

11.1 What Is a Delegate Authorised to Do?

A delegate is a person who holds an Instrument of Delegation signed by the Chief Executive Officer of CASA. The Instrument of Delegation authorises the holder to perform a particular function on behalf of CASA.

CARs 5.14, 5.19 An Instrument is issued against a particular Civil Aviation Regulation (CAR). For example, a person authorised to conduct a flight test for the initial issue of an Instrument Rating holds an Instrument of Delegation under CAR 5.19. Although the delegate is authorised to conduct the flight test, he or she may only grant this by way of an entry in a Log Book if he or she also holds a delegation under CAR 5.14(2).

When a delegate issues a qualification, he or she is deemed to be the Civil Aviation Safety Authority for the purpose of that function. As a consequence, the decision of an industry delegate carries the same authority and liability as a decision made by a CASA officer.

To date, Instruments of Delegation have been issued to:

- Chief Flying Instructors (CFIs)
- Approved Test Officers (ATOs)
- CAR 217 • Nominated CAR 217 operator personnel.

The Instruments authorise them to issue ratings and aircraft endorsements by means of an entry in a Log Book.

CFIs and ATOs have also been delegated to conduct flight tests for licences and ratings.

11.2 What Is the LBE System?

The Log Book Endorsement (LBE) system was introduced on 1 April 1992 in conjunction with the changeover from paper/book style licences to plastic card licences.

The LBE system enables delegates to issue flight crew qualifications by making an entry on the appropriate page of an applicant's Log Book, after the applicant has successfully completed the required training and/or flight test for a rating or aircraft endorsement.

There are currently four Log Book pages, relating to:

- Flight Checks and Approvals

Note: Flight Reviews—Until otherwise advised, delegates should ignore the reference to flight reviews on the current Log Book record page titled Flight Checks and Approvals. See chapter 6. *Flight Tests for Private and Commercial Pilot Licences*—qualifications for which are not included in the LBE system.

- Certificates of Ratings
- Aircraft Endorsements
- Theory Examination Pass Record.

These pages are commonly referred to as Log Book insert pages.

After the delegate has issued/renewed a rating or endorsement by means of an entry on one of the Log Book insert pages, the applicant may use the rating or endorsement immediately.

For surveillance purposes, delegates must advise CASA of all qualifications they issue under the LBE system, by submitting a Certification of Aircraft Endorsement, Approval and Rating form (commonly known as the Log Book Certification Form) and supporting paperwork (for example, Flight Test Reports).

Samples of the Log Book insert pages and the Log Book Certification Form is provided in section 4.6.1 and Log Book insert pages in section 4.6.2.

Delegates may obtain copies of the Log Book Certification Form from their CASA Field Office.

The logbook insert pages are available for printing from the CASA website under Pilot logbook certificates (<http://www.casa.gov.au/manuals/htm/fcl/fclfrm.htm>).

11.3 Which Flight Crew Licences Are Included in the LBE System?

As a general rule, only those qualifications that were previously endorsed on licences—such as aircraft endorsements and flight crew ratings—are included in the LBE system.

Special Approvals may also be granted under the LBE system, but are usually issued by CASA as separate operating permits.

11.3.1 Qualifications Not Included in the LBE System

The Civil Aviation Orders (CAOs) provide for other qualifications to be entered in Log Books by persons other than delegates. Flight instructors and Approved Persons are authorised to certify for the following:

- First solo authorisations
- Private Pilot Licence (PPL) airspace endorsements

Note: PPL Airspace Endorsements—While a Log Book Certification Form is normally not required for PPL CTA endorsements, delegates are encouraged to include this information on the Log Book Certification Form to confirm the successful completion of a PPL flight test. See also chapter 6. Flight Tests for Private and Commercial Pilot Licences.

- Flight reviews
- Acrobatic flying (except low level acrobatics)
- Formation flying
- Spinning
- IFR GPS enroute approval.

CAOs 40.0,
40.1.7,
40.3.0,
40.3.7

These certifications are entered in the body of the Log Book in accordance with the instructions provided in CAOs 40.0, 40.1.7, 40.3.0 and 40.3.7.

Note: These certifications **do not** come under the LBE System. Log Book Certification Forms must not **be used** to record them.

Although it is not mandatory for CASA to be advised of the endorsements that are not included in the LBE system, instructors or applicants may forward a certified true copy of the Log Book entries or the originals to CASA to enable CASA to update its database relating to the applicant's flight crew qualifications. The copies may be certified by a CASA delegate, CFI, or Chief Pilot.

11.4 Legislative References

CAR Number	Description
5.04	Medical certificate: flight crew licence
5.07	Medical certificate: flight tests and assessments
5.14	Flight crew rating: issue and refusal
5.19	Flight crew rating: flight tests
5.21	Approval to give conversion training
5.22	Aircraft endorsement must be held in certain circumstances
5.23	Aircraft endorsement: issue and refusal
5.41	Flight crew licence: CASA may set tests and examinations
5.42	Flight tests: CASA to be notified
5.51	Personal log books
5.52	What must be recorded in a personal log book
5.65	The qualifications for a SPL
5.66	What a SPL authorises the holder to do
5.75	The requirements for attempting a GPFT
5.76	The aeronautical experience required before a student may attempt a GPFT
5.77/84	Qualifications/aeronautical experience requirements for PP(A)L
5.87/93	Qualifications/aeronautical experience requirements for PP(H)L
5.104/115	Qualifications/aeronautical experience requirements for CP(A)L
5.120/127	Qualifications/aeronautical experience requirements for CP(H)L

CAO Number	Description
29.6	Air service operations: helicopter external sling load operations
29.10	Air service operations: aircraft aerial stock mustering – low flying
29.11	Air service operations: helicopter winching and rappelling operations
40.1.0	Aircraft endorsements: aeroplanes
40.1.7	Flight instructor (aeroplane) ratings
40.2.1	Instrument ratings
40.2.2	Night VFR ratings and night VFR agricultural ratings
40.2.3	Private IFR ratings
40.3.0	Aircraft endorsements: helicopters



CAO Number	Description
40.3.7	Flight instructor (helicopter) ratings
40.4.0	Aircraft endorsements: gyroplanes
40.6	Agricultural pilot ratings
40.7	Aircraft endorsements (balloons) and flight instructor (balloon) ratings
40.8.3	Aircraft endorsements: airships
43.0	Flight engineer
43.1	Aircraft endorsements – Flight engineer

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