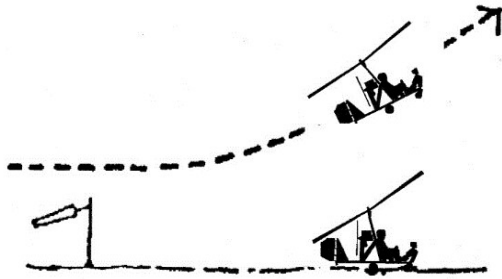
**9.4.3. COLLISION AVOIDANCE RULE**

When two aircraft are approaching head on, BOTH aircraft shall alter heading to the RIGHT.



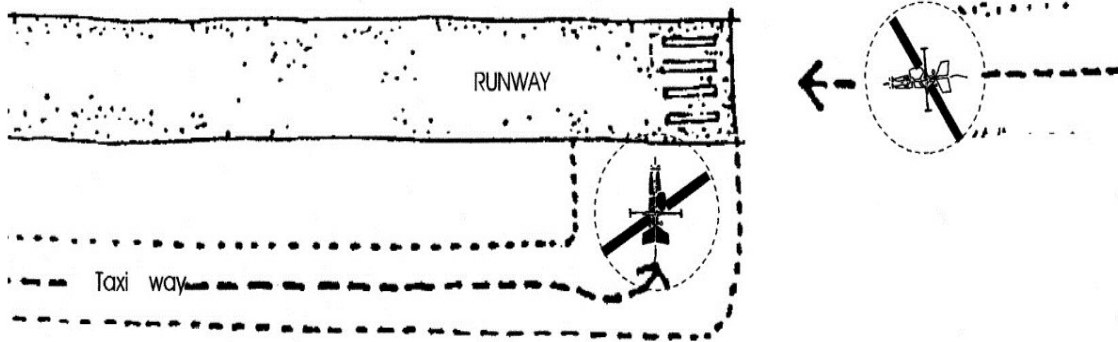
**9.4.4. LANDING RULE**

Aircraft occupying the runway have right of way. Go around if the risk of a collision exists.



**9.4.5. TAKEOFF RULE**

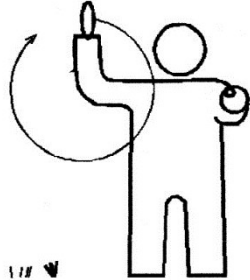
Aircraft taxiing in the vicinity of a runway must give way to aircraft on or approaching the runway.



9.5.


GROUND MARSHALLING DIRECTIONS

START ENGINE



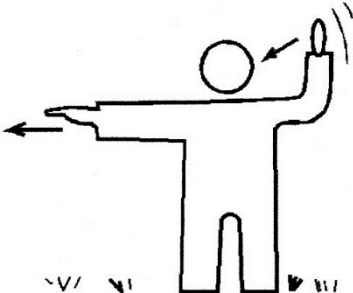
LEFT HAND POINTING TO SPECIFIC AIRCRAFT, RIGHT HAND MOVING IN A CIRCULAR MOTION AT HEAD LEVEL

MOVE AHEAD



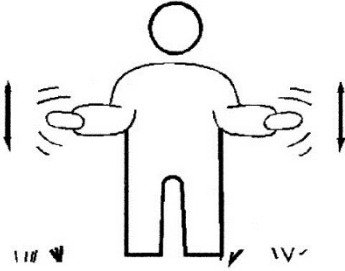
ARMS A LITTLE TO ONE SIDE MOVED REPEATEDLY UPWARDS AND BACKWARDS

URNS



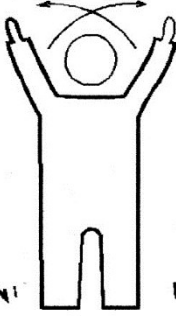
ARM POINTING TO DIRECTION OF TURN OTHER HAND MOVED UP AND BACK. SPEED OF MOVEMENT SHOWS RATE OF TURN.

SLOW DOWN



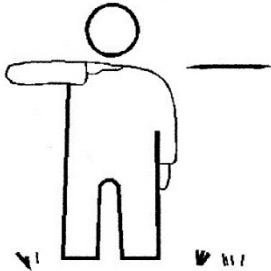
ARMS DOWN CLOSE TO SIDE MOVED UP AND DOWN SEVERAL TIMES

STOP



ARMS REPEATEDLY CROSSED ABOVE HEAD. THE RAPIDITY OF THE ARM MOVEMENT SHOWS THE URGENCY OF THE STOP

CUT ENGINE



HAND LEVEL WITH SHOULDER MOVED SIDWAYS ACROSS THE THROAT

## 10. AIRSPACE AND NAVIGATION

### 10.1.1. PILOT RESPONSIBILITIES

Cross country operations require more preparation before flight. Knowing where controlled or restricted airspace is located is only one of the many considerations. The following section is a synopsis of some of the basic information that a pilot should have available.

### 10.1.2. AIRSPACE CHARTS

**ENROUTE CHART LOW (ERC-LOW):** Essential for any VFR pilot planning a cross-country flight outside the areas depicted on a VTC. The ERC-LOW covers a large area with some airfields and geographical features shown. Its purpose is to show the relationship between those features and the various types of airspace, aeronautical aids and facilities, which are also shown. ERC-LOWs are not navigation charts and should not be used for plotting tracks.

**EN ROUTE SUPPLEMENT (ERSA):** Issued to list specific airspace limitations in more detail than that provided on the ERC or the VTC. Designed to be used in conjunction with the VTC and/or ERC

**VISUAL TERMINAL CHART (VTC):** Issued to show the area surrounding a Controlled Aerodrome in greater detail than is possible on an ERC. When operating in the vicinity of any Control Zone, the VTC should be used for navigation, and pilots must be completely familiar with the features on the VTC.

**VISUAL NAVIGATION CHART (VNC):** Scale 1:500,000 – wider coverage than VTC.

**WORLD AERONAUTICAL CHART (WAC):** Standard plotting and navigation chart for General Aviation. The scale is 1:1,000,000, ie ONE millimetre on the chart represents ONE kilometre on the ground. When navigating at relatively low speeds at 500 feet above the ground, WACs are not particularly useful, BUT for planning a flight, they are.

**LEGENDS:** Are the DECODE of symbols used on the respective Maps and Charts. Each ERC, VNC and WAC has a legend printed on the chart.

**IMPORTANT SYMBOLS:** On ERC and VTCs several RED symbols are used to indicate aeronautical activity. These are:

DOUBLE CROSS	Gliding activity, including aero-towing and winch launching of gliders.
W	Winch or auto-tow sport aviation operation. Launching cables may extend to 3000ft AGL
PARACHUTE	Parachute Area. Avoid the areas if you are not familiar with the Drop Zones and the operation. Drop Zones often look like airfields. If you need to use a parachuting field, telephone first and take great care.
HANG GLIDER	Hang Glider Area. Shows approved operating height (AGL) or band of altitude (AMSL).
ULTRALIGHT	Significant ultralight area. Usually for ultralight flying training areas. Presently uses a hang glider symbol with "U" letter underneath.

### 10.1.3. AREAS TO BE AVOIDED

Airspace in which a potential hazard to aircraft operations may exist, and all areas over which the operations of civil aircraft may be restricted are promulgated as follows:

- (a) **Prohibited Area.** Airspace within which the flight of aircraft is prohibited.
- (b) **Restricted Area.** Airspace within which flight of aircraft is restricted in accordance with special conditions.
- (c) **Danger Area.** Airspace within which activities dangerous to the flight of aircraft may exist at specified times.

These areas are shown on AIP aeronautical charts by boundaries outlined in red and containing the identification of the area as a letter and a number.

The letters allocated are:

P = Prohibited area

R = Restricted area D = Danger area and the number identifies the area.

Unless otherwise specified, vertical limits are promulgated as AMSL. The abbreviation "SFC" means the surface of the ground or water. "NOTAM" indicates that the vertical limits or hours of activation will be notified by NOTAM.

Flight within a prohibited area is not permitted in any circumstances.

Approval for an aircraft to fly within an active restricted area or airspace depends on the location of the airspace and the type of activity being conducted in that area or airspace, at the time. Pilots desiring access to a restricted area or airspace should request clearance from ATC. When clearance is granted, the flight must be conducted in accordance with the conditions and instructions specified by the ATC unit.

Approval for a flight within a danger area outside controlled airspace is not required.

**CONTROL ZONE (CTR):** A control zone is defined as "a controlled airspace extending upwards from the surface of the earth to a specified upper limit". CTRs surround controlled aerodromes and are designated as Civil CTRs or Military CTRs. A Civil CTR is a CTR other than a military CTR administered by a civil air navigation service provider. A Military CTR is administered by the Australian Defence Force. Civil CTRs are operative only during the hours of the operation of the control tower. Pilots should plan their operations on the basis that CTRs are active unless NOTAMS state, or Air Traffic Services advise to the contrary.

**CONTROL AREAS (CTA):** Other than in Control Zones, controlled airspace is called a Control Area. Control Areas all have a LOWER limit (LL), which is shown as a height ABOVE MEAN SEA LEVEL (AMSL). A marking 'LL3000' means aircraft operating at an altitude of 3000ft AMSL are OUTSIDE controlled airspace. On ERC-LOW, controlled airspace is shown as blue tint, and the vertical 'steps' are shown as blue lines.

**CERTIFIED AERODROMES:** Formerly known as Government or Licenced aerodromes are shown on ERC-LOW and VNCs as a sun-shaped symbol. On VTCs, they are shown with a purple runway outline.

**COMMON TRAFFIC ADVISORY FREQUENCY (CTAF):** CTAFs are used in the vicinity of designated aerodromes. At CTAF aerodromes, carriage of radio is mandatory at all CERTIFIED and MILITARY aerodromes. The carriage and use of radio is not mandatory at UNCR aerodromes unless required by the aerodrome operator or designated by CASA. Pilots of radio equipped aircraft are required to make standard broadcasts on the CTAF to enhance the see and avoid principals of collision avoidance. "In the vicinity of" means in airspace that is not controlled airspace within 10NM of an aerodrome and at a height that could result in conflict with operations at the aerodrome.

## 11. WEATHER AND FLIGHT INFORMATION

### 11.1.1. WEATHER FORECASTS

**AREA FORECASTS (ARFORS):** The Country is divided up into many Forecast Areas to enable the Bureau of Meteorology to give forecasts on a regional basis. Each AREA has a number reflecting the State Postcode, eg Victoria comprises Areas 30 and 32. An Area Map can be obtained from the Airservices website at <http://www.airservicesaustralia.com>. An Area Forecast is issued for operations at and below FL200 (20,000') and contain a statement of the general synoptic situation and forecast wind direction and speed at various altitudes, the lowest being 2000 feet. It also details expected weather conditions, including: cloud, thunderstorms, frontal weather, rain, etc. Information about fronts should be interpreted in conjunction with a Met Situation.

**AERODROME FORECASTS:** A Terminal Area Forecast (TAF) is a statement of meteorological conditions expected for a specified period within a radius of 5NM of the aerodromes reference point.

### 11.1.2. ACTUAL WEATHER REPORTS

**MET SITUATION:** A short statement of the current trend of weather over the whole region, and particularly contains information on the whereabouts of any FRONTS which may be approaching, so as to obtain an indication of when the weather may change as per the Area Forecast.

**METAR:** Actual Aerodrome Weather Observation. It is invaluable in assessing the actual weather in the vicinity of your flight path or destination. METARS are issued every half-hour at many Certified and Registered aerodromes.

**SIGMETS and AIRMETS:** Advise pilots of SIGNIFICANT WEATHER phenomena including information on actual or forecast severe turbulence, thunderstorms, cyclones, heavy hail storms etc.

### 11.1.3. FLIGHT INFORMATION

'Flight Information' is the name given to a range of facts and forecasts used for Flight Planning. Pilots should consult ERSA and the Airservices website for the latest contact details to obtain the necessary flight information.

**NOTAMS:** Aviation activities of an abnormal nature are publicised in written form as Notices TO Airmen (NOTAM). Notam information includes notification of unusual intensity of everyday activities, for example, details of Hang-gliding Championships, notification of a change of facilities, or promulgated activities of a periodic nature such as Low-level Jet Routes. Activation of Restricted Areas and short-term changes to aerodrome information or radio frequencies are also issued by NOTAM.

**LOW-LEVEL JET ROUTES:** The military conduct training missions all over the country at LOW level. LJR are those planned flight paths where jets of the Air Force fly at high speed and low level that is BELOW 500 FEET ABOVE GROUND LEVEL. Active LJRs are notified by NOTAM.

### 11.1.4. SOURCES OF WEATHER AND PRE-FLIGHT INFORMATION

Refer to ERSA or the Air Services website at [www.airservicesaustralia.com](http://www.airservicesaustralia.com)

Weather information and NOTAM details are obtained on-line from the National Aeronautical Information Processing System (NAIPS) which is accessed through the Airservices website at the address above. The service is free but a user must register and be issued with a password to gain access. The TAFs from this source will be in aviation abbreviations. If assistance is required to interpret the abbreviations, go to website

<http://www.bom.gov.au/aviation/data/education/taf-reference-card.pdf>

## 12. ACCIDENT AND INCIDENT REPORTING

### 12.1. GENERAL

Gyroplane accidents are classified as “vehicular” accidents and as such, the investigation into such an event is the responsibility of the local Police.

The *Transport Safety Investigation Act 2003* does not prevent CASA or other authorities from investigating accidents, but it does give the ATSB’s investigation primacy over other Commonwealth and State legislation.

Gyroplanes operations are **NOT EXEMPT** from the *Transport Safety Investigation Act 2003* applicable to accident investigation.

### 12.2. DEFINITIONS

#### 12.2.1. OCCURRENCES

An Occurrence is any circumstance which has/or could have significance in the context of safety. This includes accidents, incidents, near misses, operational interruptions, defects or other circumstances which could have safety significance including Enforcement actions.

#### 12.2.2. ACCIDENTS

- (a) The death of, or a serious injury to a person on board the aircraft or in contact with the aircraft, or anything attached to the aircraft, or anything that has become detached from the aircraft;
- (b) The aircraft is missing;
- (c) The aircraft has suffered serious damage, or the existence of reasonable grounds for believing that the aircraft has suffered serious damage; or
- (d) The aircraft being inaccessible and the existence of reasonable grounds for believing that the aircraft has been seriously damaged.

#### 12.2.3. INCIDENTS

- (a) Injury other than serious injury, to a person on board the aircraft;
- (b) Flight crewmember becoming incapacitated while operating the aircraft;
- (c) Occurrences in which an inflight collision with another aircraft is narrowly avoided;
- (d) Occurrences in which flight into terrain is narrowly avoided;
- (e) Use of any procedure for overcoming an emergency;
- (f) Occurrences that result in difficulty controlling the aircraft, including any of the following:
  - i) Aircraft system failure;
  - ii) Weather phenomenon;
  - iii) Operations outside the aircrafts approved flight envelope.
- (g) Fuel exhaustion;
- (h) Aircraft’s supply of useable fuel becoming so low (whether or not as a result of fuel starvation) that the safety of the aircraft is compromised;
- (i) Collision with an animal, including a bird.

#### 12.2.4. DEATH OR A SERIOUS INJURY DOES NOT INCLUDE:

- (a) Death or serious injury resulting from natural causes (except to a flight crew member); or
- (b) Death or serious injury that is intentionally self-inflicted; or
- (c) Death or serious injury that is intentionally caused by another person; or
- (d) Death or serious injury suffered by a stowaway in a part of the aircraft that is not usually accessible to crew members or passengers after take-off; or
- (e) Death occurring more than 30 days after the occurrence that caused the death, unless the death was caused by an injury that required admission to hospital within 30 days after the occurrence.

**Fatal injury** – an injury resulting in death within 30 days of an accident is classified as a fatal injury.

**Serious injury** – an injury that requires, or would usually require, admission to hospital within 7 days after the day when the injury is suffered.

**Minor injuries** – not requiring hospital admission, treated by first aid or other simple measures, and did not significantly affect the health status of the individual.



**Missing aircraft** – an aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located.

**Serious damage** – in relation to a transport vehicle means:

- (a) Damage that:
  - (i) significantly affects the structural integrity, performance or operational characteristics of the transport vehicle; and
  - (ii) requires major repair or replacement of the affected component or components of the transport vehicle; or
- (b) destruction of the transport vehicle.

### 12.3. OCCURRENCE REPORTING

To continue to promote the safe operation of rotorcraft in Australia, ASRA operates a Safety Management System (SMS).

This is a systematic and integrated approach to safety which facilitates improved safety performance. An SMS is based on the proactive identification and management of risks and hazards, and the continuous improvement of the performance through the communication and education of all members on safety related issues.

One key part of an SMS is occurrence reporting. This enables the accidents, incidents and near misses that happen out in the field to be communicated to ASRA staff, who in turn can provide safety recommendations, update procedures and share relevant information with other ASRA members to prevent a similar occurrence.

The ASRA Online Incident Reporting System, introduces an occurrence reporting system that is:

- (a) Paperless
- (b) Easy to use
- (c) Available from anywhere, anytime
- (d) Instantly notifies ASRA of any occurrence.

This system will allow patterns in occurrences to be identified in a timely manner, and information to be passed back to all members to hopefully reduce the likelihood and/or consequences of another similar occurrence. All members are encouraged to report occurrences so that ASRA has a greater understanding of the risks and hazards present in the industry. It will provide a way for ASRA to proactively address safety issues and target areas which require ASRA resources.

All reports will be handled in a strictly confidential manner and members will not face enforcement action as a result of reporting an occurrence unless an intentional violation has occurred.

Whilst the online reporting facility is the preferred method of reporting, paper reports on the appropriate form will still be accepted into the foreseeable future. A paper report can be obtained from the Safety Manager.

The *Transport Safety Investigation Act 2003* requires that all reportable occurrences be reported to ATSB within given timeframes, detailed in the Act. ASRA and ATSB have agreed to integrate occurrence reports into the ATSB system such that this requirement is fulfilled automatically. Reports will be reported to the ATSB through the ASRA Safety Manager.

In addition to the above statutory requirements, the following categories of occurrences shall be reported to the ASRA HOFO and/or the ASRA Safety Manager by the quickest means available:

- (a) Fatal accidents.
- (b) Accidents causing serious injury.
- (c) Accidents causing serious damage.
- (d) Accidents in which in-flight structural failure is known or suspected.

#### **12.4. CUSTODY AND REMOVAL OF GYROPLANE**

When an accident occurs, the gyroplane immediately comes into the custody of the local Police and it **MUST NOT BE REMOVED** or otherwise interfered with except with the permission of a responsible officer of the Police.

However, this provision is waived temporarily when it is necessary to extricate persons from the wreckage or to protect the wreckage from further damage, or to remove it if it presents an obstruction or danger to other aircraft, other transport or to the public.

A Police officer will release the gyroplane from custody upon completion of the wreckage examination or in some cases of minor accidents, upon receipt of the accident notification message.

#### **12.5. INVESTIGATION OF ACCIDENTS AND INCIDENTS**

Investigation of fatal accidents may be conducted by the Australian Transport Safety Bureau (ATSB) or the Police.

ASRA will investigate other accidents and incidents with the intention of minimising the risk of reoccurrence, and assessing the adequacy of the rules and procedures contained in this manual. The ATSB will assist where possible, particularly in the area of structural failures. The Police have sole responsibility for investigations.

#### **12.6. ACCIDENT INVESTIGATION REPORTS**

ASRA Investigators are honorary persons appointed from time to time to assist in enhancing flight safety. They are authorised by ASRA to investigate and report on accidents and incidents. Their intent is not to victimise any individual, but to ascertain the facts surrounding the accident or incident for the ultimate benefit of ASRA members, and others involved in aviation activities.

It is incumbent upon all ASRA members to assist in these investigations as far as they are able.

#### **12.7. CASA OFFICERS**

In the case of an accident or incident where notification has been given, the investigating Police, ATSB, ASRA or CASA officers shall have free access to all relevant areas of the property, and all ASRA members shall assist them in any way possible.

#### **12.8. ACCIDENT INVESTIGATION**

Occurrence investigations are normally carried out by the ASRA Safety Manager, however where unavailable, the ASRA HOFO may task an alternative person to conduct the investigation.

## 13. SEARCH AND RESCUE

### 13.1.1. PURPOSE

The purpose of the Search and Rescue (SAR) organisation is to provide assistance to aircraft in distress and to search for, provide aid to, and organise the rescue of survivors of aircraft accidents and forced landings.

### 13.1.2. RESPONSIBLE AUTHORITY

Airservices Australia is responsible for the provision of a SAR alerting and in-flight emergency response service. AusSAR is responsible for the conduct of SAR for registered aircraft that are reported missing or have crashed and ELT searches within the Search and Rescue Region (SRR) under Australian jurisdiction.

**NOTE:** Under the National Search and Rescue Plan, gyroplanes are considered to be “Unregistered Aircraft”, and as such, the responsibility for SAR for gyroplanes lies with the local State Police.

### 13.1.3. ORGANISATION

AusSAR has established the Australian Maritime Safety Authority, Joint Rescue Coordination Centre (AMSA JRCC) in Canberra, which is responsible for the coordination of SAR efforts involving registered aircraft within the Australian SRR. The AMSA JRCC may be contacted on 1800 627 484 during business hours, Search and Rescue services (aviation) 24hr 1800 815 257, email [rccaus@amsa.gov.au](mailto:rccaus@amsa.gov.au)

### 13.1.4. PROCEDURES

All ATS (Air traffic Service) Units have been designated as alerting posts and are responsible for the declaration of the appropriate emergency phase. Three phases of emergency have been established. They are:

Uncertainty Phase (INCERFA), Alert Phase (ALERFA) and Distress Phase (DETRESFA). The specific emergencies applicable to each phase may be found in the Australian AIP Section GEN 3.6 SEARCH AND RESCUE.

### 13.1.5. PILOT NOTIFICATION

The effectiveness of the SAR action by the local State Police is directly related to the amount and accuracy of details notified by the pilot in command. Whilst it is acknowledged that gyroplane pilots rarely file flight plans or use flight notification or flight notes in association with ATS units, it is incumbent upon gyroplane pilots to ensure that a responsible person is aware of their intended operation.

**NOTE:** For the purposes of this Section, a responsible person may be:

- (i) The Duty Officer appointed in accordance with Gyroplane Operations – Airfield Control detailed in this manual.
- (ii) A person who is capable of recognising and exercising their responsibility in the event that SAR action is required.

**NOTE:** Where a responsible person is not in attendance at the time of departure, it is recommended that details of the intended operation are written down and left in a safe, obvious place, such as on the dash of the pilot's vehicle, secured to the gyroplane trailer, in the gyroplane hangar or among easily accessible personal effects.

### 13.1.6. DETAILS TO BE NOTIFIED

Details to be notified include, but are not limited to:

- (a) gyroplane type and listed markings,
- (b) gyroplane colour and distinguishing markings,
- (c) details of the intended route to be flown, or area of operation,
- (d) expected duration of the sortie,
- (e) endurance on departure,
- (f) persons on board,
- (g) details of emergency signalling equipment carried e.g. ELT, personal strobe light, flares, mobile telephone etc.,
- (h) telephone numbers at intended intermediate landing sites,
- (i) expected time of arrival back at the point of departure.

### 13.1.7. DECLARATION OF AN EMERGENCY

Where the safety of the gyroplane or its occupants is in doubt, the pilot-in-command shall declare an emergency using the applicable phraseology on the appropriate ATS or Flightwatch VHF frequency. Where there is doubt that the transmissions were received, the VHF emergency frequency 121.5 MHz

shall be used. ELTs should also be activated if possible.

Where the responsible person referred to in Pilot Notification above becomes concerned for the safety of a gyroplane or its occupants, they shall immediately notify the local State Police (dial 000) in the first instance or the AusSAR RCC (on 1800 627 484).

#### **13.1.8. REPORTING REQUIREMENTS**

Where the pilot in command of a gyroplane has declared an emergency, or the appropriate authority has declared an emergency phase relevant to a gyroplane, an Accident/Incident Report shall be submitted to the ASRA Safety Manager.

## **14. OPERATIONS AT AERODROMES**

The pilot-in-command of a gyroplane operating at or within 8 KM (5 NM) of a certified aerodrome must be the holder of a valid ASRA Pilot Certificate endorsed with "Aerodrome".

Gyroplanes must not be operated over a populous area in accordance with the Regulations.

Gyroplanes must not be operated over a populous areas unless they are of a type that is specified in the Regulations.

Gyroplanes operating at or within 8 KM (5NM) of a certified aerodrome must have a flashing beacon fitted and in use.

The pilot-in-command must carry and use VHF radio to communicate with other aircraft when operating within the vicinity of a certified aerodrome.

## **15. PRE-FLIGHT INSPECTION**

It is the pilot's responsibility to carry out a pre-flight inspection prior to every flight operation and the pilot must ensure that the gyroplane being operated has a current listing and is airworthy.

If you get distracted, start all over again to ensure that nothing was inadvertently missed. It's always good practice to start and finish your pre-flight at the same point each time.

The inspection should be carried out with the attitude that the aircraft is UN-AIRWORTHY until proven airworthy.

All ASRA listed dual seat gyroplanes must have an Approved Flight Manual. Always carry out the pre-flight inspection as detailed in the Approved Flight Manual

## **16. PERIODIC INSPECTIONS**

### **16.1.1. GENERAL**

Refer to the ASRA Technical Procedures Manual.

## **17. DEFECT REPORTING**

### **17.1.1. GENERAL**

Refer to the ASRA Technical Procedures Manual.

## **18. GYROPLANE DIRECTIVES**

### **18.1.1. GENERAL**

Refer to the ASRA Technical Procedures Manual.

## **19. GYROPLANE MAINTENANCE**

### **19.1.1. GENERAL**

Refer to the ASRA Technical Procedures Manual.

## **20. GYROPLANE MODIFICATIONS**

### **20.1.1. GENERAL**

Refer to the ASRA Technical Procedures Manual.

21.

APPENDICES

**AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INC.**  
**F003 APPLICATION TO FLY AT AN AIRSHOW**



Pilot Name: ..... Membership No: .....  
Pilot Certificate No: ..... Ratings:  None  Instructor  Snr Instructor  CFI  
Medical Held:  F11 Solo  F10 passenger/Instructor  CASA Medical  
Total Gyroplane Pilot in Command Hours: ..... Hours on Display Type: .....

Previous Display Experience

Location	Date	Location	Date	Location	Date

Gyroplane Type: ..... Rego No: G ..... Time in Service: .....

I hereby apply for approval to fly at an Airshow to be held at: .....  
..... on (Date) .....

Proposed Display Details: .....  
.....  
.....

Minimum Display Height: ..... AGL. Maximum Display Height: ..... AGL

I agree to abide by the requirements of CASA, the organisers of the Airshow and the ASRA Operations Manual. I will not operate the Gyroplane in a manner that may bring discredit on ASRA.

Applicants Signature: ..... Date: .....

Approved by Operations Manager: ..... (Name)

Signature: ..... Date: .....

\* Signed F003 to be uploaded to the "Documents" area of the pilots file.

**LIMITATIONS:**

1. Passenger carriage during display prohibited
2. Deliberate zero airspeed spinning prohibited
3. Vertical Descent Recovery to be completed by 300' AGL
4. Deliberate engine shut-down prohibited

**AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INC**  
**F004 Flight Review**



Applicant: \_\_\_\_\_ Pilot's Membership No: **A**

General format should consist of flight preparation, pre-flight, start-up, prerotation, taxi, take-off, climb out, circuit, approach, landing, take-off, climb to 500 ft, conduct air exercises, power off to safe idle RPM overhead strip, landing power off to a full stop, taxi to shut down, rotor braking, securing aircraft.

<input type="checkbox"/> Pre-flight Inspection	<input type="checkbox"/> Start-up	<input type="checkbox"/> Pre-rotation
<input type="checkbox"/> Taxiing	<input type="checkbox"/> Take-off	<input type="checkbox"/> Climb out
<input type="checkbox"/> Circuit Pattern	<input type="checkbox"/> Approach	<input type="checkbox"/> Power Off Landing
<input type="checkbox"/> Aborted Take-off with power (Instructor discretion)	<input type="checkbox"/> Rotor Management	

**Exercises (500-1000 Ft)**

Exercise 1	Conduct a 360 Deg turn left followed by a 360 Deg turn right	
<input type="checkbox"/> Lookout	<input type="checkbox"/> Speed Held	<input type="checkbox"/> Altitude Held
Exercise 2	From cruise, conduct a smooth transition to flight behind the power curve, (gentle sinking, nose not too high) recover with minimal loss of altitude	
<input type="checkbox"/> Transition to behind power curve	<input type="checkbox"/> Flight behind power curve	<input type="checkbox"/> Recovery

**Radio and Airmanship**

<input type="checkbox"/> Use of Radio	<input type="checkbox"/> General Airmanship
<input type="checkbox"/> Video Supplied (Operations Manager approval required)	
Camera Operators Name: _____	
<input type="checkbox"/> PLB Registration & Battery Expiry Check (Pilots with XC Endorsement)	
<input type="checkbox"/> ASRA HF Exam and CASA Video	
<input type="checkbox"/> Re-assessment of all endorsements (Applicable for members with a BFR >3 years old)	
<input type="checkbox"/> Record current flight hours of applicant:	

**Flight Review Recommendation:**

<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Re-training and Re-test

Comments:

--

Instructor's Name: _____	Membership No: <b>A</b>
Signature: _____	Date: _____

**Notes**

1. May be conducted by ASRA Assistant Instructor or higher for Pilot Certificate Ratings.
2. Instructor Flight Reviews are conducted by the Operations Manager or authorised delegate.
3. In special circumstances (e.g. remoteness), with prior approval from the Operations Manager, an acceptable observation video of the flight may be presented.

**AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INC**  
F006 GYROPLANE LISTING-MAJOR MODIFICATIONS-REPAIR & TRANSFER 2023

*CASA Regulations state that only current financial ASRA members are permitted to fly and list a Gyro*



ASRA Membership No:	<b>A</b>	Gyroplane Listing No:	<b>G</b>	Airframe Serial No:	
Registrant Given Names:	-----			Registrant Family Name:	-----
Address:	-----			Phone No:	-----
Town:	-----	State:	-----	P/Code:	-----
Email:	-----				
<input type="checkbox"/> (A) New Listing (Compliant Gyros only) or Renewal of Listing (only for Lapsed Listing gyros)					
<input type="checkbox"/> (B) Transfer of ownership The seller must advise ASRA of a change of ownership and enter the buyer details below. The listing is suspended until the buyer submits the transfer fee and a TA Inspection is signed or completed online. *** The seller has provided the buyer with all documents and manuals pertaining to the gyroplane. ***					
ASRA No:	<b>A</b>	Buyer Name:	-----	Phone No:	-----
Address:	-----			State:	-----
<input type="checkbox"/> (C) Post-Component-Failure Inspection Notification <input type="checkbox"/> (D) Post-Damage-Major Repair Inspection Notification					
<input type="checkbox"/> (E) Notification of recent Major Modifications <input type="checkbox"/> (F) Post-Grounding Order-Inspection <input type="checkbox"/> (G) Other (add detailed comments and amend gyro details)					
Cockpit:	<input type="checkbox"/> Open Frame	<input type="checkbox"/> Semi Enclosed	<input type="checkbox"/> Fully Enclosed	Empty weight including rotors:	_____ kg
Places:	<input type="checkbox"/> One	<input type="checkbox"/> Two Side by Side	<input checked="" type="checkbox"/> Two Tandem	MTOW:	_____ kg
Aircraft Status:	<input type="checkbox"/> Listed	<input type="checkbox"/> Lapsed Listing	<input type="checkbox"/> Destroyed	Gyroplane Primary Colour:	_____
Hang Test 1 UP	_____ Degrees	<input type="checkbox"/> Nose up	Controls Fore/Aft Angle:	_____	Total Teeter Angle: _____
Hang Test 2 UP	_____ Degrees	<input checked="" type="checkbox"/> Nose down	Controls Side/Side Angle:	_____	
Gyroplane Manufacturer:	_____		Model:	_____	
Main Frame Material:	_____	Size:	_____ m	Mast Material:	_____
Frame Plates Material:	_____		Thickness:	_____ mm	
Vertical Tail Type & Area:	<input type="checkbox"/> Rudder & Fin	<input type="checkbox"/> Full Flying	<input type="checkbox"/> Twin Tail	<input type="checkbox"/> Tri Tail	
Total Vertical Tail Area:	_____ m <sup>2</sup>		Horizontal Distance from C of G:	_____ m	
Pitch Stabiliser Location & Area:	<input type="checkbox"/> In propeller slipstream	<input type="checkbox"/> Outside propeller slipstream	Stabiliser Area:	_____ m <sup>2</sup>	
Rotor Head Manufacturer:	_____		Serial No:	_____	
Rotor Blade Manufacturer:	_____		Rotor Blade Model:	_____	Length: _____ ft
Hub Bar Serial No:	_____	Rotor Blade Serial Nos:	Blade 1 _____	Blade 2 _____	
Propeller Manufacturer:	_____	Serial No:	_____	Diameter:	_____ in
Engine Manufacturer:	_____	Type:	_____	Engine Capacity:	_____ cc
Redrive Make:	_____	Serial No:	_____	Ratio:	_____ : 1
Fuel Tank Manufacturer:	_____	Capacity:	_____ LTS		



Mandatory Instruments	<input type="checkbox"/> ASI	<input type="checkbox"/> Altimeter	<input type="checkbox"/> Fuel Indicator	<input type="checkbox"/> Yaw Indicator
Ultralight Gyroplanes	<input type="checkbox"/> Hour Meter	<input type="checkbox"/> Oil Pressure (4 stroke)	<input type="checkbox"/> Engine tacho	
Mandatory Instruments	<input type="checkbox"/> Compass	<input type="checkbox"/> Volts (Battery Ignition)	<input type="checkbox"/> Temperature	
Significant Extras	<input type="checkbox"/> GPS	<input type="checkbox"/> Transponder	<input type="checkbox"/> ELT	<input type="checkbox"/> VHF <input type="checkbox"/> UHF

**TO BE COMPLETED BY AN ASRA TECHNICAL ADVISER  
FOR ALL NOTIFICATIONS (A to F) inclusive.**

I declare that I have inspected the above Gyroplane and checked that all the control movements are normal as specified in the applicable ASRA Inc. F022 or F024 Acceptance and Listing protocols. The Gyroplane complies with all the compliance requirements and the Safety Directives issued by ASRA. Safety Directives can be accessed at <https://www.asra.org.au/directives-and-alerts/> I take no responsibility for any modifications carried out after this date unless approved by me. I do not take any responsibility for the accuracy of the owner or manufacturer's statements, or the manner in which the Pilot operates the Gyro. This is an Application for Listing or Renewal and is not indicative of the flight readiness or performance of this aircraft

The Gyroplane qualifies for listing under the following category:	<input type="checkbox"/> Single Seat	<input type="checkbox"/> Two Seat	
	<input type="checkbox"/> Provisional <input type="checkbox"/> Basic Ultralight <input type="checkbox"/> Ultralight	<input type="checkbox"/> Provisional <input type="checkbox"/> Ultralight	
Airframe Hours:	HRS	Engine Hours:	HRS

If Ultralight - Manufacturers Type  
ASRA Approval No: \_\_\_\_\_  
Technical Adviser's Name: \_\_\_\_\_ Membership No: **A**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Description of failure/damage/defect and general comments:

---

Registrant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Mandatory photos from the side and of any modified/repared section of the gyroplane  
**\*\*\* Listing will not be issued without a current photo\*\*\***

**Schedule of Fees**  
(Tick appropriate box) **DO NOT SEND CASH**

<u>Listing 2023</u> (Listing expires 31 <sup>st</sup> Dec 2023)	<input type="checkbox"/> \$62 (A) includes Gyroplane maintenance logbook. TA inspection required
<u>Transfer – Purchaser (Must be an ASRA member)</u>	<input type="checkbox"/> \$62 (B) TA inspection required

On receipt of your listing form an invoice will be sent to your email address.  
Payment can be made online by credit card and EFT.

Alternatively, payments by cheque or Money Order are made payable to ASRA Inc.  
Post listing form and cheque to: ASRA Registrar, PO Box 3070 Mandurah East WA 8210.

All documentation can be downloaded from the ASRA Website Members Zone <https://www.asra.org.au/member-zone/>

Contact the [registrar@asra.org.au](mailto:registrar@asra.org.au) or 0407 929 479 if you have lost your log on details or do not have internet access.

**AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INC****Guidelines for completing the F010 Medical Examiner's Certificate**

ABN 53 412 417 012

**ASRA members who are Instructors and Passenger endorsed pilots must comply with the following medical standards to continue to exercise their flying privileges:**

The medical standard and certification interval are set out in the ASRA Operations Manual section 2.01, paragraph 10. This Medical Examiners Certificate (F010) is to be assessed to the standard set by the National Transport Commission & Austroads in their publication "Assessing Fitness to Drive 2022 (as amended) for Commercial Vehicle Drivers Standard" and on their Website <https://austroads.com.au/> or <https://austroads.com.au/publications/assessing-fitness-to-drive/ap-q56>

- NOTE:**
- Specific conditions may require more frequent certification and under certain circumstances "for cause" examinations may be required.
  - Return the completed form F010 to the ASRA Registrar, PO Box 3070 Mandurah East WA 6210, email [registrar@asra.org.au](mailto:registrar@asra.org.au) or upload the F010 to your online personal file.

**Applicants must:**

- Make an appointment with a doctor of your choice (advise the purpose of the visit as this examination requires extra time);
- Bring spectacles, hearing aids, etc with you to the examination.
- Applicants are advised that doctors may request a Driver Health Questionnaire to be completed along with the provision of the Clinical Assessment Record prior to attending the medical examination. The medical practice may have this facility on their computer records system and therefore may not require hardcopies. However, generic forms can be downloaded from ASRA website link or <https://austroads.com.au/drivers-and-vehicles/assessing-fitness-to-drive/for-commercial-drivers/forms>. The Appendix 2.2 is available for printing from the publication "**Assessing Fitness to Drive 2022 (as amended)**" should you wish to provide the form to your doctor in case your medical assessment is conditional.

**Examining Doctor must:**

- Have read and be familiar with the NTC & Austroads Standard for Commercial Vehicle Drivers;
- Review Appendix 2.1 & 2.2 with the applicant and comment on any abnormality;
- Complete the F010 Medical Examiner's Certificate on page 2;
- Complete Appendix 2.2 only if Medical Examiner's Certificate (F010) is to be conditional;
- Return the signed ASRA Medical Examiner's Certificate (F010) & Appendix 2.2 if applicable, to the applicant.
- The doctor retains both the patient questionnaire and clinical record

### AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INC



ABN 53 412 417 012

### F010 MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined (applicant's name) \_\_\_\_\_

In my opinion I consider that the applicant:

A  **Meets** the medical criteria for a Driver Authority as set out in the *Medical Examinations of Commercial Vehicle Drivers, Assessing Fitness to Drive Revised 2022* (as amended).

B  **Does not meet** the medical criteria for a Driver Authority as set out in the *Medical Examinations of Commercial Vehicle Drivers, Assessing Fitness to Drive Revised 2022* (as amended).

C  Meets the criteria for a Drivers Authority (**Conditional**) to be issued on conditions outlined in the *Medical Examinations of Commercial Vehicle Drivers, Assessing Fitness to Drive Revised 2022* (as amended).

**For 'C' please attach the completed Appendix 2.2 Medical Condition Notification Form** (as outlined in the *Medical Examinations of Commercial Vehicle Drivers, Assessing Fitness to Drive Revised 2022* as amended).

Doctor's Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Doctor's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

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**INDEMNIFICATION OF EXAMINING DOCTOR**

In providing this report on whether the applicant meets or does not meet the criteria for a Driver Authority, as set out in the *Medical Examinations of Commercial Vehicle Drivers, Assessing Fitness to Drive Revised 2022* (as amended), the Doctor is indemnified from any civil or criminal action in relation to the report.

**Applicant to complete:**

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Membership No: **A** \_\_\_\_\_

- Note:**
- 1 In the case of changes in any medical condition please notify the [registrar@asra.org.au](mailto:registrar@asra.org.au)
  - 2 If you are required to wear spectacles you must carry a spare pair which is easily accessible in flight.

## AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INC



### F011A Solo and Student Pilots Medical Self Declaration

ASRA members intending to fly solo or as a student pilot must comply with the following medical standards to exercise their flying privileges:

The medical standard and interval are set out in the ASRA Operations Manual section 2.01, paragraph 10. This Medical Declaration (F011A) is assessed to the standard set by the National Transport Commission & Austroads in their publication "Assessing Fitness to Drive 2022 (as amended) for Private Vehicle Drivers Standard" and on their Website <https://austroads.com.au/> or <https://austroads.com.au/publications/assessing-fitness-to-drive/ap-q56>

- NOTE:
- Pilots who are unable to make the self-declaration in the F011A must undertake a medical examination by a doctor and complete the F011B instead.
  - **DO NOT USE THIS FORM** if you are a Pilot who intends to instruct or carry passengers. Use form F010.
  - Specific conditions may require more frequent certification and under certain circumstances "for cause" examinations may be required.
  - Return the completed form F011A to the ASRA Registrar, PO Box 3070 Mandurah East WA 6210, email [registrar@asra.org.au](mailto:registrar@asra.org.au)
  - If entering the F011A online, you do not need to send the declaration to the Registrar.

#### F011A - Self Declaration

I declare truthfully that I am not taking Insulin for the control of Diabetes, and I do not now, and have never suffered from the following:

Epilepsy, Fits, Severe Head Injury, Recurrent Fainting, Giddiness, Blackouts, Uncontrolled High Blood Pressure, Previous Heart Disease, or any condition that could be considered to be detrimental to the safe operation of a Gyroplane.

I further agree that, in the event of my contracting, suspecting or being advised of any of the above conditions, I will cease flying immediately until I have obtained an F011B Medical Certification that it is safe to continue flying

Membership No: A

Pilot's Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Date:     /     /

Guardians  
Signature: \_\_\_\_\_  
(for persons under 18 years)

**AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INC****Guidelines for completing the F011B Medical Examiner's Certificate**

**ASRA members intending to fly solo or as a student pilot must comply with the following medical standards to continue to exercise their flying privileges:**

The medical standard and certification interval are set out in the ASRA Operations Manual section 2.01, paragraph 10. This Medical Examiner's Certificate (F011B) is to be assessed to the standard set by the National Transport Commission & Austroads in their publication "Assessing Fitness to Drive 2022 (as amended) for **Private Vehicle Drivers Standard**" and on their Website <https://austroads.com.au/> or <https://austroads.com.au/publications/assessing-fitness-to-drive/ap-g56>

- NOTE:**
- Specific conditions may require more frequent certification and under certain circumstances "for cause" examinations may be required.
  - Return the completed form F011B to the ASRA Registrar, PO Box 3070 Mandurah East WA 6210, email [registrar@asra.org.au](mailto:registrar@asra.org.au) or upload the F011B to your online personal file.

**Applicants must:**

- Make an appointment with a doctor of your choice (advise the purpose of the visit as this examination requires extra time);
- Bring spectacles, hearing aids, etc with you to the examination.
- The Appendix 2.2 is available for printing from the publication "Assessing Fitness to Drive 2022 (as amended)" should you wish to provide the form to your doctor in case your medical assessment is conditional.

**Examining Doctor must:**

- Have read and be familiar with the NTC & Austroads Standard for Private Vehicle Drivers;
- Review Appendix 2.1 & 2.2 with the applicant and comment on any abnormality;
- Complete the F011B Medical Examiner's Certificate on page 2;
- Complete Appendix 2.2 only if Medical Examiner's Certificate (F011B) is to be conditional;
- Return the signed ASRA Medical Examiner's Certificate (F011B) & Appendix 2.2 if applicable, to the applicant.

### AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INC

### F011B MEDICAL EXAMINER'S CERTIFICATE



ABN 53 412 417 012

I certify that I have examined (*applicant's name*) \_\_\_\_\_

In my opinion I consider that the applicant:

A  **Meets** the medical criteria for a Driver Authority as set out in the *Medical Examinations of Private Vehicle Drivers, Assessing Fitness to Drive Revised 2022* (as amended).

B  **Does not meet** the medical criteria for a Driver Authority as set out in the *Medical Examinations of Private Vehicle Drivers, Assessing Fitness to Drive Revised 2022* (as amended).

C  Meets the criteria for a Drivers Authority (**Conditional**) to be issued on conditions outlined in the *Medical Examinations of Private Vehicle Drivers, Assessing Fitness to Drive Revised 2022* (as amended).

**For 'C' please attach the completed Appendix 2.2 Medical Condition Notification Form** (as outlined in the *Medical Examinations of Private Vehicle Drivers, Assessing Fitness to Drive Revised 2022* as amended).

Doctor's Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Doctor's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

---

**INDEMNIFICATION OF EXAMINING DOCTOR**

In providing this report on whether the applicant meets or does not meet the criteria for a Driver Authority, as set out in the *Medical Examinations of Private Vehicle Drivers, Assessing Fitness to Drive Revised 2022* (as amended), the Doctor is indemnified from any civil or criminal action in relation to the report.

**Applicant to complete:**

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Membership No: **A** \_\_\_\_\_

- Note:**
- 1 In the case of changes in any medical condition please notify the [registran@asra.org.au](mailto:registran@asra.org.au)
  - 2 If you are required to wear spectacles you must carry a spare pair which is easily accessible in flight.

**AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INC**

**F015 Training Facility Audit Checklist**



ABN 53 412 417 012

Training Facility: ..... Location: .....

Auditor: ..... Date: .....

Instructor Name: ..... Membership Number: A.....

Check current membership card	Check gyroplane maintenance records
Check medical current solo/pax & instructor	Check Pax risk warning displayed
Pilot log book records current	Check copies of student training records
Check current version Ops Manual	Check instructor logbook matches student record
Check current version of Instructor Manual	Check student competency summary complete scores & signatures
Check student reference material used	Check student pilot statements kept & signed pre-solo
Check white/blackboard available	Waiver form available/optional
Check detailed map of airfield	
Check map of training area	
Check current gyroplane registration sticker	
Check gyroplane log book	

**Areas for Improvement/Notes:**

	Due Date

Auditor Signature: ..... Date: .....

## 22. ABBREVIATIONS AND DEFINITIONS

### 22.1.1. ABBREVIATIONS.

AGL	Above Ground Level
AIC	Aviation Information Circular
AIP	Aeronautical Information Publication
ALA	Aircraft Landing Area
AMSL	Above Mean Sea Level
ANR	Air Navigation Regulation
ARP	Aerodrome Reference Point
ASRA	The Australian Sport Rotorcraft Association Inc.
ATC	Air Traffic Control
ATSB	Australian Transport Safety Bureau
BAK	Basic Aeronautical Knowledge (download from the ASRA website)
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CAO	Civil Aviation Order
CAR	Civil Aviation Regulation
CFI	ASRA Chief Flying Instructor
CTA	Control Area
CTAF	Common Traffic Advisory Frequency
CTR	Control Zone
ERC-L	En Route Chart – Low
ERSA	En Route Supplement Australia
FAI	Federation Aeronautique Internationale
FTF	Flight Training Facility
FR&P	Flight Rules and Procedures (download from the ASRA website)
GA	General Aviation
GAAP	General Aviation Aerodrome Procedures
GFA	Gliding Federation of Australia
HF	High Frequency
IMC	Instrument Meteorological Conditions
ICAO	International Civil Aviation Organisation
LL	Lower Limit
MET	Meteorology or Meteorological



MHz	Megahertz
MTOW	Maximum Take-off Weight
NM	Nautical Miles
NOTAM	Notice To Airman
OCTA	Outside Controlled Airspace
OPSMGR	ASRA HOFO
PCA	Planning Chart Australia
PMI	Principles and Methods of Instruction Approved Course
PPL	Private Pilot Licence
QFE	An altimeter sub-scale pressure setting that indicates height above a ground reference
QNH	An altimeter sub-scale pressure setting that indicates height above mean sea level
RAAus	Recreational Aviation Australia
RPL	Recreational Pilot Licence
SAAA	Sport Aircraft Association of Australia
SAFA	Sports Aviation Federation of Australia
UHF	Ultra-High Frequency
UTC	Co-ordinated Universal Time
VFR	Visual Flight Rules
VHF	Very High Frequency
VMC	Visual Meteorological Conditions
VTC	Visual Terminal Chart
WAC	World Aeronautical Chart

### 22.1.2. DEFINITIONS

Association	The Australian Sport Rotorcraft Association Inc. or ASRA
Aircraft Log Book	Means the ASRA Aircraft Log Book, the Manufacturer's Aircraft Log Book or an Aircraft Log Book approved by CASA
Approved or Approval	Means approved for a defined task by the HOFO on behalf of the ASAO in accordance with the ASRA Exposition.
ASRA Medical Declaration	The declaration referred to in ASRA Form F011A
ASRA Medical Examination Certificate	A certificate issued in accordance with ASRA Forms F010 and F011B

Aviation Medical Certificate	A certificate issued under the CASR..
Board	The elected body responsible for controlling and/or supervising the administration requirements on the Association.
CAO	A Civil Aviation Order issued by CASA under CASR Part 11 containing directives concerning airworthiness, maintenance and operations of aircraft.
CASR	A Civil Aviation Safety Regulation made pursuant to Section 98 of the Civil Aviation Act 1988, containing regulations concerning the operation of aircraft.
CASA	Civil Aviation Safety Authority
CFI	A Chief Flying Instructor who has been recommended by the HOFO and approved by the Board to undertake control of Flight Training Facilities and conduct ground and flight training in gyroplanes. Unless specifically mentioned, it does not refer to a GA CFI, a GFA CFI or an RAAus CFI.
Check flight	A flight conducted by an appropriately qualified person to assess a pilot's competency for a specific qualification.
Direct Supervision	The supervisor observes and checks the work being performed to ensure that it is being performed properly.
Flight check	A flight conducted by an appropriately qualified person to assess a pilot's competency for a specific qualification.
Flight Training Facility	A facility authorised by the HOFO to conduct ground and flight training of ASRA Student Pilots, Pilots and Pilot Instructors. A Flight Training Facility is audited by the HOFO or nominated instructor, using the ASRA form F015 Training Facility Audit Checklist, contained in the Appendices of this manual.
Flying School	See 'Flight Training Facility'.
Gyroglider	A non-power-driven heavier than air aircraft, supported in flight by the reaction of the air on one or more rotors which rotate freely on substantially vertical axes.
Gyroplane Instructor Manual	A manual approved by the HOFO and the Board, containing information pertinent to the conduct of ASRA training activities.
Incident Registrar	A person appointed by the Board to receive reports of accidents and incidents concerning gyroplanes and to promote the safety awareness of all gyroplane pilots.
Liaison Officer	A person appointed by the Board to liaise with those bodies affecting the welfare of ASRA, as determined by the Board.

HOFO	Head of Flight Operations. A person appointed by the Board to oversee the operational standards for gyroplanes.
HAM	Head of Airworthiness and Maintenance.
Operations Manual	The ASRA Operations Manual. (download from the ASRA website)
Pilot Log Book	A system that is used to keep an accurate record of a pilot's aeronautical experience.
Registrar	A person appointed by the Board to keep a register of all gyroplane listings, certificates, ratings and endorsements issued.
Secretary	The Secretary of the Australian Sport Rotorcraft Association Incorporated.
Supervision	The regular surveillance, assessment and correction of gyroplane pilot training operations and of persons engaged in those operations. Supervision may be 'direct' in the presence of the supervisor, or 'indirect' by the supervisor monitoring the operations through other persons.
Technical Adviser	A person nominated and approved by the HAM, to advise on gyroplane compliance with the appropriate construction standards and other technical matters.
Time In Service	The total flight time of an aircraft, or operating time of an aircraft component since new.

**More definitions and abbreviations are shown in AIP GEN 2.2**

## **23. GYROGLIDERS SUPPLEMENT**

### **23.1. INTRODUCTION**

It is recognised and accepted that gyrogliders can be used effectively as a training aid to assist students to become safe, efficient operators of gyroplanes, and has proved to be very effective in the club environment.

It is also recognised that flight training in gyrogliders is an aid to and does not replace, nor is it a prerequisite for, powered two seat flight training.

Gyrogliders are operated under the Regulations and ASRA requires that its members operate gyrogliders in accordance with this manual and its supplements.

The following supplement is incorporated in this manual to address the specific differences between gyroplane and gyroglider operations.

## **24. FLIGHT CREW CERTIFICATE**

### **24.1. GYROGLIDER ENDORSEMENT**

#### **24.1.1. REQUIREMENTS FOR ISSUE**

Applicants for the issue of an ASRA Gyroglider Endorsement shall meet the following minimum requirements:

- (a) be the holder of a valid ASRA Student Pilot Certificate.
- (b) have logged a minimum of 2 hours of flight experience in a gyroglider including 50 take-offs and landings, of which not less than 1 hour shall be directly supervised solo flight experience including 25 take-offs and landings, and
- (c) pass a flight evaluation in a gyroglider with an appropriately qualified ASRA Instructor.

#### **24.1.2. LIMITATIONS**

The holder of an ASRA Pilot Certificate endorsed with gyroglider may not carry passengers in a gyroglider unless:

- (a) he has been issued with an ASRA Passenger Carriage Endorsement; and
- (b) he has logged a minimum of 20 take-offs and landings in the gyroglider which will be used for the carriage of passengers; and
- (c) during the last 90 days, they have completed at least 3 take-offs and landings while flying as pilot in-command, or while flying under the supervision of an appropriately qualified ASRA Instructor, of the gyroglider that is to be used for the carriage of passengers; and
- (d) he complies with the medical standard specified in paragraph 2.1.10 of this manual.
- (e) they hold a valid ASRA Radio Operator Endorsement.

#### **24.1.3. PERIOD OF VALIDITY**

An ASRA Gyroglider Endorsement shall remain valid only while the holder's ASRA Pilot Certificate is valid.

#### **24.1.4. SYLLABUS OF GYROGLIDER FLIGHT TRAINING**

Refer to the ASRA Flight Training Manual (Gyroglider).

**24.2. INSTRUCTOR RATING - GYROGLIDER****24.2.1. REQUIREMENTS FOR ISSUE**

An applicant for the issue of an ASRA Instructor (Gyroglider) Rating shall,

- (a) be the holder of a valid ASRA Pilot Certificate endorsed for Gyroglider, Radio and Passenger Carrying
- (b) have attained the age of 18 years;
- (c) comply with the medical standard specified in paragraph 2.1.10 of this manual;
- (d) have undergone an ASRA Instructor Training Course;

The ground component of the Instructor Training course shall include an approved Principles and Methods of Instruction Course required for ASRA Instructors. Where a candidate has already gained this qualification, the component is not required.

- (e) demonstrate to, the HOF0 or the Chief Training Pilot their ability to give theory and in-flight instruction to persons undergoing training in gyrogliders.

The level of competency required is to:

- (i) give theory lessons, pre-flight and post-flight briefings on any or all parts of the gyroglider Pilot Training Manual, with a first attempt accuracy of 90 percent.
- (ii) accurately explain all aspects of the syllabus, with explanations adjusted to suit the individual.
- (iii) demonstrate an ability to assess a student's understanding of syllabus subjects.
- (iv) fly the gyroglider accurately and safely in each sequence, and recover from simulated student induced situations competently.

**24.2.2. AERONAUTICAL EXPERIENCE**

Prior to undertaking an in-flight examination for the issue of an ASRA Instructor (Gyroglider) Rating, an applicant shall have not less than:

- (a) 5 hours flying experience in gyrogliders, and
- (b) 100 take-offs and landings in gyrogliders.

**24.2.3. PRIVILEGES**

An ASRA Instructor (Gyroglider) Rating authorises the holder to give theory and in-flight instruction in gyrogliders, where the holder is under the supervision of, and responsible to, an ASRA Senior Instructor (Gyroglider).

**24.2.4. LIMITATIONS**

The holder of an ASRA Instructor (Gyroglider) Rating shall:

- (a) conduct theory and in-flight instruction only under the supervision of an ASRA Senior Instructor (Gyroglider);
- (b) under the supervision of an ASRA Senior Instructor (Gyroglider), conduct Flight Reviews for the holders of ASRA Pilot Certificates endorsed with gyroglider;
- (c) not authorise the undertaking of a first solo;
- (d) not carry students in a gyroglider unless they have during the last 90 days, completed a minimum of 5 take-offs and landings as pilot-in-command of a gyroglider.

**24.2.5. PERIOD OF VALIDITY**

Unless cancelled, or suspended in accordance with the ASRA Misconduct and Disciplinary Procedures Manual, an ASRA Instructor (Gyroglider) Rating shall remain valid for a period of 2 years from the date of issue or renewal. The HOF0 may, due to adverse weather and/or the availability of an examiner, give an extension of no more than 90 days.

**REQUIREMENTS FOR RENEWAL**

An applicant for the renewal of an ASRA Instructor (Gyroglider) Rating shall:

- (a) prior to the expiry date of their rating submit to a flight check with an ASRA Senior Instructor (Gyroglider) or higher and successfully demonstrate their competence and instructional ability;
- (b) comply with the medical standard specified in this manual;

- ⋮ Failure to renew an ASRA Instructor (Gyroglider) Rating by the due date means the rating is no longer valid, and the holder may not exercise the privileges of the rating until it is renewed.

#### **24.2.6. ADDITIONAL REQUIREMENTS**

ASRA Instructors (Gyroglider) will make all training records available to the HOFO, an ASRA CFI, officers of CASA and Police Officers on demand.

### **24.3. SENIOR INSTRUCTOR RATING – GYROGLIDER**

#### **24.3.1. REQUIREMENTS FOR ISSUE**

An applicant for the issue of an ASRA Senior Instructor (Gyroglider) Rating shall,

- (a) be the holder of a valid ASRA Pilot Certificate, endorsed with an ASRA Instructor (Gyroglider) Rating;
- (b) comply with the medical standard specified in paragraph 2.1.10 of this manual;
- (c) have been an ASRA Instructor (Gyroglider) for a period of at least 12 months.

#### **24.3.2. AERONAUTICAL EXPERIENCE**

Prior to undertaking an assessment for upgrading an ASRA Instructor (Gyroglider) Rating to an ASRA Senior Instructor (Gyroglider) Rating, a candidate shall:

- (a) have not less than 50 hours as pilot-in-command of gyroplanes; and
- (b) have not less than 25 hours flying experience in gyrogliders; and
- (c) have completed not less than 250 take-offs and landings in gyrogliders; and
- (d) satisfy the HOFO or an ASRA Senior Instructor (Gyroglider) approved by the HOFO, that they are capable of training and correctly assessing a student's readiness to undertake a first solo flight. This ability shall be demonstrated for at least 3 different students. (Pilots holding Senior Instructor (Gyroplane) Ratings issued by ASRA may be taken as meeting this requirement.)

#### **24.3.3. PRIVILEGES**

An ASRA Senior Instructor (Gyroglider) Rating authorises the holder to:

- (a) conduct theory and in-flight instruction in gyrogliders for the holders of ASRA Student Pilot and Pilot Certificates;
- (b) authorise the undertaking of first and subsequent solo flights in a gyroglider by the holders of ASRA Student Pilot and Pilot Certificates;
- (c) conduct a flight assessment of a gyroglider student for the issue a gyroglider Endorsement.
- (d) conduct Flight Reviews for the holders of ASRA Pilot Certificates endorsed with gyroglider.

#### **24.3.4. LIMITATIONS**

The holder of an ASRA Senior Instructor (Gyroglider) Rating shall not:

- (a) conduct in-flight instruction unless they have, during the last two years, satisfactorily passed a flight check with an ASRA Senior Instructor (Gyroglider) or higher
- (b) carry students in a gyroglider unless they have during the last 90 days, completed a minimum of 5 take-offs and landings as pilot-in-command of a gyroglider.

#### **PERIOD OF VALIDITY**

Unless cancelled, or suspended in accordance with the ASRA Misconduct and Disciplinary Procedures Manual, an ASRA Senior Instructor (Gyroglider) rating shall remain valid for a period of two years from the date of issue or renewal. The HOFO may, due to adverse weather and/or the availability of an examiner, give an extension of no more than 90 days.

**24.3.5. REQUIREMENTS FOR RENEWAL**

An applicant for the renewal of an ASRA Senior Instructor (Gyroglider) Rating shall:

- (a) prior to the expiry date of their rating, submit to a check flight with an ASRA Senior Instructor (Gyroglider) or higher, and successfully demonstrate competence and instructional ability;
- (b) comply with the medical standard specified in paragraph 2.1.10 of this manual; and

⋮ Failure to renew an ASRA Senior Instructor (Gyroglider) Rating by the due date means that the rating is no longer valid and the holder may not exercise the privileges of the rating until it is renewed.

**24.3.6. ADDITIONAL REQUIREMENTS**

ASRA Senior Instructors (Gyroglider) will make all training records available to the HOFO, Chief Training Pilot, ASRA CFI, officers of CASA and Police Officers on demand.

**24.3.7. PRE-ENDORSEMENT FLIGHT EVALUATION REQUIREMENTS**

A student shall not be flight evaluated for an ASRA Pilot Endorsement (Gyroglider) until they have passed a written examination on Gyroplane Basic Aeronautical Knowledge, Flight Rules and Procedures, and Human Factors