

THE GLIDING FEDERATION OF AUSTRALIA INC

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AIRW-M12: AW Officers Duty Statement

MOSP Part 3

Airworthiness

UNCONTROLLED WHEN PRINTED

Revision 3.2

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AIRW-M12: AW Officers Duty Statement, MOSP Part 3 - Airworthiness

REVISION RECORD

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1. STRUCTURE OF THE GFA AIRWORTHINESS DEPARTMENT

The GFA is a complex organization servicing 2,400 members across 86 clubs nationwide who operate some 1,300 sailplanes. The GFA is required to administer all aspects of the sport including operational and airworthiness safety standards and aircraft registration on behalf of the Civil Aviation **Safety** Authority.

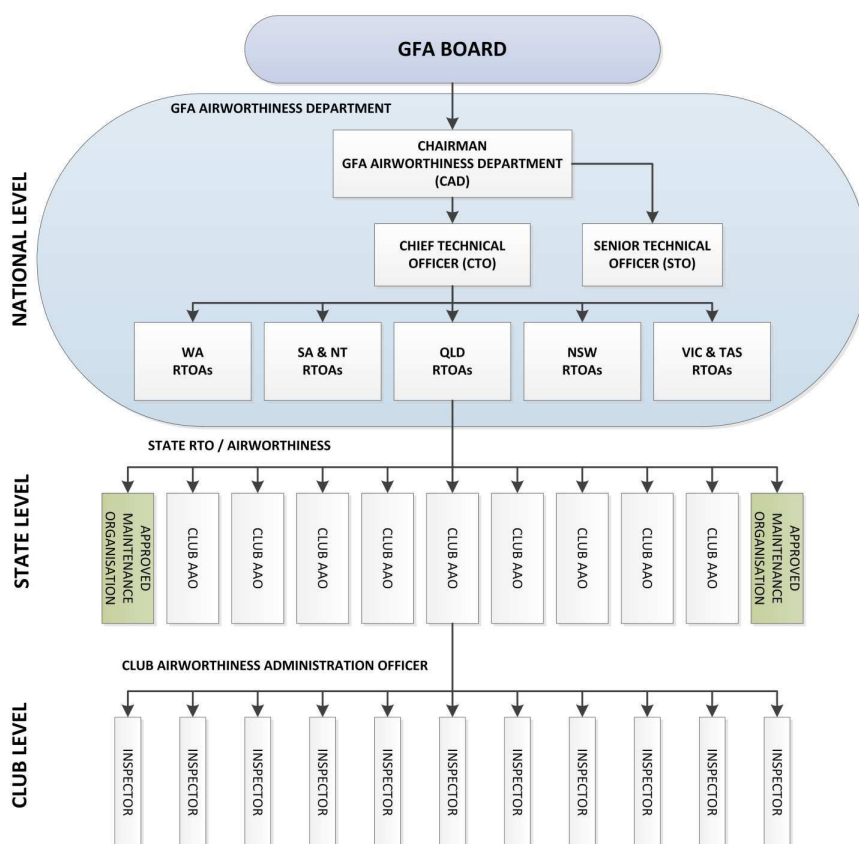
Sailplanes on the GFA aircraft register cover a broad spectrum of types, including motor gliders, from a variety of manufacturers as well as home-built. Aircraft range from new types to vintage gliders manufactured up to 60 years ago. Construction materials include wood, metal and composites. Launch methods include aerotowing, winching and autotowing.

The GFA Airworthiness department is composed of several volunteer positions, the secretariat and the CTO who are staff positions. These positions include:

- a. Chairman GFA Airworthiness Department (CAD)
- b. Deputy Chairman Airworthiness Department (DCAD)
- c. Chief Technical Officer (CTO)
- d. State Regional Technical Officers (Airworthiness) (RTO-A)
 - One in each Region is the RTO-A (Manager) so it is clear who is responsible to manage the state.
 - A second RTO-A is appointed to help in larger states. And probably progress to take-over.
- e. RTO-Assistants are delegated to reduce the workload of Audits and Training.

The roles and responsibilities of each of these positions are outlined in this document. See figure below for a graphical representation of the department structure.

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2. CLUB AIRWORTHINESS ADMINISTRATION OFFICER (AAO)

Comment [RH1]: Issue to AAO.

2.1 Position Requirements

It is expected that the position of the AAO is filled by an experienced GFA Inspector that holds the endorsement of Annual Inspector rating or higher. This is not mandatory.

A sound understanding of the GFA Airworthiness system and particularly the Registered Operators Handbook, AIRW-M02.

Capacity to provide effective coordination and leadership of airworthiness activities at the local club level.

2.2 Tasks and responsibilities

Under the direction and supervision of the state RTO-A, the club AAO is responsible for the following tasks within their club:

- a. Act as the club airworthiness contact for the RTO-A and to coordinate surveillance audits with the RTO-A.
- b. Conduct all the functions of the Registered Operator for club aircraft as required by the GFA MOSP3;
- c. Manage the airworthiness documentation for all club Sailplanes
- d. Coordinate all club owned aircraft life extension inspections and survey inspections with the RTO-A
- e. Ensure all airworthiness activities being performed on club aircraft are certified by authorised inspectors
- f. Obtain Airworthiness Directives (AD) and Airworthiness Notifications (AN) from GFA and TC holder for all club sailplanes, to ensure that they are actioned appropriately by authorised persons working to approved standards.
- g. Liaise with club management and ensure all MOSP 3 requirements are met for club operated aircraft
- h. Maintain a list of Inspectors operating within the club and ~~to~~ arrange training with the RTO-A
- i. Ensuring their contact details are listed with GFA Airworthiness secretary
- j. He monitors all private aircraft and assists private owners on airworthiness. He is responsible to advise owners and inspectors if incorrect practices are observed and to advise the RTO-A if appropriate.
- k. He ~~is responsible to make sure the~~ monitors that towplane releases are maintained.

2.3 Authorities and Limitations of the AAO

The position of Club AAO is afforded the following authorisations on top of their existing airworthiness qualifications, should they be in possession of any:

- a. He has authority to ask for and inspect documentation for private gliders operating on the club facilities.

The AAO shall exercise none of the Delegations afforded to other officers of the GFA Airworthiness Department.

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Estimated work load per annum:

1 week training course + 7 weekends + 5 evening meetings + a few phone calls and emails.

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3. REGIONAL TECHNICAL OFFICER AIRWORTHINESS (RTO-A)

3.1 Position Requirements

Detailed knowledge of the GFA Airworthiness System as required by the GFA MOSP 3.

Strong verbal and written communication skills.

Experience and ability to communicate effectively in a complex technical environment.

A minimum of 5 years experience as a GFA Annual Inspector with a broad range of experience on sailplane airframes and systems.

Having served on a club executive and held the position of Club AAO for a minimum of 2 years.

Capacity to provide effective leadership and technical direction for airworthiness matters at the State and local level.

Experience and ability to work autonomously with minimal supervision, but also to contribute to team goals and organisational outcomes at a national level.

In larger regions two or more RTO-A and assistants may be appointed. They will organise the Region functions between them and advise GFA which clubs they are responsible for. One RTO-A is the manager as appointed by the CAD and is responsible to organise his region.

3.2 Tasks and responsibilities

Under direction and supervision from the CTO, the RTO-A is responsible for the effective administration of the following functions:

- a. Audit each gliding club within their area of responsibility at least once every two years to determine:
 - i. That an adequate standard of aircraft maintenance and airworthiness is maintained IAW GFA MOSP 3 requirements. Audit a selection of club and private gliders;
 - ii. Appropriate record keeping is being maintained;
 - iii. Perform a review of club airworthiness capabilities and assist in planning future requirements; and
 - iv. Audit a few Daily Inspectors;
 - v. Issue Request for Corrective Action (RCAs) notices for any deviations from the requirements listed in the GFA MOSP 3.
 - vi. Write a report on each to GFA.
 - vii. The RTO-A may delegate some of these to Experienced Annual Inspectors from a neighbour club. He will supervise and approve the report.
- b. Alert club AAOs, club committees or the managers of commercial gliding organisations of any deficiencies in airworthiness standards. **Provide counselling and training to rectify.**
- c. Ensure that an adequate standard of daily inspections and Daily Inspector training are being maintained. **Provide counselling and training to rectify.**
- d. Carry out any airworthiness and accident related investigations for the CAD and, to assist the Chief Technical Officer as required from time to time.

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- e. Organise and/ or conduct National Gliding Schools and Inspector Meetings, in cooperation with his/her Regional Committee and the GFA Secretariat.
- f. Assist the secretariat in maintaining a current register of airworthiness inspectors, authorised persons and club AAOs operating in his/her area. This is maintained in an online database and the RTO-As have direct access and editing access. The Secretariat will assist if requested.
- g. Attempt to acquire a good personal understanding and awareness of the ability and skills of each inspectors in the area. This allows assistance to be enlisted and succession planning.
- ~~h. To maintain a list of Sailplanes normally operating within their area of responsibility, each with a file containing the current Sailplane Inspection Report and any correspondence relevant to that Sailplane.~~
- ~~i-h.~~ Advise the CTO on airworthiness surveys and coordinate life extension inspections and the outcomes thereof.
- ~~j-i.~~ Report to the CTO any airworthiness problems within his/her area of responsibility.
- ~~k-j.~~ Keep track of and maintain any Regional Committee or GFA owned airworthiness equipment in his/her area of responsibility.
- ~~l-k.~~ Cooperate with and assist the Regional Manager Operations (RMO) on matters of mutual and overlapping interest.
- ~~m-l.~~ Regularly report on his/her activities to the State Regional Association and to the CTO.
- ~~n-m.~~ Attend an annual RTO-A conference, if possible, to coordinate GFA airworthiness department functions.

3.3 Authorities and Limitations of the RTO-A

In accordance with the GFA MOSP 3, the RTO-A may:

- a. Train, assess and issue maintenance authorities and ratings relating to the ongoing airworthiness of sailplanes based on training and experience;
- b. Conduct surveillance audits of Approved Maintenance Organisations, clubs, commercial operations and Individual Inspectors for the purpose of assessing quality procedures, airworthiness standards and adherence to other rules and requirements outlined in the GFA MOSP 3;
- c. Perform sailplane inspections and airworthiness surveys;

The RTO-A may not:

- d. Issue Certificates of Airworthiness
- e. Issue Certificates of Registration

Estimated work load per annum:

15 Days + 7 weekends + 1 long weekend + 16 evening meetings (11 phone) + a few phone calls and many emails.

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4. Deputy CAD (DCAD)

4.1 Position Requirements

The objective is to assist the CAD and be part of a succession plan to become CAD. Mainly the day to day management of the various groups carrying out AW functions would be most beneficial.

Detailed knowledge of the GFA Airworthiness System as required by the GFA MOSP 3. **A knowledge of legislative instruments related to aviation.**

Strong verbal and written communication skills.

Experience and ability to communicate effectively in a complex technical environment.

Significant experience and current involvement in Airworthiness Systems. For instance a minimum of 5 years' experience as a GFA Annual Inspector with a broad range of experience on sailplane airframes and systems or equivalent with an understanding of GFA system. Preferably having served on a club executive and held the position of Club AAO for a minimum of 2 years.

Tertiary qualifications in an Engineering discipline or other significant relevant airworthiness experience;

Capacity to provide effective leadership and technical direction for airworthiness matters at the State and National level, and.

Experience and ability to work autonomously with minimal supervision, but also to contribute to team goals and organisational outcomes at a national level.

4.2 Tasks and responsibilities

Under direction and supervision from the CAD, the DCAD is responsible for:

- a. Assisting the CAD with the running of the GFA Airworthiness department.
- b. Assist the RTO-As as needed;
- c. Assist the CTO in projects as directed by the CAD.
- d. Assist the CAD with the generation of new airworthiness policies and organisational objectives; and
- e. Understudy the CAD.

4.3 Authorities and Limitations of the DCAD

In accordance with the GFA MOSP 3, the DCAD may:

- a. Train, assess and issue maintenance qualifications relating to the ongoing airworthiness of sailplanes;
- b. Authorise the conduct of sailplane airworthiness activities;
- c. Perform sailplane inspections and airworthiness surveys; and
- d. Issue Special Flight Permits when he holds a CASA delegation.

Estimated work load per annum:

10 Days + 1 long weekend + 6 evening meetings (6 phone) + a few phone calls and many emails.

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5. CHIEF TECHNICAL OFFICER (CTO)

5.1 Position requirements

A knowledge of legislative instruments related to aviation.

Strong written, computer system and verbal communications skills;

Ability to communicate effectively in a highly technical environment;

Strong leadership and management skills with the ability to provide technical and policy direction at the national level;

Minimum 10 years experience as a GFA Inspector rated for Annual Inspections or higher;

Tertiary qualifications in an engineering discipline or other significant relevant airworthiness experience;

Detailed knowledge and experience regarding aircraft maintenance principles, engineering change processes, and aircraft type certification processes;

5.2 Tasks and responsibilities

Under direction from the CAD, the CTO shall be responsible for:

- a. Providing technical advice, services and support to the GFA members and Airworthiness Department. Manage the department providing the services on a day to day basis. Should delegate as required.
- b. Develop, recommend and monitor performance standards **within the department**.
- c. Provide advice, support, direction and guidance to the Regional Technical Officers.
- d. Exercise CASA issued operational, airworthiness and registration authorities and delegations to ensure certification services are provided.
- e. Plan, coordinate and oversee performance audits, surveillance and monitoring of GFA clubs and approved organisations with the RTO-As. Currently the EMO is assisting by managing the club audits for AW and Ops and Safety get done efficiently. But the CTO manages the AMO audits with the assistance of the RTO-As to reduce costs and involve them.
- f. Approve, issue, vary and renew, as applicable, licences, certificates and other regulatory instruments, in accordance with MOSP 3 and the Civil Aviation Regulations and other applicable regulatory requirements.
- g. Manage the AD system of the GFA and ensure foreign sources are monitored and members advised promptly. However ROs are responsible to obtain ADs. Monitor manufacturer technical bulletins etc and issue GFA ADs to mandate these if required and on agreement with the CAD. Issue GFA ADs to address issues in the fleet. Cancel ADs when superseded or obsolete. Maintain the register and schedules and access to these and GFA ADs online.
- h. Participate in the development and/or implementation of revised policies and practices relating to the activities of the GFA.
- i. Undertake other duties, investigations and projects as directed.
- j. Service Difficulty Reports (SDR). This is newly transitioned to the SOAR system. It requires:
 - i. Monitor, record, and action SDRs.
 - ii. Work with RTO-As to investigate and report on SDRs.

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- iii. Report Major Defects to CASA.
- iv. Report useful defects to members to give feedback.
- v. And to TC Holders to assist them. And to get feedback and assistance if required.
- vi. Write and issue GFA ADs or modify if required to mandate AW actions found in foreign Technical Bulletins or by SDRs. Obtain assistance if required.

5.3 Authorities and Limitations of the CTO

In accordance with the GFA MOSP 3 and his CASA authorities and delegations, the CTO may:

- a. Train, assess and issue maintenance qualifications relating to the ongoing airworthiness of sailplanes;
- b. Authorise the conduct of sailplane airworthiness activities;
- c. Perform sailplane inspections and airworthiness surveys;
- d. Issue Special Flight Permits;
- e. Issue /Cancel/Suspend Certificates of Airworthiness and Experimental Certificates.
- f. Issue TAC for first of type/ model sailplanes.

Estimate work load per annum:

Full time employ + 7 weekends + 1 long weekend (Time in lew allowed) + 6 evening phone meetings + many phone calls and many emails. On call most times except when on leave.

One month leave a year when the CAD/ DCAD will stand in.

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6. CHAIRMAN AIRWORTHINESS DEPARTMENT (CAD)

6.1 Position Requirements

Strong written and verbal communications skills;

Ability to communicate effectively in a highly technical environment;

Strong leadership skills with the ability to provide technical and policy direction at the national level;

Minimum 10 years' experience as a GFA Inspector rated for Annual Inspections or higher;

Tertiary qualifications in an engineering discipline or other significant relevant airworthiness experience;

Detailed knowledge and experience regarding aircraft maintenance principles, engineering change processes, and aircraft type certification processes;

Effective team leadership skills and abilities;

Proven project management skills;

Experience with online reporting systems, Safety Management Systems and database management systems; and

Effective computer skills in the Windows environment for the generation of policy documents, Mandatory Airworthiness Requirements, Airworthiness publications and general correspondence to GFA members.

This position is more about managing the Department than the technical resolution which is done by the CTO.

6.2 Tasks and responsibilities

Under general direction from the GFA Board, the CAD shall be responsible for:

- a. Functioning of the GFA Airworthiness Department, specifically:
 - i. Manage the CTO where airworthiness matters are concerned; including hours of duty, leave arrangements and work performance.
 - ii. Manage the DCAD training and development and provide mentoring,
 - iii. Develop and arrange appropriate training for RTO-As as required, and encourage their attendance at all GFA national airworthiness conferences.
 - iv. Provide leadership and mentoring to the RTO-As and encourage State Associations to recruit and develop their officers. Ratify RTO-A nominations and present to the Board for approval.
 - v. Establish and maintain effective dialog with CASA officers and departments for the continued working relationship required to maintain GFA delegations;
 - vi. Liaise with the GFA Secretariat in respect of the administrative support provided to the department;
 - vii. In conjunction with the GFA Treasurer and GFA Secretary, establish financial budgets and manage the on-going expenses of the Department.
 - viii. Routinely examine the resources and capabilities of the GFA Airworthiness department and make recommendations to the Board on how best to structure the department to meet its organisational objectives;

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- b. Airworthiness Standards
 - i. Maintain an effective knowledge of CASA procedures and attend training, as required, in order to retain the delegation of CASA authorities.
 - ii. Ensure that the maintenance of the GFA Sailplane aircraft register is timely and accurate and is meeting the requirements of CASA.
 - iii. Ensure that the preparation of GFA technical documentation and correspondence is accurate and made available promptly to aircraft owners/operators, commercial repair organisations and the general GFA membership, as appropriate.
 - iv. Ensure that archives are maintained for the long-term storage of airworthiness information and aircraft registers in accordance with the requirements of CASA and relevant Federal Government legislation.
 - v. Supervise and review the accreditation system for the conduct of Sailplane maintenance by GFA aircraft inspectors, Approved Maintenance Organisations and daily aircraft inspections by GFA pilots.
 - vi. Implement and approve changes to the GFA Manual of Standard Procedures and all other airworthiness technical publications in respect of GFA airworthiness policy and procedures.
 - vii. Investigate breaches of airworthiness policy/procedures and implement remedial action and/or provide recommendations for appropriate action to the GFA Board and/or CASA.
 - viii. Monitor the engineering standards and airworthiness maintenance applied to Sailplanes on the GFA aircraft register and advise the GFA Board on acceptable aeronautical standards and practice.
- c. Industry Liaison and Industry Trends
 - i. Participate in negotiations pertaining to airworthiness and technical matters between the GFA, CASA and other aviation/engineering organisations.
 - ii. Maintain liaison with commercial Sailplane repair organisations and seek to support their ongoing viability and development.
 - iii. Develop and implement recommendations pertaining to aeronautical engineering, aircraft manufacture and maintenance as they affect the interests of GFA members.
 - iv. Monitor technical development and trends in sport aviation in Australia and overseas.

6.3 Authorities and Limitations of the CAD

In accordance with the GFA MOSP 3 and his CASA authorities and delegations, the CAD may:

- a. Train, assess and issue maintenance qualifications relating to the ongoing airworthiness of sailplanes
- b. Take remedial action on those members found operating outside of the requirements of the GFA MOSP3
- c. Authorise the conduct of sailplane airworthiness activities
- d. Perform sailplane inspections and airworthiness surveys
- e. Issue Special Flight Permits
- f. Issue/Cancel/Suspend Certificates of Airworthiness
- g. Issue/Cancel/Suspend AMO Accreditations

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- h. Issue TAC for first of type/ model aircraft.
- i. Delegate parts of his duties to the DCAD as succession training/ experience.

Estimated work load per annum:

Part time management only + 2 by 5 day office trips + 2 weekends + 5 long weekends + 16 evening meetings + a few phone calls and many emails. Plus stand in for CTO on months leave. Plus a few visits to clubs or courses. Delegate parts of this to the DCAD as succession training/ experience.