

24.1 The Candidate Fails the Flight Test

A Log Book Certification Form is not required for a “fail” flight test.

The candidate logs the flight as a normal dual flight.

You complete a “fail” Flight Test Report.

There is no need for you to record the result in the Log Book or send the Flight Test Report to CASA until the candidate passes. You then submit any “fail” Flight Test Reports with the report confirming the pass and the Log Book certification.

If the candidate does not attempt a re-test within 90 days of the initial attempt or transfers to another ATO/school, forward any “fail” Flight Test Reports to CASA.

24.2 The Flight Test Was Conducted by Another ATO

The granting of a flight crew qualification on the basis of a flight test conducted by another person is not a new procedure, but merely an extension of what CASA licensing staff have been doing for a long time. The only change is that you, as a delegate, may now grant most of the qualifications on the spot.

You may exercise your delegated powers to grant flight crew privileges to applicants who have passed flight tests with other ATOs, provided you are satisfied that the:

- Other ATO holds an Instrument of Delegation for the particular test
- Applicant meets the requirements for the qualification sought.

You should be aware that some Instruments of Delegation are valid only while the holder is employed by a particular company and that his or her power to conduct tests may be limited to employees of that company.

If, for any reason, you do not want to exercise your delegated powers for an applicant who has passed a flight test with another ATO, return the application to the pilot or lodge it on the pilot’s behalf at your local CASA Area Office.

24.3 The Training Was Conducted by Another Instructor

As for when a flight test was conducted by another ATO (in section 24.2 above), you may exercise your delegated powers to grant flight crew privileges to applicants who have undertaken training with another instructor, provided you are satisfied that the:

- Person who provided the training was authorised to do so
- Applicant meets the requirements for the qualification sought.

If, for any reason, you do not want to exercise your delegated powers for an applicant who has undertaken training with another instructor, return the application to the pilot or lodge it on the pilot's behalf at the CASA CLARC Office.

24.4 You Are the Applicant

For ethical reasons, delegates should not be the issuing delegate for their own qualification.

If you have undertaken training for a rating and/or aircraft endorsement, you should take the flight test or endorsement report to another delegate or to CASA.

Note: Unless otherwise approved by the CASA Flying Operations Leader for that geographical area, ATOs must complete the flight tests for renewal of their ratings with a CASA FOI.

24.5 You Run Out of Log Book Certification Forms or Flight Test Reports

You should order a new pad of forms from CASA Central Office when your stocks are getting low. All pads include a re-order form towards the back of the pad to act as a reminder. The Flight Test Reports are available from the FCL forms section (<http://www.casa.gov.au/manuals/htm/fcl/fclfrm.htm>) of the CASA website.

24.6 You Want to Take Leave

24.6.1 Chief Flying Instructors and CAR 217 Personnel

CAR 217 Instruments of Delegation for CFIs and CAR 217 personnel are issued to the individual rather than to the position.

If you plan to take leave or are absent due to ill-health, your delegated powers are not automatically transferred to your replacement. You, or the manager of your company, will need to notify CASA in writing that you wish to relinquish the position for the period of absence, to enable your replacement to be legally appointed by CASA. Providing your replacement meets the conditions endorsed on the instrument of delegation, he or she may exercise the same delegated powers as you normally do without a new Instrument having to be issued, until you return.

If you vacate the position on a permanent basis and a new person is not appointed, the pad of certification forms must be returned to CASA immediately via certified mail. The same applies if the position ceases to exist.

24.6.2 Approved Test Officers

ATO Instruments of Delegation, on the other hand, are issued to the individual and, therefore, the delegated powers cannot be transferred to another person.

24.7 A Student Transfers to Another Flying School

CAR 5.57 If a student moves to another school, you must provide the student or the new flying school with a copy of the student's training records. (Refer to CAR 5.57)

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