



PROTOCOL

Protocol (OPS.141) Flight training (non-integrated/single pilot)

Version	1.1 - April 2023
Owner	Branch Manager Operational Implementation
Responsible area manager	Technical lead - protocol development
Review date	April 2026

1 Purpose

This protocol is for the assessment of an application for a certificate under *Part 141—Recreational, private and commercial pilot flight training, other than certain integrated training courses* of the *Civil Aviation Safety Regulations 1998 (CASR)*. Use this protocol for the assessment of an initial certificate application and a variation to an existing certificate – which is a significant change under regulation 141.025 of CASR. The protocol has been designed to work in conjunction with other protocols for specific approvals, such as key personnel. This protocol enables standardisation of the assessment process.

2 Concept and philosophy

Part 141 flight training is training conducted in an aircraft or flight simulation training device as defined in regulation 141.015. Regulation 141.260 outlines the material that must be in an operator's operations manual. CASA will issue an authorisation if satisfied that the matters referred to in regulation 141.060 have been complied with, and that the applicant can carry out the proposed activities safely.

CASA has developed 3 pathways for the assessment of a Part 141 flight training organisation (FTO):

- a single instructor FTO using the sample operations manual (SOM)
- an FTO with less than 10 regular safety sensitive employees using the SOM
- an FTO not using the SOM.

Each assessment pathway has its own assessment tab on the worksheet.

All Part 141 flight training certificates are issued for a specified period. To continue operating, a certificate holder must apply for, and be issued with, a new certificate, prior to the expiry of the existing certificate.

The elements required to be assessed for an application for a Part 141 flight training certificate will depend on the size, nature and complexity of operations and involve verification of the applicant's claims through a range of activities, including:

- desktop assessment of the documentation provided
- site inspection of facilities
- assessment of key personnel.

An initial application for a Part 141 flight training certificate may involve several inspectors from different disciplines, whereas a significant change to an existing certificate may consist of only one inspector – depending on the application.

Before the issue of a Part 141 flight training certificate or the variation to an existing certificate can be recommended, the inspector will verify the application meets the requirements for the proposed flight training activities.

Where the application is for a significant change (variation) that is not covered by a separate approval protocol, the inspector should complete the sections of the (OPS.141) worksheet that are appropriate to the application. The inspector must detail the scope of the assessment on the worksheet.

3 Process

All administration tasks should follow standard regulatory service administration procedures (as applicable), in addition to the following:

- a. For an initial issue certificate or significant change, operators will submit the Flight Training Operator Certificate application form (CASA-04-5389) to CASA for an approval.
- b. For an initial issue certificate or significant change, operators will submit the Flight Training Operator Certificate - single instructor application form (CASA-04-6388) to CASA for an approval.
- c. Regservices will create a case in EAP to be assigned to a CASA inspector(s) as the assessor, depending on the application.
- d. Regservices and the inspector should confirm that an EAP stop alert is not active.
- e. All associated CASA staff must be knowledgeable of, and competent with, Principle (OPS.141), Part 141 Technical assessor handbook, which provides details for the assessment of an initial issue AOC or a significant change to an existing AOC.
- f. The relevant sections (determined by scope) of Worksheet (OPS.141) must be completed by the CASA inspector and saved as a PDF document in RMS, including:
 - i. the assessment summary
 - ii. the approval data sheet.
- g. If the application is a significant change, the inspector must complete the relevant section on the approval data sheet and provide the revision details for the exposition/operations manual.
- h. The inspector must complete EAP in accordance with the EAP OAS Case Management - Regulatory Oversight Division (ROD) handbook (CASA-03-550).

4 List of supplements

Only the following supplements may be used in support of this protocol. The most recently approved versions will be found on the CASA intranet website. Approved forms are located on CASA's external website.

- [Principle \(OPS.141\) Flight training \(non-integrated/single pilot\)](#)
- [Part 141 technical assessor handbook](#)
- [Worksheet \(OPS.141\) Flight training \(non-integrated/single pilot\)](#)
- [TMI 2023-01 - Application of Instrument CASA EX49/22 Multi-Engine Helicopters Exemption 2022](#)
- [Flight Training Operator Certificate application form \(CASA-04-5389\)](#)
- [Flight Training Operator Certificate - single instructor application form \(CASA-04-6388\)](#)

5 Scope

This protocol is for the assessment of an initial issue flight training certificate application under Part 141 of CASR. It may also be used for certain significant changes to an existing flight training certificate, such as:

- authorised flight training activities
- adding a new training base
- any other matter requiring assessment under this worksheet.

6 Competency requirements

To conduct the assessment, inspectors must have successfully completed the foundation training and advanced regulatory assessment training programs. Inspectors must also complete additional training in any other protocols related to the assessment.

7 Associated legislation

Table 1: Legislation associated with this protocol

Document	Title
Part 61 of CASR	Flight crew licensing
Part 91 of CASR	General operating and flight rules
Part 92 of CASR	Consignment and carriage of dangerous goods by air
Part 141 of CASR	Recreational, private and commercial pilot flight training, other than certain integrated training courses
CASA EX81/20	Implementation of Drug and Alcohol Management Plans (Micro-businesses and DAMP Organisations) Exemption 2020
CASA EX20/21	Flight Instructors and Part 141 Operators (Flight Training – Certain Solo Cross-country Flights) Exemption 2021
CASA EX64/21	Naming of Alternate Key Personnel (Parts 141 and 142 Operators) Exemption 2021

Document	Title
CASA EX81/21	Part 91 of CASR - Supplementary Exemptions and Directions Instrument 2021
CASA EX42/22	Flight Training and Test (Low-Fidelity Simulators) Exemption 2022
CASA EX49/22	Multi-Engine Helicopters Exemption 2022
CASA EX64/22	Flight Training and Flight Tests by Grade 1 Training Endorsement Holders (Exemptions and Approvals) Instrument 2022
CASA EX28/23	Class 1 Medical Certificate (Certain Flights by Holders of a Commercial Pilot Licence or Air Transport Pilot Licence) Exemption 2023
CASA EX39/23	Part 141 operators using a sole instructor - Exemption Instrument 2023

8 Guidance references

Table 2: Guidance material relevant to this protocol

Document	Title
AC 1-02	Guide to the development of expositions and operations manuals
AC 61-05	Night VFR rating
AC 61-07	Flight instructor training
AC 61-09	Competency-based training and assessment for flight crew
AC 61-16	Spin avoidance and stall recovery training
AC 91-02	Guidelines for aeroplanes with MTOW not exceeding 5700kg - suitable places to take-off and land
TMI 2023-01	Application of Instrument CASA EX49/22 Multi-Engine Helicopters Exemption 2022
CASA-04-2176	Part 141 sample operations manual
CASA-04-2175	Guide to Part 141 sample operations manual
CASA-04-6322	Single instructor Part 141 Flight training operations sample operations manual
CASA-04-6321	Guide to Single instructor Part 141 Flight training operations sample operations manual

9 Revision history

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

Table 3: Revision history table

Version No.	Date	Parts/Sections	Details
1.1	April 2023	Section 3, 4 and 7	Add reference to new application form and exemption
1.0	March 2023	All	First release