

26.1 Delegations/Approvals

Licence, Rating or Endorsement	Function	Person Who May Carry Out the Function
Student Pilot Licence Flight Radio Telephone Operator Licence Student Flight Engineer Licence	<ul style="list-style-type: none"> Issue licence 	<ul style="list-style-type: none"> Industry Delegate under CAR 5.09(1)
Aircraft Radiotelephone Operators Certificate of Proficiency	<ul style="list-style-type: none"> Issue certificate 	<ul style="list-style-type: none"> Industry Delegate under CAR 83A(2)
Pre-solo Air Law, Pre-solo Area Exam and Basic Aeronautical Knowledge theory credits	<ul style="list-style-type: none"> Issue credit 	<ul style="list-style-type: none"> Chief Flying Instructors or Approved Examination Conducting Officers
General Flying Progress Test	<ul style="list-style-type: none"> Conduct flight test 	<ul style="list-style-type: none"> Persons with a delegation under CAR 5.41(4)(g)
Flight Tests for Private and Commercial Pilot Licences	<ul style="list-style-type: none"> Conduct theory examination Conduct flight test Issue licence 	<ul style="list-style-type: none"> Approved Examination Conducting Officer at flying schools for PPL; ASL for CPL Persons with a delegation under the appropriate paragraph of CAR 5.41 Persons with the appropriate delegation under CAR 5.09
Night VFR Ratings	<ul style="list-style-type: none"> Conduct flight test Issue rating 	<ul style="list-style-type: none"> Persons with the appropriate delegation under CAR 5.19 Persons with a delegation under CAR 5.14
Instrument Ratings	<ul style="list-style-type: none"> Conduct theory examination Conduct flight test Issue rating 	<ul style="list-style-type: none"> ASL for IFR; instrument training flying schools for PIFR Persons with the appropriate delegation under CAR 5.19 Persons with a delegation under CAR 5.14
Instructor Ratings	<ul style="list-style-type: none"> Conduct theory examination Conduct flight test Issue rating 	<ul style="list-style-type: none"> ASL for Grade 1 Persons with the appropriate delegation under CAR 5.19 Persons with a delegation under CAR 5.14



Licence, Rating or Endorsement	Function	Person Who May Carry Out the Function
Agricultural Ratings	<ul style="list-style-type: none">• Conduct theory examination• Conduct flight test• Issue rating	<ul style="list-style-type: none">• Approved COs• Persons with the appropriate delegation under CAR 5.19• Persons with a delegation under CAR 5.14
Aircraft Endorsements	<ul style="list-style-type: none">• Conduct training• Issue endorsement	<ul style="list-style-type: none">• Rated flight instructor or person approved under CAR 5.21(1)• Persons with a delegation under CAR 5.23(2)

26.2 Log Book Endorsements

Test Category	Item	Location of Log Book Entry	Recommended Form of Entry	Paperwork to be Submitted to CASA
Licence	GFPT	Flight Checks and Approvals insert page	GFPT(*)	Flight Test Report and Log Book Certification Form
	PPL	Aside from recording the flight in the body of the Log Book, no other entry is required (represents a change to past practice)	N/A	Flight Test Report
	Removal of area restriction from RPPL	As for PPL	N/A	As for PPL
	CPL	As for PPL	N/A	As for PPL
	FEL	As for PPL	N/A	Flight Test Report or acceptable company documentation
	FEL proficiency check	Flight Checks and Approvals insert page	CAR 5.191 PROFICIENCY CHECK	Log Book Certification Form
	60+ proficiency check	Flight Checks and Approvals insert page	CAR {xxx} PROFICIENCY CHECK	Log Book Certification Form
Rating	Instrument	Certificates of Rating insert page	IR C-ME(*) IR C-SE(*) IR CP(*)	Flight Test Report and Log Book Certification Form
	Instructor	As above	FI1(*)–(incl. restrictions if applicable) FI2(*)–(incl. restrictions if applicable) FI3(A)–(incl. restrictions if applicable)	As above
	Agricultural	As above	AG1(*) AG2(*)	As above
	Night	As above	NVFR(*)–(incl. restrictions if applicable) NVFRAG(*)–(incl. restrictions if applicable)	As above



Flight Crew Licensing Procedures Manual

26. Quick Reference Guide

26.2 Log Book Endorsements

Approved by Group General Manager Personnel, Licensing, Education and Training Version 6.1: December 2006

Test Category	Item	Location of Log Book Entry	Recommended Form of Entry	Paperwork to be Submitted to CASA
Approval	Multi-engine training	Flight Checks and Approvals insert page	ME TRNG APP(*)	As above
	Instrument training	As above	IF TRNG APP(*)	As above
Aircraft	Type (eg, BE-76) Class (eg, C402/421) Special design feature (A) (eg, tail wheel undercarriage)	Certificate of Aircraft Endorsement insert page	As per relevant CAO	Training Certification and Log Book Certification Form
	Special helicopter endorsement	As above	FLOAT ALIGHTING GEAR SKI LANDING GEAR RAPPELLING OPERATIONS WINCHING OPERATIONS SLING LOAD ALL HELICOPTERS	As above
	Student first solo	Body of Log Book	As per CAO 40.1.7 or 40.3.7	None
Miscellaneous	Spinning Aerobatics (upper level) Formation	Body of Log Book	As per CAO 40.1.7. Also see CAO 40.0.	Training Certification or certified true copy of Log Book entry (not compulsory)
	Aerobatics (low level)	Nil	nil	Form 1055 Low Level Aerobatics Approval Application
	PPL Airspace Endorsements	Body of Log Book	Use similar wording to Log Book certifications contained in Appendix III and Appendix II of CAO 40.1.7 or 40.3.7 respectively. Also see CAO 40.0.	Training Certification or certified true copy of Log Book entry (not compulsory)



Test Category	Item	Location of Log Book Entry	Recommended Form of Entry	Paperwork to be Submitted to CASA
Miscellaneous (cont)	LAHSO (SIMOPS) endorsement—see notes	Body of Log Book	As for airspace endorsement	Training Certification
	Flight reviews	Body of Log Book	“..{Name of Pilot}, holder of {Licence type and ARN} has satisfactorily completed a flight review in accordance with CAR {xxx}. {Name of delegate} {ARN} {Name of flying school}”	None

Notes:

(*)—Enter the applicable aircraft code:

(A) Aeroplanes (H) Helicopters (G) Gyroplanes (B) Balloons (AS) Airships.

{xxx}—Enter the relevant CAR.

Where the CAOs specify the form of Log Book entry—for example, in the case of aircraft endorsements and instrument ratings—you **must** use that form of entry. For other Log Book entries, use either the form of entry listed in the above table or its equivalent.

Ratings and endorsements are not deemed to have been legally issued or renewed until the Log Book entry is made.

Log Book endorsements for LAHSO are granted under [CAO 40.0](#) (refer to section [77.7](#)). The requirement for a Log Book endorsement applies to all pilots for active participation in LAHSO.

26.3 Conversion Guidelines — Aeroplanes/Helicopters

For more information, refer to *FCL Manual Section 3.12 Conversion Guidelines* and the relevant licence section.

Blank page