



Guide to Single Instructor Part 141 Flight Training Operator Sample Operations Manual

Version	1.1 - April 2023
Owner	Branch Manager Flight Standards
Responsible Area Manager	Mgr Personnel Licensing, Aero and Air Nav Standards
Effective Date	March 2023
Review Date	March 2026

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Revision History

Amendments/revisions of this guide are recorded below in order of most recent first.

Version No.	Date	Parts/Sections	Details
1.1	April 2023	Sections 3.1, 9.4, 12.6, 29	Removal of failed hyperlinks (error message). Adjustment to content relating to HOO duties related to the continuous improvements and updating the company register. Removal of table identifying forms.
1.0	March 2023	All	First issue

Introduction to this guide

Use this guide with:

[Single Instructor Part 141 Flight Training Operations - Sample Operations Manual.](#)

It forms part of CASA's guidance documents designed to assist single instructors (individuals) to fulfill their obligations under Part 141 of the *Civil Aviation Safety Regulations 1998 (CASR)* for flight training authorisations.

Other guidance documents include Acceptable Means of Compliance / Guidance Material (AMC/GM) documents, Advisory Circulars (ACs) that expand on specific topics, and a specific sample template for a single instructor Part 141 operations manual.

Background

Flying training in Australia is conducted by authorised organisations including single instructors.

Flight training for the purposes of obtaining a flight crew licence or rating requires CASA approval. The approval may be in the form of a Part 141 certificate or a Part 142 Air Operator's Certificate (AOC). This guide relates specifically to those individuals (single instructors) authorised to conduct flying training under a Part 141 certificate.

What is a Part 141 authorisation?

Part 141 authorisation applies to training activities conducted as a single pilot operation for the grant of a recreational pilot licence (RPL), private pilot licence (PPL) and non-integrated commercial pilot licence (CPL), single pilot ratings and some endorsements. This would typically include people training to fly for recreational purposes as opposed to full time or longer duration (more complex) training courses.

If you only intend to conduct training to RPL or PPL level, there are no disadvantages with a Part 141 operation. However, if you intend to offer training to CPL level, your students must complete 200 hours minimum as part of their training, if conducted for an aeroplane category rating, versus 150 hours for students on a Part 142 integrated course. Similarly, the hours required for a helicopter category rating are also reduced if completed as a course of integrated training with a Part 142 flight training operator.

A typical Part 141 flight training operation could be a single instructor, or a flying school/club run by an owner/operator. If you are an organisation, school or club and not an individual instructor seeking a Part 141 authorisation see [How to customise the Part 141 sample operations manual](#)

If you are a single instructor seeking a Part 141 authorisation, then this guide is designed for you.

Advantages for a single instructor include:

- reduced CASA requirements for the issue of an approval, especially if the CASA endorsed sample operations manual (SOM) and syllabuses are used
- on-line supporting material including sample operations manuals and training syllabuses making a Part 141 operation easier and cheaper to set up
- reduced requirements for internal procedures and processes with respect to training management

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- no requirement for a Safety Management System (although this is encouraged)
- fewer key personnel required.

Specific content within this guide and the associated sample operations manual details the content for the single instructor.

The sample operations manual template is a Word template with:

- pre-established headings and subsections
- editable sample text for you to modify to reflect your operations as required
- a guide (this document) to the operations manual template with tips on how best to draft your document
- CASR and MOS references in relevant sections
- editable sample forms
- relevant technical guidance.

The contents in this guide, and the associated sample operations manual template have been structured in a logical order and provide clear references to the legislative requirements.

Throughout this guide we have used the term 'you' in the second person to mean the person developing the operations manual. References to 'your organisation' and 'your operations' refer to the organisation (and its operations) for whom you are writing the operations manuals, commonly referred to as 'Sample Aviation'.

Guidance such as 'review' and 'consider' are recommendations only.

Where procedures are prescriptive, there is limited scope to deviate from the mandatory legislative requirements. Most procedures will require tailoring to reflect the uniqueness of your operation. If you adopt any of the sample text provided in the sample template, you need to ensure you can demonstrate that you are operating in accordance with those procedures. It is therefore recommended that all procedures are carefully considered prior to the document being submitted to CASA.

There is no requirement to use this template provided by CASA, however CASA has developed a simplified assessment process if you do. You can choose to produce your operations manual independently of CASA assistance.

Instructions

Cover page

Action required:

1. At the top of the cover page, insert your logo and/or organisation name (if applicable).
2. The cover page contains a picture. Retain it or replace it with a preferred image.
3. Include your organisation's name with the title of the operations manual (if applicable).
4. Below the regulation identifier remove the text 'Sample Operations Manual'.
5. Insert details regarding the version number and date, approver and review date.

Naming convention – aircraft

Throughout the template and this associated guide, the term 'aircraft' has been used.

Action required: If you prefer, you can change the generic term 'aircraft' to either 'rotorcraft' or 'aeroplane' as required.

Sample text

Sample text, including tables, diagrams and forms are provided. Some sections offer sample text options to reflect the diversity of the operations in relation to the regulatory requirements and allow for scalability.

This guide provides information about which regulations refer to the section being drafted. These should be used throughout the development of your document.

Action required:

1. Review the sample text options for that section.
2. Determine which best suits your operations and amend as required to reflect your operations, facilities or procedures.
3. If selecting the 'not applicable' option, we recommend you retain the section/subsection headings to:
 - a. preserve the integrity of the document structure
 - b. ensure the numbering within this guide continues to match the numbering in your edited operations manual
 - c. keep the section in place so if your operation expands or changes its operations, you can simply enter your procedures into the section at that time
 - d. facilitate assessment of your operations manual by CASA.
4. Remove text that is not required for your operations manual, this may include diagrams or tables.
5. Remove all 'sample text' reference comment.
6. When populating a table, delete unnecessary rows or insert NA (not applicable).

Finalising the document

When finalising your draft (or revision) document, you will need to complete administrative updates to the document.

Action required:

1. Update the Table of Contents.
2. Revise the acronym and abbreviation table.
3. Revise the definitions table.
4. Ensure both the revision history and distribution tables are up to date.
5. Ensure all sample text and template instructions not applicable to your operations manual have been deleted or marked accordingly.
6. Ensure all the tables have been populated to reflect your operation.
7. If applicable, remove the draft watermark.

Glossary

This glossary, and its included tables, are not required by regulation but you may find them useful.

The tables have been populated with content relevant to the sample text plus additional content relevant to the broader rules. If you decide to add this glossary to your operations manual, each time you insert or delete text it is recommended that consider if the content in these tables requires updating.

Acronyms and abbreviations

This table is populated with sample abbreviations that currently exists with the sample operations manual.

Definitions

This table needs to be populated.

Amendment record

An amendment record table is not a regulatory requirement, but you may find it useful as part of your change management process, in that it forms a historical picture of the change history of your operations manual.

The amendment record table in the sample manual has been populated with content relevant to the sample text. When you insert or delete text in your operations manual, consider if your amendment record table requires updating. The table in the sample operations manual has been set up for the initial issue of the document.

If you decide to use the amendment record table, enter the date that the initial issue is published. Thereafter, as the document is updated, enter new version details. Typical documentation control conventions increase the version number by a whole number for major changes (e.g. 1.0 to 2.0), and by a decimal point number from minor changes (e.g. 1.0 to 1.1). A common order to record amendments/revisions is to have the top item in the table be the most recent amendment. However, refer to your own procedures in the management of

change section and the record keeping and management section for document update procedures.

Distribution list

CASR References:

- 141.270 (1) Providing personnel with operations manual.

The sample text identifies where the master copy of your operations manual is located and contains a distribution list that can be used to record distribution of the document and demonstrate compliance with the referenced regulations regarding all relevant employees having access to the appropriate parts of your operations manual. The operations manual can be made available electronically or in hard copy, and this should be reflected in the distribution list/table.

Ensure:

- the required elements of the sample manual are made available and understood by all required personnel
- all amendments are incorporated in the operations manual in a timely fashion
- all copies are updated with the latest changes
- obsolete copies of the operations manual are removed when a new revision is issued.

1 Operator information

CASA references:

- 141.260 (1)(a)(b) Content of operations manual

The operations manual must contain:

- the operator's or your name (including any operating or trading name), contact details and ABN (if any)
- the operational headquarter's address
- location details of each training base.

The sample operations manual gives details and suggested tables in the following subsections.

1.1 Name and details

These details will need to be populated. The table format is not mandatory; however, it is a simple solution.

1.2 Operations headquarters, bases and facilities

These details will need to be populated. The table format is not mandatory, however, it is a simple solution.

The HOO is required by paragraph 141.260(b)(ii) to list the address of each training base in your operations manual, if you conduct training for the issue of:

- any category of flight crew licence
- an instrument rating
- an instructor rating.

1.3 Key personnel details

These details will need to be populated. The table format is not mandatory, however, it is a simple solution.

For a single instructor the positions of CEO and HOO will be held by the one person.

1.4 Other personnel and details

These details will need to be populated. The table format is not mandatory, however, it is a simple solution.

1.5 Authorised Part 141 flight training activities

CASR references:

- 141.015(1)(a)-(g) Definitions.

These details need to be populated.

Subregulation 141.015 contains further details of training permitted by a Part 141 certificate which can be added to this section as is applicable.

A Part 141 certificate of approval to conduct flight training will detail the licences and ratings for which you have been granted approval which may include:

- RPL
- PPL
- CPL (that is not an integrated training course)
- aircraft class and type ratings
- instrument rating
- private IFR rating
- night VFR rating
- night vision imaging system rating
- low-level rating
- aerial application rating
- flight instructor rating or simulator instructor rating
- flight engineer instructor rating.

Note: A Part 141 certificate will not permit multi-crew training or training for a CPL as part of an integrated training course as this requires a Part 142 training approval.

1.6 Other operational activities

CASR references:

- 141.260 (1)(q) Content of operations manual

These details will need to be populated if applicable.

This section requires you to give a description of any operations, other than training, you conduct. Examples include aerial work and/or air transport operations. Cross references to other operations manuals is appropriate in this section.

The sample operations manual is annotated RESERVED by default.

2 Organisational structure

2.1 Overview of organisation and operation

CASR references:

- 141.260 (1)(d) Content of operations manual.

These details will need to be populated. If you are a corporation the operations manual must include reference to the corporate structure e.g. directorships.

3 Key personnel

3.1 Description and diagram

CASA references:

- 141.260 (1)(c) Content of operations manual.

These details will need to be populated. Your company structure will be individual. A diagrammatical representation is required. The diagram in the sample operations manual is one method – others may be used if they clearly show the structure.

As a single instructor you will fulfill the roles of CEO, HOO and instructor.

3.2 General

CASA references:

- 99.030(2)(k) Who must develop and maintain a DAMP
- 141.120 (1)(a)(b)(f)(g)(2) Chief Executive Office: responsibilities and accountabilities
- 141.125(1) Head of Operations: qualifications and experience
- 141.130(1)(2)(a)(b)(c)(e)(f)(n)(o)(4)(a)(b)(i)(iii)(iv)(v)(5)(a-e) Head of Operations: responsibilities
- 141.160(1)(2)(b) Reference library
- 141.260 (1)(e)(i)(ii)(mb)(i)(ii)(iii)(iv)(o) Content of operations manual.

As a single instructor the responsibilities of both the CEO and HOO will be yours to fulfill however the reporting requirements of the HOO to the CEO are not required.

An introductory insertion appears in the sample operations manual to clarify this intent with the roles being amalgamated into that of the HOO.

If the HOO carries out these duties their regulatory responsibilities will be met.

These are the regulatory minimums, however, you may choose to add additional duties.

1. Review the Operations Manual and apply the change management procedures described in in sections 9 and 10 of the manual.
2. At least yearly, regularly review key personnel performance by:
 - a. checking their conduct is IAW the Operations Manual and civil aviation legislation.
 - b. entering the outcome of this assessment on the person's file.
 - c. taking appropriate action where unsatisfactory performance is identified.

3.3 Inability of key personnel to carry out their responsibilities

CASA references:

- 141.260(1)(e)(iv)(v) Content of operations manual.

As a single instructor the roles of CEO and HOO fall to you and no standby is feasible. If you cannot discharge the responsibilities of the roles, operations may not continue and a plan for temporary suspension will need to be detailed in the manual. If the absence is temporary, then a process to reflect the temporary suspension of training activities will need to be in place. If you can no longer carry out the responsibilities of the position of CEO and/or HOO then CASA may take further action as appropriate.

A simple sample content is given in the sample operations manual and may be amended if required.

4 Facilities

CASA references:

- 141.130 (3)(e)(iv)(v) Head of Operations: responsibilities
- 141.260 (1)(p) Content of operations manual.

These details will need to be populated if they vary from the sample content.

CASA must issue a certificate if the facilities are “sufficient”. This will be dependent on the scale and scope of your intended operation. You are responsible for ensuring the facilities and resources are maintained at a suitable level for the training undertaken.

At entry control, details in the manual will be relevant; however, a site visit will be required to confirm they are sufficient.

The HOO is required by paragraph 141.260(b)(ii) to list the address of each training base in your operations manual, if you conduct training for the issue of:

- any category of flight crew licence
- an instrument rating
- an instructor rating.

This can be inserted in the table in section 1.2.

5 Resources

5.1 Registered aircraft details

CASA references:

- 141.260 (1)(l)(i) Content of operations manual.

The sample operations manual uses a table separate from the body of the manual for ease of amendment. The details will need to be populated.

For each registered aircraft the table (4B12) must include the kind of aircraft and its registration mark.

This table must also include any foreign registered aircraft being utilised for training including the kind of aircraft, its nationality and registration marks.

5.2 Flight simulator training devices (FSTD)

CASA references:

- 141.160 (2)(v) Reference library
- 141.225 (1)(2) Quality system for flight simulation training device
- 141.260 (n) Content of operations manual.

This section will need to be reserved if you do not operate a flight simulation training device.

Each flight simulation device you utilise must have a quality system to ensure correct operation and maintenance of the device which covers at least the following:

- a quality policy
- management responsibility
- document control measures
- resource allocation
- quality procedures
- internal audit processes.

The sample operations manual includes content in various subsections that will need to be populated with the exact details of the FSTD used and training that is applicable.

6 Operational documentation

6.1 Operations manual distribution and availability

CASA references:

- 141.160 (3) Reference library
- 141.270 (1) Providing personnel with operations manual.

This process can be customised to suit your requirements and electronic means are suitable. A site inspection by CASA for the issue of a Part 141 certificate will verify if the system is sufficiently robust.

Consideration needs to be given to how your operations manual will be made available to students.

Content including a suggested table is provided in the sample operations manual.

6.2 Issuing of amendments

This process can be customised to suit your requirements. A site inspection by CASA for the issue of a Part 141 certificate will verify if the system is sufficiently robust.

You will need to detail the summary of changes in the operations manual when updated and implications for your students.

6.3 Requirement to comply with the operations manual

CASA references:

- 141.130 (4)(b)(vi) Head of operations: responsibilities
- 141.165 Instructors must comply with Part 141 certificate
- 141.170 Instructors must comply with operations manual
- 141.265 Compliance with operations manual by operator.

This section reinforces the regulatory requirement.

7 Reference library

CASA references:

- 141.160 (1)(2)(a) Reference library.

As a Part 141 operator you must maintain a reference library that complies with subregulation 141.160(2) as detailed in this section.

The content in the sample operations manual is populated with what is considered the minimum.

7.1 Access to reference library

CASA references:

- 141.130 (2)(f) Head of operations: responsibilities
- 141.160 (2)(b) Reference library.

The sample operations manual provides a sample method of access, and this could be customised if required.

7.2 Amendment and maintenance of the reference library

CASA references:

- 141.160 (2)(c) Reference library.

Sample content is provided in the sample operations manual.

8 Record keeping

8.1 Control

This section details a sample process.

You need to take responsibility for both your administrative and operational records.

8.2 Records and retention periods

8.2.1 Administrative records

This section details a sample process. You can customise the process at your discretion.

8.2.2 Operational records

CASA references:

- 141.275 (2) Making and keeping flight training records.

Those records with regulatory requirements are detailed in the sample table. Others stipulate no period of retention and can therefore be populated as required.

8.3 Electronic copy of material

If a document is required, an electronic copy of the material is acceptable. Sample content is provided.

1. File the request in the company administration file titled CASA requests.
2. Action the request within the timeframe specified in the request.
3. Make a copy of the response and CASA receipt and attach it to the same file.

9 Change management

CASA references:

- 141.095 Process for making changes.

This mandates use of the process.

9.1 Change management process

CASA references:

- 141.130 (5)(e) Head of operations: responsibilities
- 141.260 (1)(s) Content of operations manual.

The sample operations manual illustrates the process using a flow chart. This is one means of compliance and other methods may be acceptable.

Refer:

- Form CASA-04-5389 - Flight Training Operator Certificate application .

9.2 Actioning the change management process

CASA references:

- 141.260 (1)(s)(i) Content of operations manual
- 141.260 (1)(s)(ii) Content of operations manual.

You would be responsible for the actions required and need to take responsibility for all points of action. Content is provided in the sample operations manual.

9.3 Process for seeking approval of a significant change

CASA references:

- 141.085 (1)(4)(a)(b)(c) Application for approval of significant change
- 141.260(1)(s)(iii) Content of operations manual.

This section states the minimum requirements for seeking approval of a significant change.

You are responsible for the process and as such shall take full responsibility.

9.4 Process for implementing change

CASA references:

- 141.130(2)(f) Head of operations: responsibilities
- 141.260(1)(s) Content of operations manual.

This process mandates reissuing the manual and refers to the ongoing continuous improvement process.

You are responsible for the process and as such shall take full responsibility.

1. Obtain CASA approval of the change if required.

2. The HOO will issue the amended operations manual IAW section 1A3.
3. The HOO will review the operation of the change within 3 months of the change taking effect to assess its ongoing effectiveness and suitability.
4. To determine the long-term implications of any changes, the HOO will action the continuous improvement process IAW sections 9 and 10 of the sample operations manual.

9.5 Changes of name, contact details and addresses

CASA references:

- regulation 141.080 Change of name etc.

Sample content is provided in the sample operations manual regarding notification requirements when a change of name, address and/or details occurs.

10 Review (audit) process

10.1 Operations manual review

CASA references:

- 141.120 (1)(b) Chief Executive Officer: responsibilities and accountabilities
- 141.130 (2)(b)(4)(b)(vi)(5)(a) Head of operations: responsibilities
- 141.260 (1)(mb)(i)(iv) Content of operations manual.

Timing of the audits depends on the size and scope of your operation. The annual cycle proposed in the sample operations manual is considered a realistic minimum.

Third-party audits may be acceptable if processes appear here to ensure they are carried out correctly.

10.2 Training standards review

CASA references:

- 141.120 (1)(b)(cb) Chief Executive Officer: responsibilities and accountabilities
- 141.130 (2)(a)(3)(e)(ii)(4)(a) Head of operations: responsibilities
- 141.260 (1)(mb)(iii) Content of operations manual.

Sample content is included as a minimum requirement.

10.3 Regulation review

This section details the annual assessment by the HOO with respect to flight training operations and regulatory compliance.

10.4 Safety and incident/accident review

This section includes sample text for the review of accident and incident reports by the HOO.

11 Operational personnel

11.1 Designation and responsibilities of the pilot in command

CASA references:

- 91.215 Authority and responsibilities of the pilot in command
- 91.220 Action and directions by operator or pilot in command.

This section outlines a means of compliance with Regulations 91.215 and 91.220 of CASR.

11.2 Flight instructor responsibilities

CASA references:

- 141.165 Instructors must comply with Part 141 certificate
- 141.170 Instructors must comply with operations manual
- 141.290(1)(b) PIC to be authorised under Part 61.

You are free to populate this section as required, however, operations manual and procedural compliance should be reinforced.

11.3 Supervision of flight training activities

CASA references:

- 141.130(4)(b)(v) Head of operations: responsibilities
- 141.260(1)(k) Content of operations manual.

This section outlines a sample policy and duties. This provides a sample means of compliance with the regulations. You may choose to adopt stricter supervision regimes if appropriate.

As single instructor procedures will need to be in place such that no flight training activities may be undertaken unless you are supervising, and sample content has been provided in the sample operations manual.

1. Review the planned training for the day and ensure that the weather conditions are suitable to allow successful lesson outcomes. The supervising instructor must consider the latest information relevant to the training area, navex routes and any intended landing points. Where available the information to be considered includes:
2. Where possible, the supervising instructor will observe briefings and lesson conduct, student interactions and record keeping, and compliance with civil aviation legislation.
3. If a scheduled flight lesson has to be changed for any reason, the supervising instructor will determine whether the revised lesson may take place.

12 Rostering and fatigue management

CASA references:

- 141.260(1)(o) Content of operations manual
- Appendix 1 of Civil Aviation Order 48.1 Instrument 2019.

This combines rostering policies from both a fatigue and an operational authorisation perspective. Other approaches are acceptable.

12.1 Rostering policy

The sample operations manual adopts Appendix 1 to CAO 48.1 for simplicity. An operator may also elect to use Appendices 4 or 6 as applicable:

- Appendix 1 - Basic limits
- Appendix 4 - Any operation
- Appendix 6 - Flight training.

The section complies with the operations manual inclusions mandated by CAO 48.1 Instrument 2019 (Appendix 1). However, additional material will be required for further appendices if these will apply to your operations and will need to be populated.

As a single instructor you need a process in place to ensure that you are rostered appropriately, hold the required medical and are current.

You can, as does the sample operations manual, adopt CAO 48.1 Appendix 1.

12.2 Fatigue management limits

As a single instructor fatigue management and associated FDP limitations still apply.

CAO 48.1 Appendix 1 has been referenced in the sample operations manual.

The limits given in the sample operations manual are mandatory unless another CAO 48.1 Appendix is used. The applicable limits of any alternative CAO 48.1 Appendix being used is to be referenced in your manual if applicable.

12.3 Flight and duty time records

Records are required of all flight and duty periods and must be retained for a period of 5 years. A sample of a means of compliance is within the sample operations manual.

Form 4B11 is also contained within section 29 as a sample for use.

12.4 Flight and duty time extensions

Extension to an FDP may occur as detailed in the sample operations manual.

CAO 48.1 Appendix 1 has been referenced in the sample operations manual. If a different appendix is to be utilised, you will need to amend this section as is appropriate.

12.5 Fatigue management

12.5.1 Fatigue risk policy

This policy is a sample, and you are free to customise it at your discretion provided compliance with sections 14.1, 14.4 and 16.1 of CAO 48.1 is maintained.

12.5.2 Self-assessment

This material is a sample derived from CASA guidance material and you are free to customise it at your discretion. Inclusion of some guidance is considered standard practice.

12.5.3 'I'M SAFE' self-assessment

This material is a sample derived from CASA guidance material and you are free to customise it at your discretion. Inclusion of some guidance is considered standard practice.

12.5.4 HOO responsibilities

This material is a sample derived from CASA guidance material and you are free to customise it at your discretion. Inclusion of some guidance is considered standard practice.

The responsibilities of the HOO become those of the single instructor and as such would form a 'self-assessment'.

12.5.5 Sustenance

This material is a sample derived from CASA guidance material and you are free to customise it at your discretion noting that the provision of access to sustenance at least every 5 hours during an FDP is mandatory.

12.5.6 Home base

The provided procedure in the sample operations manual ensures compliance with section 14.9 of CAO 48.1.

12.5.7 Accommodation away from home base

Sample content is provided if it is applicable to your operation. If not, enter text such as NOT APPLICABLE, RESERVED etc.

12.6 Private operations

The provided sample procedure in the sample operations manual ensures compliance with section 12 of CAO 48.1.

Alternately, if you do not permit the conduct of private flying proximate to an FDP, you must ensure the procedures in your operations manual clearly state this.

As a single instructor you would need to ensure compliance with any self-imposed 'recreational' private flying limits imposed in the sample operations manual.

1. Each flight instructor must hold a current Class 1 medical certificate, or a Medical Certificate issued by CASA that permits the instructor to conduct the training activities assigned by the operator.
2. At the first available opportunity after being revalidated by a designated aviation medical examiner (DAME), a flight instructor must give a copy of the revalidated medical certificate to the HOO.

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3. At the first available opportunity after receiving their medical certificate from CASA, a flight instructor must give a copy of the revalidated medical certificate to the HOO.
4. The HOO must keep a copy of the instructor's medical certificate in the instructor's personal file.

13 Drug and alcohol management

CASA references:

- 99.030(2)(k) Who must develop and maintain a DAMP.

Part 99 mandates the development and maintenance of a DAMP by a Part 141 operator.

This section refers to optional use of the CASA Micro-business DAMP.

Sample text is provided which is sufficient, but you may choose to provide additional details.

If you cannot take advantage of this, the full DAMP compliance material required under CASR Part 99 should be included in this section.

14 Safety policy

14.1 General

CASA references:

- 141.260 (1)(ma) Content of operations manual.

This material is a sample adapted from CASA's published SMS Toolkit (safety management system resource kit). You are free to customise this section at your discretion, however, CASA expects you to produce and publish material that provides evidence that you take your safety responsibilities seriously.

Sample operations manual content has been provided.

14.2 Safety management

This section should outline how the safety policy will be actioned and how you will maintain appropriate levels of safety. Formalised hazard and incident reporting processes might be appropriate. See section 10.4 and section 15 of the sample operations manual.

15 Accident and incident reporting procedures

15.1 Accident and serious incident reporting

This section reinforces mandatory reporting requirements. Section 18 TSI Act 2003.

Note: All accidents and serious incidents must be reported to the CEO or HOO as soon as possible and to the ATSB by telephone toll-free call: 1800 011 034.

15.1.1 Incident reporting

This section reinforces mandatory reporting requirements. Section 18 TSI Act 2003.

15.1.2 Hazard reporting

This section encourages student interaction in safety management.

15.2 Safety investigation

This section outlines the requirement to conduct an investigation related to incidents and accidents.

15.3 Supporting legislation

This section cites the legislation referred to as support for safety-related decisions. The sample operations manual cites section 18 TSI Act 2003 and AIP ENR 1.14 as an example.

16 Dangerous goods

Should you hold approval to carry DG's or are seeking approval, the relevant details should be populated here.

A non-carriage of dangerous goods comment in reference to subregulation 92.030 of the CASR is contained in the sample operations manual as sample content.

17 Aircraft operations

CASR 141.260(1)(k) requires your operations manual to describe the procedures used to conduct and manage training, including the use of aircraft. The sample operations manual includes content to comply with legislation related to aircraft operations.

Where you have a previously approved operations manual for other activities, there is no need to 'double up' on this information provided you have access to and are aware of the relevant policies.

17.1 Documents to be carried on flights

CASA references:

- 91.105 Carriage of documents
- 91.110 Carriage of documents for certain flights
- 91.120 Journey logs – flights that begin or end outside of Australian territory.

This section outlines a means to comply with regulation and includes some standard practice.

Journey logs as required by regulation 91.120 of CASR need to be carried and are listed in the sample operations manual. Journey logs require specific content and the CASR should be referred to ensure your journey log (or equivalent) is compliant.

Regulation 91.100 of CASR permits the documents required to be carried to be in electronic format. If this applies to your operations, comment will need to be made to this effect in the manual. A comment to this effect has been included in the sample operations manual.

17.2 Aircraft flight manual (AFM) and use of checklists

CASA references:

- 91.095 Compliance with flight manual etc.

This material is a sample, and you can customise it at your discretion. Including some guidance is considered standard practice. You will need to outline the required checklist usage philosophy and any specific instructions in this section.

Precedence of the AFM is considered relevant. Aircraft with no AFM will require you to generate procedures and checklists.

You should identify the requirements that must be addressed that are applicable to your aircraft operations. Checks of aircraft equipment should be completed in accordance with any criteria or limitation expressed in the AFM, or where the AFM has no instruction for other equipment, the manufacturer's requirements or guidance for that equipment.

Although not mandatory under Part 91, CASA recommends you develop the following checklists as a minimum:

- before take-off
- approach
- landing.

See AC 91-22 Aircraft checklist systems for further information.

17.3 Carriage of passengers in seats at which dual controls are fitted

CASA references:

- 91.555 Seating for crew members other than flight crew members.

This material is a sample, and you can customise it at your discretion.

17.4 Carriage of examiners and CASA inspectors

CASA references:

- CAR 262 Carriage of examiners.

The content of the sample operations manual reinforces the intent of the CAR.

17.5 Manipulation of propeller – hand starting of engines

This material is a sample, and you can customise it at your discretion. Certain hand-started aeroplanes will require additional material. The inclusion of some guidance is considered standard practice.

17.6 Taxiing

CASA references:

- 61.116 Student pilots authorised to taxi aircraft
- 91.415 Taxiing aircraft.

This section reinforces the legislation and sets a slightly higher standard in that the student is not considered authorised until they have conducted their first solo.

17.7 Use of seatbelts

CASA references:

- 91.550(2)(b) Seating for flight crew members.

This section reinforces the legislation and mandates standard practice.

17.8 Carriage of life jackets

CASA references:

- Part 91.K of CASR
- Chapter 26.56 of the Part 91 MOS
- Chapter 26.57 of the Part 91 MOS
- Chapter 26.58 of the Part 91 MOS.

This section reinforces the legislation and mandates standard practice.

17.9 Minimum emergency equipment to be carried

CASA references:

- Part 91.K of CASR and Div. 26.12 of Part 91 MOS.

This material is a sample, and you can customise it at your discretion. Including some guidance is considered standard practice.

17.10 Weight and balance control

This section reinforces the legislation and mandates standard practice.

17.11 Securing aircraft

This material is a sample, and you can customise it at your discretion. Including some guidance is considered standard practice.

17.12 Personal electronic devices

CASA references:

- 91.170 Operation of portable electronic devices
- 91.175 Operation of portable electronic devices by crew members.

This section mandates standard practice. If you have an EFB policy, it should be entered here.

The procedures for the use of electronic flight bags (EFBs) are to be developed, if required, with reference to regulation 91.175 of CASR, AC 91-17 (Electronic Flight Bags), and CAAP 233-1(Electronic Flight Bags).

18 Fuel policy

18.1 Purpose

CASA references:

- 91.455 Fuel requirements
- CAAP 234-1 Guidelines for aircraft fuel requirements.

This fuel policy has been prepared within a context of aeroplanes. If operating other types of aircraft and/or helicopters, you will need to detail company and aircraft-specific procedures in relation to this section.

18.2 Minimum fuel planning requirements

CASA references:

- 91.455 Fuel requirements
- CAAP 234-1 Guidelines for aircraft fuel requirements.

You will need to detail company-specific procedures in relation to this section.

The sample operations manual outlines a fuel policy for training aircraft. You are free to customise it to your specific needs noting compliance with regulation 91.455 of CASR.

18.3 Fuel flow rates

The sample operations manual has details for each aircraft you operate which should be adjusted and multiplied to suit the number, make and model of all the different types of aircraft that you are using. A table is an alternative and may also be inserted.

If you prescribe fuel amounts and/or fuel flow rates in your operations manual, the fuel data on which the figures are based must be sourced from, in order of priority:

1. A current aircraft-specific fuel consumption monitoring system.
2. The original equipment manufacturer fuel consumption data (from an original equipment manufacturer's aircraft flight manual or pilot's operating handbook).
3. The engine manufacturer's fuel consumption data. or
4. If all of the preceding is not available for the precise conditions for the flight, known or estimated fuel consumption data.

Other methods would be acceptable. The details would need to be populated.

18.4 Discretionary fuel for solo training flights

You will need to detail company-specific procedures in relation to this section.

This section outlines discretionary fuel that may be required. This is not defined in legislation and is an optional element.

18.5 Fuel types

This will need to be populated according to the type of aeroplane/aircraft operated and your AFM requirements.

You need to confirm if the fuel types in the sample operations manual sample text are correct for your aircraft and amend accordingly.

18.6 Fuel usage monitoring

CASA references:

- 91.455 Fuel requirements
- Chapter 19 of Part 91 MOS
- CAAP 234-1 Guidelines for aircraft fuel requirements.

This section outlines a monitoring process for fuel usage. You can customise it to suit your operation.

You will need to detail company-specific procedures in relation to this section.

18.7 Refuelling by students

You are free to customise this section at your discretion. Inclusion of some guidance is considered standard practice.

18.8 Aircraft refuelling

The sample text in the sample operations manual outlines procedures for refuelling, taking into consideration:

- external safety precautions
- people on-board
- aircraft positioning
- this would also apply to mobile fuelling equipment if used
- static leads
- required documentation.

You are free to customise this section at your discretion. It is assumed fixed installations would comply with the legislation. Inclusion of some guidance is considered standard practice.

You will need to detail company-specific procedures in relation to this section. If you allow drum fuelling, these procedures should be outlined here.

18.8.1 Action in the event of a fire hazard

The sample content outlines procedures to be followed in the event of a spill or fire hazard. You can customise this to suit your operations.

You will need to detail company-specific procedures in relation to this section if any different to that in the sample operations manual.

18.8.2 Fuel quality check

This section reinforces the legislation and mandates standard practice. More stringent methods may be included if circumstances warrant. You can customise this to suit your operations.

You will need to detail company-specific procedures in relation to this section.

18.9 Engine oil and hydraulic fluid management

CASA references:

- 91.455 Fuel requirements
- Chapter 19 of Part 91 MOS
- CAAP 234-1 Guidelines for aircraft fuel requirements.

You are free to customise this text at your discretion. Individual aeroplane AFM or maintenance limitations should be included here if different to that contained in the sample operation manual. Inclusion of some guidance is considered standard practice.

You will need to detail company-specific procedures in relation to this section.

19 Aircraft airworthiness

This section contains an acceptable means of complying with basic airworthiness aspects of operating simple aircraft in a flying school context. You can customise this section.

19.1 System of maintenance

This section may require customisation.

You can remove this content if you are not the registered operator/owner of the aircraft and annotate this section as RESERVED to maintain the document structure.

19.2 Scheduling of maintenance

This section may require customisation.

The sample operations manual assigns responsibility for daily airworthiness assurance to the HOO. If you are the registered operator your responsibilities should be detailed in this section. Sample content is provided.

If you are not the registered operator contractual arrangements must be made with the registered operator to ensure the airworthiness control is maintained. The contractual arrangements should cover the following responsibilities:

- passing on airworthiness information in a timely fashion
- defect reporting as required by regulations
- monitoring maintenance schedules to ensure they remain appropriate
- correcting defective maintenance schedules
- scheduling maintenance and nominating appropriate maintenance providers
- trend monitoring
- actions you take to ensure nominated maintenance providers can properly maintain the aircraft, equipment and accessories.

19.3 Maintenance release procedures

CASA references:

- CAR 47 Maintenance release to be in force
- CAR 48 Maintenance release to recommence to be in force
- CAR 50 Defects and major damage to be endorsed on maintenance release.

This section provides a means of compliance with the applicable CAR's. In addition, some simple flight time recording policy is detailed in the sample operations manual.

19.4 Major defects

CASA references:

- CAR 50 Defects and major damage to be endorsed on maintenance release.

This section provides a means of compliance with the applicable CAR as the registered operator of the aircraft. If you are not the registered operator of the aircraft you must amend the content of this section accordingly.

19.5 Corrective action procedures

CASA references:

- CAR 42ZR Application for exemption from, or variation of, requirements.

This section offers a means to seek relief under the regulation and mandates standard practice.

19.6 Pilot maintenance

CASA references:

- CAR Schedule 8 Maintenance that may be carried out on a Class B aircraft by a person entitled to do so under 42ZC(4).

This section reinforces the legislation and mandates standard practice.

1. The PICs must report it on Part 2 of the aircraft maintenance release.
2. The PICs must report the event to the HOO.
3. The HOO must report it to the maintenance organisation for investigation.

19.7 Bird or animal strike

CASA references:

- CAR 50 Defects and major damage to be endorsed on maintenance release
- TSI Act.

This section reinforces the legislation and mandates standard practice.

19.8 Procedure if an aircraft becomes unserviceable away from home base

CASA references:

- CAR Schedule 8 Maintenance that may be carried out on a Class B aircraft by a person entitled to do so under 42ZC(4).

This section reinforces the legislation and mandates standard practice given the scenario of the HOO being trained and approved as detailed in CAR schedule 8. If this is not appropriate alternative content will need to be inserted in your operations manual and the current content removed.

20 Instructor training

CASA references:

- 141.260 (1)(k) Content of operations manual.

This section outlines the processes for managing the training.

20.1 Human factors and non-technical skills training

20.1.1 Overview

This section refers to CASA produced HF/NTS syllabus material with training and assessment requirements. Your own developed material may also be acceptable.

A sample syllabus is included in the sample operations manual.

1. The HOO will choose three module C topics from the syllabus.
2. The instructor will pre-read the corresponding chapters from the CASA SB:HF for pilots - Resource Guide.
3. Where applicable the instructor will watch the SB:HF for pilots - Introduction and Airtime drama video.
4. The instructor will complete the exercises that correspond to the selected chapters.
5. The HOO will review the completed exercises and discuss with the instructor to ensure adequate awareness of the subjects has been achieved.

20.1.2 Refresher program

This section is considered standard practice and a sample is included in the sample operations manual.

20.1.2.1 Syllabus

This section is considered standard practice and a sample is included in the sample operations manual at section 28.3.

21 Conduct of training operations

CASA references:

- 141.130 (3)(e)(i) Head of operations: responsibilities
- 141.290 (1)(b) Pilot in command to be authorised under Part 61.

A person must not fly an aircraft of the operator unless they are authorised under Part 61 to do so.

21.1 Authorisation of training flights

CASA references:

- 61.112 Flying as a student pilot
- 141.305 (3)(c)(6)(b) Completion of training and assessment of competency for certain solo flights
- 141.306(2) Appropriate briefing and capability to conduct certain solo flights etc.

This section encapsulates all the regulatory requirements related to solo flight training and some non-regulatory safety aspects such as weather conditions that are considered standard practice. It mandates instructor verification of essential criteria prior to authorising solo flights.

21.1.1 Solo flights

CASA references:

- 61.112(1)(2) Flying as a student pilot
- 61.113 General requirements for student pilots
- 61.115 Solo flights – recent experience requirements for student pilots
- 141.305 (3)(c)(6)(b) Completion of training and assessment of competency for certain solo flights
- 141.306(2) Appropriate briefing and capability to conduct certain solo flights etc.

This section reinforces the conditions required for authorisation to conduct a solo flight.

Helicopter operations - for non-integrated helicopter flight training for the PPL H or CPL H licences, there is no requirement for the instructor to confirm instrument time for students undertaking their first cross-country solo flight.

1. The student has an ARN, current medical certificate and ELP as required.
2. The student has completed all training and examinations as prescribed by the syllabus for the solo flight.
3. The student flight training records indicate that they have achieved the required standard for all elements of competency for the flight.
4. The student has completed 2 hours of dual instrument time including 1-hour instrument flight time if the flight is a first solo cross-country or night flight.
5. The student has been briefed on the objectives, conditions, and limitations of the intended solo flight, including the task or route to be flown, number of circuits (if applicable), traffic and ATC considerations, and actions to be taken during an emergency.

6. The student is clear on what they are be authorised to do while on their solo flight.
7. The actual and forecast weather conditions including runway crosswind and last light limitations are suitable after considering the student's previous competence in similar conditions.
8. The daily inspection is complete and certified.
9. The pre-flight inspection confirms the aircraft is serviceable.
10. All instruments, navigation equipment and lighting are serviceable as required for the flight.
11. The fuel and oil state is appropriate for the flight.
12. The student carries all appropriate inflight documentation IAW section 17.1.

21.1.2 Supervision of solo flight

CASA references:

- 61.112(3) Flying as a student pilot
- 141.130 (3)(d) Head of operations: responsibilities.

This section reinforces supervisory criteria for the authorising instructor.

21.2 Operations within training areas

CASA references:

- 141.130 (3)(d) Head of operations: responsibilities
- 141.260(1)(l)(v) Content of operations manual.

This section reinforces the regulation.

21.3 Aerobatics and spinning

This material is a sample, and you can customise it at your discretion. Including some guidance is considered standard practice.

21.4 Solo practice forced landings

This material is a sample, and you can customise it at your discretion. Including some guidance is considered standard practice.

21.5 Low flying training

This material is a sample, and you can customise it at your discretion. Including some guidance is considered standard practice. The sample operations manual contained 2 possible text selections.

21.6 Aerodrome suitability

This material is a sample, and you can customise it at your discretion. Including some guidance is considered standard practice.

21.7 Register of suitable ALAs

This material is a sample, and you can customise it at your discretion. Including some guidance is considered standard practice.

21.8 Standard navigation routes

Student navex routes have to include the appropriate syllabus elements. The sample operations manual states that [Sample Aviation] includes standard conforming navex routes in its syllabuses. To maintain integrity of these routes, the sample operations manual states the HOO is to be consulted prior to a change.

21.9 Observance of last light limitations – solo flights

This material is a sample, and you can customise it at your discretion. Including some guidance is considered standard practice.

21.10 Simulation of instrument flight

CASA references:

- 91.720 Simulating IMC flying.

This material is a sample, and you can customise it at your discretion. Including some guidance is considered standard practice.

21.11 Submission of flight plans by student pilots

This material is a sample, and you can customise it at your discretion. Including some guidance is considered standard practice. Should company SAR be considered as an option, you will need to include details on the management of this process in your manual. The sample operations manual details this option.

21.12 Procedures for night flying training

CASA references:

- Subpart 61.O Night VFR ratings
- AC 61-05 v1.1.

This section reinforces the regulatory requirement.

22 Flight lesson conduct

CASA references:

- 141.130 (3)(e)(i) Head of operations: responsibilities.

This section describes how the operator plans, delivers and reviews their training.

22.1 Assessment of student competence

CASA references:

- 141.130 (3)(b) Head of operations: responsibilities
- 141.130 (3)(e)(i)(ii) Head of operations: responsibilities.

This section includes an explanation of a sample competency assessment technique that is suitable for instructional flights. Your own generated text is acceptable as long as the concepts of competency assessment are articulated correctly.

22.2 Flight lesson debriefing and recording

CASA references:

- 141.130 (3)(e)(iii) Head of operations: responsibilities
- 141.275 (1) Making and keeping flight training records.

This section outlines a process to generate appropriate records.

22.3 Reviewing flight training records

CASA references:

- 141.130 (2)(c)(o) Head of operations: responsibilities
- 141.130 (3)(e)(ii) Head of operations: responsibilities.

This section contains a sample process to meet the regulatory requirement. It may require customisation or expansion.

22.4 Underperformance of students

CASA references:

- 141.130 (3)(c) Head of operations: responsibilities.

This section contains a sample process to meet the regulatory requirement. It may require customisation or expansion.

22.5 Evaluation of training outcomes following flight tests

CASA references:

- 141.130 (5)(c) Head of operations: responsibilities
- 141.260 (1)(mb)(iii) Content of operations manual.

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This section contains a sample process to meet the regulatory requirement. It may require customisation or expansion.

23 Student administration

23.1 Recognition of prior learning

This process outlines an entry method for a student from elsewhere. It may require customisation.

23.2 Student records

CASA references:

- 141.130 (3)(e)(iii) Head of operations: responsibilities
- 141.180 (1) Instructors must have access to records.

This process formalises production of solo flight records and flight test records otherwise not mandated.

23.3 Provision of flight training records to students

CASA references:

- 119.230 Personnel training and checking records – making records
- 141.280 (1)(b)(c) Availability of flight training records.

This process reinforces the regulatory requirements and contains subdivisions to address each scenario.

23.4 Student logbooks

No regulatory requirement exists for students to keep a logbook. However, this section is considered standard practice.

23.5 Student familiarity with relevant operations manual volume

No regulatory requirement exists for students to comply with operations manuals, however, this section is considered standard practice.

24 Training courses

24.1 Training plans and syllabuses

This refers to CASA sample syllabuses.

25 Aeronautical knowledge examinations

25.1 Gaining knowledge to pass aeronautical knowledge examinations

This section contains a sample process. It may require customisation or expansion.

25.2 Ground examination facility

This section contains a sample process. It may require customisation or expansion.

The sample operations manual assumes that you can conduct pilot examinations using the CASA PEXO process for RPL and PPL.

You can remove this content if you do not hold an approval by CASA to conduct Pilot Examination Office (PEXO) exams. Annotate this section as RESERVED to maintain the document structure.

26 Flight tests

CASA references:

- 141.210 Person recommended for flight test.

This section addresses recommendations and procedures for tests.

26.1 Flight test procedures

CASA references:

- 61.235 (2) Flight tests for flight crew licences and rating – prerequisites.

This section formalises a process to ensure that requirements have been met prior to the test.

26.2 Booking flight tests

CASA references:

- 141.285 Suitable facilities, records and resources for flight test.

This section formalises the regulatory requirement.

26.3 Procedure if a flight test is failed

This section mandates action to comply with the HOO duty in the referred section.

27 Flight reviews

CASA references:

- 61.400 Limitation on exercise of privileges of pilot licences – flight review.

This section provides a place for you to outline specific flight review procedures if required. Sample content is also provided.

28 Appendices

28.1 Training area map

CASA references:

- 141.260 (1)(l)(v) Content of operations manual.

Insert appropriate map.

28.2 Drug and alcohol management plan (DAMP)

DAMP compliance material will need to be inserted here as is applicable. Assumption in the sample operations manual is the utilisation of the Micro-business DAMP as also detailed in section 13.

28.3 Human factors and non-technical skills program

The sample operations manual content is derived from CASA material. Other suitable material may be submitted as a syllabus.

29 Forms

This section contains forms that are part of record keeping practices.

- 29.1 Flight training record (Form 4B8)**
- 29.2 Flight training record (Form 4B8)**
- 29.3 CAO 48.1 – Flight crew member flight and duty record (Form 4B11)**
- 29.4 Registered aircraft details (Form 4B12)**
- 29.5 Aeroplane landings areas (ALA) report form (Form 4B13)**
- 29.6 Aircraft checklists (Form 4B14)**
- 29.7 Aircraft journey log (Form 4B15)**

30 Training syllabuses

30.1 Guide to use of flight training syllabuses

30.1.1 Syllabus documentation

Part 61 of CASR and subregulations 141.130(3)(a) and 141.260(1)(j) Content of operations manual.

The sample operations manual outlines syllabus documentation to be included. Insert the applicable CASA syllabuses with your company name.

CASR 141.260(1) (k) requires your operations manual to describe the procedures by which you conduct and manage training. If training is done in an aircraft, CASA views this CASR provision as a requirement to include aircraft operating procedures in your operations manual.

30.1.2 Training and assessment plan

30.1.2.1 Training plan

Part 61 MOS

You should include training plans for each course. Suggested content is provided in the sample operations manual.

30.1.2.2 Competency grading scale – performance standards

You should include the grading scale and performance standards used to assess students in each course. Suggested content is provided in the sample operations manual.

30.1.2.3 Assessment plan

Part 61 MOS

You should include the assessment plan used to assess students in each course. Suggested content is provided in the sample operations manual.

30.1.2.4 Variations to the training and assessment plan

You should include foreseen variations (sequencing or time factors), for the courses. Suggested content is provided in the sample operations manual.

30.1.3 Using the syllabus documents

This section offers guidance on how to best use the documents outlined in section 5A. Suggested content is provided in the sample operations manual.

30.2 Approved Part 141 flight training syllabuses

30.2.1 RPL syllabus (A)

30.2.2 PPL syllabus (A)

30.2.3 NVFR syllabus (A)

30.2.4 Multi-engine class rating syllabus (A)