

SECTION 3.01**ESTABLISHMENT OF FLIGHT TRAINING FACILITIES****ESTABLISHMENT**

1. RA-Aus Student Pilots and other certificate and licence holders may only be given flight training at properly approved Flight Training Facilities (FTF).
2. Prior to the commencement of flight training an RA-Aus FTF must be given written approval to operate by the Operations Manager or approved delegate.

EQUIPMENT AND DOCUMENTATION

3. Prior to the inspection of the facility by the Operations Manager or approved delegate, a Pilot Examiner appointed in writing for the specific inspection by the Operations Manager or approved delegate, or an authorised officer from the Civil Aviation Safety Authority, the proposed FTF must have and maintain the following equipment in place:
 - a. A permanent or mobile office classroom of sufficient size and comfort to enable the proper ground instruction of trainee pilots. It must be sufficiently ventilated by fresh air and illuminated by natural or artificial light. Heating and cooling devices, curtains and floor coverings are optional.
 - b. The office classroom must contain:
 - (1) sufficient tables and chairs to accommodate at least four trainees, plus instructional staff;
 - (2) a blackboard or whiteboard (recommended size 1200mm x 1800mm or larger);
 - (3) wall maps defining the training area;
 - (4) wall illustrations, in the form of drawings, maps, or aerial photographs, showing the training airfield, direction of runways, length of runways, circuit patterns and potential hazards (eg power lines, roads, houses, other buildings of significance); and
 - (5) a lockable filing cabinet, in which records and other sensitive documents can be safely kept; and
 - (6) a model aircraft with moveable control surfaces.
 - c. One or more approved two place ultralight training aeroplanes which are registered with the RA-Aus.
 - d. Documentation must include:
 - (1) Student Pilot training progress sheets; and
 - (2) flying activity log sheets; daily flight records and

- (3) training aircraft log book(s) and/or training aircraft maintenance record sheets; and
- (4) hand-out information sheets outlining training activities, associated costs, certificate requirements, RA-Aus membership requirements, health standard and suitable clothing requirements; and
- (5) RA-Aus membership and Flight Crew Certificate application forms, RA-Aus Accident/Incident Report forms (all available from the RA-Aus office at no cost); and
- (6) hand-out copies of 'Local Operating Procedures' (These procedures will lay down any special requirements of the Facility and operating procedures including operating procedures and local operating conditions peculiar to the facility and the local area); Briefing Aides; and
- (7) Student Manuals; CASA Flight Instructors Manual; ASFA Intro to the Generic Pilot Proficiency Program.
- (8) current copies of the RA-Aus Operations Manual and any other manuals that may be introduced by the RA-Aus from time to time; and
- (9) current copies of the following AirServices Australia documents pertaining to the operation of recreational aircraft relevant CAOs, CARs, CASRs and applicable legislation as amended from time to time, AIP Book (including AIC, AIP Supplement and NOTAM); ERSA; ERC-L; VTC local area package; PCA.
- (10) current copies of all RA-Aus Operations Bulletins and Notices.
- (11) If a low flying training is to be carried out, written permission from the landowner or CASA Low Flying Area approval and a wall chart marking designated low flying area.

SATELLITE FLIGHT TRAINING FACILITIES (SFTF)

4. An RA-Aus approved FTF may be allowed a maximum of two permanent or temporary Satellite Flight Training Facilities.
5. Permanent SFTFs located more than 200 nautical miles from the parent FTF require approval by the RA-Aus Operations Manager or approved delegate.
6. SFTFs may be controlled by a Senior Instructor acting under the instructions of their CFI.
7. In the case of permanent SFTFs, while flight operations are being conducted the CFI must visit the remote facility on at least two occasions in every calendar month. Where an Operator can prove hardship due to a remote locality, the Operations Manager or approved delegate may waive the twice monthly visit, providing the applicant can offer a suitable surveillance alternative that furnishes equivalent safety. The Senior Instructor in charge must report to their CFI on a frequent basis.

8. Prior to operations commencing at a Permanent SFTF they must be set up with the equipment and documentation requirements as specified in Sub-Section 3, and written approval must be granted by the Operations Manager or approved delegate following a satisfactory inspection of the facility.
9. Temporary SFTFs may be established without the equipment requirements as specified in Sub-Sections 3.a. and 3.b. and the documentation requirements as specified in Sub-Section 3.d.(6) for short periods of time, eg training a recreational aircraft owner to fly their own aeroplane, from their own property/airfields. Adequate provision for the briefing of students must be provided.
10. Operations from any one temporary SFTF shall not exceed one period of 10 continuous days in any one calendar month.

NOTE 1: Where a FTF, other than a SFTF, has only one instructor it will be necessary for that instructor to be approved to act as a Chief Flying Instructor, prior to commencement of operations at the facility.

NOTE 2: Following approval of a FTF, current copies of all RA-Aus exams will be made available to the CFI located at the FTF.

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