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OR



### Download this form before you begin

Please download and complete with Adobe Acrobat. If you are using a browser to complete this form you may lose your information. Send this form and any attachments to [applications@casa.gov.au](mailto:applications@casa.gov.au).

## Purpose of this form

Use this form to apply for a Flight Instructor (Balloon) Rating

## Who is this form for?

This form is for Individuals who are applying for a Flight Instructor (Balloon) rating initial issue or renewal, which must be also be completed by an approved balloon testing officer (ABTO) or CASA officer (either of which has been delegated the power to conduct the flight test referred to in the form).

## Information needed to complete this form

You must provide details of your current licence, medical class and aeronautical experience.

The testing officer must complete the flight test report.

If the testing officer who conducts the flight test is not an approved delegate to sign the Form 214 Certification of Aircraft Endorsement, Approval and Rating (sticky label); you must include a payment of \$50 for a CASA Delegate to issue the instructor rating. The sticky label will be sent to you to be attached to your logbook.

If CASA does not have a photo of you that is less than 10 years old you must also submit a current photo with CASA [Form 61-9PIC](#).

## Aviation Reference Number (ARN)

An ARN is required to complete this form.

## Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the *Civil Aviation (Fees) Regulations 1995* and may constitute a criminal offence.

## For more information

Go to the [CASA website](#) or [contact us](#).

## Applicant

### 1 What are the **applicant** details?

Your contact details must be current. Update contact details via [changing your details](#).

Full name

ARN

Phone number

Email address

### 2 What are you **applying** for (select one)?

Initial issue

Renewal

## Aeronautical experience

Not required for renewal

### 3 What is your balloon aeronautical experience?

CAO 40.7 – Para 16.2

Type of experience	Minimum hours	Actual hours
Time CP(B)L has been in force	2 years	
Total flight time PIC	250	
Free-flight charter PIC	100	
Tether time PIC	5	

## Application checklist

### 4 Select all that apply:

I held a Commercial Pilot (Balloon) Licence for at least 2 years immediately preceding the time of the flight test.

The original Certification of Aircraft Endorsement, Approval and Rating (Form 214) page is attached or

I request that CASA issue the Form 214 (sticky label)

If other please specify

## Applicant declaration

### 5 I declare that:

- All statements in this application are true and correct.

I acknowledge by providing my details below and submitting this application:

- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

#### Privacy

Any personal information you provide to CASA, as part of this application, is protected by the *Privacy Act 1988*.

We will use the information provided to process this application and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your application.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our [privacy statement](#) and [privacy policy](#).

#### Fees

I accept if this application is withdrawn or refused by CASA, or if CASA is unable to assess this application because I have failed to provide the required information and/or documentation, I am liable to pay CASA fees for work conducted.

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this application in accordance with that policy.

Full name

Signature

Date (DD/MM/YYYY)

/ /

## ABTO/CASA officer declaration

Flight test reports for failed flight tests must be attached if not already submitted.

### 6 I certify that:

- I conducted a Flight Instructor (Balloons) Rating flight test, in accordance with CAO 40.7, as described on the following page.
- The applicant:
  - held at least a CASA class 2 medical certificate at the time of the flight test CAR 5.07(2)
  - demonstrated a standard, which met the requirements of CAO 40.7 for the Flight Instructor (Balloons) Rating
- All statements in this application are true and correct and I have read and understood all provisions of the *Civil Aviation Safety Regulations 1998* which are relevant to this application.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the *Criminal Code Act 1995*.
- I consent to CASA using and disclosing my personal information in accordance with CASA's Privacy Statement including exchanging the information with Commonwealth, state and territory government agencies.

Flight Test Number

Date of Flight test

/ /

Testing Officer/CASA Officer full name

Date (DD/MM/YYYY)

/ /

## Delegate – Form 214 Sticky Label

### 7 What are the sticky label details?

Complete and attach original Form 214 - Certification of Aircraft Endorsement, Approval and Rating.

Issue/renewal date from (DD/MM/YYYY)

/ /

Issue/renewal date to (DD/MM/YYYY)

/ /

Delegate full name

Delegate ARN

Date (DD/MM/YYYY)

/ /

## Flight Test Report

- 8** The aim of the test is to ensure that the candidate has or continues to have the ability to:
- Apply suitable instructional techniques to ground and flight training situations;
  - Analyse student responses and determine corrective measures when necessary;
  - Satisfactorily demonstrate air manoeuvres;
  - Conduct pre-flight briefing and post-flight briefings.

To achieve these aims the test is divided into:

- A test of the aeronautical knowledge required by the candidate to exercise the privileges of the rating;
- A period of simulated in-flight instruction;
- A period of in-flight demonstrations;
- Post-flight debrief.

Lessons, briefings and air exercises may be based on any privileges of the instructor rating.

The flight test should include:

- Pattered sequences (simulated student);
- Fault analysis of simulated student flying;
- Simulated emergency

An instructor must be a competent pilot and although their flying must be smooth and polished it must also be spirited.

The standard of instruction given by applicants for a rating is expected to reflect a high level of confidence and maturity.

A consistent unsatisfactory performance of any test item or procedure must result in an overall fail assessment for the test. The test must be discontinued when a fail assessment is made. Credits for individual items are not available. The whole component (flight or ground) must be re-tested.

Approved Balloon Testing Officers must observe any applicable delegate instructions and any published procedures and guidance material.

- ☒ Satisfactory
- ☐ **N** Not tested
- ☐ **X** Unsatisfactory
- ☐ **TR** Training record

## 8 continued

### Ground Component

Training Records (not required for renewal) .....

Logbook, Licence, Medical .....

Knowledge of CASR Part 91 and Part 131 .....

Privileges and Limitations of Rating (CAO 40.7) .....

### Long Briefing - Topic (Approx. 40 mins)

Plan the lesson and delivery method .....

State the training objectives .....

Use training aids effectively .....

Present accurate technical knowledge .....

Provide opportunities for the applicant to participate .....

Discuss applicable Threat and Error Management (TEM) issues .....

Confirm training objectives are achieved/provide feedback ...

### Flight Component

#### Pre-Flight Briefing Topic (Approx. 10 mins)

Plan a flight training exercise .....

Perform pre-flight actions and procedures .....

Confirm applicant is prepared .....

Training outcomes and performance criteria are briefed .....

Conduct of the flight and actions required by the applicant are briefed .....

TEM issues applicable to the proposed flight are discussed..

#### Air Exercise 1 - Conduct flight training for activity from pre-flight briefing

Demonstrate manoeuvres with clear explanations .....

Direct applicant task performance .....

Monitor and assess applicant performance/give instruction..

8 Continued

Air Exercise 2 - Flight training for selected manoeuvres

Manage Pilot-in-Command (PIC) responsibilities.....

Demonstrate and direct manoeuvres with clear explanations.

Monitor and assess applicant performance/give instruction..

Human Factors/Airmanship

Maintain effective lookout.....

Maintain situational awareness .....

Assess situations and make decisions .....

Set priorities and manage tasks.....

Maintain effective communications .....

Recognise and manage threats and errors .....

Recognise and manage undesired aircraft state .....

Use correct radio procedures .....

Post-flight debriefing

Applicant is given opportunity to self-assess their performance.....

Applicant's performance is assessed accurately and discussed .....

Performance deficiencies are identified and remedial actions are discussed.....

Comments

8 Continued

Pass


Fail

Ground time

Flight time

Aircraft type

Aircraft registration (VH-)

 Attach additional pages if required



## 9 Application fees

Do not tick the box if the testing officer has issued the 214 sticky label.

Issue of a Flight Crew Rating (Domestic - CASA Issued)

**Fee Code: 24.6014.....\$50**

**Total:**

## 10 Payment options

### OPTION 1 Online payment

### Make a secure payment online >

Online payments are more secure and also enable CASA to process your request faster.  
To make a payment go to [Secure payment gateway](#).  
After making a payment, enter the online receipt number below.

Provide the online receipt number below:

### OPTION 2 Credit card

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from:

Mastercard

Visa

Total \$

Card number

Expiry (MM/YY)

/

Cardholder name

Signature

Date (DD/MM/YYYY)

/

/

**Receipt options**

Applicant

**or**

Third party (provide details below)

#### Details of third party

ARN (If applicable)

Email

Legal Entity/ Full name

Phone number

## Submitting this form to CASA



By email – send this form with all supporting documents attached to [applications@casa.gov.au](mailto:applications@casa.gov.au)



By post – return this form and all supporting documents to:

**CASA Client Services Centre  
GPO Box 2005  
Canberra ACT 2601**