The Gliding Federation of Australia Inc

(ABN 82 433 264 489)

Manual of Standard Procedures

Part 2, Operations

Revision 8, August 2020

THE GLIDING FEDERATION OF AUSTRALIA INC

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

MANUAL OF STANDARD PROCEDURES

PART 2

OPERATIONS

UNCONTROLLED WHEN PRINTED

Revision 8

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FOREWORD

The Gliding Federation of Australia Inc (GFA), operating under a Deed of Agreement with the Civil Aviation Safety Authority (CASA), is the Recreation Aviation Administration Organisation responsible for the administration of sport and recreational gliding and sailplane activities in Australia.

Among the functions performed to assist CASA to set and monitor the standards for sailplanes, powered sailplanes and power-assisted sailplanes are the following:

Compliance Functions

The GFA will:

1. require all members of the GFA to operate gliders, power sailplanes and power-assisted sailplanes in accordance with the applicable CASA Regulations and the GFA Operational Regulations and other manuals and directives of the GFA;
2. monitor and audit standards and procedures of glider pilot certification systems, including gliding instructor, passenger flying and radiotelephone authorisations to ensure compliance;
3. monitor the operational standards and procedures of member clubs and rectify any deficiencies detected to ensure compliance with the GFA Operational Regulations and other applicable GFA directives;
4. require glider pilots visiting Australia from overseas countries and flying foreign registered gliders to comply with the GFA Operational Regulations and other manuals and directives of the GFA;
5. examine the results of sailplane, powered sailplane and power-assisted sailplane incident and accident investigations to ensure that standards have been complied with;
6. in appropriate co-ordination with CASA, investigate alleged breaches of the *Civil Aviation Regulations 1988* (CAR), the *Civil Aviation Safety Regulations 1998* (CASR) and the GFA Operational Regulations and other manuals and directives of the GFA by member pilots of sailplanes, powered sailplanes and power-assisted sailplanes;
7. monitor sailplane, powered sailplane and power-assisted sailplane certification systems, including Certificates of Registration, Certificates of Airworthiness, special flight permits and Airworthiness Directives compliance in accordance with CASR Parts 21, 22 and 39; and
8. provide quarterly statistical reporting in relation to the numbers of GFA members, aircraft, accidents, incidents, defects and fatalities.

Standards Functions

The GFA will:

9. liaise with and advise CASA in setting standards and procedures for glider and tug pilot certification systems, including gliding instructor, passenger flying and radio-telephone authorisations;
10. review the GFA Manual of Standard Procedures including Operational Regulations as necessary and submit amendments to those Regulations to CASA for approval;
11. liaise with and advise CASA on developments in gliding techniques and equipment;
12. examine the results of incident and accident investigations to ensure that standards are appropriate; and
13. in accordance with the general requirements specified in CASR Parts 21, 22 and 39:
    (a) liaise with and advise CASA in setting the Regulatory standards for sailplane, powered sailplane and power-assisted sailplane certification systems, including Certificates of Registration, Certificates of Airworthiness, special flight permits and Airworthiness Directives; and
    (b) liaise with and advise CASA on developments in glider airworthiness.

Safety Promotion Functions

The GFA will:

14. conduct safety education programs for Members;
15. provide guidance to members in the form of advice and information to assist in the maintenance of safety in the airworthiness of sailplanes, powered sailplanes and power-assisted sailplanes in accordance with the general requirements of CASR Parts 21, 22 and 39; and
16. provide guidance to members in the form of advice and information to assist in the maintenance of safety in the operation of sailplanes, powered sailplanes and power-assisted sailplanes.

Service Functions

The GFA will:

17. establish and administer a glider pilot, tug pilot, radio operator, charter glider pilot and gliding instructor certification system;
18. in respect of sailplanes, powered sailplanes and power-assisted sailplanes operated in accordance with the requirements specified in any exemptions issued by CASA under the CARs and the CASRs, and in accordance with the applicable provisions of the CARs and the CASRs:
    (a) maintain that portion of the register of Australian aircraft; and
    (b) appoint persons to be authorised by CASA to issue:
        (i.) Certificates of Registration;
        (ii.) Certificates of Airworthiness; and
        (iii.) special flight permits pursuant to the applicable provisions of the CASRs;
19. appoint persons to conduct, and where necessary, to be approved by CASA to conduct, modifications, repairs, maintenance and inspections on sailplanes, powered sailplanes and power-assisted sailplanes; and
20. provide CASA, no less frequently than once every three months, with changes to that portion of the register of Australian aircraft administered by the GFA, including:
    (a) a full description of each aircraft, including manufacturer, model and manufacturer's serial number;
    (b) the registration mark assigned to each aircraft; and
    (c) the name and address of the holder of the certificate of registration.

Regulatory Framework

Gliding in Australia is subject to the Civil Aviation Act 1988, Civil Aviation Regulations 1988, Civil Aviation Safety Regulations 1998 and other relevant Legislation as amended from time to time. Certain exemptions from the provisions of the Civil Aviation Regulations 1988 have been granted to members of the GFA by way of Civil Aviation Orders 95.4 and 95.4.1. Where exemptions exist, the practices adopted by GFA are outlined in the GFA Operational Regulations approved by CASA.

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

In this document a 'recommendation' is a suggestion or proposal as to the best course of action. Where an organisation departs from GFA recommended practises, the justification for such must be addressed under its Risk Management Plan.

The term 'sailplane' shall include powered sailplanes and power assisted sailplanes.

Where the requirements of these Standard Procedures differ from those contained in other Legislative documents or the GFA Operational Regulations, the other Legislative documents and GFA Operational Regulations and shall take precedence.

Certification, maintenance, modification and repair of sailplanes, powered sailplanes and power-assisted sailplanes shall be carried out in accordance with MOSP Part 3 (Airworthiness).

Once printed, this is an uncontrolled version of the manual which will not be updated by GFA; it should not be relied upon for any regulatory purpose. The current manual can be viewed at any time via GFA's Documents and Forms Library.

TABLE OF CONTENTS

REVISION HISTORY

This document is periodically amended by the issue of replacement pages, each identified by page number, amendment number and effective date, or by total re-issue, as appropriate. Interim amendments may be advised by Operations Directives distributed to clubs.

Original Document History

	Prepared	Approved	Control
Signed	CTO	COP	June 2001
Date	01/06/2001	01/06/2001	01/06/2001

Authorised by	No of pages	Effective date
GFA Operations Panel	26	01/06/2001

Record of Amendments

Revision 1

	Prepared	Approved	Control
Signed	Dennis Stacey GFA Chief Technical Officer	Christopher Thorpe Chair, Operations Panel	December 2012
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Précis of changes	Complete update and revision.		
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Revision 2

	Prepared	Approved	Control
Signed	Christopher Thorpe Executive Manager, Operations	Peter Gray Chair, Operations Panel	August 2013
Date	08/08/2013	13/08/2013	27/08/2013
Précis of changes	Added Section 8.1.22 'Operations in the vicinity of winch launch sites'; Updated Section 8.1.23 to clarify ad-hoc audits; Amended B & C Certificate requirements in Section 10.2 to allow for experience gained in high performance RAAus aircraft; Amended Section 10.3 'First & Early Solo'; Added Powered Sailplane Checklists to APPENDIX 1 – CHECK LISTS; Renamed GFA Airfields, Airspace and Radio (AA&R) Officer to GFA Airfields, Airspace and Avionics (AA&A) Officer at Section 17.1; Suspended 11.3.5 – Refresher Training; RTO/O (Regional Technical Officer, Operations) renamed RM/O (Regional Manager, Operations); CTO (Chief Technical Officer) renamed EM/O (Executive Manager, Operations) or Chief Technical Officer (Airworthiness). Updated Section 18.2.		
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Revision 3

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Signed	Christopher Thorpe Executive Manager, Operations	Andrew McKinnie Chair, Operations Panel	April 2015
Date	13/04/2014	19/04/2015	20/04/2015
Précis of changes	Updated the functions described in the Foreword; oxygen use detailed at 8.1.3; a definition of mutual flying included at 8.1.5; introduced the concept of non-training clubs at 9.1; the process for cancelling or suspending a CFI authority is detailed at 9.1.2.3; provision for mutual flights by medically unfit pilots at 10.1.1; included a section on Annual Flight Reviews at Section 10.4; Updated aerotow ropes at Section 16.2.2; Updated Section 18.2 to include reference to CASA publication CAAP 92-1; included paragraph 21.2.2 on co-ordinating with GFA in accident/incident investigation.		
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Revision 4

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Signed	Christopher Thorpe Executive Manager, Operations	Andrew McKinnie Chair, Operations Panel	November 2016
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Précis of changes	Included the concept of the Command Pilot at 8.1.2; included Operational responsibility of the Australian Air Force Cadets at 9.2; Updated RM/O nomination process at 9.3; Updated 10.4.1 Annual Flight Review Validation Period; updated GPC eligibility at 10.6; updated 11.1 the Air Experience Instructor rating; revised 12.1 to clarify that only coaches flying a two-seat glider in command must hold an AEI rating; 16.1.7 - Ground Signals for Winch and Auto-tow; 16.2.7 Aerotow Ground Signals; Updated 21.1.1 Occurrence reporting to the EMO and COP; and 21.2.2 Coordinating with GFA Investigation and 21.2.4 GFA Access to Wreckage.		
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GFA Board	95		04/11/2016

Revision 5

	Prepared	Approved	Control
Signed	Christopher Thorpe Executive Manager, Operations	Andrew McKinnie Chair, Operations Panel	April 2017
Date	27 March 2017	3 April 2017	3 April 2017
Précis of changes	Removed paragraph 8.2 (Glider External Markings) and renumbered paragraph 8.3 (Protection of the Public); updated 9.2.1 to reflect that the HOO-G must be a Level 2 Instructor or higher; Updated 9.2.4 and 9.3.5 to include 30 day timeframe for completion of audit reports; updated references at 14.2; Updated Section 15 'Operations in Australia by Foreign Pilots'; Updated 18.7.2 Operational Control at non-controlled aerodromes; Change to heading 21.2 to include reference to Incidents and 21.2.4 to include reference to relevant material.		
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Date	25 May 2018	25 May 2018	25 May 2018
Précis of changes	Expanded advice at 10.3 (First & Early Solo). Added recency requirements for private passenger flying at 10.5.3. Updated paragraph 10.8 (Low level finishes); Updated paragraph 10.9 (Member Disciplinary Measures and Appeal Processes). Clarified privileges and limitations of Ground Supervisory Instructors at 11.5.3. Updated Independent Operator Endorsement limitations at paragraphs 13.1.1 and 13.2.2. Updated 17.2, Operations at Certified, Registered and Military Aerodromes		
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Revision 7/7.1

	Prepared	Approved	Control
Signed	Christopher Thorpe Executive Manager, Operations	Patrick Barfield Chair, Operations Panel	November 2019
Date	8 October 2019	3 November 2019	3 November 2019
Précis of changes	Added role of Deputy CFI at Section 9.1.3. AAFC positions updated at Section 9.2. Updated Section 9.3.4 'Ratification of a Competition Safety Officer'. Replacement of Oral exam with Online exam for A, B & C Certificate claims at Section 10.2. Minor change to the first paragraph at 10.6. Updated the minimum requirements to become an AEI at 11.1.1. Clarified first solo authorisation at 11.2.1.2 and 11.2.2.2. Updated Ground Supervisory Instructor requirements at 11.5.1. Updated the requirements for the Independent Operator Endorsement at 13. Updated 16.1.8 to enforce compliance with GFA recommendations for radio communications. Updated the flight radiotelephone operator's logbook endorsement process at paragraph 19.1. Updated Area frequency requirements 19.4 Updated the Sailplane Pre-take off checklist at APPENDIX 1 – CHECK LISTS.		
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Revision 8

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Signed	Christopher Thorpe Executive Manager, Operations	Patrick Barfield Chair, Operations Panel	August 2020
Date	10 June 2020	10 June 2020	3 August 2020
Précis of changes	Updated Section 8.1.22 'Use of 'Class A' Airspace by Gliders'; Updated Fight Review requirements at Section 10.4. Updated 11.3.5 'Refresher Training'. Updated AEI revalidation requirements at Section 11.1.3. Updated 11.3.1 Active Instructor Reports. Updated the instructor flight review requirements at 11.3.4. Updated Area frequency requirements at 19.4.		
Authorised by	**No of pages**		**Effective date**
GFA Board	94		3 August 2020

DOCUMENT CHANGE PROPOSAL

This form should be used to notify any corrections, amendments or suggested changes to a manual. If your proposal is too long or complex for this form, please attach a separate word document showing your suggestions. Supporting documents should be attached when available.

<table>
<tr><td rowspan="2">Document Title:</td><td colspan="2">Tracking Details (Office use only)</td></tr>
<tr><td>Number:</td><td>Date Received:</td></tr>
<tr><td colspan="3">Name of person submitting change proposal:</td></tr>
<tr><td>Email Address:</td><td>Phone:</td><td>GFA Number:</td></tr>
<tr><td colspan="3">Affected Section(s):</td></tr>
<tr><td colspan="3">Reason for Change:</td></tr>
<tr><td colspan="3">Source for supporting data or details that may assist the review:</td></tr>
<tr><td colspan="3">Suggested change (please add extra pages if it is substantial):</td></tr>
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• the suggested change has been provided.

This form may be sent to the GFA by any of the following means:
Email: emo@glidingaustralia.org
Fax: (03) 9359 9865
Mail: The Gliding Federation of Australia, C4/1-13 The Gateway, Broadmeadows, Vic.,3047</td></tr>
</table>

8 BASIC OPERATIONAL REQUIREMENTS

8.1 FLYING OPERATIONS

8.1.1 General

Gliders are not permitted to fly under the IFR, in cloud or at night (CAO 95.4).

8.1.2 Command Pilot

A pilot in command of an aircraft is responsible for:

a) the start, continuation, diversion and end of a flight by the aircraft; and
b) the operation and safety of the aircraft during flight time; and
c) the safety of persons carried on the aircraft; and
d) the conduct and safety of members of the crew on the aircraft.

A pilot in command must discharge his or her responsibility in accordance with:

- any information, instructions or directions, relating to the start, continuation, diversion or end of a flight, that are made available, or issued, under Civil Aviation Legislation, the GFA Operational Regulations or the GFA Manual of Standard Procedures; and
- if applicable, the operations manual provided by the operator of the aircraft.

The pilot in command shall have final authority as to the disposition of the aircraft while he or she is in command and for the maintenance of discipline by all persons on board.

The pilot in command must ensure that 1 pilot is at the controls of an aircraft from the time at which aircraft movement commences, or in the case of a self-launching sailplane from when the engine is started prior to a flight, until the termination of a flight (CAR 225).

8.1.3 Use of Supplementary Oxygen

Supplementary oxygen shall be used by all occupants of a sailplane above 10,000 feet AMSL. Supplementary oxygen systems shall only be filled with dry breathing oxygen (for further guidance refer to CAO 20.4 and CAO 108.26).

8.1.4 Global Positioning Systems (GPS)

Pilots operating under the VFR may use GPS to supplement map reading and other visual navigation techniques.

8.1.5 Mutual Flying

Mutual Flying involves two pilots who are qualified on the aircraft type, flying together for mutual practice. Only one pilot can log the flight time as pilot in command (CAR 224).

8.1.6 Dual Instruction

Dual instruction may only be given by a person holding a valid GFA instructor rating and the type of instruction given must be within the limits of the rating held.

8.1.7 Launching of Gliders

The launching cable or rope may only be attached to the glider at the express order of the pilot.

8.1.8 Taxying after Landing

Sailplanes should make a straight approach and landing run parallel to the runway and must not taxi clear of the runway unless operationally required and only if no other aircraft can land alongside in the direction of taxi. Powered sailplanes may taxi under power providing it is safe to do so.

8.1.9 Permissible Sites

Glider and powered sailplane operations are permitted only on sites that meet GFA requirements (Refer Sections 17.2 and 18).

8.1.10 Outlandings and Retrieves from Paddocks

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.

All gates should be left in a condition as found after removing the sailplane from the property where it has landed. Care should be taken not to damage crop or disturb stock. Care must be also taken to ensure that any 'vehicle movement restrictions' in force during fire danger periods are observed. Fire risk potential must be assessed and considered on all occasions. Diesel powered retrieve vehicles are preferred due to the fire risk posed by catalytic converters on petrol vehicles, which typically operate at between 375°C and 600°C.

If a ground crew is not available, an aerotow retrieve launch may be carried out without one. Agreement on hook-up and signalling procedures must be reached and fully understood by both pilots prior to commencement of the launch. ***Closure of the canopy must not be used as the signal to proceed with the launch.***

Note: Nothing in these procedures shall be construed as conferring on the operator of a sailplane any rights as against the owner or occupier of any land on or over which the operations are conducted, or prejudice in any way the rights and remedies which a person may have in respect of any injury to persons or damage to property caused directly or indirectly by any sailplane (refer also to CAR 93).

8.1.11 Smoking and Naked Flames

Smoking and naked flames are not permitted in or near aircraft (including gliders), near stored fuel or within 15 metres (50ft) of any refuelling operations (CAO 20.9 (4.4.3)).

8.1.12 Aerobatics

Before engaging in aerobatic manoeuvres, the pilot in command of a sailplane shall ensure that:

(a) the proposed manoeuvres are permitted by the sailplane's Certificate of Airworthiness;
(b) all occupants of the sailplane are secured with correctly-adjusted safety harnesses;
(c) the safety harness of any unoccupied seat is made secure so that it does not foul any controls of the sailplane;
(d) all loose articles are removed from the sailplane or made secure in the sailplane; and
(e) the proposed manoeuvres are not conducted over a populous area or public gathering without CASA's written approval (CAR 155(4)), and will not bring the sailplane into close proximity with other aircraft.

The GFA pre-aerobatic check is at Appendix 1.

8.1.13 Rules for Prevention of Collision

A sailplane which is required to give way to another aircraft shall do so by passing behind it or, if passing in front or above or below that aircraft, shall keep well clear (CAR 161).

Where two or more sailplanes are approaching to land, the lowest sailplane has the right-of-way but shall not use this rule to cut in front of, or overtake, another sailplane on final approach (CAR 162 (6)).

A power-driven aircraft shall give way to a sailplane which is approaching to land (CAR 162 (7)).

Where two sailplanes are at approximately the same height and both are approaching to land, the higher-performance sailplane shall give way to the lower-performance sailplane.

A sailplane or towing combination that is about to take-off shall not attempt to do so until there is no apparent risk of collision with other aircraft (CAR 162 (8)).

A sailplane pilot who is aware that another aircraft is compelled to land shall give way to that aircraft (CAR 162 (9)).

8.1.14 Local Rules and Regulations

Local rules and regulations must be displayed in a prominent position, or otherwise easily available to all pilots.

8.1.15 Reporting of Defects

Pilots must report any defects, in-flight overstressing or heavy landings to the Duty Instructor before the glider is flown again. Pilots-in-command are responsible for entering such defects in the appropriate section of the glider's Maintenance Release, regardless of the availability or otherwise of the Duty Instructor.

8.1.16 In-Flight Structural Damage or Failure

In the event of severe in-flight structural damage, which is obviously serious but of unknown extent, a pilot wearing a parachute is advised to consider abandoning the glider while sufficient height remains to do so. An example of this is the onset of severe flutter which does not respond to the normal remedial action of changing speed.

If not wearing a parachute and if control of the glider is still possible, the glider should be flown carefully to an immediate landing. When doing so, the pilot must avoid excessive flight loads, close proximity to other aircraft and built-up areas. Use airbrakes and flaps with caution. **Do not continue the flight if serious damage is known or suspected.**

8.1.17 Keeping of Records

- All clubs must compile and keep such logbooks, flight records and time sheets as will enable an accurate record of the club's flying operations to be maintained. These records must be made available to the RM/O or the EM/O on request.
- Individual pilots shall provide a copy of their Medical Declaration or Medical Practitioner’s Certificate of Fitness to the GFA within 30 days of the date of the Certificate.
- Individual Pilots shall record their flight experience on the GFA membership renewal form each year.
- Individual pilots are responsible for ensuring their own Training Syllabus is affixed to their logbook and updated by their instructor until its completion, at which time a copy is to be provided to their CFI for record keeping.
- CFIs shall maintain records of pilot endorsements, ratings and flight reviews and will provide details to the EM/O upon request.
- CFIs shall ensure that the GFA office is advised of all certificates and other qualifications awarded to a pilot.
- Flight records, time sheets and Medical Certificates should be kept for seven years.

8.1.18 Sporting Events - Operational Factors

Regardless of venue, all competitions, regattas or sporting events held in a region are the operational responsibility of the RM/O and must comply with normal GFA requirements. This includes National and World Championship events.

The competition official with operational responsibility will be the Competition Safety Officer who must be approved by the RM/O (refer Section 9.3.4).

In the event of a dispute regarding an operational matter, the decision of the Competition Safety Officer will prevail.

8.1.19 Air Display Approvals

Participation by glider pilots in air displays over public gatherings requires the approval of CASA. The 'Application for Approval to Conduct an Air Display' (Form 696), 'Participant Signature Sheet' (Form 695) and 'Display Pilot Details Sheet' (Form 697) are available from the CASA website. Completed forms should be forwarded to the CASA Regional Office. Applicants will receive a request for payment for this process. Once payment is made, CASA will consider the application and, if approved, prepare the necessary instruments.

8.1.20 Search and Rescue (SAR) Action

If any glider remains unaccounted for at the end of a day's operations and a message has not been received as to the whereabouts of such a glider or the safety of its crew by one hour after last light, the person responsible for the club's operation on that day (usually the Duty Instructor) must initiate SAR action by telephoning the Rescue Co-Ordination Centre on 1800 815 257 or 02 6230 6899.

Pilots holding an Independent Operations authorisation (Refer Section 13) are responsible for organising and briefing their own person responsible for initiating SAR action.

For further information refer to the National Search and Rescue Manual, which is the standard reference document for use by all Australian Search and Rescue authorities and promulgates the agreed methods of coordination through which search and rescue operations are conducted within Australia.

8.1.21 Operations in Remote Areas

It is recommended that pilots operating in a designated remote area (refer ERSA, GEN FIS-7) shall carry an ELT and be accompanied by sufficient crew to retrieve the sailplane without outside assistance.

One of the designated crew shall be responsible for maintaining a search and rescue watch and initiating search action if necessary (Refer Section 8.1.20).

SAR action shall be initiated one hour after last light local time, and in the event of outlanding the pilot shall activate the ELT no later than that time.

Pilots who are not resident in Australia wishing to operate in remote areas must first be assessed by a GFA Level 2 Instructor as competent to fly in remote areas and be proficient in the use of the English language.

All sailplanes operating in a Designated Remote Area shall be equipped with at least VHF radio capable of operating on all applicable ATC frequencies.

Further details may be found in Section 6 of the GFA document Airways and Radio Procedures for Glider Pilots.

8.1.22 Use of 'Class A' Airspace by Gliders

Gliders may operate above FL200 only in accordance with an authorisation issued by CASA. The area of operation will be advised by NOTAM.

8.1.23 Operations in the Vicinity of Winch Launch Sites

Airfields that winch launch gliders can be active at any time during the day. These winching areas are marked on visual navigation charts (VNCs) with a red glider symbol and a "W". When transiting a glider winching area, listen out on the appropriate frequency.

A glider that is launched by a winch can accelerate to over 50 knots in about three seconds and climb to 2800 feet in the first minute after take-off. Winch cables, being only a few millimetres in diameter, can be difficult to see when attached to gliders. The glider pilot may also release the cable at any stage up to the maximum launch height, leaving the cable to fall away under a small drogue parachute. Pilots should therefore avoid flying directly over a winch-launching airfield and stay clear of the circuit area unless intending to land.

The winch end of the runway should be considered a potential hazard and be given a wide berth. It is recommended that pilots stay outside a 500-metre radius of the winch. Circuits should be joined at a place giving as much clearance from the winch as practicable, and pilots should never approach and land at the winch end unless in an emergency or operationally necessary.

8.1.24 Operational Safety Audits

Safety auditing is a core safety management activity, providing a means of identifying potential problems before they have an impact on safety. The aim is to disclose the strengths and weaknesses, to identify areas of non-tolerable risk and devise rectification measures. The outcome of the audit will be a report, followed by an action plan prepared by the audited organisation and approved by the EM/O.

Operational Safety Audits should be pre-planned but ad-hoc safety audits may be conducted without prior notice to verify the compliance of a particular system component or activity, or may be initiated following an incident. Ad-hoc audits must be authorised by the EM/O or COP.

All clubs must be checked by RM/O or delegated Level 3 Instructor for the quality of their operational safety at least every two years (Refer Section 9.3.5). Club audits will normally be carried out in the last three months of the audit period. A three month extension may be granted by the EM/O or COP where auditors are unable to complete a review within the two-year timeframe due to extenuating circumstances.

If the club operation is not available at any time in this three month post audit period, then an audit will be carried out at the earliest opportunity and re-commencement of operations will be at the discretion of the RM/O.

If the audit team fails to provide an audit – no action will be taken against the club and an urgent audit will be organised by the EM/O to ensure safe operations while the matter is corrected.

In the event discrepancies are identified during the Club audit, a 'Notice of Corrective Action' will be issued detailing the requisite remedial action. Clubs are required to comply with action within the timeframe allocated. In cases where serious deficiencies are identified, the Club's operations may be suspended by the RM/O or delegate pending remediation.

A Club wanting to appeal a suspension of its operations must advise its intention and the basis for the appeal to the COP within 7 days of the relevant decision. If the letter of appeal is not received by the COP within the relevant time period the right of appeal will lapse. Upon receipt of the letter of appeal the COP will decide on the issues and make a determination. The decision of the COP will be final.

NOTE: Auditors must only use the latest version of the audit report form. Forms are available from the GFA Documents and Forms Library.

8.2 PROTECTION OF THE PUBLIC

GFA affiliated gliding clubs must take all steps as necessary to ensure the public's safety when on or nearby the airfield. These procedures must be included in the clubs RM Plan.

8.2.1 Warning Signs

Warning signs must be provided to give clear indication of hazardous areas to members of the public who are not club members.

8.2.2 Supervision

Adequate supervision of all non-members in the vicinity of the launch/landing area must be provided.

8.2.3 Winch-Driver Responsibility

Winch-drivers must ensure that launching does not take place if members of the public near the winch are at risk from flying cables or ropes, taking into account the likelihood of cable-breaks.

8.2.4 Responsibility for Visitors

Charter and Private passengers or visitors undertaking glider flights as temporary GFA members must receive a safety and risk awareness briefing and be accompanied onto the gliding strip by a qualified club member.

8.2.5 Video Cameras

Visitors' attention must be drawn to the hazards of using video cameras in launching and landing areas, due to the changed perspective of events seen through a viewfinder rather than with the naked eye.

9 OPERATIONAL RESPONSIBILITY

Safety, decentralisation and self-discipline are among the guiding principles on which the GFA structure is based. This implies that individual members and gliding clubs should be allowed to do whatever they can do properly and well, with minimum interference and in a safe manner. This principle also applies to the area of responsibility of the Regional Associations.

The self-administrative responsibility taken on by the GFA for the safe and proper conduct of gliding operations by its members requires that advice, supervision and at times some degree of control be exercised to ensure that clubs operate to GFA and CASA requirements.

In the operational area, GFA holds a number of exemptions from the CAA, CAR and CASR as provided for in CAO 95.4 in order to fulfil its sporting obligations while keeping safety standards at the highest possible level. These exemptions only apply when operations are carried out in accordance with GFA requirements as laid down in the GFA Operational Regulations and this Manual of Standard Procedures.

The GFA is committed to its own Safety Management System. This SMS will be continually refined, updated and developed. Clubs are required to develop and introduce their own SMS and incorporate their RM Plan into their Operations Manual.

9.1 OPERATIONAL RESPONSIBILITY AT CLUB LEVEL

As well as performing internal management functions, a club committee is responsible for ensuring that gliding operations are carried out to GFA requirements.

There are two types of GFA Clubs:

1. **Training clubs**

   Training clubs provide opportunities for members to participate in the full range of gliding activities from learning to fly through to competition flying. Within a training club, responsibility for operational standards, safety and training is devolved to the Club Operations and Training Panels as defined in 9.1.7 and 9.1.9. The two panels may be combined at the CFI's discretion. Training standards and procedures are defined in the GFA Instructor's Handbook. The CFI is a member of the Club Safety Committee.

2. **Non-training Clubs**

   Non-training clubs facilitate flying operations by experienced members without providing flight training operations or Air Experience Flights. Within a non-training club, responsibility for operational standards and safety is devolved to the Club Operations Manager, who is also a member of the Club Safety Committee.

A Club Safety Officer may also be appointed and be responsible to the Club Committee for the growth and development of the Club's RM Plan, its implementation and continuing development.

9.1.1 Club Operational Safety and Training Standards

Overall responsibility for a Club's operational safety and training standards rests with the Club's Level 2 and 3 Instructors acting under the leadership of a Chief Flying Instructor.

In non-training clubs, a Club Operations Manager will ensure GFA operational safety standards are maintained.

9.1.2 The Chief Flying Instructor (CFI)

9.1.2.1 Selection of a CFI

The CFI will be an active Level 2 or 3 rated Instructor (refer Section 11.3.1).

The quality of the CFI is critical to both the safety of the flying operations and the standard of the Club or Operator's training. Therefore, the assessment of a nominee to the position is important.

The position requires aeronautical knowledge and experience, and it follows that the more sophisticated the operation the more sophisticated the expected knowledge baseline should be. Leadership and credibility are also vital.

The CFI is elected by the level 2 and 3 Instructor members of the Club Operations Panel, and endorsed by the Club Committee.

A Club or Operator must make written application to the RM/O of the Region for approval of the appointment of a person as CFI (Refer Section 9.2.2 (AAFC Clubs) or 9.3.1 (GFA Clubs)).

No instructor shall be the CFI of more than one GFA club unless the clubs operate from the same site, or the RM/O is satisfied the instructor is capable of exercising adequate oversight of both Clubs' operations.

9.1.2.2 Role of a CFI

The CFI's role is to ensure the Club's Instructors satisfactorily maintain operational and training standards in accordance with GFA requirements and shall:

- Ensure that the Club's flying operations are conducted in compliance with the Civil Aviation Act, the Civil Aviation Regulations 1988, the Civil Aviation Regulations 1998, the Civil Aviation Orders, and the GFA operations Manual.
- Maintain a record of authorisations, ratings, and other qualifications held by each flying member including validity and recency.
- Keep track of training and safety within the club.
- Monitor the progress and problems of all pilots in the club.
- Monitor all aspects of club operations.
- Monitor Pilot ratings within the club.
- Supervise and provide guidance to newly trained Level 1 Instructors.
- Ensure standardisation of instruction, using the GFA Instructor's Handbook as the reference.
- Ensure adequate preparation of candidates for instructor training.
- Ensure that accidents and incidents are reported in a timely manner using the GFA Integrated Risk Information System.
- Investigate (or follow-up investigations into) accidents and incidents and make recommendations to prevent recurrences.
- Prepare and submit the annual Active Instructor Returns to the RM/O.
- Collate and report pilot privileges, ratings, endorsements, etc. to the GFA Office as required.
- Be the Club's point of reference for all GFA operational matters.

9.1.2.3 Cancellation or suspension of approval

An approval may be cancelled or suspended at any time if, in the opinion of GFA the performance of the Chief Flying Instructor is no longer of an acceptable standard.

Where GFA cancels or suspends a person's appointment as a Chief Flying Instructor, GFA must:

(a) Notify the person and the Club in writing of the cancellation or suspension; and

(b) Provide the person and the operator with reasons for the cancellation or suspension.

9.1.3 The Deputy Chief Flying Instructor (DCFI)

The DCFI will be an active Level 2 or 3 rated Instructor and will be selected and approved to the same criteria as the CFI (refer Section 9.1.2.1).

The DCFI is responsible for supporting the CFI with the operational functions of the organisation (refer Section 9.1.2.2), and deputising for the CFI during long-term absences or as otherwise required. The CFI or Club committee must inform the RM/O the period in which the DCFI will be deputising.

The DCFI may not issue endorsements or approve GPC applications unless they are formally deputising for the CFI.

The position of DCFI is important to an organisation's succession planning. The incumbent should be mentored so that they may fill the CFI role when the CFI retires or moves onto other areas of the organisation.

Cancellation or suspension of a DCFI approval is per Section 9.1.2.3.

9.1.4 The Club Operations Manager

The Club Operations Manager is responsible to GFA for ensuring that the Club provides all facilities and documentation required under the regulations, including the GFA operations Regulations and the GFA Manual of Standard Procedures Part 2, to facilitate safe operations at approved sites.

9.1.4.1 Selection of a Club Operations Manager

A Club or Operator must make written application to the RM/O of the Region for approval of the appointment of a person as Club Operations Manager.

The candidate must have:

- A minimum of 100 hours total gliding.
- Experience, qualifications and knowledge appropriate to the size, scale and complexity of the operation; and
- Satisfactory knowledge of GFA Rules and Regulations, Safety Management System, and accident/incident reporting.

The candidate for Club Operations Manager should also have cordial relationships with nearby aircraft operators and well-developed communication skills to facilitate collaborative and safe integrated operations.

9.1.4.2 Responsibilities of a Club Operations Manager

The responsibilities of a Club Operations Manager will, unless GFA otherwise specifies in writing, include the following:

a) Ensuring that the Club's flying operations are conducted in compliance with the Civil Aviation Act, the Civil Aviation Regulations 1988, the Civil Aviation Regulations 1998, the Civil Aviation Orders, the GFA operations Regulations and the GFA Manual of Standard Procedures, Part 2.
b) Oversee operational safety in accordance with the Club's Safety Management Plan.
c) Ensure that occurrences, accidents and incidents are reported in a timely manner using the GFA SOAR System.
d) Be the Club's point of reference for all operational matters.
e) Support the conduct of Operational Safety Audits.
f) Refer any breaches of flying discipline to the RM/O.

9.1.4.3 Delegation by a Club Operations Manager

A Club Operations Manager, in exercising any responsibility, may delegate duties to suitably qualified members of the Club.

9.1.4.4 Cancellation or suspension of approval

An approval may be cancelled or suspended at any time if, in the opinion of GFA the performance of the Club Operations Manager is no longer of an acceptable standard.
Where GFA cancels or suspends a person's appointment as a Club Operations Manager, GFA must:

(a) Notify the person and the Club in writing of the cancellation or suspension; and
(b) Provide the person and the operator with reasons for the cancellation or suspension.

9.1.5 Responsibilities of Club officers

Training and non-training clubs must have a club committee, with club officers appointed by members, and must meet requirements for affiliation with their regional association and GFA as an active, affiliated club.

9.1.6 Responsibilities of Non-Training Club members

Members of a non-training club:

- Must hold a minimum of a Glider Pilot Certificate;
- Are responsible for maintaining their own currency;
- Must conduct themselves in accordance with the Civil Aviation Act, the Civil Aviation Regulations 1988, the Civil Aviation Regulations 1998, the Civil Aviation Orders, the GFA operations Regulations and the GFA Manual of Standard Procedures, Part 2;
- Will need to maintain a relationship with a Training Club that can facilitate flight reviews and the granting of flying privileges and ratings; and
- Cannot conduct flight training operations or Air Experience Flights.
- Must comply with the lawful directions of the Club Operations Manager.

NOTE: The responsibilities of the Club Operations Manager do not in any way obviate pilots of their Pilot-In-Command responsibilities and compliance obligations. Pilots in Command must retain responsibility for the safe conduct of every fight, and compliance with personnel standards in GFA Operational Regulations Para 3.

9.1.7 The Duty Instructor

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. The Duty Instructor is effectively the CFI's delegate for the day and has responsibility for the safe and efficient conduct of all aspects of the operation.

9.1.8 Club Operations Panel

Whenever necessary the CFI will meet with the Level 2 and 3 Instructors to discuss issues relating to safety and operational matters. The Club Operations Panel has jurisdiction on all technical matters of instruction, training and operations.

9.1.8.1 Relationship to Club Committee

The Committee of a gliding club is responsible for the general management of a club, which includes the activities of the Club Operations Panel. However, a Committee should be very careful not to rule on matters outside its technical competence.

On the other hand, a Club Operations Panel which works in isolation and does not keep the Committee in the picture on important matters is likely to acquire a reputation as a secret society. This invariably causes problems within a club and disrupts the smooth running of all club activities.

The Club Operations Panel should refer to the Committee for ratification those matters on which it feels obliged to make decisions, but which border on the rights and responsibilities of the Committee.

9.1.8.2 Relationship to Club Training Panel

Whenever there is a disagreement relating to operational and training standards and/or safety, the determinations of the Club Operations Panel will prevail over the Club Training Panel.

9.1.9 Club Training Panel

Club Training Panels will comprise the club's instructors and coaches. There are two compulsory positions within the Training Panel – CFI and CTP.

The CTP may be either an instructor or a coach and will be elected by the members of the Training Panel and ratified by the Club Committee.

The CFI may also be elected to the position of CTP in order 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, viz.:

- The CFI is responsible to the Club Committee for all matters relating to safety, operational and training standards and is the Club's Officer responsible to the GFA.
- The CTP will lead the Training Panel to develop pilot training programmes to ensure that Club members are trained in all aspects of gliding relevant to their aspirations and will report to the Club Committee on the activities of the Training Panel.

9.1.10 Maintenance of Compliance.

In the event of an infringement or safety occurrence, the initial action will be the application of the club RM Plan and will depend on whether the infringement or occurrence indicates a lack of training or a failure to follow agreed procedures. Any infringement or safety occurrence will be investigated under the principles of 'Just Culture'.

If a failure of training, then re-training must be provided, in some cases before further flight. This action will not be deemed to be a removal of privileges.

If the infringement or safety occurrence was a failure to follow procedures then the CFI, or RM/O in the case of non-training Clubs, must decide whether this indicates a mistake, an irresponsible attitude or a repeated action by the member (pilot). If the action was not deliberate, irresponsible or repeated, then the pilot will be counselled, and a check flight may be required with an Instructor before further solo flight to ensure a clear understanding of required standards.

If the pilot is deemed to have been deliberately irresponsible or a repeat offender then enforcement action will be required (refer 10.9).

9.2 OPERATIONAL RESPONSIBILITY – AUSTRALIAN AIR FORCE CADETS

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 GFA requirements.

9.2.1 Head of Operations - Gliding

The Head of Operations – Gliding (HOO-G) is an AAFC appointed person and must, by virtue of the appointment be a uniformed AAFC Officer of Cadets. The HOO-G appointee must be an active Level 2 (or higher) Instructor and will be referred to the EM/O for ratification prior to appointment.

The HOO-G is responsible to Cadets Branch–Air Force (CB-AF), the Commander AAFC and the Director of Aviation Operations (DAO) AAFC for the Operational

Airworthiness of Air Force gliders and the delivery of the cadet gliding experience nationally in accordance with Defence Airworthiness requirements, AAFC Manual of Aviation Operations, GFA MOSP and the AAFC HOO-G position description.

The HOO-G is the CB-AF and AAFC delegate to the GFA Operations Panel.

9.2.1.1 Line of Responsibility

The HOO-G is responsible to the DAO in accordance with Air Force Airworthiness requirements, the AAFC command structure, and the GFA EM/O for the day-to-day running of AAFC operational gliding activities. The Chairman of the Operations Panel and the Director General Cadets-Air Force (DGCADETS-AF) will liaise in ensuring respective oversight obligations and accountabilities are satisfied.

The HOO-G may nominate an AAFC approved GFA Level 3 Instructor to act on his/her behalf in the various duties which are required to be performed periodically in the AAFC. The Level 3 instructor need not be an AAFC uniformed staff member. A Level 3 Instructor so selected is responsible to the HOO-G for the conduct of delegated AAFC duties and will have the same status as the HOO-G when acting on his/her behalf.

Such an appointment must be ratified by the GFA EM/O and the DAO prior to commencing duties.

9.2.2 Ratification of AAFC Club CFI

When an AAFC club selects a CFI, the HOO-G, in consultation with the accountable GFA RM/O, is required to ratify the appointment of such persons. Subject to RM/O endorsement, the AAFC Club must make written application to the Officer Commanding, Aviation Operations Wing (OC AOW) for approval of the appointment of a person as Chief Flying Instructor (AAFC). The nomination must be supported by the Aviation Training Squadron Commanding Officer (ATS CO). The nominee must be a GFA Level 2 Instructor but does not need to be a uniformed AAFC person. The information in the application should include at least the following in relation to the nominee:

a) Details of current ratings and endorsements held;
b) Total flight time, total time as pilot in command, and for a CFI, total flight time as an instructor including flight time and period of time as a Level 2 instructor (flight time should also include number of flights); and
c) Supporting comments as to why the applicant is considered suitable for the role.

Subject to the information recorded in the application being sufficient to make an assessment, the HOO-G may decide to conduct an interview with the applicant in the company of the GFA RM/O and the ATS CO (either in person or by telephone) in order to make a determination of acceptability.

If the nominee is successful, the HOO-G will advise the OC AOW, the appropriate RM/O and the EM/O and confirm the appointment in writing.

If the nominee is found to be unacceptable, the application will be rejected and the AOW advised in writing supported by a statement of reasons.

9.2.3 Instructor Training/Testing

Before the training of an instructor commences in the AAFC Club an application must be made to the HOO-G on the appropriate GFA form (APPENDIX 2 - APPLICATION FOR LEVEL 1 INSTRUCTOR TRAINING, and APPENDIX 3 - APPLICATION FOR UPGRADE FROM LEVEL 1 to LEVEL 2 INSTRUCTOR). The HOO-G will liaise with the appropriate GFA RM/O and host AAFC club CFI. A mutually agreed GFA Level 3 Instructor will be appointed to carry out the training.

Flight tests for the issue of an initial Instructor rating will be administered in the same way.

9.2.4 Conduct of Operational Safety Audits

In accordance with Defence Airworthiness and GFA requirements, AAFC clubs must be audited every two years by the HOO-G or delegate to ensure that operational standards are being maintained. The appropriate GFA RM/O (or his nominee) will be invited to participate in the AAFC audit.

AAFC third party service provider clubs will be audited by the GFA RM/O however the HOO-G in consultation with the RM/O reserves the right to accompany the RM/O or his delegate on a GFA scheduled audit of an AAFC service provider.

A three month tolerance in accordance with the GFA MOSP and with the approval of the DAO, at the expiration of the two years is allowed where there are extenuating circumstances that inhibit the conducting of the AAFC audit within the prescribed time frame.

During these audits, the AAFC Club CFI or the service provider CFI must be checked, together with as many of the club's instructors as possible. AAFC student pilots will be checked to assess training standards and effectiveness.

Applicable emergency procedures and the club's SMS must be reviewed during the audit, together with any emergency equipment appropriate to the launch method.

A check of club spin-training methods and standards is essential and must never be omitted. The same applies to the airmanship standards of the club, with a special focus on "lookout".

A check list at APPENDIX 4 - OPERATIONAL SAFETY AUDIT will be used by the HOO-G for the purpose of periodic checking of clubs. Completed Operational Safety Audit reports and any supporting documentation must be forwarded to the DAO and the EM/O within 30 days of the completion of the audit.

Requests for Corrective Action (RCA) will be debriefed with the club CFI prior to departure from the gliding site on completion of the audit. The RCA will be recorded in an AAFC register and a timeframe agreed with the Club CFI and RM/O. For a third-party service provider the responsible RM/O is to be consulted as part of the process for the issue of the RCA. The timeframe for completion of the NCA should be no longer than reasonably necessary to achieve the desired outcomes. The HOO-G must follow-up within the agreed timeframe to ensure compliance.

In cases where serious deficiencies are identified or the safety of flight is at risk in an AAFC club, the HOO-G in consultation with the respective RM/O has the authority to suspend the Club's operations pending remediation. Notification of the suspension is to be confirmed in writing. Club suspensions must be reported to the EM/O, DAO, CDR AAFC, DG Cadets at the earliest opportunity.

9.2.5 Approval of AAFC Gliding Sites

Will be undertaken in accordance with paragraph 9.3.6.

The HOO-G will consult with the respective RM/O.

9.2.6 Record-Keeping

Will be undertaken in accordance with paragraph 8.1.17.

The AAFC Wing SAO will maintain records of all instructors, including AEIs who are approved AAFC gliding instructors. AAFC Clubs are required to submit Active Instructor Returns to the SAO, HOO-G and GFA annually (Refer GFA MOSP paragraph 9.2.7). Reminders will be sent by GFA to all clubs (including AAFC

Clubs) when the data is required. Upon receipt of the required data, the HOO-G will compile a consolidated list of the above and then forward it to the EM/O.

9.2.7 Revalidation of Inactive Instructors

Will be undertaken in accordance with paragraph 9.3.8.

The HOO-G will consult with the respective RM/O.

9.2.8 AAFC Operations Panel

GFA RM/Os normally conduct Regional Operations Panel meetings with all CFIs in their areas of responsibility. AAFC CFIs who are members of those panels, are invited to attend. The HOO-G may also hold at least 6 monthly AAFC Club CFI Operations Panel meetings, comprising respective RM/Os, Level 3 Instructors on the AAFC roster (uniformed and civilian) and AAFC Club CFIs to discuss operational matters prior to bringing them to the GFA Operations Panel on behalf of CB-AF and the AAFC. A standing invitation to attend the AAFC ops panel is extended to the GFA EM/O and the Chair of the GFA Ops Panel.

9.3 OPERATIONAL RESPONSIBILITY AT REGIONAL LEVEL

At Regional level there is a RM/O who is a voluntary officer of the GFA. The RM/O 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. The Process of nomination is described at paragraph 2.7 of the Manual of Standard Procedures, Part 1. RM/O duties are as follows:

9.3.1 Ratification of Club CFI or Club Operations Manager

When a club selects a CFI or Club Operations Manager, it is GFA policy that the RM/O is required to ratify the appointment of such persons (Refer Section 9.1.2.1 and 9.1.4.1). A Club or Operator must make written application to the RM/O of the Region for approval of the appointment of a person as Chief Flying Instructor or Club Operations Manager. The information in the application should include at least the following in relation to the nominee:

- Details of current ratings and endorsements held;
- Total flight time, total time as pilot in command, and for a CFI, total flight time as an instructor including flight time and period of time as a Level 2 instructor (flight time should also include number of flights); and
- Supporting comments as to why the applicant is considered suitable for the role.

Subject to the information recorded in the application being sufficient to make an assessment, the RM/O may decide to conduct an interview with the applicant (either in person or by telephone) in order to make a determination of acceptability.

If the nominee is successful, the RM/O will confirm the appointment in writing. If the nominee is found to be unacceptable, the application will be rejected, and the Club advised in writing.

9.3.2 Approval of Instructor Training/Testing

Before the training of an instructor commences, an application must be made to the RM/O on the appropriate form (APPENDIX 2 - APPLICATION FOR LEVEL 1 INSTRUCTOR TRAINING, and APPENDIX 3 - APPLICATION FOR UPGRADE FROM LEVEL 1 to LEVEL 2 INSTRUCTOR). The RM/O will then allocate a mutually agreed Level 3 Instructor to carry out the training.

Flight tests for the issue of an Instructor rating are administered in the same way, via the RM/O (Refer Section 11.2.1).

9.3.3 Initial Issue and Removal of Level 3 Instructor Authorisation

Individual L3 instructor ratings will be issued by the RM/O in each GFA region consistent to the requirements of that region (Refer Section 11.4).

A Level 3 instructor authorisation may be removed by a RM/O at any time subject to requirements contained in Section 10.9.

9.3.4 Ratification of a Competition Safety Officer

The RM/O shall ratify the Competition Safety Officer. Instructing qualifications are preferred but not mandatory, but the incumbent must be credible and capable of performing their operational responsibilities. The RM/O may seek advice on the suitability of the Safety Officer from the Chair of the National Competition Committee.

Responsibilities are listed in the GFA National Competition Guidelines document.

A Competition Safety Officer (Refer Section 8.1.18) shall meet the following criteria:

- Have a good understanding of the Competition Guidelines;
- Able to support and work collaboratively with the Pilot Appointed Safety Representatives, the Competition Director, and Steward (if applicable).
- Have sound knowledge of emergency response and recovery as detailed in the GFA Emergency Procedures Manual and the Competition SMS.
- Can conduct accident and incident investigations and complete investigation reports through the GFA occurrence reporting system.
- Has sound conflict resolution skills
- Current or previous experience in National or Regional Competitions
- Has knowledge of local area.
- Has good communication skills, including the ability to conduct daily competition safety briefings.

The RM/O and Competition Safety Officer shall review the Local Rules associated with the competition to ensure clarity and compliance with current regulations.

9.3.5 Conduct of Operational Safety Audits

All clubs in the region must be audited every two years to ensure that operational standards are being maintained (Refer Section 8.1.22). A three-month tolerance at the expiration of the two years is allowed where there are extenuating circumstances.

During these visits, the CFI must be checked, together with as many of the club instructors and senior pilots as possible. Student pilots should, where possible, be checked to assess training standards and effectiveness.

Applicable emergency procedures must be checked during the visit, together with any emergency equipment appropriate to the launch method.

A check of club spin-training methods and standards is essential and must never be omitted. The same applies to the airmanship standards of the club, especially lookout.

A check list at APPENDIX 4 - OPERATIONAL SAFETY AUDIT is to be used by the RM/O for the purpose of periodic checking of clubs. Completed Operational Safety Audit reports and any supporting documentation must be forwarded to the EM/O within 30 days of the completion of the audit.

Requests for Corrective Action (RCA) will be debriefed with the club CFI prior to departure from the gliding site on completion of the audit. RCAs are to be recorded in the audit report and a timeframe agreed with the Club CFI for the corrective action to be completed. This timeframe should be no longer than necessary to achieve the desired outcomes and the RM/O must follow-up within this timeframe to ensure compliance.

In cases where serious deficiencies are identified in the audit, the RM/O or delegate has the authority to suspend the Club's operations pending remediation.

Notification of the suspension is to be confirmed in writing. Club suspensions must be reported to the EM/O and COP at the earliest opportunity.

9.3.6 Approval of Gliding Sites

Operational approval of all regular gliding club sites in the region is the responsibility of the RM/O, in conjunction with the regional Airfields, Airspace and Radio Officer. In considering such approvals, due account must be taken of aerodrome status and any CASA or other requirements which may apply (Refer Sections 17.2 and 18).

9.3.7 Record-Keeping

The RM/O is responsible for keeping records of all instructors, including AEIs and charter pilots, in the region. Clubs are required to submit Active Instructor returns to their RM/O annually (Refer Section 11.3). Reminders will be sent by GFA to all clubs when the data is required. Upon receipt of the required data, the RM/O will compile a consolidated list of the above and then forward it to the EM/O.

9.3.8 Revalidation of Inactive Instructors

Flexibility is encouraged in the handling of instructors who have become inactive for any reason. The RM/O must define and authorise the requirements for reactivation in each individual case. Depending on the reason for the Instructor becoming inactive and the total experience of the person concerned, the RM/O may become personally involved, delegate responsibility to a Level 3 Instructor or nominate specific instructional sequences to be assessed by the CFI with the person before revalidation.

9.3.9 Regional Operations Panel

The RM/O should hold regular Regional Operations Panel meetings, comprising the Level 3 Instructors and CFIs from the Region, to discuss operational matters prior to bringing them to the GFA Operations Panel.

9.3.10 Line of Responsibility

The RM/O is directly responsible to the GFA EM/O (see 9.4.3) for the day-to-day running of GFA operational affairs.

The RM/O may select Level 3 Instructors to act on his/her behalf in the various duties which are required to be performed periodically in the region. Level 3 Instructors so selected are directly responsible to the RM/O for the conduct of those duties and have the same status as the RM/O when acting on his/her behalf.

9.4 OPERATIONAL RESPONSIBILITY AT FEDERAL LEVEL

The GFA Board is ultimately responsible for everything done by the GFA. The Board meets as a whole to determine policy and the Executive members, who include the various Heads of Departments, are responsible for implementing policy.

9.4.1 The GFA Operations Panel

The GFA Operations Panel comprises a Chairman, the EM/O, the RMs/O, and the SOG AAFC. It is the GFA body responsible to the Board for the development and control of operational standards, safety and training.

As well as matters which arise at Operations Panel meetings, input is also encouraged from Regional Operations Committees (refer Section 9.3.9) or any suitably qualified and interested bodies or individuals.

The GFA Operations Panel meets periodically, usually annually, under the leadership of the Chairman of the Operations Panel (COP).

9.4.2 The Chairman of the Operations Panel

The COP is a voluntary officer, elected by the Operations Panel from the Level 3 Instructor pool and appointed by the GFA Board. The COP is directly responsible to the Board for the entire operational affairs of the GFA as formulated by the Operations Panel. The COP is also a member of the GFA Executive, with full voting powers on that body.

Operational policy is usually established during a meeting of the Operations Panel and normally takes the form of a recommendation to the GFA Board to ratify.

The Board may require the COP to participate in negotiations between GFA and CASA, ATSB or other government bodies to arrive at mutual agreements on operational policies which affect gliding. In those cases involving operational matters where the COP is not directly involved, the GFA delegate must keep the COP informed of developments.

The COP can exercise the authorities granted to the EM/O and RM/O as required.

9.4.3 The Executive Manager Operations

The EM/O is an employee of the GFA and is directly responsible to the COP for the day-to-day running of all operational matters in the Federation. Specific areas of operational responsibility are:

- On the recommendation of the Regional Operations Panel, approves the appointment of a RM/O prior to the ratification of the appointment by GFA Board or Executive.
- Pursues the development of improved operational and instructional procedures, and is generally responsible for ensuring that existing procedures are followed.
- Maintains a central register of all GFA instructors.
- Coordinates all GFA accident investigations and is the point of contact for Police, ATSB and CASA.
- Investigates adverse operational occurrences in conjunction with the RMs/O.
- Collates and analyses all occurrence reports received via the GFA Safety Occurrence Reporting Portal and ATSB.
- Attend industry briefings on behalf of GFA at the direction of the President or COP.
- Delivers presentations to members on operational and safety matters as determined by the Board or GFA Operations Panel.
- Submits periodic reports to the COP, and compiles an annual report for delivery by the COP to the GFA Board meeting, which must include a statistical analysis of gliding accidents in the preceding year.
- Produces manuals and handbooks for flying training, instructor training, and general operational purposes.
- Carries out club visits in any region on the basis of an RM/O request, or spot checking on an opportunity basis (approval of the COP is required).
- Attends meetings of the GFA Operations Panel as an advisory, non-voting member of that body.
- Appoints pilots for the carrying out of test flying duties (Refer Section 14.1).

10 PILOT QUALIFICATIONS, REQUIREMENTS, CHECKS AND PRIVILEGES

10.1 MEDICAL REQUIREMENTS

For GFA medical requirements, refer to Operational Regulations, Section 3.2. The medical standards applicable for the issuing of a GFA Medical Practitioner's Certificate of Fitness are the Austroads standards (refer to the Austroads website for details).

10.1.1 Loss of Medical Fitness – Pilots

A pilot flying under the provisions of the self-declaration of physical fitness who suffers from a condition described in Operational Regulations, Section 3.2.2(d) must obtain a Medical Practitioner's Certificate of Fitness' before recommencing flying.

A pilot flying under the provisions of a 'Medical Practitioner's Certificate of Fitness' in terms of Operational Regulations, Section 3.2.2(d) who suffers a condition which renders him/her unfit for flying is required to undergo another medical examination by his/her GP or medical specialist before resuming flying as PIC. A fresh 'Medical Practitioner's Certificate of Fitness' will be required confirming the problem has been treated and the person is again fit to fly.

The above requirements do not apply to minor injury or temporary illness (such as the flu, head cold, etc.).

While a pilot who has lost medical fitness may not fly as PIC, they may conduct mutual flying in terms of paragraph 8.1.5 at the discretion of the CFI or delegate, who must be satisfied that the medical condition is not likely to put the continuing safe operation of the glider at risk. The glider must at all times be flown within the limitations of the PIC's qualifications and authorisations.

10.1.2 Loss of Medical Fitness - Chief Flying Instructors and Regional Managers Operations

A CFI or RM/O who suffers from a condition that renders him/her unfit for flying will not be required to stand down from their position if:

(a) the problem does not prevent him/her from continuing to manage their Club's/Region's operations; and
(b) there is an expectation that a 'Medical Practitioner's Certificate of Fitness' will be provided within 6 months to allow resumption of in-flight duties.

If the condition is likely to be of a long-term nature, a suitable replacement should be found.

10.2 BASIC PILOT CERTIFICATES

10.2.1 The "A" Certificate

10.2.1.1 Requirements

- Minimum age 15 years.
- GFA Radiotelephone Operator Authorisation (FROL).
- Minimum of 5 solo flights with normal landings.
- Satisfactory check flight, which must include the following:
  - An awareness of pre-spin symptoms and a demonstration of the correct action to prevent a spin developing.
  - An accurate circuit without reference to altimeter.
  - Correct handling of selected emergencies.
- Online examination on basic theory and flight rules and procedures.

10.2.1.2 Privileges and limitations

- May only fly solo under the direct supervision of a Level 2 or higher rated instructor.
- May carry out local soaring only.

10.2.2 The "B" Certificate

10.2.2.1 Requirements

- A total of 15 solo flights with normal landings; including at least one soaring flight of not less than 30 minutes duration. (Note: This means an overall total of 15 solo flights, not 15 solo flights since qualifying for the "A" Certificate).
- Satisfactory completion of Sections 1 to 29 of the GPC training syllabus.
- Online examination on basic theory, flight rules and procedures and basic airworthiness.

Note: Pilots holding a CASA (or ICAO equivalent) Student or higher licence or a 'High Performance Endorsed' Pilot Certificate issued by RAAus may count 5 powered landings as pilot-in-command towards the "B" Certificate but must meet the soaring requirements.

10.2.2.2 Privileges and limitations

- May only fly solo under the direct supervision of a Level 2 or higher rated instructor.
- May carry out local soaring only.
- May carry out mutual flying, subject to the following conditions:
  - The other occupant of the glider also holds a minimum of a "B" Certificate.
  - Each mutual flight is to be authorised by and carried out under the direct supervision of a Level 2 or higher rated Instructor, who must nominate the command pilot for the flight.

10.2.3 The "C" Certificate

10.2.3.1 Requirements

- A total of 20 solo or ‘in command’ mutual flights, including two solo soaring flights of at least one hour's duration each.
- Trained and checked in ability to carry out a safe outlanding.
- A satisfactory demonstration of spin entry and recovery.
- Received a passenger awareness briefing using the "Air Experience" section in Part 2 of the Instructor's Handbook as a reference.
- Online examination on basic theory, flight rules and procedures and Basic Soaring Meteorology.

Note: Pilots holding a CASA (or ICAO equivalent) Student or higher licence or a 'High Performance Endorsed' Pilot Certificate issued by RAAus may count 10 powered landings as pilot-in-command towards the "C" Certificate but must meet the soaring requirements.

10.2.3.2 Privileges and limitations

- May fly cross-country at the discretion of the CFI.
- May carry private passengers (i.e. not for hire or reward and not Air Experience Flights), under the provisions of a Private Passenger Rating as described in 10.5.

10.2.4 Basic Pilot Certificates Issued Overseas

The privileges and limitations attaching to the ‘C’ Certificate at 10.2.3.2 may be granted to pilots holding equivalent or higher overseas qualifications at the discretion of the CFI or delegate.

10.3 FIRST & EARLY SOLO

Only a Level 2 or higher Instructor can authorise first solo flight and they must carefully assess that the student has attained a standard of safety, the degree of skill, and the mental/physical orientation that is sufficient to cope with the responsibility of flying solo.

Pilots with extensive experience in other flying disciplines may quickly master the basic flying skills of gliding. It is still necessary to ensure that they are taught and fully understand the glider-specific judgement required, particularly in the circuit and landing phases.

Early solo pilots will generally undergo a period of daily check flights at the discretion of the CFI or his delegate in addition to a flight review.

The pilot's logbook should be endorsed for solo flying and also when "off checks".

10.4 FLIGHT REVIEWS

All pilots exercising command privileges (refer 8.1.2) are required to undergo a periodical Flight Review in accordance with Operational Advice Notice (OAN) 01/20.

10.5 PRIVATE PASSENGER RATING

A Private Passenger Rating is an adjunct to the "C" Certificate and permits the holder to carry passengers when carrying out private flights. A private flight is a flight carried out on behalf of the pilot alone and specifically not acting as the agent or on the behalf of a gliding club or organisation. The costs of a private flight may be shared with the passenger, but the pilot must pay at least an equal share (refer CAR 2 (7A)).

10.5.1 Endorsement, Privileges and Limitations

Authorisation for the carriage of private passengers is by logbook endorsement by the CFI, subject to direct authorisation by the duty instructor on each passenger-carrying flight or group of flights. Handover of control to the passenger is not permitted. Passengers must receive a safety briefing prior to the flight, including an instruction not to manipulate or interfere with the controls.

10.5.2 Independent Operator, Private Passenger Flights

When a pilot holds a Private Passenger rating and an Independent Operator rating (refer Section 13) they may be authorised by their CFI to conduct Private Passenger flights within the privileges and limitations of the Independent Operator rating.

10.5.3 Recency Requirements

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

10.6 GFA GLIDER PILOT CERTIFICATE

The Glider Pilot Certificate (GPC) is awarded to pilots in recognition that they have been trained and assessed as competent to safely operate a sailplane as an independently proficient GFA soaring pilot following satisfactory completion of the GPC Training Syllabus. An Independent Operator Endorsement (refer Section 13) is to be recorded in the pilot's logbook upon completion of all syllabus items.

The Glider Pilot Certificate Application form is to be signed by the club CFI (refer Operational Regulations, Section 3.3.7).

10.7 CHARTER FLYING

A club or organisation that holds an Air Operator's Certificate issued by CASA may carry out "hire and reward" passenger operations provided such passengers are carried by pilots holding a GFA Charter rating and compulsory insurance and other requirements are met. The minimum age to hold a GFA Charter rating is 18 years. See GFA Operational Regulations Section 4.2 for details of the aspects of charter flying, including the

requirements for a Charter rating. **Note:** The holder of a GFA Instructor rating is not automatically the holder of a Charter rating. A separate logbook endorsement by the club's CFI is necessary for the Charter rating.

10.7.1 Charter Flying by Training Clubs

The CFI shall furnish an annual return, as at 31st August each year, to the RM/O listing those pilots holding a charter authorisation together with Copies of valid Medical Practitioner's Certificate of Fitness or CASA Medical Certificates. This list shall be forwarded prior to 30 September each year. RMs/O must forward a copy of the annual returns and valid Medical Practitioner's Certificate of Fitness or CASA Medical Certificates to the EM/O upon receipt.

10.7.2 Charter Flying by Non-Training Clubs

Non-training Clubs are eligible to apply to CASA for an Air Operator Certificate to conduct Charter Flying Operations, which must be conducted in accordance with paragraph 4.2 of the GFA Operational Regulations. The pilot in command of a Charter Flight shall hold a current GFA Charter authorisation issued by the CFI of a Training Club. Charter pilots should ensure their names are recorded on their nominated CFI's annual return.

10.7.3 AIR OPERATOR CERTIFICATES

An Air Operator Certificate (AOC) is necessary in order for a club to carry out charter operations. A charter operation is defined as any operation which carries passengers purely for hire and reward, without them becoming GFA members. AOCs are issued by CASA, on application from individual clubs. CASA will only issue an AOC if the terms of a "compliance statement" are met.

Under no circumstances will pilots other than charter-rated pilots be used to carry passengers for hire and reward under the terms of an AOC (See also Operational Regulations, Section 3.3.3).

10.8 LOW LEVEL FINISHES ENDORSEMENT

A pilot holding a Low-Level Finish Endorsement may conduct low level finishes, which are defined as an approved circuit entry and landing technique where a glider descends below 500ft AGL within 5km of an airfield with sufficient kinetic energy to enable the pilot to convert "energy into height" and recover adequate height to enable a safe circuit and landing to be performed (Refer Operational Regulations, Section 6.5(b) (iii)).

10.8.1 Endorsement Requirements

Authorisation for pilots to perform low-level high-energy finishes is by pilot logbook endorsement issued by a Level 2 or higher rated Instructor following assessment and/or training as detailed below. Instructors issuing authorisations need to have practical experience with low level finish techniques and procedures in order to fully appreciate the skill, judgement and airmanship standards required in this high workload flight situation. Instructors who do not have recent practical experience should decline to issue this rating and refer pilots to another Instructor with suitable background experience.

10.8.2 Assessment

Level 2 or higher rated Instructors may conduct, and/or authorise, low level finish flights for the purpose of training and/or assessing pilots for this endorsement. However, all such flights must be conducted strictly in accordance with the published procedures.

At the discretion of the Instructor, pilots may demonstrate competency of the procedures and techniques while being supervised and observed by the instructor. However, if a suitable two-seat glider is available it is preferred that pilots be flight assessed.

10.8.3 Low Level Finish Procedures

The following conditions are to be met when conducting Low Level Finishes:

1. Pilots must ensure that operations are conducted at a safe height at all times. As an absolute minimum, the glider must never descend below 50ft AGL during the finish run prior to the pull-up and all objects must be cleared by at least 50ft.
2. Carriage of radio is mandatory
3. Low Level finishes may only be conducted when the procedure will not unduly disrupt other operations taking place at an airfield and will not compromise safety.
4. Whenever a Low-Level Finish is intended to be performed, prior consultation must be attempted with sufficient time for all concerned to be aware. This may be prior to the flight commencing, or by radio communications during the flight. If attempts to communicate intentions are unsuccessful, a pilot may proceed on the basis that operations are inactive. However, should the pilot become aware that operations are active, the pilot should abandon the procedure if there is any concern that a Low-Level Finish will unduly conflict with other users.
5. Low Level Finishes must never be attempted at an aerodrome unless the pilot is familiar with the aerodrome and is aware of any hazards or local aspects that could affect the safety of his/herself, or others.
6. The following radio announcement requirements are in addition to required aerodrome procedural notifications:
   - When a pilot is inbound to an Aerodrome and beyond 10nm (approx. 18km) from the circuit area, the pilot must announce his/her intention to perform a low level finish on the appropriate radio frequency(s) and has been clearly understood.
   - A Pilot wishing to announce an intention to perform a low-level finish while inside the 10nm (approx. 18km) boundary must ensure that adequate time is provided to allow all other airfield users to be made fully aware and respond. Information communicated will include inbound direction and the intended circuit procedure.
   - Pilots must ensure that appropriate subsequent radio announcements are made to ensure that arrival in the circuit area will not “surprise” other pilots.

Advice and requests received from other users should always be given careful due consideration, especially if safety concerns are raised. If gliding operations are active, relevant information and advice should be sought throughout all phases of the procedure.

Note: Lookout is always the prime defence for avoiding potential conflicts with “targeted scan” techniques being particularly relevant during the final stages of the low-level finish procedure. If at any time during the run to the finish point[1] the pilot becomes concerned, or aware, that his/her operations may be a hazard, the pilot must abandon the “Low Level Finish” procedure.

10.8.4 Special Conditions

Clubs, Organisations or Competition Organisers may introduce additional procedures and requirements with consideration of local circumstances such as increased minimum height, finish run directions, finish point locations and circuit entry procedures, etc.

[1] The “finish point” is defined as the low point of the finish run where the pull-up begins. This may be at a designated line, a circle, or runway boundary, etc.

Clubs, Organisations or Competition Organisers may deny pilots the privilege to perform low level finishes if the procedure is inappropriate at a particular location.

Duty Instructors and Competition Safety Officers may deny a pilot the privilege to perform the low-level finish procedure at any time.

10.8.5 Endorsement Privileges and Validity

Pilots holding Low Level Finish endorsement may conduct low level finishes in accordance with the above procedures when finishing in gliding competitions, or completing cross-country flights, or to train and practice for these occasions.

Endorsements, once issued, will not require revalidation, but can be suspended by a Level 2 or higher rated Instructor for a period of not more than 30 days, at any time. Suspension of endorsement must be referred to the Pilot's CFI for further consideration, who may remove the endorsement. Appeal against suspension or removal will be as per the normal GFA appeal process (Refer Section 10.9).

10.9 MEMBER DISCIPLINARY MEASURES AND APPEAL PROCESSES

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.

11 INSTRUCTOR TRAINING AND RATINGS

Training of Levels 1 and 2 instructors is carried out by persons who hold Level 3 Instructor authority. Such training may be carried out on a decentralised basis within clubs or, courses may be convened if there are enough candidates to warrant it, the required personnel are available and the necessary number of gliders and tugs can be organised to satisfactorily cover the syllabus.

Training of Air Experience Instructors (AEIs) is carried out at club level by the club CFI or suitable delegate in accordance with the GFA Instructor Handbook.

11.1 AIR EXPERIENCE INSTRUCTOR (AEI)

An Air Experience Flight (AEF) is defined as carriage of a person who is a member of the GFA (which may be short-term or introductory membership, as defined from time to time by the GFA Board) for the purpose of experiencing the sport of gliding. Pilots conducting AEFs must hold an AEI endorsement.

11.1.1 Requirements

- Minimum age 16 years.
- 200 launches, or 50 hours total gliding experience with a minimum of 100 launches. For powered sailplane pilots, the minimum experience requirements include a minimum of 15 hours or 30 launches in powered sailplanes. Power pilots may count 10% of their power flying hours towards these minimum requirements after 10 hours or 50 glider launches have been gained.
- Glider Pilot Certificate.
- Thoroughly conversant with flight rules and procedures and free of basic flying faults.
- Must consistently demonstrate correct checks, lookout and airmanship.
- Powered sailplane pilots must demonstrate proper engine management, propeller systems and the assessment of weight & balance and fuel usage relevant to the glider being flown.
- Trained within the club by a Level 2 Instructor (or higher) in accordance with the syllabus in Operations Directive OD 01/16.

11.1.2 Privileges and Limitations.

- The AEI must carry out all launches, circuits, approaches and landings.
- The AEI is not authorised to allow the other person on the controls below 800ft AGL.

- The AEI may introduce, and hand over control, the following exercises:
  - Lookout (mandatory)
  - Primary effects of the elevator (including demonstration of the first stall).
  - Primary effects of the ailerons.
  - Primary effects of the rudder.
  - Coordinated use of aileron and rudder rolling in and out of gentle S-turns (below 30 degrees bank), with appropriate lookout.
- The AEI rating specifically EXCLUDES the teaching of:
  - Any Stalling Exercises (except first stall with effect of the elevator)
  - Any Spinning Exercises.
  - Launching.
  - Circuit planning.
  - Approach control and landing.
- The AEI rating specifically excludes the holder performing any form of "check flight", including site checks.
- The AEI may engage in ab-initio training subject to the above limitations.
- A pilot holding an AEI rating and a GFA Sport Coach Accreditation may also carry out in-flight coaching in the following Glider Pilot Certificate (GPC) Training Syllabus items only:
  - Item 14 - FLARM use
  - Item 17 - Thermal centring techniques
  - Item 18 - Thermal entry
  - Item 19 - Soaring with other gliders
  - Item 31 - Thermal sources and selection
  - Item 36 - Navigation and airspace
  - Item 37 - Cruising, speed to fly and height bands

11.1.3 Revalidation

Air Experience Instructor ratings will be revalidated during their periodic flight review (refer 11.3.4).

11.1.4 Competencies to conduct flight training

Refer to Operations Directive OD 01/16, for a description of the skills and knowledge required of an Air Experience Instructor to effectively conduct air experience flight training in gliders.

11.2 LEVELS 1 AND 2 INSTRUCTORS

The AEI rating is the highest instructor authority which can be obtained within a club. For the Levels 1 and 2 ratings, more formal involvement by GFA Operations is required.

The coordinator of instructor training in a region is the RM/O. No instructor training may take place without the RM/O's approval. When a rating test has been successfully completed, the Level 3 Instructor who carried out the test should endorse the candidate's logbook at the appropriate level. This will serve as interim authority for the candidate to serve as an instructor, pending receipt of the logbook sticker from the RM/O.

11.2.1 Level 1 Instructor

There are two methods of Level 1 instructor training in place; the common method is by formal training course run over several days within a region, the other is by mentoring. In either case, the preference is for a maximum of two trainees to be assigned to each Level 3 instructor.

Level 1 Instructor training is carried out in three stages, viz:

1. ***Preparation by club***. This is carried out in accordance with the "Club Preparation" section in Part 1 of the GFA Instructor's Handbook. Club preparation is followed by an application for instructor training, made on the appropriate form, which can be obtained from the RM/O or downloaded from

the GFA Website. A sample form is at APPENDIX 2 - APPLICATION FOR LEVEL 1 INSTRUCTOR TRAINING. **Note:** Instructor training may not commence until this form has been submitted to the RM/O and a Level 3 Instructor allocated for the purpose by the RM/O.

2. ***The training itself***. When a Level 3 Instructor has been allocated by the RM/O to a candidate or group of candidates, mutual arrangements are made for these persons to come together to enable instructor training to commence. This training continues for as long as necessary to produce the required standard, but experience has shown that it should not be prolonged unnecessarily and a maximum of 10 weekends should not be exceeded. The training is recorded by the Level 3 Instructor in the 'Level 1 Instructor Training Syllabus' at Appendix 7 of the Operational Regulations. When training is complete, the Level 3 instructor forwards the completed Training Syllabus to the RM/O.

3. On receipt of the completed 'Level 1 Instructor Training Syllabus', the RM/O allocates an independent Level 3 Instructor to carry out a Rating test on the candidate. The results of this Rating Test are recorded on a 'Level 1 Instructor Rating Test' form at Appendix 8 of the Operational Regulations and sent to the RM/O. If the Rating Test is successful, the RM/O issues the appropriate logbook sticker to the candidate, via his/her club. If the Rating Test is unsuccessful, the testing Level 3 Instructor will specify work required to bring the candidate up to standard, upon completion of which a further Rating Test will be conducted.

11.2.1.1 Requirements

- Minimum age 18 years.
- 75 hours total gliding. Power pilot credits as for AEI rating.
- Glider Pilot Certificate.
- Prepared by club in accordance with Part 1 of Instructor's Handbook, with application form signed by the club CFI.
- Adequate knowledge of Parts 1 and 2 of the Instructor Handbook, which will be tested by oral examination during the instructor-training process.

11.2.1.2 Privileges and Limitations

- Authorised to instruct all sequences in Part 2 of the Instructor's Handbook.
- May give instruction under the supervision of an instructor holding a Level 2 or higher rating.
- When a Level 1 Instructor also holds a current and valid Independent Operator authorisation, they may be authorised by the CFI to conduct independent training flights without the direct supervision of a Level 2 or higher rated Instructor.
- May not approve initial solo flight (**Note**: The assessment flight for initial solo must be flown by the authorising Level 2 Instructor).
- May not take charge of a club's operations, or in any way supervise the operations of other pilots when a Level 2 or higher rated Instructor is not present.

11.2.2 Level 2 Instructor

The upgrading of a Level 1 Instructor to a Level 2 Instructor is undertaken by a Level 3 instructor allocated for the purpose by the RM/O on the recommendation of the Club CFI.

The Level 3 instructor will assess the candidate's flying demonstrations and patter, and will coach the candidate in leadership, supervision and disciplinary skills as outlined in Part 1 of the Instructors Handbook and using the 'Level 2 Instructor

Training Syllabus & Assessment' form at Appendix 9 of the Operational Regulations. When training is complete, the Level 3 instructor will forward the completed Training Syllabus to the RM/O.

11.2.2.1 Requirements

- 100 hours total gliding, of which at least 25 hours or 100 launches shall be as a Level 1 Instructor.
- Minimum 12 Months service as a L1 Instructor. This period may be lowered in exceptional cases at RM/O discretion (e.g. previous experience as a flight instructor in another aviation discipline).
- Glider Pilot Certificate.
- Club certification that the applicant has performed satisfactorily as a Level 1 Instructor and that all basic training sequences have been carried out to the satisfaction of the CFI.
- Comprehensively checked by club CFI prior to requesting an upgrading.

11.2.2.2 Privileges and Limitations.

- Authorised to instruct all sequences in Part 2 of the Instructors Handbook and to supervise L1 Instructors carrying out training work.
- Authorised to approve first solo after conducting an assessment flight.
- Authorised to take charge of a club's operations.
- Authorised to carry out the duties of CFI if so ratified by the RM/O.

11.3 AEI, LEVEL 1 AND LEVEL 2 INSTRUCTOR RATINGS VALIDATION AND RECENCY REQUIREMENTS

Instructor ratings remain valid provided the instructor has been:

- Actively engaged in Instructing duties during the 12 months prior to 31st August each year; and
- Listed as an active Instructor in his/her Club's current annual return to the relevant RM/O.

11.3.1 Active Instructor Reports

Annual returns listing only those Instructors who have been actively engaged in in-flight instructing duties during the 12 months prior to 31st August each year are to be forwarded to the relevant RM/O by the Club CFI by 30th September each year. Copies of valid Medical Practitioner's Certificate of Fitness or CASA Medical Certificate for each instructor should accompany the Report.

Active Instructor Report forms are available from the GFA Website. Reminders will be sent by GFA to all clubs at the appropriate time.

RMs/O must forward a copy of the Club Active Instructor Reports and valid Medical Practitioner's Certificate of Fitness or CASA Medical Certificates to the EM/O upon receipt.

Instructors not listed in current annual reports may only recommence in-flight instructing duties under conditions determined and set by the RM/O following consultation with the CFI (Refer to Section 9.3.8).

Instructors who have been authorised to commence, or recommence, in-flight instructing duties during a reported period shall be deemed to have been added to his/her Club's active Instructors report.

Instructors whose Flight Review expired prior to 31st August and remains outstanding as at that date may be listed on the annual active instructor return, but they may NOT carry out in-flight instructing duties until the Flight Review has been satisfactorily completed."

IMPORTANT NOTE: The CFI is responsible for ensuring that active instructors' reports are correct, complete and submitted on time. Failure to comply may compromise the cover afforded those instructors by the GFA Broad-based and Contingent Liability Insurances.

11.3.2 Recency Requirements

Instructors who have been actively engaged in in-flight instructing duties during the 30 days prior to undertaking in-flight instructing duties may continue to carry out instructing duties on an on-going basis.

Instructors not meeting the above recency requirement but who have completed at least 3 glider flights, or 2 hours as pilot in command during the 90 days immediately prior to performing instructing duties may carry out in-flight instructing duties.

11.3.3 Failure to Meet the Recency Requirement

Instructors who fail to meet either of the above recency requirements will be required to undertake a flight competency check as specified by his/her CFI or a Level 2 or higher rated Instructor delegated to act on behalf of the CFI.

CFIs are not exempt from any of the above requirements and must be satisfactorily evaluated by a level 2 or higher rated Instructor as required.

11.3.4 Instructor Flight Reviews

An Instructor Flight Review will be conducted in accordance with Operational Advice Notice (OAN) 01/20.

In addition to the standard components of a Flight Review as outlined in the OAN, an Instructor Flight Review will also assess pre-flight briefings, basic instructional techniques, including (but not limited to) handover/takeover, assertiveness, depth of knowledge, clarity of explanations, accurate demonstration of briefed exercise, fault analysis, flight management and post-flight debriefing.

The reviewing Instructor has the discretion to determine the exercises they will seek demonstrated to assess competency.

11.3.5 Refresher Training

To be eligible for listing on their Club's 'Active Instructor Report', all Level 1 and higher Instructors must have satisfactorily completed a refresher course within the preceding four years. Instructors who deliver a refresher course are deemed to have completed that course. Instructors who fail to meet this requirement can be revalidated as per Section 9.3.8.

11.4 LEVEL 3 INSTRUCTOR

Level 3 Instructors are Level 2 Instructors who have been recommended to the RM/O of their Region by the Regional Operations Panel, coached in instructor-training techniques, and approved by the RM/O.

11.4.1 Requirements

- Minimum of 200 hours instructing.
- Minimum of two year's continuous service as a Level 2 Instructor.
- Glider Pilot Certificate and Gold C.
- Selected by RM/O following consultation with the candidate's CFI. CFIs may recommend Level 2 Instructors to the RM/O for consideration.
- Initially trained by accompanying an experienced Level 3 Instructor during instructor-training sessions and acting in the capacity of an understudy to that Level 3 Instructor.

Note. Only sufficient Level 3 appointments will be made to meet the anticipated workload assessed by the RM/O.

11.4.2 Privileges and Limitations

- Authorised to carry out the training of instructors at the request of RM/O and in accordance with the Instructor Handbook as amended from time to time.
- Authorised to carry out Rating Tests of Level 1 and Level 2 Instructors at the request of the RM/O.
- Authorised to carry out biennial Operational Safety Audits on Gliding Clubs or Operators at the request of the RM/O.

11.4.3 Initial Issue

Notification is by pilot logbook endorsement issued by the RM/O with a validation period not in excess of 2 years from 31st August of each even numbered year. Endorsements issued after 1st March of an even numbered year may be validated to 31st August of the next even numbered year.

11.4.4 Revalidation Requirements

Biennial revalidation each even numbered year, conditional on meeting standards and requirements determined by the RM/O in line with guidelines set by the GFA Operations Panel. Revalidation shall be notified by logbook endorsement issued by the RM/O.

Note: The revalidation of Level 3 ratings held by RMs/O will be undertaken by the EM/O or COP biennially on odd numbered years.

11.5 GROUND SUPERVISORY INSTRUCTORS

This is a “non-flying” rating, utilising former Level 2 Instructors who are interested in using their supervisory skills and experience to assist in the running of their club’s operations.

11.5.1 Requirements

- Have held a minimum of a Level 2 instructor rating in the previous 10 years;
- Be in possession of all relevant and up-to-date operational documentation (available from the CASA, Airservices and GFA websites);
- Approved and recommended to RM/O by club CFI.

11.5.2 Initial Issue and Revalidation

- Initial issue shall be by RM/O and notified by logbook endorsement. Annual validation shall be by inclusion on his/her club active Instructors list.

11.5.3 Privileges and Limitations

- May exercise all privileges of a Level 2 instructor, except those related to actual in-flight training and checking. May not approve initial solo flight or first single-seat conversions. Cannot hold the position of CFI.

11.6 GENERAL NOTES ON INSTRUCTOR RATINGS

The initial issue of a Level 1 or Level 2 rating shall only be carried out by the RM/O on the recommendation of the Level 3 Instructor carrying out the Rating Test.

The holder of an instructor rating (except ground supervisory instructors) has automatic private passenger-carrying privileges.

11.7 OVERSEAS INSTRUCTOR RATINGS

Overseas instructor ratings are not valid in Australia.

In the case of a pilot that holds or has previously held an Instructor rating issued in another country, the RM/O should be provided with all relevant details of the rating held and experience. The RM/O will consider each case individually and determine the requirements necessary for the issuing of a GFA Instructor rating, which at the discretion of the RM/O may or may not be equivalent to the rating held overseas.

11.8 SELECTION OF NEW INSTRUCTORS

As well as meeting the requirements of Part 1 of the Instructor's Handbook, the Club's Training Panel should give careful consideration to the temperamental suitability of proposed new instructors at the selection stage.

Effective instruction requires a high personal standard of integrity, honesty and fairness, together with the desire to obtain and use the rating in the service of the club and the GFA. It is not appropriate that a pilot desires to be issued with a rating merely as a status symbol. The personal qualities cannot be reliably assessed during instructor-training and should be assessed by the club panel/CFI before the candidate is proposed to the RM/O. Club Training Panels should remember that, once issued with a rating, an instructor will become a member of the club panel and that removal of the rating is (rightly) made difficult and dependent on natural justice and hard evidence. The new instructor will then, in the first instance, be the responsibility of that club panel.

Experience has shown that it is better to cope with a short-handed panel than to include an inappropriate instructor on that panel.

Similarly, Club Training Panels should not be allowed to exclude good instructor candidates because they have at some stage disagreed with Panel decisions for good and sufficient reasons.

12 COACHING ACTIVITIES

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 the Club Training Panel and compliment the Instructors.

12.1 SOARING COACHING

Coaches who undertake 2-seat training as pilot in command must hold, as a minimum, an active and current AEI rating.

Coaches without an AEI rating may undertake 2-seat training under the mutual flying provision (refer 8.1.5) where the trainee holds a GPC and is PIC (refer 8.1.2). Coaches who are medically unfit for command flying must have the consent of their CFI to conduct two-seat coaching activities (refer 10.1.1).

A Coach who holds an AEI rating only must not allow pre 'C' Certificate pilots to be on the controls below 800ft AGL. 'C' Certificate pilots may be allowed on the controls of the glider below 800ft AGL, but the coach must take adequate care to ensure that safety is not compromised.

Coaching activities must be conducted under terms and conditions determined by the Club's Training Panel with the consent of the CFI and with daily authorisation by the duty instructor.

Coaches may undertake training and assessment of the following GPC Training Syllabus items only:

- Item 14 - FLARM use
- Item 17 - Thermal centring techniques
- Item 18 - Thermal entry
- Item 19 - Soaring with other gliders
- Item 31 - Thermal sources and selection
- Item 33 - Flight preparation, glider/trailer and pilot
- Item 34 - Soaring instruments and flight computers
- Item 35 - Meteorology and flight planning
- Item 36 - Navigation and airspace
- Item 37 - Cruising, speed to fly and height bands
- Item 38 - Demonstrated cross country capability

12.2 RTO/SPORT

The Regional Technical Officers/Sport is responsible to the GFA Performance Coach for the implementation of the coaching programme at regional level.

Although not normally expected to be a problem, in the event of an operational or safety-related dispute in coaching activities at Regional level, the decision of the RM/O shall prevail over that of the RTO/Sports.

12.3 CLUB COACHES

Club coaches are nominated by their clubs, ratified by CFIs and appointed by the RTO/Sport. As stated, Coaches conducting coaching activities in 2 seat gliders must hold a minimum of an AEI rating and the privileges and limitations of this rating (refer 11.1.2) must be adhered to with pre 'C' Certificate pilots.

In the event of a safety-related dispute in coaching activities at club level, the decision of the CFI shall prevail over that of the Club Training Panel.

13 INDEPENDENT OPERATIONS

In accordance with GFA Operational Regulation 3.3.4 a pilot may be authorised by logbook endorsement to fly a sailplane without being supervised by a Level 2 or higher rated Instructor.

The Independent Operator Endorsement is a very important authorisation and affords pilots who can exercise 'command flying' privileges greater freedom to make decisions regarding their own safety and sometimes the safety of others.

13.1 Requirements for Initial Issue

- Glider Pilot Certificate.
- Be in possession of all relevant current aeronautical charts and documentation (e.g. AIP-ERSA).

13.2 Limitations

When operating at a site with a resident gliding club, Independent Operators must comply with any site-specific requirements set by the resident club.

13.3 Variation or Suspension of endorsement

An Independent Operator Endorsement may be varied or suspended in accordance with the GFA Complaints & Disciplinary Procedures manual.

13.4 Independent Private Passenger Flights

A pilot with an Independent Operator endorsement and who also holds a Private Passenger rating may carry private passengers independently.

13.5 Independent Charter and AEI Flights

A pilot with an Independent Operator endorsement who also holds a Charter or AEI rating may carry out independent Charter or AEF flights on behalf of their club.

13.6 independent level 1 instructor flights

A pilot with an Independent Operator endorsement who also holds a Level 1 Instructor rating may, with CFI authorisation, carry out independent instructing flights.

14 TEST AND EVALUATION FLYING

14.1 TEST FLYING

Test flying is defined as the flying of a new type of glider which has not previously been flight-tested and approved, or a glider that has been significantly modified. As the nature of the handling characteristics of a new glider type are unknown, the pilot will be called upon to explore them across the entire design envelope. Modifications to a glider may have changed handling characteristics and/or design parameters and the pilot will called upon to explore specific aspects of the design envelope.

The test-flying requirements of new glider types are contained in GFA Airworthiness Advice Notice (AN) 98, "Flight Testing New Glider Designs". That document must be used as the reference for test flying new glider types.

Specific test flying requirements will be provided by the CTO/CAD for modified gliders.

Test pilots are appointed by the EM/O as a one-off authorisation for each test flight programme. The appointment must be notified by letter.

Only pilots authorised as GFA Test pilots may carry out test flying as defined above.

14.2 TEST FLYING INFORMATION

The methodology and practices for Test Flying are contained in various documents, such as CASA Advisory Circular AC 21-47(0) and FAA Advisory Circular 90-89A.

14.3 EVALUATION FLYING

Evaluation flying is not in the same category as test flying, as the glider's characteristics are known, and the pilot will be required to establish whether they have changed in any way from their original values.

Evaluation flying includes the following:

1. The first example of a Type-Certificated glider to be flown in Australia.
2. Any glider being evaluated for satisfactory flight characteristics following a Form 2 inspection or any other maintenance or repair work.

Evaluation flights are functional tests to assess whether the glider's handling characteristics are normal and that all systems e.g. airbrakes, flaps, etc., function in the correct manner, i.e. as originally Certificated.

Test pilot authority is not required for carrying out evaluation flying, as defined above. Any suitably experienced pilot, who is familiar with the aircraft's characteristics, either by experience on type or by study of the relevant manuals, may carry out this work, at the discretion of the club CFI.

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.

15 OPERATION IN AUSTRALIA BY FOREIGN PILOTS

Regardless of whether the glider(s) concerned in any given operation are registered in Australia or a foreign country, foreign pilots operating in Australia must be GFA qualified, be issued with GFA pilot authorisations for the tasks contemplated, and must be members of the GFA and an affiliated club.

Foreign operations in Australia must meet all aspects of normal GFA operational requirements, including applicable CARs/CASRs, the provisions of CAO 95.4 and the GFA Operations Manual.

15.1 COMPETENCY CHECKS

Competency checks may be carried out on foreign pilots at the discretion of the Instructor supervising the operation, and a site check may be provided for those foreign pilots who have not operated at that site before.

15.2 MANDATORY BRIEFINGS

A foreign pilot must be provided with a comprehensive briefing on Australian procedures (general and local) before flying as pilot-in-command. In particular, information on operations on Certified and Registered aerodromes, including requirements for operations in the vicinity of non-towered aerodromes and associated CTAF procedures must be provided in clearly understandable written form to each pilot.

Foreign pilots must also be provided with a safety and survival briefing if they have not operated in Australia before.

15.3 FOREIGN PILOTS ENGLISH LANGUAGE PROFICIENCY

All communications with Air Traffic Control or other airspace users must be in the English language. Foreign pilots must also be provided with a safety and survival briefing if they have not operated in Australia before.

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 must demonstrate to a GFA Level 1 or higher rated Instructor aviation English language proficiency and be issued with a logbook endorsement as per paragraph 19.1 prior to flying in command.

15.3.1 Conducting the proficiency check

The instructor is to check the foreign pilot's ability to communicate effectively in English. The foreign pilot needs to understand what the instructor says, and the instructor needs to be able understand what the foreign pilot says.

The instructor should cover several topics that are of a general nature such as current issues or the applicant's background and interests. Material such as newspaper or magazine articles can also be used to supplement the interview to check their reading.

The foreign pilot needs to be able to give information independently of prompts and be understood. Also, they need to be able to respond appropriately to questions. The foreign pilot needs to be able to resolve a miscommunication.

Elements to consider:

- pronunciation is intelligible and not unduly affected by dialect or accent
- structure is acceptable – the message is uncomplicated
- vocabulary has sufficient range and is accurate for the purpose of the message being conveyed both expressing and understanding
- fluency is acceptable to the extent the message is conveyed
- comprehension is accurate to an acceptable level – not confused
- interacts adequately when new topics are raised and has the ability to clarify, confirm and deal with misunderstandings.

General points to note.

- Prepare questions prior to the interview – they should be relevant, valid and challenging but not unreasonable or ambiguous.
- Content should not be technical – vocabulary should not be complicated.
- The foreign pilot should be required to consider the question, formulate a response and provide a free-flowing response that is appropriate to the question – closed questions should be avoided (i.e. those that require a yes/no answer).
- Aim the interview questions at a similar level of complexity (not the content) you would expect during a routine flight or training exercise.
- Remember, the aim of this assessment is to ensure they have a reasonable command of English that allows them to communicate unambiguously in the learning and operating environments.

16 LAUNCHING

16.1 WINCH AND AUTO-TOW LAUNCHING

16.1.1 Auto (Vehicle) Tow Launching

Except with the approval of the RM/O, a sailplane shall not be launched by auto-tow from a site with less than 1,600 metres of usable length. The surface shall permit the tow vehicle to be safely driven along it at launch speeds.

16.1.2 Winch Launching

Except with the approval of the RM/O, a sailplane shall not be winch launched from a site with a cable run shorter than 1200 metres.

16.1.3 Vehicle Requirements

Any vehicle used for launching gliders, whether winch or tow-car, must have adequate protection for the driver and co-driver against the ingress of launching wire or rope, especially that occurring under tension such as a cable-break. Such protection must consist of a combination of sheet metal, wire cage material and armoured transparencies (e.g. polycarbonate or toughened glass) appropriate to the design and dimensions of the winch or launching vehicle.

Winch-drivers must ensure that members of the public are not permitted to remain in close proximity to the winch when launching is in progress.

The winch or auto-tow vehicle, together with its associated wires or ropes, must receive a daily inspection before flying commences. This inspection must consist of, as a minimum, checking that there is sufficient fuel, oil and water in the vehicle and that the engine is warmed up and running properly. The vehicle must be fitted with a serviceable fuel contents gauge or simple dipstick.

16.1.4 Cable Cutters

All winches introduced into gliding operations must be fitted with cabin operated emergency cable cutters.

Winches introduced into gliding operations prior to 1 January 2005 may continue to be operated without cabin operated cable cutters under the following conditions:

1. The operator must have registered the winch via the RM/O as a winch operated without a cabin operated cable cutter.
2. No alternative emergency cable cutting device or method requiring the winch driver to leave the safe confines of the cabin is to be provided and winch drivers are to be instructed that they are not expected to leave the cabin during a launch emergency whenever they are at risk of personal injury. Winch drivers should be advised that in the case of a launch emergency they should shut-down the winch, leave the drum free to rotate and wait until all danger has passed.
3. Pilots must be made aware, and accept, that during a launch emergency the winch cable will not be severed at the winch end.

16.1.5 Launching Wires and Ropes

The glider end of winch and auto-tow wires or ropes must be fitted with linked rings of a design approved by GFA. The rings must be inspected before flying commences and must not be used if damaged or distorted.

If solid wire is to be used, the recommended standard for such is "Range 2 spring steel wire". The two common diameters of this material in use for glider-launching purposes are 2.8mm and 3.15mm, either of which is suitable and easily obtainable from spring manufacturers.

The launching wire or rope must be inspected at least daily and determined to be in a safe condition.

If a drogue parachute is fitted to the launching wire, the minimum distance between the drogue and the rings shall be 15 metres.

The drogue parachute must be of such a design that it has no tendency to fully or partially open during the launch.

If a two-drum winch is used, only one glider may be attached to a cable at any one time. The idle cable must be separated from the live cable by at least one wingspan and it must be securely anchored.

In a multiple-cable operation the cables must be laid out, and the first glider to be launched must be so positioned, that the first cable pulls apart from the second cable under tension. This ensures that there is no risk of cables becoming crossed during the launching process.

16.1.6 Weak Links

A weak link is mandatory and the specified breaking strength must be placarded in the glider cockpit and on the glider's external surface adjacent to each release hook (refer Airworthiness Advice Notice (AN) 75).

The weak link must be placed on the glider side of the drogue, so that the drogue is pulled well clear of the glider in the event of a weak link break.

The "Tost" weak link system is recommended. Alternative weak link systems may be used provided they have been tested and found to be reliably accurate within the glider's weak link specifications and the results of tests are available for inspection.

16.1.7 Ground Signals for Winch and Auto-tow

These signals are defined as follows:

"Take up slack on [*Type of Glider*]" (self-explanatory).

"All out, all out" (in some regions "full power") - this signal means all the slack is out of the wire and the launch may proceed.

"Stop, Stop, Stop" (self-explanatory).

Hand signals from the pilot to the wingtip holder are not recommended on the basis that they distract the pilot from keeping control of the glider when things can be happening very quickly, and they also detract from the ability to release the cable quickly should the need arise.

The following is the standard procedure to be used:

1. Once the pilot has completed his 'pre take-off checks' and confirmed the weak link is within the placarded breaking strength, the cable can then be attached to the glider.
2. After attaching the cable and ensuring the airspace is clear for launch, the pilot signifies ready for take-off by giving a thumb-up signal with the left hand. This is confirmed verbally by the expression "pilot ready for take-off".
3. Crew member (who must be adequately trained or under supervision) raises the wingtip and gives the 'take-up-slack' signal if satisfied that it is still clear. This signal should be given verbally as well as visually to ensure that all persons around the launch point are in no doubt that a launch is taking place. The pilot's left hand is kept on (or as close to) the release as possible.
4. When the cable has tightened sufficiently, the wingtip holder gives the 'all-out' (full power) signal, again verbally as well as visually. The pilot will have no input to this signal.
5. The 'stop' signal may be given by anyone who believes that the launch should not take place for any reason. It may be given by the pilot, the wingtip holder or by a bystander who sees something which nobody else has noticed. No person should hesitate to give a stop signal if in any doubt about the safety of

the operation. When a stop signal is given, the pilot must release the cable immediately.

16.1.8 Communication between Launch Point and Winch/Tow-car

GFA recommends that VHF radio be used as the primary method of communicating **operational commands** between the launch point and winch/tow-car.

Where VHF radio is used, launch commands, including the 'take-up slack' and 'all out' commands, must be given on the CTAF or local aerodrome frequency to improve situational awareness for pilots flying in the area.

The radio must be external to the glider, typically in a launch control vehicle. In this way problems external to the glider and unseen by the pilot can be detected and the launch stopped (e.g. airbrakes unlocked). For this reason, the use of the glider's internal radio for initial launch signals is prohibited. Terminology to be used is as described in 16.1.7 above. Persons operating a radio on aeronautical VHF frequencies must be appropriately licenced (operating a radio outside the aircraft to be appropriately licenced or authorised (refer CAR 83).

For auto-towing, a normal loudspeaker in the vehicle is usually adequate to enable the tow-car driver to hear the signals clearly. For winch-launching, if the noise level is too high to hear signals clearly a headset must be used. It is especially important to be able to hear a stop signal, which may be given after full power has been applied.

Alternative methods of signalling where VHF radio is ineffective are listed here:

16.1.8.1 CB Radio

Terminology is the same as for radio and the same principles apply to the use of headsets in a high-noise environment. **Note:** When used in conjunction with VHF radio, the CB radio should only be used for non-operational communications.

16.1.8.2 Telephone

Terminology is the same as for radio and the same principles apply to the use of headsets in a high-noise environment.

16.1.8.3 Single bat

"Take up slack"	Bat moved from side to side in an underarm motion across the body.
"All out"	Bat moved from side to side over the head.
"Stop"	Bat held stationary above the head.

16.1.8.4 Two bats

"Take up slack"	One bat moved up and down alongside the body.
"All out"	Two bats moved up and down each side of the body.
"Stop"	Two bats held up over the head.

The single bat method is generally easier than the two-bat method. However, in summer conditions where mirage effects may distort signals, the two-bat system may have advantages in making signals less confusing over winch-launch distances. Bats should be large and of a colour contrasting with the local environment.

16.1.8.5 Lights

"Take up slack"	Morse dashes.
"All out"	Morse dots.
"Stop"	Steady light.

A single "Aldis" type light is ideal for signalling over long distances. In mirage conditions, a second light may be added, in which case the "All out" signal becomes Morse dashes on two lights instead of one. As with two bats, this eliminates confusion. Car headlights work very well for signalling but obviously this removes the option of doubling up in difficult signalling conditions.

16.1.8.6 Wing-Waggling

"Take up slack"	Glider rocked laterally by moving wingtip up and down.
"All out"	Wings held level.
"Stop"	Wing down.

Wing-waggling must not be used unless a back-up stop signal is available (e.g. bat), to cover the case of a stop signal being required after the wing has left the wingtip holder's hand. An example of where this might occur is the case of a glider's tailskid picking up the second wire of a pair on a crosswind take-off.

16.1.9 Winch/Auto-tow Signals during Launch

Radio communication between the pilot and the winch/vehicle is now common practise at many winch sites, thus enabling the pilot to give direction to the winch/vehicle driver to speed up or slow down during the climb. The **alternate method** is for the pilot to signal the winch/vehicle driver by manoeuvring the glider in the following manner:

Too fast	While still below the placarded upper speed limit, the glider is yawed until a response is obtained from the winch/vehicle driver. If there is no response and speed continues to rise toward the upper limit, the pilot releases the cable and adopts the flying attitude.
Too slow	For safety reasons there is no signal for “too slow”. If the launch speed starts to fall off, reduce the angle of climb. If there is no response and the speed continues to fall toward minimum safe speed of 1.3Vs, treat it as a launch failure and release the cable. Adopt a ***‘safe speed near the ground’*** before manoeuvring. Land straight ahead if possible.

16.1.10 Winch/Auto-tow Airfield Specifications

The minimum field length for winch launching is described at 16.1.2. For permanent or regular operations, the runway must be approved by the RM/O before operations can commence. The airfield should be clear of obstructions in the take-off and landing directions.

The minimum field length for auto-tow operations is described at 16.1.3. The runway should be smooth enough to drive a car or truck at 100km/hr. RM/O approval and obstruction requirements are the same as for winch launching.

Consideration will be given to reducing the above strip length for auto-towing if the operational situation warrants it. An example of a case for reduction of strip length is auto-towing with polypropylene rope, which does not need a drogue to stabilise it after release. This eliminates the need for a long "run-off" to keep tension in the

rope after release and potentially reduces the strip requirement by up to 250 metres. The RM/O has discretionary power to vary strip length in any individual case.

Winch launching is more awkward. There will normally be no concession against the 1,200-metre requirement because of the risk that a short strip can promote early rotations into excessively steep climbs. Any concession that may be granted will be a very minimal one.

16.1.11 Winch/Auto-tow Drivers

Winch and tow-car drivers must be properly trained by club members with appropriate experience and must remain under supervision until all emergency situations have been experienced or adequately simulated. Winch or tow-car drivers who are under training are not permitted to launch gliders on Charter Flights (Refer GFA Operations Regulation 4.2.18).

16.1.12 Winch/Auto Launch Emergency Training (Pilots)

During pre- and post-solo training, all likely launch failure cases, e.g. Wire/rope breaks and engine failures must be adequately simulated during the launch in accordance with the Instructor's Handbook. These exercises must be carried out at a variety of heights to ensure flexibility of response on the part of pilots under training. It is not sufficient to carry out this training solely by simulating the failure cases in free flight at altitude.

16.1.13 'Kiting' During Winch-Launching is prohibited

The practice of 'kiting' (i.e. the paying out of cable in order to increase launch height) during winch-launching potentially endangers members of the public who have nothing to do with the gliding operation. As 'kiting' is only possible during strong wind conditions, a cable-break (or running to the end of the cable on the winch) means the certainty of the cable drifting downwind well outside the confines of the gliding site, crossing public roads or becoming entangled with power-lines outside the airfield. Innocent parties may thereby become electrocuted or otherwise killed or maimed. For this reason, the practice of 'kiting' is prohibited.

16.1.14 Winch Launching Manual

The GFA Winch Launching Manual covers all aspects of winch launching, including basic techniques, pilot training and checking, winch driver training and checking, wire and other equipment standards, driver protection and all potential failure cases.

16.2 AEROTOW LAUNCHING

16.2.1 Tow Planes

Tow planes must be approved for glider-towing by the relevant authority and the tow-rope release mechanism must be of an approved type. The release must be functionally checked and certified in the aircraft Maintenance Release (CAO 100.5, paragraph 12.1(h) refers) each day before flying commences.

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

16.2.2 Towropes

The recommended length for an aerotow rope is 55 metres plus or minus 5 metres and only GFA approved rings are permitted (refer Airworthiness Advice Notice (AN) 75.

Ropes shorter than 50 metres but not less than 35 metres are only permitted for the following purposes:

- For aerotow retrieves from outlanding paddocks.

- As the shorter rope of a double-tow pair.
- For wave-flying in rotor conditions.

Ropes longer than 60 metres in length are permitted for the following purposes:

- As the longer rope of a double-tow pair.
- For Cross-country ferrying.
- Where operationally necessary (e.g. to prevent stones causing damage to gliders during launch).

Ropes longer than 120 metres in length should not be used.

16.2.3 Weak Links

A weak link is mandatory and must normally be placed at the tug end, provided that the specified weak link strength for the tug also suits the glider. If the specified weak link strength for a heavy glider is greater than the specified strength for the tug, the operator is stuck with the weaker of the two values. If the specified strength for a light glider is less than that specified for the tug, a separate weak link of the correct glider strength must be inserted at the glider end in addition to the one already in place at the tug end.

Glider weak link strengths are placarded in the cockpit and also listed in the sailplane's flight manual. For tug weak link strengths, consult the tug flight manual towing supplement (See also Airworthiness Advice Notice (AN) 75).

16.2.4 Tug Pilots

Tug pilots are required to hold an approval to tow gliders. The requirements for the issue of a glider towing permit are contained in the GFA Aerotowing Manual, which may be purchased from the GFA Secretariat or downloaded free of charge from the GFA Website.

A glider-towing approval remains valid as long as the pilot's authority to fly the tow-plane in use is valid and provided the recency requirements are met. These requirements are specified in the GFA Aerotowing Manual.

When engaged in glider-towing operations, the tug-pilot is deemed to be the pilot-in-command of the entire combination.

16.2.5 Tow Pilot Training

Tow pilot training and endorsement will be conducted in accordance with the requirements in the GFA Aerotowing Manual.

16.2.6 Tug Master

The tug master of a gliding club is responsible for ensuring the serviceability and availability of tug aircraft within the club and monitoring the club's tug pilots' operating standards. For further details, refer to the GFA Aerotowing Manual.

16.2.7 Aerotow Ground Signals

The signals for aerotowing are the same as for the bat signals used in winch/auto launching, except that a bat is not normally used. The short distance between the glider and the tug means that the under arm and over arm signals can be easily seen without a bat.

The procedure to be used between cockpit and wingtip holder is the same as for winch and auto-towing, i.e. the wingtip holder controls the launch after the pilot has confirmed ready for take-off (refer paragraph 16.1.7). Once again, anyone can give a stop signal if necessary.

Two external signallers will normally be used in aerotowing, one at the wingtip of the glider and the other positioned forward and to one side of the tug. The wingtip holder gives the signals as appropriate and the forward signaller relays the signals

to the tug pilot. Signallers are responsible for keeping a good lookout in the direction of launch, on the approach, and on any cross-strip.

The forward signaller may be omitted when using tugs with good all-round visibility and all involved in the launch are satisfied that safety is not being compromised. The forward signaller should not be omitted in busy gliding operations which are combined with power-flying operations. Forward signallers should be aware that in the case of a launch failure (e.g. dropped wing) they may need to take evasive action and they should situate themselves accordingly to minimise risk.

16.2.8 Aerotow Signals during Launch

In today's modern operation where the tug and the sailplane are generally both radio equipped, the primary means of communication is the radio. In stating the above, the following emergency signals are frequently used in our operations and sailplane pilots must still train and correctly respond to visual emergency signals in case of any radio malfunction or system failure.

16.2.8.1 Sailplane unable to release

If the sailplane is unable to release because of some fault in its release mechanism or the towrope, the following procedure shall be adopted:

(a) The sailplane pilot will advise the tow pilot by radio that the sailplane is unable to release. In the event that the radio is unserviceable the sailplane pilot will carry out (b),
(b) The sailplane shall fly out to the left of the tug, keeping the tow-rope taut. This signals that the sailplane cannot release;
(c) On receiving an acknowledgement (a wave of the hand) from the tug pilot, the sailplane is returned to the line-astern low-tow position, and then climbed into high-tow, just above the slipstream;
(d) The tug pilot will fly back towards the circuit without losing height to position the sailplane within easy reach of the landing area;
(e) When ready to release, the tug pilot shall release the rope; and
(f) The sailplane pilot will take the precaution of ensuring a high approach over all obstacles to avoid snagging the rope.

Note: Emergency procedures, other than premature release initiated by the sailplane pilot, may only be practised by mutual arrangement as to the type, timing and nature of the emergency to be practised.

16.2.8.2 Double release failure

If the signal at 16.2.8.1 is given and the full procedure followed, the glider should be released from the tug without further problems. However, there is a remote chance that the rope may also fail to release at the tug end. In this case the tug will begin a gentle descent towards the circuit area of the aerodrome.

In the case that radio communication has not been achieved between the tug and glider, upon recognising that a descent has commenced the glider pilot will realise that a double failure has occurred. Sufficient airbrake is used to keep the tow rope tight and to maintain station in low-tow during the descent.

The glider is landed in normal fashion, and the appropriate braking method (wheel brake, skid) used to bring the entire combination to a halt. The tug pilot does not use the tug's brakes during the landing roll, allowing the glider to provide all the braking action.

If the sailplane for any reason starts gaining or overtaking the tug when on the ground, the sailplane shall do so to the right.

16.2.8.3 Tug emergency, glider must release

The "wave-off" signal consists of a rolling of the tug aircraft from side to side (the signal is a definite rolling motion of the aircraft, not just a waggling of the ailerons). Upon recognising a wave-off signal, the glider pilot **MUST RELEASE IMMEDIATELY**. The tug pilot will only give the glider pilot the opportunity to release in this way if there is time to do so. If the emergency is sudden and/or catastrophic, the tug-pilot will release the glider from the tug end without warning. For this reason, if the tug-pilot is considerate enough to give a wave-off signal, the glider pilot is duty bound to release without delay.

16.2.8.4 Slow Climb Rate / Airbrakes open

If the glider takes off with the airbrakes unlocked and they suck open during the climb, the tug pilot will detect a reduction in the rate of climb. If the airbrakes are very powerful and the tug not so, the climb may never begin. In this case the glider must release early, so as not to endanger the entire combination. If the glider pilot does not take this action, the tug pilot will do so.

If the combination gets off the ground, but the rate of climb is abnormally low, the tug pilot will check in the mirror to see whether the glider's airbrakes have opened. The signal for open airbrakes is a waggle of the tug's rudder. The glider pilot will then check the airbrakes and close them if they are open. Note that the rudder-waggle is not as pronounced as the rolling of the wings; the tug does not have to be yawed, just a rhythmic waggling of the rudder is sufficient for this signal.

If a rudder-waggle signal is received and the glider's airbrakes are checked and found to be locked, there may be something wrong with the tug which is not yet obvious to the tug pilot. In this case, having checked the airbrakes, the glider pilot should anticipate that he might be receiving a wave-off fairly soon.

On gliders fitted with tail-chutes, this item might be the cause of a rudder-waggle. If a signal is received and the airbrakes are found to be closed and locked, the tail chute should be jettisoned. If it has in fact deployed, this will fix the problem; if it has not deployed and the problem is elsewhere, nothing is lost because the tail-chute will remain within its tail fairing. The glider pilot must remember that the chute has been jettisoned when coming in to land.

16.2.9 Airfield Specifications for Aerotowing

Aerotow operations at gliding sites must be conducted in accordance with Section 18.

In general, any new permanent or semi-permanent aerotow operation (e.g. lengthy summer camp) requires RM/O approval. This obviously does not apply to aerotow retrieves from paddocks, which belong in the realm of pilot responsibility (Refer Operational Regulations 5.2.1). Remember that the tug-pilot is the command pilot of an aerotow combination.

16.2.10 Aerotow Launch Emergency Training

During pre- and post-solo training, all likely launch failure cases must be practised in accordance with the Instructor's Handbook. Rope-breaks and wave-offs must be practised at a variety of heights during the launch.

16.2.11 Dual Towing

Towing of two gliders with one tug aircraft may be carried out subject to the following requirements:

- The tow pilot is appropriately endorsed.
- Strip length and width must be adequate and provide obstacle clearance.
- Wingtip holders are to be positioned at the outer wings.
- A forward signaller is essential.
- Water ballast must not be carried.

The short rope is to be a minimum of 35 metres long and the long rope a minimum 65 metres long. Ropes are to be connected to the tug aircraft in such a way that, if jettisoned by the tug pilot, the ropes will separate. The GFA approved set up for rings and tow ropes for the towing of two gliders simultaneously is detailed in GFA Airworthiness Advice Notice (AN) 167.

Prior to take-off, if there is any crosswind the glider on the short rope must be placed on the upwind side of the tug.

The glider with the most efficient ground-braking system (skid or wheel brake) must be placed on the long rope, in case the short rope breaks during the take-off run.

The more experienced pilot must fly the glider on the long rope (in case of a take-off emergency requiring a rapid reaction to release the rope).

Once the entire combination is airborne, both gliders must fly directly behind the tug, the glider on the short rope flying in high-tow, the glider on the long rope in low-tow.

At the releasing stage, the glider in high-tow on the short rope must release first and ensure that an immediate clearing turn is made.

In the event of a wave-off, the gliders break to the respective sides from which they commenced the launch.

Radio will be used for effective communication between the two sailplanes and the tug.

In the event of a radio failure and a release failure in the first glider, the pilot must fly the glider out to the left to warn the tug pilot and the pilot of the other glider. Upon receipt of acknowledgment from the tug pilot, the glider is returned to normal high-tow, whereupon the glider on the long rope releases and clears away. The tug pilot then releases the short-rope glider from the tug end.

If the glider on the long rope has not released and cleared away within 10 seconds of the glider on the short rope returning to the normal high-tow position, the tug pilot must assume that it has also failed to release and must release the ropes at the tug end. If connected to the tug in the prescribed manner, the ropes will separate cleanly after release.

16.2.12 Aerotowing Manual

The GFA Aerotowing Manual is a CASA approved reference document for the assessment of competency of tug pilots and the issuing of Towing Permits. It is available for purchase in hard copy from the GFA Secretariat or downloaded free of charge from the GFA Website.

16.3 REVERSE PULLEY LAUNCHING

Any operator who wishes to conduct reverse pulley operations must seek the approval of the EM/O, who will ensure that the correct methods are applied.

16.4 BUNGY LAUNCHING

Bungy launching is not in general use in Australia and the necessary elastic ropes are not obtainable locally. There are special requirements for bungy sites and the conduct of this method of launching. Any operator who obtains an imported bungy rope and has found a site from which to conduct such operations must seek the approval of the EM/O who will

ensure that the correct methods are applied. Bungy launching operations must not take place without approval.

16.5 REFLEX LAUNCHING.

Reflex launching is a form of 'snatch' launching using a vehicle moving at high speed before the tow rope is under tension. This method of launch is no longer considered satisfactory and is not supported.

16.6 SELF-LAUNCHING

See Section 20.1.

17 AIRFIELDS AND AIRSPACE

17.1 AIRFIELDS, AIRSPACE AND AVIONICS OFFICERS

17.1.1 GFA Airfields, Airspace and Avionics (AA&A) Officer

This is a voluntary position, responsible to the GFA Board through the Operations Panel for the following:

- To ensure the continuance of the maximum amount of freedom for gliding operations in accordance with GFA policy.
- To attend CASA/Industry airspace consultative meetings when necessary to ensure adequate representation of gliding interests.
- To coordinate the activities of Regional Airfields, Airspace and Radio Officers in assisting clubs to obtain access to adequate sites for their operations and to ensure that the regional personnel liaise with the relevant RM/O to ensure that such sites meet operational requirements.
- To act as the Convenor of the GFA Airfields and Airspace Committee comprising of the Regional AA&A Officers under the leadership of the GFA AA&A Officer, and to organise meetings of that committee as required.
- To provide advice and make recommendations in relation to radio procedures and usage.

The GFA AA&A Officer is selected by the GFA Airfields and Airspace Committee and nominated to the EM/O for approval prior to ratification by the Board.

17.1.2 Regional Airfields, Airspace and Avionics Officers

These are voluntary positions elected by Regional Committees. Duties are similar to those of the GFA AA&A Officer, but on a regional basis.

17.2 OPERATIONS AT CERTIFIED, REGISTERED AND MILITARY AERODROMES

The aerodrome standards for glider facilities provided at a certified aerodrome or registered aerodrome are in in the CASA Manual of Standards Part 139—Aerodromes. GFA specific requirements for site dimensions will be found at Sections 16.1.10 (winch/auto operations) and 16.2.9 (aerotow operations).

NOTAM action must be initiated prior to approved gliding operations at certified or registered aerodromes. Where they are permanently held at the aerodrome notification is provided in the Enroute Supplement Australia.

For operations at Military aerodromes, the guidelines in Section 18 should be followed.

In all cases, gliding operations (except aerotow retrieves or transiting motor gliders) must only take place from an area which has been approved by the RM/O.

17.3 OPERATIONS AT OR IN THE VICINITY OF A NON-TOWERED AERODROMES

All pilots must monitor and communicate on the CTAF frequency whenever they are operating at or in the vicinity of a non-towered aerodrome (refer CAAP 166-1).

An aircraft is defined as operating at the aerodrome whenever it is within the active areas of the aerodrome, i.e. when the aircraft is located within the aerodrome runway, or taxiway markers.

In the vicinity of an aerodrome is defined as within a horizontal distance of 10 nm of the aerodrome reference point and at a height above the aerodrome reference point that could result in conflict with operations at the aerodrome.

17.4 AIRSPACE

Comprehensive information on operating procedures for glider pilots operating in Australian Airspace is provided in the GFA publication “Airways and Radio Procedures for Glider Pilots”. It is the responsibility of all pilots to comply with the procedures contained in this booklet and all pilots must ensure that they are familiar with the requirements and

procedures contained therein. Other reference documents are the AIP, PCA, ERC and VTC.

Note: When making reference to the above documents the pilot must ensure the documents are the most current version or of the latest revision.

The "Airways and Radio Procedure for Glider Pilots" may be purchased in hard copy from the GFA Secretariat or downloaded free of charge as a downloadable file from the GFA website.

17.4.1 Airspace and Flight Notification

- A sailplane, other than in an emergency, shall only be operated in Class D and above controlled airspace in accordance with an airways clearance. No aircraft shall enter military or civil Class D and above airspace without a clearance.
- If the pilot-in-command cannot comply with an airways clearance, they must advise ATC immediately and request an amended clearance. **Note:** Within controlled airspace a sailplane must be flown so as to remain within 5 NM of its nominal track Refer Operational Regulations 4.4.1).
- The pilot of a sailplane operating outside controlled airspace for which mandatory radio procedures apply (i.e. in the vicinity of certified, registered, military, and CASA designated aerodromes) must monitor the appropriate VHF frequency, report when entering and leaving the airspace and respond to reports and broadcasts from other aircraft in potential conflict.

17.4.2 Controlled Airspace Steps

Be aware that CTA steps are generally based upon the location of the aerodrome DME/VOR; whereas GPS often uses the aerodrome reference point, which might be a couple of miles away from the DME/VOR. Therefore, apply a safety buffer.

18 AERODROME OPERATIONAL STANDARDS AND PROCEDURES

18.1 OPERATIONS APPROVAL

Gliding Club airfield sites from which regular club operations are conducted require RM/O approval (Refer Section 9.3.6). Occasional or irregular gliding operations may be conducted without prior RM/O approval provided that operations are conducted in compliance with relevant GFA operational requirements and the standards and procedures contained in this document (MOSP2).

Persons wishing to conduct a gliding operation at an established aerodrome should consult with the aerodrome operator, aerodrome committee and other operators based at, or regularly using the aerodrome, to develop a plan for the integration of gliding with other aerodrome traffic.

The procedures to be adopted by a gliding operation will be determined by the nature and volume of peak traffic flows during the proposed period of gliding operations. The CASA Manual of Standards Part 139 Aerodromes, Sections 6.7 and 8.12 specifies the dimensions and markings of aerodromes for gliding operations and should be read in conjunction with this document. Airports Inspection Sections in CASA are able to advise on aerodrome layout. Areas of the aerodrome approved for gliding operations will be marked on the aerodrome plan.

Regular gliding operations conducted from privately owned land/airfields without significant 'other' traffic must be conducted in accordance with the requirements contained in this document. However, exemptions may be sought by operators if specific requirements are considered inappropriate or unnecessary. Exemptions will be provided by the relevant RM/O and noted on the Club's Operational Safety Audit Form.

Note: Operators of certified aerodromes, registered aerodromes, or ALA's catering for RPT or Charter Operations of aircraft with between 10 and 30 seats, have a legislative requirement to comply with CASA's Manual of Standards Part 139 - Aerodromes (MOS Part 139). Therefore, at these sites, where there is conflict between the standards contained within MOS Part 139 and those within this document, the standards contained within MOS Part 139 apply. MOS Part 139 does not apply to ALA's catering for aircraft with less than 10 seats.

18.2 GENERAL CONDITIONS

When considering an application to conduct gliding operations on a regular basis the following factors should be considered:

(a) siting and layout of the aerodrome;
(b) existence and level of utilisation of radio navigation aids;
(c) the organisation of the surrounding airspace;
(d) the composition and timing of existing traffic movements; and
(e) the proposed amount of gliding traffic and the method(s) of launch.

Reference should also be made to CASA publication CAAP 92-1 'Guidelines for Aeroplane Landing Areas. These guidelines set out factors that may be used to determine the suitability of a place for the landing and taking-off of aeroplanes.

18.2.1 Regular Gliding Operations

Where regular gliding operations have been approved the gliding activity shall be notified in AIP ERSA as follows:

(i) where contra-circuit procedures are in operation the circuit direction from each runway shall be specified;
(ii) where launching is by aerotow and a common circuit direction applies the location of the gliding strip shall be specified, e.g. "Gliding OPS HJ JF within RWY strip" or "Gliding OPS HJ. Gliders operate common circuit direction from separate strips alongside RWS";
(iii) Where launching is by winch or car-tow this shall be included by the phrase "Wire launching";

(iv) the scale of the gliding operation may be a consideration in the selection of a frequency for the aerodrome CTAF, to enhance the ability of gliding traffic to be 'on frequency'. **Note:** GFA frequencies (refer 19.2) are not available for use as a CTAF.

18.2.2 Occasional Gliding Operations

Occasional gliding operations for particular events or specified periods of time may be approved by the RM/O at aerodromes, including aerodromes other than those where regular gliding operations occur, provided that adequate notification is given to permit NOTAM action. The standards and procedures in this document are applicable.

18.2.3 Aerotow Retrieves

Scheduled or unscheduled glider outlandings and subsequent aerotow launches and Powered Sailplane movements are permitted at aerodromes at which regular gliding operations are not established provided the glider is operated so as to cause minimum disturbance to normal aerodrome traffic.

18.3 PRIMARILY GLIDING AERODROMES

Aerodromes that are primarily established as “gliding sites” may have runways designed specifically for the gliding operations. However, adequate provision for other traffic should be provided to allow safe use of the airfield when required.

Operations should be conducted consistent with recommended CTAF procedures (refer CAAP 166-1).

The RM/O may provide specific exemptions to operating requirements at sites established primarily as “gliding sites”. However, exemptions will not be provided unless justified by exceptional circumstances.

18.4 SPECIFIC CONDITIONS FOR MIXED OPERATIONS (GLIDING AND OTHER USERS) INCLUDING OPERATIONS AT REGISTERED, CERTIFIED, UNCERTIFIED AND MILITARY AERODROMES.

Operations shall normally take place from a designated glider runway of the dimensions specified in Manual of Standards Part 139 Aerodromes. The use of other parts of the aerodrome as emergency landing areas is permissible.

Where space permits, a glider runway shall be located outside the existing runway, with the glider and tug circuit in the same direction as the normal powered-aircraft circuit. In this situation take-offs and landings on the two runways must not occur simultaneously. An aircraft may, however, land or take off from one runway while another aircraft is stationary or taxying on another.

When space permits at a location, and where the balance and total volume of powered and gliding movements warrants it, the glider runway may be so located as to permit contra-circuits to be flown.

A glider runway within the existing runway shall only be permitted where insufficient space exists to place it outside the runway and where peak powered traffic movements are light enough that conflictions can be readily avoided by only brief delays. Runway markers may be moved to permit additional space for gliding operations.

If a glider runway is unserviceable due to aerodrome works or soft wet surface, gliding operations from an existing runway may be permitted at sites where total movements are light enough to avoid confliction. In such a situation, gliding operations shall be conducted so as to cause minimum disturbance to other traffic.

Where approval is sought for gliding operations at a controlled aerodrome, appropriate procedures for the control of gliding traffic shall be developed in consultation with the Airways Operations Unit and Regional Office prior to such approval being given.

Gliders may be launched by aerotow or self-launch from any aerodrome where gliding operations are approved, or on an ad-hoc one-off basis from other aerodromes as specified in paragraph 18.2.2.

Gliders may be launched by wire/rope (either winch or car-tow) at aerodromes where powered aircraft movements are light enough that this does not cause conflictions, provided:

(a) if launch cables must cross any runway or taxiway to provide sufficient length of cable run for the operation, they do so to the minimum extent necessary for the operation and the aerodrome entry in ERSA draws attention to this fact; and either
(b) the glider runway is located outside the runway; or
(c) where the glider runway is located within the runway and markers are moved to accommodate it, all cables are laid out and winch equipment remains at least 21 metres from the runway edge outside the normal portion of runway.

Note: this figure is the spacing from runway edge to runway markers where an 18-metre runway lies in a 60-metre strip.

No aeroplane, glider or vehicle shall be permitted on a glider runway unless it is:

(a) an aircraft taking-off, landing or taxying; or
(b) a glider or gliders lined up ready for launch and attended by a competent crew; or
(c) a vehicle actually engaged in launching or towing a glider, or towing a glider launch cable.

Note: a glider being towed by a vehicle is considered to be an aircraft taxying.

Adequate parking and tie-down facilities for tug aircraft, gliders and vehicles shall be provided outside the glider runway.

18.5 PERMANENTLY DISPLACED THRESHOLDS

An application for a permanently displaced threshold for powered aircraft to facilitate a regular gliding operation should be referred to CASA. The position of the displaced threshold should be at least 60m ahead of the most forward position from which glider tug aeroplanes are permitted to line up to commence the launch of a glider.

18.6 COMPETITIONS AND FLYING MEETS

18.6.1 Approvals Required

The gliding organisation must obtain permission to hold a competition or flying meet from the aerodrome operator and nominate a person as organiser. The organiser shall ensure that the competition or flying meet is conducted in accordance with any conditions specified by the aerodrome operator.

18.6.2 Operations

Operations from within an existing runway, as outlined in section 18.4, are suitable only where gliding activity is not conducted on an intensive basis. Where it is intended to significantly exceed this for a short period, e.g. for a competition, course or flying meet, guidance should be sought from CASA at least 21 days in advance and special conditions may be imposed.

18.6.3 Notifications

CASA shall be notified of the dates and contest area at least 21 days in advance to permit NOTAM action to be taken. The NOTAM should also alert other users to the likelihood or desirability of gliders and tug aeroplanes using a nonstandard circuit direction to expedite traffic flow. Daily route details of gliding competition tasks shall be notified to the responsible Flight Service Unit prior to launching so that these details may be provided to other traffic.

18.6.4 Radio

A competition or flying meet at an aerodrome may well generate 75% or more of all movements during the period of the event. If this is likely, it is recommended

that the gliding contest official frequency be promulgated as the CTAF for the contest period in order to minimise conflictions on the aerodrome and in the circuit area.

18.6.5 Temporarily Displaced Thresholds

CASA may approve the establishment of a temporarily displaced threshold for powered traffic for a special event such as a gliding competition provided:

(a) a NOTAM is issued;
(b) gliders are parked at least 60 metres behind the displaced threshold; and
(c) the full length of the runway can be made available on 20 minutes' notice for the movement of an aircraft which operationally requires the full length.

18.7 OPERATIONAL CONTROL

18.7.1 Controlled Aerodromes

At controlled aerodromes responsibility for the control and integration of glider and other traffic rests with Airservices. Procedures should be developed in consultation with the gliding operator, Airservices and CASA.

18.7.2 Non-Controlled Aerodromes

At non-controlled aerodromes responsibility for the conduct of gliding operations shall rest with the Club CFI (or delegate) or the Club Operations Manager (refer paragraph 9.1). This person shall:

(a) accept responsibility for ensuring the gliding operations at that site are conducted in accordance with Civil Aviation Legislation and the GFA Operational Regulations; and
(b) liaise with the aerodrome operator and other aerodrome users as necessary to achieve a harmonious working relationship.

18.8 OPERATING PROCEDURES

The operating procedures adopted will depend to a large extent on the aerodrome layout and availability of additional space, together with the nature, timing and volume of other aerodrome traffic. Whilst no particular movement numbers are specified, there will be a point at which any given traffic arrangement will reach effective saturation.

The three standard arrangements are:

(a) Single strip operations, (small operations only) where gliders (and tug aeroplanes if launch is conducted by aerotow) and other aircraft operate from runways within a common runway;
(b) Dual strip operations, (the preferred standard) where gliders (and tug aeroplanes) and other traffic operates to a common circuit direction from separate, closely spaced runways; and
(c) Parallel runway operations, (very busy aerodromes) where gliders and tug aeroplanes operate to a contra-circuit pattern from other traffic, using separate parallel runways with centrelines at least 120 metres apart.

18.8.1 Dual Strip Operations

This is the preferred and most practical arrangement for allocations where space and traffic density are not limiting considerations. The glider runway may abut directly onto the main runway or be separated by less than 120 metres between centrelines. In this event the normal take-off and landing separation minima specified in AIP OPS will apply as if all operations were being conducted from the same runway, but an aircraft stationary or taxying on one runway does not affect operations on the other.

If a glider runway is established on only one side of the main runway, consideration should be given to promulgating circuit directions such that the glider runway is always on the inside of the circuit. This will avoid traffic for the glider runway crossing the main runway centreline on final.

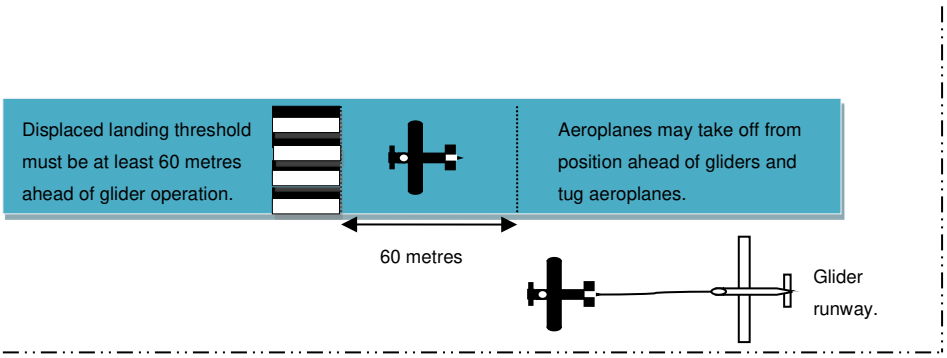
18.8.2 Single Strip Operations

This arrangement may be permitted where space does not permit dual runway operations and peak powered traffic movements are light enough that conflictions can be avoided by only brief delays. Where the glider runway lies within a single runway, both runways will be deemed to be occupied when an aircraft is taxying or stationary within the runway or is on final approach to either runway. Aircraft shall have priority to use the runway in the following order:

(a) gliders landing;
(b) powered aircraft landing;
(c) powered aircraft taking-off;
(d) gliders taking-off or being launched; and
(e) any aircraft taxying.

Take-off and landing operations of tug aeroplanes within the glider runway shall be confined to the glider runway (i.e. not within 10metres of the edge of the glider runway).

Notwithstanding the above, where a displaced threshold has been established on the runway for powered aircraft operations and gliders are stationary behind and not closer than 60 metres to the displaced threshold, a powered aircraft may land on the runway provided no glider has commenced a take-off run or is on final approach or landing roll. Similarly, a powered aircraft may commence a take-off run on the runway from a position ahead of a stationary glider or tug aircraft on the glider runway.



18.8.3 Parallel Runway (Contra Circuit) Operations

Where the volume and timing of aerodrome traffic is such that conflictions in use of the runway(s) cause frequent or prolonged delays, the use of parallel runways separated by at least 120 metres, and promulgation of contra-circuit procedures, will alleviate this. However, it should not be implemented at aerodromes with only a light traffic density, because of:

(a) the complexity of this arrangement, particularly where intersecting runways exist;

(b) its constraints on use of airspace; and
(c) its propensity for being misunderstood by pilots who are unfamiliar with this style of operation.

Where contra-circuits are employed from runways spaced at least 120 metres apart, simultaneous day VFR operations on both runways are permitted

Where contra-circuits are in use gliders should make every effort to avoid flying in the powered aircraft circuit, and vice-versa, below 2000' AGL.

18.9 WINCH AND VEHICLE TOW LAUNCHING

Wire/Rope launching, by winch or car-tow, may be carried out at aerodromes which meet the requirements specified in 18.4 of this document.

18.9.1 Parking of Equipment

Winches, tow-cars and associated vehicles shall be so positioned that whilst parked they do not occupy any portion of the runway or taxiways, nor infringe a 5% take-off gradient. Infringement of the 1:7 transitional surfaces may, however, be permitted. The launch cable shall not remain deployed across any crossing runway or taxiway for any longer than the minimum required for the actual launching of gliders.

18.9.2 Conspicuity Marking

Winches and tow-cars should be conspicuously marked (preferably painted either orange-and-white chequers or bright yellow) and shall display one or more white strobe lights whenever the launch cable is moving. Associated vehicles shall display a yellow rotating beacon when being used.

18.9.3 Personnel Standards

The drivers of all winches and tow-cars shall be trained in accordance with a syllabus of training which covers normal and emergency procedures and the requirements of this document. Additionally, all winch or tow-car drivers operating at aerodromes shall be qualified to operate a VHF transceiver on the frequency promulgated for use in the circuit area.

18.9.4 Operational Requirements

Launching operations shall cease and the cable shall be retracted or removed at least 21 metres from the runway edge whenever an aircraft not associated with the gliding operation joins circuit, taxies for take-off or is expected to arrive in the next five minutes.

For aerodromes that are not registered or certified, launching shall cease as above unless separation can be arranged by radio.

Launching may recommence when an aircraft not associated with the gliding operation has taxied clear of the runway (and glider runway if applicable) or has departed.

Where wire/rope launching takes place from a glider runway within an expanded runway the wire shall not be deployed on, nor the tow-car or cable retrieve vehicle driven on, that portion within 21 metres of the runway edge. All such operations shall be confined to the outer portion.

Whenever a winch or tow-car is unattended the launch cable shall be retracted or parked off the glider runway alongside the strip markers.

18.10 NOTIFICATION AND COMMUNICATIONS

The operator of the launch equipment (tug aeroplane, winch or tow-car) shall listen out on the frequency promulgated in ERSA for use in the circuit area during launching and shall broadcast his/her intentions prior to commencing each launch. The launch shall not proceed if it appears likely to conflict with other traffic.

Details of the gliding operations shall be advised in AIP-ERSA, specifying days of operation, situation of glider runways, whether wire/rope launching occurs and other significant information.

Gliders operating within the area promulgated at non-towered aerodromes for mandatory carriage of radio shall maintain a communications watch on the CTAF published for that aerodrome and respond to relevant broadcasts made by other aircraft (Refer also to Section 17.3).

Gliders and tug aeroplanes operating at non-towered aerodromes where mandatory carriage of radio is not required shall comply with CTAF procedures in the area promulgated when they are equipped to do so.

19 RADIO

Comprehensive information for glider pilots on the use of radio is contained in the GFA publication "Airways and Radio Procedures for Glider Pilots", which may be purchased in hard copy from the GFA Secretariat or downloaded free of charge from the GFA Website. It is the responsibility of all pilots to comply with the procedures contained in this booklet and all pilots must ensure that they are familiar with the requirements and procedures contained therein.

19.1 GFA FLIGHT RADIOTELEPHONE OPERATOR'S LOGBOOK ENDORSEMENT

Pilots who do not hold a CASA private pilot licence, commercial pilot licence, multi-crew pilot licence, air transport pilot licence or a recreational pilot licence with a flight radio endorsement must obtain the above endorsement prior to flying solo. The reference document is the GFA "Airways and Radio Procedures for Glider Pilots". Following study of this document, both an online and a practical examination on radio usage and procedures will be conducted before the pilot's logbook is endorsed.

An online examination on airways and radio procedures is to be completed by the applicant as a prerequisite to the practical examination. Upon successful completion of the examination the applicant will receive a Certificate. A practical examination will be carried out by Level 1 or higher rated instructor, who will test the applicant's ability to communicate, annunciate and articulate using the radio (where English is a second language, refer also to Section 15.3).

Candidates who successfully pass the online and practical examinations will have their logbooks endorsed as follows: -

"This is to certify that (name)..... has demonstrated competence to operate R/T equipment onboard aircraft in the English language.".

The logbook endorsement should carry the instructor's name, instructor level, signature, member number, club and date.

Note: Instructors must sight the Certificate evidencing the applicant has passed the online examination before issuing a logbook endorsement.

Pilot logbook stickers are available for the purpose from the GFA Website.

The holder of a GFA Radiotelephone Operator Authorisation is not permitted to operate Aeronautical HF radio equipment.

19.2 PRIMARY GLIDING FREQUENCIES

Frequencies 122.5, 122.7 and 122.9 have been allocated to Glider or Sailplane Operations via Legislative Instrument the "*Radiocommunications (Aircraft and Aeronautical Mobile Stations) Class Licence 2016*". A Flight Radiotelephone Operators Licence or GFA Radiotelephone Operator Authorisation is required to operate on these frequencies (Operational Regulations 3.5.1). GFA pays an annual subscription for frequency 122.025, which is reserved for use at competitions sanctioned by the National Competitions Committee. Frequency 122.025 is not available for general use.

19.3 ADDITIONAL TEMPORARY GLIDING FREQUENCIES

Additional frequencies may be allocated for the exclusive use of gliders for short periods e.g. National Championships. Any organisation needing extra frequencies on a temporary basis for any purpose should contact the EM/O.

19.4 AREA VHF FREQUENCY

Except where the use of a gliding frequency is operationally necessary, it is recommended that gliders operating above 5,000FT in Class G airspace monitor the Area VHF.

Pilots of gliders operating in Class E airspace shall monitor the area VHF frequency appropriate to their area of operation.

NOTE: CASA and GFA have agreed some formal processes that allow glider pilots to use a discreet frequency in Class E airspace while providing greater situational awareness to other airspace users as follows:

- When flying in groups, glider pilots can nominate one aircraft to monitor air traffic control and pass on traffic information to other gliders using a discrete glider frequency.
- Special arrangements can also be made for gliding competitions or events, with authorisation to be provided through a NOTAM issued by Airservices Australia.

19.5 AIRCRAFT CALLSIGNS

19.5.1 General

Radio callsigns in use for gliders consist of the last three letters of the aircraft registration (e.g. the callsign for VH-GFR is 'Golf Foxtrot Romeo'). When making radio broadcasts pilots must use the callsign prefixed with the word "glider".

19.5.2 Competition Marks

Pilots of aircraft with a GFA registered competition mark are permitted to use the registered competition mark as a callsign on the primary gliding frequencies (refer 19.2), or on any additional temporary gliding frequency (refer 19.3). On all other frequencies the aircraft registration is to be used as in 19.5.1 above.

20 POWERED SAILPLANES

A powered sailplane is an aircraft that, if not for the attachment of an engine, would be a sailplane and that:

(a) meets the criterion of having a span loading (W/b2) equal to, or less than, 3 kg/m2 (where W is the maximum allowable weight in kilograms during flight, and b is the wingspan in metres); and

(b) has adequate performance with the engine operating to meet the applicable performance criteria for powered sailplanes referred to in Part 22 of CASR 1998.

There are three Powered Sailplane Endorsements that can be achieved (refer GFA Operational Regulations 3.3.8 to 3.3.12):

1. Self-Launching;
2. Cross-country/Touring; and
3. Controlled Airspace.

20.1 POWERED SAILPLANE ENDORSEMENT - SELF-LAUNCHING

20.1.1 Endorsement Requirements for Pilots with Recognised Previous Power Flying Training

Pilots holding a GFPT or higher Licence or a pilot certificate issued by RAAus, on becoming members of the GFA may be issued with a self-launching Powered Sailplane Endorsement at the discretion of a Level 2 or higher rated Instructor. However, pilots must be trained and be familiar with glider operations to solo standard.

20.1.2 Endorsement Requirements for Pilots without Recognised Previous Power Flying Training

Training for a Self-launching Powered Sailplane Endorsement shall be conducted in a two seat Powered Sailplane by a Level 1 or higher rated Instructor who holds a Self-launching Powered Sailplane Endorsement and is experienced with the aircraft type being utilised. The training syllabus is in the GFA Operational Regulations at Appendix 4.

It is recognised that the training required to fulfil the syllabus will vary considerably depending on the Powered Sailplane being used for the training. However, as the purpose of the training is to introduce pilots trained in un-powered gliders to Powered Sailplanes, the training is required to be as applicable to the aircraft in

use. Logbook endorsement shall be authorised by a Level 2 or higher rated Instructor.

20.1.3 Privileges and Limitations

The "Powered Sailplane Endorsement - Self-launching" allows a pilot to self-launch a powered sailplane and to operate it "engine-on" locally. For this purpose, "locally" is defined as being within a 25nm (46km) radius of the take-off point. However, operations away from the field are subject to normal GFA requirements.

Pilots who hold a "Powered Sailplane Endorsement – Self-launching" may operate a Powered Sailplane outside the 25nm radius of the take-off point "engine off" provided that they satisfy the necessary GFA requirements and authorisations for cross-country soaring. Restarting of engines is permitted outside the 25nm radius of the take-off point for the purpose of regaining altitude to avoid outlandings and for the purpose of "self-retrieving" by proceeding directly back to the take-off point, or an alternative safe landing site.

20.1.4 Further Conversions

Following logbook endorsement for self-launching, conversions to other types shall be as per normal GFA type conversion procedures. Instructors undertaking or supervising Powered Sailplane type conversions should take into account the suitability of previous training, including that received for the "self-launching" endorsement and if it is considered inadequate, require further training before authorising the type conversion.

20.2 POWERED SAILPLANE ENDORSEMENT - CROSS-COUNTRY/TOURING

Pilots must be further endorsed in order to operate Powered Sailplanes "engine-on" Cross-country.

A Pilot holding a "Powered Sailplane Endorsement - Self-launching" and an Independent Operator endorsement (refer Section 13) may be Cross-country/Touring endorsed following training and assessment by a Level 1 or higher rated instructor who holds a Powered Sailplane Cross-country/Touring Endorsement. The training syllabus is in the GFA Operational Regulations at Appendix 5.

20.2.1 Endorsement Requirements for Pilots with Recognised Previous Power Flying Training

Pilots holding a Private or higher Licence, or a Pilot Certificate with cross-country endorsement issued by RAAus may be Cross-country/Touring endorsed provided that the Instructor issuing the endorsement is satisfied that the pilot meets the requirements in Section 20.2 above.

Logbook endorsement shall be authorised by a Level 2 or higher rated Instructor.

20.3 POWERED SAILPLANE ENDORSEMENT – CONTROLLED AIRSPACE

Pilots must be trained and endorsed in order to operate Powered Sailplanes "engine-on" in controlled airspace. Training and assessment to be conducted by Level 1 or higher rated Instructors who are Powered Sailplane Controlled Airspace Endorsed.

The training syllabus is in the GFA Operational Regulations at Appendix 6.

The controlled airspace endorsement is applicable to operations conducted under either, or both, the Powered Sailplane self-launching and cross-country/touring endorsements.

20.3.1 Endorsement Requirements for Pilots with Recognised Previous Power Flying Training

Pilots holding Private or higher Licence, or a Pilot Certificate issued by RAAus may be issued a Controlled Airspace endorsement provided that the Instructor issuing the endorsement is satisfied that the pilot meets the requirements above.

Logbook endorsement shall be authorised by a Level 2 or higher rated Instructor.

20.4 ALTERNATIVE TRAINING

Where appropriate for any of the above Endorsements, training may be carried out in a suitable GA or RAA registered aircraft by non GFA Instructors suitably qualified to do so by the appropriate authority and these Instructors/Trainers may sign-off the training stages contained in the “Powered Sailplane Training and Endorsement” document. However, all Powered Sailplane Endorsements must be logbook notified and authorised by GFA Level 2 or higher rated Instructors who are satisfied that the training received fulfils the training requirements.

20.5 TRAINING GLIDER PILOTS IN POWERED SAILPLANES

Powered sailplanes may be used to carry out the GFA glider pilot training syllabus in accordance with the Instructor's Handbook and the GFA Powered Sailplane Manual.

20.6 SPECIAL WARNING FOR "ENGINE-ON" CROSS-COUNTRY OPERATIONS

Because many powered sailplanes have engines which are not aero-engines and may not be as reliable as those fitted to powered aircraft, it is prudent that engine failure should be anticipated at all times and they should not be flown outside of gliding range of a known safe landing area until it is certain that they can reach the next one along track. Similarly, pilots should not attempt to restart at too low an altitude.

20.7 INSTRUCTING IN POWERED SAILPLANES

An instructor who is qualified in either or all of the various categories of powered sailplane may exercise the privileges of his/her instructor authorisation in powered sailplanes. The logbook endorsement notifying the powered sailplane endorsement must supplement the Instructor logbook sticker to act as the authority for instructing in powered sailplanes.

It is left up to each individual instructor to become sufficiently familiar with all modes of operation of any given type of powered sailplane before attempting to give instruction in it.

20.8 POWER-ASSISTED SAILPLANES

These are gliders fitted with retractable power-plants that are not capable of being used for launching but only produce sufficient power to give a small rate of climb (about 1 M/S, 2 knots) once they are in the air. All of them must be launched by aerotow or winch/auto tow and they are not approved for self-launching.

The intention is to provide a glider so fitted with a facility to "self-retrieve" and thus obviate the need for a trailer retrieve. However, it should be noted that this rate of climb is only achieved at the manufacturer’s maximum take-off weight and under ISA conditions (i.e. in still air and at 15^{o}C at sea level). In thermal conditions, the sustainer may not be sufficient to prevent an outlanding and pilots must remain alert to this possibility and act safely.

In line with their self-retrieving purpose, most machines of this type do not have any facility for starting the engine on the ground and are reliant on a "windmilling" air start to get them going. The exact definition of a power-assisted sailplane ("turbo" sailplane in Europe) will be found in CAO 95.4.

In most cases, there is no engine management required in these machines by design, as they are designed as simple "on-off" installations with no throttle and a folding propeller which unfolds automatically as the engine extends. The only control is a simple decompressor which allows the propeller to start windmilling. In machines of this type, no special requirements are necessary for training and conversion, beyond careful study of the Flight Manual.

However, the evolution of powered sailplanes and power-assisted sailplanes is a continuous process and there may be variations to the above operating mode in some designs. Although the basic design parameter remains, i.e. that the glider cannot self-launch, but only self- retrieve (otherwise it becomes a powered sailplane), extra engine-management tasks may be introduced from time to time by various designers and a good working knowledge of the engine operating requirements is obviously necessary before flying such a machine cross-country.

21 ACCIDENTS, SERIOUS INCIDENTS AND INCIDENTS

21.1 ACCIDENT OR INCIDENT NOTIFICATION

Accidents and serious incidents (commonly called Immediately Reportable Matters), which affect the safety of aircraft must, in the first instance, be notified to the ATSB by telephone toll-free call: **1800 011 034** or fax (02) 6274 6434.

21.1.1 Notification to GFA

GFA has an obligation to examine the results of incident and accident investigations to ensure that standards have been complied with and are appropriate. Therefore, in addition to the above statutory requirement, it is a GFA requirement that Immediately Reportable Matters are also reported to the EM/O or the COP at the time of reporting to the ATSB or shortly thereafter. The telephone contact details for the EM/O and COP can be found on the GFA website. The EM/O or COP will notify the appropriate GFA officers and the RM/O of the relevant Region.

The GFA also requires notification to the EM/O of all 'Routine Reportable Matters' and those accident and incidents that are not required to be reported to ATSB.

21.1.2 Online Reporting

A secure Safety Occurrence Reporting Portal is to be used to notify the GFA about all aviation safety occurrences. This system automatically advises the ATSB, thereby ensuring our statutory obligations are met. Reports will also be automatically copied to the Regional Technical Officers and Club's Chief Flying Instructor.

21.1.3 Offline Reporting

In those circumstances where access to the GFA's Safety Occurrence Reporting portal is impracticable, members can use a hard copy paper form which can be downloaded from the GFA website and sent to the GFA office for entry into the Safety Occurrence Reporting portal.

21.1.4 Further Information

Accidents and serious incidents are required to be immediately notified to the ATSB in accordance with Section 18 of the Transport Safety Investigation Act 2003.

Written notifications are required to be submitted within 72 hours of an accident, serious incident or incident in accordance with section 19 of the Transport Safety Investigation Act 2003 and Regulation 2.6 of the Transport Safety Investigation Regulations 2003. The written notification should contain as much information about the accident, serious incident or incident as is within the knowledge of the person at the time of submitting the notification.

Submission of information known by the reporter to be false or misleading is a serious offence under section 137.1 of the Criminal Code. Aiding, abetting, counselling, procuring or urging the submission of false or misleading information is also a serious offence.

21.1.5 Immediately Reportable Matters

An immediately reportable matter is a serious transport safety matter that covers occurrences such as accidents involving death, serious injury, destruction of, or serious damage to vehicles or property or when an accident nearly occurred. Immediately reportable matters must be reported to a nominated official by a responsible person as soon as is reasonably practical. The list of immediately reportable matters is contained in the TSI Regulations at Section 2.3.

21.1.6 Routine Reportable Matter

A routine reportable matter is a matter that has not had a serious outcome and does not require an immediate report, but safety was affected or could have been affected. Under section 19 of the TSI Act a responsible person who has knowledge of a routine reportable matter must report it within 72 hours with a written report to a nominated official. The list of routine reportable matters is contained in the TSI Regulations. Routine reportable matters include a non-serious injury or the aircraft suffering minor damage or structural failure that does not significantly affect the structural integrity, performance or flight characteristics of the aircraft and does not require major repair or replacement of the affected components.

21.1.7 Who Must Report an Aviation Accident?

Under the Transport Safety Investigation Act 2003 and regulations, the owner, operator or crew of the aircraft must report the accident immediately to the ATSB. However, sometimes the owner and/or operator may not learn of the accident until sometime after the event. The crew may also be unable to notify the ATSB due to personal injuries. Therefore, anyone learning of an aviation accident should report the accident to the ATSB immediately, as well as alerting emergency services as required. While the ATSB does not investigate all accidents and incidents, you should notify the ATSB of all aviation accidents and serious incidents involving civil registered aircraft.

21.2 ACCIDENT & INCIDENT INVESTIGATION

Generally, the ATSB does not investigate sports aviation accidents or those involving amateur built or experimental category aircraft. The ATSB will inform the Gliding Federation of Australia and the police that the ATSB is not investigating. The police will normally coordinate the accident investigation. Consequently, the ATSB will not attend the scene or conduct an investigation.

21.2.1 Coordinating with Police Inquiries

The police may wish to utilise the expertise of the Gliding Federation of Australia to assist in matters they are investigating. The GFA contacts are the COP, the EM/O, and the RMs/O.

21.2.2 Coordinating with GFA Investigation

The EM/O has discretion to conduct an investigation into any accident or incident on behalf of the GFA. Where such discretion is exercised, the EM/O will either conduct the investigation personally or delegate the role of investigator to a suitable person. In all other cases the CFI or Competition Safety Officer or their delegate will investigate and analyse operational accidents and incidents at their site. Clubs and members must provide their full co-operation to the GFA's investigator.

21.2.3 Protection of Aircraft Wreckage

It is understood that police and emergency services personnel need to take immediate action when arriving at the scene. However, it is important that wreckage, ground scars and the accident site are disturbed as little as possible. This will ensure that investigators are able to determine the factors that contributed to the accident.

21.2.4 GFA Access to the Wreckage and Relevant Material

Subject to ATSB/Police consent (where necessary), the GFA's investigator shall have unhampered access to the wreckage and all relevant material, including flight and visual recording devices, and shall have unrestricted control over it to ensure that a detailed examination can be made without delay by authorised personnel participating in the investigation.

21.2.5 Removal of Aircraft Wreckage

When an accident occurs, the aircraft is deemed to have come into the custody of the Executive Director of Transport Safety Investigation, and it must not be moved except with the permission of the Executive Director or authorised representative. However, where the ATSB has informed the GFA that it is not investigating, Police authority is required to remove the wreckage.

21.2.6 Dealing with the Media

The media have a job to do and deserve access to certain information in order to do that job. However, for their own safety they must remain outside the secured area. Names of casualties are not to be given to the news media. This information will be released by the appropriate authorities and this will happen only after next of kin have been informed. Investigators will not provide access to the media to photograph survivors or deceased persons. Care should be exercised in the use of mobile telephones or radios to discuss the accident or the personnel involved as the media may be capable of monitoring communications frequencies.

21.3 POST-TRAUMATIC STRESS DISORDER (PTSD)

This may occur not only in-flight crew associated with the Accident/Incident, but witnesses, relatives, friends, club members and accident investigators. It has been noted that Clubs have been deeply affected after such occurrences, in some cases straining the viability of the organisation. The following resources are listed for the information of Clubs, Instructors and members wishing to find out more about PTSD as part of their risk management:

- Post-Traumatic Stress Disorder
- Coping with a critical incident

Support for Clubs and members affected by PTSD can be found at the Lifeline website.

21.4 AVIATION SELF REPORTING SCHEME

The Aviation Self Reporting Scheme (ASRS) commenced operation on 21 February 2004. Under the ASRS, the holder of a Civil Aviation Authorisation may report a reportable contravention committed by the holder. Reports pertaining to third parties are ineligible and will be returned to reporters. No action will be taken in response to ineligible reports. A report made under the ASRS by the holder of a Civil Aviation Authorisation does not satisfy the reporting obligations for Immediately or Routine Reportable Matters.

Reporters submitting eligible reports can claim protection from administrative action by CASA, in accordance with section 30DO of the Civil Aviation Act 1988, once every five years. For an ASRS report your identity will be kept confidential in accordance with Division 3C of the Civil Aviation Amendment Act 2003 and Division 13.K.1 of Subpart 13.K of the Civil Aviation Safety Regulations 1998.

Submission of information known by the reporter to be false or misleading is a serious offence under section 137.1 of the Criminal Code. Aiding, abetting, counselling, procuring or urging the submission of false or misleading information is also a serious offence. No postage stamp is required if the printed form and any other material are mailed.

Mail: Aviation Self Reporting Scheme Reply Paid 600 PO Box 600 Civic Square, ACT 2608	**Facsimile:** (02) 6274 6461 **Telephone:** 1800 020 505 (Australia-wide 24-hour toll-free) **International**: +61 2 6274 6430 **Email:** asrs@atsb.gov.au

21.5 CONFIDENTIAL REPORTING SCHEME

REPCON is a voluntary confidential reporting scheme. REPCON allows any person who has an aviation safety concern to report it to the ATSB confidentially. Protection of the

reporter's identity and any individual referred to in the report is a primary element of the scheme.

21.5.1 What May be Reported with REPCON?

Any matter may be reported if it endangers or could endanger the safety of an aircraft. These matters are reportable safety concerns.

Examples include:
- unsafe scheduling or rostering of crew; or
- crew or aircraft operator bypassing safety procedures because of commercial pressures; or
- non-compliance with rules or procedures.

To avoid doubt, the following matters are not reportable safety concerns and are not guaranteed confidentiality:
- matters showing a serious and imminent threat to a person's health or life
- terrorist acts
- industrial relations matters
- conduct that may constitute a serious crime.

REPCON would also like to hear from you if you have experienced a 'close call' safety concern and think others may benefit from the lessons you have learnt. These reports can serve as a powerful reminder that, despite the best of intentions, well-trained and well-meaning people are still capable of making mistakes. The de-identified stories arising from these reports may serve to reinforce the message that we must remain vigilant to ensure the on-going safety of ourselves and others.

21.5.2 Who May Make a REPCON Report?

A REPCON report may be made by anyone who observes or becomes aware of a reportable safety concern.

21.5.3 What is Confidential?

Personal information about the reporter and any person referred to in the report. If you believe it would be necessary to act on information about an individual referred to in your report then you should consider reporting this directly to the Civil Aviation Safety Authority (CASA) on 1800 074 737.

21.5.4 HOW are REPCON Reports Processed?

REPCON staff will assess reports for clarity, completeness and significance for aviation safety. To do this, the staff may need to contact the reporter. Once satisfied that the report is as complete as possible, the staff enter the de-identified content of the report into the REPCON database, which allocates it a unique identification number.

REPCON may use the de-identified version of the report to issue an information-brief or alert bulletin to a person or organisation including CASA, which is in a position to take safety action in response to the safety concern.

21.5.5 WHAT are the Possible Outcomes from a REPCON Report?

The desired outcomes are any actions taken to improve aviation safety in response to the identified concern. This can include variations to standards, orders, practices, procedures or an education campaign.

21.5.6 Is an Anonymous Report via REPCON Acceptable?

As a general rule, REPCON does not accept anonymous reports. REPCON staff cannot contact an anonymous reporter to verify the report or to seek additional information. Further, REPCON staff must be satisfied that the reporter's motivation for reporting is aviation safety promotion, and that the reporter is not attempting to damage a rival or pursue an industrial agenda.

22 OPERATIONS DIRECTIVES, OPERATIONS ADVICE NOTICES AND OPERATIONAL SAFETY BULLETINS

Operations Directives, Operations Advice Notices and Operational Safety Bulletins may be issued by the GFA to notify changes to procedures, alert pilots to possible problems, and to provide safety advice.

22.1 OPERATIONS DIRECTIVES

Operations Directives (ODs) are mandatory in nature and have the same status as the GFA Operations Manual. ODs eventually become incorporated into amendments of the GFA Operations Manual, which are carried out from time to time. Operations Directives must be ratified by the GFA Board and, where they seek to vary the Operational Regulations, approved by CASA.

22.2 OPERATIONS ADVICE NOTICES

Operations Advice Notices (OANs) are generally advisory in nature and are used when it is more appropriate to recommend than to mandate.

22.3 OPERATIONAL SAFETY BULLETINS

Operational Safety Bulletins (OSBs) are issued from time to time to provide guidance and advice on operational safety issues identified by the GFA Operations Panel.

GLOSSARY OF TERMS USED IN THIS MANUAL

A	Altitude (e.g. A100 = 10,000 feet AMSL). The vertical distance of a level, a point or an object, considered as a point, measured from mean sea level. An altimeter when set to QNH or Area QNH it will indicate altitude.
AEF	Air Experience Flight.
AEI	Air Experience Instructor.
ADS-B	Automatic-Dependant Surveillance-Broadcast (Air Traffic Management system).
AIP	Aeronautical Information Publication Australia.
Airservices	Airservices Australia, a government-owned corporation providing the aviation industry with aeronautical data, telecommunications, navigation services and aviation rescue and fire fighting services.
AGL	Above Ground Level (See also QFE).
AMSL	Above Mean Sea Level (See also QNH).
Area QNH	A forecast altimeter setting which is representative of the QNH of any location within a particular area.
ASRS	ATSB Aviation Self Reporting Scheme.
AOC	Air Operator's Certificate.
ASI	Air Speed Indicator.
ATC	Air Traffic Control.
ATSB	Australian Transport Safety Bureau.
Austroads standards	Means the medical standards for the issue of a private motor vehicle driver's licence medical certificate, as contained in the Austroads Inc. publication 'Assessing fitness to drive for commercial and private vehicle drivers: medical standards for licensing and clinical management guidelines, September 2016', or a later version as in force from time to time.
BCAR	British Civil Airworthiness Requirements, the standards of construction to which some of the older gliders (e.g. Kookaburra) were built.
CAA	Civil Aviation Act 1988.
CAD	Chairman of the GFA Airworthiness Department.
CASA	Civil Aviation Safety Authority.
CAO	Civil Aviation Order, a functional document enabling practical use to be made of a Civil Aviation Regulation.
CAR	Civil Aviation Regulations 1988. A statutory aviation regulation of the Commonwealth of Australia.
CASR	Civil Aviation Safety Regulations 1998. A statutory aviation regulation of the Commonwealth of Australia.
CFI	Chief Flying Instructor.
COP	Chairman of the GFA Operations Panel.
CTAF	Common Traffic Advisory Frequency.
CTO	Chief Technical Officer (Airworthiness)
CTP	Chairman of the Training Panel (Club/Operator).
DI	Daily Inspection.
ELT	Emergency Locator Transmitter.

ERC	En Route Chart - ERCs-L, ERCs-H and TACs are presented at various scales and depict airspace, air routes and radio navigation facilities.
EM/O	Executive Manager, Operations
ERSA	En-Route Supplement, Australia, an Airservices document listing full information, including layout diagrams, on all licensed (and some unlicensed) aerodromes.
FAI	Federation Aeronautique Internationale.
FL	Flight Level, the height reading on an altimeter with 1013.2 HPa set on its sub-scale, used only above 10,000 feet AMSL (e.g. FL200 = 20,000 feet with 1013.2 set).
FOI	CASA Flying Operations Inspector.
FROL	Flight Radiotelephone Operator's Licence issued by CASA.
GFA	Gliding Federation of Australia.
GFA Operations Manual	This manual comprises a copy of: 1. CAO 95.4, the Order under which GFA exercises specified exemptions from the CARs and CASRs; 2. the GFA Operational Regulations, those GFA procedures which are required to be approved by CASA; and 3. MOSP 2 - Operations, a document approved by the GFA Board specifying the normal operational procedures of the GFA. The GFA Operational Regulations are numbered from Sections 1 to 7 (plus Appendices) and the Manual of Standard Procedures follows from Section 8 onwards. When using this Manual for guidance, it may be necessary to refer to both sections and possibly to the CAO.
GFPT	General Flying Progress Test (Aeroplane). This is the first endorsement on a Student Pilot Licence and allows the holder to carry passengers to and from the training area during solo flights subject to instructor authorisation.
HF	High Frequency.
HPa	Hectopascals, the unit of pressure set on an altimeter sub-scale.
JAR-22	Joint Airworthiness Requirements, Section 22 (Gliders).
IAS	Indicated Air Speed.
IFR	Instrument Flight Rules.
IMC	Instrument Meteorological Conditions.
IO	Independent Operator.
Just Culture	An atmosphere of trust in which people are encouraged for providing essential safety-related information, but in which they are also clear about where the line must be drawn between acceptable and unacceptable behaviour.
Km	Kilometre.
Mode C	Another operating mode of a transponder, in which altitude-encoded information is added to the unique code already being transmitted.
MOSP	Manual of Standard Procedures (this document).
MR	Maintenance Release.
NM	Nautical Mile.
NOTAM	NOTice to AirMen, a document issued by Airservices to provide operational information to pilots which supersedes that available in other publications.
OD	Operations Directive.
PCA	Planning Chart Australia.

PIC	Pilot In Command – The pilot responsible for the operation and safety of the aircraft during flight time (refer paragraph 8.1.2).
PLB	Personal Locator Beacon.
PPL	Private Pilot's Licence.
QFE	Altimeter setting in which the altimeter will read zero with the glider on the ground.
QNH	Altimeter setting in which the altimeter will read the field's elevation above sea level with the glider on the ground.
REPCON	ATSB Confidential Reporting Scheme.
RM Plan	Risk Management Plan which provides a structured way of identifying and analysing potential risks, and devising and implementing responses appropriate to their impact.
RM/O	Regional Manager, Operations.
RTO/A	Regional Technical Officer, Airworthiness.
SAR	Search and Rescue.
SMS	Safety Management System. A system for the management of safety within the GFA, including the organisational structure, responsibilities, procedures, processes and provisions for the implementation of gliding safety policies by the GFA.
SSR	Secondary Surveillance Radar, a type of radar which only shows a return to an air traffic controller from an aircraft which is equipped with a transponder. Radar which will show "raw" returns from an aircraft's skin, without the need for a transponder to be fitted, is known as Primary radar.
TAC	Terminal Area Chart – show details applicable to both high- and low-level operations in terminal areas.
TAS	True Air Speed.
Transponder	A microwave receiver/transmitter unit fitted to an aircraft which, when interrogated by an SSR, responds with a coded reply which positively identifies the aircraft and, if mode C is selected, the altitude of the aircraft.
UHF	Ultra-High frequency.
VFR	Visual Flight Rules.
VNC	Visual Navigation Chart - (scale 1:500,000) are designed for operations under the VFR. They contain an aeronautical overlay of controlled airspace over a topographical base, and contain some radio communication and other navigational data appropriate for visual navigation. Map coverage is shown on the front of each map.
VTC	Visual Terminal Chart - (scale of 1:250,000) are designed for visual operations near terminal areas. They contain some topographical detail and appropriate airspace, radio communication and navigation aid information. These charts are intended for use up to and including FL180.
VHF	Very High Frequency.
WAC	World Aeronautical Charts - (scale of 1:1,000,000) are designed for pre-flight planning and pilotage. They are constructed on Lambert's conformal conic projection. Australian coverage is shown on the back of each chart.

APPENDIX 1 – CHECK LISTS

SAILPLANE

GFA standard checks are designed to ensure configuration for the flight mode intended.

PRE BOARDING

A	AIRFRAME (walk around check for damage and/or defects. Maintenance Release checked, including DI validity.
B	BALLAST (glider loading is within placarded limitations and trim ballast secure).
C	CONTROLS (check controls, including airbrakes and flaps, for correct sense and full deflections).
D	DOLLIES (all dollies and ground handling equipment removed).

PRE TAKE-OFF

C	CONTROL ACCESS (Seat adjustments secure and positioned to allow for comfortable access to all flight controls, panel switches/knobs and the tow release. Rudder pedals adjusted for reach if applicable).
H	HARNESS (secure, lap belt low on hips, both pilots)
A	AIRBRAKES and FLAPS (airbrakes cycled and set for launch or closed and locked. Flaps (if fitted) cycled, set as required for take-off).
O	OUTSIDE (airspace and take-off path clear. Wind velocity checked. Sufficient competent ground crew available).
	OPTIONS (evaluate emergency plan, identify aircraft critical speeds).
T	TRIM (Trim set as required; ballast confirmed).
I	INSTRUMENTS (altimeter set, other instruments reading normally, no apparent damage. Radio on and on the correct frequency).
C	CANOPY (closed, locked and clean, side vent adjusted) / CARRIAGE (undercarriage down and locked) / CONTROLS (checked for full and free movement) / CABLE (Hook on)

PRE LANDING CHECK

F	FLAPS (set as required)
U	UNDERCARRIAGE (Down and locked, and visually confirmed to placards)
S	SPEED (safe speed near the ground)
T	TRIM (set for selected speed, disposable ballast drained)

PRE AEROBATIC CHECK

H	HEIGHT – Sufficient for recovery by 1,000ft AGL (2,000ft if within a 2-mile radius of a licenced aerodrome).
A	AIRFRAME – Flaps, airbrakes, undercarriage set as required. Trim as required. Hatches and vents closed and locked as appropriate.
S	SECURITY – Harness secure. Loose objects stowed.
L	LOCATION – Clear of built-up areas, cloud, controlled airspace.
L	LOOKOUT – 180° plus 90° turns checking carefully around, above and underneath. Do not do a 360° turn.

POWERED SAILPLANE

GFA Powered Sailplane Checks are designed to ensure configuration of the flight mode intended.

PRE BOARDING

A	AIRFRAME (walk around check for damage and/or defects. Bungs and covers removed, gear safety locking pins/blocks removed, steering bar and chocks stowed, Maintenance Release checked, including DI validity).
B	BALLAST (powered sailplane loading is within placarded limitations and trim ballast secure).
C	CONTROLS (check controls, including airbrakes and flaps, for correct sense and full deflections).
D	DOLLIES (all dollies and ground handling equipment removed).
E	ENGINE (oil quantity checked sufficient for flight, oil cap/stick secure, cooling fluid level checked if required, Propeller checked for condition and serviceability). Run the fuel boost pump with the fuel turned on and check for fuel leaks.
F	FUEL (Dipped, quantity sufficient for flight, correct type and octane, oil mix correct if two-stroke, fuel caps on and tight).

PRE TAKE-OFF

C	CONTROL ACCESS (Seat adjustments secure and positioned to allow for comfortable access to all flight controls, panel switches/knobs and the tow release. Rudder pedals adjusted for reach if applicable).
H	HARNESS (secure, lap belt low on hips, both pilots)
A	AIRBRAKES and FLAPS (airbrakes cycled and set for launch or closed and locked. Flaps (if fitted) cycled, set as required for take-off).
O	OUTSIDE (airspace and take-off path clear. Wind velocity checked. Sufficient competent ground crew available).
	OPTIONS (evaluate emergency plan, identify aircraft critical speeds).
T	TRIM (Trim set as required; ballast confirmed).
I	INSTRUMENTS (altimeter set, radio on and set to correct frequency, voltage and amperage normal, other instruments reading normally and no apparent damage).
C	CANOPY (closed, locked and clean, side vent adjusted) / CARRIAGE (undercarriage down and locked) / CONTROLS (checked for full and free movement).

NOTE: The following additional checks should be used unless the Aircraft Flight Manual (AFM) specifies otherwise. Engine run up checks are to be completed in accordance with the AFM.

I	IGNITION (magneto check carried out, magneto or magnetos on both).
F	FUEL (On and sufficient, most full tank selected if applicable).
P	PROPELLER (Set for take-off/ fine position, plus checks required by AFM).
C	CHOKE/CARBURETTOR HEAT (off)/COWL FLAPS (if fitted).
R	RADIO/TRANSPONDER (correct frequency, volume set, call as required/ Transponder 1200 Mode C).
B	BRAKES (Wheel brakes released; airbrakes locked).

PRE LANDING CHECK

- **F** FLAPS (set as required)
- **U** UNDERCARRIAGE (Down and locked, and visually confirmed to placards)
- **S** SPEED (safe speed near the ground)
- **T** TRIM (set for selected speed, disposable ballast drained)
- **I** IGNITION (magneto switches on or both).
- **F** FUEL (Selected to the most full tank if applicable, boost pump on if landing engine on).
- **P** PROPELLER set as required (fine pitch engine on, feathered engine off).
- **C** CHOKE/CARBURETTOR HEAT off/set as required).
- **R** RADIO/TRANSPONDER (correct frequency, volume set, call as required).
- **B** BRAKES (Wheel brake/brakes off)

VITAL ACTIONS / EMERGENCYCHECKLIST

- **C** CARBURETTOR HEAT (off, if fitted)
- **F** FUEL (On and correct tank, fuel boost pump is on)
- **M** MIXTURE (choke off, full rich as required).
- **O** OIL PRESSURE (Checked).
- **S** SWITCHES (Checked ON, or BOTH).
- **T** THROTTLE and LINKAGE (Checked).

VITAL ACTIONS AFTER TAKE OFF

- **C** CARBURETTOR HEAT (off, if fitted)
- **F** FUEL (On and correct tank, fuel boost pump is on)
- **M** MIXTURE (choke off, full rich as required).

PRE AEROBATIC CHECK

- **H** HEIGHT – Sufficient for recovery by 1,000ft AGL (2,000ft if within a 2-mile radius of a licenced aerodrome).
- **A** AIRFRAME – Flaps, airbrakes, undercarriage set as required. Trim as required. Hatches and vents closed and locked as appropriate.
- **S** SECURITY – Harness secure. Loose objects stowed.
- **E** ENGINE and PROPELLER (power and propeller set as required, engine off/ propeller feathered, engine retracted for retractable pop tops).
- **L** LOCATION – Clear of built-up areas, cloud, controlled airspace.
- **L** LOOKOUT – 180º plus 90º turns checking carefully around, above and underneath. Do not do a 360º turn.

APPENDIX 2 - APPLICATION FOR LEVEL 1 INSTRUCTOR TRAINING

APPLICATION FOR INSTRUCTOR TRAINING - LEVEL 1 RATING

DETAILS OF FLYING EXPERIENCE

Name	Date of birth
Address	
Phone (home and work)	
Club	
Gliding hours (total)	(Last 12 Months)
Launches (total)	(Last 12 Months)
Badges (or part badges) held	
Power flying experience (hrs)	Tug-pilot?
Powered sailplane experience	
No of flights in back seat of glider	
AEI or Charter rating? If so, experience (hrs)	

CLUB PREPARATION

CFI to sign that the candidate has been prepared for instructor training and that a satisfactory standard has been attained in the following areas:

Airmanship
Flying accuracy
Soaring ability
Circuit planning without use of altimeter
Approach control
Consistently good two-point landings
Stalling
Spinning
Conversant with "Basic Gliding Knowledge"
Conversant with GFA Operational Regulations and the Manual of Standard Procedures, Part 2.
Current in all applicable launch emergencies
Has acquired Instructor's Handbook
Has been coached in commanding the glider by talking alone in accordance with the paragraph "potential ability to communicate" in the Handbook.

Name of CFI	
Club	
Signature	Date

FORWARD THIS APPLICATION FORM TO RM/O

APPENDIX 3 - APPLICATION FOR UPGRADE FROM LEVEL 1 to LEVEL 2 INSTRUCTOR

APPLICATION FOR INSTRUCTOR UPGRADING - LEVEL 1 TO LEVEL 2

DETAILS OF FLYING EXPERIENCE

Name:	Date of birth:
Address:	
Email:	
Phone (home, work and mobile):	Email:
Club:	
Gliding hours (total):	(Last 12 Months):
Launches (total):	(Last 12 Months)
Level 1 Instructor rating issued (date):	
Instructing hours (total):	(Last 12 Months):
Badges (or part badges) held:	
Power flying experience (hrs):	Tug-pilot?
Powered sailplane experience:	

CLUB CERTIFICATION

CFI to certify that the candidate has performed satisfactorily as a Level 1 instructor in all pre- and post-solo instructional sequences.

In addition, at least one check flight shall be carried out by the CFI prior to the upgrading work being carried out by a Level 3 Instructor. The check flight shall ensure that the candidate is free from basic flying faults and is considered satisfactory for upgrading.

Finally the CFI is to certify that candidate has at least 12 month's service as a Level 1 instructor, during which a minimum of 25 hours or 100 launches as a Level 1 Instructor must have been completed. [**Note:** the 12 month period may be lowered in exceptional cases at RM/O discretion (e.g. previous experience as a flight instructor in another discipline), but the hours/launches requirement must be met.]

Name of CFI	
Club	
Signature	Date

FORWARD THIS APPLICATION FORM TO RM/O

APPENDIX 4 - OPERATIONAL SAFETY AUDIT

THE GLIDING FEDERATION OF AUSTRALIA

(ABN 82 433 264 489)

OPERATIONAL SAFETY AUDIT

Notes for auditing officers

GFA MOSP, Part 2, Operations – Section 8.1.24 requires that Operational Safety Audits be carried out on each operational Club or Operator at least biennially.

It is not intended that these audits should be surprise visits and Clubs/Operators should, whenever possible, be given adequate prior notice. However, ad-hoc safety audits may be conducted without prior notice to verify the compliance of a particular system component or activity, or may be initiated following an incident. Ad-hoc audits must be authorised by the EM/O or COP.

The auditing officer should contact the Club's or Operator's CFI and inform him/her that the audit is to be conducted and arrange a time suitable for all. The CFI should be informed that the "Operational Safety Audit Report" will be used to conduct the audit and informed where a copy can be obtained. The CFI should also be reminded that the audit must be completed within the requirements of MOSP Part 2, otherwise operations must cease until a satisfactory audit has been achieved.

Operational Safety Audits are an important function of the GFA Operations Department and require diligence by the auditing officer to ensure that all relevant operational and safety requirements are covered. Whilst it is possible to conduct a check during a one-day visit, adequate time should be made available for formal, or semi-formal, discussions with Club Instructors and Officials to discuss matters of concern (even if not directly relate to Operations). If doing so requires extending a visit, it should be allowed for.

Clubs and Operators should be encouraged **not** to put on a special show for the auditing officer, but to conduct operations as they normally do. The purpose of the audit is to identify operational/safety deficiencies and assist the Club or Operator to take corrective action where required.

The auditing officer should remember that whilst performing this important function on behalf of GFA Operations, they are also a **guest** of the Club or Organisation and must show due respect and consideration of this position.

Where corrective action is required to be completed, the auditor should complete the Request for Corrective Action (RCA) section of the report and provide the Club or Operator with a reasonable time period for compliance. The time period allocated should reflect the severity of the RCA.

Upon completion of the audit, the auditor is to send a copy of this report to the RM/O and EM/O.

Executive Manager, Operations

AUDIT INFORMATION

Auditee Details

Organisation ARN:	
Organisation Name:	
Organisation Address:	
Trading Name:	

Audit Details

Type (e.g. scheduled or special):	
Location(s):	
Dates (On Site):	
Audit Scope:	

Audit Team

Lead Auditor:	
Auditor:	

Distribution

To:	
Cc:	

Confidential Document:

This Audit Report is a confidential document between the GFA and the Auditee. The GFA shall not disclose the contents of this report or part thereof, except in pursuance of its functions or as required by law, without the express permission of the organisation's Chief Flying Instructor.

Signature ..... Date: .....

Name ..... Lead Auditor

EXECUTIVE SUMMARY

Background

Insert a brief history of the club, when was it formed, how many members, how many instructors, who is the Chief Flying Instructor (CFI), how many instructors and their level. Record details of the club fleet by aircraft type, how many syndicate aircraft and of what type.

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Summary

Record when the audit team arrived and by whom they were welcomed at the gliding club.

The opening meeting must outline to the Club representatives the scope of the operational safety audit and the audit finding process. The scope of the audit should be in accordance with the audit check list/s shown in the body of this document however in extenuating circumstances the scope of the audit may vary

(Elaborate in detail on the findings of the audit here)

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GLIDING FEDERATION OF AUSTRALIA

(ABN 82 433 264 489)

OPERATIONAL SAFETY AUDIT REPORT

For biennial quality audits on Club operations

Items on this checklist are to be detailed, quantified, or assessed; as appropriate. Assessments to be noted as follows:

Satisfactory	Needs no attention
Acceptable	Needs some attention; specify
Unsatisfactory	Needs immediate attention; specify
N/A	Not Assessed

Use “comments” section to specify corrective action

GLIDERS

Maintenance release/DI Books:	
Placards, speeds (VNE, rough air, manoeuvring, etc.):	
Placards, weight and balance (including front/rear pilot weights for two-seaters):	
Placards, others (weak links, canopy jettison, undercarriage, etc.):	
Glider airworthiness and general condition:	
Comments	

AIRFIELD

Type of airfield (e.g. licensed, private):	
Airfield owned by:	
Combined glider/power/parachute operation? Specify:	
Length of strip(s):	
Obstructions:	
Protection of the public:	
Published procedures, e.g. ERSA:	
Are ALL launch points sufficiently displaced from obstacles so as to provide unhindered view of approaches?	
Comments	

LAUNCHING

Aerotowing

Type of tug(s):	
Tug condition:	
Flight manual towing supplement in aircraft:	
Rope length:	
Weak links:	
Towing and descent patterns:	
Pilot standards and airmanship:	
Comments	

Winch/auto launching

Serviceability of winches/launching vehicles:	
Driver protection:	
Type of cable or rope in use:	
Are radio and headsets fitted and used?	
General condition of cable/rope (No of knots, etc.):	
Weak links (appropriate for gliders 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):	
Standard of winch/tow-car driving:	
Standard of winch/tow-car driver training:	
Comments	

Self-Launching

Types of powered sailplanes in use:	
Powered sailplane training:	
Powered sailplane conversions:	
Powered sailplane pilot logbook entries:	
Independent powered sailplane operations:	
Comments	

OPERATIONAL SAFETY

Launch-point discipline:	
Flying operational aspects, including roles and responsibilities of Duty Instructor and launch point crews known and understood:	
Cockpit checks:	
Airmanship:	
Take-offs and transition to full climb (winch/auto):	
Aerotow technique and accuracy:	
Circuits, approach and landing:	
Cross-country flying:	
Emergencies:	
Integration with power operations:	
Integration with other operations (e.g. parachutes, etc.):	
Knowledge of radio requirements:	
Radio discipline (glider, CTAF, etc. and Multi Com procedures):	
GFA Safety Management System (SMS) - Operational aspects & Reporting:	
Comments	

FLYING INSTRUCTION

Lookout training:	
Airmanship training:	
Briefings and debriefings:	
Quality of demonstrations:	
Handover/takeover discipline:	
Conformity of training to Instructor Handbook:	
Stalling:	
Incipient and full spinning:	
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:	
Comments	

PASSENGER FLYING

Compliance with GFA Passenger carrying requirements:	
Comments	

Charter flying

Air Operator Certificate (AOC) current and on display:	
GFA Operational Regulations readily available for perusal:	
First aid kit available at launch point:	
Charter Pilot Rating validity and currency:	
Appropriate aircraft in use for charter (as per AOC):	
Comments	

Air Experience Flights

AEI rating validity and currency:	
Knowledge of AEI section of Instructor Handbook:	
Comments	

Private Passenger Flights

Knowledge of private passenger privileges and limitations:	
Supervision of private passenger operations:	
Comments	

INDEPENDENT OPERATIONS

Instructor's knowledge of Independent Operator requirements:	
Ind. Ops. Taking place? (define in "comments"):	
Ind. Passenger carrying ops (refer GFA Ops manual):	
Ind. Operator annual revalidation:	
Comments	

FOREIGN PILOTS

GFA membership of pilots:	
Provision of written briefing material:	
Quality and content of above material:	
Provision of site checks:	
Provision of competency checks:	
Method of checking cross-country and outlanding competency:	
Understanding of English Language:	
Comments	

OVERALL COMMENTS

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Signature ..... Date: .....

Name ..... Auditor

REQUEST FOR CORRECTIVE ACTION

Name of Club/Operator	

An Operational Safety Audit conducted on (date) ..... has revealed the following operational deficiency:

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Corrective action as follows is requested:

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Due date for compliance: .....

Audit Officer

(Signature): .....

(Name): ..... Date: .....

RM/O Certification of Corrective Action Compliance:

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RM/O: ..... Date: .....

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