

The Gliding Federation of Australia Inc. trading as Gliding Australia



MANUAL OF STANDARD PROCEDURES PART 2 OPERATIONS

Revision 9
January, 2024

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All references to Gliding Australia in this document means the Gliding Federation of Australia Incorporated

Document ID: MOSP 2 Ops 001

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December 2023

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1 REVISION HISTORY

1.1. Amendment Procedures

Amendments will be promulgated by the Accountable Manager in conjunction with the Chair of Operations and will be published online as a complete revised document. All nominated key position holders will be advised of approved published revisions. The Gliding Australia website online version will be the approved revision. Printed documents should be checked against the online revision to ensure the approved revision is used.

1.2. Original Document History

Revision No 9

	Prepared	Approved	Control
Signed	David Boulter Executive Manager, Operations	Gliding Australia Board	Executive Manager Operations
Date			
Derivation	Initial issue under CASR Part 149.		
Authorised by	No of pages	Effective date	
Gliding Australia Board	68	25 Jan 2024	

1.3. Record of Amendments

Revision No

	Prepared	Approved	Control
Signed			
Date			
Précis of changes			
Authorised by	No of pages	Effective date	
Gliding Australia Board			

Gliding Australia Feedback/Change Proposal Form

Document Title: MOSP Part 2 - Operations	Tracking Details (Office use only)	
	Number:	Date Received:
Name of person submitting change proposal:		
Email Address:	Phone:	Membership Number:
What should be changed? (Include Section or Chapter reference if for a document. Attachments if required.)		
Why? Description and Reason for change: (Please include brief description and supporting comments as to why the change is needed, or the new initiative or the opportunity for change. Attachments if required.)		
Sources for supporting data or details that may assist the review: (Attachments if required.)		
Benefits (How will the proposed change, new initiative or opportunity benefit members or improve compliance or safety?)		
<p>NOTE: Please ensure a clear description of the issue / opportunity has been given, supporting data if available has been identified and / or attached. This form may be sent to Gliding Australia by the following means: Email: documents@glidingaustralia.org Mail: Gliding Australia, C4/1-13 The Gateway, Broadmeadows, VIC 3047</p> <p>NOTE: Gliding Australia Management of Change Manual (MCM) applies</p>		

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3 INTRODUCTION

The Gliding Federation of Australia Inc (GFA) is a CASA Approved Self-administering Aviation Organisation (ASAO) under [Civil Aviation Safety Regulations 1998](#) (CASR) Part 149.

The Gliding Federation of Australia Inc (GFA) is an Incorporated Association registered in Victoria, and Trading as Gliding Australia.

GFA consists of a central organisation, supporting a federation of Regional Associations and gliding clubs. Gliding is both a recreational aviation pursuit and competitive sport.

The role of GFA is to provide a framework for safe gliding operations and airworthiness, specified in the Exposition and supporting Manuals.

This Manual of Standard Procedures (MOSP) outlines the rules by which gliding operations are conducted in Australia. Organisations affiliated with Gliding Australia and individuals becoming members must agree to accept and operate within these rules.

This document will be reviewed annually by the Gliding Australia National Operations Panel and amendments approved in accordance with Gliding Australia's Change Management procedures as required by Regulation subpart 149.C.

4 OVERVIEW

Pursuant to GFA's ASAO Certificate issued by CASA under CASR Part 149, this MOSP prescribes and expands on the aviation administration and enforcement rules required for the operation of sailplanes and powered sailplanes in Australia pursuant to Subregulation 149.290(1), and Regulation Subparts 149.G and 149.H.

5 DEFINITIONS

For the purpose of these rules, the following definitions shall apply:

'Aerobatic flight' means a flight where aerobatic manoeuvres are conducted, not necessary for normal flight or for instruction for certificates or ratings other than the aerobatic rating.

'Aerobatic manoeuvres' means manoeuvres of the aircraft that involve bank angles that are greater than 60 degrees, pitch angles that are greater than 45 degrees or are otherwise abnormal to the aircraft type, or abrupt changes of speed, direction, angle of bank or pitch.

'Air Display' means organised flying performed before a public gathering, including an exhibition of aerobatic manoeuvres, flying in formation and any other aircraft operations associated with the air display.

'Aircraft' means any machine which can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

'Aircraft flight manual (AFM)' means the document containing the applicable and approved operating limitations and information with respect to the sailplane.

'Air experience flight' means any air operation with a sailplane against remuneration or other valuable consideration consisting of an air tour of short duration for the purpose of attracting new Students or new members, performed by a training organisation.

'Approved self-administering aviation organisation (ASAO)' means an organisation approved by CASA under CASR Part 149 to administer functions listed under Gliding Australia's ASAO Certificate in accordance with the Part 149 Manual of Standards (MOS).

'APPROVED TRAINING ORGANISATIONS (ATO)' means an organisation approved by Gliding Australia to provide both flying and ground training to defined standards and syllabi (refer to Section 21).

'Assessment of competence' means the demonstration of skill, knowledge and attitude for the initial issue, revalidation or renewal of an instructor or examiner certificate.

'Competency' means a combination of skills, knowledge and attitude required to perform a task to the prescribed standard.

'Competent authority' means an employee of CASA, a GFA official, the ATSB or an emergency Services official.

'Competition flight' means any air operation with a sailplane performed for the purposes of participating in air races or contests, including practising for such operation and flying to and from air races or contests.

'Critical phases of flight' means take-off run, take-off flight path, final approach, missed approach, landing, including landing roll, and any other phases of flight which the pilot-in-command determines as critical for the safe operation of the sailplane.

'Cross-country flight' means a flight along a route during which the pilot uses geometry, topography, or radio navigation aids to determine the aircraft's position and course.

'Dual instruction time' means flight time or instrument ground time during which a person is receiving flight instruction from a properly authorised instructor.

'Electronic flight bag (EFB)' means an electronic information system, comprised of equipment and applications for flight crew, which allows for the storing, updating, displaying and processing of EFB functions to support flight operations or duties.

'Engine' means a device used or intended to be used for powered sailplane propulsion.

'Error' means an action or inaction taken by the flight crew which leads to deviations from organisational or flight intentions or expectations.

'Error management' means the process of detecting and responding to errors with countermeasures which reduce or eliminate the consequences of errors, and mitigate the probability of errors or undesired aircraft states.

'Evaluation flights' are functional tests to assess whether the sailplane's handling characteristics are normal and that all systems e.g. airbrakes, flaps, etc., function in the correct manner, i.e. as originally Certificated. Evaluation flying includes the first example of a Type-Certificated sailplane to be flown in Australia, or any sailplane being evaluated for satisfactory flight characteristics following an annual inspection or any other maintenance or minor repair work.

'Flight time' means:

- a) for self-launch sailplanes and touring motor gliders, the total time from the moment an aircraft first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.
- b) for sailplanes, the total time from the moment the sailplane commences the ground run in the process of taking off until the moment the sailplane finally comes to a rest at the end of flight.

'Flying display' means any air operation with a sailplane performed for the purposes of providing an exhibition or entertainment at an advertised event open to the public, including practising for such operation and flying to and from the advertised event.

'Locally' for a sailplane means operating within gliding range and within visual distance of the operating aerodrome, and no further than 25 NMs of the aerodrome reference point.

'Low-level finish' means a circuit entry and landing technique where the sailplane descends below 500 ft above ground level, within 3 nautical miles of an aerodrome, with sufficient kinetic

energy to enable the sailplane to join the circuit at a height above ground level that is sufficient for a safe circuit and landing to be conducted.

'Night' means the period between the end of evening civil twilight and the beginning of morning civil twilight. Civil twilight ends in the evening when the centre of the sun's disc is six degrees below the horizon and begins in the morning when the centre of the sun's disc is six degrees below the horizon.

'National Operations Panel' means the Gliding Australia operational expertise group chaired by the Chair of Operations Panel as operations department head, supporting the Executive Manager Operations as a key person, advised by Regional Managers Operations, Airspace Avionics Airfields Officers, and the Safety Manager

'Operator', of an aircraft, means the person, organisation or enterprise engaged in aircraft operations involving the aircraft.

'Operating site' means a site, other than an aerodrome, selected by the pilot-in-command or the operator for landing or take-off.

'Pilot-in-command (PIC)' means the pilot designated as being in command and charged with the safe conduct of the flight.

'Private Operation' means one that is not required to be conducted under the authority of an AOC and is not conducted for hire or reward. Refer also CASR Dictionary Part 1.

'Powered sailplane' means a sailplane equipped with one or more engines having, with engine(s) inoperative, the characteristics of a sailplane.

'Proficiency check' means the demonstration of skill for the purpose of complying with the recency requirements as established in the Regulations, and including examinations as may be required.

'Psychoactive substances' means alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, with the exception of caffeine and tobacco.

'Renewal' (of, e.g. a rating or certificate) means the administrative action taken after a rating or certificate has lapsed for the purpose of renewing the privileges of the rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

'Revalidation' (of, e.g. a rating or certificate) means the administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

'Sailplane' means a heavier-than-air aircraft that is supported in flight by the dynamic reaction of the air against its fixed lifting surfaces, the free flight of which does not depend on an engine.

'Sailplane Category' means either a sailplane, powered sailplane, or touring motor glider.

'Skill test' means the demonstration of skill for the purpose of issuing a certificate or rating, or extension of a privilege, including oral examinations as may be required.

'Solo flight' means a flight during which a student pilot is the sole occupant of an aircraft.

'Supplemental oxygen' means oxygen that is provided to an occupant of an aircraft by purpose-designed equipment to supplement the oxygen available in the atmosphere inside the aircraft.

'Student Pilot' is a pilot who has not qualified for a Glider Pilot Certificate is a student pilot

'Test flying' is defined as the flying of a new type of sailplane that has not previously been flight-tested and approved, or a sailplane that has been significantly modified. As the nature of the

handling characteristics of a new sailplane type are unknown, the pilot will be called upon to explore them across the entire design envelope. Modifications to a sailplane may have changed handling characteristics and/or design parameters and the pilot will be called upon to explore specific aspects of the design envelope.

'Threat' means events or errors which occur beyond the influence of the flight crew, increase operational complexity and which must be managed to maintain the margin of safety.

'Threat management' means the process of detecting and responding to the threats with countermeasures which reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired aircraft states.

'Touring Motor Glider' (TMG) means a specific class of powered sailplanes that has an integrally mounted, non-retractable engine and a non-retractable propeller. It shall be capable of taking off and climbing under its engine power according to its flight manual.

6 CIVIL AVIATION SAFETY REGULATIONS

6.1. The Civil Aviation Safety Regulations (CASR), organised into Parts covering specific aviation activities, are published under the authority of the Civil Aviation Act (1988) and apply to all aircraft in or over Australian territory. Key Civil Aviation Rules affecting sailplanes are:

- a) Part 21—Certification and airworthiness requirements for aircraft and parts
Sets out the certification and airworthiness requirements for aircraft and aircraft parts.
- b) Part 22—Airworthiness standards for sailplanes and powered sailplanes
Sets out the airworthiness standards for sailplanes. Sailplanes include gliders and powered sailplanes.
- c) Part 39 – Airworthiness directives
Sets out the requirements for airworthiness directives for an aircraft or aeronautical product. This includes the way in which they are issued, reviewed and any exclusions.
- d) Part 42—Continuing airworthiness requirements for aircraft and aeronautical products
Sets out the overarching requirements for continuing airworthiness management and maintenance of aircraft,
- e) Part 45— Display of nationality marks, registration marks and aircraft registration identification plates
Sets out the rules for registration markings and identification plates of Australian-registered aircraft.
- f) Part 47—Registration of aircraft and related matters
Sets out the rules for: aircraft owners to register, transfer and cancel aircraft registration assigning registration marks and dealer marks defining situations where you don't have to register an aircraft. Part 47 applies to aircraft on the Australian Civil Aircraft Register.
- g) Part 61 – Pilot licences and ratings
Sets out the requirements and standards for the issue of flight crew licences, ratings and other authorisations, including the Glider Pilot Licence (GPL). The rules cover what flight crew need to do to obtain and maintain licences, ratings and endorsement and the limitations that apply to exercising their privileges.
- h) Part 64—Authorisations for non-licensed personnel

Sets out the privileges and outlines the requirements a person must satisfy to be granted an authorisation to operate an aeronautical radio on the ground or the authority to taxi an aeroplane.

i) Part 91 – General operating and flight rules

Sets out the general operating rules for all pilots and operators.

j) Part 99—Drug and alcohol management plans and testing

Sets out the requirements for alcohol and drug testing to ensure that performing safety sensitive aviation activities (SSAA) are not affected by alcohol and drugs.

k) Part 103—Sport and recreation aircraft

Provides the complementary operational requirements for sport and recreational aviation activities that will be administered by Approved Self-Administering Aviation Organisations (ASAOs) approved under CASR Part 149 as Part 103 ASAOs.

l) Part 149 – Aviation recreation organisations – certification

Sets out what aviation administration organisations involved in sport and recreational aircraft activities need to do.

- 6.2. From time to time the various CASR Parts are amended and new CASR Parts are promulgated as necessary. GFA affiliates are required to have ready access to the appropriate CASR Parts and to ensure that their members are conversant with those Parts, particularly those listed above. Access to the CASA website www.casa.gov.au is deemed to meet this requirement.
- 6.3. This MOSP Part 2 Operations describes the required methods of operational compliance with these CASR Parts. Technical and airworthiness compliance requirements are described in [MOSP Part 3 Airworthiness](#) and supporting manuals. Administrative compliance requirements are described in [MOSP Part 1 Administration](#). [MOSP Part 5 Safety Management System](#) documents the supporting safety compliance management systems.

SAILPLANE AIR OPERATIONS

Part 149 MOS, Subsections 19 and 20

7 GENERAL REQUIREMENTS

7.1. Flight conditions

- 7.1.1. A sailplane may only be flown in VMC and in accordance with the VFR.
- 7.1.2. A sailplane may only be flown during daylight hours.
- 7.1.3. An aircraft to which these Regulations apply must not be operated except by an individual who is a member of Gliding Australia
- 7.1.4. Pilots of power assisted sailplanes do not require Powered Sailplane Endorsements
- 7.1.5. The pilot in command of a sailplane may conduct a VFR flight at a height above Flight Level 200 provided such flight is conducted in accordance with the signed Letter of Agreement between Airservices Australia and Gliding Australia (Exemption CAR 173 (3)) and its successors.
- 7.1.6. A sailplane shall not be flown so close to another aircraft as to create a collision hazard. Gliding Australia requires that a separation from other sailplanes, and tug aircraft towing sailplanes, of at least 200 feet vertically and horizontally be maintained.
- 7.1.7. No pilot may carry a passenger unless they have been assessed as competent in accordance with unit 37 in the Gliding Australia Training Manual.

7.1.8.

7.2. Minimum Age

- 7.2.1. No person under the age of 15 years shall fly in command of a sailplane.
- 7.2.2. Applicants for a GPC shall be at least 16 years old.
- 7.2.3. Applicants for a Flight Instructor AEI authorisation shall be at least 16 years old.
- 7.2.4. Applicants for a Flight Instructor Level 1, 2 or 3 authorisations shall be at least 18 years old.
- 7.2.5. Applicants for a Charter Pilot authorisation shall be at least 18 years old.

7.3. Student pilots

- 7.3.1. A pilot who has not qualified for a Glider Pilot Certificate is a student pilot.
- 7.3.2. Student pilots shall not fly first solo unless authorised and supervised by a Flight Instructor Level 2 or higher. Subsequent solo flights can be authorised by a Flight Instructor Level 1 or higher.

7.3.3. Local Independent Operations

- (a) In lieu of paragraph 7.3.2, a student pilot who has achieved competency in GPC Units 1 to 32 and 34 to 36 may be authorised by the CFI to fly **Locally** without the supervision of a Flight Instructor Level 2 or higher.
- (b) Authorisation shall be by logbook endorsement.
- (c) Before operating independently, a Local Independent Operator must inform the CFI and comply with any directions, privileges and limitations set by the CFI.

- (d) Local Independent Operations involving Private Passenger flights must be authorised by the CFI.
- (e) Local Independent Operator privileges do not apply if a Flight Instructor Level 2 or higher is supervising operations at the site.

7.3.4. Mutual Flying

- (a) Two student pilots who have both achieved competency in GPC Units 1 to 29 may be authorised by the CFI of the ATO to fly together for mutual practice under the direct supervision of a Flight Instructor Level 2 or higher.
- (b) The supervising instructor shall designate one of the student pilots as pilot in command.
- (c) Mutual flying authorisation shall be by logbook endorsement.

7.4. Air Experience Flights.

- 7.4.1. Air experience flights shall be conducted only by a person holding a Flight Instructor authorisation.

7.5. Responsibilities of the Pilot-In-Command.

- 7.5.1. The pilot-in-command shall:

- a) be responsible for the safety of the sailplane and of any person on board during sailplane operations;
- b) ensure weather and NOTAMs for the planned flight have been considered;
- c) ensure that all applicable operational procedures and checklists are complied with;
- d) only commence a flight if he or she is satisfied that all operational requirements are complied with, as follows:
 - (i) the sailplane is airworthy;
 - (ii) the mass of the sailplane and the centre of gravity location are such that the flight can be conducted within the limits defined by the aircraft flight manual (AFM);
 - (iii) the operating limitations of the sailplane, as specified in the AFM, will not be exceeded at any time during the flight;
- e) only perform duties on a sailplane if they are medically fit (refer paragraphs 38 and 40.4);
- f) take any action in an emergency that requires immediate decision and action which he or she considers necessary under the circumstances. In such cases, he or she may deviate from rules, operational procedures and methods to the extent necessary in the interest of safety;
- g) record utilisation data and all known or suspected defects in the sailplane at the termination of the flight, or series of flights, in the aircraft maintenance release; and
- h) notify the safety investigation authority of the State in the territory of which the occurrence took place and the emergency services of that State without delay by the quickest available means of any accident or serious incident involving the sailplane.
- i) comply with the laws, regulations and procedures as published by CASA and

Gliding Australia.

7.6. VHF radio authorisations

7.6.1. General

Any VHF radiocommunication equipment fitted to a relevant sailplane must not be used by a person unless:

- (a) the person is authorised or qualified to transmit on the VHF frequency under Part 61 of CASR; or
- (b) the person holds an authorisation issued by Gliding Australia.

7.6.2. Student pilots

Before operating a VHF radio fitted, or carried on, the aircraft to transmit on an aviation safety radio frequency, a Student pilot must:

- (a) be authorised or qualified to do so under Part 61, 64 or 65 of CASR; or
- (b) the Student pilot must meet the general English language proficiency standards; and
- (c) the transmission must be for the purpose of:
 - (i) safely conducting a flight approved by the flying instructor; or
 - (ii) receiving training in the use of an aircraft radio.

7.6.3. Grant of flight radio endorsement

To be granted an authorisation authorising the person to operate a VHF radio fitted to, or carried on the aircraft, to transmit on an aviation safety radio frequency (Gliding Australia radio endorsement), a person must:

- (a) be authorised or qualified under Part 61 or 65 of CASR to transmit on an aviation safety radio frequency; or
- (b) meet the general English language proficiency standards; and
- (c) has received training by a Flight Instructor Level 1 or higher in either the:
 - (i) units of competency mentioned in Appendix G.7 of the Part 61 Manual of Standards for the issue of a flight radio endorsement mentioned in regulation 61.485 of CASR; or
 - (ii) Unit of competency 21 in the Gliding Australia Training Manual; and
- (d) Level 1 the person has been assessed as competent by the Flight Instructor or approval holder (the training provider); and
- (e) If the person is applying for the issue of a glider pilot certificate, the person has been issued with a logbook endorsement by a Flight instructor confirming that the requirements of Paragraphs 7.6.3 (c), and (d) have been met.

7.6.4. Ground-based Radio Operations

Ground-based radiocommunications equipment must not be used by a person unless:

- (a) in the case of transmission in VHF frequency:

- (i) the person is authorised or qualified to transmit in VHF frequency under Part 61 or 65 of CASR; or
 - (ii) the person holds an authorisation issued by Gliding Australia in accordance with paragraphs 7.6.3 (b), (c), and (d); or
- (b) in any other case — the person is authorised or qualified to transmit in the relevant frequency in accordance with regulation 91.625 of CASR.

7.7. Documents, Manuals and Information to be Carried,

7.7.1. All of the following documents, manuals and information shall be carried on each flight as originals or copies for non-local flights:

- (a) the AFM, other documents or cockpit placards containing information required for the operation of the sailplane within the terms of its certificate of airworthiness;
- (b) details of the filed ATS flight plan, when required;
- (c) current and suitable aeronautical charts for the area of the intended flight.

7.7.2. When requested by a competent authority, the pilot-in-command or the operator shall make available to that authority the original documentation in the time period specified by the authority which shall not be less than 24 hours.

7.7.3. In case of loss or theft of documents, manuals and information to be carried, the operation may continue until the flight reaches the base or a place where a replacement document can be provided.

7.7.4. The documents, manuals and information may be available in a form other than on printed paper. An electronic storage medium should be acceptable if accessibility, usability, and reliability can be assured.

7.8. Obligation to present documents

GPC holders or student pilots shall without undue delay present the documents as specified below for inspection by an authorised representative of Gliding Australia upon request, or within seven (7) days of the request:

- (a) a valid GPC;
- (b) a valid medical certificate or medical declaration;
- (c) a personal identification document containing his or her photo;
- (d) sufficient logbook data to demonstrate compliance with the requirements of this section.

7.9. Pilot personal logbook

7.9.1. All pilots must keep a personal logbook in which to record the following information:

- (a) the person's name and date of birth.
- (b) the person's Gliding Australia membership number.
- (c) name(s) of pilot-in-command (PIC);
- (d) date of flight;
- (e) place of departure and arrival;
- (f) type/model and registration of the sailplane;

- (g) total time of flight;
- (h) launching method
- (i) accumulated total time of flight;
- (j) details on pilot function, namely PIC including solo, dual or as Flight Instructor; and
- (k) operational conditions (e.g. aerobatics).

7.9.2. A logbook kept in accordance with 7.9.1 is to be produced to an authorised representative of Gliding Australia upon request, or within seven (7) days of the request.

7.10. **Limitation, suspension and revocation of privileges, ratings and certificates**

7.10.1. A GPC as well as associated privileges, ratings and certificates issued in accordance with this MOSP may be limited, suspended or revoked by the Gliding Australia EMO in accordance with the conditions and procedures laid down in Section 7 of the Complaints, Discipline and Appeals Policy and Procedures manual.

7.10.2. An authorised officer of Gliding Australia shall limit, suspend or revoke as applicable a pilot certificate and associated ratings or authorisations in, but not limited to, the following circumstances:

- (a) obtaining the pilot certificate, rating or authorisation by falsification of submitted documentary evidence;
- (b) falsification of the logbook and certificate records;
- (c) the certificate holder no longer holds affiliation with Gliding Australia;
- (d) exercising the privileges of a certificate, rating or authorisation when adversely affected by alcohol or drugs;
- (e) non-compliance with the applicable operational requirements and standards;
- (f) evidence of malpractice or fraudulent use of a certificate; or
- (g) unacceptable performance in any phase of the flight instructor's or flight examiner's duties or responsibilities.

7.10.3. An authorised officer of Gliding Australia may also limit, suspend or revoke a certificate, rating or authority upon the written request of the certificate holder.

7.11. **Operation in Australia by foreign pilots**

7.11.1. Foreign pilots operating in Australia must be:

- (a) affiliated with Gliding Australia;
- (b) affiliated with a Gliding Australia approved organisation;
- (c) issued with Gliding Australia pilot authorisations for the tasks contemplated; and
- (d) comply with Australian civil aviation legislation and this manual.

7.11.2. Competency checks shall be carried out on foreign pilots by a Level 1 or higher flight instructor allocated by the CFI of an ATO.

7.11.3. A foreign pilot must be provided with a comprehensive briefing on Australian procedures (general and local), including airspace and radio procedures, before flying as pilot-in-command.

- 7.11.4. Foreign pilots shall be provided with a safety and survival briefing if they have not operated in Australia before.
- 7.11.5. All communications with Air Traffic Control or other airspace users must be in the English language.
- 7.11.6. Foreign pilots for whom English is not their primary language and who do not hold an ICAO English Language Proficiency Level 4 (or higher) endorsement on their flight crew licence must demonstrate English language proficiency in accordance with paragraphs 7.6.3 and be issued with a logbook endorsement as per paragraph 7.6.3(e) prior to flying in command.

8 OPERATING PROCEDURES

8.1. Use of aerodromes and operating sites

- 8.1.1. Operational approval of all regular operating sites in the region is the responsibility of the RMO. RMOs roles are described in ADMIN 0019 Position Descriptions Manual
- 8.1.2. If the pilot-in-command cannot fly safely to an aerodrome or operating site, he or she may decide to conduct an outlanding, i.e. a landing at an unprepared site.
- 8.1.3. If a sailplane is landed on a private property, all reasonable actions shall be taken to obtain the permission of the landowner prior to removing the sailplane. Consent of the landowner or his/her agent must be obtained prior to an aerotow paddock retrieve.

8.2. Operational Responsibilities

8.2.1. The Duty Instructor

- 8.2.1.1. The Duty Instructor is the person authorised to take complete charge of a gliding operation on any given day and must hold a Level 2 Instructor rating or higher.

8.2.2. ATO Operations Panel

- 8.2.2.1. The ATO Operations Panel has jurisdiction on all operational matters of instruction, training and operations. The ATO Operations Panel consists of the CFI, Level 3 and Level 2 Instructors.

8.2.3. ATO Training Panel

- 8.2.3.1. ATO Training Panels will comprise the club's instructors and coaches. There are two compulsory positions within the Training Panel – Chief Flying Instructor (CFI) and Chair of Training Panel (CTP).
- 8.2.3.2. The CTP may be either an instructor or a coach and will be elected by the members of the Training Panel and approved by the ATO management.
- 8.2.3.3. The CFI may also be elected to the position of CTP to combine the two positions. When the CFI and the CTP is not the same person, each must clearly understand and accept their roles and responsibilities:
 - 8.2.3.3.1. The CFI is responsible to the ATO management for all matters relating to safety, operational and training standards and is the ATO's Officer responsible to Gliding Australia.
 - 8.2.3.3.2. The CTP will lead the Training Panel to develop pilot training programmes to ensure that ATO pilots are trained in all aspects of gliding relevant to their aspirations and will report to the ATO management on the activities of the Training Panel.

8.2.4. Regional Level

- 8.2.4.1. At Regional level there is a Regional Manager Operations (RMO) who is a voluntary officer of Gliding Australia. The RMO is selected by the L3 Instructors who are active members of the Regional Operations Panel. The nominee must be an active Level 3 Instructor or a person who has previously held a Level 3 Instructor authorisation.

8.2.5. Federal Level

8.2.5.1. The Gliding Australia Operations Panel

- 8.2.5.1.1. The Gliding Australia Operations Panel comprises a Chairman, the EMO, and the RMOs, supported by the Safety Manager. It is the GFA body responsible to the Board for assisting with the development of operational standards, safety and training.

8.3. Launching

- 8.3.1. The order to initiate a launch shall be given only by the pilot in command of the sailplane being launched.

8.4. Launching methods

- 8.4.1. GPC holders shall exercise their privileges only by using those launching methods for which they have completed a specific training either during the training course in accordance with Paragraph 6.1 of the Gliding Australia Training Manual, or during additional training provided by an instructor after the issue of the GPC.

- 8.4.2. Approved launch methods are:

- (a) Aerotow launch behind approved towing aircraft;
- (b) Winch launch;
- (c) Auto-Tow launch; and
- (d) Self-Launching.

8.5. Winch and Auto-tow Launching Requirements

- 8.5.1. A sailplane shall not be launched by auto-tow from a site with less than 1,600 metres of usable length.

- 8.5.2. A sailplane shall not be winch launched from a site with a cable run shorter than 1200 metres.

- 8.5.3. On a case by case basis, the Gliding Australia EMO may approve auto-tow and winch launching from sites less than the specified lengths if a safety case prepared by the Operator demonstrates operations can be conducted safely.

- 8.5.4. Winch and auto-tow launching shall be conducted in accordance with the Gliding Australia [Winch Launching Manual](#).

8.6. Aerotow Launching Requirements

- 8.6.1. One or more mirrors must be fitted to the tow aircraft to enable the pilot to see the glider during towing.

- 8.6.2. Aerotow launching shall be conducted in accordance with the Gliding Australia

[Aerotowing Manual.](#)

8.6.3. A sailplane shall not be aerotowed from a site unless the tug pilot is satisfied that the site is suitable for the purposes of the landing and taking off of that aircraft (Advisory Circular AC 91-02 provides guidance on compliance with this regulation).

8.6.4. The pilot in command of the sailplane/tug combination is the tug pilot.

8.6.5. If the tug pilot signals by rocking the tugs wings the sailplane pilot shall release immediately.

8.6.6. If the tug pilot becomes aware, or suspects, that the sailplane has a drag-increasing device deployed, they may signal the sailplane pilot by rapidly deflecting the rudder from side to side. Unless the tug is in imminent danger, the tug pilot should tow the sailplane to a safe height before signalling.

8.7. Operations conducting a low-level finish

8.7.1. A pilot must not operate a sailplane to conduct a low-level finish unless the person holds a low-level finish endorsement issued by a Flight Instructor Level 2 or higher in accordance with Section 8 of the Gliding Australia Training Manual.

8.7.2. A low-level finish must be conducted in accordance with the procedures in the Gliding Australia Training Manual.

8.8. Ridge or hill soaring

8.8.1. A sailplane may, while engaged in ridge or hill soaring, fly at a height below 500 feet above the ground, but not at a height lower than 100 feet within 100 metres of any person, dwelling or public road.

8.8.2. A sailplane engaged in ridge or hill soaring shall overtake by passing between the ridge or hill and the other sailplane.

8.9. Use Of Supplemental Oxygen

8.9.1. An aircraft operated at a pressure altitude above FL 125 must be fitted with supplemental oxygen equipment which can store and dispense the oxygen to crew members and passengers.

8.9.2. Each flight crew member and passenger must use the supplemental oxygen when the sailplane is flown at or above FL 125.

8.9.3. The pilot-in-command shall ensure that all persons on board use supplemental oxygen earlier than required at paragraph 8.9.2 whenever he or she determines that, at the altitude of the intended flight, lack of oxygen might result in impairment of their faculties or harmfully affect them.

8.10. Coaching Activities

8.10.1. In addition to basic flying instruction, a system of sporting coaches exists, the purpose of which is to provide pilots with on-going soaring and cross-country training. The training given is intended to assist pilots' progress from 'C' Certificate standard through to the GPC and, in some cases, to advanced racing techniques applicable to competition flying. Coaches work with and compliment the Instructors.

8.11. Australian Air Force Cadets

8.11.1. The Australian Air Force Cadets (AAFC) is a youth-oriented organisation that is administered and actively supported by the Royal Australian Air Force. AAFC gliding activities use Air Force facilities and those of Air Force-approved service providers. AAFC gliding operations and maintenance are carried out to Gliding Australia requirements.

8.12. Conducting air displays

8.12.1. To participate in an air display, a flight crew member must meet the following requirements:

- (a) hold an approval under regulation 91.045 of CASR to conduct the air display;
- (b) hold a valid Glider Pilot Certificate with the applicable flight activity endorsements;
- (c) have a current flight review in accordance with paragraph 15.1;
- (d) hold a current medical certificate or declaration in accordance with paragraph 38.1;
- (e) be named in the air display approval program of events, along with the activity being conducted.

8.12.2. Display pilots must comply with the following conditions:

- (a) attend any briefing session convened in relation an approved air display;
- (b) acknowledge their attendance at the briefing session in writing (if unable to attend in person a telephone briefing may take place);
- (c) not operate an aircraft in non-aerobatic manoeuvres at a speed less than 1.3 times the stall speed ($1.3 \times V_s$) for the aircraft configuration;
- (d) meet the following recency requirements for the conduct of the flight activity endorsement:
 - below 3000 ft AGL – the pilot has performed an aerobatic sequence at least three times in the preceding 12 months
 - below 1500 ft AGL – the pilot has performed an aerobatic sequence in the preceding 30 days down to a height of 1500 ft AGL or below
 - below 1000 ft AGL – the pilot has performed an aerobatic sequence in the preceding 30 days down to a height of 1000 ft AGL; and preferably performed a sequence down to 1000 ft prior to performing below 1000 ft.
- (e) avoid buildings or persons on the ground and be able to manoeuvre clear in the event of an engine failure (if applicable) or loss of control;
- (f) not carry any passengers during a flight in the course of the programme of events of an approved air display; and
- (g) comply with any instructions issued by or on behalf of the person who conducts the air display relating to the cessation of flight by a pilot.

8.12.3. Prior to the event, the display organiser must seek validation of the participating pilot's Glider Pilot Certificate, Medical Certificate, and flight activity endorsements from Gliding Australia EMO.

8.13. Conducting aerobatic manoeuvres

8.13.1. The pilot in command of a sailplane must not conduct aerobatic manoeuvres:

- (a) over a populous area; or
- (b) within 2 nautical miles from a certified aerodrome below 2,000 feet above the aerodrome; or

- (c) at a height less than 1,000 feet above the highest point of the terrain or of any obstacle on the terrain within a radius of 600 metres of a line extending vertically below the aircraft;

unless the pilot in command who holds an approval under regulation 91.045 to conduct aerobatic manoeuvres authorised by the approval.

8.14. Flights over unlandable terrain

8.14.1. Water

- (a) A sailplane must not be flown above a body of water:
 - (i) beyond gliding distance from a suitable landing area; or
 - (ii) in the case of a power-assisted sailplane, a powered sailplane or a sailplane that is being towed by a relevant towing aircraft, if operating beyond gliding distance of a suitable landing area, each occupant must wear life jackets and carry a portable ELT in addition to an ELT fitted to the aircraft.

8.14.2. Designated remote areas

Sailplanes operated across land areas in designated remote areas and largely uninhabited areas shall be equipped with the following:

- (a) at least one ELT, one PLB or one equivalent registered emergency locator;
- (b) signalling equipment for making distress signals; and
- (c) additional survival equipment for the route to be flown taking account of the number of persons on board.

8.15. Radio Communication Equipment

8.15.1. General

When radio communication equipment is required, it should:

- (a) be capable of conducting two-way communication with those aeronautical stations and on those frequencies prescribed for the respective airspace; and
- (b) provide for communication on the aeronautical emergency frequency 121.5 MHz.

Pilots may elect to carry and use portable or fixed Electronic Conspicuity (EC) or ADS-B OUT equipment and aids to situational awareness in other classes of airspace.

8.16. Occurrence Reporting

- 8.16.1. An ATO must use the Gliding Australia SOAR occurrence-reporting system to report all accidents and incidents involving the operation and maintenance of sailplanes.
- 8.16.2. Occurrences are to be reported as soon as possible, and in any event no later than 72 hours after the responsible person becomes aware of the occurrence.

Note: The reference to 'becoming aware of' an occurrence implies that a person in the organisation identifies the occurrence as falling into the category of a reportable occurrence — usually through being involved in the occurrence or witnessing it, but also on review or investigation of information reported to the organisation's safety reporting scheme.

- 8.16.3. Application of the safety policy to occurrences¹:
- (a) identification of the safety hazards that are associated with identified occurrences or groups of occurrences reported;
 - (b) analysis of the related risks in terms of probability and severity of the outcome, as well as assessment of the risks in terms of tolerability;
 - (c) based on the result of the risk assessment: determination of the need for mitigation action, as required for improving aviation safety; and
 - (d) monitoring the timely implementation and effectiveness of any mitigation action required.
- 8.16.4. In addition to the actions required under paragraph 8.16.3 above, where the organisation identifies an actual or potential aviation safety risk as a result of the analysis of occurrences or group of occurrences:
- (a) transmission of the following information to Gliding Australia within 30 days from the date of notification of the occurrence:
 - (i) the preliminary results of the risk assessment performed; and
 - (ii) any preliminary mitigation action to be taken.
 - (b) where required, transmission of the results of the risk analysis to Gliding Australia as soon as they are available and, in principle, no later than 3 months from the date of notification of the occurrence.
- 8.16.5. Safety policy and just culture². An ATO must ensure consultation take place with staff representatives to ensure mutual agreement on and adoption of the rules describing how 'just culture' principles are guaranteed and implemented within the organisation.
- Note 1:** The purpose of this rule is to ensure that employees and contracted personnel that report or are mentioned in occurrence reports, both mandatory or voluntary, are not subject to any prejudice by their employer or any other organisation for which the services are provided based on the information supplied by the reporter.
- Note 2:** Wilful violations of the Civil Aviation legislation or this MOSP may result in enforcement action.
- 8.16.6. Gliding Australia will publish information concerning the analysis of, and follow-up on, occurrences for which mitigation action is taken while ensuring that only disidentified information is disseminated.
- 8.16.7. Personal details will be made available to the competent authority where necessary to investigate occurrences with a view to enhancing aviation safety.

8.17. Safety policy

- 8.17.1. The safety policy should define, in relation to the ATO training programme, at least the means and methods used for:
- (a) hazard identification;
 - (b) risk assessment; and
 - (c) effectiveness of the mitigation measures (implementation and follow-up).

¹ Refer [MOSP Part 5](#) SMS Manual Section 11.

² Refer [MOSP Part 5](#) SMS Manual, Sections 7 and 11.

- 8.17.2. The safety policy should additionally include the procedures required for occurrence reporting pursuant to section 8.16 Occurrence Reporting. MOSP Part 5 refers.

9 Charter Operations

- 9.1. An operator must hold an Air Operator Certificate issued by CASA in order to carry persons who are not members of Gliding Australia for hire or reward in sailplanes (Civil Aviation Act, Section 27 (9)).
- 9.2. The pilot in command shall hold a current GFA Charter Pilot authorisation issued by Gliding Australia's EMO on the recommendation of the CFI of an ATO.
- 9.3. The pilot-in-command is responsible for the operation and safety of the sailplane and for the safety of the passenger on board. This includes the following:
- (a) the safety of the passenger on board, as soon as he or she arrives on board until he or she leaves the sailplane; and
 - (b) the operation and safety of the sailplane from the moment the launch procedure is started until the sailplane comes to rest at the end of the flight.
- 9.4. Requirements for the issue of a GFA Charter authorisation are:
- (a) The applicant must hold a GPC;
 - (b) The applicant must have at least 100 hours of flight time or 200 launches or take-offs and landings as PIC on sailplanes, of which at least 5 hours shall be in command of a 2-seat sailplane, powered sailplane or power assisted sailplane, as applicable, with both seats occupied.
 - (c) The applicant shall be qualified to carry out Daily Inspections on the type of sailplane used in charter operations.
 - (d) The applicant shall be trained in accordance with Section 9 of the Gliding Australia Training Manual.

9.5. Recency requirements

The pilot of a sailplane conducting a charter flight shall have flown 3 take offs and 3 landings in the previous 90 days in a sailplane or powered sailplane of the kind undertaking the flight.

9.6. Conduct of the Flight

- (a) During a charter flight the pilot shall not plan to fly in circumstances where an outlanding is likely to occur.
- (b) Where the aircraft is a powered sailplane or power assisted sailplane, it shall remain within gliding distance of the aerodrome whilst the engine is inoperative and shall not plan to land except at the aerodrome of departure.
- (c) The holder of a charter authorisation must not fly a sailplane over water beyond a safe gliding distance from a suitable landing area.
- (d) Tow pilots or winch/tow car drivers launching a sailplane for a charter flight shall be in current practice and not under training.
- (e) Passengers shall receive a safety briefing in per GPC Training Unit 37 prior to the flight, including an instruction not to manipulate or interfere with the controls.
- (f) All reasonable care must be taken to ensure that handicapped passengers will not endanger the safety of the flight by reason of any lack of physical or mental control.

- (g) Sailplanes are not required to carry a fire extinguisher provided the electrical system has a master switch and is protected by a fuse near the battery.
- (h) A first-aid kit need not be carried by a sailplane provided the launch control point has ready access to a first-aid kit.
- (i) Powered sailplanes and power-assisted sailplanes require both a fire-extinguisher and a first-aid kit.
- (j) Organisations shall maintain a record of the validity and recency of all charter pilots operating under their control.

10 Evaluation flights

- 10.1. The holder of a current glider pilot certificate and an applicable sailplane category rating may act as pilot-in-command of a sailplane that is operated for the purpose of demonstrating the eligibility of the sailplane for the issue, renewal, or reinstatement of an airworthiness certificate.
- 10.2. The holder of a glider pilot certificate and familiar with the aircraft's design features may perform an operational flight check of a sailplane if the sailplane requires an operational flight check.
- 10.3. In the case of two-seat gliders, the second seat may be occupied during evaluation flying provided that both pilots are qualified glider pilots, the glider is flown within its loading placard including parachutes, and the front pilot is designated as pilot in command. No passengers are permitted on evaluation flights.

11 Test flying

- 11.1. The pilot conducting a test flight of a sailplane or powered sailplane that is a prototype or has undergone major modification likely to affect flight handling or performance must be approved in writing by Gliding Australia EMO.
- 11.2. The minimum qualification a pilot must hold to carry out sailplane test flying is a Glider Pilot Certificate with the appropriate endorsements.
- 11.3. The carriage of passengers is not permitted.
- 11.4. The test pilot must be fully briefed on the type and the test schedule.

12 SAILPLANE TOWING DURING CERTIFICATION OF AN EXPERIMENTAL TOW PLANE

- 12.1. The approval of Gliding Australia EMO must be obtained before a glider is allowed to be towed behind an experimental tow plane during certification test flying.
- 12.2. The approval mentioned in paragraph 12.1 will be assessed and granted based on the documents mentioned in paragraph 12.3.
- 12.3. The owner/operator of the experimental tow plane must provide the following to Gliding Australia EMO:
 - (a) a copy of the aerotowing flight test schedule;
 - (b) a copy of a comprehensive risk assessment;
 - (c) the names and experience of all pilots who will be flying the sailplane behind the tow plane during the aerotow flight testing; and

- (d) A copy of the current Special Certificate of Airworthiness and annexes.

REQUIREMENTS FOR SAILPLANE FLIGHT CREW AUTHORISATIONS

Part 149 MOS, Subsection 20

13 GLIDER PILOT CERTIFICATE REQUIREMENTS

13.1. Application for and issue, revalidation, and renewal of a GPC as well as associated privileges, ratings and certificates

13.1.1. The following shall be submitted to Gliding Australia EMO for approval:

- (a) an application for:
 - (i) the issue of a GPC and associated ratings;
 - (ii) the issue, revalidation and renewal of a sailplane flight instructor certificate;
 - (iii) any amendments to the GPC and associated privileges, ratings and certificates; and
- (b) a copy of the relevant logbook entries or training syllabus supporting the issue of an authorisation.

13.1.2. Any limitation or extension of the privileges granted by a rating or certificate shall be endorsed on the certificate by Gliding Australia EMO.

13.2. Application and report forms

Application and report forms can be found as follows:

- (a) for the Glider pilot Certificate (GPC), in Appendix 1 - Application and report form for the GPC; and
- (b) for the assessment of competence for the Flight Instructor, in Appendix 2 – Application and report form for the Flight Instructor skill test, proficiency check or assessment of competence.
- (c) Application for the issue, revalidation, renewal or amendment to other privileges, ratings and certificates, and the notification of Flight Reviews and first solo authorisations shall be made using the Gliding Australia online membership system.

13.3. Privileges and conditions

13.3.1. The privileges of GPC holders are to act as PIC in sailplanes:

- (a) without remuneration in private operations;
- (b) including the carriage of passengers;
- (c) and without instructor supervision.

13.3.2. GPC holders who have flight instructor privileges may receive remuneration for:

- (a) the provision of flight instruction for the GPC;
- (b) the conduct of skill tests and proficiency checks for the GPC;

- (c) the training, testing, and checking for the privileges, ratings and certificates attached to a GPC.

13.3.3. GPC holders shall exercise GPC privileges only if they comply with the applicable recency requirements and only if their medical certificate, appropriate to the privileges exercised, is valid.

14 RECENCY REQUIREMENTS

14.1. Carriage of passengers.

GPC holders and pilots holding a passenger carrying endorsement shall carry passengers only if in the preceding 90 days they have carried out as PIC, at least three take-offs and landings.

15 FLIGHT REVIEWS

15.1. A pilot exercising command flying privileges shall undergo a competency check (Flight Review) in accordance with Operations Advice Notice (OAN) 01/20.

16 AEROBATIC PRIVILEGES

16.1. GPC holders shall only undertake aerobatic flights in sailplanes if they hold the appropriate aerobatic privileges in accordance with this section.

16.2. Basic aerobatic privileges:

16.2.1. A basic aerobatic rating entitles its holder to undertake aerobatic flights limited to the following manoeuvres:

- (i) 45-degree climbing and diving lines performed as aerobatic manoeuvres;
- (ii) inside loop;
- (iii) humpty bumps – canopy down;
- (iv) lazy eight;
- (v) Chandelle and wingover;
- (vi) spins exiting on heading;

16.2.2. are granted after a pilot has demonstrated competency following a training course at an ATO, including:

- (A) ground instruction appropriate for the privileges sought;
- (B) aerobatic flight instruction on the manoeuvres specified in paragraph 16.2.1.

16.3. Advanced aerobatic privileges:

16.3.1. An advanced aerobatic rating entitles its holder to undertake aerobatic flights not limited to manoeuvres as specified in paragraph 16.2.1 and is granted after a pilot has demonstrated competency following a training course at an ATO, including ground instruction appropriate for the privileges sought.

16.3.2. Aerobatic endorsements shall be approved by the EMO upon receipt of the completed training syllabus with a recommendation for the issue of an endorsement signed by the CFI of the ATO.

FLIGHT INSTRUCTORS

Part 149 MOS, Subsection 20, Paragraph (6)(b)

17 SAILPLANE FLIGHT INSTRUCTOR AUTHORISATION

17.1. An instructor shall only carry out flight instruction in a sailplane if he or she:

- (a) holds:
 - (i) a GPC including the privileges, ratings and certificates for which flight instruction is to be provided;
 - (ii) a flight instructor authorisation appropriate to the instruction carried out, and issued in accordance with this Section;
 - (iii) a valid medical certificate issued in accordance with paragraph 38.1(b) or 38.1(c) or 38.1(d);
- (b) is current in the unit of competency for which flight instruction is to be provided;
- (c) is entitled to act as PIC in the sailplane during flight instruction.

17.2. Flight Instructor Training Endorsements

An instructor endorsement shall be issued by Gliding Australia's EMO on the recommendation of the CFI of an ATO.

- (a) Level 3 training endorsement.

A Level 3 training endorsement authorises the holder to provide Instruction in all elements of the GPC training syllabus and all elements of the instructor training syllabus in accordance with the Gliding Australia Training Manual.

- (b) Level 2 training endorsement.

- a. A Level 2 training endorsement authorises the holder to provide Instruction in all elements of the GPC training syllabus in accordance with the Gliding Australia Training Manual.

- (c) Ground Supervisory Instructor

- a. This is a "non-flying" rating, utilising former Level 2 Instructors who use their supervisory skills and experience to assist in the running of their ATO's operations.

- (d) Level 1 training endorsement.

A Level 1 training endorsement authorises the holder to provide Instruction in all elements of the GPC training syllabus except for authorising first solo flights, in accordance with the Gliding Australia Training Manual and under the direction of a Level 2 or higher instructor.

- (e) AEI training endorsement

- (i) An AEI training endorsement authorises the holder to provide Instruction in the following elements of the GPC syllabus in accordance with the Gliding Australia Training Manual and under the supervision of a Flight Instructor Level 2 or higher:

1. Lookout awareness
2. Ground handling, signals
3. Pre-flight preparation
4. Orientation, sailplane stability
5. Primary effects of controls

6. Aileron drag, rudder co-ordination
 7. Straight flight, various speeds, trim
 8. Sustained turns, all controls
- (ii) An AEI training endorsement authorises the holder of a Silver Coach endorsement to provide Instruction in the following elements of the GPC syllabus in accordance with the Gliding Australia Training Manual and under the supervision of a Flight Instructor Level 2 or higher:
11. Introduction to Soaring
 22. Use of Situational Awareness Aids (FLARM/ADS-B/Radio)
 30. Thermal centring techniques
 31. Thermal entry
 32. Soaring with other gliders
 33. Thermal sources and structure
 35. Flight preparation, glider, trailer and pilot
 36. Navigation and airspace
 38. Meteorology and flight planning
 39. Advanced soaring instruments and flight computers
 40. Cruising, speed to fly, height bands and thermal selection
 41. Demonstrated cross country capability

17.3. Flight Instructor Authorisation – privileges and conditions

Subject to compliance of the applicants with Section 18 and with the following conditions, a flight instructor Level 1 or higher authorisation shall be issued with privileges to conduct flight instruction for:

- (a) a GPC;
- (b) additional sailplane privileges in accordance with the Gliding Australia Training Manual;
- (c) launching methods in accordance with the Gliding Australia Training Manual, provided that the applicant is endorsed on the launch method employed;
- (d) additional TMG privileges in accordance with the Gliding Australia Training Manual, provided that the applicant has demonstrated the ability to instruct on TMGs to a flight instructor who is qualified in accordance with paragraph 18.5 and nominated by the CFI of the ATO;
- (e) basic aerobatic or advanced aerobatic, provided that the applicant:
 - (i) in the case of instruction for basic aerobatic or advanced aerobatic privileges, holds advanced aerobatic privileges in accordance with paragraph 16.3;
 - (ii) has demonstrated the ability to instruct for the relevant privileges or rating to a flight instructor who is qualified in accordance with paragraph 17.1 and nominated by the CFI of an ATO;
- (f) a flight instructor authorisation, provided that the applicant has:
 - (i) completed at least 50 hours or 150 launches of flight instruction in sailplanes;
 - (ii) demonstrated the ability to instruct for a flight instructor authorisation being sought to the Flight Instructor Level 3 nominated by the CFI of an ATO.

17.4. The privileges listed in paragraph 17.3 shall include the privileges to conduct flight instruction for:

- (1) the issue of the relevant certificate, privileges, ratings; and
- (2) the revalidation, renewal, or compliance with the relevant recency requirements, as

applicable.

17.5. An AEI must carry out all launches, circuits, approaches, and landings, and is not authorised to allow the student pilot on the controls below 800ft AGL.

18 FLIGHT INSTRUCTOR PREREQUISITES AND REQUIREMENTS

18.1. Applicants for a flight instructor Level 3 authorisation shall:

- (a) comply with the requirements of paragraphs 7.2.4, 17.1(a)(i) and 17.1(b);
- (b) have completed 200 hours of flight time instructing on sailplanes and/or TMGs.
- (c) have completed a standardisation training course at an ATO or provided by the Gliding Australia EMO and assessed as competent in accordance with paragraph 16.29 of the Gliding Australia Training Manual.

18.2. Applicants for a flight instructor Level 2 authorisation shall:

- (a) comply with the requirements of paragraphs 7.2.4, 17.1(a)(i) and 17.1(b);
- (b) have completed 100 hours of flight time or 200 launches as PIC on sailplanes and/or TMGs., of which at least 25 hours or 100 launches shall be as a flight instructor Level 1.
- (c) have completed an instructor training course at an ATO or provided by the Gliding Australia EMO and assessed as competent in accordance with paragraph 16.12 of the Gliding Australia Training Manual.
- (d) have passed an assessment of competence with an independent Level 3 instructor assigned by the ATO or by the Gliding Australia EMO.

18.3. Applicants for a flight instructor Level 1 authorisation shall:

- (a) comply with the requirements of paragraphs 7.2.4, 17.1(a)(i) and 17.1(b);
- (e) have completed 75 hours of flight time or 100 launches as PIC on sailplanes and/or TMGs.
- (f) have completed an instructor training course at an ATO or provided by the Gliding Australia EMO and assessed as competent in accordance with paragraph 16.12 of the Gliding Australia Training Manual.
- (b) have passed an assessment of competence with an independent Level 3 instructor assigned by the ATO or by the Gliding Australia EMO.

18.4. Applicants for a flight instructor AEI authorisation shall:

- (a) comply with the requirements of paragraph 17.1(a)(i) and paragraph 17.1(b);
- (b) have completed 50 hours of flight time and 100 launches as PIC on sailplanes and/or TMGs.
- (g) have completed an instructor training course at an ATO or provided by the Gliding Australia EMO and assessed as competent in accordance with paragraph 16.12 of the Gliding Australia Training Manual.
- (c) have passed an assessment of competence with an independent Level 3 instructor assigned by the ATO or by the Gliding Australia EMO.

18.5. To instruct in TMGs, the minimum experience requirements at paragraphs 18.1(b), 18.2(b), 18.3(e) and (b)(b) shall include a minimum of 15 hours or 30 launches in TMGs.

19 FLIGHT INSTRUCTOR REGENCY REQUIREMENTS

- 19.1. A flight instructor shall only exercise the privileges of his or her authorisation if before the planned exercise of those privileges he or she has, within the last four years, completed:
- (a) instructor refresher training at an ATO during which the holder shall receive ground instruction for refreshing and updating the knowledge relevant for sailplane instructors; and
 - (b) when providing flight instruction as a flight instructor, at least:
 - (i) 40 hours; or
 - (ii) 80 launches or take-offs and landings.
- 19.2. To resume the exercise of the privileges of a flight instructor, an authorisation holder who does not comply with all the requirements in paragraph 19.1 shall comply with the requirements of paragraph 19.1(a) and undertake a revalidation assessment with a Flight Instructor Level 3 assigned by the ATO.

20 FLIGHT INSTRUCTOR REFRESHER TRAINING

- 20.1. A Level 3 Instructor authorisation is valid for a period not in excess of 2 years from 31 August each even numbered year, except for new authorisations issued after 1 March of an even numbered year which may be validated to also include the next 2 year period.
- 20.2. To maintain instructor privileges, flight instructors are required to complete instructor refresher training once in 4 years. However, ATOs may decide to provide more frequent internal standardisation/refresher training to their instructors.
- 20.3. Application and report form for the Instructor skill test or proficiency check
- Upon successful completion of the instructor skill test or proficiency check, the CFI of the ATO shall complete the application and report form at Appendix 2 – Application and report form for the Flight Instructor skill test, proficiency check or assessment of competence and submit it to Gliding Australia EMO recommending approval of the relevant instructor authorisation.

APPROVED TRAINING ORGANISATIONS

Part 149 MOS, Subsection 21

21 Management system

- 21.1. The intent of the system of Approved Training Organisations (ATO) is to establish both flying and ground training clubs and organisations that can deliver approved training, to defined standards and syllabi, by competent and qualified instructors and training providers, to achieve safe outcomes, within risk and safety management systems, at approved sites, with suitable aircraft and facilities, and with suitable management roles and responsibilities and systems of review.
- 21.2. The organisation shall establish, implement and maintain a management system that includes:
- (a) clearly defined lines of responsibility and accountability throughout the training organisation, including a direct safety accountability of the safety manager and accountable manager;
 - (b) a description of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy;
 - (c) the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;
 - (d) maintaining personnel trained and competent to perform their tasks;
 - (e) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
 - (f) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and
 - (g) any additional requirements that are prescribed in the relevant subparts of this Section or other applicable Sections.
- 21.3. The management system shall correspond to the size of the training organisation and the nature and complexity of its activities, considering the hazards and associated risks inherent in these activities, and substantial reliance on volunteers within most gliding organisations.
- 21.4. Safety risk management and compliance monitoring³ defined MOSP 5 may be accomplished by an organisational review, to be performed at least once every calendar year. The Gliding Australia EMO shall be notified about the results of this review by the organisation without undue delay.
- 21.5. Safety risk management may be performed using hazard checklists or similar risk management tools or processes, which are integrated into the activities of the organisation⁴.
- 21.6. The organisation should manage safety risks related to a change. The management of change should be a documented process to identify external and internal change that may have an adverse effect on safety. It should make use of the organisation's existing hazard identification, risk assessment and mitigation processes.
- 21.7. The organisation should identify a person who fulfils the role of safety manager and who is responsible for coordinating the safety management system. This person may be the accountable

³ Section 5 of [MOSP Part 5](#) SMS Manual describes the safety risk management process, and Section 12 describes the Safety Assurance policy..

⁴ Refer [MOSP Part 5](#) SMS Manual Section 5.

manager or a person with an operational role in the organisation⁵.

- 21.8. Within the organisation, responsibilities should be identified for hazard identification, risk assessment and mitigation.
- 21.9. The safety policy should include a commitment to improve towards the highest safety standards, comply with all applicable legal requirements, meet all applicable standards, consider best practices and provide appropriate resources⁶.
- 21.10. The organisation shall, in cooperation with other stakeholders, develop, coordinate, and maintain an emergency response plan (ERP) that ensures orderly and safe transition from normal to emergency operations and return to normal operations. The ERP should provide the actions to be taken by the organisation or specified individuals in an emergency and reflect the size, nature and complexity of the activities performed by the organisation⁷.
- 21.11. ATO Safety Officer / Manager**
- (a) The roles and responsibilities of the Club / ATO Safety Officer / Manager are described in [MOSP Part 5](#) SMS manual, Section 8 Safety Accountability and Responsibilities’.
 - (b) Depending on the size of the organisation and the nature and complexity of its activities, the safety manager may be assisted by additional safety personnel for the performance of all safety management related tasks.
 - (c) Regardless of the organisational set-up, it is important that the safety manager remains the unique focal point as regards the development, administration, and maintenance of the organisation’s safety management system.
- 21.12. An ATO shall provide training in accordance with the standard training programme developed by Gliding Australia.
- 21.13. An ATO shall not provide training in any elements of the training programme for which it does not hold approval.

22 Notification of changes and cessation of training activities

An ATO shall notify the Gliding Australia EMO without undue delay of the following:

- (a) any changes to the training programme;
- (b) the cessation of some or all training activities.

23 Termination of entitlement to provide training

An ATO shall no longer be entitled to provide some or all of the training, where one of the following occurs:

- (a) the ATO has notified the Gliding Australia EMO of the cessation of some or all of the training activities in accordance with paragraph 22(b);
- (b) the ATO has not provided the training for more than 36 consecutive months.

⁵ Refer [MOSP Part 5](#) SMS Manual Section 3 Introduction and Section 8 Safety Accountability and Responsibilities, and [ADMIN 0019](#) Position Descriptions.

⁶ Refer [MOSP Part 5](#) SMS Manual Section 4 Safety Policy Commitment.

⁷ [MOSP Part 5](#) SMS Manual Section 10 Coordination of the Emergency Response Plan and [GFA SMS 04](#) Emergency Response Plan.

24 Personnel requirements

- 24.1. The organisation shall appoint a club accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The club accountable manager is usually the President, Director or CEO of the organisation and shall be responsible for establishing and maintaining an effective management system.
- 24.2. The organisation shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.
- 24.3. An ATO shall designate:
- (a) A Club/ATO Safety Manager/Officer as defined in 21.11.
 - (b) a CFI, who shall be responsible and qualified to ensure at least the following:
 - (i) that the training provided complies with the requirements in the Gliding Australia Training Manual;
 - (ii) the satisfactory integration of flight training in an aircraft or a flight simulation training device and ground instruction;
 - (iii) the supervision of the progress of students;
- 24.4. An ATO shall not designate a person as its representative or its CFI if there are objective indications that he or she is unable to carry out the tasks listed in paragraph 24.3 in a manner which safeguards and furthers aviation safety. Examples of objective indications that a person is unable to carry out the tasks of a representative or a CFI in a manner which safeguards and furthers aviation safety include a person that has a conflict of interest, or within the last 5 years preceding their nomination as representative or CFI:
- (a) holds or has held a pilot licence or certificate and that licence or certificate, and/or any associated ratings, certificates or authorisations have been subject to limitation, suspension or revocation;
 - (b) has knowingly and deliberately been responsible for committing any non-compliance with Civil Aviation legislation or the rules of Gliding Australia.
- 24.5. An ATO shall ensure that its ground instructors have either of the following qualifications:
- (a) practical background in aviation in the areas relevant for the training provided and have undergone a course of training instructional techniques;
 - (b) previous experience in giving ground instruction and an appropriate theoretical background in the subject on which they will provide ground instruction.
- 24.6. Flight instructors and flight simulation training instructors shall only provide the type of training for which they are authorised.
- 24.7. **Qualification and experience of the CFI**
- 24.7.1. The CFI should, with regard to the size and the training scope of the ATO, possess sufficient managerial capabilities in order to discharge their responsibilities, and should:
- (a) in the case of an ATO that provides training in aircraft hold an instructor authority with privileges that are relevant to the training provided by the ATO, including sufficient experience as necessary;
 - (b) in the case of an ATO that provides theoretical knowledge training only, have appropriate experience in aviation and knowledge relevant to the training provided.
- 24.8. **Sufficient experience of the CFI**

'Sufficient experience', as per paragraph 24.7.1(a), means that the CFI should have gained the required experience as an instructor in order to have the capacity to administer the particular training activity of the ATO in question. The following factors should be taken into consideration for determining the experience required:

- (a) The CFI must be a Gliding Australia Instructor Level2 or above;
- (b) training provided by the ATO, including specific training courses (e.g. aerobatic rating, examiner courses, refresher courses);
- (c) location of the ATO training area (e.g. mountains, congested airspace);
- (d) size of the ATO (volume of activity, number of training aerodromes and operating sites);
- (e) training aircraft models used by the ATO.

25 Record-keeping

- 25.1. An ATO shall keep name, address and contact details for each individual student or member for three years after completion of the last training session or end of club membership.
- 25.2. Pilots are responsible for keeping a logbook as defined in 7.9
- 25.3. Gliding Australia keeps track of pilot endorsements in the Gliding Australia membership system.
- 25.4. An ATO shall, in accordance with the applicable law on the protection of personal data, store the records referred to in paragraph 25.1 in a manner that ensures protection by appropriate tools and protocols and take the necessary measures to restrict the access to those records to persons who are duly authorised to access them.

26 Annual internal review and annual activity report

- 26.1. An ATO shall take the following steps:

- (a) conduct an annual internal review of the tasks and responsibilities specified in Section 21 and establish a report on that review;
- (b) establish an annual activity report;
- (c) submit the report on the annual internal review and the annual activity report to the Gliding Australia EMO by the date determined by Gliding Australia.

26.2. Annual internal review

The annual internal review shall consist of a comprehensive assessment whether the ATO effectively carries out the tasks and responsibilities pursuant to Section 21. Specific emphasis should be given to the following:

- (a) conduct of training in accordance with the requirements of this MOSP, with the ATO training programme(s) and with the ATO's safety policy;
- (b) assessment of the training programme(s) for its (their) adequacy and currency;
- (c) training aircraft including their documents and maintenance records;
- (d) aerodromes and operating sites, including associated facilities;
- (e) evaluation of both adequacy and effectiveness of the follow-up, corrective and, as applicable, remedial action taken after non-compliances that have been detected internally or that have been subject to findings as per Section 8.16 Occurrence Reporting;
- (f) assessment of the safety policy including its means and methods as defined MOSP 5 for its adequacy and currency;
- (g) assessment of the effectiveness of the implementation of the mitigation measures, as foreseen in the ATO's safety policy.

26.3. Annual activity report

With regard to the past calendar year, the annual activity report should contain at least lists of:

- (a) all training courses and refresher trainings actually provided;
- (b) names of all flight instructors and ground instructors involved in the provision of training, who have been actively engaged in instructing duties during the 12 months prior to 31st August each year.

- (c) information on the aerodromes and operating sites of the ATO where it has mainly been providing training
- (d) all training aircraft and flight training simulator devices used, including, with regard to each aircraft, registration marks and information on:
 - (i) the aerodromes of the ATO where the aircraft has been mainly used;
- (e) all occurrences, accidents and incidents that occurred during the period; and any other information that is deemed relevant by the ATO and specified by Gliding Australia.

NON-TRAINING FLYING ORGANISATIONS

27 Management system

- 27.1. Non-training flying organisations facilitate flying operations by GPC qualified pilots without providing flight training operations, ground training operations or Air Experience Flights at approved sites, with suitable aircraft and facilities, and with suitable management roles and responsibilities and systems of review.
- 27.2. The organisation shall establish, implement, and maintain a management system that includes:
- (a) clearly defined lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the safety manager and accountable manager;
 - (b) a description of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy;
 - (c) the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;
 - (d) maintaining personnel trained and competent to perform their tasks;
 - (e) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
 - (f) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and
 - (g) any additional requirements that are prescribed in the relevant subparts of this Section or other applicable Sections.
- 27.3. The management system shall correspond to the size of the organisation and the nature and complexity of its activities, considering the hazards and associated risks inherent in these activities, and substantial reliance on volunteers within most gliding organisations.
- 27.4. Safety risk management and compliance monitoring⁸ defined MOSP 5 may be accomplished by an organisational review, to be performed at least once every calendar year. The Gliding Australia EMO shall be notified about the results of this review by the organisation without undue delay.
- 27.5. Safety risk management may be performed using hazard checklists or similar risk management

⁸ Section 5 of [MOSP Part 5](#) SMS Manual describes the safety risk management process, and Section 12 describes the Safety Assurance policy..

tools or processes, which are integrated into the activities of the organisation⁹.

- 27.6. The organisation should manage safety risks related to a change. The management of change should be a documented process to identify external and internal change that may have an adverse effect on safety. It should make use of the organisation's existing hazard identification, risk assessment and mitigation processes.
- 27.7. The organisation should identify a person who fulfils the role of safety manager and who is responsible for coordinating the safety management system. This person may be the accountable manager or a person with an operational role in the organisation¹⁰.
- 27.8. Within the organisation, responsibilities should be identified for hazard identification, risk assessment and mitigation.
- 27.9. The safety policy should include a commitment to improve towards the highest safety standards, comply with all applicable legal requirements, meet all applicable standards, consider best practices and provide appropriate resources¹¹.
- 27.10. The organisation shall, in cooperation with other stakeholders, develop, coordinate, and maintain an emergency response plan (ERP) that ensures orderly and safe transition from normal to emergency operations and return to normal operations. The ERP should provide the actions to be taken by the organisation or specified individuals in an emergency and reflect the size, nature and complexity of the activities performed by the organisation¹².

27.11. Club Safety Manager / Officer

- (a) The roles and responsibilities of the Club Safety Manager / Officer are described in [MOSP Part 5](#) SMS manual, Section 8 Safety Accountability and Responsibilities'.
- (b) Depending on the size of the organisation and the nature and complexity of its activities, the club safety manager may be assisted by additional safety personnel for the performance of all safety management related tasks.
- (c) Regardless of the organisational set-up, it is important that the club safety manager remains the unique focal point as regards the development, administration, and maintenance of the organisation's safety management system.

28 Application

- 28.1. Prior to commencing operations, the organisation shall submit an application (Appendix 4 – Non-training flying organisation application), and any attachment(s) to the Gliding Australia EMO. The application shall contain at least the following information:
- (a) the name of the organisation.
- (b) contact details of the organisation's principal place of business and, where applicable, the contact details of the aerodromes and the operating sites of the organisation;
- (c) names and contact details of the following persons (some roles may be filled by the same person):
- (i) the representative of the organisation;
- (ii) the President (club accountable manager for local WHS purposes);

⁹ Refer [MOSP Part 5](#) SMS Manual Section 5.

¹⁰ Refer [MOSP Part 5](#) SMS Manual Section 3 Introduction and Section 8 Safety Accountability and Responsibilities, and [ADMIN 0019](#) Position Descriptions.

¹¹ Refer [MOSP Part 5](#) SMS Manual Section 4 Safety Policy Commitment.

¹² [MOSP Part 5](#) SMS Manual Section 10 Coordination of the Emergency Response Plan and [GFA SMS 04](#) Emergency Response Plan.

- (iii) the club safety officer / manager;
 - (iv) the operations manager of the organisation; and
 - (v) all deputy operations managers, where applicable;
- (d) the date of intended commencement of flying operations (new organisation only);
- (e) submit a copy of the safety policy developed by the organisation in accordance with MOSP5. a statement that confirms that the organisation complies and will, during all activities covered by the application, continue to comply with the essential requirements set out in the Gliding Australia MOSPs and other documents.
- 28.2. The application, and any subsequent changes thereto, shall be made using the form contained in Appendix 4 – Non-training flying organisation application.

29 Personnel requirements

- 29.1. The organisation shall appoint an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager is usually the President, Director or CEO of the organisation and shall be responsible for establishing and maintaining an effective management system.
- 29.2. The organisation shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.
- 29.3. The organisation shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.
- 29.4. An organisation shall designate:
- (a) An Operations Manager, who shall be responsible and qualified to ensure the organisations flying operations comply with the regulatory and safety requirements.
 - (b) Club Safety Manager/Officer per section 21.11 - ATO Safety Officer / Manager
- 29.5. An organisation shall not designate a person as its representative or its operations manager if there are objective indications that he or she is unable to carry out the tasks listed in paragraph 30.2 in a manner which safeguards and furthers aviation safety. Examples of objective indications that a person is unable to carry out the tasks of a representative or an operations manager in a manner which safeguards and furthers aviation safety include a person that has a conflict of interest, or within the last 5 years preceding their nomination as representative or operations manager:
- (a) holds or has held a pilot licence or certificate and that licence or certificate, and/or any associated ratings, certificates or authorisations have been subject to limitation, suspension or revocation;
 - (b) has knowingly and deliberately been responsible for committing any non-compliance with Civil Aviation legislation or the rules of Gliding Australia.
- 29.6. **Qualification and experience of the Operations Manager**
- The Operations Manager should, with regard to the size of the organisation, possess sufficient managerial capabilities in order to discharge their responsibilities.

Oversight, certification, and enforcement

Part 149 MOS, Subsection 34

30 Oversight

30.1. The Gliding Australia EMO shall verify:

- (a) compliance with the requirements applicable to organisations or persons prior to the issue of an organisation certificate, approval, or personnel certificate, rating, or authorisation, as applicable;
- (b) continued compliance with the requirements applicable to the persons holding ratings and certificates, the organisations it has certified, and the organisations from which it received a declaration or application;
- (c) implementation of appropriate safety measures mandated by Gliding Australia as defined in this document or in [MOSP Part 5 SMS Manual](#).

30.2. This verification shall:

- (a) be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;
- (b) provide the persons and organisations concerned with the results of safety oversight activity;
- (c) be based on audits, independent safety reviews and inspections, including unannounced inspections; and
- (d) provide the Gliding Australia EMO with the evidence needed in case further action is required, including the measures foreseen by Sections 38 and 39.

30.3. The scope of oversight shall take into account the results of past oversight activities and the safety priorities.

30.4. The Gliding Australia EMO shall collect and process any information deemed useful for oversight, including for unannounced inspections or independent safety reviews.

30.5. **Evaluation of organisations' operational safety risk assessment**

As part of the initial certification or the continuing oversight of an organisation, the Gliding Australia EMO shall evaluate its safety risk assessment processes and emergency response planning related to hazards identified by the organisation as having an interface with its operations. These safety risk assessments should be identifiable processes of the organisation's management system. As part of its continuing oversight, the Gliding Australia EMO shall also remain satisfied as to the effectiveness of these safety risk assessments. These may form part of an organisation's SMS, Safety Management Plan and Emergency Response Plan, as defined in MOSP Part 5 SMS Manual and supporting plan templates.

30.5.1. General methodology for operational hazards

- (a) The Gliding Australia EMO shall evaluate the safety risk assessment processes of the organisation's management system and its alignment to MOSP Part 5 SMS requirements, systems and processes.
- (b) When related to operational hazards, the Gliding Australia EMO Operations' evaluation under its normal oversight process shall be considered satisfactory if the organisation demonstrates its competence and capability to:
 - (i) understand the hazards identified and their consequences on its operations;

- (ii) be clear on where these hazards may exceed acceptable safety risk limits;
 - (iii) identify and implement mitigations including suspension of operations where mitigation cannot reduce the risk to within safety risk limits;
 - (iv) develop and execute effectively, robust procedures for the preparation and the safe operation of the flights subject to the hazards identified;
 - (v) assess the competence and currency of its staff in relation to the duties for the intended operations and implement any necessary training; and
 - (vi) ensure sufficient numbers of qualified and competent staff for such duties.
- (c) The Gliding Australia EMO shall take into account:
- (i) the organisation's recorded mitigations for each unacceptable risk identified are in place;
 - (ii) the operational procedures specified by the organisation with the most significance to safety appear to be robust; and
 - (iii) that the staff on which the organisation depends in respect of those duties necessary for the intended operations are trained and assessed as competent in the relevant procedures.

30.5.2. Gliding Australia EMO should consult with Gliding Australia's Safety Manager if any doubt exists as to the scope of risks identified and proposed mitigations and plans, in the context of their operational environment. MOSP Part 5 refers.

31 Oversight programme

- 31.1. Gliding Australia EMO shall establish and maintain an oversight programme covering the oversight activities required by Section 33.
- 31.2. For organisations certified by the Gliding Australia EMO, the oversight programme shall be developed taking into account the specific nature of the organisation, the complexity of its activities, the results of past certification and/or oversight activities and shall be based on the assessment of associated risks. It shall include within each oversight planning cycle:
- (a) audits and inspections, including unannounced inspections as appropriate; and
 - (b) meetings convened between the accountable manager and the Gliding Australia EMO to ensure both remain informed of significant issues.
- 31.3. For organisations certified by the Gliding Australia EMO and n oversight planning cycle not exceeding 48 months shall be applied.
- 31.4. The oversight planning cycle may be reduced if there is evidence that the safety performance of the organisation or the FTSD qualification certificate holder has decreased.
- 31.5. The oversight planning cycle may be extended to a maximum of 72 months, if the Gliding Australia EMO has established that, during the previous 48 months:
- (a) the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks, as demonstrated by the results of the annual review.;
 - (b) the organisation has continuously maintained control over all changes as demonstrated by the results of the annual review.
 - (c) no level 1 findings have been issued; and

- (d) all corrective actions have been implemented within the time period accepted or extended by the Gliding Australia EMO..

31.6. For persons holding a certificate, rating, or authorisation issued by the Gliding Australia EMO the oversight programme shall include inspections, including unannounced inspections, as appropriate.

31.7. The oversight programme shall include records of the dates when audits, inspections and meetings are due and when such audits, inspections and meetings have been carried out.

31.8. Specific nature and complexity of the organisation, results of past oversight

When determining the oversight programme for an organisation the Gliding Australia EMO should consider in particular the following elements, as applicable:

- (a) the implementation by the organisation of GFA and industry standards, directly relevant to the organisation's activity subject to this Regulation;
- (b) the procedure applied for and scope of changes not requiring prior approval;
- (c) specific approvals held by the organisation;
- (d) specific procedures implemented by the organisation related to any alternative means of compliance used.

31.9. Audit

31.9.1. The Gliding Australia EMO shall designate a suitably qualified person to conduct an audit in accordance with of MOSP 5.

31.9.2. The oversight programme should indicate which aspects of the approval will be covered with each audit.

31.9.3. Part of an audit should concentrate on the organisation's compliance monitoring reports produced by the compliance monitoring personnel to determine if the organisation is identifying and correcting its problems.

31.9.4. An operations audit checklist will be utilised, based upon Appendix 10 – Operations audit checklist, or alternatives agreed by the Gliding Australia's EMO and Safety Manager prior to audits, as appropriate to potential risks.

31.9.5. At the conclusion of the audit, an audit report should be completed by the auditing inspector, including all findings raised.

31.10. Oversight planning cycle

31.10.1. When determining the oversight planning cycle and defining the oversight programme, the Gliding Australia EMO should assess the risks related to the activity of each organisation and adapt the oversight to the level of risk identified and to the organisation's ability to effectively manage safety risks.

31.10.2. The Gliding Australia EMO should establish a schedule of audits and inspections appropriate to each organisation. The planning of audits and inspections should consider the results of the hazard identification and risk assessment conducted and maintained by the organisation as part of the organisation's management system. Inspectors should work in accordance with the schedule provided to them.

31.10.3. When the Gliding Australia EMO, having regard to an organisation's safety performance, varies the frequency of an audit or inspection it should ensure that all aspects of the organisation's activity are audited and inspected within the applicable oversight planning cycle.

- 31.10.4. For each organisation certified by the Gliding Australia EMO all processes should be completely audited at periods not exceeding the applicable oversight planning cycle. The beginning of the first oversight planning cycle is normally determined by the date of issue of the first certificate. If the Gliding Australia EMO wishes to align the oversight planning cycle with the calendar year, it should shorten the first oversight planning cycle accordingly.
- 31.10.5. The interval between two audits for a particular process should not exceed the interval of the applicable oversight planning cycle.
- 31.10.6. Audits should include at least one on-site audit within each oversight planning cycle. For organisations exercising their regular activity at more than one site, the determination of the sites to be audited should consider the results of past oversight, the volume of activity at each site, as well as main risk areas identified.

31.11. Persons holding a certificate, rating or authorisation

- 31.11.1. The oversight of persons holding a certificate, rating or authorisation should normally be ensured as part of the oversight of organisations. Additionally, the Gliding Australia EMO should verify compliance with applicable requirements when endorsing or renewing ratings.
- 31.11.2. To properly discharge its oversight responsibilities, the Gliding Australia EMO should perform a certain number of unannounced verifications.

31.12. Conduct of Oversight programme

- 31.12.1. When determining the oversight programme for organisations, the Gliding Australia EMO should select the organisations to be inspected focussing on the following elements:
- (a) the existence of a safety policy statement consistent with policy aims in MOSP Part 5, and its adequacy regarding the organisation's activities;
 - (b) the existence of appropriate measures aiming to achieve the objectives of the safety policy including risk mitigation measures, results of annual reviews and respective corrective actions, if applicable;
 - (c) operating sites and associated facilities as appropriate; and
 - (d) for ATOs:
 - (i) flight training in accordance with the ATO training programme, its conduct and standards as well as training records;
 - (ii) training aircraft in use by the ATO, including their registration, associated documents and maintenance records;
 - (iii) information on flight instructors and on the validity of their certificates, ratings and logbooks.
- 31.12.2. For each selected organisation, an inspection is a sample inspection of the predefined inspection criteria on the basis of key risk elements and the applicable requirements.
- 31.12.3. The results of past oversight activities should include information from the organisation's annual internal review and the ATO's annual activity reports as well as information from the verification of the ATO's training programme for compliance and occurrence reports linked to the activity of the organisation, if applicable.
- 31.12.4. The oversight programme should follow a risk-based approach and should be developed on a yearly basis. At least one inspection should be performed for each organisation not later than 72 months starting from the date on which the declaration was received or, subsequently, the last inspection, as applicable.

31.12.5. Additional inspections or unannounced inspections to specific organisations may be included in the oversight programme.

32 Initial certification procedure – organisations

- 32.1. Upon receiving an application for the initial issue of a certificate for an organisation, the Gliding Australia EMO shall verify the organisation's compliance with the applicable requirements.
- 32.2. When satisfied that the organisation is in compliance with the applicable requirements, the Gliding Australia EMO shall issue either the certificate at Appendix 5 – Certificate for approved training organisations (ATOs) or at Appendix 6 – Certificate for approved non-training organisations. The certificate shall be issued for an unlimited duration. The privileges and scope of the activities that the organisation is approved to conduct shall be specified in the terms of approval attached to the certificate(s).
- 32.3. To enable an organisation to implement changes without prior Gliding Australia EMO approval, the Gliding Australia EMO shall approve the procedure submitted by the organisation defining the scope of such changes and describing how such changes will be managed and notified.
- 32.4. **Verification of compliance**
- 32.4.1. To verify the organisation's compliance with the applicable requirements, the Gliding Australia EMO shall conduct an audit of the organisation, which may include interviews of personnel and inspections carried out at the organisation's facilities.
- 32.4.2. The Gliding Australia EMO should only conduct such audit after being satisfied that the application shows compliance with the applicable requirements.
- 32.4.3. The audit should focus on the following areas:
- (a) detailed management structure, including names and qualifications of required personnel and adequacy of the organisation and management structure;
 - (b) personnel:
 - (i) adequacy of number and qualifications with regard to the intended terms of approval and associated privileges;
 - (ii) validity of ratings, certificates or authorisations as applicable;
 - (c) processes for safety risk management and compliance monitoring;
 - (d) facilities – adequacy with regard to the organisation's scope of work;
 - (e) documentation based on which the certificate should be granted, such as an operations manual or Gliding Australia Training Manual.
- 32.4.4. In case of non-compliance, the applicant should be informed in writing of the corrections that are required.
- 32.4.5. In cases where an application for an organisation certificate is refused, the applicant shall be informed of the right of appeal in accordance with the Gliding Australia 'Complaints, Discipline and Appeals Policy and Procedures' manual.

33 Procedure for issue, revalidation, renewal or change of ratings, certificates or authorisations – persons

REG Subpart 149.G

- 33.1. Upon receiving an application for the issue, revalidation, renewal or change of a personal certificate, rating, or authorisation and any supporting documentation, the Gliding Australia EMO

shall verify whether the applicant meets the applicable requirements.

33.2. When satisfied that the applicant meets the applicable requirements, the Gliding Australia EMO shall issue, revalidate, renew, or change the certificate, rating, or authorisation.

33.3. The EMO is authorised to remove and suspend ratings, endorsement and flight privileges for members committing serious violations, or where serious safety concerns are held. Complaints Discipline and Appeals Manual refers.

33.4. Verification of compliance

33.4.1. To verify that the applicant meets the requirements, the Gliding Australia EMO shall review the application and any supporting documents submitted, for completeness and compliance with applicable requirements.

33.4.2. Prior to the issue, revalidation or renewal of a rating, certificate or authorisation, the applicant must disclose in their application to Gliding Australia whether they have held any licence, certificate, rating, authorisation or authorisation with the same scope and in the same category issued by CASA or another ASAO that was revoked or suspended in the period starting 10 years before the making of the application (Regulation 149.405).

34 Changes – organisations

34.1. Upon receiving an application for a change that requires prior approval, the Gliding Australia EMO shall verify the organisation's compliance with the applicable requirements before issuing the approval.

34.2. The Gliding Australia EMO shall prescribe the conditions under which the organisation may operate during the change, unless the Gliding Australia EMO determines that the organisation's certificate needs to be suspended.

34.3. When satisfied that the organisation is in compliance with the applicable requirements, the Gliding Australia EMO shall approve the change.

34.4. Without prejudice to any additional enforcement measures, when the organisation implements changes requiring prior approval without having received Gliding Australia EMO approval as defined in paragraph 34.1, the Gliding Australia EMO shall suspend, limit or revoke the organisation's certificate, until satisfactorily rectified.

34.5. For changes not requiring prior approval, the Gliding Australia EMO shall assess the information provided in the notification sent by the organisation to verify compliance with the applicable requirements. In case of any non-compliance, the Gliding Australia EMO shall:

(a) notify the organisation about the non-compliance and request further changes; and

(b) in case of level 1 or level 2 findings, act in accordance with Section Occurrence 38.

34.6. Changes in nominated persons

- (a) The Gliding Australia EMO shall be informed of any changes to personnel specified in Sections 21 or 30 that may affect the certificate or terms of approval/approval schedule attached to it. When an organisation submits the name of a new nominee for any of the persons nominated as per 27.3 or 32.4, the Gliding Australia EMO may require the organisation to produce a written résumé of the proposed person's qualifications. The Gliding Australia EMO reserves the right to interview the nominee or call for additional evidence of his/her suitability before deciding upon his/her acceptability.
- (b) A simple management system documentation status sheet should be maintained, which contains information on when an amendment was received by the Gliding Australia EMO and when it was approved.
- (c) For changes requiring prior approval, to verify the organisation's compliance with the applicable requirements, the Gliding Australia EMO may conduct an audit of the organisation, limited to the extent of the changes. If required for verification, the audit should include interviews and inspections carried out at the organisation's facilities.
- (d) ADMIN 0015 Change Management Manual also applies.

34.7. Change of name of the organisation

- (a) On receipt of the application and the relevant parts of the organisation's documentation as required by this Section, the Gliding Australia EMO shall re-issue the certificate.
- (b) A name change alone does not require the Gliding Australia EMO to audit the organisation, unless other aspects of the organisation have changed.

35 Findings and corrective actions – organisations

35.1. The Gliding Australia EMO for oversight shall have a system to analyse findings for their safety significance.

35.2. A level 1 finding shall be issued by the Gliding Australia EMO when any significant non-compliance is detected with the applicable Civil Aviation Legislation or this Manual of Standard Procedures, with the organisation's procedures and manuals, or with the terms of an approval or certificate which lowers safety or seriously hazards flight safety. The level 1 findings shall include:

- (a) failure to give the Gliding Australia EMO access to the organisation's facilities during normal operating hours and after two written requests;
- (b) obtaining or maintaining the validity of the organisation certificate by falsification of submitted documentary evidence;
- (c) evidence of malpractice or fraudulent use of the organisation certificate; and
- (d) the lack of a club accountable manager.

35.3. A level 2 finding shall be issued by the Gliding Australia EMO when any non-compliance is detected with the organisation's procedures and manuals or with the terms of an approval or certificate which could lower safety or hazard flight safety.

Note: By way of example, a failure to maintain an Emergency Response Plan in accordance with MOSP Part 5 SMS Manual and supporting templates, or a failure to utilise TOST weak links or tested rope links in aerotow equipment would result in a level 2 finding.

35.4. When a finding is detected during oversight or by any other means, the Gliding Australia EMO shall communicate the finding to the organisation in writing and request corrective action to address the non-compliance(s) identified.

- (a) In the case of level 1 findings the Gliding Australia EMO shall take immediate and appropriate action to prohibit or limit activities and, if appropriate, it shall take action to revoke the certificate or specific approval or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding, until successful corrective action has been taken by the organisation.
 - (b) In the case of level 2 findings, the Gliding Australia EMO shall:
 - (i) grant the organisation a corrective action implementation period appropriate to the nature of the finding that in any case initially shall not be more than 3 months. At the end of this period, and subject to the nature of the finding, the Gliding Australia EMO may extend the 3-month period subject to a satisfactory corrective action plan agreed by the Gliding Australia EMO; and
 - (ii) assess the corrective action and implementation plan proposed by the organisation and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
 - (c) Where an organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the Gliding Australia EMO, the finding shall be raised to a level 1 finding and action taken as laid down in paragraph 35.4(a)
 - (d) The Gliding Australia EMO shall record all findings it has raised or that have been communicated to it and, where applicable, the enforcement measures it has applied, as well as all corrective actions and date of action closure for findings.
- 35.5. In the case of ATOs, if during oversight or by any other means the Gliding Australia EMO finds evidence that indicates ATO non-compliance with the essential requirements set out in the MOSP, the Gliding Australia EMO shall:
- (a) raise a finding, record it, communicate it in writing to the representative of the ATO and determine a reasonable period of time within which the ATO is to take the steps specified in Section 38;
 - (b) take immediate and appropriate action to limit or prohibit the training activities affected by the non-compliance until the ATO has taken the corrective action referred to paragraph 35.5(a), where any of the following situations occurs:
 - (i) a safety problem has been identified;
 - (ii) the ATO fails to take corrective action;
 - (c) in respect of the training programmes, limit, suspend or revoke the approval of the training programme;
 - (d) take any further enforcement measures necessary in order to ensure the termination of the non-compliance and, where relevant, remedy the consequences thereof in accordance with the Gliding Australia 'Complaints, Discipline and Appeals Policy and Procedures' manual;
 - (e) In the case of a suspension of a certificate, the Gliding Australia EMO shall inform CASA, within 10 working days, in accordance with REG 149.425.

35.6. Training

For a level 1 finding it may be necessary for the Gliding Australia EMO to ensure that further training of the organisation is carried out and audited before the activity is resumed, dependent upon the finding's impact on safety.

36 Findings and enforcement measures – persons

REG Subpart 149.H

- 36.1. If, during oversight or by any other means, evidence is found by the Gliding Australia EMO that shows a non-compliance with the applicable requirements by a person holding a certificate, rating or authorisation issued in accordance with this MOSP, the Gliding Australia EMO shall raise a finding, record it and communicate it in writing to the certificate, rating or authorisation holder.
- 36.2. When such finding is raised, the Gliding Australia EMO shall carry out an investigation. If the finding is confirmed, it shall:
- (a) limit, suspend or revoke the certificate, rating or authorisation as applicable, when a safety issue has been identified; and
 - (b) take any further enforcement measures necessary to prevent the continuation of the non-compliance.
- 36.3. In the case of a suspension of a pilot certificate, the Gliding Australia EMO shall inform CASA, within 10 working days, in accordance with REG 149.425.
- 36.4. **Enforcement measures in case of non-compliance with this MOSP**
- 36.4.1. If the holder of a certificate, rating or authorisation does not or no longer comply with the applicable requirements, the Gliding Australia EMO, should take enforcement measures which should be commensurate with the nature of the non-compliance. For example, if the training required for the issuing of the pilot certificate was not fully completed as required, the Gliding Australia EMO may decide, subject to the amount and nature of the missing training elements, to suspend the certificate until the missing training elements and a new skill test have been completed rather than revoking the certificate.
- 36.4.2. The procedures outlined in the Gliding Australia Complaints, Discipline and Appeals Manual shall be followed.

MEDICAL REQUIREMENTS

37 Medical Standards

Sailplane pilots are subject to the Australian driver medical standards for private vehicle drivers. The medical standards for licensing and clinical management guidelines are outlined in the Austroads publication [Assessing Fitness to Drive](#).

38 Pilot requirements

38.1. A person shall not fly as pilot in command of a sailplane unless:

- (a) they have made the declaration of physical fitness at Appendix 8 – Declaration of Physical Fitness to these Regulations and do not suffer from a condition described at paragraph 38.4(d); or
- (b) has been examined by a legally qualified Australian registered medical practitioner and found fit to fly in accordance with the 'Austroads standards', certification of which will be evidenced by the completion of the 'Medical Practitioner's Certificate of Fitness' at Appendix 9 – Medical Practitioner's Certificate of Fitness to these Regulations; or
- (c) holds an appropriate and valid CASA Civil Aviation Medical Certificate; or
- (d) they are a foreign pilot who holds a valid:
 - (i) ICAO Class 2 or higher Medical Certificate; or
 - (ii) Medical Certificate issued by their licensing state that has been assessed to a medical standard equivalent to (or higher than) the 'Austroads' Standard.

Note: A foreign pilot who does not suffer from a condition described at paragraph 38.4(d) may make a declaration of physical fitness.

38.2. In the case of paragraph 38.1(c), the operational restrictions applying to the CASA Basic Medical Certificate do not apply when flying sailplanes.

38.3. In the case of paragraph 38.1(d)(ii) the Medical Certificate will be referred to Gliding Australia EMO for verification. Where a Medical Certificate is found not to be equivalent to the Austroads standard, the pilot must meet the requirements of paragraph 38.1(b).

38.4. A pilot shall not fly as pilot in command of a sailplane:

- (a) less than 24 hours after he or she has donated blood; or
- (b) if he or she is temporarily unfit due to taking medication; or
- (c) if he or she is temporarily unfit due to illness or injury; or
- (d) if he or she becomes aware that he or she may have, or be subject to:
 - Heart failure within the last 3 years
 - Cancer in the last 5 years
 - ECG changes
 - Insulin dependent diabetes
 - Transient ischaemic attacks (sometimes referred to as a mini stroke)
 - Multiple sclerosis, cerebral palsy, Parkinson's disease
 - Significant head injury
 - Renal calculus disease (kidney stones)
 - Vestibular disorders (vertigo)

- Inability to hear conversational voice at a distance of 2 metres (a hearing aid may be used)
 - Physical limitations or disabilities
- 38.5. If a pilot has a medical condition listed in paragraph 38.4(d), a pilot may fly as pilot in command if medically cleared to do so in accordance with paragraph 38.1(b) or 38.1(c) above.
- 38.6. A pilot holding a GFA Instructor authorisation must be medically examined by a legally qualified registered medical practitioner and found fit to fly in accordance with paragraph 38.1(b); or hold an appropriate valid Medical Certificate as per paragraphs 38.1(c) or 38.1(d).
- 38.7. A pilot shall not act as pilot in command of a charter flight unless medically examined by a legally qualified registered medical practitioner and found fit to in accordance with paragraph 38.1(b); or hold an appropriate valid Medical Certificate in accordance with paragraphs 38.1(c) or 38.1(d).

39 Validity Periods for medical declarations and certificates

39.1. The declaration of physical fitness at paragraph 38.1(a) shall remain valid until the pilot:

- (a) suffers from a condition described under paragraph 38.4(d), or

turns 70 years of age, or

- (b) two years if the pilot is aged 70 years or more.

39.2. A Medical Practitioner's Certificate of Fitness issued under paragraphs 38.1(b), 38.6 or 38.7 shall be valid for two years in respect of a pilot aged 40 or over at the time of examination, or five years in respect of a pilot aged under 40 at the time of examination.

39.3. The validity period of a CASA Civil Aviation Medical Certificate or an ICAO Class 2 or higher medical certificate is recorded on the medical certificate.

39.4. The validity period of a medical certificate mentioned at paragraph 38.1(d)(ii) shall not exceed the period specified in paragraph 39.2.

40 Decrease in Medical Fitness

40.1. Certificate holders shall not exercise the privileges of their certificate and related ratings at any time when they:

- (a) are aware of any decrease in their medical fitness which might render them unable to safely exercise those privileges;
- (b) take or use any prescribed or non-prescribed medication which is likely to interfere with the safe exercise of the privileges of the applicable certificate;
- (c) receive any medical, surgical or other treatment that is likely to interfere with flight safety.

40.2. In addition, certificate holders shall, without undue delay, seek medical advice when they:

- (a) have undergone a surgical operation or invasive procedure;
- (b) have commenced the regular use of any medication;
- (c) have suffered any significant personal injury involving incapacity to exercise the privileges of their authorisation;
- (d) have been suffering from any significant illness involving incapacity to exercise the privileges of their authorisation;
- (e) are pregnant;

- (f) have been admitted to hospital or medical clinic;
- (g) first require correcting lenses.

40.3. In these cases:

- 40.3.1. A certificate holder operating under the provisions of a self-declaration of physical fitness in accordance with paragraph 38.1(a) shall seek the advice of a Medical Practitioner who shall assess the medical fitness of the certificate holder and decide whether they are fit to resume the exercise of their privileges.
 - 40.3.2. A certificate holder operating under the provisions of a 'Medical Practitioner's Certificate of Fitness' in accordance with paragraph 38.1(b) shall seek the advice of a Medical Practitioner who shall assess the medical fitness of the certificate holder and confirm they are fit to resume the exercise of their privileges in accordance with paragraph 38.1(b).
 - 40.3.3. A certificate holder operating under the provisions of a CASA Medical Certificate in accordance with paragraph 38.1(c) must comply with the requirements under the CASR before exercising the privileges of their authorisation.
 - 40.3.4. A certificate holder operating under the provisions of a Medical Certificate issued by their licencing state in accordance with paragraph 38.1(d) must not exercise the privileges of their authorisation.
 - 40.3.5. As an alternative to paragraphs 40.3.3 and 40.3.4, a pilot may fly as pilot in command if medically cleared to do so in accordance with paragraph 38.1(b).
- 40.4. A pilot who has lost medical fitness pursuant to paragraphs 40.1 and 40.2 may fly as second pilot provided the pilot in command has conducted a risk assessment and is satisfied that the medical condition is not likely to put the continuing safe operation of the sailplane at risk.

41 Recording

Each person seeking to rely on these medical requirements must provide a copy of the relevant Medical Certificate or Declaration or copy of the CASA or ICAO Medical Certificate as the case may be, to Gliding Australia.

42 Diving and Blood Donation

- 42.1. Diving and blood donation may be a cause of incapacitation. The pilot-in-command must not exercise the privileges of their authorisation until a reasonable time period has elapsed after deep water diving or following blood donation.
- 42.2. When determining a reasonable time period, at least 24 hours is a suitable minimum length of time to allow after normal recreational (sport) diving or normal blood donation before a flight.

43 Medication, psychoactive substances and other treatments

Requirements and information on the effects of medication, psychoactive substances and other treatments can be found in:

- (a) The Austroads document 'Assessing fitness to drive for commercial and private vehicle drivers' available from the Austroads website at <https://austroads.com.au/publications/assessing-fitness-to-drive/ap-g56>; or
- (b) the DAME's Clinical Practice Guidelines on the CASA website at <https://www.casa.gov.au/licences-and-certificates/medical-professionals/dames-clinical-practice-guidelines/medication>.
- (c) Operations Advice Notice (OAN) 04/2023 - Medication - Guidance for Pilots.

Appendix 1 - Application and report form for the GPC

<p>I hereby apply for the issue of a Glider Pilot Certificate (GPC) and certify that I have not had an authorisation varied, suspended or cancelled, other than at my request, from any other sport or recreational aviation body, CASA or the national aviation authority of a foreign county.</p>	
<p>1. APPLICANT'S PERSONAL PARTICULARS:</p>	
<p>Title:..... Forename:..... Surname:..... Date of Birth: Nationality:..... Address: State Postcode: Telephone: Fax: E-mail: Mobile Telephone:..... Signature:</p>	
<p>2. APPLICANT'S AERONAUTICAL EXPERIENCE:</p>	
<p>Total Hours (Sailplanes¹³): Total Flights..... Total Hours (TMGs):..... Total Flights:..... Total Hours (Fixed Wing):..... Total Flights:.....</p>	
<p>3. CFI DECLARATION AND DETAILS</p>	
<p>I, the undersigning CFI:</p> <ul style="list-style-type: none"> • have ensured that communication with applicant can be established without language barriers. • have received information from the applicant regarding their experience and instruction and found that the experience and instruction complies with the requirements of the Gliding Australia Training Manual for the issue of a Glider Pilot Certificate. • Recommend the issue of a Glider Pilot Certificate to the applicant. <p>Signature: Member Number: Name:..... Name of ATO:</p>	
<p><i>A copy of the applicant's completed GPC training syllabus must be appended to this application.</i></p>	

¹³ Includes unpowered and powered sailplanes except TMGs.

Appendix 2 – Application and report form for the Flight Instructor skill test, proficiency check or assessment of competence

1. APPLICANT’S PERSONAL PARTICULARS:
Title:..... Forename:..... Surname: Date of Birth: Nationality:..... Address: State Postcode: Telephone: Fax: E-mail: Mobile Telephone:.....
2. APPLICANT’S AERONAUTICAL EXPERIENCE:
Sailplanes¹⁴ Total Hours: Total Flights..... Instructing Hours: Instructing Flights Touring Motor Gliders (TMGs) Total Hours: Total Flights..... Instructing Hours: Instructing Flights Other Fixed Wing Total Hours: Total Flights..... Instructing Hours: Instructing Flights Rotary Wing: Total Hours: Total Flights..... Instructing Hours: Instructing Flights
3. CFI DECLARATION AND DETAILS
I, the undersigning CFI certify that the applicant has satisfactorily completed an approved course of training for the issue/revalidation of a Flight Instructor Grade in accordance with syllabus of training in the Gliding Australia Training Manual and recommend the issue of this authorisation. Flying Hours during course:..... Number of Training Flights: Aircraft used: Signature: Member Number: Name:..... Name of ATO:
<i>A copy of the applicant’s completed instructor training syllabus must be appended to this application.</i>

¹⁴ Includes unpowered and powered sailplanes except TMGs.

Appendix 3 – Declaration for approved training organisations and change to declaration

1. APPLICANT TYPE	An Initial Declaration	Notification of a Change
Incorporated Association	Complete Section 2(a)	
Company	Complete Section 2(b)	
Individual / Partnership:	Complete Section 2(c)	
Commonwealth of Australia	Complete Section 2(a)	
Public Educational Establishment	Complete Section 2(a)	
2. APPLICANT DETAILS		
This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.		
a) An Incorporated Association or other body		
Name of Incorporated Association or other body: ABN: Trading Name (if applicable) Registered Address: State: Postcode: Telephone: Fax: E-mail: Mobile Telephone: Website address: Authorised representative: This application is to be signed by a person or persons authorised by the body named above to act on behalf of it. This should normally be a member or members of the managing committee of the association or other body. Evidence of the authorisation to act on behalf of the association or body should be provided with the application. Title: Forenames: Surname: Position:		
This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.		
b) A Company		
Registered Company Name (in full): Number: Registered Office Address: State: Postcode: Telephone: Fax: E-mail: Mobile Telephone: Website address: Trading Name: (if applicable) Trading Address (primary site): State: Postcode:		

Authorised Representative of Company

This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

Title: Forename: Surname:

Position in Company:.....

Telephone No: E-mail:

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

c) Individual (including sole traders and partnerships)

Title:..... Forename: Surname:

Address:

State Postcode:

Telephone: Fax:

E-mail: Mobile Telephone:.....

Trading Name: (if applicable)

Website address:.....

In the case of a partnership, please complete details of all partners. Continued on a separate sheet.

3. ADDRESS FOR CORRESPONDENCE (if different from above)

Postal Address:

State: Postcode:

4. PRINCIPAL PLACE OF BUSINESS

Main Training Site Address or Training Site Address where a change to the Organisation Declaration is to include a new site or to include additional courses to an existing site.

Registered Office Address:.....

State: Postcode:

Telephone: Fax:

E-mail:

5. PERSONNEL

a. Accountable Manager

Title:..... Forename: Surname:

Address:

State Postcode:

Telephone: Fax:

E-mail: Mobile Telephone:.....

Member Number

b. CFI

Title:..... Forename: Surname:

Address:

State Postcode:
 Telephone: Fax:
 E-mail: Mobile Telephone:.....
 Member Number

c. Safety Manager

Title:..... Forename: Surname:
 Address:
 State Postcode:
 Telephone: Fax:
 E-mail: Mobile Telephone:.....
 Member Number

6. SCOPE OF TRAINING TO BE PROVIDED (Tick as appropriate):

- ground instruction for the GPC;
- flight instruction for the GPC;
- training towards extension of privileges to sailplanes or TMGs in accordance with the Gliding Australia Training Manual;
- training towards additional launching methods in accordance with the Gliding Australia Training Manual;
- training towards additional ratings and privileges: basic aerobatic and advanced aerobatic privileges and sailplane towing rating;
- training towards flight instructor authorisation for sailplanes;
- competency and proficiency checks;
- Flight instructor refresher courses.

7. TRAINING AIRCRAFT

Type	Registration

8. AIRCRAFT MAINTENANCE ORGANISATION

Name of AMO or Maintenance Inspectors	Member Number

All Training Sites, shall be audited by Gliding Australia for suitability in advance of any training by the applicant organisation.

9. AERODROME PARTICULARS

Name of Aerodrome: ICAO Designator:
 Status: Certified / Uncertified / Military / Private (delete as appropriate)
 Aerodrome Address:.....
 State Postcode:
 Telephone: Fax:
 Website:

10. ADDITIONAL TRAINING SITES

Name of Aerodrome and ICAO Designator	Full Name & Address of Training Site, Base or Location of Course (including Postcode and Telephone number)
.....
.....

11. PROPOSED DATE TRAINING TO COMMENCE

Date:.....

12. DECLARATION OF SAFETY POLICY

I hereby declare that..... (name of Organisation) has established and operates in accordance with a Safety Policy. This safety policy defines, at least the means and methods used for:

- hazard identification;
- risk assessment; and
- effectiveness of the mitigation measures (implementation and follow-up).

The safety policy additionally, takes into account procedures required for occurrence reporting pursuant to Section 29 of MOSP 2.

Signature of Applicant or authorised representative (named in 2 (a), (b) or (c)):

.....

Date:.....

16. DECLARATION

I am applying for an approval of, or amendment to, an approved Training Organisation. I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

Name of Applicant (as shown in 2 (a), (b) or (c)):

.....

Signature of Applicant or authorised representative (named in 2 (a), (b) or (c)):

.....

Date:.....

Please note that a minimum of 60 working days will normally be required to check and confirm the information given above - if data is missing or omitted the process may take considerably longer.

Appendix 4 – Non-training flying organisation application

1. APPLICANT TYPE	An Initial Declaration	Notification of a Change
Incorporated Association	Complete Section 2(a)	
Company	Complete Section 2(b)	
Individual / Partnership:	Complete Section 2(c)	
Commonwealth of Australia	Complete Section 2(a)	
Public Educational Establishment	Complete Section 2(a)	
2. APPLICANT DETAILS		
<p>This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.</p>		
<p>a) An Incorporated Association or other body</p>		
<p>Name of Incorporated Association or other body:</p> <p>..... ABN:</p> <p>Trading Name (if applicable)</p> <p>Registered Address:</p> <p>State: Postcode:</p> <p>Telephone: Fax:</p> <p>E-mail: Mobile Telephone:</p> <p>Website address:</p> <p>Authorised representative:</p> <p>This application is to be signed by a person or persons authorised by the body named above to act on behalf of it. This should normally be a member or members of the managing committee of the association or other body. Evidence of the authorisation to act on behalf of the association or body should be provided with the application.</p> <p>Title:..... Forenames: Surname:</p> <p>Position:.....</p>		
<p>This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.</p>		
<p>b) A Company</p>		
<p>Registered Company Name (in full):</p> <p>..... Number:</p> <p>Registered Office Address:</p> <p>State: Postcode:</p> <p>Telephone: Fax:</p> <p>E-mail: Mobile Telephone:</p> <p>Website address:</p> <p>Trading Name: (if applicable)</p> <p>Trading Address (primary site):</p> <p>State: Postcode:</p> <p>Authorised Representative of Company</p> <p>This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.</p> <p>Title: Forename: Surname:</p>		

Position in Company:.....

Telephone No: E-mail:

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

c) Individual (including sole traders and partnerships)

Title:..... Forename: Surname:

Address:

State Postcode:

Telephone: Fax:

E-mail: Mobile Telephone:.....

Trading Name: (if applicable)

Website address:.....

In the case of a partnership, please complete details of all partners. Continued on a separate sheet.

3. ADDRESS FOR CORRESPONDENCE (if different from above)

Postal Address:

State: Postcode:

4. PRINCIPAL PLACE OF BUSINESS

Main Training Site Address or Training Site Address where a change to the Organisation Declaration is to include a new site or to include additional courses to an existing site.

Registered Office Address:.....

State: Postcode:

Telephone: Fax:

E-mail:

5. PERSONNEL

a. Accountable Manager

Title:..... Forename: Surname:

Address:

State Postcode:

Telephone: Fax:

E-mail: Mobile Telephone:.....

Member Number

b. Operations Manager

Title:..... Forename: Surname:

Address:

State Postcode:

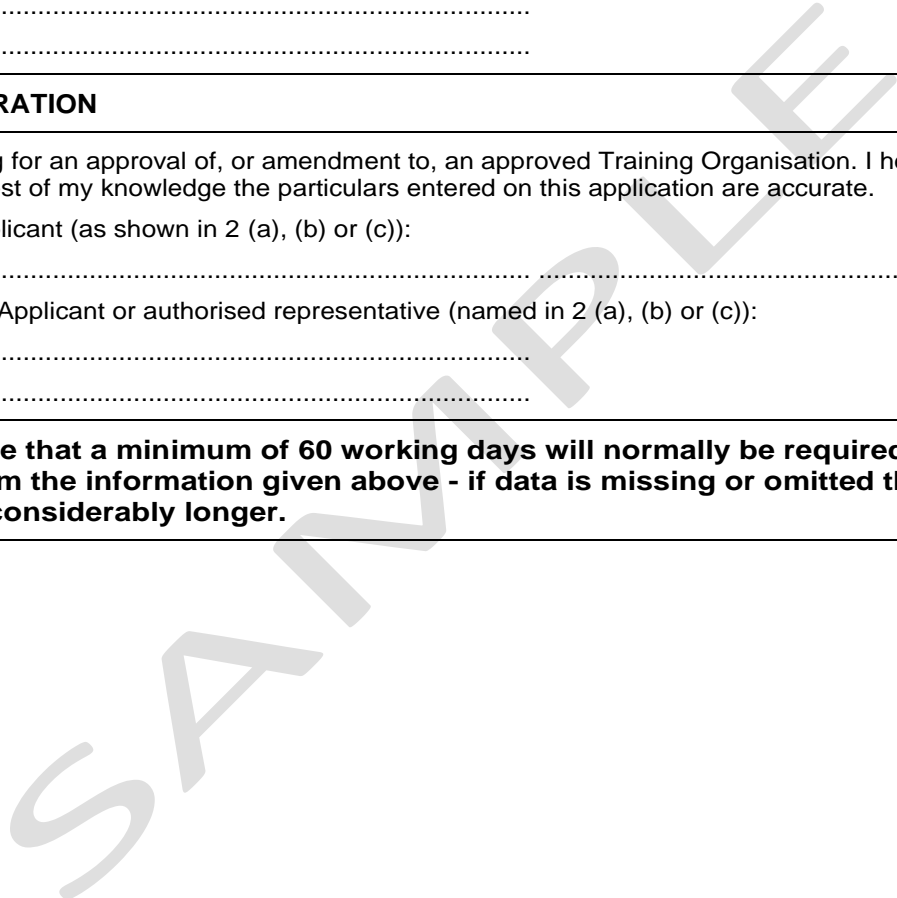
Telephone: Fax:

E-mail: Mobile Telephone:.....

Member Number

c. Safety Manager	
Title:..... Forename:..... Surname:.....	
Address:	
State	Postcode:
Telephone:	Fax:
E-mail: Mobile Telephone:.....	
Member Number	
6. SCOPE OF OPERATIONS (Tick as appropriate)	
<input type="checkbox"/> facilitate private flying operations for pilots holding a GPC; <input type="checkbox"/> conduct Charter Operations in accordance with a CASA AOC; <input type="checkbox"/> provide aerotow launching; <input type="checkbox"/> provide winch or auto-tow launching; <input type="checkbox"/> operate self-launching powered sailplanes; <input type="checkbox"/> operate Touring Motor Gliders;	
7. AIRCRAFT OWNED AND OPERATED BY ORGANISATION	
Type	Registration
.....
.....
.....
.....
8. AIRCRAFT MAINTENANCE ORGANISATION	
Name of AMO or Maintenance Inspectors	Member Number
.....
.....
All sites shall be audited by Gliding Australia for suitability in advance of any operations by the applicant organisation.	
9. AERODROME PARTICULARS	
Name of Aerodrome: ICAO Designator:	
Status: Certified / Uncertified / Military / Private (delete as appropriate)	
Aerodrome Address:.....	
State	Postcode:
Telephone:	Fax:
Website:	

10. PROPOSED DATE OPERATIONS TO COMMENCE
Date:
11. DECLARATION OF SAFETY POLICY
I hereby declare that..... (name of Organisation) has established and operates in accordance with a Safety Policy. This safety policy defines, at least the means and methods used for: <ul style="list-style-type: none">• hazard identification;• risk assessment; and• effectiveness of the mitigation measures (implementation and follow-up). The safety policy additionally, takes into account procedures required for occurrence reporting pursuant to Section 29 of MOSP 2. Signature of Applicant or authorised representative (named in 2 (a), (b) or (c)): Date:
12. DECLARATION
I am applying for an approval of, or amendment to, an approved Training Organisation. I hereby declare that to the best of my knowledge the particulars entered on this application are accurate. Name of Applicant (as shown in 2 (a), (b) or (c)): Signature of Applicant or authorised representative (named in 2 (a), (b) or (c)): Date:
Please note that a minimum of 60 working days will normally be required to check and confirm the information given above - if data is missing or omitted the process may take considerably longer.



Appendix 5 – Certificate for approved training organisations (ATOs)

The Gliding Federation of Australia Inc. trading as GLIDING AUSTRALIA

APPROVED TRAINING ORGANISATION CERTIFICATE

[CERTIFICATE NUMBER/REFERENCE]

Pursuant to Section 32 of the Manual of Standard Procedures Part 2 (Operations) and subject to the conditions specified below, Gliding Australia hereby certifies

[NAME OF THE TRAINING ORGANISATION]

[ADDRESS OF THE TRAINING ORGANISATION]

as a Gliding Australia certified training organisation with the privilege to provide training courses as described below, including the use of FSTDs.

COURSES:

[Detail courses; e.g. Training of GPC Syllabus Units 1 to 43, training of flight instructors, provision of ground instruction units 1 to 9.]

CONDITIONS:

This certificate is limited to the privileges and the scope of providing the training courses, including the use of FSTDs, in accordance with the Gliding Australia Training Manual.

This certificate is valid whilst the approved organisation remains in compliance with the Manual of Standard Procedures and other applicable regulations.

Subject to compliance with the foregoing conditions, this certificate shall remain valid unless it has been surrendered, superseded, limited, suspended or revoked.

Date of issue:

Signed:

[Gliding Australia EMO]

Appendix 6 – Certificate for approved non-training organisations

The Gliding Federation of Australia Inc. trading as GLIDING AUSTRALIA

APPROVED ORGANISATION CERTIFICATE

[CERTIFICATE NUMBER/REFERENCE]

Pursuant to Section 32 of the Manual of Standard Procedures Part 2 (Operations) and subject to the conditions specified below, Gliding Australia hereby certifies

[NAME OF THE ORGANISATION]

[ADDRESS OF THE ORGANISATION]

as a Gliding Australia certified organisation with the privilege to conduct flying operations as described below.

TYPE OF OPERATIONS:

Private flying by pilots holding a GPC utilising [winch/Auto-tow. Aerotow, Self] launching in accordance with Gliding Australia requirements.

CONDITIONS:

This certificate is valid whilst the approved organisation remains in compliance with the Manual of Standard Procedures and other applicable regulations.

Subject to compliance with the foregoing conditions, this certificate shall remain valid unless it has been surrendered, superseded, limited, suspended or revoked.

This certificate authorises the organisation to facilitate the conduct of sailplane operations, except flight training and Air Experience Flights.

Date of issue:

Signed:

[Gliding Australia EMO]

Appendix 7 – Glider Pilot Certificate

The Glider Pilot Certificate shall conform to the following specifications:

- a. Content. The item number shown shall always be printed in association with the item heading. Items I to XI (except (V)) are the “permanent” items and items V and XII to XIV are the “variable” items which may appear on a separate or detachable part of the main form. Any separate or detachable part shall be clearly identifiable as part of the certificate.
 - (1) Permanent items:
 - (I) Issuing Authority, being the Gliding Federation of Australia Inc.;
 - (II) title ‘Glider Pilot Certificate’;
 - (III) serial number of the certificate, being the Gliding Australia membership number allocated to the holder;
 - (IV) name of holder (in Latin script);
 - (IVa) date of birth;
 - (VI) nationality of holder;
 - (VII) signature of holder;
 - (VIII) conditions under which the certificate was issued;
 - (IX) certification of validity and authorisation for the privileges granted;
 - (X) signature of the officer issuing the certificate and the date of issue; and
 - (XI) seal or stamp of the Gliding Federation of Australia Inc.
 - (2) Variable items:
 - (V) holder's address;
 - (XII) ratings, authorisations and instructor certificates, etc., with dates of expiry, as applicable. Radio telephony (R/T) privileges may appear on the certificate or on a separate certificate;
 - (XIII) remarks: i.e. special endorsements relating to limitations and endorsements for privileges, including endorsements of language proficiency, remarks on the automatic validation of the certificate; and
 - (XIV) any other details required by Gliding Australia (e.g. place of birth/place of origin).
- b. The certificate is system-generated and cannot be amended by hand.
- c. Certificates shall be written in the English language.

Appendix 8 – Declaration of Physical Fitness

THE GLIDING FEDERATION OF AUSTRALIA INC trading as GLIDING AUSTRALIA

(ABN 82 433 264 489)
C4/1-13 The Gateway, Broadmeadows Victoria 3047
Phone: (03) 9359 1613; Fax: (03) 9359 9865

Declaration of Physical Fitness

Note: This declaration is to be made annually by members who intend to fly as “pilot in command” and do not hold a valid CASA Medical Certificate or a Medical Practitioner’s Certificate of Fitness in the prescribed form.

I, (name) of.....
..... (address) Post Code

hereby declare that to the best of my knowledge I am not suffering from any physical condition that would preclude me from operating a sailplane as pilot in command.

I further declare that I do not suffer or have not suffered from:

- Heart failure within the last 3 years
- Cancer in the last 5 years
- ECG changes
- Insulin dependent diabetes
- Transient ischaemic attacks (sometimes referred to as a mini stroke)
- Multiple sclerosis, cerebral palsy, Parkinson’s disease
- Significant head injury
- Renal calculus disease (kidney stones)
- Vestibular disorders (vertigo)
- Inability to hear conversational voice at a distance of 2 metres (a hearing aid may be used)
- Physical limitations or disabilities

In the event of my contracting any physical condition precluding me from operating a sailplane as pilot in command, I undertake to the Gliding Federation of Australia that I will cease flying in that capacity while the condition makes it unsafe for me to do so.

Pilot’s signature.....Date.....

Signature of parent or guardian

(for persons under 18 years)

Validity period: Pilots less than 70-years of age - Valid until 70-years of age; Pilots of 70 years of age or more - Valid for 2-years.

Note 1: Members who are unable to make this declaration may obtain a medical clearance to fly as pilot in command in the form at Appendix 2.

Note 2: A pilot flying under the provisions of the self-declaration of physical fitness who suffers from a condition described at paragraph 38.4(d) must obtain a Medical Practitioner’s Certificate of Fitness’ or hold a valid CASA Medical Certificate before recommencing command flying.

OPS F006(a)

Appendix 9 – Medical Practitioner’s Certificate of Fitness

THE GLIDING FEDERATION OF AUSTRALIA INC trading as GLIDING AUSTRALIA

(ABN 82 433 264 489)
C4/1-13 The Gateway, Broadmeadows Victoria 3047
Phone: (03) 9359 1613; Fax: (03) 9359 9865

Medical Practitioner’s Certificate of Fitness

Pilots who are unable to make the declaration must have this certificate signed before flying a sailplane as pilot in command.

The medical standards applicable for the issuing of this Certificate are the Austroads standards for the issue of a driver’s licence medical certificate for a private motor vehicle. These standards are to be found at: <http://www.austroads.com.au/drivers-vehicles/assessing-fitness-to-drive>

Pilots who hold a GFA Instructor rating or wishing to hold a Charter authorisation and do not hold a valid CASA Flight Crew Licence Medical Certificate must also have this Certificate signed.

NOTE FOR THE MEDICAL PRACTITIONER: As with the Austroads driver’s licence medical certification, the examining registered medical practitioner acts as the certifying physician. He or she must be familiar with the Austroads standards for the issue of a driver’s licence medical certificate for a private motor vehicle. When faced with an applicant with a medical condition, reference must be made to the appropriate chapter of the Austroads guidelines. The standards contained in 'Assessing Fitness to Drive' are guidelines only and health professionals are encouraged to use their professional discretion and to take into consideration the full picture of a person’s health.

I hereby certify that I have examined the applicant (name)

of Post Code

and to the best of my knowledge he/she is not suffering from a medical condition which would preclude him/her from flying a sailplane as pilot in command.

This Certificate shall be valid for a maximum of two years in respect of a pilot aged 40 or over at the time of the examination, or for a maximum of five years in respect of a pilot aged under 40 at the time of examination.

(Please use remarks section below if the validation period is to be varied)

Initial certificate Renewal (Tick as appropriate)

Remarks (as applicable)

.....
.....
.....

Doctor’s Name (please print)

Signature Date

OPS F006(b)

Appendix 10 – Operations audit checklist

Sailplanes & Airworthiness

- Maintenance release/DI Books correct
- Quality of DI checks observed
- Maintenance due correct, nil outstanding
- Placards, speeds (Vne, rough air, manoeuvring, Vne with altitude etc.), weight and balance (including front/rear pilot weights for two-seaters), weak links, canopy jettison, etc.)
- Radios, Flarm, aids to situational awareness
- Evidence of maintenance standards, skills in AW team
- Sailplane airworthiness and general condition
- Ground handling tow-out gear condition

Airfield

- Obstructions and non-maneuvring areas – launch landing flight paths
- Protection of the public, signage, operational area access controls, briefings
- Published procedures, e.g. ERSA, Aerodrome User Manual
- ALL launch points sufficiently displaced from obstacles to provide clear view of approaches
- Obstructions affecting ground handling, taxiways, ground towing paths
- Safety of ground vehicles, airfield maintenance equipment

Launching - Aerotow

- Tug condition
- Flight manual towing supplement in aircraft
- Rope length, safe knots splices
- Weak links and Rings (type, condition)
- Towing and descent patterns in accordance with Aerotowing Manual
- Tow pilot standards and airmanship
- Launch point signalling

Launching - Winch/auto launching

- Serviceability of winches/launching vehicles
- Driver protection
- Type of cable or rope in use
- Radio and headsets fitted and used
- General condition of cable/rope, safe knots and splices
- Weak links (appropriate for sailplanes in service)
- Drogue to rings trace lengths (minimum 5 metres)
- Rings (type, condition)
- Emergency equipment (cable-cutting devices, etc.)
- Separation of cables at launch point
- Anchoring of dead cable at launch point
- Signalling (state method in use)
- Situational awareness of winch drivers
- Situational awareness of launch controllers
- Standard of winch/towcar driving
- Standard of winch/towcar driver training

Launching - Self-Launching

- Powered sailplane training
- Powered sailplane conversions
- Independent powered sailplane operation

Operational Safety

- Launch-point discipline
- Flying operational aspects and situational awareness
- Roles and responsibilities of Duty Instructor and launch point crews known and understood
- Cockpit checks
- Airmanship, application of TEM
- Take-offs and transition to full climb (winch/auto)
- Glider pilot aerotow technique and accuracy
- Circuits, approach and landing
- Cross-country flying
- Emergencies and responses to emerging hazards
- Integration with power operations
- Integration with other operations (e.g. parachuting, etc.)
- Knowledge of radio requirements and airspace boundaries
- Radio discipline (sailplane, CTAF, etc.)
- Winch Launch commands on CTAF

Flying Instruction

- Lookout training
- Airmanship training
- Briefings and debriefings
- Quality of demonstrations
- Handover/takeover discipline
- Training conducted in accordance with the Training Manual
- Stalling, Incipient spin and full spin training
- Circuit training (including running out of height)
- Soaring competence
- Standardisation of instruction
- Post-solo training and checking
- Flying without instruments
- Instructor rating validity and currency
- Instructor single-seater currency
- Instructor training
- Training panel meeting frequency
- Knowledge of Flight Review system

Private Passenger Flying

- Knowledge of private passenger privileges and limitations:
- Compliance with Private Passenger carrying requirements:

Charter Flying

- Air Operator Certificate (AOC) current and on display
- GFA MOSP 2 readily available for perusal
- First aid kit up-to-date and available at launch point
- Charter Pilot Rating validity and currency
- Sailplanes in use in accordance with AOC

Air Experience Flights

- Instructor validity and currency:
- Knowledge of regulatory requirements:
- Compliance with regulatory requirements:

Independent Operations

- Pilot's knowledge of Independent Operator requirements
- Availability of maps and charts

Foreign Pilots

- GFA membership of pilots
- Provision of written briefing material
- Quality and content of written material
- Provision of site checks
- Provision of competency checks
- Method of checking cross-country and outlanding competency
- Compliance with of English Language proficiency requirements

Safety Management

- Club Key Safety Positions – awareness of responsibilities
- Quality of safety briefings and dialogue
- Quality of Club Safety Management System
- Club Safety Policy Statement current
- Quality of Club Emergency Response Plan (ERP) and reference materials
- Emergency Contacts List current
- Awareness and use of SOAR / SDR Accident and Incident reporting
- Trends from reporting data and practices
- Responses to previous occurrences, appropriate risk treatments
- Evidence of hazard and risk awareness
- Evidence of safety communications with members
- Availability of safety reference materials
- First aid / snake bite kits availability
- Firefighting equipment availability
- Hydration and shelter
- Safety of facilities, workshops, maintenance areas
- Safety of hangar, aprons
- Safe stowage and care of parachutes
- Battery charging facilities and safety
- Chemicals, pest control safety
- Fuelling facilities safety
- Evidence of positive safety culture – instructors, supervisors, members

Management and Leadership

- Commitment to safety and operational standards
- Awareness of regulations, compliance obligations
- Effectiveness of communications
- Role modelling, safety examples
- Discipline, dealings with problem members
- Hazardous attitudes (if any evident)
- Risk indicators
- Development of successors, skills, safety knowledge

Conclusions – Overview

- Significant Findings – Corrective Action Requirements (CARs)
- Strengths – Aspects done well
- Do Differently – observations, opportunities for improvement, not requiring CAR