



Flight Instructor (Balloon) Rating

Initial issue/renewal

CAO 40.7

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.

The testing officer (ATO or FTE) completing the flight test report.

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.



We recommend using Adobe Acrobat to complete this form to ensure your information is saved correctly

Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✕

Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

Contact details

CASA will use the currently held contact details linked to your ARN profile.

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.

Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988 (Cth). CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Policy](#).

For more information

Go to the [CASA website](#) or call us on 131 757.

Applicant

1 What are the **applicant** details?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Full name

ARN

Contact number

Email address

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

Initial issue

Renewal

Aeronautical experience

3 What is your balloon aeronautical experience?

CAO 40.7 – Para 16.1

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 authorise CASA to send a copy of all communications regarding this application to:

Full name

Email address

I declare that:

- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 and Civil Aviation Orders which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgement.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I have attached all required documentation specified in the application checklist.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Date (DD/MM/YYYY)

/ /

Testing Officer/CASA FOI 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 and in the Approved Testing Officer Manual.
- 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 in every particular and that 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 (Cth).

Flight Test Number

Date of Flight test

/ /

Testing Officer/CASA FOI 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 test of ground instructional ability (optional at the examiner's discretion for renewals);
- 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 (actual or simulated student);
- Fault analysis of simulated student flying;
- Demonstrations of pure flying ability (may be observed on a commercial flight);
- Simulated emergency (not to be conducted with fare-paying passengers aboard).

An instructor must be a good pilot and although his/her flying must be smooth and polished it must also be spirited. The instructor must possess and outwardly demonstrate a high standard of leadership, discipline, common sense and initiative.

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

An 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. The ground component may be credited to the applicant for a period not exceeding 28 days.

Approved Testing Officers must observe the applicable Delegate Instructions and have regard for the procedures and guidance material contained in the CASA Approved Testing Officer Manual (ATOM) when conducting the flight test for a flight instructor rating.

S Items completed **Satisfactory**

N Items not tested

U Items completed **Unsatisfactory**

8 continued

Ground Component

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

Logbook, Licence, Medical

General Aeronautical Knowledge.....

Privileges and Limitations of Rating.....

Long Briefing - Topic (Approx. 40 mins)

Lesson introduction.....

Clear lesson objective

Student participation

Speech clear and deliberate.....

Training aids used correctly.....

Instruction to the point

Sound subject knowledge

Achievement of lesson objectives checked

Appropriate instructional technique used

Flight Component

Pre-Flight Briefing Topic (Approx. 10 mins)

Linked to previous experience/exercise.....

Clear aim

Student made aware of what he/she will see and do during flight

Significant airmanship points stressed

Essential knowledge checked

Threat and error management.....

Aircraft knowledge and Pre-flight Inspection.....

Air Exercise 1 - Same as Pre-Flight briefing

Revision included

Patter coordinated with good demonstration.....

Hand over/takeover drill observed.....

Accurate fault analysis

Appropriate remedial teaching.....

Smooth accurate flying.....

"Student" debriefed appropriately.....

Appropriate instructional technique used

8 Continued

Air Exercise 2 - Instructional Technique and Aircraft Handling

Patter coordinated with good demonstration.....

Hand over/takeover drill observed.....

Accurate Fault Analysis

Appropriate Remedial Teaching

Smooth Accurate Flying

Appropriate instructional technique used.....

Simulated emergency/abnormal
situations correctly managed.....

Human Factors/Airmanship

Situation awareness maintained

Lookout & traffic separation maintained.....

VMC maintained.....

Operational decisions made promptly and correctly

Prioritises and manages tasks

Any potentially unsafe situations recognised & recovered.....

Aircraft handling during normal and emergency procedures .

Comments

8 Continued

Pass

Fail

Ground time

Flight time

Aircraft type

Aircraft registration (VH-)



Attach additional pages if required



Payment authorisation

Applicant
ARN

Application fees

Do not tick the box if the testing officer has issued the 214 sticky label.
Please select the required fee in this application, the total will be automatically tallied below.

Fee code: 24.6 014..... **Total: \$ 50**

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

Total

\$

Payment options

Option 1 (CASA preferred option)

Make an [online payment](#).

Choose the service category then 'Add', select the service you are making the payment for, enter your ARN and family name/surname.

Provide the online receipt number below

Submit both the Payment Authorisation and Application:



By email – attach this form and all supporting documents.
Send them to applications@casa.gov.au



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

CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601

Option 2

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

Card number

Mastercard

Visa

Cardholder name (please print)

Expiry (MM/YY)

/

Total

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

Contact number