



PROTOCOL

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

February 2025



Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and the places to which we travel for work. We also acknowledge the Traditional Custodians' continuing connection to land, water and community. We pay our respects to Elders, past and present.

Artwork: James Baban.

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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. 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 Part 141 flight training safely. Regulation 141.260 outlines the material that must be in an operator's operations manual.

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

- a. a single instructor FTO using the sample operations manual (SOM)
- b. an FTO with less than 10 regular safety sensitive employees using the SOM
- c. 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), 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).

The assessment must be endorsed by an independent person. See section 3.1 of this Protocol.

3.1 Recommendation endorsement

All recommendations must be endorsed by a separate person, normally a Manager Regulatory Services, prior to the delegate issuing the authorisation.

The Manager Regulatory Services may assign the endorsement to another inspector.

The role of the endorser is to:

- ensure all sections of the worksheets have been completed
- the assessment summary page has been completed
- the approval data sheet has been completed
- all worksheets and relevant documents have been filed in RMS
- the "Assessment" section of EAP has been fulfilled
- the "Create recommendation" section of EAP has been fulfilled
- If satisfied the endorser will complete the "Endorse recommendation" section of EAP and forward the task to the delegate.

If the assessing inspector holds the delegation for the authorisation, they can issue the authorisation.

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

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:

- the opening or closing of training bases
- the authorised Part 141 flight training
- 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 61 MOS	Part 61 Manual of Standards 2014
Part 91 of CASR	General operating and flight rules
Part 91 MOS	Part 91 (General operating and flight rules) Manual of Standards 2020
Part 141 of CASR	Recreational, private and commercial pilot flight training, other than certain integrated training courses
CAO 45.0	Flight crew standards—Synthetic trainers—General
CAO 48.1	Civil Aviation Order 48.1 Instrument 2019
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
CASA EX56/23	Implementation of Drug and Alcohol Management Plans (Micro-businesses and DAMP Organisations) Exemption 2023
CASA EX32/24	Flight Crew Licensing and Other Matters (Miscellaneous Exemptions) Instrument 2024

Document	Title
CASA 56/24	Flight Training and Flight Tests (Miscellaneous) Approvals 2024
CASA 69/20	Prescription and Approval of Recognised Foreign States Instrument 2020
Part 61 of CASR	Part 61 Flight Crew Licensing (Prescribed Aircraft and Type Ratings) (Edition 10) Instrument 2025

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 61-08	Teaching and assessing non-technical skills for single-pilot operations
AC 61-09	Competency-based training and assessment for flight crew
AC 61-16	Spin avoidance and stall recovery training
AC 61-20	Pilot supervision and mentoring
AC 91-02	Guidelines for aeroplanes with MTOW not exceeding 5700kg - suitable places to take-off and land
AC 91-17	Electronic flight bags
AC 91-29	Guidelines for helicopters – suitable places to take off and land
CAAP 5.23-1	Multi-engine aeroplane operations and training
CASA-04-2174	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
CASA resource kit	Safety behaviours: human factors for pilots

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
1.2	February 2025	All	Moved content to new template. Amended list of associated legislation.
1.1	April 2023	Section 3, 4 and 7	Add reference to new application form and exemption
1.0	March 2023	All	First release