

Converting Instructor Issue or Upgrade (INS003)

PERSONAL DETAILS

Surname	Given names	
Preferred name	Title	Date of birth
Membership Number	Membership Expiry	
Phone (H)	Phone (M)	Phone (B)
Residential address		
Suburb	State	Postcode
Postal address (if different)		
Suburb	State	Postcode
Email	Occupation	
Emergency contact name	Number	

I apply for the issue of or upgrade to:

<input type="checkbox"/> Instructor (\$65)	<input type="checkbox"/> Senior Instructor (\$80)	
<input type="checkbox"/> Pilot Examiner (\$350)	<input type="checkbox"/> ROC (\$350)	<input type="checkbox"/> IT or IT(T) (\$350)
<input type="checkbox"/> CFI (\$350)	<input type="checkbox"/> Deputy CFI (\$350)	
Note: If conducted by RAAus staff a total fee of \$550 will apply		

APPLICANT'S DECLARATION AND SIGNATURE

I certify that I meet the medical requirements for a rating or approval holder as specified in RAAus Flight Operations Manual Section 2.16

I certify that I have not had an authorisation varied, suspended or cancelled, other than at my request, from any other sport aviation body, CASA or the national aviation authority of a foreign country.

I agree that this issue or upgrade has been carried out in accordance with the requirements of the RAAus Flight Operations Manual.

Applicant's Signature _____ Date _____

Payment Details and Tax Invoice

If CFI Approval is issued as part of a new FTS application, an additional fee is not required.

TOTAL AUTHORISED PAYMENT AMOUNT: \$		
Payment method:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard <input type="checkbox"/> Cheque/Money Order (payable to Recreational Aviation Australia Ltd)
Card number:	Expiry date:	CCV:
Cardholder's name:	Signature:	

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EXAMINER AND APPLICANT TO COMPLETE (Refer RAAus Flight Operations Manual)

Applicant Name	Applicant Membership Number
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Issue or Upgrade appropriate for:

- Group A — Three Axis Aircraft
 Group B — Weightshift Microlight
 Group D — Powered Parachute

Pilot qualifications:

- CASA SAFA GFA ASRA ADF/overseas military RAAus group (A / B / D / G) International quals
(Circle applicable group)

Country Level obtained e.g. Gr1 / CFI appr / Snr Inst

Note: Complete Endorsement Recognition form (END002) and attach verified copies of all qualifications with this application including copies of relevant Pilot Log Book pages if required.

Flight Test

Flight Test conducted in: Aircraft Type	Aircraft Registration	Flight Duration
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Aeronautical Experience (Hours)

Hours in:	Aircraft <600kg MTOW*	Other Aircraft	Total Experience
Pilot in Command			
Dual			
Instructor			

Note: *An Aircraft that is eligible for registration with RAAus with a MTOW of 600kg or less, however is registered with another National Airworthiness Authority such as CASA, FAA or CAANZ.

EXAMINER DECLARATION AND SIGNATURE

I certify that the applicant is at an appropriate standard for issue or upgrade of a:

- Instructor Rating Senior Instructor Rating Deputy CFI Approval CFI Approval PE Approval
 ROC Approval IT Approval IT(T) Approval

I certify the applicant has been trained in accordance with the requirements of the RAAus Flight Operations Manual, relevant Civil Aviation Orders, Civil Aviation Regulations, Civil Aviation Safety Regulations and the Civil Aviation Act 1988.

I certify in accordance with the RAAus Flight Operations Manual and Syllabus of Flight Training, the applicant has completed the requirements as listed in the checklist on page 3 of this form.

Examiner name _____	Membership Number _____
Signature _____	Date _____
Name of Flight Training School _____	

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THIS PAGE IS REQUIRED TO BE PROVIDED WITH THE APPLICATION

EXAMINER AND APPLICANT TO COMPLETE (Refer RAAus Flight Operations Manual)

Applicant Name	Applicant Membership Number
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CONVERTING INSTRUCTOR ISSUE OR UPGRADE CHECKLIST

All assessments conducted in accordance with the RAAus Syllabus of Flight Training to the required Competency Standard of 1.

ADMINISTRATION (TO BE COMPLETED BEFORE FLIGHT)	YES	NO
RAAus membership and ratings verified	<input type="checkbox"/>	<input type="checkbox"/>
Endorsements confirmed as appropriate for Instructor rating	<input type="checkbox"/>	<input type="checkbox"/>
Current Medical sighted by examiner, copy attached, if not already provided to RAAus (CASA Class 2 or RAAus Instructor MED003)	<input type="checkbox"/>	<input type="checkbox"/>
Review of logbook, flight activity and revision conducted	<input type="checkbox"/>	<input type="checkbox"/>
Review of instructor training record (for initial instructor issue)	<input type="checkbox"/>	<input type="checkbox"/>
Instructor Exam Completed (not required for upgrade if current rating held)	<input type="checkbox"/> N/A	<input type="checkbox"/>
All requirements of relevant instructor Flight Operations Manual section have been met (including confirmation of aeronautical experience, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of applicants previous instructor qualifications attached (for converting instructor applicant)	<input type="checkbox"/> N/A	<input type="checkbox"/>
Aircraft Compliance (registration/ maintenance requirements/ airworthiness etc)	<input type="checkbox"/>	<input type="checkbox"/>
GROUND BASED ASSESSMENT		
Privileges and limitations of Rating or Approval (as applicable to applicant)	<input type="checkbox"/>	<input type="checkbox"/>
Air Legislation requirements (including recent changes and relevant CASA and RAAus references)	<input type="checkbox"/>	<input type="checkbox"/>
Flight planning requirements for this flight	<input type="checkbox"/>	<input type="checkbox"/>
VMC, Meteorology and radio procedures relevant to aerodrome where assessment is taking place	<input type="checkbox"/>	<input type="checkbox"/>
Human Factors Key Operational Elements – including Aeronautical Decision-Making (ADM), Crew Resource Management (CRM), Threat and Error Management (TEM), Situational Awareness (SA)	<input type="checkbox"/>	<input type="checkbox"/>
Common errors demonstrated by students and methods for resolving them	<input type="checkbox"/>	<input type="checkbox"/>
Assessing a student's competency for solo flight	<input type="checkbox"/>	<input type="checkbox"/>
Conduct of flight reviews (SI and above)	<input type="checkbox"/>	<input type="checkbox"/>
Delivery of nominated theory lesson to required standard	<input type="checkbox"/>	<input type="checkbox"/>
Passed relevant Theory Component	<input type="checkbox"/>	<input type="checkbox"/>
FLIGHT ASSESSMENT & POST FLIGHT REVIEW		
Flight sequences delivered to the required standard	<input type="checkbox"/>	<input type="checkbox"/>
Simulated student errors are identified and corrected	<input type="checkbox"/>	<input type="checkbox"/>
Applicant safely manages aircraft and the training environment while delivering patten	<input type="checkbox"/>	<input type="checkbox"/>
Passed Relevant Flight Assessment	<input type="checkbox"/>	<input type="checkbox"/>
ADMINISTRATION COMPLETION		
Logbook entry made: Applicant name has met the requirements of Flight Operations Manual Section XX for the issue/renewal of Instructor/Senior/ CFI/PE. Examiner name, member number, signature, date.	<input type="checkbox"/>	<input type="checkbox"/>
Post-flight debrief completed	<input type="checkbox"/>	<input type="checkbox"/>