



**Australian Government**  
**Civil Aviation Safety Authority**

Instrument number CASA 502/08

I, GREGORY JEROME VAUGHAN, Group General Manager, General Aviation Operations, as authorised by CASA, make this instrument under subparagraph 12.3 (b) of Civil Aviation Order 20.11 (*CAO 20.11*).

A handwritten signature in black ink, appearing to read 'G. Vaughan', with a long horizontal line extending to the right.

Greg Vaughan  
Group General Manager  
General Aviation Operations

26 September 2008

**Approval — conduct of emergency procedures proficiency tests**

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**1 Application**

(1) This instrument applies to a Chief Pilot for his or her conduct of the proficiency test to be undertaken by another Chief Pilot.

(2) In this instrument:

*proficiency test* means the proficiency test mentioned in paragraph 12.1 of CAO 20.11 to be conducted by a person approved by CASA under subparagraph 12 (3) (b) of CAO 20.11.

**2 Approval**

I approve each Chief Pilot as a person (the *approved person*) who may conduct the proficiency test to be undertaken by another Chief Pilot (the *Chief Pilot-to-be-tested*).

**3 Conditions**

The approval is subject to the conditions mentioned in Schedule 1.

**4 Expiry**

This instrument stops having effect for an approved person at the earlier of:

- (a) the approved person ceasing to be an AOC holder's Chief Pilot; or
- (b) the approved person ceasing to hold a current permission from his or her AOC holder to conduct the proficiency test.

## 5 Renewed effect

- (1) If this instrument stops having effect for an approved person because of section 4, the instrument has renewed effect for that person on and from the date on which the person again becomes an AOC holder's Chief Pilot holding a current permission to conduct the proficiency test.
- (2) The renewed effect mentioned in subsection (1) has no effect for any period when the person was not an AOC holder's Chief Pilot holding a current permission to conduct the proficiency test.

## Schedule 1 Conditions

### The approved person

- (1) The approved person must be:
  - (a) the duly approved Chief Pilot of an AOC holder; and
  - (b) permitted in writing by his or her AOC holder to:
    - (i) conduct the proficiency test in the course of his or her duties for the AOC holder; and
    - (ii) lodge relevant documents in the AOC holder's safe keeping for at least 2 years after the conduct of the test; and
    - (iii) produce any such document as soon as practical after a request for it is made by a CASA officer; and
  - (c) endorsed on the aircraft type for which the proficiency test is conducted; and
  - (d) thoroughly familiar with the operations manual of the AOC holder of the Chief Pilot-to-be-tested (the *relevant operations manual*) and able to attest to such familiarity in the terms specified in Schedule 2 (the *attestation*).

### The Chief Pilot-to-be-tested

- (2) The approved person may only conduct the proficiency test on a Chief Pilot who is not subject to a Training and Checking Organisation under regulation 217 of the *Civil Aviation Regulations 1988*.

### The proficiency test

- (3) The approved person must conduct the proficiency test in accordance with the requirements of Appendix IV of CAO 20.11 and the relevant operations manual.
- (4) When conducting the proficiency test, the approved person must have in his or her possession the original, or a true and complete copy, of:
  - (a) his or her AOC holder's written permission to conduct the proficiency test and lodge relevant documents; and
  - (b) his or her attestation of familiarity with the relevant operations manual.

**Certificate of completion**

- (5) In accordance with paragraph 12 (4) of CAO 20.11, if the Chief Pilot-to-be-tested satisfactorily completes the proficiency test, the approved person must give a certificate to that effect to the AOC holder who employs the Chief Pilot-to-be-tested.

**Records and audit**

- (6) As soon as practical after completion of each proficiency test, the approved person must lodge with his or her AOC holder for safe keeping a copy of all documents relevant to the conduct of the proficiency test, for example, the written application (if any) of the Chief Pilot-to-be-tested, the approved person’s attestation concerning the relevant operations manual, and the certificate that the Chief Pilot-to-be-tested passed the test.
- (7) The approved person must produce any such document as soon as practical after a request for it is made by a CASA officer.

**Schedule 2 Form of attestation of familiarity with operations manual**

**Proficiency test in the execution of emergency procedures**

*(Paragraph 12.1 of Civil Aviation Order 20.11)*

For the purpose of conducting the proficiency test for:

Chief Pilot.....[enter name of Chief Pilot-to-be-tested]

I have studied the relevant operations manual for:

AOC holder.....[enter name of the AOC holder who

employs the Chief Pilot-to-be-tested] and I hereby attest that I am thoroughly familiar with that operations manual and I am capable of conducting a satisfactory proficiency test based on it.

**Signed:**.....

**Chief Pilot of**.....[enter the name of the AOC holder who employs you as Chief Pilot]

**Date:**.....