

ANNEX E

Checklist of Headings

APPENDIX E1

Checklist of CAAP headings

The checklist in this appendix is an extract of all the headings in this CAAP. It can be used to as a checklist to ensure each subject is addressed and as a text template as the basis of a company's own Operations Manual.

The *recommended* structure for the operations manual consists of volumes and parts. The table below shows the structure with the right-hand column providing a guide to the subjects to address within the different volumes. If choosing to follow this structure, operators should add extra sections, as required, under the appropriate parts within volumes.

Vol.	Title	Includes
1	Policy and Procedures	<ul style="list-style-type: none"> • General company information • Dangerous Goods • Safety Management System • Fatigue Management • Accident and incident procedures • Operational Specifications
2	Aircraft Operations	<ul style="list-style-type: none"> • Minimum Equipment List (MEL) & Configuration Deviation List (CDL) • Aircraft Performance • Emergency Evacuation Procedures • International Operations
3	Aerodromes and Routes	<ul style="list-style-type: none"> • Aviation Rescue and Fire Fighting Service – Paragraph 4.1.5 of Annex 6, Operation of Aircraft to the Chicago Convention.
4	Training and Checking	<ul style="list-style-type: none"> • Human Factors • Threat and error management • Crew Resource Management • Flying Training Organisations

Operators who choose to use their own structure may like to insert the relevant reference from their manuals into this checklist in the column marked 'Your Ref'. This will facilitate compliance with the legislation and may help to reduce the time required for CASA inspectors to review and approve manuals with different structures.

Note: cut and paste the table text to use as a template.

VOLUME 1 – POLICY & ADMINISTRATION

PART A – GENERAL

1A1 Preliminary

Section	Title	YOUR REF.	✓	N/A
1A1.1	Manual and volume title			
1A1.2	List of volumes and contents of complete Operations Manual			
1A1.3	List of amendments and revision history			
1A1.4	AOC holder name, address, ABN (if any) and contact details			
1A1.5	Operations headquarters, bases and facilities			
1A1.6	Organisational structure			
1A1.7	Key position profiles			
1A1.8	Corporate structure			
1A1.9	Summary of operations			
1A1.10	Definitions			

1A2 Resources

Section	Title	YOUR REF.	✓	N/A
1A2.1	Training, qualifications and experience of other personnel required			
1A2.2	Registered aircraft details			
1A2.3	Procedures in the event of a loss of qualifications or recency			

1A3 Operations Manual Administration

Section	Title	YOUR REF.	✓	N/A
1A3.1	Requirement for all personnel to comply with the Operations Manual			
1A3.2	Record of endorsements by operational personnel that they have read and understood the manual			
1A3.3	Operations Manual distribution and availability			
1A3.4	Operations Manual review and amendment procedures			
1A3.5	CASA Exemptions			

1A4 Record keeping - Operational

Section	Title	YOUR REF.	✓	N/A
1A4.1	Control			
1A4.2	Records			
	a. Aircraft			
	b. Flight plans			
	c. Navigation, trip and fuel logs			
	d. Load sheets, manifests and Dangerous Goods documents			
	e. Flight crew			
	f. Aircraft flight manual amendments			
	g. Training and checking			
1A4.3	Uncontrolled handbooks			
1A4.4	Retention Periods			
1A4.5	AOC Holder's Safety Questionnaire			

PART B – OPERATIONAL PERSONNEL**1B1 Duties and Responsibilities**

Section	Title	YOUR REF.	✓	N/A
1B1.1	Pilots-in-Command			
1B1.2	Co-pilots			
1B1.3	Check Pilots			
1B1.4	Senior Base pilots			
1B1.5	Flight Examiners			
1B1.6	Flight Instructors			
1B1.7	Cabin Crew			
1B1.8	Aircrewman (e.g. winch operator, bombardier etc.)			
1B1.9	Flight Training Managers (if different from Head of Training)			
1B1.10	Flight Dispatchers/Load Controllers/Ground Support Staff			
1B1.11	Ground Instructors			
1B1.12	Engineering/Maintenance staff			

1B2 Flight Time Limitations/Fatigue Management

Section	Title	YOUR REF.	✓	N/A
1B2.1	Policy			
1B2.2	Flight time limitations and fatigue management			
1B2.3	Conditions and processes for extensions			
1B2.4	Fatigue Risk Management System (FRMS)			

1B3 Medical

Section	Title	YOUR REF.	✓	N/A
1B3.1	General			
1B3.2	Medical certificate			
1B3.3	Medical equipment to be carried on aircraft			
1B3.4	Health requirements for international flights			
1B3.5	Drug and alcohol prohibitions			
1B3.6	Drug and alcohol management plans (DAMP)			
	a. Contact Officer			
	b. Supervisor			
1B3.7	Incapacitation			
1B3.8	Medical clearance for sick passengers and medical equipment			
1B3.9	Cosmic radiation exposure			

PART C – SAFETY MANAGEMENT AND ACCIDENT AND INCIDENT PROCESSES**1C1 Safety Management**

Section	Title	YOUR REF.	✓	N/A
1C2.1	Safety Management System (SMS) and Emergency Response and Reporting Procedures			
1C2.2	Flight Data Analysis Program (FDAP)			

1C2 Emergency Response and Reporting Procedures

Section	Title	YOUR REF.	✓	N/A
1C2.1	Accident reporting and processes			
1C2.2	Incident reporting and processes			
1C2.3	Accident and incident investigations			

PART D – DANGEROUS GOODS AND LIVE ANIMALS**1D1 Dangerous Goods**

Section	Title	YOUR REF.	✓	N/A
1D1.1	Policy			
1D1.2	Procedures			
1D1.3	Carriage of non-categorised dangerous goods			
1D1.4	Carriage of live animals			

PART E – OPERATIONAL SPECIFICATIONS**1E1 Operational Specifications**

Section	Title	YOUR REF.	✓	N/A
1E1.1	CASA-issued operational specifications			

VOLUME 2 – AIRCRAFT OPERATIONS

PART A – GENERAL

2A0 Preliminary

Section	Title	YOUR REF.	✓	N/A
2A0.1	Volume title			
2A0.2	List of volumes and contents			
2A0.3	List of amendments and revision history			
2A0.4	Definitions and abbreviations			
2A0.5	Unit conversion charts			

2A1 Flight Authorisation and Prohibitions

Section	Title	YOUR REF.	✓	N/A
2A1.1	Flight authorisation and Operational Control			
2A1.2	Charter substitution for RPT			
2A1.3	Documents to be carried on flights			
2A1.4	Aircraft Flight Manual (AFM)			
2A1.5	Minimum flight and cabin crew			
2A1.6	Rostering in accordance with flight and duty time policy			
2A1.7	Authority and responsibilities of pilot-in-command			
2A1.8	Carriage of Flight Attendants			
2A1.9	Prohibited and conditional activities			
2A1.10	Carriage of passengers in seats at which dual controls are fitted			
2A1.11	Carriage of goods in cockpit and passenger compartments			
2A1.12	Carriage of persons in custody			
2A1.13	Starting and ground running of engines			
2A1.14	Persons approved to taxi aircraft			
2A1.15	Persons permitted to operate flight controls			
2A1.16	Intoxicated and/or offensive passengers			
2A1.17	Entry to flight deck/cockpit			
2A1.18	Carriage and discharge of firearms			
2A1.19	Use of other AOC holder's resources			
2A1.20	Carriage of CASA inspectors			

PART B - STANDARD OPERATING PROCEDURES**2B1 Flight Planning and Preparation**

Section	Title	YOUR REF.	✓	N/A
2B1.1	Planning and briefing materials			
2B1.2	Planning systems			
2B1.3	Notice to Airmen (NOTAM)			
2B1.4	Route and aerodrome briefing			
2B1.5	Planning altitudes and flight levels			
2B1.6	Restricted and prohibited areas			
2B1.7	Minimum Safe Altitudes/Lowest Safe Altitude (LSALT)			
2B1.8	Aircraft Performance Limitations			
2B1.9	Point of No Return/Alternate and Critical (Equi-Time) Point Calculations			
2B1.10	Extended Diversion Time Operations (EDTO)			
2B1.11	ASEA operations			
2B1.12	Suitable aerodromes/Helicopter Landing Sites (HLS)			
2B1.13	Rescue and Fire Fighting (RFF) requirements			
2B1.14	Alternate aerodromes/HLS			
2B1.15	Airspace classification requirements			
2B1.16	Flights over water			
2B1.17	Bird/animal avoidance procedures			

2B2 Fuel Policy

Section	Title	YOUR REF.	✓	N/A
2B2.1	Minimum Planning Requirements			
2B2.2	Trip fuel			
2B2.3	Alternate Fuel			
2B2.4	Variable Reserve			
2B2.5	Fixed Reserve			
2B2.6	Holding Fuel			
2B2.7	Additional Fuel			
2B2.8	In-flight re-planning			
2B2.9	Fuel load weight and balance			
2B2.10	Quantity measurement			
2B2.11	Fuel type and quality checks			
2B2.12	Fuel quantity cross-checks pre and in-flight			
2B2.13	Fuel usage records			
2B2.14	Fuelling Operations			
2B2.15	Location of aircraft during refuelling			
2B2.16	Post-fuelling quantity cross-check			

Section	Title	YOUR REF.	✓	N/A
2B2.17	Water contamination			
2B2.18	Fuel anti-freeze procedures			
2B2.19	Ignition hazard management			
2B2.20	Fuel spillage			
2B2.21	Fuel jettison			
2B2.22	Conditions for flight to remote islands			
2B2.23	EDTO			
2B2.24	Engine oil management			

2B3 Ground Handling

Section	Title	YOUR REF.	✓	N/A
2B3.1	Ground organisation – structure and responsibilities			
2B3.2	Load Control			
2B3.3	Standard passenger weights			
2B3.4	Carriage of infants and children			
2B3.5	Carriage of passengers with special needs			
2B3.6	Carriage of live animals			
2B3.7	Documentation			
2B3.8	Refusal to carry passengers or cargo			
2B3.9	Policy for off-loading passengers and cargo			
2B3.10	Movement airside/Passenger boarding			
2B3.11	Aero-bridge procedures (Visual docking)			
2B3.12	Engine start and ground operating procedures			
2B3.13	Standard marshalling, towing and parking procedures			

2B4 General Crew Procedures & Briefings

Section	Title	YOUR REF.	✓	N/A
2B4.1	Cabin safety procedures			
	a. Use of seats and seatbelts			
	b. Passenger briefings and demonstrations			
	c. Smoking			
	d. Emergency Locator Transmitters			
	e. Emergency Oxygen			
	f. Stowage			
	g. Personal electronic devices (PEDs)			
2B4.2	Use of checklists			
2B4.3	Hand-over and take-over procedures			

2B4.4	Standard Pilot Calls			
	a. Take-off			
	b. Climb			
	c. Cruise			
	d. Visual Approaches			
	e. Instrument Approaches			
2B4.5	Augmented crew procedures			
2B4.6	Sterile Cockpit			
2B4.7	Crew meals during flight			
2B4.8	Alcohol Responsibilities and Passenger Service			
2B4.9	Crew incapacitation in flight			

2B5 Collision avoidance

Section	Title	YOUR REF.	✓	N/A
2B5.1	SSR (Transponder) Procedures			
2B5.2	Ground Proximity Warning System (GPWS) Systems			
2B5.3	Night Vision Devices/Goggles (NVD/NVG)			
2B5.4	Airborne Collision Avoidance System (ACAS/TCAS)			
2B5.5	Automatic Dependent Surveillance Broadcast (ADSB)			
2B5.6	Aircraft Altitude Alerting System			
2B5.7	Aircraft computers/Flight Management Systems (FMS)			
2B5.8	Weather Radar			
2B5.9	Maintenance of look-out and use of external lights			
2B5.10	Bird/animal avoidance			

2B6 Navigation

Section	Title	YOUR REF.	✓	N/A
2B6.1	Navigation policy			
2B6.2	Altimetry – standard altitude and flight levels			
2B6.3	Navigation tolerances and position fixing			
2B6.4	Identification of navigation aids			
2B6.5	Flight Management System databases and navigation criteria			
2B6.6	Global Navigation Satellite System/Area Navigation (GNSS/RNAV)			
2B6.7	Systems pre-flight checks			
2B6.8	RVSM and operations in trans-oceanic airspace			
2B6.9	Required Navigation Performance (RNP) operations			
2B6.10	Navigation (journey) logs			

2B7 Communications

Section	Title		✓	N/A
2B7.1	Radio frequency switching procedures			
2B7.2	Air traffic control clearances			
2B7.3	Position Reporting			
2B7.4	Communications at non-controlled aerodromes			
2B7.5	Pre-flight radio check			
2B7.6	Datalink			

PART C – FLIGHT CONDUCT**2C1 Pre-departure procedures**

Section	Title	YOUR REF.	✓	N/A
2C1.1	Pre-flight actions (inc. Daily Inspection)			
2C1.2	Equipment for VFR Flight (inc. NVFR)			
2C1.3	Equipment for IFR Flight			
2C1.4	Crew baggage			
2C1.5	Exits & passageways			
2C1.6	RVSM/RNP			

2C2 Departure procedures

Section	Title	YOUR REF.	✓	N/A
2C2.1	Push-back, tow and taxi			
2C2.2	Lighting			
2C2.3	Initial climb procedures			
2C2.4	Take-off Minima			
2C2.5	Instrument and visual departures (Controlled Airspace)			
2C2.6	Instrument and visual departures (Class G/Non-controlled Aerodrome procedures)			

2C3 En route and Descent Procedures

Section	Title	YOUR REF.	✓	N/A
2C3.1	Lowest Safe Altitude (LSALT)			
2C3.2	Supplemental oxygen			
2C3.3	Diversions due to weather			
2C3.4	Descent procedures			
2C3.5	Standard Terminal Arrival Routes/procedures			
2C3.6	Cosmic Radiation Exposure			

2C4 Approach and Landing Procedures

Section	Title	YOUR REF.	✓	N/A
2C4.1	Pre-landing checks			
2C4.2	Approach & Landing Precautions			
2C4.3	Visual Approaches			
2C4.4	Instrument Approach Procedures			
2C4.5	Missed and baulked approaches			
2C4.6	Circuit and landing procedures			
2C4.7	Final approach & threshold speeds			
2C4.8	Low visibility (including Autoland) procedures.			
2C4.9	Post-flight actions			
2C4.10	Noise Abatement/Restrictions			
2C4.11	Enhanced, synthetic vision and head-up devices.			

2C5 Adverse Weather Operations

Section	Title	YOUR REF.	✓	N/A
2C5.1	Cold weather operations			
2C5.2	Flight in Icing Conditions			
2C5.3	Hot weather operations			
2C5.4	Thunderstorm/hail/turbulence avoidance			
2C5.5	Windshear			
2C5.6	Landing on wet or contaminated runways			
2C5.7	Volcanic Ash			
2C5.8	Single-engine IFR in adverse conditions			

PART D – SPECIAL OPERATIONS**2D1 Special Operations**

Section	Title	YOUR REF.	✓	N/A
2D1.1	Land and Hold Short Operations (LAHSO)			
2D1.2	Extended Diversion Time Operations (EDTO)			
2D1.3	Approved Single-Engine Aeroplane operations			
2D1.4	Low flying operations			
2D1.5	Water operations (floating hull and float-equipped aircraft)			
2D1.6	Mercy flights including helicopter water rescue operations			
2D1.7	Polar operations			
2D1.8	Night Vision Goggles operations			
2D1.9	Helicopter sling load, rappelling and winching operations			
2D1.10	Marine pilot transfer			
2D1.11	Aerial fire fighting			
2D1.12	Helicopter spraying operations			
2D1.13	Other Aerial Work			
2D1.14	International operations			
2D1.15	High altitude operations			
2D1.16	Exemptions from CAR 1988			
2D1.17	General provisions			

2D2 Emergency Procedures

Section	Title	YOUR REF.	✓	N/A
2D2.1	Declaration of emergency			
2D2.2	Crew coordination during anomalous, abnormal or emergency situations			
2D2.3	Emergency checklists			
2D2.4	Emergency change of altitude			
2D2.5	Communication failure			
2D2.6	Continuation of flight with one engine inoperative (Drift down)			
2D2.7	Navaid failure			
2D2.8	Air crew incapacitation			
2D2.9	Serious illness aboard aircraft			
2D2.10	Passenger control in abnormal situations			
2D2.11	Survival equipment			
2D2.12	Action in the event of unlawful interference			
2D2.13	Interception of civil aircraft			

PART E – AIRCRAFT ADMINISTRATION**2E1 System of maintenance and defect reporting**

Section	Title	YOUR REF.	✓	N/A
2E1.1	System of maintenance			
2E1.2	Maintenance Release and flight log procedures			
2E1.3	Recording defects			
2E1.4	Corrective action procedures			
2E1.5	Post-maintenance check flights			
2E1.6	Pilot maintenance			
2E1.7	Lightning strike			
2E1.8	Bird/animal strike			
2E1.9	Procedures in the event of unserviceability away from home			
2E1.10	Test flights			
2E1.11	EDTO/RNP			
2E1.12	ASEA			
2E1.13	Autoland			
2E1.14	Permissible unserviceabilities – MMEL/CDL			
2E1.15	Ferry flights with inoperative engines			
2E1.16	Weight control of aircraft			
2E1.17	CASA authorisations			
2E1.18	Maintenance Control Manual			

SUB-VOLUME 2A – SPECIFIC AIRCRAFT TYPE PROCEDURES

2AA.1 Aircraft Type 1

Section	Title	YOUR REF.	✓	N/A
2AA.1.1	Manual, sub-volume and aircraft type names			
2AA.1.2	Use of POH, AFM, OM and operational differences			
2AA.1.3	Normal Operations and supplementary procedures			
2AA.1.4	Check lists and memory items			
2AA.1.5	Crew complement and duties			
2AA.1.6	Permissible unserviceabilities – MMEL/CDL			
2AA.1.7	Performance			
2AA.1.8	Weight and balance			
2AA.1.9	Operating limitations			
2AA.1.10	Emergency and abnormal procedures			
2AA.1.11	Emergency evacuation procedures			
2AA.1.12	Additional headings as required			

VOLUME 3 – AERODROMES AND ROUTES

PART A – AIRSPACE, ROUTES AND AERODROMES/HLSS

3A1 Operations in different classes of airspace

Section	Title	YOUR REF.	✓	N/A
3A1.1	Class A & C			
3A1.2	Class D			
3A1.3	Class E			
3A1.4	Class G & CTAF (NTA)			
3A1.5	RVSM Airspace			
3A1.6	RNP Airspace			
3A1.7	Prohibited and restricted areas			
3A1.8	Hazardous Airspace			
3A1.9	Helicopter lanes of entry and aerodrome operations			

3A2 Routes

Section	Title	YOUR REF.	✓	N/A
3A2.1	Policy			
3A2.2	Standard routes and limitations			
3A2.3	RVSM routes			
3A2.4	Levels			
3A2.5	Position fixing, reports and waypoints			
3A2.6	ASEA route restrictions			

3A3 Aerodromes and Helicopter Landing Sites

Section	Title	YOUR REF.	✓	N/A
3A3.1	General Standards			
3A3.2	Procedures for use of unapproved aerodromes			
3A3.3	Helicopter Landing Sites			
3A3.4	Take-off and landing distances available			
3A3.5	Elevations			
3A3.6	Facilities			
3A3.7	Obstructions			
3A3.8	Weather minima			
3A3.9	Low visibility/Autoland runways			
3A3.10	Narrow runways			
3A3.11	CASA authorisations			

VOLUME 4 – TRAINING AND CHECKING ORGANISATION

PART A – FUNCTIONS AND STRUCTURE

4A1 Functions and structure of the organization

Section	Title	YOUR REF.	✓	N/A
4A1.1	Structure of the organisation			
4A1.2	Facilities and resources			
4A1.3	Requirements for training and checking personnel			
4A1.4	Training and approval of training and checking personnel			
4A1.5	Crewing of aircraft by CASA flying operations inspectors			

PART B – TRAINING PROGRAMS

4B1 Training syllabi and checking programs

Section	Title	YOUR REF.	✓	N/A
4B1.1	Specific aircraft systems and operation			
4B1.2	Differences and familiarisation training requirements			
4B1.3	Recurrent (cyclic) training and checking program			
4B1.4	Crew Resource Management training			
4B1.5	Threat and Error Management			
4B1.6	Command course			
4B1.7	Human Factors			
4B1.8	Steep approach procedures			
4B1.9	Short landing operations (including LAHSO)			
4B1.10	EDTO			
4B1.11	NVG operations			
4B1.12	RNP operations			
4B1.13	ASEA			
4B1.14	ACAS/TCAS			
4B1.15	Low visibility/Autoland operations			
4B1.16	Upset Prevention and Recovery Training (UPRT)			
4B1.17	Load Control			
4B1.18	Dangerous goods			
4B1.19	Cabin crew			
4B1.20	Cruise relief (Augmented crew) procedures			
4B1.21	Crew emergency training			
4B1.22	Ground support functions and equipment			
4B1.23	Non-technical skills training — operations staff other than flight crew			
4B1.24	Ferry flights			
4B1.25	Endorsement training			
4B1.26	Route qualifications/line training			
4B1.27	General guidance on training courses and tests			

4B2 Training and checking procedures

Section	Title	YOUR REF.	✓	N/A
4B2.1	Pre-flight and post flight briefings			
4B2.2	Crew co-ordination			
4B2.3	Allocation of pilot command responsibility			
4B2.4	Crew composition during training and checking			
4B2.5	Use of training checklists			
4B2.6	Procedures for flying training and flight tests			
4B2.7	Use of simulators and synthetic training devices			
4B2.8	Conduct and security of examinations			
4B2.9	Procedures to be applied in the event that personnel do not achieve or maintain the required standards			

PART C – ADMINISTRATIVE PROCEDURES**4C1 Administrative procedures**

Section	Title	YOUR REF.	✓	N/A
4C1.1	Training and checking administration			
4C1.2	Training and checking documentation			
4C1.3	Documents to be kept and retention periods			
4C1.4	Examination material security			

SUB-VOLUME 4A – FLYING TRAINING SCHOOL OPERATIONS**PART A – STRUCTURE AND ADMINISTRATION****4AA1 Administration**

Section	Title	YOUR REF.	✓	N/A
4AA1.1	Structure of the organisation, responsibilities and communications			
4AA1.2	Privileges and recent experience requirements for instructors			
4AA1.3	Command responsibilities of instructors			
4AA1.4	Instructor standardisation and proficiency checking			
4AA1.5	Student requirements			
4AA1.6	Credits for past training			
4AA1.7	Student records and progress reporting			
4AA1.8	Retention and transfer of student records			
4AA1.9	Student and instructor logbooks			
4AA1.10	Recording of synthetic training results			
4AA1.11	Student familiarity with relevant operation manual volume			

PART B – CONDUCT OF TRAINING OPERATIONS**4AB1 General**

Section	Title	YOUR REF.	✓	N/A
4AB1.1	Authorisation of training flights			
4AB1.2	Booking of solo flights			
4AB1.3	Pre-flight and post flight briefings			
4AB1.4	Operations at the primary base			
4AB1.5	Operations at other training locations			
4AB1.6	Operations within training areas			
4AB1.7	Cross-country operation			
4AB1.8	Carriage of passengers on training flights			
4AB1.9	Observance of last light limitations			
4AB1.10	Simulation of instrument flight			
4AB1.11	Procedures for night flying training			
4AB1.12	Procedures for use of synthetic trainers			

4AB2 Student pilot activities

Section	Title	YOUR REF.	✓	N/A
4AB2.1	Pre-flight checks by student pilots			
4AB2.2	Operation of engines by student pilots			
4AB2.3	Refuelling by student pilots			
4AB2.4	Taxiing by student pilots			
4AB2.5	Reporting of unserviceabilities by student pilots			
4AB2.6	Use of radio by student pilots			
4AB2.7	Student crosswind landing limitations			
4AB2.8	Submission of flight plans by student pilots			
4AB2.9	Aerobatics and spinning by students			
4AB2.10	Solo practice forced landings			

PART C – TRAINING COURSES**4AC1 Training Courses**

Section	Title	YOUR REF.	✓	N/A
4AC1.1	Student Pilot (GFPT)			
4AC1.2	Private Pilot			
4AC1.3	Commercial Pilot			
4AC1.4	Multi-crew Pilot			
4AC1.5	Airline Pilot			
4AC1.6	Instrument ratings			
4AC1.7	Night VFR			
4AC1.8	Instructor rating			
4AC1.9	Agricultural rating			
4AC1.10	Synthetic trainer operator			
4AC1.11	Ground training courses			

PART D – GROUND AND FLIGHT TESTS**4AD1 Ground and Flight Tests**

Section	Title	YOUR REF.	✓	N/A
4AD1.1	Authority for the conduct of ground and flight tests			
4AD1.2	Tests and examinations			
4AD1.3	Conduct of instrument rating and NVFR tests			
4AD1.4	Conduct of instructor rating tests			
4AD1.5	Further training of student pilots after failing ground or flight tests			
4AD1.6	Flight Reviews			