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## AUSTRALIAN AIR FORCE CADETS



**AAFC INSTRUCTION  
AAFC 400.001**

# **MANUAL OF AVIATION OPERATIONS (MAO)**

**SECOND EDITION (v2.0)**

**Date of Issue:**  
01 Dec 2011

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# **AUSTRALIAN AIR FORCE CADETS - MANUAL OF AVIATION OPERATIONS**

**Second Edition 2011**

## **AMENDMENTS**

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**Changes.** Additional chapters may be added and amendments made from time to time but only on the authority of the Director Aviation Training (DAT AAFC). Any member of the AAFC may suggest changes to this manual by submitting written proposals through their wing Senior Aviation Officer (SAO) to DAT AAFC.

## **NOTES TO READERS**

AAFC 400.001 Australian Air Force Cadets Manual of Aviation Operations is issued for the direction and guidance in the administration and management of AAFC aviation operations.

Any instruction contained herein which is inconsistent with DI (AF) AAP 5110.001 Australian Air Force Cadet Policy Manual (POLMAN), or any other Defence Instruction is void to the extent of that inconsistency. Any such instances are to be reported to DAT AAFC.

Further, any instruction contained herein that is inconsistent with the rules and regulations of the Civil Aviation Regulatory Framework is void to the extent of that inconsistency. Any such instances are to be reported to DAT AAFC.

Notwithstanding the above, these instructions may impose greater limitations, or higher standards than may be contained within the above documents. In these cases, the instructions contained herein must be adhered to.

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These instructions which are effective from the date of promulgation are issued by authority of the Director General Cadets – Air Force.

As of the date of promulgation, unless specifically retained in these instructions, all instructions previously issued for the control, direction or guidance of aviation operations within the AAFC are hereby cancelled.

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Chapter 1

# INTRODUCTION

## Australian Air Force Cadets Manual of Aviation Operations

1.1 This publication shall be called the AAFC 400.001 Manual of Aviation Operations (MAO) as detailed in AAP 5110.001 Australian Air Force Cadet Policy Manual (POLMAN).

1.2 This manual contains policy and direction with which all Wings, Squadrons and Flights are to comply. A document hierarchy for all aviation activities is shown in figure 1.1.

1.3

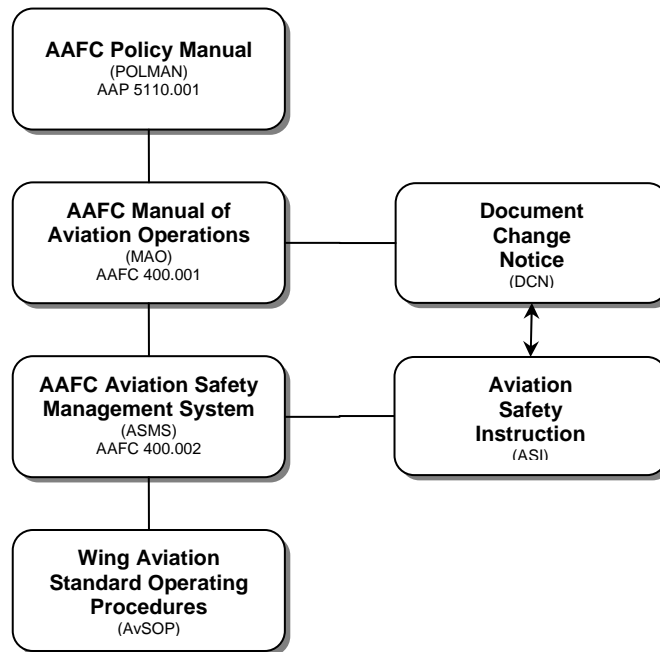


Figure 1.1  
*Document Hierarchy*

### Wing Aviation Standard Operating Procedures

1.4 Officers Commanding Operational Wings are to issue Aviation Standard Operating Procedures (AvSOP) for their respective Wing based on a template provided by Aviation Training Directorate. These AvSOP will detail local requirements for the conduct of flying operations specific to individual Wings. Instructions contained within Wing AvSOP do not override the instructions contained within this manual and no instructions contained within Wing AvSOP are to contravene the instructions contained within this manual.

### Civil Regulatory Requirements

1.5 With the exception of flights in Australian Defence Force aircraft all, AAFC aviation operations are to be conducted in compliance with the Civil Aviation Regulatory Framework.

1.6 Specific attention is drawn to knowledge of and compliance with Civil Aviation Safety Regulation (CASR) Part 99. All AAFC staff and cadets participating in aviation activities and the respective cadets' parents are to be aware of what is deemed to be a 'safety sensitive aviation activity' (SSAA) and who is deemed to be performing a SSAA as defined in CASR Part 99. Particular attention is drawn to the possibility of drug and alcohol testing being conducted whilst performing a SSAA and the requirements of lawful compliance when testing is required by an 'approved tester'. AAFC staff are not

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authorised to escort CASA testing officers when an activity is conducted on a Defence facility. At all times, AAFC staff are to escort cadets during testing.

### **Document Change Notices**

**1.7** Document Change Notices will be issued immediately by the CDR-AAFC or via AAFC National Routine Instructions if critical safety action becomes necessary for the safe conduct of AAFC aviation activities. If this action involves a change to MAO or ASMS, a Document Change Notice may be issued and the change incorporated in the next update of the documents as soon as practicable.

### **Aviation Safety Instructions**

**1.8** Aviation Safety Instructions must be complied with immediately.

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Chapter 2

# **AIRWORTHINESS MANAGEMENT SYSTEM**

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Chapter 3

## **ESTABLISHMENT OF AVIATION TRAINING DIRECTORATE**

### **Establishment and Functions of Aviation Training Directorate - AAFC**

- 3.1 The Aviation Training Directorate, Australian Air Force Cadets (ATD AAFC) has been established by the AAFC Executive Council (AAFCEC) and has the following functions:
- a. Promotion of aviation activities within the AAFC in accordance with the strategic direction from CDR-AAFC;
  - b. Encouraging the development and continual improvement of the safety and operational standards of AAFC Aviation operations;
  - c. Recommending and reviewing policy for the conduct of AAFC aviation activities;
  - d. Developing and managing an Airworthiness Management System for AAFC powered and gliding operations encompassing both CASA and GFA requirements.
  - e. Developing, promulgating and promoting a clear and concise aviation safety management system for the Australian Air Force Cadets;
  - f. Provide a governance and assurance framework to ensure compliance with policy and procedures contained in this and other AAFC policy documents;
  - g. Advising CDR-AAFC and DGCADETS-AF on the safe and effective management of all AAFC aviation activities;
  - h. Collaborate with the Ground Training Directorate (GTD) to develop the Ground Training components of AAFC aviation related subjects including aero-modelling, rocketry and future programs.

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## Chapter 4

# RESPONSIBILITIES

### Director Aviation Training (DAT AAFC)

#### 4.1 The DAT AAFC is responsible to CDR AAFC for:

- a. advising CDR AAFC and DGCADETS-AF on the performance of the Airworthiness Management System and the Aviation Safety Management System;
- b. the safe and effective management of all AAFC flying training policy, activities and programs in accordance with the aims of the AAFC;
- c. monitoring the training system to ensure it provides a safe and adequate standard for AAFC aviation training operations;
- d. managing the Air Force Flying Scholarship selection process;
- e. allocating funds as distributed by Cadets Branch – Air Force (CB-AF) for annual Air Experience and Pilot Experience Flights (PEX) and monitoring the progress of the program;
- f. acting as Chairperson of the National Aviation Standardisation Seminar;
- g. promulgating written guidance and instructions for the conduct of AAFC aviation training operations;
- h. developing together with DCDTOPS-AF an effective liaison with the Air Force Training Group and Directorate of Defence Aviation and Air Force Safety (DDAAFS) on aviation training and safety matters;
- i. developing an effective liaison with the AAFC GTD for the integration of ground and aviation training where appropriate;
- j. responding to requests from OCs for investigations or assisting in investigations of aviation incidents and/or accidents; and
- k. undertaking other duties associated with aviation training and activities as directed by CDR-AAFC.

### Deputy Directors – Aviation Training Directorate

**4.2** The Deputy Directors within the Aviation Training Directorate are responsible to the DAT-AAFC for the effective oversight of all AAFC aviation activities within their portfolios.

#### 4.3 Deputy Director responsibilities include:

- a. the development of policy recommendations;
- b. liaison with other aviation personnel in regard to safety matters;
- c. advice regarding, and recommendation of service providers;
- d. monitoring standards;
- e. endorsing Wing aviation activities;



- f. reviewing Wing aviation activities to ensure compliance with the AAFC MAO;
- g. other duties as directed by the DAT-AAFC.

### **Deputy Director Aviation Safety**

**4.4** The Deputy Director Aviation Safety (DDAS-ATD) is responsible to DAT-AAFC and CDR-AAFC for the effective management of the AAFC Aviation Safety Management System. DDAS ATD responsibilities include:-

- a. the development and implementation of an ASMS across all AAFC aviation activities;
- b. the monitoring, trend analysis, reporting, disseminating safety information and formulating recommendations based on data contained within the ASMS;
- c. the proactive promotion of aviation safety throughout the AAFC;
- d. the auditing of Wing aviation activities to ensure compliance with this manual and AAFC 400.002 Aviation Safety Management System (ASMS).

### **Operations Coordinator**

**4.5** The Operations Coordinator (OPSCOORD-ATD) is responsible to DAT-AAFC for the effective coordination, management and development of national aviation training procedures and activities. OPSCOORD will act as the point of contact for the ATD for any non-specific discipline related aviation or general administrative matters. Responsibilities include:-

- a. being the initial ATD point of contact for external agencies;
- b. maintaining the files and register of correspondence for ATD;
- c. coordinating all travel requirements for Executive Working Groups;
- d. coordinating all travel requirements for the annual National Aviation Standardisation Seminar;
- e. coordinating and assisting the Detachment Commander National Aviation Competition (DETCDR NAC) for the travel and organisation of the NAC competition;
- f. providing administrative advice to the DAT AAFC;
- g. coordinating Senior Officer Selection Boards (SOSB) for senior ATD positions;
- h. managing the ATD website;
- i. facilitating the fuel allocation to Wings;
- j. managing the selection process for the Air Force flying scholarships;
- k. the development of aviation activity management; and
- l. coordinating with COS-AAFC the ATD Budget.

### **Wing Officers Commanding**

**4.6** The Wing OC is responsible for the overall safety and management of all aviation activities including;

- a. ensuring a Senior Aviation Officer (SAO) is appointed, who will be responsible operationally to the OC of the Wing and be responsive to ATD requirements within the Wing,
- b. ensuring that aviation and ASMS responsibilities are assigned to the appropriate Wing personnel,
- c. issuing Aviation Standard Operating Procedures (AvSOP) for their Wing,
- d. maintaining expected safety standards and culture within wing executive staff,
- e. supporting the AAFC *just safety* culture (refer to AAFC 400.002 Aviation Safety Management System) when dealing with mistakes and violation issues,
- f. ensuring procedures are implemented within the Wing to pass feedback to ATD on aviation policy, procedures and safety.

### **Wing Senior Aviation Officer**

**4.7** The Wing Senior Aviation Officer (SAO) is responsible to the Wing OC and responsive to DAT-AAFC for:

- a. ensuring that appropriate and adequate safety measures are implemented throughout the Wings aviation operations in accordance with the Manual of Aviation Operations, ASMS and ATD directives;
- b. ensuring operators listed as 'approved service providers' are selected in accordance with the criteria listed in [Chapter 5](#) of this Manual;
- c. ensuring all aircraft, ancillary and safety equipment used in flying training and operations complies with AAFC airworthiness requirements (which cover CASA and GFA airworthiness requirements);
- d. all AAFC documentation involved in aviation operations and flying training meets requirements of ATD-AAFC;
- e. ensuring that appropriate liaison is maintained with ATD and that reporting required of this Manual is accurately and effectively managed; and
- f. ensuring in conjunction with the Wing AFLO that appropriate and robust corporate governance measures are in place to accurately account for fuel, finance, equipment, the management of Air Force flying scholarships and adherence to approved service provider selection procedures.

### **Additional Flying Operations Positions**

**4.8** A Wing OC, upon recommendation from the SAO and within their approved establishment, may appoint members to fill a number of positions within the Wing aviation operations area. These positions may include:

- a. Flight Commander - Aviation Training Flight (FLTCDR-ATF);
- b. Officer-in-Charge - Power (OIC-PWR);

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c. Officer-in-Charge - Gliding (OIC-GLID);

**4.9** Other positions may be required within individual Wings.

**4.10** Duties and responsibilities of each position must be clearly stated within Wing AvSOP.

**4.11** Selection of staff is to be made with regard to the experience of the applicant in the relevant field of aviation and their understanding of the legislative requirements. As a guide, persons appointed to positions of responsibility in the aviation field are to have the knowledge to enable them to identify safety, airworthiness, administrative and corporate risks to Cadets, the AAFC and the Commonwealth.

## Chapter 5

# AVIATION ACTIVITIES

### Approved Aviation Activities

**5.1** The following approved activities are designed to give cadets an exposure to aviation activities as part of meeting the aims of the AAFC:

- a. flights in Australian Defence Force aircraft;
- b. powered flying in aircraft registered in accordance with Civil Aviation Safety Regulation (CASR) Part 47 and its subsequent amendments (VH registered);
- c. gliding in aircraft registered in accordance with Civil Aviation Safety Regulation (CASR) Part 47 and its subsequent amendments (VH registered) under the control of the Gliding Federation of Australia;
- d. ballooning in aircraft that are operated under the administration of the Australian Ballooning Federation Inc (ABF) and registered in accordance with the ABF Operations Manual;
- e. Radio-Controlled Aircraft as part of Aero-modelling;
- f. UAV under AAFC participation with approved operators; and
- g. Rocketry in accordance with CASA regulations.

**5.2** The primary flying activities in the AAFC include;

- a. **Cadet Air Experience (CAE)** - practical exposure to flying operations. This activity will support the basic and proficiency aviation syllabus.
- b. **Pilot Experience (PEX)** - practical instruction in flying operations in order to complement the AAFC aviation theory subjects. This instruction must be delivered by appropriately rated instructors and content is to be in accordance with the appropriate Annex of this chapter.
- c. **Flying Training (FT)** - practical instruction by rated flying instructors culminating in a recognised flying achievement or qualification.

**5.3** Flights in aircraft registered in accordance with Defence Regulations and Civil Aviation Safety Regulations 1998 (CASR) Part 47 ('VH' registered aircraft) are approved. Flights by cadets and staff in other aircraft not covered by these regulations are not to be approved.

### Information for Activity Approval

**5.4** All aviation activities are to be risk managed in a manner that meets with the intent of the Risk Management practices and processes as detailed in the standard AAFC Risk Analysis and Management Plan (RAMP) which draws its principles from and complies with the ADF SMS Risk Management process.

**5.5** The minimum requirements for an aviation activity to be approved are detailed in the following annexes and are to be used as a checklist and guide prior to completing the Electronic Activity Approval (OA86) on CadetOne.

- a. [Annex A](#) – Powered Operations

- b. [Annex B](#) – Gliding Operations
- c. [Annex C](#) – Aviation Activities Preparation Checklist

### **Service Providers**

**5.6** Aviation service providers must comply with the minimum requirements described in the relevant annexes to this chapter.

**5.7** Service Providers are to be selected at a Wing level by SAO and AFLO. If any further clarification of issues for selection is required or if a conflict of interest is registered, it must be referred to DAT for the final decision. Conflict of interest issues are addressed in paragraph [5.30](#).

**5.8** Service providers are to be selected on the basis of:-

- a. compliance with CASA and/or GFA Regulations;
- b. an appropriate level of insurance;
- c. safety management;
- d. provision of the required service as detailed in this manual; and
- e. financial considerations.

**5.9** Such approval shall be valid for no longer than 24 months.

**5.10** ATD will maintain a register of 'Operationally Compliant Aviation Service Providers' and record the information in the relevant section of the Cadet One activity approval process. Where a preferred service provider is not listed the Wing is to approach DAT-AAFC to seek approval for use of that service provider.

### **SAO Responsibility**

**5.11** The wing SAO is responsible for:

- a. ensuring that all aviation Service Providers to the Wing are approved in accordance with the criteria and guidance listed in this Manual,
- b. providing copies of the necessary documentation to ATD,
- c. advising ATD should any details in relation to the Service Provider change, and
- d. bringing to the attention of ATD the expiration of any Service Provider's approval,

**5.12** The SAO must ensure an appropriate procedure, in accordance with the requirements of this Manual, is implemented to recommend organisation(s) and QFI(s) in order to meet the requirements of paragraphs [5.6 – 5.10](#).

### **Private Operations (Powered)**

**5.13** AAFC members are not permitted to fly as passengers on any type of AAFC flying activity in aircraft where the pilot is the holder of a Student Pilot Licence (with/without Passenger Carrying Permit) or a Private Pilot Licence.

**5.14** Cadets are not permitted to be carried on a private operation flight.

### **Adventure Flights**

**5.15** Adventure flights (described in Annex F to this chapter) carrying cadets must have written parental consent obtained before the activity.

### **Aerobatics**

**5.16** Aerobic manoeuvres may be conducted on CAE, PEX and FT flights and in aircraft or gliders registered in the aerobatic category with appropriately endorsed pilots (QFI, QGI, CPL or higher).

**5.17** Specific mention of 'Aerobatics' must be made on the OA86 for consideration as part of ATD and OC approval process.

**5.18** Written parental consent is to be gained to conduct aerobatics with cadets.

**5.19** Aerobic flights in powered aircraft are not to take place within 3 NM of an operational airfield (airfields that are available for use, whether or not aircraft are currently operating at that place). DAT AAFC may grant an exemption from this provision upon written request.

**5.20** Cadets are not to be carried during low-level aerobatic flights. All aerobatic activities involving Cadets are to take place at a height not below:

- a. Powered Operations – 3000 feet AGL
- b. Gliding Operations – 1000ft AGL or 2000 AGL when within 2NM of an ARP of a licensed Aerodrome.

### **Formation Flying**

**5.21** Cadets may be carried on board an aircraft or helicopter involved in formation flying with pilots holding formation-flying approval.

**5.22** Specific mention of 'Formation Flying' is to be made on the OA86 for consideration as part of ATD and OC approval process.

**5.23** Written parental consent is to be gained to conduct formation flying with cadets.

### **Cadet Pilots with Cadet Passengers**

**5.24** A Cadet may fly with another cadet as passenger provided the following conditions are met:-

- a. the minimum requirements for pilots as described in annexes E - G are confirmed;
- b. an interview with the SAO and Wing OC to confirm suitability is conducted;
- c. the Chief Pilot/CFI of the contracted flying organisation endorses the flight; and
- d. the activity is conducted under the direct supervision of a flying instructor involved in the activity on the day (Minimum Grade 2 Powered or L2 Gliding).

**5.25** Parents are to be advised that an appropriately qualified and approved cadet may fly their son/daughter.

### **Staff as Students on Courses**

**5.26** AAFC staff may attend flying training as students if their position on the course does not disadvantage a cadet. If the staff member is an *ab initio* student that staff member must not be assigned detachment duties. They must be treated as students and permitted to focus their attention on the training being conducted.

### **AAFC Members as paid Service Provider Staff**

**5.27** AAFC staff who act as pilots, instructors (flying and ground) or operations staff for a service provider have a potential conflict of interest between their public (AAFC) duties and private interests. Care must be taken to understand the conditions listed below when planning and conducting any AAFC activity in which members will also be used as pilots or staff under an approved service provider.

**5.28** For the purpose of providing services to the AAFC, all persons conducting duties associated with the provision of the service are deemed to be an employee of the service provider or a member of the club, group or association that is providing the service and must abide by the rules of the service provider unless a more restrictive AAFC requirement exists.

**5.29** AAFC members may act as pilots, instructors (flying and ground) or operations staff of a service provider provided the following conditions are met and the member is made fully aware of them before any activity:

- a. The details must be clearly shown in the activity approval documentation, including listing the duties to be performed (to allow oversight and management of workload).
- b. The AAFC member concerned must understand that they are deemed to be an employee, member or associated with the service provider and must meet all of the service providers' conditions, procedures and responsibilities. The member must be qualified, trained and approved by the service provider to conduct the duties.
- c. The member's AAFC duties may be conducted at the same time, however consideration must be given to the service providers safety requirements such as duty times, fatigue management etc.
- d. An AAFC member must not claim Cadet Forces Allowance (CFA) when they are receiving remuneration as a member of the company, club, group or association that is providing the service. However, if the AAFC member is providing service as a volunteer for the service provider, CFA may be claimed.
- e. CFA claims may be submitted for the component of an activity where the member is conducting specific AAFC duties. Details must be included in the activity approval where the AAFC member volunteers their time to the service provider, and subsequently intend to claim CFA.

### **Conflict of Interest**

**5.30** Conflicts of interest are an inevitable fact of organisational life. They can be actual, potential or perceived but must always be properly managed to avoid problems. In the majority of cases, simply being aware of the potential for conflict and the exercise of good judgment can avoid conflicts of interest. Staff members must ensure there is no conflict of interest between their personal interests and their duties, obligations and responsibilities to the AAFC.

**5.31** AAFC staff are obligated to avoid and disclose ethical, legal, financial, or other conflicts of interest involving the AAFC. They are to remove themselves from a position of decision-making authority with respect to any conflict situation involving the AAFC and that service provider where it could be perceived that the AAFC member will be gaining benefit from that involvement. If the conflict

of interest involves a member in the selection process the member is to be substituted with another member of equivalent experience. Where a conflict of interest situation is recognised the final decision for selection of a service provider is to be passed to DAT AAFC, who is to be advised of the nature of the interest and the name of the staff member(s) involved. The Wing OC and CDR AAFC are also to be advised.

### **Issue of Flying Suits**

**5.32** Only AAFC staff members who are engaged in flying duties are entitled to be issued with flying suits. The issue will be in accordance with the AAFC Uniform Instructions.

### **Initiation/Practical Jokes**

**5.33** Under no circumstances are any forms of practical jokes or initiations, particularly upon achieving First Solo flight, to be conducted or condoned. The SAO must ensure all personnel, civilian and AAFC, are aware of the AAFC policy of zero tolerance in this area.

### **Annexes:**

- A. [Powered Flying Requirements](#)
- B. [Gliding Requirements](#)
- C. [Aviation Activity Preparation Checklist](#)
- D. [AAFC Requirements for Charter Operators](#)
- E. [AAFC Requirements for Providers of Powered Flight Training](#)
- F. [AAFC Requirements for Providers of Adventure Flights](#)
- G. [AAFC Requirements for Providers of Gliding Services](#)



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Annex A to  
Chapter 5

**POWERED FLYING REQUIREMENTS**  
(Checklist and Guide prior to completing CadetOne OA86)

**Type of Activity Being Conducted:**

- Cadet Air Experience (Passenger Only)
- Pilot Experience Flight (Fly Hands-On)
- Adventure Flight
- Flying Training (Course or Continuation)

Location of activity: .....

**Service Provider Details:** Approved  Yes  No (Complete details below)

Name: .....

Address: .....

Phone: ..... Fax: ..... Email: .....

Chief Pilot/Chief Flying Instructor .....

Air Operators Certificate No. .... Valid To. ....  Copy Attached

Insurance Policy No..... Company. .... Valid To. ....

Drug and Alcohol Management Policy (DAMP)  Yes  No

Aircraft types to be used: .....

**Ferry Flights:**

Are ferry flights involved?  Yes  No

Are cadets to be carried on ferry?  No  Yes →  Training or  Passenger

Ferry from ..... Date of ferry .....

Return Ferry to: ..... Date of ferry .....

**Fuel:**

Estimated Quantity of Fuel Required: ..... Litres – AVGAS

..... Litres – AVTUR

..... Litres – MOTO (Unleaded)

Does fuel need to be delivered to airfield?  No  Yes by date.....

Exact location for delivery.....

**Risk Assessment:**

Risk Assessment (RAMP) completed: .....  Yes  No

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Annex B to  
Chapter 5

**GLIDING REQUIREMENTS**  
(Checklist and Guide prior to completing CadetOne OA86)

**Type of Activity Being Conducted:**

- PEX Flight (Fly Hands-On)
- Flying Training (Course or Continuation)

Location of activity: .....  
.....

**Service Provider Details:** Approved  Yes  No (Complete details below)

Name: .....

Address:.....

Phone: ..... Fax: ..... Email: .....

GFA Affiliation No. .... Date of last GFA Ops Check: .....

Insurance Policy..... Company..... Valid To. ....

Chief Flying Instructor.....

Aircraft types to be used:.....

Launch Types used: .....

**Ferry Flights:**

Are ferry flights involved?  Yes  No

Are cadets to be carried on ferry?  No  Yes →  Training or  Passenger

Ferry from ..... Date of ferry .....

Return Ferry to: ..... Date of ferry .....

**Fuel:**

Estimated Quantity of Fuel Required: ..... Litres – AVGAS

..... Litres – AVTUR

..... Litres – MOTO (Unleaded)

Does fuel need to be delivered to airfield?  No  Yes by date.....

Exact location for delivery.....

**Risk Assessment:**

Risk Assessment (RAMP) completed:  Yes  No

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### AVIATION ACTIVITY PREPARATION CHECKLIST (Checklist and Guide prior to completing CadetOne OA86)

Item	Considered	Comments
Activity Type	<input type="checkbox"/> Powered <input type="checkbox"/> Gliding	Contact Aviation Training Flight specialising in type of activity in your Wing to assist in organising the activity for your squadron or contact Aviation Training Directorate for assistance.
Type of Flying	Cadet Air Experience <input type="checkbox"/>	Cadets experience flight without manipulating the controls, but review AVB subject matter
	Pilot Experience Flight <input type="checkbox"/>	Cadets fly one-on-one with an instructor having the chance to manipulate the controls. Basic operation and effects of controls
	Adventure Flights <input type="checkbox"/>	Cadets fly as passenger in a "war bird". Limited category aircraft.
	Flying Training <input type="checkbox"/>	Cadets undergo a defined syllabus of training as issued by the Civil Aviation Safety Authority or Gliding Federation of Australia.
	Aerobatic Flights <input type="checkbox"/>	Cadets fly as passenger on an aerobatic flight with an appropriately certified pilot.
Location	<input type="checkbox"/>	Location of Activity (to be agreed upon)
Service Provider	Approved <input type="checkbox"/>	Is the service provider an approved provider? Details of approved providers are held by ATF, ATD or CB-AF
	Details <input type="checkbox"/>	ATF will provide contact details of service provider and supply copies of AOC (Airways Operating Certificates) Insurance details, and DAMP. Aircraft Type(s) Complete Aviation Activity Requirements Annex
Ferry Flights	<input type="checkbox"/>	Will ferry flights be required for the activity to be operated at the location? Will cadets be carried on these flights? If so, will the cadet be a passenger or will they be undergoing training? If cadets are carried then the organiser is to ensure the dates of these ferry flights are covered by the dates included in the OA86. Fill in Aviation Activity Requirements Annex.
Fuel	<input type="checkbox"/>	Advise the ATF the number of cadets intending to attend the activity. The ATF will estimate the amount and type of fuel required based on these numbers and the aircraft type being used. Does fuel need to be delivered to airfield? By what date? Location? Organiser to fill in Aviation Activity Requirements Annex.
RAMP (Aviation section)	<input type="checkbox"/>	Discuss issues and jointly complete the aviation section of the RAMP with the ATF. Organiser to ensure the RAMP is included in the OA86.
Aircraft	<input type="checkbox"/>	If operating from a RAAF base then details of civil aircraft will need to be included in AI for approval to be granted for the aircraft to operate from the airfield. ATF or Service

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Item	Considered	Comments
		Provider to provide details of aircraft. Organisers to ensure these details are included in the OA86 and AI, requesting permission for these aircraft to be operated from the RAAF base.
Daily Program	<input type="checkbox"/>	ATF will provide details/timings of aviation component considering duty time limitations etc. Organisers to ensure these details are included in the daily program of OA86.
Staff	<input type="checkbox"/>	ATF to provide numbers and/or details of specialist aviation staff that will need to be included on the OA86 and AI - QFIs, OPSOs etc. Organiser to ensure these details are included in the OA86.
Travel	<input type="checkbox"/>	ATF to provide numbers and/or details of specialist aviation staff that will need to be included in travel arrangements. Organiser to ensure these details are included in the OA86.
Accommodation	<input type="checkbox"/>	ATF to provide numbers and/or details of specialist aviation staff that will need to be accommodated for the activity. Organiser to ensure these details are included in the OA86.
Rations	<input type="checkbox"/>	ATF to provide numbers and/or details of specialist aviation staff that will need to be rationed for the activity. Organiser to ensure these details are included in the OA86.
Vehicles	<input type="checkbox"/>	ATF to advise any requirements for vehicles (ADF or Hire) for the activity. Organiser to ensure these details are included in the OA86.
Equipment	<input type="checkbox"/>	ATF to provide details of any equipment needed to be provided by WG/SQN/FLT or RAAF. Organiser to ensure these details are included in the OA86.
Any Other Items		

Note: Where an ATF is not present in a Wing, the SAO is the first point of contact, then ATD.

### **AAFC REQUIREMENTS FOR CHARTER OPERATORS**

1. **General Requirements:** Organisations conducting Charter Operations for or on behalf of the AAFC must have a current Air Operators Certificate issued by the Civil Aviation Safety Authority which allows the conduct of Charter operations with the proposed aircraft type. It is requirement that a copy of the Air Operators Certificate is supplied to the AAFC prior to the approval of a service provider.
2. **Company SAR:** Service Providers are to specify and maintain a system which monitors the departure time, route of flight and expected arrival time of aircraft conducting AAFC operations. This procedure is to allow emergency services to be alerted in the event of a missing or late aircraft.
3. **Insurance Requirements:** Charter operators are required to maintain and supply evidence of insurance including the following:
  - a. cover in accordance with the Civil Aviation (Carriers Liability) Act 1959;
  - b. name the Commonwealth of Australia its officers, employees and agents as a joint insured;
  - c. include a waiver by the Insurer of all express or implied rights of subrogation in favour of the Commonwealth of Australia its servants and officers;
  - d. include a cross liability clause noting that each insured party shall be considered a separate entity and that the insurance shall apply as if a separate policy has been issued to each insured party;
  - e. include a clause that provides that non-disclosure, misrepresentation or breach of a conditional term of the insurance by any insured will not adversely affect the cover provided under the policy to another insurer.
4. All contracts of service with Charter Operators must include the following provisions:
  - a. The contractor shall ensure each subcontractor is insured against the Subcontractor's corresponding liabilities;
  - b. The Contractor shall, on request, produce a satisfactory evidence of the insurance to the AAFC Representative including details of:
    - i. Name of the insurance provider;
    - ii. Type of insurance;
    - iii. Terms of insurance, including any specific exclusions;
    - iv. Limits of liability per claim or occurrence and details of any aggregate limits or relevant sub-limits that apply;
    - v. Whether any part or current claims made under the policy have materially affected or are likely to materially affect, the amount of cover available under the policy;
    - vi. Deductible amounts; and
    - vii. Period of insurance.

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- c. The Contractor shall immediately notify the Commonwealth if the Contractor becomes aware or reasonably believes that, in relation to any policy of insurance relevant to the Contract that the policy:
  - i. Is or will be cancelled;
  - ii. Has not been or will not be renewed; or
  - iii. Has had or will have its coverage reduced in any material respect; or
  - iv. There has been non-compliance with any conditions to which the policy is subject.
5. The insurances required under this Section must be taken out with a reputable insurer with a security rating from 'Standard & Poors' of not less than 'A' and on terms consistent with prudent risk management practice.
6. **Pilot Requirements:** Pilots are to hold a Commercial Pilots License (or higher qualification) and the following additional qualifications:
  - a. current Class 1 Aviation medical;
  - b. endorsement on aircraft type;
  - c. current Dangerous Goods Certificate;
  - d. all pilots must conform to the 'regular flight review' requirements in accordance with CAR Part 5;
  - e. undergone regular pilot proficiency training;
  - f. all pilots must conform to the 'recent experience' requirements in accordance with CAR Part 5;
  - g. 30 hours on aircraft type
7. **Aircraft Requirements:** Aircraft used for AAFC Cadet Air Experience flights should be of a capacity that would not preclude the achievement of the aims listed in Annex A to Chapter 6 of this manual.
8. **Statement of Compliance:** To ensure that Service Providers are aware of AAFC requirements and that an appropriate level of corporate governance is maintained in the selection of service providers, the 'Statement of Compliance' is to be signed by a Director, Responsible Person of the Company or entity providing the service to the AAFC.



### **AAFC REQUIREMENTS FOR PROVIDERS OF POWERED FLIGHT TRAINING**

1. **General Requirements:** Organisations conducting Flight Training operations for or on behalf of the AAFC must have a current Air Operators Certificate issued by the Civil Aviation Safety Authority which allows the conduct of training operations with the proposed aircraft type and at the proposed locations. It is requirement that a copy of the Air Operators Certificate is supplied to the AAFC prior to the approval of a service provider.
2. **Company SAR:** Service Providers are to specify and maintain a system which monitors the departure time, route of flight and expected arrival time of aircraft conducting AAFC operations. This procedure is to allow emergency services to be alerted in the event of a missing or late aircraft.
3. **Insurance Requirements:** Training operators are required to maintain and supply evidence of insurance including the following:
  - a. a clause noting that Student Pilots are deemed to be passengers when under instruction;
  - b. name the Commonwealth of Australia its servants and officers as a joint insured;
  - c. include a waiver by the Insurer of all express or implied rights of subrogation in favour of the Commonwealth of Australia its servants and officers;
  - d. include a cross liability clause noting that each insured party shall be considered a separate entity and that the insurance shall apply as if a separate policy has been issued to each insured party;
  - e. include a clause that provides that non-disclosure, misrepresentation or breach of a conditional term of the insurance by any insured will not adversely affect the cover provided under the policy to another insurer.
5. The insurances required under this Section must be taken out with a reputable insurer with a security rating from 'Standard & Poors' of not less than 'A' and on terms consistent with prudent risk management practice.
6. **Pilot Requirements:** Pilots are to hold a Flying Instructor Rating issued by the Civil Aviation Safety Authority and the following additional qualifications:
  - a. current Class 1 Aviation medical;
  - b. endorsement on aircraft type;
  - c. all pilots must conform to the 'regular flight review' requirements in accordance with CAR Part 5;
  - d. undergone regular pilot proficiency training;
  - e. all pilots must conform to the 'recent experience' requirements in accordance with CAR Part 5;
  - f. 300 hours total time (Minimum Requirement);
  - g. 30 hours on aircraft type

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7. **Aircraft Requirements:** Aircraft used for AAFC training operations should be aircraft with fewer than five seats capacity.

8. **Statement of Compliance:** To ensure that Service Providers are aware of AAFC requirements and that an appropriate level of corporate governance is maintained in the selection of service providers, the 'Statement of Compliance' is to be signed by a Director, Responsible Person of the Company or entity providing the training service to the AAFC.

### **AAFC REQUIREMENTS FOR PROVIDERS OF ADVENTURE FLIGHTS**

1. **General Requirements:** Organisations conducting Adventure Flight operations for or on behalf of the AAFC must have Civil Aviation Safety Regulations 262 AM which allows the conduct of commercial operations in ex-military 'Limited' Category operations without the requirement for an Air Operators Certificate issued by the Civil Aviation Safety Authority. Unlike Charter operations, 'Adventure Flight' operations are authorised by the purpose described in the Special Certificate of Airworthiness for the individual aircraft.
2. **Company SAR:** Service Providers are to specify and maintain a system which monitors the departure time, route of flight and expected arrival time of aircraft conducting AAFC operations. This procedure is to allow emergency services to be alerted in the event of a missing or late aircraft.
3. **Insurance Requirements:** Adventure Flight operators are required to maintain and supply evidence of insurance including the following:
  - a. Aviation Liability Insurance subject to a minimum of AUD5,000,000 Third Party Liability/Passenger Legal Liability – Combined Single Limit;
  - b. name the Commonwealth of Australia its servants and officers as a joint insured;
  - c. include a waiver by the Insurer of all express or implied rights of subrogation in favour of the Commonwealth of Australia its servants and officers;
  - d. include a cross liability clause noting that each insured party shall be considered a separate entity and that the insurance shall apply as if a separate policy has been issued to each insured party;
  - e. include a clause that provides that non-disclosure, misrepresentation or breach of a conditional term of the insurance by any insured will not adversely affect the cover provided under the policy to another insurer.
4. The insurances required under this Section must be taken out with a reputable insurer with a security rating from 'Standard & Poors' of not less than 'A' and on terms consistent with prudent risk management practice.
5. **Pilot Requirements:** Pilots are to hold a Commercial Pilots Licence issued by the Civil Aviation Safety Authority and the following additional qualifications:
  - a. current Class 1 Aviation medical;
  - b. endorsement on aircraft type;
  - c. all pilots must conform to the 'regular flight review' requirements in accordance with CAR Part 5;
  - d. undergone regular pilot proficiency training;
  - e. all pilots must conform to the 'recent experience' requirements in accordance with CAR Part 5;
  - f. 500 hours total time (Minimum Requirement);
  - g. 30 hours on aircraft type.

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6. **Aircraft Requirements:** Aircraft used for AAFC training operations should be aircraft with fewer than five seats capacity and registered in the 'Limited Category'. The supply of a copy of the 'Special Certificate of Airworthiness' to ATD-AAFC is a requirement for the approval of an 'Adventure Flight' operator.
7. Aircraft types used for AAFC operations are normally restricted to types described by CASA as having a 'Permit Index' of 0 or 1 in CASA Advisory Circular AC 21-25(2). This 'permit index' is regarded as a measure of risk. Flights in aircraft with a Permit Index of 2 can only be approved by DCADETOPS-AF.
8. **Area of Operation:** Adventure Flights are legally permitted within the 'vicinity' of the airfield. This is not defined and operators are to define this area in the company operations manual to take into account a specific distance. This allows for a return to the airfield in the event of an emergency or illness.
9. **Aerobatic Operations:** Aerobatic activities are to be conducted wherever possible within an area specified as an 'aerobatic area' or where this is not available, not within 5 nautical miles of an aerodrome. Aerobatic manoeuvres are not to be conducted without parental consent and must be conducted wholly above three thousand feet (3000') above ground level for powered operations and, for gliding operations, 1000ft AGL or 2000 AGL when within 2NM of an ARP of a licensed Aerodrome.
10. **Statement of Compliance:** To ensure that Service Providers are aware of AAFC requirements and that an appropriate level of corporate governance is maintained in the selection of service providers, the 'Statement of Compliance' is to be signed by a Director, Responsible Person of the Company or entity providing the Adventure Flight service to the AAFC.

**AAFC REQUIREMENTS FOR PROVIDERS OF GLIDING SERVICES**

1. **General Requirements:** Organisations conducting Gliding operations for or on behalf of the AAFC must be members of the Gliding Federation of Australia.
2. **Company SAR:** Service Providers are to specify and maintain a system which monitors the departure time, area of operations and expected arrival time of aircraft conducting AAFC operations. This procedure is to allow emergency services to be alerted in the event of a missing or late aircraft.
3. **Insurance Requirements:** All service providers must have appropriate levels of insurance to cover flying training, pilot/passenger, hull and third party liability. A minimum liability of \$5,000,000 should be specified in the policy.
4. The insurances required under this Section must be taken out with a reputable insurer with a security rating from 'Standard & Poors' of not less than 'A' and on terms consistent with prudent risk management practice.
5. **Pilot Requirements:** Instructors are to hold the following qualifications:
  - a. GFA level 1, 2, or 3 Instructor Rating, for flying training, and/or GFA Air Experience Instructor Rating for Pilot Experience Flights; and
  - b. Endorsement on aircraft type for motor gliders, otherwise a minimum 5 hours experience on the model of glider being used; and
  - c. Undergone regular instructor proficiency training; and
  - d. Recent experience requirements are met (in accordance with Glider Federation of Australia Manual Of Standard Procedures, Part 2 - Operations, Section 17)
6. **Statement of Compliance:** To ensure that Service Providers are aware of AAFC requirements and that an appropriate level of corporate governance is maintained in the selection of service providers, the 'Statement of Compliance' is to be signed by the Chief Flying Instructor of the gliding organisation providing the service to the AAFC.

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## Chapter 6

# POWERED FLYING

### Cadet Aviation Experience

**6.1** Cadet Aviation Experience (CAE) flights may be conducted with approved providers in accordance with the requirements of [Chapter 5](#) during:

- a. A 'Charter Category' flight,
- b. An 'Adventure' Flight, or
- c. A 'Limited Category' flight.

**6.2** Operations will only be approved with Service Providers who have met the criteria listed in this manual. The requirements and approval process for Service Providers are described in [Chapter 5](#) and may impose requirements that are additional to the regulating authority.

**6.3** During a CAE Flight only the Pilot-in-Command may manipulate the aircraft controls.

**6.4** A CAE flight should be conducted in order to assist in meeting lesson objectives of Aviation Basic (AVB), Aviation Proficiency (AVP) and Aviation Advanced (AVA) subjects of the AAFC Home Training Syllabus. A CAE flight should be structured to achieve these objectives. The content of CAE flights is attached at [Annex A](#).

### Pilot Experience Flights

**6.5** A Qualified Flying Instructor (QFI) holding a CASA issued Instructor Rating must conduct Pilot Experience Flights (PEX). The company's Chief Flying Instructor must approve the QFI(s) to conduct the AAFC operation. The operation must be conducted through an approved service provider as detailed in [Chapter 5](#).

**6.6** Passengers are not to be carried during a PEX. Only the QFI and the AAFC cadet or staff member may be on board the aircraft. The objective of a PEX is to give the student "hands-on" control of the aircraft under the instruction of the QFI. The syllabus points to be covered in these flights are in accordance with the CASA Day VFR syllabus.

**6.7** A PEX flight should be conducted in order to assist in meeting lesson objectives of Aviation Basic (AVB), Aviation Proficiency (AVP) and Aviation Advanced (AVA) subjects of the AAFC Home Training Syllabus. Additionally, a PEX flight provides a valuable lead in to formal flying training.

### Flying Training

**6.8** Flying Training must be conducted by a Qualified Flying Instructor (QFI) holding a CASA issued Instructor Rating. The Flying School's Chief Flying Instructor must approve the QFI to conduct the AAFC operation. The operation must be conducted through an approved service provider as detailed in [Chapter 5](#).

**6.9** It is an AAFC requirement that the service providers syllabus allows each student the ability to continue with, or transfer to, an 'Integrated Commercial Pilots Licence (150 hour) course'.

### Working With Children Checks

**6.10** Working With Children (WWC) checks must be obtained in accordance with the published AAFC policy and varies with each state. Requirements can be found on the WWC policy promulgated on the AAFC Resource Centre.

## **Night Flying**

**6.11** Cadets may be carried on board an aircraft engaging in night flying under the following conditions:

- a. **CAE:** if the flight is conducted in accordance with the requirements of this Chapter as a Charter flight, and additionally, the aircraft used must be multi-engine and the pilot, in addition to holding a Commercial Pilot Licence or higher, must hold a current Command Instrument Rating; or
- b. **PEX:** Pilot Experience flights are not to be conducted at night.
- c. **FT:** in an aircraft approved for night flying with a QFI who is appropriately qualified to instruct at night.

**6.12** Specific mention of 'Night Flying' is to be made on the OA86 for consideration as part of ATD and OC approval process.

**6.13** Additionally, written parental consent must be gained to conduct night flying with cadets.

## **Annex:**

- A. [Training Plan – Cadet Air Experience Flight \(Power\)](#)



**AUSTRALIAN AIR FORCE CADETS**

**TRAINING PLAN – CADET AIR EXPERIENCE FLIGHT (POWER)**

**(CAE-1)**

**INTRODUCTION**

**Aims** - The aims of this sortie are for the cadet to:

- provide an opportunity for a Cadet to experience flight in an aircraft; and
- provide the Cadet a positive aviation experience to assist in developing their interest in aviation.

The capacity of the aircraft should be no larger than that which would preclude the ability to:

- allow the Cadet to experience the sensation of flight, and
- observe pilot actions during flight and listen to pilot radio communication through the use of headsets.

**Objectives** - At the conclusion of this sortie the cadet should be able to

- describe visual attitudes;
- Reinforce the theory objectives of the AVB syllabus.

**Pre-requisites** - Prerequisites for this sortie are:

- Nil

**PRE-FLIGHT BRIEFING**

**Revision** - Review the parts of aircraft and the control surfaces.

**Discuss** -

- AIRSIDE SAFETY
- VISUAL ATTITUDES
- WEATHER

**AIR EXERCISE**

**Duration** - The duration of CAE-1 is 0.5 hours.

**Radio Operations** – Wherever possible the cadets should be allowed to monitor the radio communication.

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### COMMON CADET PROBLEMS

**Problem** - Cadet feels uncomfortable and unwell due to aircraft movement.

**Solution** – Throughout the flight direct cadet attention to features in the far distance whilst limiting operations to moderate manoeuvres such as medium level turns.

### DEBRIEFING

Reassure the cadets that it is not uncommon to feel uncomfortable during their first flight in an aircraft.

Brief cadet on requirements for future flight training

## Chapter 7

# GLIDING

### **Pilot Experience Flights**

**7.1** Pilot Experience Flights (PEX) provides a valuable lead-in to formal glider training and must be conducted by a Qualified Flying Instructor (QFI) holding a Gliding Federation of Australia (GFA) Air Experience or Instructor Rating. The QFI must be approved to conduct the AAFC operation by the club's Chief Flying Instructor.

**7.2** A PEX flight should be conducted in order to assist in meeting lesson objectives of Aviation Basic (AVB), Aviation Proficiency (AVP) and Aviation Advanced (AVA) subjects of the AAFC Home Training Syllabus. A PEX flight should be structured to achieve these objectives. Due to the short nature of gliding flights multiple levels of PEX may be required to meet these objectives.

**7.3** PEX flights (1 – 3) are to be carried out in accordance with the syllabus published by the GFA Glider Pilot Certificate (GPC). Special emphasis is to be given to airmanship points such as Lookout and Checks.

### **Flying Training**

**7.4** Flying Training must be conducted by a Qualified Flying Instructor (QFI) holding a GFA Level 1, Level 2 or Level 3 Instructor Rating. Training is to be carried out under the supervision of a Level 2 or higher instructor; however Level 1 Instructors with an Independent Operator Rating (granted in accordance with Section 19.1 of the Manual of Standard Operations Part 2) may also conduct Flying Training.

**7.5** Qualified coaches who hold at least an Air Experience Instructor (AEI) rating may undertake coaching in accordance with the GPC sections they are authorised to fly in accordance with GFA regulations.

**7.6** Flying Training and Coaching is to be conducted in accordance with the GFA Instructor Handbook, the GFA Operations Manual and the GFA Operation Directives.

### **GFA Glider Pilot Certificate**

**7.7** The aim of all AAFC gliding instruction is for the student to gain the GFA Glider Pilot Certificate (GPC).

**7.8** The GFA GPC is a mix of flying training and coaching in cross country techniques. GFA qualified instructors may undertake training for all syllabus items as appropriate to the instructor rating held.

**7.9** Coaches who hold an AEI rating may undertake two-seater training and assessment of those authorised sections of the GPC Training Syllabus.

### **Glider Launch**

**7.10** Cadets are not to be carried on board the aero-tow aircraft during glider launches.

### **Working With Children Checks**

**7.11** Working With Children (WWC) checks must be obtained in accordance with the published AAFC policy and varies with each state. Requirements can be found on the WWC policy promulgated on the AAFC Resource Centre.

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Chapter 8

# **BALLOON FLYING ACTIVITIES**

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## Chapter 9

# CIVILIAN INSTRUCTORS

### Use of Civilian Instructors

**9.1** AAP 5110.001 Part 2 Chapter 2 Annex D specifies that civilian instructors may be utilised by the AAFC. This chapter relates to those civilian instructors who come under that classification and give their time voluntarily for AAFC aviation activities. Civilian (flying) instructors who are in the employ of a service provider are not covered by the provisions in this section. For AAFC flying operations, civilian instructors may be used as follows:

- a. Commercial Pilot Licence/Airline Transport Pilot Licence holders to conduct powered CAE flights;
- b. Private Pilot Licence (or above) holders to conduct aero tow for gliding operations only (cadets must not be carried on board the aircraft);
- c. Qualified Flying Instructors to conduct both powered and gliding PEX flights and flying training;
- d. GFA Air Experience Instructor qualified pilots may be used for gliding PEX flights;
- e. Appropriately qualified personnel to conduct theory instruction.

**9.2** When using civilian instructors for flying operations the requirements of AAP 5110.001 must be met. Specific attention is drawn to:

- a. police and/or service checks must be conducted;
- b. Working With Children (WWC) checks must be obtained in accordance with the published AAFC policy and varies with each state; requirements can be found on the WWC policy promulgated on the AAFC Resource Centre;
- c. an AAFC officer or instructor is to be present at all times that a civilian instructor is being used (except during actual flying sequences and continuation training); and
- d. civilian instructors are not covered by the Commonwealth Compensation Act. Each AAFC WG must provide suitable insurance cover for civilian instructors.
- e. The SAO must ensure an appropriate procedure is implemented to approve civilian instructors in order to meet the above requirements.

### Supervision of Activities and Civilian Instructors

**9.3** Civilian Instructors utilised on AAFC flying activities must be suitably briefed on the following requirements:

- a. the RAAF/AAFC Policy on Unacceptable Sexual Behaviour;
- b. the RAAF/AAFC Policy on Harassment;
- c. their Duty of Care obligations;
- d. the requirement to ensure that they are not in a 'one-to-one' situation with a cadet (except when in an aircraft);

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- e. that during individual briefings and debriefings conducted with an AAFC cadet, the door must remain open and an AAFC officer/instructor must be on the premises; and
- f. the requirements for flights as listed in this Manual.

**9.4** An AAFC officer/instructor must be present at any AAFC flying activity and must remain on the ground to ensure adequate supervision of cadets is maintained. The ratio of AAFC staff to cadets must be in accordance with AAFC policy.

**9.5** During continuation training with an approved service provider, the requirement for an AAFC Officer/Instructor to be present as detailed in paragraphs [9.3 \(e\)](#) and [9.4](#) may be waived. Similarly, in cases where individual cadets are undertaking scholarship flying outside an AAFC flying camp with an approved service provider, the conditions in paragraphs [9.3 \(e\)](#) and [9.4](#) may be waived.



## Chapter 10

# RAAF FUEL ALLOWANCE AND POLICY

### **Use of RAAF Fuel for AAFC Purposes**

**10.1** The Commonwealth of Australia through the Department of Defence provides the AAFC with an annual allocation of aviation fuel. The fuel is issued for the purpose of supporting approved AAFC aviation activities for Cadets. Use of Department of Defence aviation fuel requires prior approval in every instance. This document provides policy guidance for the approval process and does not provide the approval for the use of aviation fuel.

### **Use of Commonwealth Provided Fuel by Cadets of the AAFC**

**10.2** Commonwealth provided fuel may be used for approved aviation activities as listed in [Chapter 5](#).

### **Approval for the Issue of Commonwealth Government Supplied Aviation Fuel**

**10.3** Use of Commonwealth Government supplied aviation fuel is subject to the approval of a delegate on every occasion. In the majority of instances this delegate will be the Air Force Liaison Officer (AFLO) for the Wing. AAFC Officers or Instructors of Cadets cannot approve the use of aviation fuel unless given the authority of a delegate.

**10.4** The issue or payment by the Commonwealth of aviation fuel must be approved by a delegate prior to the approval of an activity. The delegate approval must be in writing and may be in the form of an Administrative Instruction or the OA86 for the activity.

### **Use of Commonwealth Government Supplied Fuel by AAFC Officers and Instructors**

**10.5** Commonwealth Government supplied fuel may be approved for AAFC Qualified Flying Instructor (QFI) Standardisation and Proficiency Check flights.

**10.6** Commonwealth Government supplied fuel may be used in support of approved Wing level activities. Wing level activities include OC/SO visits to country squadrons, PR aerial displays; fly pasts for ceremonial and memorial occasions etc.

**10.7** Commonwealth Government supplied fuel may be used to train AAFC Officers and Instructors only if such use of the fuel will not disadvantage a cadet of the AAFC and is recommended by the Wing SAO and OC for having future benefit for the AAFC.

### **Use of Commonwealth Government Supplied Fuel by Cadets of the ANC and AAC**

**10.8** Commonwealth Government supplied fuel may be used by cadets of the ANC and AAC who are attending approved AAFC flying activities only if such use of the fuel will not disadvantage a cadet of the AAFC, their participation being recommended by the Wing SAO and OC.

### **Transfer of Fuel Allocation between Wings**

**10.9** The transfer of fuel allowance between Wings is permitted under exceptional circumstances, if approved by DAT-AAFC and DCDTOPS-AF.

### **Special Allocation for the National Aviation Competition (NAC)**

**10.10** The Wing which hosts the NAC will receive an additional allocation of 2000 litres of aviation fuel to conduct the exercise; ATD will coordinate.

### **Accounting for Commonwealth Government Supplied Fuel**

**10.11** The Wing SAO is responsible for ensuring that a system is maintained to correctly account for usage of aviation fuel.

### **Reporting of Fuel Usage**

**10.12** SAO are to forward a report, as detailed at [Annex A - Chapter 15](#), to DAT AAFC indicating fuel usage. Reports are to reach DAT AAFC by 31 March and 30 September each year.

**10.13** SAO are to prepare a budget as detailed at [Annex A](#) of fuel required for each financial year. This budget is to reach DAT AAFC by 30 April each year. DAT AAFC will review and approve these budgets. DAT AAFC will then submit these budgets to CB-AF to manage distribution through the activity approval process. Wings will be notified by DAT AAFC of their approved fuel allocation.

### **Annex:**

- A. [Budget for Annual Fuel Allocation](#)

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Chapter 10

**BUDGET FOR ANNUAL FUEL ALLOCATION**

WING: .....

FINANCIAL YEAR: .....

FUEL ALLOCATION FOR CURRENT YEAR = .....

FUEL USED TO DATE = .....

EXTRA FUEL REQUIRED FOR NFC? = YES / NO

FUEL ALLOCATION REQUESTED = .....

COMMENTS:.....

.....

.....

.....

Signed..... Rank ..... Name ..... Position .....

**NOTE:**

This Budget must reach DAT AAFC no later than 30 April.

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## Chapter 11

# AAFC AVIATION SAFETY MANAGEMENT

### Aim

**11.1** The aim of aviation safety management is to provide the process and procedures to identify hazards, mitigate risks and maintain a generative safety culture within the AAFC and our service providers. The AAFC provides all of this information in the Aviation Safety Management System.

### Aviation Safety Management System

**11.2** A Safety Management System, to be known as the 'AAFC Aviation Safety Management System' (AAFC ASMS), is contained in the AAFC 400.002 *Aviation Safety Management System*. While specific to the aviation operations of the AAFC, the ASMS processes are aligned with the AAFC SMS, which in itself is created to align the AAFC with the Air Force 17 point SMS and fulfils the requirements determined by the WHS Act 2012. The day to day management of AAFC flying operations is contained in the Wing and/or ATF Aviation Standard Operating Procedures (AvSOP).

**11.3** The AAFC ASMS document contains the administrative processes and procedures for applying the ASMS to all AAFC aviation operations. It will also contain tools needed to enable the ASMS aims to be achieved. It will not contain specific safety processes or tools if a similar one exists in the AAFC SMS; reference to that process or tool will be made in that document to prevent unnecessary duplication.

**11.4** The ASMS contains information on other important aspects of Aviation Safety such as:

- a. Aviation safety culture;
- b. Safety committee and meetings;
- c. Emergency procedures;
- d. Accident and incident reporting;
- e. Audit and investigation procedures;
- f. Risk Management (in line with the AAFC SMS and WHS requirements) and
- g. Safety promotion and training.

### Safety Decision Making

**11.5** One of the key components to the ASMS is ensuring that our AAFC pilots and service providers are making good decisions in relation to aviation safety. The ASMS provides guidance and tools to assist decision makers in making decisions after considering risk and its management while still achieving the aviation aims of the AAFC.

**11.6** The AAFC safety priority is shown below and encouraged through the safety logo, which is used as part of all aviation safety correspondence:



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Chapter 12

## **AAFC FLYING BADGES**

### **Award Criteria for Flying Badges**

**12.1** The criteria for the awarding and wearing of AAFC flying badges are contained in Annex C to the AAFC Uniform Instructions Part A.

**12.2** The design, manner of display and process for approval for the award of the badges are described in the AAFC Uniform Instructions and subsequent amendments.

**12.3** Flying experience does not need to be gained solely during AAFC aviation activities to qualify for these badges, rather any experience that contributes to reaching the required standards as listed in the AAFC Uniform Instructions may be included. Recognition of that flying experience will be done in accordance with the procedures listed in the AAFC Uniform Instructions.

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## Chapter 13

# NATIONAL AVIATION COMPETITION

### **Purpose**

**13.1** The National Aviation Competition (NAC) is a competition which aims to assess individual standards in powered flying and gliding. Each Wing is to nominate cadets to participate in the NAC.

### **Responsibility**

**13.2** DAT AAFC is responsible for ensuring that the NAC occurs on an annual basis.

### **Organisation and Execution**

**13.3** A nominated ATD staff member will be responsible for organising the NAC. The member will be deemed the Detachment Commander NAC (DETCDR NAC). DETCDR NAC will liaise with the SAO of the relevant Wing and the NAFLO.

### **Awards and Trophies**

**13.4** Trophies will be awarded for the following:

- a. Dux of Powered Flying,
- b. Dux of Glider Flying,
- c. Best Cadet overall, and
- d. Best Wing.

**13.5** The trophies are perpetual, held by the winning Wing and returned to ATD prior to the next NAC. ATD is responsible for supplying facsimile trophies to be kept by the winning cadets.

**13.6** DAT AAFC will be responsible for inviting a suitable person(s) to present the trophies at the presentation ceremony.

### **Eligibility Criteria - Powered Flying Event**

**13.7** Each Wing may nominate up to two cadets to participate in the Powered Flying Event who meet the eligibility criteria detailed in [Annex A](#).

### **Eligibility Criteria - Gliding Event**

**13.8** Each Wing may nominate up to two cadets to participate in the Gliding Event who meet the eligibility criteria: detailed in [Annex C](#).

### **NAC Rules**

**13.9** The Powered Flying Event will be conducted in accordance with the rules at [Annex A](#).

**13.10** The Gliding Event will be conducted in accordance with the rules at [Annex C](#).

### **Assessment and Assessors**

**13.11** In conjunction with the SAO, the DETCDR NAC is to arrange for suitable assessors for the powered and gliding events. Each assessor must be a person who holds appropriate qualifications and should be recognised within their sphere of aviation as being highly experienced individuals.

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**13.12** As a guide, assessors should:

- a. for the powered event hold Grade 1 Flying Instructor Ratings or be a military QFI who holds a current CASA Instructor Rating; and
- b. for the gliding event hold either a Level 2 or Level 3 Gliding Instructor.

**13.13** Where a cadet is to fly two or more assessed sorties, each sortie is to be with a different Assessor. A cadet should not fly with an Assessor associated with his/her Wing.

**13.14** Each cadet will be assessed in accordance with the standard of training that they currently have attained. This will be factored in the final point score.

**13.15** An assessment form is to be completed for each assessed sortie. The assessment form for Powered Flying is at [Annex B](#). The assessment form for Gliding is at [Annex D](#).

### Factors

**13.16** Scores will be factored for the following:

- a. number of hours flown;
- b. stage of training attained; and
- c. if flying a new type of aircraft or glider.

### Best Wing Award

**13.17** The award for Best Wing will be determined on the following criteria:

- a. the highest score attained by the cadet(s) from that Wing in each event; and
- b. the degree of participation by each Wing (points will be awarded for participation in all of the available events).

### Annexes:

- A. [Rules for NAC Powered Flying Event](#)
- B. [Assessment Form - Powered Flying Event](#)
- C. [Rules for NAC Gliding Event](#)
- D. [Assessment Form - Gliding Event](#)

**RULES FOR NAC  
POWERED FLYING EVENT**

**Location**

1. At the direction of DAT AAFC the powered aircraft flying skills component of the NAC will be conducted at a location convenient to the Wing. Normally the site would be that used by the Wing for its flying training.
2. The DETCDR NAC, in conjunction with the SAO, is to ensure all AAFC approvals are completed, including assessment of adequate insurance coverage for attending staff and cadets.

**Appointments**

3. DETCDR NAC will appoint a competition OIC Powered Flying and a Chief Flying Instructor.
4. DETCDR NAC, in conjunction with the SAO, will appoint a panel of judges. Where possible, with the exception of the Chief Flying Instructor, these should have no direct connection with the Wing.

**Eligibility**

5. To be eligible for the competition a candidate must:
  - a. Have participated in AAFC authorised flying training following the CASA (Day VFR) syllabus of training;
  - b. be the holder of a current Student Pilot Licence;
  - c. have a current Aviation Medical Certificate (minimum Class 2 level);
  - d. have obtained a minimum standard of First Solo;
  - e. have not passed the GFPT; and
  - f. have no more than 50 hours powered flying experience.
6. A maximum of two candidates from each Wing may compete. DAT AAFC may approve a variation to allow for occasions where each Wing is not able to present a full team, however only scores from two candidates will be allowed for each Wing.

**Aircraft**

7. Suitable aircraft are to be made available.
8. Flying is to be conducted in the local training area and in the local circuit area. Candidates should refer to the ERSA for aerodrome and local procedures. Briefing documents should be forwarded with the administrative instruction. A briefing will be conducted before the first flight of the competition.

### **Flying Sequences**

9. Three flights are planned for each candidate:
  - a. the first flight is a practice and area familiarisation flight and while scored as a precaution against the loss from weather or other circumstances of the following two sorties, will not normally be counted. This will enable the candidate to adapt to the area, procedures and the aircraft type; and
  - b. the two subsequent flights will be scored.
10. In the event of poor weather or other conditions:
  - a. if only one flight is completed this will be used for scoring;
  - b. if two flights are completed, the second only will be used for scoring; and
  - c. if three flights are completed, the second and third flights will be used for scoring.

### **Scoring and Assessments**

11. A copy of the assessment form is included at [Annex B](#).
12. Scores will be factored according to the level of training that each candidate has reached.
13. Items to be assessed for scoring include items from the CASA Day VFR Syllabus up to the end of Phase 1 First Solo.

### **Theory Test**

14. A written theory test will be conducted and will count towards the score. The test will cover material that should be known and understood by Solo student pilots, with manuals produced by *Trevor Thom* used as the reference. ATD will hold a database of questions from which this exam will be determined.

### **Results**

15. Declaration of the final result will be made by the DETCDR NAC on the final evening after the completion of the competition.

### **Documentation**

16. Each competitor is to bring the following documents to the competition:
  - a. Student Pilot Licence and Medical Certificate;
  - b. "Blue Book" (form PH 299), complete and up to date, with permission pages signed;
  - c. Standard Parental Consent Form from CadetOne including permission for Flying (including Training); and
  - d. Pilot Log Book.

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### **Trophy**

17. A trophy is to be presented to the cadet who scores the highest overall.

### **Disqualification**

18. A cadet may be disqualified from the event if the DETCDR NAC deems his/her behaviour or flying standards to be unsatisfactory. Should a cadet not respond to counselling from the DETCDR NAC or a nominated instructor following an unsatisfactory incident, disqualification will occur.

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**ASSESSMENT FORM  
POWERED FLYING EVENT**

**NAC**      Year..... Location .....

*Students are to be assessed only on the listed sequences. These are sequences included in the Solo section of the Day VFR Syllabus. Skill and knowledge levels are to be rated on Solo Standards.*

*Assessors are asked to indicate score for each section*

Cadet Rank	Cadet Name	Service No.
Wing	Squadron	
Total Previous Experience		Factor

First Flight	Second Flight	Total Points
<b>Factored Points</b>		
<b>Written Test</b>		
<b>TOTAL POINTS FOR COMPETITION</b>		
<b>Place in Competition</b>		

Log Book Checked	Records Checked	Paid	Receipt	Certificate
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Cadet Name ..... Service No. ....

**AREA FLIGHT**

<b>Personal Qualities Assessment</b> - Dress and Bearing - Service Knowledge	-/5	<b>Take-Off</b> - Lookout - Engine Handling - Directional control - Lift-off speed	-/10	<b>Turning up to 30 Degrees AoB</b> - Entry - Speed Control - Height Control - Recovery - Limitations	-/10
<b>Airmanship</b> - Lookout in all phases - Traffic Awareness - Principles of see and avoid - Safety around aeroplanes - Weather assessment - Turbulence awareness - Collision avoidance	-/10	- Use of controls - Speed control - Balance - Direction Control - Leaving Circuit - Traffic awareness		<b>Stalling</b> - Pre manoeuvre checks  - Symptoms - Entry - With power - Wing Drops Recovery - Recoveries	-/10
<b>Radio</b> - Listen out - Phraseology  - Use and care	-/10	<b>Effects of Controls</b> - Smoothness of controls - Control of airspeed - Use of Trim - Use of ancillary controls	-/10	<b>Landing</b> - Circuit joining - ATC instructions  - Traffic awareness - Circuit tracking - Height keeping - Checklist - Base turn - Use of flap - Speed control - Flare and Touchdown - Landing roll control - Turnoff speed	-/10
<b>A selection from the following Emergencies</b> - Engine Failure - Partial Engine Failure - Engine Fire 1. Ground 2. Air - Electrical Fire - Cowl/canopy/door Unlatched - Radio failure - Light signals	-/10	<b>Straight and Level</b>  - Height and Direction - Balance - Effect of Flaps  - Effect of Power	-/10		
<b>Preparation for Flight</b> - Pre-flight inspection - Documentation - Checklist - Starting	-/5	<b>Climbing</b>  - Entry - Speed and Direction Control	-/10	<b>After Landing</b> - Taxying Speed - ATC Instructions - Parking - Checklist  - Shutdown - Documentation	-/5
<b>Taxying</b> - Brake Check - Speed - Controls - Instrument Checks - Propeller care	-/5	- Level off - Max Rate			
<b>Pre-Take-off</b> - Position - Warm up - Run up - Check List - Safety brief	-/5	<b>Descending</b> - Entry - Speed and Direction Control - Level off - Glide - Use of Carb Heat	-/10		
<b>Column Sub Total</b>		<b>Column Sub Total</b>		<b>Column Sub Total</b>	
<b>Comments</b>					
<b>Assessor Name</b>				<b>FIRST FLIGHT TOTAL</b>	



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Cadet Name ..... Service No. ....

**CIRCUIT AREA**

<b>Personal Qualities Assessment</b> - Dress and Bearing -Service Knowledge	<b>-/5</b>	<b>Taxying</b> - Brake Check - Speed - Controls - Instrument Checks - Propeller care	<b>-/5</b>
<b>Airmanship</b> - Lookout - Traffic Awareness - Principles of see and avoid - Safety around aeroplanes - Weather assessment - Turbulence awareness - Collision avoidance	<b>-/10</b>	<b>Circuits</b> - Normal Checklists - Traffic awareness - Speed - Tracking - Spacing - Radio - ATC	<b>-/50</b>
<b>Radio</b> - Listen out - Phraseology - Use and care	<b>-/10</b>	<i>A minimum of five circuits to be flown including the following types:</i>  - Normal take-off from standing start - Touch and Go - Left or right circuits - Low level (500ft AGL if available) - Approach: 1. Normal 2. Flapless 3. Glide - Go around from finals - Engine failure procedure circuit (May be discussion only)	
<b>A selection from the following Emergencies</b> - Engine Failure - Partial Engine Failure - Engine Fire 1. Ground 2. Air - Electrical Fire - Cowl/canopy/door Unlatched - Radio failure - Light signals	<b>-/10</b>		
<b>Preparation for Flight</b> - Pre-flight inspection - Documentation - Checklist - Starting	<b>-/5</b>		
<b>Column Sub Total</b>		<b>Column Sub Total</b>	
<b>Comments:</b>			
<b>Assessor Name:</b>		<b>SECOND FLIGHT TOTAL</b>	

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### RULES FOR NAC GLIDING EVENT

#### Location

1. At the direction of DAT AAFC the glider flying skills component of the NAC will be conducted at a location convenient to the Wing. Normally the site would be that used by the Wing for its flying training.
2. The host flying training organisation must be an approved Service Provider. The DETCDR NAC, in conjunction with the SAO, is to ensure all AAFC approvals are completed, including assessment of adequate insurance coverage for attending staff and cadets.

#### Appointments

3. DETCDR NAC will appoint a competition OIC Gliding.
4. The host glider training organisation will be invited to nominate its chief gliding instructor as the exercise Chief Gliding Instructor.
5. DETCDR NAC, in conjunction with the SAO, will appoint a panel of judges. Where possible, with the exception of the Chief Gliding Instructor, these should have no direct connection with the Wing and should not be members of the AAFC.

#### Eligibility

6. To be eligible for the competition a candidate must:
  - a. have attended an approved AAFC gliding program following the GFA GPC syllabus;
  - b. be a current member of the Gliding Federation of Australia (GFA);
  - c. have a minimum standard of First Solo;
  - d. not achieved a 'C certificate'; and
  - e. have no more than 50 hours gliding experience.
7. A maximum of two candidates from each Wing may compete. DAT AAFC may approve a variation to allow for occasions where each Wing is not able to present a full team, however only scores from two candidates will be allowed for each Wing.

#### Aircraft

8. The choice of glider type for NAC is at the discretion of DETCDR NAC. The type should be a common type used for training within Australia. Aero-tow is the preferred method of launch, with allowance for those who are winch or auto-tow trained.
9. Training is to be conducted in the local glider training area and in the local circuit area.

### **Flying Sequences**

10. Four flights are to be planned for each candidate:
  - a. the first flight is a practice and area familiarisation flight and while scored as a precaution against the loss from weather or other circumstances of the following three sorties, will not normally be counted. This is to enable the candidate to adapt to the site, its procedures and the glider type; and
  - b. the three subsequent flights are to be scored.
11. In the event of poor weather or other circumstances reducing the number of flights:
  - a. if only one flight is completed it is to be used for scoring, with consideration given to cadets experience;
  - b. if two flights are completed, only the second is to be used for scoring; and
  - c. if three or four flights are completed, all completed flights (except the first familiarisation flight) are to be used for scoring. Should not all candidates complete four flights a factor is to be taken to ensure all candidates are participating on an equal basis.

### **Scoring and Assessments**

12. A copy of the assessment form is included at [Annex D](#).
13. Scores will be factored according to the level of training that each candidate has reached.
14. Items to be assessed for scoring include items from the GFA Training Syllabus up to "A" Certificate.

### **Theory Test**

15. A written theory test is to be conducted and is to count towards the score. The test is to cover material that should be known and understood by an "A" Certificate pilot. ATD will hold a database of questions from which this exam will be determined.

### **Results**

16. Declaration of the final result is to be made by the DETCDR NAC on the final evening after the completion of the competition.

### **Documentation**

17. All candidates must be financial members of the Gliding Federation of Australia.
18. Each competitor is to bring the following documents to the competition:
  - a. Evidence of membership of the GFA which may be a GFA membership card, an "Australian Gliding" address label, or a copy (normally the yellow copy) of the candidate's GFA Membership Application. Properly completed GFA Application forms can be processed at the competition if the cadet's membership is no longer current;
  - b. "Blue Book" (form PH 299), complete and up to date, with permission pages signed;
  - c. Standard Parental Consent Form from CadetOne including permission for Flying (including Training); and
  - d. Gliding Log Book.

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### **Trophy**

19. A trophy is to be presented to the cadet who scores the highest overall.

### **Disqualification**

20. A cadet may be disqualified from the event if the DETCDR NAC deems his/her behaviour or flying standards to be unsatisfactory. Should a cadet not respond to counselling from the DETCDR NAC or a nominated instructor following an unsatisfactory incident, disqualification will occur.

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**ASSESSMENT FORM  
GLIDING EVENT**

**NAC**      Year..... Location .....

*Students are to be assessed only on the listed sequences. Skill and knowledge levels are to be rated on the current achieved Certificate standards (Solo, A, B or C).*

*Assessors are asked to indicate score for each section*

Cadet Rank	Cadet Name	Service No.
Wing	Squadron	
Total Previous Experience	Factor	

First Flight	Second Flight	Third Flight	Total Points
<b>Factored Points</b>			
<b>Written Test</b>			
<b>TOTAL POINTS FOR COMPETITION</b>			
<b>Place in Competition</b>			

Log Book Checked	Records Checked	Paid	Receipt	Certificate
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### Gliding Assessment Form

Cadet Name: ..... Service No. .... Wing: .....

Level of Training: ..... Hours Flown.....

Assessor: ..... Date: ..... Aircraft: .....

**FLIGHT:**     Familiarisation     No.2     No.3     No.4

<b>Personal Qualities Assessment</b> - Dress and Bearing - Service Knowledge	-/5	<b>Aero-Tow</b> - Normal Climb - High Tow - Low Tow - Transition - Boxing the Slipstream - Release Procedure	-/5	<b>Thermaling</b> - Sources - Entry - Centring - Exit	-/5
<b>Airmanship</b> - Lookout in all phases - Traffic Awareness - Principles of see and avoid - Safety - Weather assessment - Turbulence awareness - Collision avoidance	-/10	<b>Effects of Controls</b> - Lookout - Smoothness of controls - Control of airspeed - Use of Trim - Use of ancillary controls	-/5	<b>Spinning</b> - Pre aerobatic check - Symptoms - Entry - Recovery	-/10
<b>Radio</b> - Listen out - Phraseology - Use and care	-/5		-/5	<b>Circuit</b> - Break Off Point - Circuit joining - Pre Landing Check - Maintain correct angle - Traffic awareness	-/5
<b>Preparation for Flight</b> - Pre-flight inspection - Documentation - Checklist	-/5	<b>Turning</b> - Entry - Coordination - Speed Control - Reversing direction - Rolling Out	-/5	<b>Landing</b> - Speed control - Use of Airbrakes - Check 1 - Check 2 - Landing roll control	-/5
<b>Take-Off</b> - Pre Take Off and Ground Run - Directional control - Use of controls - Balance - Traffic awareness - Separation and Climb - Failed launch Options	-/5	<b>Steep Turns</b> - Entry - Speed Control - Reversing direction - Rolling Out	-/5		
<b>Rules of the Air</b> - Quiz Rules	-/10	<b>Stalling</b> - Pre aerobatic check - Symptoms - Entry - Wing Drop Recovery - Recovery	-/10	<b>Cross Wind Landing</b> - Speed control - Use of Airbrakes - Check 1 - Check 2 - Landing roll control	-/5
<b>Column Sub Total</b>					
<b>Assessor Name</b>	<b>FLIGHT TOTAL</b>				



## Chapter 14

# NATIONAL AVIATION STANDARDISATION SEMINAR

### Responsibility

**14.1** DAT AAFC is responsible for ensuring that a National Aviation Standardisation Seminar is held annually. Extra meetings in the form of teleconferences may be held if the time allowed for the seminar does not cover all the necessary agenda items.

### Organisation and Execution

**14.2** OPSCOORD ATD is responsible for the organisation and execution of the seminar in association with DAT AAFC and coordination with NAFLO.

### Purpose

**14.3** The annual standardisation seminar will be held to determine policies for the conduct of powered flying, gliding and other aviation activities on a national basis. Specifically, the annual conference will include:

- a. a review of Policies;
- b. a review of all Manuals;
- c. a review of Safety Record and incidents;
- d. a review of ATD Priorities;
- e. a review of all scholarships;
- f. a review of GTD Developments;
- g. Future Plans such as UAV development; equipment priorities; Wing achievements; and
- h. CASA and GFA Developments.

### Chair

**14.4** DAT AAFC will chair the seminar. In his/her absence, DAT AAFC will nominate an officer to be the Chairman.

### Agenda

**14.5** DAT AAFC is responsible for formulating an agenda for the seminar. Wings may submit items for inclusion on the agenda. Issues raised are to be backed by a written discussion paper. All agenda items and discussions papers are to be received at ATD no later than two (2) weeks prior to the conference.

### Minutes

**14.6** OPSCOORD will be the Minutes Secretary to accurately record the proceedings. The Minutes are to be forwarded, within one month, to the following addresses:

- a. CDR-AAFC;
- b. DCDR-AAFC

- c. DGCADETS-AF;
- d. DCDTOPS-AF;
- e. COS-AAFC;
- f. All OCs;
- g. All DD ATD;
- h. All SAOs; and
- i. Additional addresses as required.

### **Annual Reports**

**14.7** Each Wing must present a written report to the seminar detailing Wing flying operations activities for the preceding twelve months. This report is to be received by ATD no later than two (2) weeks before the conference.

**14.8** DAT AAFC is to present a written report to the seminar detailing his/her activities for the preceding twelve months.

### **Attendance**

**14.9** Attendance at the seminar is limited to ATD staff, Wing SAOs, DCDTOPS-AF and SOPOLAIR1 and 2. Should a SAO be unable to attend, he/she should nominate a suitable replacement from the Aviation Operations section of the Wing. DAT AAFC may invite other appropriate personnel to the seminar.

Chapter 15

## **WING AVIATION ACTIVITY REPORTS**

### **Reports Required**

**15.1** DI (AF) AAP 5110.001 has a requirement for reports on aviation activities and fuel usage on a six (6) monthly period.

**15.2** Wing SAO are required to forward reports on Wing aviation activities and fuel usage. The report is to be in accordance with [Annex A](#) and should be forwarded to DAT via Wing OC for comments (if required).

**15.3** The reports are half yearly and must reach DAT AAFC by 31 March and 30 September of each year.

### **National Aviation Standardisation Seminar**

**15.4** Wing SAO are to present a written report at the National Aviation Standardisation Seminar summarising the aviation activities within their wings for the previous year (with comments from Wing OC if necessary). This report is to be received by ATD no later than two (2) weeks before the seminar.

### **Annex:**

A. [Aviation Training Half Yearly Report](#)

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Annex A to  
Chapter 15

**AVIATION TRAINING HALF YEARLY REPORT**

..... WING

**RAAF AVIATION FUEL USAGE**

ALLOCATION:..... Litres                      CONSUMED: ..... Litres

*(Consumed Breakdown:..... L AVGAS.....L AVTUR..... L MOTO..... L Other)*

**POWERED FLYING**

- Number of Pilot Experience Flights (over last 6 months): .....
- Number of Cadet Air Experience Flights (over the last 6 months): .....
- Number of Cadets attending flying camps (over the last 6 months): .....
- Number of Cadets who have achieved First Solo: (Solo Badge issued) .....
- Number of Cadets GFPT qualified (Cadet Pilot Badge issued): .....
- Number of Cadets PPL qualified: .....
- Number of Cadets CPL qualified (AAFC Wing issued): .....

**GLIDING**

- Number of Pilot Experience Flights (over last 6 months): .....
- Number of Cadets attending gliding camps (over the last 6 months): .....
- Number of Cadets who have achieved First Solo (Solo Badge issued): .....
- Number of Cadets who have achieved GFA "A" Certificate:.....
- Number of Cadets who have achieved GFA "B" Certificate:.....
- Number of Cadets who have achieved GFA "C" Certificate (Cadet Pilot Badge issued): .....
- Number of Cadets who have achieved GFA "Gold C" Certificate (AAFC Wing issued): .....

**STAFF FLYING**

Number of Staff who have undertaken a flying scholarship:.....

**REMARKS**

Signature: .....Rank/Name/Appointment: .....Date:.....

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Chapter 16

## **WING INSPECTIONS**

### **Responsibility**

**16.1** DAT-AAFC or members delegated by DAT-AAFC may conduct inspections of Wing aviation operations on direction from CDR AAFC. Inspections are to be coordinated between DAT-AAFC and Wing OCs and may include:

- a. Wing Aviation Operations Flights/Squadrons;
- b. Location and facilities used for powered flying and gliding activities;
- c. Flying Schools, and Gliding Clubs used by the Wing; and
- d. Flying Training Courses, and Gliding Courses.

### **Report**

**16.2** As a result of the inspection, DAT AAFC is to submit a report to the following:

- a. CDR-AAFC;
- b. DCDR-AAFC
- c. DGCADETS-AF;
- d. DCDTOPS-AF;
- e. COS-AAFC;
- f. Wing OC; and
- g. Wing SAO.

**16.3** The report must provide a balanced overview of the Wing whilst highlighting any significant achievements, any deficiencies noted and any areas of non-compliance with AAFC Instructions observed. The report should also contain recommendations or specific comments by DAT AAFC.

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