

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

**SECTION 7
PILOT CERTIFICATES AND
ENDORSEMENTS**

7.1 General Requirements

7.1.1 Hang Gliding and Paragliding

Hang glider and paraglider pilot certificates are issued on eight levels as follows:

- *Student Pilot Certificate*
- *Restricted Pilot Certificate*
- *Intermediate Pilot Certificate*
- *Advanced Pilot Certificate*

- *Flight Experience Instructor*
- *Apprentice Instructor Certificate*
- *Flight Instructor Certificate (Level 1)*
- *Chief Flight Instructor Certificate (Level 2)*

A pilot certificate may have additional endorsements where certificate holders have undertaken additional training. These endorsements include:

- *Passenger Carrying Endorsement Sport (Tandem endorsement)*
- *Passenger Carrying Endorsement Instructional (Tandem endorsement)*
- *Ground Tow Endorsement*
- *Aerotow Endorsement (hang glider pilots only)*
- *Radio Operators Endorsement*
- *Motorised Endorsement (refer to Section 6.1.11 of this Manual for details of the applicability of this Endorsement)*

7.1.2 Weightshift Microlighting

Weightshift microlight pilot certificates are issued on seven levels as follows:

- *Student Pilot Certificate*
- *Pilot Certificate*

- *Flight Experience Instructor*
- *Apprentice Instructor Certificate*
- *Flight Instructor Certificate*
- *Chief Flight Instructor Certificate*
- *Instructor Examiner Certificate*

A WM pilot certificate may have additional endorsements where certificate holders have undertaken additional training. These endorsements include:

- *Passenger Carrying Endorsement*
- *Cross Country Endorsement*
- *Formation Endorsement*
- *Tugmaster Endorsement*
- *Radio Operators Endorsement*

7.2 Suspension or Cancellation of Pilot Certificates

7.2.1 Contravention of Orders and or Regulations

Disciplinary action against HGFA members will be conducted in accordance with the current HGFA Rules.

As at June 1, 1996, Part 5, the disciplinary section of the HGFA Rules, were as follows:

Note: The "Committee" referred to in this section is the HGFA Management Board.

PART 5: Disciplining of members

5 Where the Operations Manager has received a complaint or, is of the opinion that a member of the Federation:

5.1 has failed to comply with a provision of these rules; or

5.2 has acted in a manner prejudicial to the interests of the Federation; or

5.3 has breached any law, regulation, by-law or order relating to the operation of any aircraft; or

5.4 has failed to comply with any provision of the Operations Manual; or

5.5 has breached the rules relating to aircraft, of a Club associated with the HGFA or Regional Association; or

5.6 has breached any directive, training syllabus or guidelines issued by the Operations Manager; or

5.7 has acted in a manner dangerous to themselves or others in the course of

aviation activity, the Operations Manager may:

5.7.1 suspend any Certificates, Licences or privileges issued by the Federation, pending a hearing before the Disciplinary Tribunal.

5.7.2 notify the Committee who shall appoint a Disciplinary Tribunal consisting of 3 members of the Federation.

5.8 Where a Disciplinary Tribunal is appointed by the Committee, the Operations Manager shall:

5.8.1 Prepare a complaint setting out the nature of the allegations made against the member.

5.8.2 Forward by post to the member, at the member's address in the Federation records:

5.8.2.1 a copy of the complaint;

5.8.2.2 any documentation upon which the Operations Manager relies to support the complaint; and

5.8.2.3a request to the member to forward to the Operations Manager any defence and documentation in support within 14 days of the date of the letter.

5.9 On the expiry of the period of 14 days, the Operations Manager shall forward to the Disciplinary Tribunal a copy of the complaint together with copies of any documentation received by him from the member in response.

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

- 5.10 *There shall be no oral hearing, nor right of appearance either in person or by legal representative before the Disciplinary Tribunal.*
- 5.11 *Unless the member specifically requests in writing that the question of penalty shall be dealt with separately from any finding of guilt, the member shall be deemed to have agreed that both issues of guilt and penalty will be heard together.*
- 5.12 *The Disciplinary Tribunal shall consider the material placed before it by the member and the Operations Manager and may confer by telephone with each other and make a decision without having to meet in one place.*
- 5.13 *The Tribunal may by resolution:*
- 5.13.1 *Cancel, suspend, or vary certificates, licences, or privileges issued by the Federation.*
- 5.13.2 *Suspend the member from membership of the Federation for a specific period.*
- 5.13.3 *Expel the member from the Federation.*
- 5.14 *The Operations Manager shall notify the member in writing of any resolution, and such resolution shall take effect from the date upon which the notice would, in the ordinary course of post, have been received by the member.*

Right of appeal of disciplined member

- 5.15 *A member may appeal to the Appeal Tribunal of the Federation against a resolution of the Disciplinary Tribunal within 7 days after notice of the resolution is served on the member, by*

lodging with the Operations Manager a notice to that effect together with the Appeal fee as determined from time to time by the Committee.

- 5.16 *Upon receipt of the notice of appeal, the Committee shall nominate 3 members of the Federation (not being members of the Disciplinary Tribunal).*
- 5.17 *The Appeal shall be by way of a new hearing on all issues of fact and law.*
- 5.18 *The member and the Operations Manager may lodge with the Federation such other written material as each desires in respect of the appeal within 14 days of lodging the notice of appeal.*
- 5.19 *There shall be no oral hearing or right of appearance either in person or by legal representative before the Appeal Tribunal.*
- 5.20 *The Appeal Tribunal shall consider the material placed before the Disciplinary Tribunal and such other material placed before it by the Operations Manager and the member, and may confer by telephone with each other and make a decision without having to meet in one place.*
- 5.21 *The Appeal Tribunal shall have the same powers as the Disciplinary Tribunal set out in para. 5.13 above.*
- 5.22 *The Operations Manager shall notify the member in writing of any resolution of the Appeal Tribunal. It shall take effect on the date when the notice, in the ordinary course of post, would have been received by the member.*

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

5.23 Pending any appeal to the Appeal Tribunal, any penalty imposed by the Disciplinary Tribunal shall remain in force.

No Liability to Damages

5.24 No member who has been dealt with under Part 5 shall have any claim against the Federation, its employees or any member notwithstanding that:

5.24.1 the proceedings may subsequently be found to be void or invalid, or

5.24.2 that the finding is quashed, or

5.24.3 that an appeal by the member may be upheld and notwithstanding any negligence, breach of contract or other right to damages.

7.2.2 Health Standard

The health standard for the holders of HGFA Pilot Certificates and endorsements is as follows:

(a) For issue and renewal of all Pilot Certificates except where a passenger carrying endorsement is required, the equivalent to that required for the issue of a private motor vehicle drivers licence.

(b) For issue or renewal of:

i) Hang Gliding Passenger Carrying Endorsement (Sport); or

ii) Paragliding Passenger Carrying Endorsements (Sport); or

iii) Weightshift Microlight Passenger Endorsement,

the equivalent to that required for the issue of a private motor vehicle drivers licence.

(c) For the issue or renewal of:

i) Hang Glider Passenger Carrying Endorsement (Instructional), or

ii) Paragliding Passenger Carrying Endorsement (Instructional), or

iii) All Weightshift Microlight Instructor Certificates,

a signed statement from a General Practitioner (GP) who has undertaken a medical examination of the pilot or applicant in conjunction with the use of the HGFA Instructor Medical Examination Form indicating that the pilot is fit to fly with passengers.

Note: Other accepted health standards are:

(a) a Class 2 Aviation Medical Certificate; or

(b) The National Road Transport Commission Commercial Vehicle Driver Medical Certificate

7.2.3 Failure to Meet Health Standard

It is the responsibility of all members holding a pilot certificate to report to the Federation any change in their health status which would cause them to be below the minimum health standard required for that certificate or endorsement.

Where the health standard of a member falls below the minimum required, the HGFA Operations Manager may suspend or cancel the members HGFA Pilot Certificate(s), after due consideration to the nature, severity and term of the illness, incapacity or disability.

7.2.4 Expiry of Membership

Where a member fails to renew his or her membership, or advises the Federation of his or her desire to withdraw from membership of the Federation, his or her Pilot Certificates shall be automatically Cancelled.

Renewal of pilot certificates automatically cancelled due to expiry of membership may be accomplished by:

- (a) payment of the prescribed membership fee to HGFA; and*
- (b) pilot certificate re-validation by the HGFA General Manager (or his delegate). The General Manager may in this instance require the submission of proof of previous flight and aeronautical experience.*

7.2.5 Suspension due to Non- Currency

Where the holder of a HGFA Instructor Certificate is not current in accordance with the requirements specified in Section 7.5 or 7.8 as applicable, the Certificate will remain valid but the Instructor is not permitted to exercise the rights and privileges of the Certificate until the full renewal requirements have been met.

Hang Gliding Federation of Australia OPERATIONS MANUAL

7.3 Issue and Renewal of Pilot Certificates - Hang Gliding and Paragliding

Separate pilot certificates are issued for persons wishing to act as pilot-in-command of a hang glider and/or pilot-in-command of a paraglider. The requirements for issue and renewal of these certificates, and where applicable, endorsements as detailed in this Section (Section 7.3) of the Operations Manual are aligned where practicable. Variations in the requirements for flight training (practical) and aeronautical knowledge (theory) necessary for each type are detailed in Section 8 of this Operations Manual.

Details of the requirements for each pilot certificate are shown on the following pages. The requirements are summarised in the table below.

Requirement	Pilot Certificate			
	Student	Restricted	Intermediate	Advanced
Pre Requisite Qualification	None	Student	Restricted	Intermediate
Medical Standard	Equivalent to that required for issue of a Private Motor Vehicle Drivers Licence			
Flight Skill Test	None	Yes	Yes	Yes
Aeronautical Knowledge Test	None	Yes	Yes	Yes
HGFA Membership	Instructional, STM or Full	STM or Full	Full	Full
Aeronautical Experience	None	Minimum of 6 Days Training	Minimum of 25 hours logged on 25 hours flying days	Minimum of 80 hours logged and minimum of 12 months since issue of Intermediate Certificate
Privileges	See following sections			
Validity	Maximum of 12 months or termination of membership (which ever is sooner)			
Renewal Requirements	None	Minimum of 5 hours logged	Minimum of 10 hours logged	Minimum of 10 hours logged
Approved by	Instructor	Instructor	Members Club Senior Safety Officer or Instructor	HGFA General Manager or as delegated

¹ Special Requirements exist where pilots have previous experience on other types of aircraft. See following sections for details.

² Hours logged in previous 12 months. Special provisions apply for pilots recently issued with pilot certificates. See following sections for details.

7.3.1 Student Pilot Certificate

7.3.1.1 Certificates Issued

- (a) *Student Hang Glider Pilot Certificate*
- (b) *Student Paraglider Pilot Certificate*
- (c) *Student Weightshift Microlight Pilot Certificate*

7.3.1.2 Requirements for Issue

An applicant for the issue of a Student Pilot Certificate shall:

- (a) *have attained the age of 14 years and where the applicant is under the age of 18 years, written parental consent must be granted;*
- (b) *sign a declaration on the application form that his or her health complies with Section 7.2.2 (a) of this manual;*
- (c) *satisfy his or her Instructor that he or she is able to understand and carry out instructions given in the English language; and*
- (d) *be either a full member, a short term member or an instructional member of the HGFA.*

7.3.1.3 Privileges

- (a) *A Student Pilot Certificate authorises the holder to act, **under the direct supervision of an approved HGFA Instructor** who is under the supervision of*

an approved HGFA Chief Flight Instructor, as Pilot-In-Command of a hang glider, paraglider or weightshift microlight for the purpose of:

- (i) *increasing his or her flying skills in order to qualify for the issue of a Restricted Pilot Certificate or Weightshift Microlighting Pilot Certificate; or*
- (ii) *engaging in flying practice in order to requalify for a certificate that is no longer valid.*

Note: *For the purposes of assessing his or her motivation and suitability to undergo continued flight training or as part of a recognised Hang Gliding or Weightshift Microlighting Instruction Program, a person may undergo initial flight training for a maximum of 3 hours dual instruction before applying for a Student Pilot Certificate.*

Note: *A weightshift microlight may not be flown solo by a pilot under the age of 15 years.*

7.3.1.4 Authority for Issue

The issue of Student Pilot Certificates may be authorised by the Instructor directly or as delegated (in writing) by the HGFA Operations Manager.

7.3.1.5 Period of Validity

Unless cancelled or suspended a Student Pilot Certificate shall remain valid for a period of 12 months or until HGFA membership requires renewal, which ever is the sooner.

7.3.2 Restricted Pilot Certificate

7.3.2.1 Certificate Issued

- (a) *Restricted Hang Glider Pilot Certificate*
- (b) *Restricted Paraglider Pilot Certificate*

7.3.2.2 Requirements for Issue

An applicant for the issue of a Restricted Pilot Certificate shall:

- (a) *have attained the age of 15 years and where the applicant is under the age of 18 years, written parental consent must be granted;*
- (b) *sign a declaration on the application form that his or her health complies with Section 7.2.2 (a) of this manual;*
- (c) *have undergone flight and ground training in accordance with Section 8 of this operations manual;*
- (d) *have successfully passed theory and in-flight examinations in accordance with the requirements of this manual, thus demonstrating to an appropriate HGFA Instructor that he or she has reached the level of competency required for the issue of a Restricted Pilot Certificate. Note that the requirements for theory and in-flight examinations are determined by the type of aircraft for which the pilot certificate is being sought; and*

- (e) *be either a full member or a short term member of the HGFA.*

7.3.2.3 Aeronautical Experience

Prior to undertaking a flight test for the issue of a Restricted Pilot Certificate an applicant shall:

- (a) *have completed flight and ground training in accordance with Section 8 of this operations manual over a period including 6 training days on the type of aircraft for which a restricted pilot certificate is being sought; or*
- (b) *if having previous flying experience in hang gliders or paragliders at a level equivalent to, or in excess of that required for an intermediate pilot, have completed flight and ground training in accordance with Section 8 of this operations manual over a period including 2 training days on the type of aircraft for which a restricted pilot certificate is being sought.*

7.3.2.4 Privileges

A Restricted Pilot Certificate authorises the holder to act as Pilot-In-Command of a hang glider or paraglider subject to:

- (a) *Operations limited to aircraft of the type for which the restricted pilot certificate is issued;*
- (b) *Operations limited to sites where operations are directly supervised by a Duty Pilot or Safety Officer and under conditions considered by a Duty Pilot or Safety Officer to be suitable for Restricted Pilots;*

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

- (c) Any limitations imposed by a Duty Pilot or Safety Officer, the owner of the site and/or the Safety Committee of the Club that control operations at the site;
- (d) Operations being limited to within 25 nautical miles of the place at which the pilot launched;
- (e) The pilot in command having performed three flights within the preceding 90 days, in an aircraft of the type being used;
- (f) Limitations specified within the HGFA Operations Manual and the Civil Aviation Orders; and
- (g) When so directed by a Duty Pilot or Safety Officer a holder of a Restricted Pilot Certificate when acting as pilot-in-command shall attach a red streamer at least 1 metre long to the keel of the hang glider or to the risers of the paraglider.

Note: If for any reason, a Restricted Pilot Certificate holder has been unable to perform three flights, in an aircraft of the type being used within the preceding 90 days, he/she is to undergo a check flight under the direct supervision of an appropriate HGFA Instructor or Senior Safety Officer.

7.3.2.5 Period of Validity

Unless cancelled or suspended by HGFA a Restricted Pilot Certificate shall remain valid for a period of 12 months or until HGFA membership requires renewal, whichever ever is the sooner.

7.3.2.6 Requirements for Renewal

An applicant for the renewal of a Restricted Pilot Certificate shall:

- (a) have, within the previous 12 months, accumulated a minimum of 5 hours air time on the type of

aircraft for which the Restricted Pilot Certificate was issued;

- (d) where the minimum aeronautical experience has not been attained the restricted pilot certificate holder will be required to undergo a check flight under the direct supervision of an appropriate HGFA Instructor except where a pilot has undergone the flight tests necessary for the award of a pilot certificate within the previous six months;
- (e) sign a declaration on the application form that his or her health complies with Section 7.2.2 (a) of this manual; and
- (f) forward a renewal application, medical declaration and appropriate fee to reach the HGFA office at least seven (7) days prior to the expiry date.

Note: Failure to renew a pilots HGFA membership by the due Date means that the Restricted Pilot Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.

7.3.2.7 Authority for Issue

The issue of a Restricted Pilot Certificate may be authorised by an appropriate HGFA Instructor or as delegated (in writing) by the HGFA General Manager.

7.3.3 Intermediate Pilot Certificate

7.3.3.1 Certificates Issued

- (a) *Intermediate Hang Glider Pilot Certificate*
- (b) *Intermediate Paraglider Pilot Certificate*

7.3.3.2 Requirements for Issue

An applicant for the issue of a Intermediate Pilot Certificate shall:

- (a) *hold a valid Restricted Pilot Certificate;*
- (b) *sign a declaration on the application form that his or her health complies with Section 7.2.2 (a) of this manual;*
- (c) *have successfully passed theory and in-flight examinations in accordance with the requirements of this manual, thus demonstrating to an appropriate HGFA Examiner or Instructor that he or she has reached the level of competency required for the issue of an Intermediate Pilot Certificate. Note that the requirements for theory and in-flight examinations are determined by the type of aircraft for which the pilot certificate is being sought;*
- (d) *be a full member of the HGFA.*

7.3.3.3 Aeronautical Experience

Prior to undertaking a flight test for the issue of an Intermediate Pilot Certificate an applicant shall:

- (a) *have completed a minimum of 25 hours flying experience over a minimum of 25 flying days in aircraft of the type for which the Intermediate Pilot Certificate is sought; or*
- (b) *if having previous flying experience in hang gliders or paragliders have completed at least 25 hours flying experience over a minimum of 25 flying days, of which a minimum of 15 hours flying experience must be gained in an aircraft of the type for which the Intermediate Pilot Certificate is sought.*

7.3.3.4 Privileges

An Intermediate Pilot Certificate authorises the holder to act as Pilot-In-Command of a hang glider or paraglider subject to:

- (a) *Operations limited to aircraft of the type for which the Intermediate pilot certificate is issued;*
- (b) *Operations limited to classified sites and conditions designated by controlling clubs to be suitable for Intermediate Pilots;*
- (c) *Any limitations imposed by a Duty Pilot, Safety Officer, the owner of the site and/or the Safety Committee of the Club that controls operations at the site; and*

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

- (d) *Operations being limited to within 25 nautical miles of the place at which the pilot launched except where the proposed flight path is approved in advance by a Safety Officer who is the holder of an Advanced Pilot Certificate.*
- (e) *Limitations specified within the HGFA Operations Manual and the Civil Aviation Orders.*

7.3.3.5 Period of Validity

Unless cancelled or suspended by HGFA an Intermediate Pilot Certificate shall remain valid for a period of 12 months or until HGFA membership requires renewal, whichever is the sooner.

7.3.3.6 Requirements for Renewal

An applicant for the renewal of a Intermediate Pilot Certificate shall:

- (a) *have, within the previous 12 months, accumulated a minimum of 10 hours air time on the type of aircraft for which the Intermediate Pilot Certificate was issued;*
- (b) *where the minimum aeronautical experience has not been attained the Intermediate Pilot Certificate holder will be required to undergo a check flight under the direct supervision of an appropriate HGFA Instructor (or a Safety Officer who is the holder of an Advanced Pilot Certificate) except where a pilot has undergone the flight tests necessary for the award of an Intermediate Pilot Certificate within the previous six months;*
- (c) *sign a declaration on the application form that his or her health complies with Section 7.2.2 (a) of this manual; and*

- (d) *forward a renewal application, medical declaration and appropriate fee to reach the HGFA office at least seven (7) days prior to the expiry date.*

Note: *Failure to renew a pilots HGFA membership by the due date means that the Intermediate Pilot Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.*

7.3.3.7 Authority for Issue

The issue of an Intermediate Pilots Certificate may be authorised by the Senior Safety Officer of the Club of which the pilot is a member, an appropriate HGFA Instructor or as delegated (in writing) by the HGFA General Manager.

7.3.4 Advanced Pilot Certificate

7.3.4.1 Certificates Issued

- (a) *Advanced Hang Glider Pilot Certificate*
- (b) *Advanced Paraglider Pilot Certificate*

7.3.4.2 Requirements for Issue

An applicant for the issue of a Advanced Pilot Certificate shall:

- (a) *hold a valid Intermediate Pilot Certificate for the aircraft type for which the Advance Pilot Certificate is sought for a period of at least twelve months;*
- (b) *sign a declaration on the application form that his or her health complies with Section 7.2.2 (a) of this manual;*
- (c) *have successfully passed theory and in-flight examinations in accordance with the requirements of this manual, thus demonstrating to an appropriate HGFA Senior Safety Officer or Instructor that he or she has reached the level of competency required for the issue of an Advanced Pilot Certificate. Note that the requirements for theory and in flight examinations are determined by the type of aircraft for which the pilot certificate is being sought.*
- (d) *be a full member of the HGFA.*

7.3.4.3 Aeronautical Experience

Prior to undertaking a flight test for the issue of an Advanced Pilot Certificate an applicant shall:

- (a) *have completed a minimum of 80 hours flying experience in aircraft of the type for which the Advanced Pilot Certificate is sought; and*
- (b) *where an Advanced Hang Glider Pilot Certificate is sought: have completed a minimum of 100 flights in hang gliders; or wherean Advanced Paraglider Pilot Certificate is sought: have completed a minimum of 300 flights in paragliders; or*
- (c) *if having previous flying experience in hang gliders or paragliders have completed at least 80 hours flying experience (over a period of at least 12 months), of which a minimum of 40 hours flying experience must be gained in an aircraft of the type for which the Advanced Pilot Certificate is sought.*

7.3.4.4 Privileges

An Advanced Pilot Certificate authorises the holder to act as Pilot-In-Command of a hang glider or paraglider subject to:

- (a) *Operations limited to aircraft of the type for which the Advanced Pilot Certificate is issued;*
- (b) *Any limitations imposed by a Duty Pilot, Safety Officer, owner of the site and/or the Safety Committee of the Club that controls the operations at the site being used; and*

- (c) *Limitations specified within the HGFA Operations Manual and the Civil Aviation Orders.*

7.3.4.5 Period of Validity

Unless cancelled or suspended by HGFA an Advanced Pilot Certificate shall remain valid for a period of 12 months or until HGFA membership requires renewal, whichever ever is the sooner.

7.3.4.6 Requirements for Renewal

An applicant for the renewal of a Advanced Pilot Certificate shall:

- (a) *have, within the previous 12 months, accumulated a minimum of 10 hours air time on the type of aircraft for which the Advanced Pilot Certificate was issued;*
- (b) *where the minimum aeronautical experience has not been attained the Advanced Pilot Certificate holder will be required to undergo a check flight under the direct supervision of an appropriate HGFA Instructor (or a Safety Officer who is the holder of an Advanced Pilot Certificate) except where a pilot has undergone the flight tests necessary for the award of an Advanced Pilot Certificate within the previous six months;*
- (c) *sign a declaration on the application form that his or her health complies with Section 7.2.2 (a) of this manual; and*

- (d) *forward a renewal application, medical declaration and appropriate fee to reach the HGFA office at least seven (7) days prior to the expiry date.*

Note: Failure to renew a pilots HGFA membership by the due date means that the Advanced Pilot Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.

7.3.4.7 Authority for Issue

The issue of a Advanced Pilot Certificate may be authorised by the HGFA Operations Manager or as delegated (in writing) by the HGFA General Manager.

7.4 Pilot Certificate Endorsements - Hang Gliding and Paragliding

Hang gliding and paragliding pilot certificates may have endorsements where certificate holders have undertaken additional training.

7.4.1 Passenger Carrying Endorsement (Sport)

7.4.1.1 Endorsements Issued

- (a) *Hang Glider Passenger Carrying Endorsement (Sport)*
- (b) *Paraglider Passenger Carrying Endorsement (Sport)*

7.4.1.2 Requirements for Issue

An applicant for the issue of a HGFA Passenger Carrying Endorsement (Sport) shall:

- (a) *have attained the age of 18 years;*
- (b) *hold a valid HGFA Advanced Pilot Certificate for the type of aircraft for which the endorsement is sought;*
- (c) *have successfully passed theory and in-flight examinations at an approved flight training facility for tandem operations and in accordance with the requirements of this manual (See HGFA Tandem Endorsement Syllabus), thus demonstrating to an appropriate HGFA Chief Flight Instructor that he or she has reached the level of competency required for the issue of the endorsement;*
- (e) *sign a declaration on the application form that his or her health complies with Section 7.2.2 (b); and*

- (f) *forward to the HGFA Office a completed Passenger Carrying Endorsement application, which is signed and dated by the examining Chief Flight Instructor together with the appropriate fee.*

Note: It is also recommended that an applicant for a Passenger Carrying Endorsement (Sport) hold a current St Johns Advanced or Senior First Aid Certificate or equivalent.

7.4.1.3 Aeronautical Experience

Prior to undertaking a flight test for the issue of a Passenger Carrying Endorsement (Sport) an applicant shall:

- (a) *have completed a minimum of 200 hours flying experience as pilot in command in aircraft of the type for which the endorsement is sought; or*
- (b) *have completed a minimum of 100 hours flying experience with a minimum of 500 flights as pilot in command in aircraft of the type for which the endorsement is sought.*

7.4.1.4 Privileges

A Passenger Carrying Endorsement (Sport) authorises the holder to act as Pilot-In-Command of a suitable certified aircraft carrying a passenger subject to:

- (a) *operations limited to aircraft of the type for which the Advanced pilot certificate is issued;*
- (b) *where the passenger is under 18 years of age, parental consent is granted;*
- (c) *all flights being for recreational, record attempts or sporting purposes only;*

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

- (d) *no charge or instruction is applied to the passenger;*
- (e) *the pilot in command having performed three flights, in an aircraft of the type being used, within the preceding 90 days; and*
- (f) *where flights are conducted in a paraglider, the first fifteen passenger carrying flights after endorsement issue are conducted with a person who holds a Paragliding Pilot Certificate; or*
- (g) *where flights are conducted in a hang glider, the first fifteen passenger carrying flights after endorsement issue are conducted either; with a person who holds a Hang Gliding Pilot Certificate; or another member of the HGFA under the direct supervision of an HGFA Hang Gliding Chief Flight Instructor.*
- (h) *The pilot conducting the tandem operations must have the approval to conduct such operations from the local club which controls those sites from where the operations will be conducted.*

Note: Non-instructional flights, for which a fee is charged, are strictly prohibited.

7.4.1.5 Period of Validity

A HGFA Passenger Carrying Endorsement (Sport) shall remain valid:

- (a) *while the holder's HGFA Advanced Pilot Certificate is valid; and*
- (b) *the holder is a current financial member of the HGFA, having signed a declaration on their membership renewal application that his or her health complies with Section 7.2.2 (b) of this manual; or*

- (c) *unless suspended, cancelled or otherwise varied by the HGFA Operations Manager.*

7.4.1.6 Authority for Issue

The issue of a Passenger Carrying Endorsement (Sport) may be authorised by the HGFA General Manager or as he has delegated in writing.

7.4.2 Passenger Carrying Endorsement (Instructional)

7.4.2.1 Endorsements Issued

- (a) *Hang Glider Passenger Carrying Endorsement (Instructional)*
- (b) *Paraglider Passenger Carrying Endorsement (Instructional)*

7.4.2.2 Requirements for Issue

An applicant for the issue of a HGFA Passenger Carrying Endorsement (Instructional) shall:

- (a) *hold a valid HGFA Instructor Certificate for the type of aircraft for which the endorsement is sought;*
- (b) *sign a declaration on the application form that his or her health complies with Section 7.2.2 (c) of this manual; and*
- (c) *have attained the age of 18 years;*
- (d) *have undergone an approved HGFA Passenger Carrying Endorsement (Instructional) training course; and*
- (e) *at the completion of the approved course attempt and pass, to the required standard, the flight and theory examination requirements, thus demonstrating to the HGFA General Manager (or his delegate) he or she has reached the level of competency required for the issue of the endorsement.*

7.4.2.3 Aeronautical Experience

Prior to undertaking a flight test for the issue of a Passenger Carrying Endorsement (Instructional) an applicant shall have completed, as pilot in command, a minimum of 25 passenger carrying flights in aircraft of the type for which the endorsement is sought.

7.4.2.4 Privileges

A Passenger Carrying Endorsement (Instructional) authorises the holder to act as Pilot-In-Command of a suitable certified aircraft carrying a passenger subject to:

- (a) *operations limited to aircraft of the type for which the Advanced pilot certificate is issued;*
- (b) *the passenger being aged 14 years or older and where the passenger is under 18 years of age, parental consent is granted;*
- (c) *all flights being for recreational, record attempts, sporting purposes or instructional purposes only;*
- (d) *only holders of a HGFA Pilot Certificate or persons with a HGFA trainee membership who are undergoing part of a bona fide approved training program may be charged a fee for the instruction provided by the holder of this endorsement; and*
- (e) *the pilot in command having performed three flights, in an aircraft of the type being used, within the preceding 90 days.*

Note: It is necessary for any HGFA instructor providing tandem training operations to obtain each passenger a signed HGFA Release, Assumption of Risk and Warning Form prior to the training being commenced.

7.4.2.5 Period of Validity

A HGFA Passenger Carrying Endorsement (Instructional) shall remain valid:

- (a) while the holder's HGFA Instructor Certificate is valid; and
- (b) while the holder has a current statement indicating that his or her health complies with Section 7.2.2 (c) of this manual; or
- (c) unless suspended, cancelled or otherwise varied by the HGFA Operations Manager.

7.4.2.6 Authority for Issue

The issue of a Passenger Carrying Endorsement (Instructional) may be authorised by the HGFA General Manager or as he has delegated in writing.

7.4.3 Ground Tow Endorsement

7.4.3.1 Endorsements Issued

- (a) *Hang Gliding Ground Tow Endorsement*
- (b) *Paragliding Ground Tow Endorsement*

7.4.3.2 Requirements for Issue

Applicants for the issue of a Ground Tow endorsement shall meet the following minimum requirements:

- (a) Hold a valid HGFA Restricted, Intermediate or Advanced Pilot Certificate for the type of aircraft for which the endorsement is sought;
- (b) Have undertaken a course of instruction in ground tow operations, have successfully passed theory and in-flight examinations in accordance with the requirements of HGFA Towing Procedures Manual, thus demonstrating to an appropriate HGFA Instructor or Senior Safety Officer that he or she has reached the level of competency required, and
- (c) Have his/her certificate endorsed by an appropriately endorsed HGFA Instructor or Club Senior Safety Officer.

7.4.3.3 Privileges and Responsibilities

A HGFA Ground Tow Endorsement authorises the holder to undertake ground tow operations carried out in conformity with the guidelines outlined in the HGFA Towing Procedures Manual.

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

7.4.3.4 Period of Validity

A HGFA Ground Tow Endorsement shall remain valid only while the holder's HGFA Pilot Certificate is valid; unless suspended, cancelled or otherwise varied by the HGFA General Manager.

7.4.3.5 Authority for Issue

A HGFA Ground Tow Endorsement may only be authorised by a HGFA Instructor or Senior Safety Officer who him/herself holds a Ground Tow Endorsement.

7.4.4 Aerotow Endorsement

7.4.4.1 Requirements for Issue

Applicants for the issue of a Hang Gliding Aerotow endorsement shall meet the following minimum requirements:

- (a) Hold a valid HGFA Restricted, Intermediate or Advanced Hang Gliding Pilot Certificate;*
- (b) Have undertaken a course of instruction in aerotow operations, have successfully passed theory and in-flight examinations in accordance with the requirements of HGFA Towing Procedures Manual, thus demonstrating to an appropriate HGFA Instructor or Senior Safety Officer that he or she has reached the level of competency required, and*
- (c) Have his/her certificate endorsed by an appropriately endorsed HGFA Instructor or Club Senior Safety Officer.*

7.4.4.2 Privileges and Responsibilities

A HGFA Aerotow Endorsement authorises the holder to undertake aerotow operations carried out in conformity with the guidelines outlined in the HGFA Towing Procedures Manual.

7.4.4.3 Period of Validity

A HGFA Aerotow Endorsement shall remain valid only while the holder's HGFA Pilot Certificate is valid; unless suspended, cancelled or otherwise varied by the HGFA General Manager.

7.4.4.4 Authority for Issue

A HGFA Aerotow Endorsement may only be authorised by a HGFA Instructor or Senior Safety Officer who him/herself holds an Aerotow Endorsement.

7.4.5 Radio Operator Endorsement

7.4.5.1 Requirements for Issue

Applicants for the issue of a Radio Operator Endorsement must be able to intelligibly speak and understand the English language and shall meet the following minimum requirements:

- (a) *Hold a current Flight Radiotelephone Operator Licence; or*

Hold a valid HGFA Pilot Certificate; and

- (b) *Pass an examination for the issue of a flight radio operators licence by an approved check radio officer in accordance with CAO 42.0; or*

- (c) *Pass an examination for the issue of an HGFA Radio Operator Endorsement approved by the HGFA Operations Manager; and*

- (d) *Have his/her certificate endorsed by an appropriate HGFA Instructor or Senior Safety Officer.*

Note: *To authorise a Radio Operator Endorsement the HGFA Flight Instructor, Chief Flight Instructor or Senior Safety Officer must him/herself hold a Radio Operators Endorsement.*

7.4.5.2 Privileges

A HGFA Radio Operator Endorsement authorises the holder to operate approved aeronautical frequency VHF radio equipment installed in, or used in conjunction with, a hang glider, paraglider or weightshift microlight.

Note 1: *The holder of a HGFA Radio Operator Endorsement is at all times subject to the requirements of Civil Aviation Regulations, Civil Aviation Orders, Aeronautical Information Publications and the Radio Communications Act.*

Note 2: *HGFA Student and Pilot Certificate holders may operate aeronautical frequency VHF radio equipment for the purpose of gaining a Radio Operator Endorsement providing they are under the direct supervision and control of the issuing Instructor or Senior Safety Officer.*

7.4.5.3 Period of Validity

A HGFA Radio Operator Endorsement shall remain valid only while the holder's HGFA Pilot Certificate is valid; unless suspended, cancelled or otherwise varied by the HGFA General Manager.

Note: *Radio Operator Endorsement holders should ensure that the aircraft's or the pilot's call sign is displayed in a prominent and easy to read position to assist them when using aeronautical frequency VHF radio equipment. See Section 6.6.2 for call sign requirements.*

7.4.6 Motorised Endorsement

7.4.6.1 Endorsements Issued

- (a) *Motorised Hang Gliding
Endorsement*
- (b) *Motorised Paragliding
Endorsement*

7.4.6.2 Requirements for Issue

Applicants for the issue of a Motorised Endorsement shall meet the following minimum requirements:

- (a) *Hold a valid HGFA Restricted, Intermediate or Advanced Pilot Certificate for the type of aircraft for which the endorsement is sought;*
- (b) *Have undertaken a course of instruction in motorised operations, have successfully passed theory and in-flight examinations in accordance with this manual, thus demonstrating to an appropriate HGFA Instructor or approved Senior Safety Officer that he or she has reached the level of competency required for the issue of the endorsement; and*
- (c) *Have his/her certificate endorsed by an appropriately endorsed HGFA Instructor or an approved HGFA Senior Safety Officer.*

Note: *Where the motorised harness is fitted to a hang glider and is fitted with an undercarriage, endorsement training must include dual instruction in an appropriate HGFA registered two-place microlight with a HGFA Weightshift Microlight Instructor. This instruction must be to solo standard and include a minimum of 5 hours dual instruction.*

7.4.6.3 Aeronautical Experience

Prior to undertaking a flight test for the issue of a Motorised Endorsement an applicant shall:

- (a) *have completed a minimum of 20 hours flying experience, with a minimum of 100 flights as pilot in command in aircraft of the type for which the endorsement is sought; or*
- (b) *have completed a minimum of 100 hours flying experience in any other type of aircraft, with a minimum of 10 hours flying experience, and a minimum of 100 flights as pilot in command in aircraft of the type for which the endorsement is sought.*

7.4.6.4 Privileges and Responsibilities

A HGFA Motorised Endorsement authorises the holder to act as Pilot-in-Command of a motorised hang glider or paraglider subject to:

- (a) *Operations limited to aircraft of the type for which the Endorsement is issued;*
- (b) *Any limitations imposed by a Duty Pilot, Safety Officer, owner of the site and/or the Safety Committee of the Club that controls the operations at the site being used; and*
- (c) *Limitations specified within the HGFA Operations Manual and the Civil Aviation Orders.*

7.4.6.5 Period of Validity

A HGFA Motorised Endorsement shall remain valid only while the holder's HGFA Pilot Certificate is valid; unless suspended, cancelled or otherwise varied by the HGFA General Manager.

7.4.6.6 Authority for Issue

A HGFA Motorised Endorsement may be authorised by a HGFA Instructor or a HGFA Senior Safety Officer who him/herself holds a Motorised Endorsement of the kind to be issued and is approved by the HGFA General Manager to issue a Motorised Endorsement.

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

7.5 Issue and Renewal of Instructor Certificates - Hang Gliding and Paragliding

Hang Gliding and Paragliding Instructor Certificates are issued in accordance with the requirements detailed in this section.

Details of the requirements for each Certificate are shown on the following pages. The requirements are summarised in the table below.

	Flight Experience Instructor	Apprentice Instructor	Flight Instructor	Chief Flight Instructor
Issue Requirements:				
Prerequisite Qualification/s	Advanced Pilot Certificate & attend HGFA Course	Advanced Pilot Certificate & attend HGFA Course	Apprentice Instructor Certificate	Flight Instructor Certificate
Medical Standard	Standard GP medical examination in conjunction with HGFA Instructor Medical Form	Standard GP medical examination in conjunction with HGFA Instructor Medical Form where tandem training is utilised		
Theory Examination	Advanced Pilot Certificate Examination	All Pilot Certificate Examinations	Flight Instructor Theory Examination	No
Flight Skill Test	Yes	Yes	Yes	Yes
Flight Training Ability Test	Yes - Introductory Training Flight only	Yes, all phases of HGFA Pilot Training Syllabus	Yes, all phases of HGFA Pilot Training Syllabus	Yes, all phases of HGFA Pilot Training Syllabus
Ground Training Ability Test	Yes - Introductory Training Flight only	Yes, all phases of HGFA Pilot Training Syllabus	Yes, all phases of HGFA Pilot Training Syllabus	Yes, all phases of HGFA Pilot Training Syllabus
Aeronautical and Instructional Experience	Minimum of 200 hours and 25 tandem flights	Advanced Pilot Certificate Standard	Advanced Pilot Certificate Standard and minimum 12 day apprenticeship including a minimum of 30 hours theory training experience	Advanced Pilot Certificate Standard and Minimum 200 days Instructional Experience
Privileges	See Following Sections			
Validity	Maximum 2 Years			
Renewal Requirements:	See Following Sections			
Approved by	General Manager	General Manager	General Manager	General Manager

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

7.5.1a Flight Experience Instructor Certificate

7.5.1a.1 Certificates Issued

- (a) *Hang Gliding Flight Experience Instructor*
- (b) *Paragliding Flight Experience Instructor*

7.5.1a.2 Requirements for Issue

An applicant for the issue of a Flight Experience Instructor Certificate shall:

- (a) *hold a valid HGFA Advanced Pilot Certificate for the type of aircraft the certificate is being sought;*
- (b) *hold a valid Passenger Carrying Endorsement (Instructional) for the type of aircraft for which the certificate is being sought;*
- (c) *hold a current St Johns Advanced or Senior First Aid Certificate or equivalent;*
- (d) *have undergone a Flight Experience Instructor Training Course which is recognised by HGFA;*
- (e) *sign a declaration on the Certificate application form that his or her health complies with Section 7.2.2 (c) of this manual;*
- (f) *Sign an HGFA Instructor Code of Conduct form; and*
- (f) *forward a completed application form, signed Instructor Code of Conduct form and the appropriate fee to the HGFA Office.*

7.5.1a.3 Privileges

A Flight Experience Instructor Certificate authorises the holder to carry out the following duties under the supervision of a Chief Flight Instructor at an approved HGFA Flight Training Facility:

- (a) *carry out Introductory training flights with persons who are HGFA trainee members; and*
- (b) *demonstrate the aircraft's controls to the prospective pilot and may hand over aircraft's control to that person on the condition that the Flight Experience Instructor must carry out all launches, circuits, approaches and landings.*

7.5.1a.4 Responsibilities

Flight Experience Instructors will undertake to carry out the following duties, for which they are responsible to the Chief Flight Instructor:

- (a) *Conduct Introductory training flights in accordance with the standards, procedures and regulations set out in this Operations Manual, the HGFA Training Syllabus and Guidelines and the relevant Civil Aviation Orders.*
- (b) *Ensure that all aircraft used for tandem operations are in an airworthy state and that all aircraft and associated equipment meet or exceed the HGFA airworthiness standards appropriate to the Operations for which they are used.*
- (c) *Ensure that accurate and complete logs are maintained of all flying operations and training aircraft.*
- (d) *Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, affiliates or Associations into disrepute.*

Hang Gliding Federation of Australia
OPERATIONS MANUAL

- (e) *On request, furnish all the logs and information necessary to satisfy the General Manager that all tandem operations are being conducted in accordance with the requirements of this Operations Manual, the HGFA Training Syllabus and Guidelines and the relevant Civil Aviation Orders.*
- (f) *Ensure that he or she undertakes regular solo flights so as to maintain a high personal level of pilot competency and currency.*

7.5.1a.5 Period of Validity

Unless cancelled or suspended by the HGFA General Manager, a Flight Experience Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal.

7.5.1a.6 Requirements for Renewal

An applicant for the renewal of a Flight Experience Instructor Certificate shall:

- (a) *have conducted a minimum of ten tandem flights as pilot in command of an aircraft of the type for which renewal of the Flight Experience Instructor Certificate is sought in the six month period prior to Certificate renewal; and*
- (b) *within the 90 days prior to the expiry date of his or her certificate submit to a check flight with an HGFA Chief Flight Instructor and demonstrate his or her competency and ability to conduct Introductory training flights; and*

- (c) *have accumulated, in each of the two years prior to the application for renewal, a minimum of 25 hours as pilot in command of an aircraft of the type for which renewal of the Flight Experience Instructor Certificate is sought.*

Note: *Failure to renew a Flight Experience Instructor Certificate, or any of the required qualifications, by the due date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.*

- (d) *Where the minimum aeronautical experience requirements have not been met prior to renewal, the HGFA General Manager may consider renewal as a special case, provided there is sufficient supporting recommendation from a HGFA Chief Instructor.*
- (e) *sign a declaration on the Certificate renewal application form that his or her health complies with Section 7.2.2 (c) of this manual; and*
- (f) *forward a completed renewal application, copy of training flight logs and aircraft maintenance logs and appropriate fee to reach the HGFA office at least seven (7) days prior to the Certificate expiry date.*

7.5.1a.7 Authority for Issue

The issue of a Flight Experience Instructor Certificate may only be authorised by the HGFA General Manager.

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

7.5.1 Apprentice Instructor Certificate

7.5.1.1 Certificates Issued

- (a) *Apprentice Hang Glider Instructor*
- (b) *Apprentice Paraglider Instructor*

7.5.1.2 Requirements for Issue

An applicant for the issue of an Apprentice Instructor Certificate shall:

- (a) *hold a valid HGFA Advanced Pilot Certificate;*
- (b) *sign a declaration on the application form that his or her health is of a standard equivalent to that required for the issue of a private motor vehicle drivers licence in Australia;*
- (c) *have undergone and passed to the required standard all Pilot Certificate Aeronautical Knowledge Examinations within the preceding 2 months;*
- (d) *have undergone an Instructor Training Course which is recognised by HGFA;*
- (e) *have obtained written recommendation from the local Club as being suitable to obtain the sought certification;*
- (f) *have attained the age of 18 years;*
- (g) *sign an HGFA Instructor Code of Conduct form; and*
- (h) *forward a completed application form, Club recommendation, signed Instructor Code of Conduct form and the appropriate fee to the HGFA Office.*

7.5.1.3 Aeronautical Experience

Prior to applying for the issue of an Apprentice Instructor Certificate an applicant shall hold an Advanced Pilot Certificate for the type of aircraft for which the Apprentice Certificate is sought.

7.5.1.4 Privileges

An Apprentice Instructor Certificate authorises the holder to give assistance in the provision of ground and flight instruction in hang gliders or paragliders.

The holder of an Apprentice Instructor Certificate shall:

- (a) *provide assistance in ground and flight instruction only under the DIRECT SUPERVISION of a Chief Flight Instructor; and*
- (b) *not exercise the privileges of his or her certificate unless within the preceding 90 days he or she has carried out a minimum of two flights in the actual glider being used by the student.*

7.5.1.5 Responsibilities

Apprentice Instructors will undertake to carry out the following duties, for which they are responsible to their approved supervisors:

- (a) *Under the instruction and supervision of a Chief Flight Instructor, assist in the conduct of ab initio to basic soaring skills training of HGFA Student Pilots in accordance with the standards, procedures and regulations set out in this Operations Manual, the HGFA Training Syllabus and Guidelines and the relevant Civil Aviation Orders.*

- (b) *Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associations into disrepute.*
- (c) *Maintain an accurate and complete apprentice training log, that is endorsed on a daily basis by the Chief Flight Instructor providing direct supervision.*
- (d) *Ensure that all aircraft used for flight training are in an airworthy state and that all aircraft and associated equipment meet or exceed the HGFA airworthiness standards appropriate to the operations for which they are used.*
- (e) *Report to his or her supervisor, without delay, any faults, or defects, appearing in training aircraft that render the aircraft un-airworthy or otherwise unsuitable for training. Ensure that the fault or defect has been repaired prior to conducting further training flights in that aircraft.*
- (f) *immediately report any training incidents or accidents that occur under their instruction to their supervising CFI;*
- (g) *Ensure that sufficient and regular solo in-flight practice is carried out, so as to maintain a high personal level of pilot competency and currency.*

7.5.1.6 Period of Validity

Unless cancelled or suspended by the HGFA General Manager, an Apprentice Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal.

7.5.1.7 Requirements for Renewal

An applicant for the renewal of an Apprentice Instructor Certificate shall satisfy all the requirements for the initial issue of the certificate.

An Apprentice Instructor Certificate shall be renewable once only unless special request is granted by the HGFA General Manager.

7.5.1.8 Authority for Issue

The issue of an Apprentice Instructor Certificate may only be authorised by the HGFA General Manager.

7.5.2 Flight Instructor Certificate

7.5.2.1 Certificates Issued

- (a) *Hang Gliding Flight Instructor*
- (b) *Paragliding Flight Instructor*

7.5.2.2 Requirements for Issue

An applicant for the issue of a Flight Instructor Certificate shall:

- (a) *hold a valid HGFA Advanced Pilot Certificate;*
- (b) *hold a valid Apprentice Instructors Certificate;*
- (c) *hold a valid Safety Officer appointment;*
- (d) *hold a current St Johns Advanced or Senior First Aid Certificate or equivalent;*
- (e) *have successfully passed the HGFA Flight Instructor Theory Examination to the standard specified in the HGFA Flight Instructor Training Program;*
- (f) *have attained the age of 18 years;*
- (g) *have observed and assisted (as an approved Apprentice Instructor) in the provision of flight instruction in at least two (2) HGFA Approved Training Facilities for a minimum of twelve (12) days in total which includes a minimum of 30 hours theory instructional duties;*
- (h) *forward a copy of appropriately endorsed Apprentice Instructor*

Training logs, completed application form and the appropriate fee to the HGFA Office; and

- (i) *demonstrate to the HGFA General Manager (or his delegate) his or her ability to give instruction to persons undergoing training in hang gliders or paragliders from ab initio through to basic soaring skills.*

Note: *The level of competency required is:*

- *to be able to give flight instruction, including pre-flight and post flight briefing, in flight assistance, as well as demonstrations of skills and techniques for all parts of the Pilot Training Syllabus, with a first attempt accuracy of 90 percent; and*
- *to be able to accurately explain all aspects of the Pilot training and Aeronautical Knowledge syllabus (as it relates to student-novice pilots), with explanations adjusted to suit the individual, and demonstrate an ability to assess a Student's understanding of syllabus subjects.*

7.5.2.3 Aeronautical Experience

Prior to undertaking any flight or practical training assessment for the issue of a Flight Instructor Certificate an applicant shall hold an Advanced Pilot Certificate for the type of aircraft for which the Flight Instructor Certificate is sought.

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

7.5.2.4 Privileges

A Flight Instructor Certificate authorises the holder to give flight and theory instruction in hang gliders or paragliders where the holder;

- (a) is in the employ and under the supervision of an approved HGFA Chief Flight Instructor; OR
- (b) is a member of a HGFA affiliated and Incorporated Club and is under the supervision of the executive committee of that club; OR
- (c) is a member of a HGFA affiliated and Incorporated Club and is under the supervision of an approved HGFA Chief Flight instructor who is also a member of that club; OR
- (d) is engaged in training operations in remote areas under the supervision of the HGFA General Manager.

Note: Remote areas are defined in Section 4.

7.5.2.5 Responsibilities

Flight Instructors will undertake to carry out the following duties, for which they are responsible to their approved supervisor:

- (a) conduct theory and flight skills instruction on aircraft of the type for which the Flight Instructor Certificate is issued;
- (b) under the directions of his or her supervisor, conduct ab initio to basic soaring skills training of HGFA Student and Restricted Pilots in accordance with the standards, procedures and regulations set out in this Operations Manual, the HGFA Training Syllabus and Guidelines and the relevant Civil Aviation Orders.

- (c) Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associations into disrepute.
- (d) Assess the readiness for, and authorise, Student Pilots to undertake first and subsequent solo high flights (greater than 200 feet above ground level) but only after being authorised to do so by his or her supervisor.
- (e) When authorised by the Chief Flight Instructor, take control of an approved HGFA Training Facility at such times when the Chief Flight Instructor is absent on leave or due to illness.
- (f) Take control of a remote Training Facility when requested to do so by his or her supervisor, and report the activities of the remote facility to his or her Chief Flight Instructor, at the close of each days flying.
- (g) Maintain accurate and complete records and logs of all training activities, including individual student records, instruction log and lesson plans as well as aircraft logs where appropriate.
- (h) Immediately report any training incidents or accidents that occur under their instruction to their supervising CFI.
- (i) Ensure that all aircraft used by his or her flight training facility are in an airworthy state and that all aircraft and associated equipment meet or exceed the HGFA airworthiness standards appropriate to the operations for which they are used.

- (j) *Report to his or her supervisor, without delay, any faults, or defects, appearing in training aircraft that render the aircraft un-airworthy or otherwise unsuitable for training. Ensure that the fault or defect has been repaired prior to conducting further training flights on the aircraft.*
- (k) *Ensure that he or she undertakes regular solo flights so as to maintain a high personal level of pilot competency and currency.*
- (l) *not exercise the privileges of his or her certificate unless within the preceding 90 days he or she has carried out a minimum of two flights in the actual aircraft being used by the student.*

7.5.2.6 Period of Validity

Unless cancelled or suspended by the HGFA General Manager a Flight Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal providing all required qualifications are maintained current and valid.

7.5.2.7 Requirements for Renewal

An applicant for the renewal of a Flight Instructor Certificate shall:

- (a) *have accumulated (and logged) a minimum of 24 student days of instructing and including at least 3 pilots achieving the issue of a Restricted Pilot Certificate in the two year period prior to the application for renewal (where a student day means one student for one day, e.g. a class of 4 students for 1 day equals 4 student days);*
- (b) *have accumulated, in each of the two years prior to the application for renewal, a minimum of 25 hours as pilot in command of an aircraft of the type for which renewal of the Flight Instructor Certificate is sought;*
- (c) *provide a declaration on renewal application that he or she is medically fit to an equivalent standard to that required for the issue of a Drivers Licence in Australia;*
- (d) *be required to attend an approved HGFA Flight Instructor refresher program or HGFA National Coaching Conference in the four year period prior to the application;*
- (e) *forward a renewal application, medical declaration, copies of suitably endorsed training logs and the appropriate fee to reach the HGFA office at least seven (7) days prior to the expiry date.*

Note: Failure to renew a Flight Instructor Certificate, or any of the required qualifications, by the due date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.

- (d) Where the minimum aeronautical experience requirement or minimum instructional requirements have not been met prior to renewal HGFA General Manager may consider renewal as a special case, provided there is sufficient supporting recommendations from the applicants supervisor.

7.5.2.8 Authority for Issue

The issue of a Flight Instructor Certificate may only be authorised by the HGFA General Manager.

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

7.5.3 Chief Flight Instructor Certificate

7.5.3.1 Certificates Issued

- (a) *Hang Gliding Chief Flight Instructor*
- (b) *Paragliding Chief Flight Instructor*

7.5.3.2 Requirements for Issue

An applicant for the issue of a Chief Flight Instructor Certificate shall:

- (a) *hold a valid HGFA Flight Instructor Certificate with all relevant qualifications and experience both valid and current;*
- (b) *sign a declaration on the application form that his or her health is of a standard equivalent to that required for the issue of a private motor vehicle drivers licence in Australia;*
- (c) *have undergone a Chief Flight Instructor Training Course which is recognised by HGFA;*
- (d) *forward a copy of appropriately endorsed Instructor Training logs, completed application form and the appropriate fee to the HGFA Office; and*
- (e) *demonstrate to the HGFA General Manager (or his delegate) his or her ability to give instruction to persons undergoing training in hang gliders or paragliders from ab initio through to advanced soaring and cross country skills;*

Note: *The level of competency required is:*

- *to be able to give flight instruction, including pre-flight and post flight briefing, in flight assistance, as well as skill, techniques and complete flight sequence demonstrations, for all levels of Pilot Certificate and appropriate endorsements; and*
- *to be able to accurately explain all aspects of the Pilot Training and Aeronautical Knowledge syllabus (as it relates to pilots of all levels), with explanations adjusted to suit the individual, and demonstrate an ability to assess a Student's understanding of syllabus subjects.*

7.5.3.3 Aeronautical and Instructional Experience

Prior to making application for the issue of a Chief Flight Instructor Certificate an applicant shall:

- (a) *have not less than 200 logged student days training experience as a Flight instructor for hang gliders or paragliders (where a student day means one student for one day, e.g. a class of 4 students for 1 day equals 4 student days); OR*
- (b) *If having previous experience as a flying instructor or Chief Flying Instructor in gliders, aeroplanes, ultralights or weightshift microlights, have completed at least 200 hours of in-flight experience as a flight instructor and a minimum of 50 student days logged experience as a Flight Instructor in hang gliders and/or paragliders.*

7.5.3.4 Privileges

A Chief Flight Instructor Certificate authorises the holder to:

- (a) operate and control an approved HGFA Flight Training Facility and any satellite or remote HGFA Flight Training Facility (but only after any facility has been approved in accordance with the requirements of Section 8.6 of this Operations Manual);
- (b) authorise the undertaking of solo high flights by HGFA student pilots.
- (c) personally give flight and theory instruction in hang gliders and/or paragliders subject to flight training operations being limited:
 - to those types of aircraft for which the Chief Flight Instructor holds a current and valid Advanced Pilot Certificate, and
 - to those types of operation for which the Chief Flight Instructor holds the appropriate endorsements.

The holder of a Chief Flight Instructor Certificate shall not exercise the privileges of his or her certificate unless within the preceding 90 days he or she has carried out a minimum of two flights in the actual aircraft being used by the student.

7.5.3.5 Responsibilities

Chief Flight Instructors will undertake to carry out the following duties, for which they are responsible to the Operations Manager of the Hang Gliding Federation of Australia:

- (a) Conduct ab initio to advanced soaring and cross country skills training of HGFA Student, Restricted and Intermediate Pilots in accordance with the standards, procedures and regulations set out in this Operations Manual, the HGFA Training Syllabus and Guidelines and the relevant Civil Aviation Orders.
- (b) Ensure that accurate and complete records and logs of all training activities are maintained, including individual student records, instruction log and lesson plans as well as aircraft logs where appropriate.
- (c) Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associations into disrepute.
- (d) Conduct flight and theory examinations for Restricted, Intermediate and Advanced Pilot Certificate applicants and make recommendations to the HGFA General Manager concerning the issue, renewal or otherwise of the Pilot Certificates.

Hang Gliding Federation of Australia
OPERATIONS MANUAL

- (e) Conduct flight and theory examinations for flight or skills endorsements and issue on behalf of HGFA such endorsements, (but only for those flying activities for which the Chief Flight Instructor holds the appropriate endorsement).
- (f) Ensure that Apprentice or Flight Instructors under his or her control maintain the highest level of competency and currency, and to conduct regular checks to assess their continued suitability to conduct flight or ground training.
- (g) Provide reasonable ground and flight training opportunities for Apprentice Instructors as requested by the HGFA General Manager.
- (h) Furnish all the information necessary to satisfy the General Manager that the Flight Training Facility for which he or she is responsible has:
- properly certified gliders;
 - an adequate number of accredited Flight Instructors;
 - Documentation, sites, facilities and other equipment necessary to ensure proper and adequate training of hang glider and/or paraglider pilots.
- (i) Ensure that all aircraft used for flight training are in an airworthy state and that all aircraft and associated equipment meet or exceed the HGFA airworthiness standards appropriate to the Operations for which they are used and that any aircraft are appropriately registered with the HGFA or AUF as required.
- (j) Ensure that all other equipment, especially tow systems, winches, simulators, harnesses, helmets and communication systems are in a fully operational condition and meet any standards established by HGFA.
- (k) Ensure that all Instructors, Apprentice Instructors, and student pilots are members of HGFA.
- (l) Upon reasonable request from the HGFA General Manager conduct training and refresher courses for Flight and/or Chief Flight Instructors and actively participate in the conduct of National Coaching Conferences.
- (m) Ensure that he or she undertakes regular solo flights so as to maintain a high personal level of pilot competency and currency.

7.5.3.6 Period of Validity

Unless cancelled or suspended by the HGFA General Manager a Chief Flight Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal providing all required qualifications are maintained current and valid.

7.5.3.7 Requirements for Renewal

An applicant for the renewal of a Chief Flight Instructor Certificate shall:

- (a) have accumulated (and logged) a minimum of 24 student days of instructing and including at least 3 pilots achieving the issue of a Restricted Pilot Certificate in the two year period prior to the application for renewal (where a student day means one student for one day, e.g. a class of 4 students for 1 day equals 4 student days);*
- (b) have accumulated in each of the two years prior to the application for renewal a minimum of 25 hours as pilot in command of either a hang glider or paraglider.*
- (c) provide a medical statement indicating that he or she is medically fit to an equivalent standard to that required for the issue of a Drivers Licence in Australia;*
- (d) be required to participate in an approved HGFA Instructor refresher program or HGFA National Coaching Conference in the four year period prior to the application;*
- (e) forward a renewal application, medical declaration, copies of suitably endorsed training logs and the appropriate fee to reach the HGFA office at least seven (7) days prior to the expiry date.*

Note: *Failure to renew a Chief Flight Instructor Certificate, or any of the required qualifications, by the due Date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.*

- (f) Where the minimum aeronautical experience requirement or minimum instructional requirements have not been met prior to renewal the General Manager may consider renewal as a special case, provided there is sufficient supporting information provided by the applicant for renewal.*

7.5.3.8 Authority for Issue

The issue of an Chief Flight Instructor Certificate may only be authorised by the HGFA General Manager.

7.5.4 Instructor Examiner Certificate

7.5.4.1 Certificates Issues

- (a) *Hang gliding Instructor Examiner*
- (b) *Paragliding instructor Examiner*

7.5.4.2 Requirements for Issue

An applicant for the issue of an Instructor Examiner Certificate shall:

- (a) *Hold a valid HGFA Flight instructor or Chief Flight Instructor Certificate;*
- (b) *Have attained the age of 21 years; and*
- (c) *Demonstrate, to the satisfaction of the HGFA General Manager his or her ability to correctly assess the capabilities and performance of HGFA Instructors, and to take appropriate remedial action in cases where their performance is below standard.*

7.5.4.3 Instructional Experience

Prior to making an application for the issue of an Instructor Examiner Certificate an applicant shall have not less than 500 student training days experience as an Instructor in hang gliders or paragliders.

7.5.4.4 Responsibilities

Instructor Examiners will undertake to carry out the following duties, for which they are responsible to the Hang Gliding Federation of Australia.

- (a) *Conduct ground and flight examination of HGFA Instructor Certificate candidates and make recommendations to the HGFA General Manager as to the issue, or otherwise, of the appropriate certificates.*

(b) *Conduct ground and flight examination of HGFA Instructor Certificate holders requesting renewal of their respective certificates, and make recommendations in writing to the HGFA General Manager as to the renewal or otherwise, of the certificates.*

(c) *Upon request from the HGFA General Manager conduct ground and/or flight training courses for Apprentice Instructor Certificate candidates.*

(d) *Upon request from the HGFA General Manager conduct training and refresher courses for Flight Instructors, Chief Flight Instructors and candidates for those approvals and certificates.*

(e) *Upon request from the HGFA General Manager monitor the training standards and practices of specified Flight Training Facilities and report his or her findings, in writing, to the HGFA General Manager.*

(f) *Upon request from the HGFA General Manager or CASA, investigate complaints that a HGFA pilot has contravened the standards, procedures or regulations set out in this manual or the relevant Civil Aviation Orders. The findings of any such investigation will be reported in writing to the HGFA General Manager. Included in this report will be recommendations to the HGFA Disciplinary Tribunal as to the suitability, or otherwise, of the offending pilot to continue to hold any, or all, HGFA Pilot Certificates or endorsements.*

7.5.4.5 Period of Validity

Unless cancelled or suspended by the HGFA General Manager, an Instructor Examiner Certificate shall remain valid for a period of 2 years from the date of issue or renewal providing all required qualifications are maintained current and valid.

7.5.4.6 Requirements for Renewal

An applicant for the renewal of an Instructor Examiner Certificate shall forward a renewal application, medical declaration that his or her health is equivalent to that required for the issue of a Private Motor Vehicle Drivers Licence within Australia, and the appropriate fee to reach the HGFA office at least seven (7) days prior to the expiry date.

7.5.4.7 Authority for Issue

The issue of an Instructor Examiner Certificate may only be authorised by the HGFA General Manager.

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

7.6 Issue and Renewal of Pilot Certificates - Weightshift Microlighting

Pilot certificates and endorsements are issued for persons wishing to act as pilot-in-command of a weightshift microlight. The requirements for issue and renewal of these certificates, and where applicable, endorsements as detailed in this section of the Operations Manual.

The requirements for flight training (practical) and aeronautical knowledge (theory) necessary for each type are detailed in Section 8 of this Operations Manual.

Details of the requirements for each pilot certificate are shown on the following pages. The requirements are summarised in the table below.

Requirement	Pilot Certificate		Endorsement	
	Student	Pilot	Passenger Carrying	Tugmaster
Pre Requisite Qualification	None	Student Certificate	Pilot Certificate	Pilot Certificate
Medical Standard	Equivalent to that required for the issue of a Private Motor Drivers Licence within Australia			
Flight Skill Test	None	Yes	Yes	Yes
Aeronautical Knowledge Test	None	Yes	Yes	Yes
HGFA Membership	STM or Full			
Aeronautical ¹ Experiences	None	Minimum of 20 hours logged under instruction	Minimum of 10 hours logged since gaining Pilot Certificate	Minimum of 50 hours logged as Pilot-in-Command
Privileges	See following sections			
Validity	Maximum of 2 years or termination of membership (whichever is sooner)		Valid whilst Pilot Certificate and Medical declaration are current	
Renewal Requirements ²	None	Minimum of 10 hours logged	None	None
Approved By	WM CFI	WM CFI	WM CFI	WM CFI or HG CFI

¹ Special Requirements exist where pilots have previous experience on other types of aircraft. See following sections for details.

² Hours logged in previous 12 months. Special provisions apply for pilots recently issued with pilot certificates. See following sections for details.

7.6.1 Student Pilot Certificate

The requirements for a Student Pilot Certificate for Weightshift Microlighting are the same as for a hang gliding and paragliding except that issue must be authorised by a Weightshift Microlighting Chief Flight Instructor.

Refer - Section 7.3.1.

Note: No person under the age of 15 years may fly solo in a Weightshift Microlight.

7.6.2 Weightshift Microlighting Pilot Certificate

7.6.2.1 Requirements for Issue

An applicant for the issue of a Weightshift Microlighting Pilot Certificate shall:

- (a) hold a valid Weightshift Microlighting Student Pilot Certificate;*
- (b) have attained the age of 15 years and where the applicant is under the age of 18 years, written parental consent must be granted;*
- (c) sign a declaration on the application form that his or her health is of a standard equivalent to that required for the issue of a private motor vehicle drivers licence in Australia;*
- (d) have undergone flight and ground training in accordance with the operations manual and relevant Civil Aviation Orders;*
- (e) have successfully passed theory and in-flight examinations in accordance with the requirements of this manual and relevant Civil Aviation Orders, thus demonstrating to a HGFA or AUF Chief Flight Instructor that he or she has reached the level of competency required for the issue of a Weightshift Microlighting Pilot Certificate; and*
- (f) be a full or short term member of the HGFA.*

7.6.2.2 Aeronautical Experience

Prior to undertaking a flight test for the issue of a Weightshift Microlighting Pilot Certificate an applicant shall:

- (a) have completed a minimum of 20 hours flying experience as student pilot in command in a weightshift microlight which, notwithstanding the number of hours dual training required prior to flying solo, must include a minimum of 5 hours solo flying experience under the direct supervision of a HGFA or AUF Chief Flight Instructor; or*
- (b) if having previous flying experience in hang gliders, gliders, aeroplanes or ultralights other than weightshift microlights, have completed at least 20 hours flying experience, of which a minimum of 10 hours flying experience must be gained in weightshift microlights, and have undertaken a minimum of 5 hours dual training and a minimum of 2 hours solo flying experience in a weightshift microlight under the direct supervision of a HGFA or AUF Chief Flight Instructor.*

Note: *When examining pilots with previous aeronautical experience in aircraft other than weightshift microlights, the Chief Flight Instructor shall ensure that the applicant is instructed in the main handling differences between weightshift microlights and other aircraft.*

Particular attention shall be given to:

- the level of understanding of the principles and limitations of weight shift controlled aircraft on the ground, in the air and during take off and landing;*

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

- *the mechanics and dynamics of weight shift control;*
- *onset, occurrence and recovery from stalls;*
- *limitations of the flying envelope;*
- *behaviour of the aircraft in power off, and sudden loss of engine power; and*
- *the low inertia of aircraft.*

7.6.2.3 Privileges

A Weightshift Microlighting Pilot Certificate authorises the holder to act as Pilot-In-Command of a weightshift microlight, subject to:

- (a) *operations being limited to a distance not greater than 25 nautical miles from the training airfield; or*
- (b) *operations being limited to a distance not greater than 25 nautical miles from an airfield other than the training airfield where approval has been obtained from a WM CFI and training has been provided regarding the airspace within 25 nautical miles surrounding the proposed airfield; and*
- (c) *any operation which requires that he or she hold an endorsement to the pilot certificate, other than when undergoing training for the purpose of gaining an endorsement under the supervision of an authorised HGFA WM Instructor.*

Note: *The holder of an HGFA Microlight Pilot Certificate may pilot a weightshift microlight from the front seat only, unless the holder is a qualified HGFA Weightshift Microlight Apprentice Instructor, Flight Instructor or Chief Flight Instructor, or is undergoing training to gain an Apprentice Instructor Certificate under the direct supervision of a HGFA Chief Flight Instructor.*

7.6.2.4 Period of Validity

Unless cancelled or suspended by the HGFA General Manager a Weightshift Microlighting Pilot Certificate shall remain valid for a period of 2 years from the date of issue or renewal; or until HGFA membership requires renewal, which ever is the sooner.

7.6.2.5 Requirements for Renewal

An applicant for the renewal of a Weightshift Microlighting Pilot Certificate shall:

- (a) *have flown as pilot in command of a weightshift microlight on a regular basis, with a minimum of 10 hours flying as pilot in command of a weightshift microlight during the 12 months prior to the renewal date of the certificate;*
- (b) *have completed a successful check flight in the 24 month period prior to renewal with either a HGFA Instructor Examiner, a Chief Flight Instructor directly or as delegated (in writing) by the HGFA General Manager; or have gained exemption from this requirement as specified in the following Note 2;*
- (c) *sign a declaration on the application form that his or her health is of a standard equivalent to that required for the issue of a private motor vehicle drivers licence in Australia; and*
- (d) *forward a renewal application, medical declaration, check flight form and appropriate fee to reach the HGFA office at least seven (7) days prior to the expiry date.*

Note 1: *Failure to renew a Pilot Certificate by the due date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.*

Note 2: *Exemption from the requirement for a two yearly check flight may be provided by the HGFA General Manager where the pilot:*

- (a) has completed at least one successful two yearly check flight since gaining a pilot certificate;*
- (b) can provide evidence of having maintained flying currency (having flown as pilot in command of a weightshift microlight at least once in any three month period); and*
- (c) have gained a minimum of twenty five hours flying experience per annum as pilot in command of a weightshift microlight.*

7.6.2.6 Authority for Issue

The issue of a Weightshift Microlighting Pilot Certificate may be authorised by a HGFA or AUF Chief Flight Instructor or as delegated (in writing) by the HGFA General Manager.

7.7 Pilot Certificate Endorsements - Weightshift Microlighting

Weightshift microlighting pilot certificates may have endorsements where certificate holders have undertaken additional training.

7.7.1 Passenger Carrying Endorsement

7.7.1.1 Requirements for Issue

Applicants for the issue of a Weightshift Microlighting Passenger Carrying endorsement shall meet the following minimum requirements:

- (a) Hold a valid HGFA WM Pilot Certificate;*
- (b) Have accumulated a minimum of 10 hours as Pilot-In-Command of a weightshift microlight after the issue of an HGFA WM Pilot Certificate;*
- (c) Undertake a Flight Test with a HGFA Chief Flight Instructor to demonstrate competency in passenger safety and comfort; and*
- (d) Have his/her certificate endorsed by a Chief Flight Instructor.*
- (e) sign a declaration on the application form that his or her health complies with Section 7.2.2 (b) of this manual; and*
- (f) forward a completed application form and the appropriate fee to the HGFA Office;*

7.7.1.2 Period of Validity

A HGFA Weightshift Microlighting Passenger Carrying Endorsement shall remain valid:

- (a) while the holder's HGFA Weightshift Microlighting Pilot Certificate is valid; and*
- (b) while the holder's health standard complies with Section 7.2.2 (b) of this manual; or*
- (c) unless suspended, cancelled or otherwise varied by the HGFA General Manager.*

7.7.1.3 Currency Requirements

Prior to the conduct of passenger carrying operations, a Passenger Carrying Endorsement holder shall have completed not less than three take-offs and three landings in a weightshift microlight in the last 90 day period.

7.7.1.4 Privileges

A Passenger Carrying Endorsement authorises the holder to act as Pilot-In-Command of a suitable certified aircraft carrying a passenger subject to:

- (a) no charge or instruction is applied to the passenger; and*
- (b) where the passenger is under 18 years of age, parental consent is granted.*

7.7.2 Radio Operators Endorsement

The requirements for a Radio Operators Endorsement are the same for all HGFA Pilot Certificate holders.

Refer - Section 7.4.5.

7.7.3 Cross Country Endorsement

7.7.3.1 Requirements for Issue

Applicants for the issue of a Weightshift Microlighting Cross Country Endorsement shall meet the following minimum requirements:

- (a) *Have accumulated a minimum of 5 hours cross country navigation, (under direct instruction), of which at least 4 hours was completed with formal instruction, and 1 hour solo (pilot-in-command) to demonstrate competency;*
- (b)
 - (i) *Reach the standard required as specified in the Syllabus of Pilot Training and pass the written examination on the topics nominated in the Syllabus of basic aeronautical knowledge as required for this endorsement; or*
 - (ii) *hold an unrestricted Private Pilot Licence or an AUF Pilot Certificate with a Cross Country Endorsement; and*
- (c) *have his/her certificate endorsed by a HGFA WM Chief Flight Instructor.*

7.7.3.2 Period of Validity

A HGFA Weightshift Microlighting Cross Country Endorsement shall remain valid only while the holder's HGFA WM Pilot Certificate is valid, unless suspended, cancelled or otherwise varied by the HGFA Operations Manager.

7.7.4 Formation Endorsement

7.7.4.1 Requirements for Issue *Applicants for the issue of a Weightshift Microlighting Formation Endorsement shall meet the following minimum requirements:*

- (a) *Hold a valid HGFA WM Pilot Certificate;*
- (b) *Have accumulated a minimum of 75 hours as Pilot-In-Command of a weightshift microlight;*
- (c) *Have attained the age of 18 years;*
- (d) *Have accumulated a minimum of 5 hours formation flying (under direct instruction), of which at least 4 hours was completed with formal instruction, and 1 hour solo (pilot-in-command) to demonstrate competency; and*
- (e) *Have his/her certificate endorsed by a Chief Flight Instructor who holds a Formation Endorsement.*
- (f) *sign a declaration on the application form that his or her health complies with Section 7.2.2 (b) of this manual, and*
- (g) *forward the completed application form together with medical declaration and the appropriate fee to the HGFA Office*

7.7.4.2 Period of Validity

A HGFA Weightshift Microlighting Formation Endorsement shall remain valid only while the holder's HGFA WM Pilot Certificate is valid, unless suspended, cancelled or otherwise varied by the HGFA General Manager.

7.7.5 Tugmaster Endorsement

7.7.5.1 Requirements for Issue

Applicants for the issue of a Tugmaster endorsement shall meet the following minimum requirements:

- (a) hold a valid HGFA WM Pilot Certificate;*
- (b) have accumulated a minimum of 50 hours as Pilot in Command of a weightshift microlight;*
- (c) have undertaken a course of instruction in aerotow operations and demonstrated to an appropriately endorsed HGFA Instructor his or her ability to perform safe smooth aerotowing operations under a variety of conditions;*
- (d) have attained the age of 18 years; and*
- (e) have his or her certificate endorsed by an appropriately endorsed HGFA Instructor;*

7.7.5.2 Privileges and Responsibilities

The holder of a Tugmaster Endorsement is permitted to tow a hang glider and drop launching ropes and associated equipment in accordance with CARS 149 and 150.

A Tugmaster endorsed pilot will undertake to carry out aerotow operations, subject to the following conditions;

- (a) The aircraft is registered and airworthy, is approved for the aerotowing of hang gliders and has an approved and tested tow release system installed;*

- (b) The hang glider pilot is a current HGFA member and holds a valid HGFA Intermediate or Advanced Pilot Certificate with an Aerotow Endorsement (or is undergoing training to gain an Aerotow Endorsement under the supervision of an appropriately endorsed HGFA Instructor or Senior Safety Officer);*
- (c) The aerotow operations are carried out in conformity with the guidelines outlined in the HGFA Towing Procedures Manual; and*
- (d) All operations are carried out to ensure the safety of aircraft as far as practicable; and to minimise hazard to persons, animals or property.*

7.7.5.3 Period of Validity

A HGFA Tugmaster Endorsement shall remain valid only while the holder's HGFA WM Pilot Certificate is valid, unless suspended, cancelled or otherwise varied by the HGFA Operations Manager.

7.7.5.4 Currency Requirements

Prior to the conduct of aerotowing operations, a Tugmaster Endorsement holder shall have completed not less than three take-offs and three landings in a weightshift microlight in the last 90 day period.

7.7.5.5 Authority for Issue

A HGFA Tugmaster Endorsement may only be authorised by a HGFA Senior or Chief Flight Instructor or a Chief Flight Hang Gliding Instructor who him/herself holds a Tugmaster Endorsement.

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

7.8 Issue and Renewal of Instructor Certificates - Weightshift Microlighting

Weightshift Microlighting Instructor Certificates are issued in accordance with the requirements detailed in this section.

Details of the requirements for each pilot certificate are shown on the following pages. The requirements are summarised in the table below.

Issue Requirements	Flight Experience Instructor	Apprentice Instructor	Flight Instructor	Chief Flight Instructor	Instructor Examiner
Pre Requisite	Pilot Certificate & attend HGFA Course	Pilot Certificate & attend HGFA Course	Apprentice Certificate and theory required for unrestricted Private Pilot Licence	Flight Instructor Certificate	Chief Flight Instructor Certificate
Medical Standard	Statement provided by a General Practitioner indicating that the pilot has undergone a medical examination in conjunction with the HGFA Instructor Medical Examination Form				
Flight Skill Test	Yes	Yes	No	No	No
Flight Training Ability Test	Yes – Introductory Flight Only	Yes	Yes	Yes	No
Ground Training Ability Test	Yes – Introductory Flight Only	Yes	Yes	Yes	No
Aeronautical Experience	Minimum of 200 hours; or 100 hours and 500 landings as pilot in command over a period of 12 months	Minimum of 75 hours as pilot in command over a minimum of 12 months – 5 hours as pilot in command from the rear seat	Minimum of 50 hours flight instruction duties and minimum of 30 hours theory training experience	Minimum of 200 hours flight instruction duties	Minimum of 500 hours flight instruction duties
Validity	Maximum of 2 years				
Renewal Requirements:	Minimum 10 passenger carrying flights in previous six months	Minimum of 30 hours flight training per year	Minimum of 30 hours flight training per year	Minimum of 30 hours flight training per year and 3 pilots to solo	Delivery of Flight Instructor Workshops/ Seminars
Training Experience					
Current Pilot Certificate and Passenger Carrying Endorsement	Yes	Yes	Yes	Yes	Yes
Demonstrate Training Ability	Yes	Yes	Yes	Yes	Yes
Approved By	General Manager	General Manager	General Manager	General Manager	General Manager

Hang Gliding Federation of Australia
OPERATIONS MANUAL

7.8.1a Flight Experience Instructor Certificate

7.8.1a.1 Requirements for Issue

An applicant for the issue of a Weightshift Microlighting Flight Experience Instructor Certificate shall:

- (a) hold a valid HGFA Weightshift Microlight Pilot Certificate;
- (b) hold a valid Weightshift Microlighting Passenger Carrying Endorsement;
- (c) have undergone a Flight Experience Instructor Training Course which is recognised by HGFA; and
- (d) forward a completed application form and the appropriate fee to HGFA.

7.8.1a.2 Aeronautical Experience

Prior to commencing an HGFA Flight Experience Instructor training course and undergoing assessment for the issue of a Flight Instructor Certificate, an applicant shall:

- (a) have completed a minimum of 200 hours flying experience as pilot in command in weightshift microlights over a period of at least twelve months from WM Pilot Certificate issue; or
- (b) have completed a minimum of 100 hours flying experience with a minimum of 500 flights as pilot in command in weightshift microlights over a period of at least twelve months from WM Pilot Certificate issue.

7.8.1a.3 Privileges

A Flight Experience Instructor Certificate authorises the holder to carry out the following duties under the supervision of a Chief Flight Instructor at an approved HGFA Flight Training Facility:

- (a) carry out Introductory training flights with persons who are HGFA trainee members; and
- (b) demonstrate the aircraft's controls to the prospective pilot and may hand over aircraft control to that person on the condition that the Flight Experience Instructor must carry out all launches, circuits, approaches and landings.

7.8.1a.4 Responsibilities

Flight Experience Instructors will undertake to carry out the following duties, for which they are responsible to the Chief Flight Instructor:

- (a) Conduct Introductory training flights in accordance with the standards, procedures and regulations set out in this Operations Manual, the HGFA Training Syllabus and Guidelines and the relevant Civil Aviation Orders.
- (b) Ensure that all aircraft used for training operations are in an airworthy state and that all aircraft and associated equipment meet or exceed the HGFA airworthiness standards appropriate to the operations for which they are used.

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

- (c) *Ensure that accurate and complete logs are maintained of all flying operations and training aircraft.*
- (d) *Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associations into disrepute.*
- (e) *On request, furnish all the logs and information necessary to satisfy the General Manager that all training operations are being conducted in accordance with the requirements of this Operations Manual, the HGFA Training Syllabus and Guidelines and the relevant Civil Aviation Orders.*
- (f) *Ensure that he or she undertakes regular solo flights so as to maintain a high personal level of pilot competency and currency.*

7.8.1a.5 Period of Validity

Unless cancelled or suspended by the HGFA General Manager, a Flight Experience Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal.

7.8.1a.6 Requirements for Renewal

An applicant for the renewal of a Flight Experience Instructor Certificate shall:

- (a) *have conducted a minimum of ten passenger carrying flights in a weightshift microlight in the six month period prior to Certificate renewal; and*

- (b) *within the 90 days prior to the expiry date of his or her certificate submit to a check flight with an HGFA Instructor Examiner and demonstrate his or her competency and ability to conduct Introductory training flights; and*
- (c) *have accumulated, in each of the two years prior to the application for renewal, a minimum of 25 hours as pilot in command of a weightshift microlight.*

Note: *Failure to renew a Flight Experience Instructor Certificate, or any of the required qualifications, by the due date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.*

- (d) *Where the minimum aeronautical experience requirements have not been met prior to renewal, the HGFA General Manager may consider renewal as a special case, provided there is sufficient supporting recommendation from a HGFA Instructor Examiner.*

7.8.1a.7 Authority for Issue

The issue of a Flight Experience Instructor Certificate may only be authorised by the HGFA General Manager.

7.8.1 Apprentice Instructor Certificate

7.8.1.1 Requirements for Issue

An applicant for the issue of a Weightshift Microlighting Apprentice Instructor Certificate shall:

- (a) hold a valid HGFA Pilot Certificate;
- (b) have attained the age of 18 years;
- (c) forward a medical statement indicating that his or her health complies with Section 7.2.2 (c) of this manual, together with a completed application form and the appropriate fee to the HGFA Office;
- (d) have undergone an Instructor Training Course which is recognised by HGFA;

Note: A HGFA approved instructor training course shall include a minimum of 10 hours ground instruction and a minimum of 10 hours in-flight instruction. A minimum of 5 hours of the in-flight instruction must be completed with a Chief Flight Instructor who has been specifically approved by the HGFA General Manager to conduct instructor training.

- (e) demonstrate to a HGFA Instructor Examiner his or her ability to give ground instruction to persons undergoing training in a weightshift microlight; and

Note: The level of competency required is to be able to give ground lessons, pre-flight and post-flight briefings on any or all parts of the WM Pilot Training Syllabus,

with a first attempt accuracy of 90 percent. To be able to accurately explain all aspects of the syllabus, with explanations adjusted to suit the individual, and demonstrate an ability to assess a Student's understanding of syllabus subjects.

- (f) demonstrate to a HGFA Instructor Examiner his or her ability to give in-flight instruction in a two place weight shift controlled aeroplane.

Note: The level of competency required is to be able to give in-flight instruction on all flying sequences listed in the Pilot Training Syllabus. The applicant must be able to accurately and safely fly each sequence, to the satisfaction of the Instructor Examiner.

7.8.1.2 Aeronautical Experience

Prior to commencing a HGFA approved instructor training course and undergoing an in-flight examination for the issue of an Apprentice Instructor Certificate an applicant shall:

- (a) have not less than 75 hours flying experience as a Pilot-In-Command of a weightshift microlight gained over a period of at least twelve months from WM Pilot Certificate issue, of which a minimum of 5 hours must be as Pilot-in-Command from the rear seat, in a variety of weather conditions under the direct supervision of a HGFA Chief Flight Instructor; or
- (b) if having previous flying experience in hang gliders, gliders, aeroplanes or ultralights other than weightshift microlights have completed at least 100 hours aeronautical experience, of which a minimum of 50 hours flying experience must be as a

Hang Gliding Federation of Australia
OPERATIONS MANUAL

Pilot-In-Command of a weightshift microlight gained over a period of six months, of which a minimum of 5 hours must be as Pilot-in-Command from the rear seat, in a variety of weather conditions under the direct supervision of a HGFA Chief Flight Instructor.

Note: Where previous experience is gained as pilot in command of a hang glider, approval may be granted by the HGFA General Manager to reduce the minimum number of hours experience required as pilot in command of a weightshift microlight prior to Apprentice Certificate issue.

7.8.1.3 Privileges

An Apprentice Instructor Certificate authorises the holder to give ground and in-flight instruction in weightshift microlights, where the holder is in the employ and under the supervision of an approved weightshift microlight Chief Flight Instructor.

The holder of an Apprentice Instructor Certificate shall:

- (a) conduct ground and in-flight instruction only under the direct supervision of a Chief Flight Instructor or appropriately qualified Flight Instructor that has been recommended by a Chief Flight Instructor and approved by the HGFA General Manager;*
- (b) not authorise the undertaking of a First Solo, or subsequent solo flights by a Student Pilot;*
- (c) not exercise the privileges of his or her certificate unless within the preceding 90 days he or she has carried out a minimum of 5 hours in-flight experience as a flight instructor in a weightshift*

microlight; or within the preceding 90 days he or she has passed a satisfactory flight check with a Chief Flight Instructor.

Note: A HGFA Apprentice Instructor Certificate holder may give in flight instruction in a weightshift microlight under the direct supervision of a Hang Gliding Chief Flight Instructor at a HGFA Approved Facility. Any such instruction must be conducted as part of a bona fide hang gliding course and follow a HGFA approved flight training syllabus.

7.8.1.4 Responsibilities

Apprentice Instructors will undertake to carry out the following duties, for which they are responsible to the Chief Flight Instructor:

- (a) Under the instruction and supervision of a Chief Flight Instructor, conduct ab initio training of HGFA Student Pilots in accordance with the standards, procedures and regulations set out in this Operations manual, the HGFA Training Syllabus and Guidelines and the relevant Civil Aviation Orders.*
- (b) Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associations into disrepute.*
- (c) Make recommendations to his or her Flight Instructor or Chief Flight Instructor, as to the readiness of a Student Pilot to undertake First Solo and subsequent solo flights.*
- (d) Ensure that all aircraft used in his or her flight training are in a clean*

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

and airworthy state and also satisfy himself or herself that those aircraft are properly registered with the HGFA (or the AUF), and where available, have public liability insurance.

- (e) *Report to his or her Flight Instructor or Chief Flight Instructor, without delay, any faults, or defects, appearing in training aircraft that render the aircraft un-airworthy or otherwise unsuitable for training. Ensure that the fault or defect has been repaired prior to conducting further training flights in that aircraft.*
- (f) *Ensure that sufficient and regular solo in-flight practice is carried out, so as to maintain a high personal level of pilot competency and currency.*

7.8.1.5 Period of Validity

Unless cancelled or suspended by the HGFA Operations Manager an Apprentice Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal providing all required qualifications are maintained current and valid.

7.8.1.6 Requirements for Renewal

An applicant for the renewal of an Apprentice Instructor Certificate shall:

- (a) *have accumulated a minimum of 30 hours of instructional duties in the two year period prior to renewal;*
- (e) *within the 90 days prior to the expiry date of his or her certificate submit to a check flight with a HGFA Instructor Examiner and successfully demonstrated his or*

her competency and instructional ability.

- (c) *provide a medical statement indicating that his or her health complies with Section 7.2.2 (c) of this manual;*
- (d) *forward a renewal application, medical declaration, Pilot Certificate Booklet and the appropriate fee to reach the HGFA office at least seven (7) days prior to the expiry date.*

Note: *Failure to renew an Apprentice Instructor Certificate by the due Date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.*

- (e) *Apprentice Instructors may be required to submit to regular in-flight checks in accordance with the requirements of their Chief Flight Instructor or the HGFA General Manager.*
- (f) *Where the minimum aeronautical experience requirement has not been met prior to renewal the HGFA General Manager may consider renewal as a special case, provided there is sufficient supporting recommendations from the applicants Chief Flight Instructor or Instructor Examiner.*

7.8.1.7 Authority for Issue

The issue of an Apprentice Instructor Certificate may only be authorised by the HGFA General Manager on recommendation from a HGFA Instructor Examiner.

7.8.2 Flight Instructor Certificate

7.8.2.1 Requirements for Issue

An applicant for the issue of a Weightshift Microlighting Flight Instructor Certificate shall:

- (a) hold a valid HGFA Apprentice Instructor Certificate;
- (b) have passed theory examinations required to gain an unrestricted private pilot licence;
- (c) forward a medical statement indicating that his or her health complies with Section 7.2.2 (c) of this manual, together with a completed application form and the appropriate fee to the HGFA Office;
- (d) have completed a minimum of 30 hours theory instructional duties related to weightshift microlight aircraft as an Apprentice Instructor;
- (e) have completed a minimum of 50 hours flight instructional duties as an Apprentice Instructor in weightshift microlight aircraft which includes training a minimum of three students to first solo standard;
- (f) satisfy his or her Chief Flight Instructor, that he or she is capable of carrying out the duties of a Flight Instructor;
- (f) demonstrate to his or her Chief Flight Instructor the ability to correctly assess a student's

readiness to undertake a first solo flight;

- (h) demonstrate to a HGFA Instructor Examiner his or her ability to give ground instruction to persons undergoing training in a weightshift controlled aeroplanes; and

Note: The level of competency required is to be able to give ground lessons, pre-flight and post flight briefings on any or all parts of the WM Pilot Training Syllabus, with a first attempt accuracy of 90 percent. To be able to accurately explain all aspects of the syllabus, with explanations adjusted to suit the individual, and demonstrate an ability to assess a Student's understanding of syllabus subjects.

- (i) demonstrate to a HGFA Instructor Examiner his or her ability to give in-flight instruction in a two place weight shift controlled aeroplane.

Note: The level of competency required is to be able to give in-flight instruction on all flying sequences listed in the Pilot Training Syllabus. The applicant must be able to accurately and safely fly each sequence, to the satisfaction of the Instructor Examiner.

7.8.2.2 Aeronautical Experience

Prior to undertaking an assessment for upgrading his or her Apprentice Instructor Certificate to a Flight Instructor Certificate a candidate shall have not less than 100 hours flying experience in weightshift microlights, of which a minimum of 50 hours must have been accumulated in in-flight instructional duties in weightshift microlights.

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

7.8.2.3 Privileges

A Flight Instructor Certificate authorises the holder to:

- (a) give ground and in-flight instruction in weightshift microlights, where the holder is in the employ and under the supervision of an approved weightshift microlighting Chief Flight Instructor.*
- (b) authorise the undertaking of First and subsequent solo flights by HGFA Student Pilots, but only after being authorised to do so by his or her Chief Flight Instructor.*

The holder of a Flight Instructor Certificate shall:

- (a) conduct ground and in-flight instruction under the direction of a Chief Flight Instructor; and*
- (b) not exercise the privileges of his or her certificate unless within the preceding 90 days he or she has carried out a minimum of 5 hours in-flight experience as a flight instructor in a weightshift microlight; or within the preceding 90 days he or she has passed a satisfactory flight check with a Chief Flight Instructor.*

7.8.2.4 Responsibilities

Flight Instructors will undertake to carry out the following duties, for which they are responsible to the Chief Flight Instructor:

- (a) Give ground and in-flight instruction to HGFA Student Pilots; Under the directions of a Chief Flight Instructor, conduct ab initio training of HGFA Student*

Pilots in accordance with the standards, procedures and regulations set out in this Operations Manual, the HGFA Training Syllabus and Guidelines and the relevant Civil Aviation Orders.

- (b) Conduct the operational and administrative aspects of his or her assigned duties in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associations into disrepute.*
- (c) Assess the readiness for and authorise Student Pilots to undertake First solo and subsequent solo flights, but only after being authorised to do so by his or her Chief Flight Instructor.*
- (d) When authorised by the Chief Flight Instructor, take control of Flight Training Facilities at such times when the Chief Flight Instructor is absent.*
- (e) Take control of a remote Flight Training Facility when requested to do so by his or her Chief Flight Instructor, and report the activities of the remote facility to his or her Chief Flight Instructor, at regular and frequent intervals.*
- (f) Ensure that all aircraft used by his or her flight training facility are in a clean and airworthy state and also satisfy himself or herself that those aircraft are properly registered with the HGFA (or the AUF), and where available, have public liability insurance.*
- (g) Report to his or her Chief Flight Instructor, without delay, any faults, or defects, appearing in*

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

training aircraft that render the aircraft un-airworthy or otherwise unsuitable for training. Ensure that the fault or defect has been repaired prior to conducting further training flights in that aircraft.

- (h) *Ensure that sufficient and regular solo in-flight practice is carried out, so as to maintain a high personal level of pilot competency and currency.*

7.8.2.5 Period of Validity

Unless cancelled or suspended by the HGFA General Manager a Flight Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal providing all required qualifications are maintained current and valid.

7.8.2.6 Requirements for Renewal

An applicant for the renewal of a Flight Instructor Certificate shall:

- (a) *have accumulated a minimum of 30 hours of instructional duties in the two year period prior to renewal;*
- (b) *within the 90 days prior to the expiry date of his or her certificate submit to a check flight with an HGFA Instructor Examiner and successfully demonstrate his or her competency and instructional ability;*
- (c) *provide a medical statement indicating that his or her health complies with Section 7.2.2 (c) of this manual;*

- (d) *be required to attend an approved HGFA Instructor refresher program or HGFA National Coaching Conference in the four year period prior to the application; and*

- (e) *forward a renewal application, medical declaration, Pilot Certificate Booklet and the appropriate fee to reach the HGFA office at least seven (7) days prior to the expiry date.*

Note: *Failure to renew a Flight Instructor Certificate by the due Date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.*

- (f) *Flight Instructors may be required to submit to regular in-flight checks in accordance with the requirements of his or her Chief Flight Instructor or the HGFA General Manager.*

- (g) *Where the minimum aeronautical experience requirement has not been met prior to renewal the HGFA General Manager may consider renewal as a special case, provided there is sufficient supporting recommendations from the applicant's Chief Flight Instructor or Instructor Examiner.*

7.8.2.7 Authority for Issue

The issue of a Flight Instructor Certificate may only be authorised by the HGFA General Manager on recommendation from a HGFA Instructor Examiner.

7.8.3 Chief Flight Instructor Certificate

7.8.3.1 Requirements for Issue

A person shall not act in the capacity of a HGFA Chief Flight Instructor unless recommended in writing by a HGFA Instructor Examiner or the HGFA General Manager, and approved to do so, in writing by the HGFA General Manager.

A person seeking approval to act as a Chief Flight Instructor shall:

- (a) hold a valid HGFA Flight Instructor Certificate;*
- (b) have passed examinations considered by the HGFA General Manager to be at least equivalent to Australian private pilot licence examinations;*
- (c) forward a medical statement indicating that his or her health complies with Section 7.2.2 (c) of this manual, together with a completed application form and the appropriate fee to the HGFA Office;*
- (d) undertake, in writing, to conduct all ground and flight training in accordance with the standards, procedures and regulations as specified in this manual, relevant CARs and CAOs;*
- (e) furnish all the information necessary to satisfy the HGFA General Manager that the Flight Training Facility for which he or she is to be responsible has properly certified two place weightshift microlights, an*

adequate number of certificated Pilot or Flight Instructors, documentation, facilities and other equipment, necessary to ensure the proper and adequate training of weightshift microlight pilots.

7.8.3.2 Aeronautical Experience

Prior to making application for the issue of a Chief Flight Instructor Certificate an applicant shall:

- (a) have not less than 200 hours of in-flight experience as an instructor in weightshift microlights; or*
- (b) if having previous experience as a Flight Instructor or Chief Flying Instructor in gliders, aeroplanes or ultralights, have completed at least 300 hours of in-flight experience as a Flight Instructor and a minimum of 50 hours of in-flight experience as a Flight Instructor in weightshift microlights.*

7.8.3.3 Privileges

A Chief Flight Instructor Certificate authorises the holder to:

- (a) operate and control a Flight Training Facility and any Satellite Flight Training Facilities as approved by the HGFA General Manager;*
- (b) give ground and in-flight instruction on weight shift aeroplanes;*
- (c) authorise the undertaking of solo flights by HGFA Student Pilots or higher certificate holder;*

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**

- (d) *recommend the issue of HGFA Student Pilot and Pilot Certificates; and*
- (e) *recommend the issue of Endorsements to Pilot Certificates.*

Note: *The Chief Flight Instructor must him/herself hold the endorsement being authorised.*

7.8.3.4 Responsibilities

Chief Flight Instructor will undertake to carry out the following duties, for which they are responsible to the Hang Gliding Federation of Australia and the Civil Aviation Authority:

- (a) *Conduct ab-initio and advanced ground and flight training of HGFA Student Pilots in accordance with the standards, procedures and regulations set out in this Operations Manual, the HGFA Training Syllabus and Guidelines and the relevant Civil Aviation Orders.*
- (b) *Conduct the operation and administration of the Flight Training Facility for which he or she is responsible in such a manner so as not to bring the HGFA, its Officers, Members, Affiliates or Associates into disrepute.*
- (c) *Make recommendations to the HGFA General Manager concerning the issue or renewal of Pilot Certificates.*
- (d) *If approved by the HGFA General Manager conduct ground and flight training for Apprentice Instructor Certificate candidates*

and make recommendation to an Instructor Examiner as to the candidates readiness to undergo examination for the issue of an Apprentice Instructor Certificate.

- (e) *Issue on behalf of the HGFA special endorsements, but only for those flying activities for which the Chief Flight Instructor, holds the appropriate endorsement.*
- (f) *Ensure that the Flight Instructors and Apprentice Instructors under his or her control maintain the highest level of competency and currency, and conduct regular check flights to assess their continued suitability to conduct flight training.*
- (g) *Ensure that all aircraft used by his or her flight training facility are kept in a clean and airworthy state and also that those aircraft are properly registered with the HGFA (or the AUF), and where available, have public liability insurance.*
- (h) *Be responsible to HGFA and the Civil Aviation Authority for the maintenance of a continued high level of training and general flying practices of weightshift microlight pilots operating aircraft attached to his or her Flight Training Facility.*

7.8.3.5 Period of Validity

Unless cancelled or suspended by the HGFA General Manager a Chief Flight Instructor Certificate shall remain valid for a period of 2 years from the date of issue or renewal providing all required qualifications are maintained current and valid.

7.8.3.6 Requirements for Renewal

An applicant for the renewal of a Chief Flight Instructor Certificate shall:

- (a) have accumulated a minimum of 30 hours of in-flight instructional experience and including at least 3 pilots achieving the issue of a Pilot Certificate in the two year period prior to the application for renewal;*
- (b) within the 90 days prior to the expiry date of his or her certificate submit to a check flight with a HGFA Instructor Examiner and successfully demonstrated his or her competency;*
- (c) provide a medical statement indicating that his or her health complies with Section 7.2.2 (c) of this manual;*
- (d) be required to attend an approved HGFA Instructor refresher program or HGFA National Coaching Conference in the four year period prior to the application; and*
- (e) forward a renewal application, medical declaration, and the appropriate fee to reach the HGFA office at least seven (7) days prior to the expiry date.*

Note: *Failure to renew a Chief Flight Instructor Certificate by the due Date means that the Certificate is no longer valid and the pilot may not exercise the privileges of the Certificate until it is renewed.*

- (f) Where the minimum aeronautical experience requirement has not been met prior to renewal HGFA General Manager may consider renewal as a special case, provided there is sufficient supporting recommendations from an Instructor Examiner.*

7.8.3.7 Authority for Issue

The issue of a Chief Flight Instructor Certificate may only be authorised by the HGFA General Manager.

7.8.4 Instructor Examiner Certificate

7.8.4.1 Requirements for Issue

An applicant for the issue of an Instructor Examiner Certificate shall:

- (a) hold a valid HGFA Flight Instructor or Chief Flight Instructor Certificate;*
- (b) have attained the age of 21 years;*
- (c) forward a medical statement indicating that his or her health complies with Section 7.2.2 (c) of this manual, together with a completed application form and the appropriate fee to HGFA;*
- (d) demonstrate, to the satisfaction of the HGFA General Manager, his or her ability to correctly assess the capabilities and performance of HGFA Pilots and Instructors, and to take appropriate remedial action in cases where their performance is below standard.*

7.8.4.2 Aeronautical Experience

Prior to making application for the issue of an Instructor Examiner Certificate an applicant shall:

- (a) have not less than 500 hours of in-flight experience as an Instructor in weightshift microlights; or*
- (b) if having previous experience as a Flight Instructor or Chief Flying Instructor in gliders, aeroplanes*

or ultralights, have completed at least 500 hours of in-flight experience as a Flight Instructor and a minimum of 200 hours of in-flight experience as a Flight Instructor in weightshift microlights.

7.8.4.3 Responsibilities

Instructor Examiners will undertake to carry out the following duties, for which they are responsible to the Hang Gliding Federation of Australia.

- (a) Conduct ground and flight examination of Flight Instructor and Apprentice Instructor Certificate candidates and make recommendations to the HGFA General Manager as to the issue, or otherwise, of the appropriate certificates.*
- (b) Conduct ground and flight examination of Flight Instructor and Apprentice Instructor Certificate holders requesting renewal of their respective certificates, and make recommendations to the HGFA General Manager as to the issue, or otherwise, of the certificates.*
- (c) Upon request from the HGFA General Manager conduct ground and or flight training courses for Apprentice Instructor Certificate candidates.*
- (d) Upon request from the HGFA conduct ground and flight assessments for the issue or renewal of Flight Instructor Certificates and / or Chief Instructor Certificates, and make recommendations in writing as to the issue or renewal, or otherwise, of the certificates.*

Hang Gliding Federation of Australia
OPERATIONS MANUAL

- (e) Upon request from the HGFA General Manager conduct training and refresher courses for Flight Instructors and / or Chief Flight Instructors and candidates for those approvals and certificates.
- (f) Upon request from the HGFA General Manager monitor the training standards and practices of specified Weightshift Microlight Flight Training Facilities and report his or her findings, in writing, to the HGFA General Manager.
- (g) Upon request from the HGFA General Manager, or CASA investigate complaints that a weightshift microlight pilot has contravened the standards, procedures or regulations set out in this manual or the relevant Civil Aviation Orders. The findings of any such investigation will be reported in writing to the HGFA General Manager. Included in this report will be recommendations to the HGFA Disciplinary Tribunal as to the suitability, or otherwise, of the offending pilot to continue to hold any, or all, HGFA Pilot Certificates or endorsements.

7.8.4.4 Period of Validity

Unless cancelled or suspended by HGFA, an Instructor Examiner Certificate shall remain valid for a period of 2 years from the date of issue or renewal providing all required qualifications are maintained current and valid.

7.8.4.5 Requirements for Renewal

An applicant for the renewal of an Instructor Examiner Certificate shall:

- (a) within the 90 days prior to the expiry date of his or her certificate submit to a check flight with a HGFA Instructor Examiner nominated by the HGFA General Manager and successfully demonstrate his or her competency;
- (b) provide a medical statement indicating that his or her health complies with Section 7.2.2 (c) of this manual; and
- (c) forward a renewal application, medical declaration, and the appropriate fee to reach the HGFA office at least seven (7) days prior to the expiry date.

7.8.4.6 Authority for Issue

The issue of an Instructor Examiner Certificate may only be authorised by the HGFA General Manager.

Note: The HGFA General Manager shall advise the relevant CASA District Office of the appointment of WM Chief Flying Instructors and Pilot Examiners, and of any change to their status without due delay.

**Hang Gliding Federation of Australia
OPERATIONS MANUAL**
