

Safety & Operations Committee Meeting
13/14 September 2005
Minutes

Meeting held at Rydges Hotel, Camperdown, Sydney
Meeting commenced at 9:30 am

Attendees: Chris Fogg (Convenor), Rohan Holtkamp, Tove Heaney, Kevin Magennis, Toni Dennis, Andrew Polidano (13th only), Godfrey Wenness (arrived after 3pm on 13th).

Apologies: Peter Bowyer

Review of previous meeting minutes (16 June 2004 & March 2003 (actions outstanding))

The recommendations from the previous last two meetings were reviewed as to their current status. Some outstanding items were identified and discussed.

Reading the following notes:

- 4.04 designates year of meeting then action item number i.e 2004; action item 04.
- 3.R designates a discussion point that had no associated action item but is reproduced because an action item should have been generated for the issue or the issue remains unresolved.
- 5.04 designates new action items resulting from discussions at this meeting.

A statement on current status is given following the identified outstanding action items

Airworthiness – Sales of Second Hand Equipment

Maintenance of aircraft and maintenance logs remain an issue of concern especially in the sales of aircraft to less informed purchasers. It is agreed that there should be a means of providing a minimum level of assurance to equipment purchasers for which ever level of equipment the wish to purchase (second hand or new). The HGFA should develop standards for each type of equipment that is in general use within the various sport types of our administration and provide certification or endorsements for the vendor that can be a basis of value to the purchaser.

Issues do exist with qualifying maintenance inspectors and inspection checklists. There is however, potential to develop an endorsement for Equipment Inspectors trained by the manufacturer and exams to certificate them as inspectors. This would provide:

- credibility to the inspector
- some consumer reliance of inspection centres
- Service option for interested parties.

Previous outstanding action items regarding airworthiness include:

3.15 Members to declare on membership renewal forms (updated with check box) that they have completed the required maintenance aircraft checks.

Check box added to membership form. The General Manager indicated that he would be working toward imposing a requirement for maintenance logs to be submitted at time of member renewal. This was agreed as a fair recommendation.

5.01: To contact manufacturers and initiate correspondence to get clinic workshops to endorse inspectors

5.02: Initiate policy notices that dealers should be registered with HGFA for improved credibility to consumers

5.03: Aussie Instructor article to identify the Inspector Program and highlight the importer responsibilities, giving notice of policy statement that will be provided when enquiries are made through the HGFA for equipment purchases.

5.04: Draft a Certificate of Airworthiness (CoA) for each Type of Aircraft inspections and checklists to suit the general type of aircraft based on manufacturer checklists.

Safety & Operations Committee Meeting 13/14 September 2005 Minutes

Accident Statistics and Reporting on Web

Previous meetings have discussed this issue but there remains open action items from those meetings. It was generally agreed that more work is to be done on web distribution of accident reports and trends. Outstanding action items are:

3.04_Accident Report Form to be accessible to members on the HGFA website

4.05_Request the VHPA to develop the Web pages.

The accident report form is now available on the website but is not particularly easy to locate. The Committee was informed of the NSW Sports Injury investigation into catastrophic injuries in hang gliding and that this study would likely incorporate a review of our accident reporting database with the possibility that members of the study could develop the web based reporting method for the HGFA as part of the study.

The Committee was further informed that there is a project now in play that is reviewing the possibility of upgrading the website to a more manageable means of presenting these reports and receiving reports directly through the web. The action should remain open and reviewed with progress from the web upgrade project.

Female Participation and Improved Access to Our Sports

Previous discussions had concluded that a Restricted Pilot Certification for Towing Only might encourage more females into the sport.

Outstanding actions for this topic include:

4.06_Amend Operations Manual and training syllabus to include a Towing Only Restricted Certificate

The idea of restricted certification for tow operations only was further discussed to include instruction through towing tandem training ops. It was agreed that this method of training should be developed and pilots trained under this method would receive a Restricted Certificate for towing operations only.

5.05_Develop a Tandem-Tow Training Syllabus and Amend Operations Manual once passed by the Board.

Motorised Paragliding Course

Rohan supplied a copy of the Motorised HG syllabus. Andrew gave an update of the current discussion and investigation into Motorised PG. The view of a straight through course for either aircraft type is still a contentious issue. Investigation to continue to best practices for finalisation of a syllabus.

Outstanding action items for this issue are:

3.R_Motorised PG Certificate not appropriate and current Operations Manual requirements for pilots to gain at least restricted pilot certificate before being able to sit an endorsement should remain.

3.19_ Motorised endorsement application to include a check box for lite weight single seat trike base.

A check box has been included on the Motorised Endorsement form.

Endorsement and Certification for aircraft type of motorised lite weight trike base aircraft were included in later discussions and minutes are covered under that section.

4.07_Develop training and safety considerations for Straight Through PPG & PHG courses

Andrew Polidano and John Renoldson are leading a task groups to review the training syllabus for motorised PG and HG respectively. Recommendations will be presented to the Ops and Safety Committee when the review is complete. They have the support of the General Manager.

Upgrade of Aircraft to include Check Flight or Training on Type

Safety & Operations Committee Meeting
13/14 September 2005
Minutes

The proposal from previous meeting was to make a mandatory requirement for any pilot upgrading their aircraft to take a familiarisation check flight with an instructor or senior safety officer on that aircraft. Implementation of this mandatory requirement has not succeeded. It was agreed that education is the better way forward than ineffective rule making.

5.06_Continue to stress the need for familiarisation with new aircraft (of any level) and encourage instructors to provide clinics and services that will assist pilots when they upgrade to new or higher performance aircraft.

Manual Updates

3.05_Amendment to the Tow Manual to include requirement for releases at both ends of tow line.

Amendment needs to be more clearly stressed in tow manual review

3.06_Amendment to the Tow Manual to strongly recommend against static line towing for paragliders.

Amendment needs to be more clearly stressed in tow manual review

Visiting Pilots

3.07_VPM pilot memberships to be issued with info sheet which includes map and club contact details

VPM form needs to be reviewed to provide improved info sheet and tear off pilot member card.

3.08_Flow chart drafted and published to instructors showing when new pilots should be signed up and payment of membership is required.

The committee did not know if any such flowchart was developed. However, membership should be signed and payed prior to any training given or any flight undertaken in an HGFA aircraft. It is important to reiterate the need for passengers to be "informed participants" in the activity they wish to engage in. Persons engaging in sport aviation with HGFA administered aircraft need to be HGFA members.

5.07_Instructors are to be reminded via Aussie Instructor that any person intending to undertake training or take to the air in HGFA aircraft needs to first be a member of the HGFA. They are to be further reminded that it is a responsibility of the instructor to assist with validating a visiting pilot's certification (check flights) and ensuring visiting pilots have temporary HGFA membership prior to them flying.

Trainee Membership

3.09_ Seek Board approval to extend Trainee Membership validity from current three days in four months to three days in twelve months.

The extended period for Trainee Membership has not been implemented. Discussion in this meeting included issues of Trainee Membership forms being retained by instructors for longer periods instead of being forwarded immediately to the HGFA if the extension to 12 months was implemented. Further discussion covered the means by which the GFA supply their Trainee Membership forms.

5.08_Undertake a review of the Trainee Membership Form in comparison to that of the GFA and see if possible to redesign the HGFA form to be more user friendly for the instructor, trainee and HGFA administration.

Facility Inspection Period

3.11_Seek Board approval to extend facility inspections from current two years to three years

Extension of time period has not been implemented. General agreement at this meeting was reached that the current two yearly inspection period needs to continue at least until there is a new program to replace current facility inspections.

Instructor Certification Period

3.12_Seek Board approval to extend renewal of Instructor Certificates from two current years to three years

Safety & Operations Committee Meeting
13/14 September 2005
Minutes

Extension of time period has not been implemented. General agreement was reached that the current two yearly renewal period needs to continue at least until there is a new program to replace current instructor refresher requirements.

Local Club Site Usage Approvals Required By Instructors

3.13_Reiterate to instructors the need for acquiring local club approvals before training operations are conducted at their sites.

Although reiterated via previous Aussie Instructor issues, it was agreed at this meeting that this needs to be a continual reminder to instructors. Discussion was further extended to include instructors providing tours and their responsibilities to acquire approvals to conduct tour operations at club sites.

National Instructor Conferences

3.14_Continuance of National Instructor Conferences to be reviewed and potentially replaced with block training courses where CFI's train apprentices.

There have been no NIC's since year 2002. It was agreed in this meeting that these conferences are very valuable and important to the ongoing safety and proficiency programs for instruction training. A means of implementing more improved course content and participation was presented by the General Manager later in the meeting and is covered under those minutes.

Club SSO Safety Forums

3.M_Safety Forums to be encouraged through delivery by club SSO and local instructors.

This issue was covered in was reviewed later in the meeting under the presentation by the General Manager.

New Aircraft Type/ Class Endorsements

3.O_HG Class 2 (Foot launched rigid wing with 3 axis) may require endorsement to pilot certification in the future.

This issue was raised in 2003 but left for later review as more pilots became interested in this and other aircraft types. Further review of potential for this type of endorsement was presented later in the meeting by the General Manager and is covered under those minutes.

PG Restricted Training Syllabus Amendments

3.P_ PG Restricted training syllabus to be amended to include requirement for use of speed systems and big ears training.

The Restricted Training Syllabus has not been amended to include this requirement. Further review of potential for this type of training was presented later in the meeting by the General Manager and is covered under those minutes.

SSO Authorisations by the Operations Manager

3.18_SSO to be authorised by Operations Manager for endorsement training to be more stringently enforced.

Special note to SSO's was included in a previous Aussie Instructor issue but there was general agreement in this meeting that this should be further stressed in a letter to all SSO's by the General Manager. Further review of potential for training to SSO's and clarification of privileges was presented later in the meeting by the General Manager and is covered under those minutes.

5.09_General Manager draft and send out letter to re-stress privileges to all nominated SSO's.

Microlight X-C Endorsements and Requirements

Microlight pilots without X-C endorsements are only entitled to fly within 25 nautical miles of the place they normally operate from. This wording 'normal' in this rule has been a subject of

Safety & Operations Committee Meeting
13/14 September 2005
Minutes

confusion and general non compliance to the attainment of a X-C endorsement is widespread because of the interpretations of this wording. Previous action items on this issue include:

3.21_WM pilot Certificate without X-C endorsement to be renamed as a Restricted Certificate and the X-C endorsement to be called Pilot Certificate.

This has not been implemented from the 2003 action item. The General Manager had recently confronted this issue with a statement covering the meaning of the term 'normal' in the Sept '05 Soaring mag GM Report. This meeting agreed that the Operations Manual wording was confusing and that there needs to be a plan to address the wording and the compliance issue.

The GM indicated that a plan was being formulated to provide X-C certification courses for WM certificate holders who do not hold a X-C endorsement.

The meeting also agreed that the implementation of the Restricted Certificate should be go ahead. Further review of this issue was undertaken later in the meeting under the presentation by the General Manager and is covered in those minutes.

Study Guides on the Web

3.22_Study guides to be made available on the HGFA Website.

The study guides have been placed on the website but due to the poor design of the website they are not clearly visible to anyone seeking to view them.

The HGFA website does not provide ease of use for anyone seeking this type of information.

The use and upgrade of the website was further reviewed later in the meeting under the presentation by the General Manager and minutes from these discussions is presented under that section.

Upgrade to HG, PG & WM Exams

3.W_Upgrade the HG and PG exams with the re-issue of the Ops Manual

The need for review of all exams was discussed again later in the meeting and minutes are covered under that section.

Current Agenda Items Were Discussed:

Amendment to Application for Restricted Certificate Requirements

Discussion was made regarding the requirements for the Restricted Pilot Certification with the following proposals being put forward:

Amend 'Demonstrated Skills' to read 'Demonstrated Solo Skills'

Include tandem towing in syllabus as a means of viable training method and provide restricted certification for this type of training.

Amend the syllabus soaring requirement as students can demonstrate flight control from tow launch without the need for a soaring flight. Soaring components can be incorporated in certificate endorsements.

Amend the syllabus take off from slope requirements as hill launch can be incorporated in certificate endorsements

Amend minimum airtime time requirement to increase from current 30 minutes

The Restricted Pilot Certificate requirements will be reviewed along with all other certificate requirements as part of the proposed certification and pilot development program presented by the General Manager, discussed and minuted later in these minutes.

Review of All Certificate Application Forms vs Ops Training Requirements in light of Air Law Reforms

From the preceding discussion concerning requirements of the Restricted Certification it was agreed that a general review of all requirements listed on the various HGFA certification applications needed to be done in direct comparison with the requirements in the Operations Manual.

Safety & Operations Committee Meeting
13/14 September 2005
Minutes

Discussion referred to the history of the construction of the Operations Manual over time and the previous difficulty in making amendments to the Manual and the operating procedures through the approvals by CASA.

The current air law reform was also discussed and all agreed that the reforms provide an ideal opportunity and timing to review and propose necessary changes to HGFA documents in order to bring them into line with current operations.

Proposal for New Certification and Pilot Development Program

At this point of the meeting, Chris Fogg commenced a presentation of a proposed alternative approach to certification and pilot development within the HGFA.

The presentation commenced with an initial briefing regarding the guiding principles of the air law reforms and the effects that the reform will have on the HGFA and other sporting aviation bodies. It is clear that there is a need for an update to all HGFA manuals and documents to refer and incorporate the new CASR Parts. All manuals and documents will need to be re-submitted and approved by CASA under review of the new laws. The HGFA will be granted a grace period of three years from the date of implementation to Parts 149 & 103 to have its manuals updated. The current expectation is that these Parts will not likely be implemented before June 2006. Although three or more years seems a long time off the work required to review, draft and submit the updated HGFA manuals needs to start immediately.

Chris noted that it is evident that current certification processes are faulty and that there is a great need for an overall review and fresh approach to how the HGFA structures its pilot training, certifications and pilot development.

Chris indicated that the proposal about to be made has taken input from many areas including member and non member comments; instructors comments; student feedback; apprentice comments indicating that they can not progress under the current system; CASA comments and recent audit directives; club comments regarding their issues relating to site and membership control; Insurance issues both from the insurer and the membership paying the insurance premium; membership behaviour and accident trends; and many other influencing factors.

The proposal is based on peer training and peer review. It is designed to provide initial training then ongoing support of the pilot through a pathway of development that incorporates club involvement and peer evaluation supported by an instructor development pathway with certification and re-certification requirements. It provides for access to continued up skilling sessions delivered by more advanced pilots to lessor certified pilots in both theory and practical skill elements of flying.

Chris then walked the committee through the conceptual flow plan of the proposed Certification and Pilot Development program. A copy of the conceptual plan is included as appendix 1 to these minutes.

Following the walkthrough the group broke for lunch where some informal discussion was had in regard to the proposal.

Lunch Break.

Meeting resumed at 1:30 pm.

Motion to Present the Proposal to the Board

Following the lunch, the proposal was discussed further and a few queries and comments were responded to. All members of the committee generally accepted the principles and certification pathways as presented in the proposal and agreed that the proposal should be endorsed by the Safety & Ops Committee with support for presentation to the coming Board meeting.

5.10_Present to, and seek approval from the Board to implement the Certification and Pilot Development Proposal

Safety & Operations Committee Meeting 13/14 September 2005 Minutes

Having established the proposal for future implementation it was agreed through discussion that there are remaining issues that require immediate attention under the current systems. The committee then addressed these issues.

CASA Audits Review

A list of 23 points were presented which come from CASA audits conducted on the HGFA over the last two years. CASA audits included facility audit reviews (HG, PG & WM facilities) and corporate audits. CASA has indicated that the administration systems of the HGFA are generally adequate but there are a number of improvements that could be made. Some of these are covered under the following agenda'd items. All 23 points are listed in appendix 2 to these minutes.

CFI As A Certification Level and Term of CFI Certifications

Most aviation activities have a Chief Flight Instructor but more as a business position as opposed to a certification. Once the person holding the position of the CFI leaves the school or business that person no longer holds title of a CFI and a new person is put in place to cover the role of the Chief Flight Instructor. CASA has asked the HGFA to review the CFI certification and its definition within the pilot certification levels.

The committee agreed that the CFI position could be reviewed as part of the Pilot Development Program being proposed and that current CFI status should be reviewed as being a non transportable certification should the CFI disband or relocate their approved facility or school. The Operations Manual currently requires facility approvals and if any relocation is undertaken then that facility will have to re-apply for approvals to operate in the new location and the CFI certification for that facility may also need to be re-applied for.

5.11 Recommend to the Board that the CFI certification be made dependant on the facility that has been approved and any change will affect approvals to the facility approval and CFI privilege.

CFI Certification for Different Types of Aircraft

CFI's granted certification under one aircraft type that then extend themselves to train students in another aircraft type under their facility should be able to do so by approving the training of the aircraft type. It was agreed that there should be no further need to gain CFI certification for new aircraft type once approval has been granted to train as an instructor for that new aircraft type.

5.12 Recommend the Board adopt policy that enables a CFI to gain endorsement to train in various aircraft types under their facility if the CFI has gained instructor certification and facility approval for that aircraft type.

Responsibilities of CFI's and Instructor who Conduct Tours

The operation of tours has raised several issues including responsibilities to the tour group members as an instructor/ organiser of the tour. Facility approvals allow an instructor to train at approved locations. When an instructor leads a tour to other flying areas they take their students/ clients away from their approved locations. The instructor will have a duty of care for the members of the tour which includes gaining permission to train away from the approved facility (satellite facility request) and permission to fly at sites controlled by other clubs under agreements with their respective landowners and councils. Furthermore there is a need to relay the intent of such activity to the insurer so that they are made aware of and can respond to any insurance risk associated with the tour.

It was agreed at this meeting that there is a responsibility for the instructor to seek those approvals and to apply to the HGFA for a satellite facility request prior to conducting the tour.

5.13 Recommend to the Board that instructors be required to apply for satellite facility requests prior to conducting a tour and the Operations Manager relay the request for the tour to the insurer upon receipt of any such request.

Registration of Aircraft

Safety & Operations Committee Meeting
13/14 September 2005
Minutes

CASA has indicated that the HGFA has a poor ability to respond in identifying irritant pilots who breach regulations. The lack of any formal registration to HG and PG aircraft means that the aircraft type becomes the focus of blame rather than the individual pilot who committed the breach. The situation is not favourable to the pilots who fly within the regulations, being tarred with the same brush as those that do commit regulation breaches.

The committee debated the pros and cons of aircraft registration and how it could be implemented. The positive elements of registration would include sale and maintenance history for aircraft; ability to review pilot competency levels with advanced aircraft types and suitably suggest training options for up skilling/ check flying the pilot to the level required to fly the aircraft. The greatest problems were seen to be the registration of aircraft by visiting pilots. It was agreed that there are possible avenues to identify visiting pilots and that the registration of all HGFA aircraft should be further investigated.

5.14 Recommend to the Board that registration of all HGFA aircraft types be investigated with the view to implement some form of aircraft registration.

Registration of Aircraft by Dealerships Prior to Sale

Dealerships are springing up and closing down all the time for various wing types especially PG wings. By implementing the registration of aircraft requirement dealers would have to comply with informing the HGFA of their product and providing suitable manuals to ensure their products were tested and approved by the international standards. Such a scheme standard practice in most aviation arenas. The level of professionalism and accountability on the part of the dealer will provide an improved market confidence on the part of the buyer.

5.15 Recommend to the Board that when investigating registration for HGFA aircraft it should also investigate with a view to implement registration of dealerships and require that dealers register the new aircraft with the HGFA prior to or as part of the sale of aircraft.

New HGFA Waiver

The new waiver was presented to the committee. It is now in its final wording and is ready for implementation. The waiver is a sign-once-for-always document. The committee discussed how the waiver could be implemented and agreed that implementation should be two fold. The waiver should be included in a package when issuing new memberships including trainee, student, VPM and full memberships. The waiver should also be implemented through the renewal process for current members.

It was further agreed that the signed waiver form should be submitted to the HGFA as soon as possible following any sign up of new members. The school or operator should be recommended to retain a copy for their own records. This could be achieved if the waiver is faxed to the HGFA. Facilities should be therefore be recommended to have fax capability as a standard part of their facility assets.

5.16 Recommend to the Board that implementation of the waiver is commenced as soon as possible

5.17 Recommend to the Board that facility approval should include fax capability.

Dual vs Solo Training for HG & Possibility for PG

Tove gave a brief overview of operations that she has been investigating for tandem training to ab-initio HG pilots and flight perfection for certified pilots. There has been many recommendations in the past to extend the term of tandem training in HG. With an appropriately endorsed training syllabus tandem training can be provided and pilots can obtain a pre-solo certification which would assist indemnifying the instructor for appropriate training to the student before the higher risk of solo flight is undertaken on the student training program. Dual training can be provided by both slope and tow launch.

It was generally agreed that the current requirement for a facility to provide a specialised training syllabus specific to that facility should be more stringently imposed and where dual training is being provided a pre-solo check and endorsement should be made available.

Safety & Operations Committee Meeting
13/14 September 2005
Minutes

5.18 Recommend to the Board that Dual Training be incorporated more into the training syllabus and develop within the Pilot development proposal a pre-solo flight certificate for students trained by tandem methods.

Workbook Answers Online

It was raised to the meeting that a website contains answers to the student workbook and is accessible online to anyone conducting a search on the various sections of the workbook. It was argued that the RTA has demonstration exams online and this is seen as a viable manner for study of the exams.

It was generally agreed by the committee that direct answers to the workbook should not be placed online as this would only produce good copiers and not make the student seek the information they need to understand the theory behind the questions. It was agreed that a better approach would be for the HGFA to provide articles online which can provide better understanding of the concepts worked through the workbook.

5.19 Recommend that the Board adopt a policy to exclude any publishing of workbook or exam answers online.

5.20 Recommend to the Board that a project be initiated to provide improved information articles on the HGFA website that will assist student learning on the concepts required to be learnt through the student and instructor workbooks.

WM Training Text Updated (Cosgrove)

Kevin advised that the official training text for microlights has been updated and that WM workbooks, student briefs and exams should be updated to include correct references within the new text. This will be managed under the HGFA document review project and/or included in the implementation of the proposed pilot development program if adopted.

Meeting Adjourned 6:00 pm

Meeting reconvenes 9:00 am on 14th September 2005

A review discussion was made of the proposed Certification and Pilot Development proposal presented the previous day. The committee was unanimously in favour and support of the proposal. Virtually all of day two discussions were mindful of the new approach with the effect that all recommendations were made in approaching the implementation of the proposed C& PD program.

Tow Procedures Manual Review

Review and update requirements to the manual were discussed until it was evident there were many matters to review in regard to towing operations. The field of towing is quite extensive and currently demonstrating high risk with a number of deaths these last few years. The HGFA must present the best current practice. The manual should present a recognised prudent approach to all aspects of towing. A review to the current practices in training pilots, drivers, assistants and instructors in tow equipment and operations needs to be undertaken with initial recommendations being presented to the membership as soon as possible and a manual published as soon as practicable.

The committee agreed that this matter should now be moved to an active project status with the next meeting to be scheduled no later than the end of October as a site meeting to demonstrate, photograph and discuss the various recommended systems and set ups. Tove and Rohan agreed to schedule time for the next meeting and would supply the equipment necessary to get the project to its first deadline.

Implementation of Membership & Waiver Forms

A brief discussion investigated some options to implementing the waiver suggesting that with some reform to the TIF and VPM membership cards it could be implemented in a small booklet format where the waiver, membership card type and brief sheet are all combined with tear off sections for the member to go away with and signed copies to retain by the instructor

Safety & Operations Committee Meeting

13/14 September 2005

Minutes

or officer that signed the member on. The remainder pack could then be faxed or posted to the HGFA. The GFA booklet for new members was again referred to.

New Pilot Packs

Discussion continued from the previous item to include the development of New Pilot Packs for VPM's, TIF's, Pilots receiving new certifications and students starting their course and membership with the HGFA. Each of these packs would include slightly different material and be included in the cost of membership for that type of activity. The idea was proposed as a means of supporting the legalities of the "informed participant" requirement. It was agreed that the HGFA should at least investigate the option and list the possible contents of the respective packages.

Exam Questions Review – NAS2 Changes

Several communications have been received in regard to the new NAS2 changes coming into effect this November and the need to update our training and exam content to align with the changes. Essentially these changes see the end of the MBZ and replacement by CTAF regulations. Each member of the committee agreed to review the exam questions for their respective disciplines and send the updated exams to the General Manager.

Biennial Check flights

There have been a number of members identifying themselves as being in locations where it is difficult to comply with this requirement. The committee agreed that the requirement is sound practice and should remain but that the General Manager should have the option to provide an alternative safety check measure to those that are not in favourable locations to be check flown with an HGFA instructor or other senior HGFA pilot.

The update of the Ops Manual should be worded to highlight the need for the biennial check flight and include wording to provide for General Manager approval to alternative accepted means of proving the competency of pilot skill and maintenance of aircraft is provided for.

Safety Officer Requirement for PAX Endorsements

PAX endorsements currently require the pilot to be a SO of a local Club. That SO endorsement is only specific to the club nominating the SO. This technically means that the pilot can only provide PAX flights at sites where their SO endorsement applies. Many clubs feel that the SO endorsement is now being sought for the wrong reasons and pilots are more concerned with obtaining the sign off of the SO requirement than being a SO. This in turn dilutes the local club's safety office pool as more SO's are appointed but are not taking on the effective role of a SO.

The committee agreed that this requirement has arisen out of alterations to the Ops Manual over time without taking into consideration the benefits or downside of the requirement.

The committee agreed that the requirement should be reworded to "the pilot needs to have attended a HGFA approved SOW". It was also agreed that the local club should have input to the approval of the PAX endorsement.

5.21 Recommend to the Board that the Ops Manual SO requirement for PAX endorsements be reworded to "have attended an HGFA approved SOW and have suitably demonstrated a healthy regard for safety through all operations endorsed in writing by the executive of the local club." The application form for the PAX endorsement should also be updated to accommodate the club endorsement signature.

Safety Officer Workshop Sessions

Leading on from the previous discussion it was generally agreed that the format for SOW's needs to be better formalised and should be included as a regular session in the proposed pilot development program.

Duty Pilot

Clarification of the responsibilities of the Duty Pilot also need to be made under the Ops Manual review and be developed and communicated through the SOW sessions.

Safety & Operations Committee Meeting
13/14 September 2005
Minutes

FEI issues

Several issues regarding FEI privileges and operations were discussed. These included a need for an information brochure that can be presented to the passenger informing them of what they can expect from the flight experience and to give a standard briefing on the overview of the HGFA, pilot certification process and introductory theory for flying HGFA aircraft. Requirements for attaining the FEI certificate were also discussed with reference being made to the improvements that would come to standards if granted via the pilot development program.

Oversight & Responsibilities of FEI's was further discussed in regard to current practices. It was generally agreed that the definition of supervision by the overseeing CFI needs to be restated more clearly. It should infer regular physical attendance by the CFI to view and approve operations as well audit check the requirements of maintenance on aircraft and logs.

5.22 Reword the definition of supervision in regard to CFI oversight of FEI operations to clarify the need for regular attendance at operations conducted by the FEI and review audits of their maintenance and flight logs.

WM FEI Minimum Renewal Requirement

Section 7.8.1a.6(a) states that the FEI must have conducted a minimum of ten passenger carrying flights in the six month period prior to renewal of certification. (b) requires that the FEI undergo a check flight within 90 days prior to renewal.

In reference to the above review regarding the definition of supervision of FEI operations by the CFI, the Ops Manual should be reviewed to require as a minimum a check flight by the CFI of the FEI conducting PAX operations every 6 months.

When the proposed pilot development program is implemented these check flights would be undertaken by pilot examiners and a standard check flight check list will be adhered to.

5.23 Redraft the requirements for renewal of the FEI certification to include check flight of PAX operations every 6 months by a HGFA examiner or CFI or as approved in writing by the HGFA Operations Manager.

WM FI/ CFI Relationship – “Employ”

The Operations Manual section 7.8.2.3 (a) currently states that a WM FI needs to be in the employ of the CFI. It was agreed that this requirement should be dropped from the Ops Manual.

5.24 Recommend to the Board to drop the requirement for the FI to be in the “employ” of the CFI.

Authorisation for WM Certifications

All WM certifications are granted by recommendation to the Ops Manager by the HGFA Instructor Examiner. This is inconsistent with HG and PG certifications. The wording currently requires that the Instructor Examiner should review all WM instructors prior to them achieving certification. This is proven to be unrealistic. It was agreed that the wording should be changed to match that of the HG and PG authorisation for issue of certifications.

5.25 Recommend to the Board that the Ops Manual should be reworded for all WM Instructor authority to issue sections to be the same as those for HG and PG.

Student Workbooks Retained by Instructors

Discussion was held regarding the benefits of retaining the student workbook once they have completed their course to pilot certification. Benefits include the assurance that the student did complete the theory study book and therefore the theory was provided. It also documents the level of understanding that the student had of that theory at that time. This is valuable back up for the instructor should their student be involved in an accident or serious incident soon after attaining their certification. It was agreed that the instructor should retain the workbook and provide the student photo copies of the workbook if they desire to have such on completing their certification course.

Safety & Operations Committee Meeting
13/14 September 2005
Minutes

5.26 Recommend to the Board to approve a requirement of all instructors that student workbooks be retained by the instructor upon completion of the student's training course. Workbooks can be returned to students once they attain their intermediate certification or full pilots certification in WM.

Apprentice & Instructor Workbook review

With the new air regulations, the airspace reforms and the proposed pilot development program it was agreed that all workbooks for instructors would need to be reviewed and re published.

Radio Endorsement Part of Core Training & Exam

Discussion was had regarding the NAS2 implementation in November. It was agreed that HGFA pilots, particularly WM pilots, need to be trained in radio procedures as a part of their core training syllabus. The restricted pilot certification would therefore need to be expanded to include the radio operators endorsement as standard.

5.27 Recommend to the Board that future new pilot training include radio operators endorsement.

Apprentices Term to be Set

There are a number of Instructor apprentices registered under the HGFA who have been registered as such for several years apparently without the relationship with instructors or CFI to finalise their certification to instructor level. The apprenticeship should have a maximum term imposed so that the HGFA can clear the register of pilots who have lapsed their effective training period to attain instructor certification. It was generally agreed that a maximum term should be recommended and that this issue will disappear with the proposed pilot development program.

5.28 Recommend to the Board that a maximum term be applied to apprentice instructors within which they must attain their instructor certification or apply in writing to the Ops Manager for an extension in time to achieve their instructor certification.

Create Instructor Assistant Endorsement

Many facilities operate without apprentices but do make use of regular assistants. Some of these assistants do not aspire to become instructors. There is a need to train the assistant and recognise them within the HGFA insurance. In order to achieve the assistant needs to verify they have had adequate minimal training in the area that they are providing their assistance and should be suitably endorsed under the HGFA once that training has been completed. It was agreed that a recommendation be put to the Board for the implementation of an Assistant endorsement.

5.29 Recommendation be put to the Board for the implementation of an Assistant endorsement.

International Conversion of Certifications

Under Ops Manual section 2.2.5.1 Requirements for Acceptance, special note is made for provision to a Visiting Pilot seeking instructor status in Australia. The Ops Manual states

Note: Where an Instructor Certificate is sought, the visiting Instructor must provide satisfactory documentation establishing his credentials and experience as an Instructor; fulfil all requirements of Section 7.5.2.2 (b), (e), (f), (g) and (k) or Section 7.8.2.1 (b), (g) and (h) of this Manual; and lodge an application form and the appropriate fee to the HGFA. The issue of an HGFA Flight Instructor Certificate (Level 1) may then be authorised by the HGFA Operations Manager.

The 2005 April Board Meeting action item 04:32 required that the Safety & Ops Committee draft wording that should cover the foreign Instructor and CFI certificate conversions into HGFA equivalents. This committee agreed that:

Safety & Operations Committee Meeting 13/14 September 2005 Minutes

For a person with a foreign instructor certification to convert in order to teach in Australia, the instructor will complete and submit the HGFA instructor workbook to the Operations Manager and undertake a period of work under an HGFA facility where they have assisted and been appraised in the training of no less than 20 student days before being eligible for a conversion to an Australian Instructor rating.

Where a person with a foreign instructor certification wishes to acquire a CFI rating within Australia they must work with an HGFA facility where they have assisted and been appraised in the training of no less than 20 student days before submitting a facility approval request as per the Ops Manual Section 8.6.

Both the Board and the Safety & Operations committee have now agreed on this policy. The Operations Manual will be updated to incorporate the policy to certificate conversions.

International Operations

Several incidents have occurred over recent months regarding HGFA instructors conducting training operations overseas. The HGFA is given its approval to administer HGFA operations within the bounds of CASA authority. This authority extends only to Australian territory. The Ops Manual does not cater for Australian Instructors training overseas. The Ops Manager indicated that a process had been set up for requesting approval to establish an overseas satellite facility. The committee agreed with the principle and endorsed the process as it was explained to them.

The committee was informed of the Bali operations as per the request of the operator, Lee Scott. The committee were informed that Lee had provided HGFA documentation to the local school where unknowingly to him it had been used to apply for pilot certifications by the HGFA from students trained under a non HGFA instructor. They were also informed that Lee had refused the request made by the Ops Manager for Lee to formalise his training facility in Bali. The committee agreed that the request for Lee to submit a satellite facility request was reasonable and did not condone the operator's actions in providing the HGFA training material or certification documentation to the Balinese. The committee suggested that some action should be taken to highlight this conduct as being inappropriate from an HGFA instructor. The committee agreed to leave the handling of this matter to the discretion of the Operations Manager.

Check Flight Procedures Standardisation

Reinforcement of the standard check flight procedures needs to be made to all instructors and SSO's as there are many alternatives being used and not all resulting with agreed outcomes from the participants undergoing the check flight. An education brief ought to be published to anyone undertaking check flight responsibilities.

5.39 The Operations Manager to restate the standards and extent of authority to persons approved to conduct check flights.

Operational Reporting

CFI is responsible for oversight of operations under their facility or certification banner. In order to establish that responsibility the CFI should submit periodical reports to the Operations Manager. Such reports should include sections of:

- FEI Operations log over the period
- Apprentice training log over the period
- Instructor training logs both of instructor/client and CFI/instructor training sessions
- Trends being witnessed in operations and clientele
- Maintenance Reports for all aircraft being used under the CFI banner

The committee agreed that if a report could be created which was simple to comply with that this would be a good incentive to support. A draft report needs to be presented before more discussion can be undertaken on this matter.

5.31 Operations Manager to draft a Facilities Operational Reporting Template for review by the Committee.

Safety & Operations Committee Meeting
13/14 September 2005
Minutes

Tug Master Endorsement

Tug Master endorsements are a complication under the current legal wordings and requirements. A RAA pilot must sit an HGFA Tug endorsement course before they are approved to tow HGFA aircraft.

The HGFA can only approve tug endorsements to WM aircraft.

The HGFA would like to be able to approve pilot and tug certifications to Bailey-Moyes Dragonfly pilots which is currently only possible under the RAA due to the 3 axis Ultralight category that these aircraft fall under.

The HGFA tug master syllabus needs to be reviewed in order to overcome the current issues and to include a greater extent of knowledge and responsibility for the tow operations by the tug pilot. The training for the tug endorsement should include: Tow Systems, releases, Dynamics of towing other aircraft, dealing with and what to do in emergencies, Communication procedures for towing operations and a mandatory radio communications requirement between tug pilot and pilot on tow.

It was agreed that if Tove undertake some flight training in the Dragonfly she as CFI for her facility could sign off Grant Heaney on his tug master endorsement. Tove would simulate different flight patterns while in tow behind Grant to assist training of how to handle pilots out of station while in tow. Learning from this exercise Tove will assist in drafting the new Tug Master endorsement syllabus.

Maintenance And Hours Reports With Membership Renewal

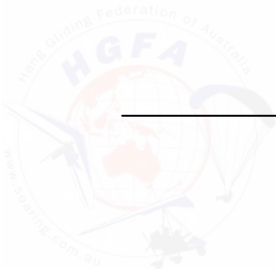
Membership renewals currently require a renewing member to provide an indicative total number of hours flown and hours flown over last 90 days. There is also a requirement for the member to indicate by way of a check mark that maintenance has been undertaken on their aircraft. It was proposed that these requirements be replaced by a requirement to submit a copy of flight and maintenance logs with their renewal application. This could include the transmission of logs in electronic format. An electronic log could be drafted to assist this process. The concept was agreed in principle but the committee would need to review the proposed electronic log and hard copy log sheet before endorsing the proposal

5.32_Operations Manager to draft and submit for review to the committee an electronic flight and maintenance log for the purpose of supporting requirements to request logs at time of membership renewal.

Philosophy: Safety; Compliance; Pilot Development; Club Participation; Career Pathway (SCPCC)

Meeting Closed 5pm.

Safety & Operations Committee Meeting
13/14 September 2005
Minutes



Page Intentionally left blank

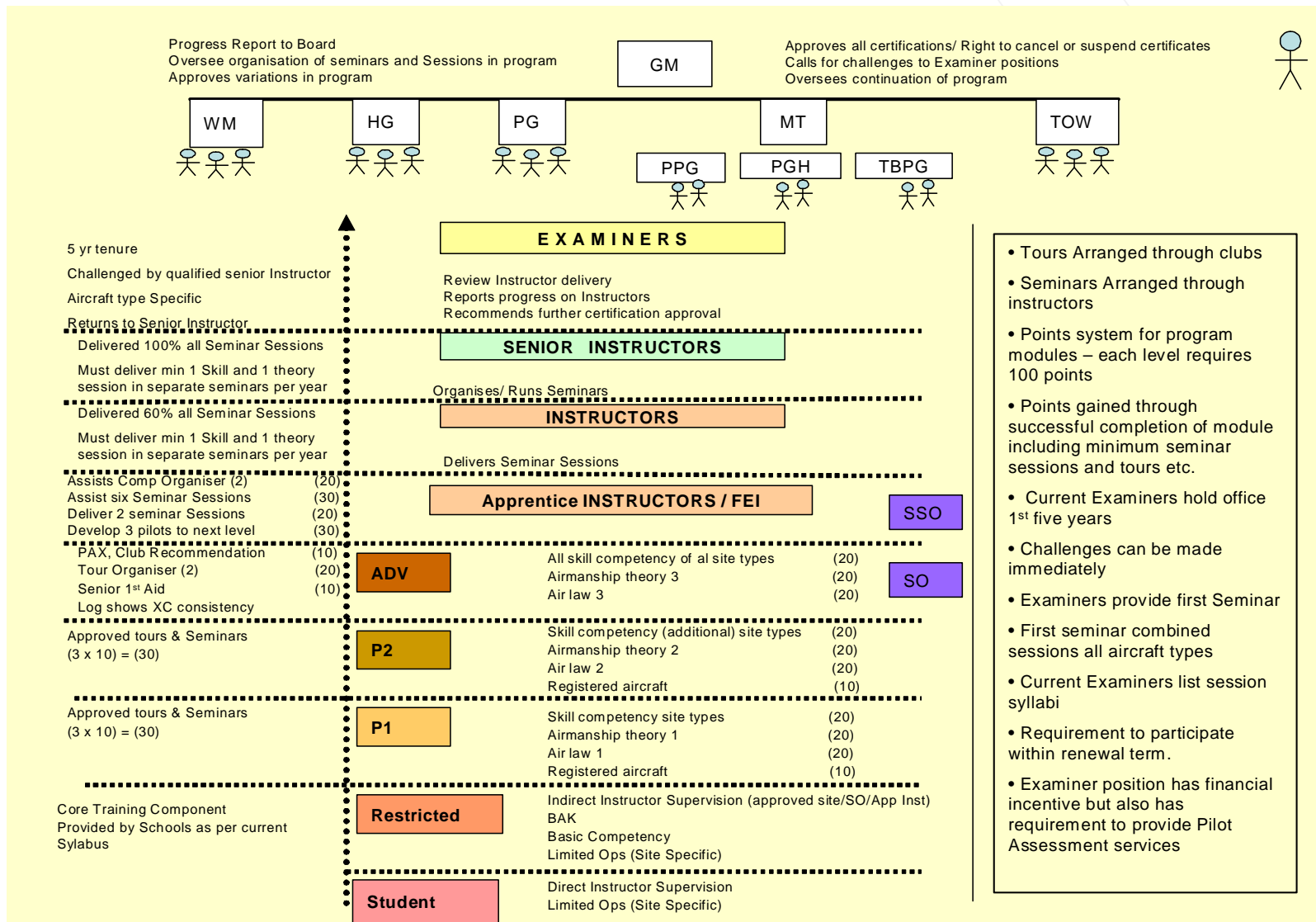
DRAFT

Safety & Operations Committee Meeting

13/14 September 2005

Minutes

Appendix 1: Certification & Pilot Development Program Proposal as Presented to Meeting



Safety & Operations Committee Meeting
13/14 September 2005
Minutes

Appendix 2 - CASA Audit Correction Requirements and Observations

The following recommendations and observations have been listed from audits conducted on HGFA operations and corporate processes.

- a) Schools to have Current Air Services publications
- b) Schools must have current HGFA Forms
- c) Instructors to record their instructing hours and type of instruction separately from student records.
- d) Provision of Facility Audit reports and Follow-up corrections
- e) Complete student training records to be held by each facility
- f) Registration stickers to be visibly displayed on WM aircraft
- g) Current VTC, ERSA, CAR's, CAO's & AIP etc required at each school/ facility
- h) Direct accessibility for a school to get updated info on NOTAMS and WX etc. Access to Air Services Australia is the recognised source for this information.
- i) Student records need to accurately and conclusively show what training levels of competency the student has achieved and their progress through the syllabus. Student Pilot Progress Sheets are minimal requirements.
- j) Ops Manual does not state that the registration sticker needs to be displayed on the WM. Nominate a single point on the trike where sticker should be placed and amend ops manual to document the placement requirement.
- k) Update of the Ops manual Documentation Suite Section 1.2 needs to be addressed
- l) The Safety System Manual does not exist (?)
- m) Bettsometer accuracy needs to have a means of ensuring correct measurement is given through some form of calibration.
- n) A number of aircraft managed under CAO 95.32 do not have a certificate of compliance from the manufacturer.
- o) Safety accountability for all parts of the organisation is not documented. The Safety Structure within the HGFA needs to be presented clearly.
- p) Powered HG are not covered under CAO's.
- q) Some 95.10 aircraft do not have appropriate certification of manufacture
- r) Defect reporting and distribution needs to be established
- s) Disciplinary action against offending members to brought before the Board needs to be addressed and a more formal method needs to be established over the tribunal process.
- t) Aircraft identification would assist with establishing the offending pilots.
- u) Airworthiness for aircraft in on-selling and school ops needs to be addressed
- v) Maintenance records need to be centralised and methodology of compliance needs to be established.
- w) CFI certifications need to be reviewed in respect to revalidation and appointment purpose.