



Operations Advice Notice

No. 02/20

Pilot Authorisations and Endorsements

This Bulletin provides guidance on the recording of pilot authorisations and endorsements in logbooks and in the online membership system, and outlines the responsibility of members and CFIs to ensure the information recorded on the membership system is accurate and up to date.

Background

Operational Regulation 3.1.3 requires all pilots to maintain a logbook detailing, among other things, a record of pilot authorisations and endorsement granted, their dates of validity, and signatures of the instructors issuing such authorisations.

Section 8.1.7 of the Manual of Standard Procedures, Part 2 requires CFIs to maintain records of pilot endorsements, ratings and flight reviews, and for pilots to provide a copy of their Medical Declaration or Medical Certificate to the GFA within 30 days of the date of the Certificate.

The introduction last year of the GFA's new Membership Management system 'GoMembership' has enabled integration of pilot authorisations, endorsements and other records through a central database that allows members to make (limited) changes and updates to the information on their profile. In addition, CFIs can now view this information for members of their club, thus removing the requirement for them to maintain separate records. This avoids having more than one set of information that requires constant synchronization and provides access to real time data.

Most members have accessed the database, and many have updated their profile to record various pilot authorisations and endorsements that they hold. However, there are still gaps in the records of some members.

Membership Profile

Each member has an online profile that contains personal details, emergency contacts, authorisations and endorsements (called Credentials), and Qualifications (such as 'A', 'B' & 'C' Certificates, Glider Pilot Certificate or Glider Towing Certificate). Members can also record each club of which they are a member. It is important that members keep this information up to date.

Note: *It is in every flying member's interests to check that their logbook(s) and training records contain signatures for all their credentials listed in their Membership profile. CFIs, Instructors and Club Maintenance Officers should be able to assist in providing any missing signatures.*

Credential Management

When a member adds a Credential to their record, they must also upload a document evidencing its authorisation. The Credential will not be activated until an approved person has reviewed the supporting evidence and confirmed the holder's eligibility to hold that credential. Once a Credential has been activated (approved), it cannot be amended by the member for security reasons.

Some Credentials are held in perpetuity, or until they are cancelled (lapsed), suspended or withdrawn. These Credentials will have an expiry date 99 years from the date of issue. Other Credentials have a defined expiry date and are renewed periodically. Since Credentials cannot be edited, an expired Credential is renewed by adding a new Credential of the same type and uploading the relevant evidentiary document. Common recurring Credentials are Medicals and Flight Reviews. Expired Credentials will remain on system as an historical record.

Appendix 1 to this Bulletin lists the Operational Credentials that can be recorded on a member's profile, together with the required supporting evidence. Those credentials that are endorsed on the Glider Pilot Certificate and Glider Towing Certificate are also identified.

Note: As a logbook endorsement must be held to conduct Daily Inspections on sailplanes and powered sailplanes (refer MOSP3, paragraph 10.7.1), it has been included at Appendix 1 for completeness. The Daily Inspector credential will also be endorsed on the member's Airworthiness Maintenance Authority.

Qualifications

Operational Qualifications include the 'A', 'B' and 'C' Certificates, the Glider Pilot Certificate and the Glider Towing Certificate. Qualifications are achievements that require the member to hold one or more underlying Credentials. For example, to achieve the 'A' Certificate Qualification, the member must hold the following Credentials: Radiotelephone Operators Endorsement (required before first solo); 'A' Certificate Exam; and 'A' Certificate Flights. Qualifications will be added by approved persons upon the member attaining the underlying Credentials.

Glider Pilot Certificate (GPC) and Glider Towing Certificate (GTC)

The GPC and GTC both have provision to record various endorsements held by the pilot. The information contained in these Certificates is drawn from data held in the member's record, so it is important that the member's profile is updated. Both the GPC and GTC are only valid while the holder remains a financial member of the GFA. Accordingly, these certificates have an expiry date that is linked to the holder's membership expiry. GPC and GTC holders can download a valid Certificate from their profile at any time their membership remains current.

Lapsed, Suspended or Cancelled Authorisations or Endorsements

Lapsed Authorisations or Endorsements

- GFA authorisations and endorsements are only valid while the holder remains a financial member of the GFA. Upon ceasing to be a member, all authorisations and endorsements will lapse and will need to be revalidated if the holder re-joins the GFA.
- Authorisations that have a time limitation, such as Level 3 Instructor ratings, automatically lapse at the expiration of the time limit.
- Instructor ratings lapse when the holder becomes ineligible to be listed on the Active Instructor Return as of 31 August each year (refer Section 11.3.1 of the Manual of Standard Procedures, Part 2).

Suspended or Cancelled Authorisations or Endorsements

Section 10.9 of the Manual of Standard Procedures, Part 2 provides that contravention of applicable CAA, CAR, CASR, CAO, GFA Operational Regulations, GFA Manual of Standard Procedures, or local club rules or procedures shall be dealt with in accordance with the '[GFA Complaints and Discipline Procedure](#)' manual.

Where a member of the GFA is identified as having contravened the Regulations or Rules, disciplinary action may involve, among other things, the suspension or cancellation of authorisations and/or endorsements. Notification of a suspension or cancellation of a member's authorisation or endorsement MUST be advised to the GFA's Executive Manager Operations in writing by the Club's CFI within seven (7) days so that the member's record is updated as appropriate. The EM/O shall inform the CFI of those other Clubs of which the person is also a member of the suspension or cancellation of the authorisation or endorsement.

A member cannot exercise the privileges of an authorisation or endorsement that is suspended or has been cancelled.

Reinstatement of a suspended or cancelled authorisation shall be advised to the GFA's Executive Manager Operations in writing by the Club's CFI (or higher Authority).



Christopher Thorpe
Executive Manager, Operations
1 December 2020

Appendix 1 - Operational Credentials

Credential Name	Evidence Required	
'A' Certificate Exam	Online Exam Certificate	
'A' Certificate Flights	ABC Certificate Instructor Certification Form signed by an instructor.	
'B' Certificate Exam	Online Exam Certificate	
'B' Certificate Flights	ABC Certificate Instructor Certification Form signed by an instructor.	
'C' Certificate Exam	Online Exam Certificate	
'C' Certificate Flights	ABC Certificate Instructor Certification Form signed by an instructor.	
Daily Inspector ¹	Logbook Endorsement issued by a DI Examiner.	
Flight Review	<p>Initial Flight Review: Copy of First Solo / Flight Review Logbook Endorsement issued by a Level 2 or higher instructor.</p> <p>Subsequent Flight Reviews: Notification of Flight Review form signed by the assessing instructor and pilot under check (refer Operations Advice Notice (OAN) 01/20).</p>	
GPC Qualification	Copy of Glider Pilot Certificate Application Form signed by CFI. Note: Foreign pilots converting overseas qualifications must contact the EM/O .	
Integrated Training Program (ITP) Course	Copy of email from Course facilitator confirming successful completion.	
Local Independent Operator	Copy of Logbook endorsement issued by the CFI	
Medical Declaration (all pilots flying sailplanes in command, and tow pilots)	Self-declaration Form , CASA Medical Certificate, or GFA Medical Partitioner's Certificate of Fitness . Note: Only these documents are acceptable.	
Radiotelephone Operators Endorsement (all pilots flying sailplanes in command, and tow pilots)	Copy of: CASA Flight Crew Licence, Foreign Licence with English Language Proficiency endorsement, or GFA logbook endorsement as per GFA Operational Regulation 3.5.2.	
Training Principles and Techniques	Copy of email from Course facilitator confirming successful completion.	
Controlled Airspace	Syllabus of Training signed by Level 2 or higher rated Instructor; or CASA Flight Crew Licence with controlled airspace endorsement.	Endorsed on Glider Pilot Certificate
Instructor AEI	Syllabus of Training issued by CFI	
Instructor Level 1	Completed Application / Syllabus of Training / Final Assessment	
Instructor Level 2	Completed Application / Syllabus of Training / Final Assessment	
Instructor Level 2 Ground	Email from CFI/RMO	
Instructor Level 3	Email from RMO	
Carriage of Private Passengers	Logbook Endorsement issued by CFI	
Charter Pilot	Logbook Endorsement issued by CFI	
Cross Country Touring (SLS)	Syllabus of Training signed by Level 2 or higher rated Instructor	
Independent Operator	Logbook Endorsement issued by CFI (Preceding elements of the GPC syllabus must have been met).	
Low Level Finish	Logbook Endorsement issued by Level 2 or higher rated Instructor	
Self-Launching Sailplane	Syllabus of Training signed by Level 2 or higher rated Instructor	

¹ The Daily Inspector authority is an Airworthiness Credential but is included here as it is a pilot logbook endorsement.
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Competition Towing	Completed Syllabus of Training	Endorsed on Glider Towing Certificate
Dual Towing	Completed Syllabus of Training	
Glider Towing	Completed Syllabus of Training and Flight Crew Licence or Pilot Certificate	
Outlanding Retrieve	Completed Syllabus of Training	
Tow Pilot Delegate	Completed Syllabus of Training	
Tow Pilot Examiner	Completed Syllabus of Training	