

SECTION 1.02

STATEMENT OF DUTIES AND RESPONSIBILITIES

OPERATIONS MANAGER

The Operations Manager will undertake to carry out the following duties, for which he is responsible to the RA-Aus Executive and the Civil Aviation Safety Authority:

1. Approve and issue Student Pilot Certificates, or delegate the authority for the issue of Student Pilot Certificates as appropriate.
2. Upon recommendation from a CFI approve or delegate the authority for the issue of Pilot Certificates.
3. Upon recommendation from a Pilot Examiner, approve or delegate the authority for the issue of Instructor Certificates.
4. Upon recommendation from a Pilot Examiner, approve or delegate the authority for the issue of Senior Instructor Certificates.
5. Examine candidates for Flight Crew Certificates, Endorsements, Ratings and CFI approvals, and approve or otherwise the issue of such qualifications. Where constraints of time and economy are involved, the Operations Manager may, in writing, delegate authority to a suitably qualified RA-Aus examiner to carry out ground and flight assessment of candidates. Appointment of a Chief Flying Instructor will be promulgated in RA-Aus documentation and circulated to the Civil Aviation Safety Authority.
6. Examine Pilot Examiner candidates and approve or otherwise the issue of such qualifications. The Operations Manager may, in writing, delegate authority to a suitably qualified Pilot Examiner to carry out ground and flight assessment of a Pilot Examiner candidate.
7. Approve the issue or delegate the authority to approve issue, of special endorsements to all classes and types of RA-Aus Pilot Certificates.
8. Select and nominate, for Board approval, Regional Operational Co-ordinators to assist the Operations Manager in his or her duties.
9. Approve or otherwise the issue of renewals to all classes and types of RA-Aus Pilot Certificate, or delegate the authority to renew the certificates, as appropriate.
10. Issue Operations Notices or Operations Bulletins as required.
11. Plan, formulate and conduct, or cause to be conducted by suitably qualified persons, training and refresher courses for Instructors, Senior Instructors, CFI's, Pilot Examiners and Accident Investigators and candidates for those certificates or approvals.
12. Plan, formulate and issue or authorise a series of multi-choice examination papers appropriate to the testing of candidates for the issue of Pilot Certificates.

13. Regularly monitor trends in training and general flying practices and recommend changes/amendments to the RA-Aus Operations and Instructor Manuals.
14. Attend meetings, conferences and forums as directed by the RA-Aus Board.
15. Action all directives from the RA-Aus Board promptly and maintain regular face-to-face, written, or telephone contact with the Chief Executive Officer.
16. In the case of a breach of the standards, procedures and/or regulations set out in this manual, or supplements to this manual, or the relevant legislation as amended from time to time and following a full investigation by a Pilot Examiner or other person nominated by the Operations Manager, the Operations Manager may suspend or cancel any, or all, classes and types of RA-Aus Pilot Certificates and Pilot Certificate endorsements held by the offending pilot, or make recommendations to the board or their sub-committees.
17. Undertake investigation of accidents involving RA-Aus members or aircraft, when requested by CASA, Police or ATSB.
18. Be responsible to the RA-Aus Board for the maintenance of a continued high level of training practices and methods, general flying standards and pilot competency throughout the RA-Aus.