

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

Sport Aviation Federation of Australia (SAFA)

21/54 Commercial Place
KEILOR EAST VIC 3033

and

Recreational Aviation Australia (RAAus)

Box 1265,
FYSHWICK ACT 2609

Definitions

BFR	Biennial Flight Review
CASA	Civil Aviation Safety Authority
KDR	Knowledge Deficiency Review
MoU or MOU	Is the Memorandum of Understanding
RAAus	Recreation Aviation Australia
SAFA	Sport Aviation Federation of Australia
WSM	Weightshift Microlight aircraft registered by RAAus or SAFA in accordance with provisions stipulated by relevant legislation such as CAO 95.8 or CAO 95.32 or replacement documentation
PPC/PPG	Powered parachute or powered paraglider (wheeled base)
Aircraft	As registered by nominated sport organisations

Purpose

On 22 July 2011 CASA issued a directive requiring RAAus and SAFA to provide assurance of standardisation of the administration of Weightshift Microlights and PPC/PPG. This standardisation includes flight training, aircraft maintenance and administration by both organisations under CAO95.32 or future relevant legislation.

Validity

1. This document unless otherwise re-negotiated will be reviewed and ratified by each organisation every 2 years.
2. The review process will include assessment of the current agreement and appropriate international standards by the SAFA and RAAus.
3. The ratified agreement will be a new agreement and approved by CASA.

Adjustment

An interim adjustment during the period of validity to the MoU will constitute a new MoU and will be approved and lodged with CASA as the new agreement.

Items agreed to by RAAus and SAFA for free exchange of information

Both organisations commit to an exchange of safety information, accident data and other information as noted below in accordance with CASA Instrument 61/19 (or the latest iteration of same) for the purposes of enhancing safety and compliance and prevention of aircraft accidents.

- Membership information
- Disciplinary action related to a member, maintainer, rating or approval holder
- Pilot certificates and endorsements
- Instructor ratings or higher Approval holders
- Aircraft registrations
- Aircraft accident statistics and data
- Aircraft maintenance issues
- Safety relevant member medical status
- Aviation Safety Management System data and structural forms

Recognition of Biennial Flight Reviews (BFR)

Common BFR forms have been created for the Examiners of an organisation to conduct BFRs for Pilot Certificate holders of the other organisation in WSM and PPC/PPG. Use of the forms ensures standardisation and minimum competency standards by using checklists to be completed by the Examiner and provided to the administration department of the relevant organisation for processing.

These BFR forms will be available on each organisations website using the common syllabi of flight training referenced and agreed by RAAus and SAFA.

Commitment to common processes

Further, both organisations commit to use of common syllabus, exams, maintainer approval and maintenance processes for all Weightshift and PPC/PPG aircraft commonly registered as outlined below.

Specified Elements

Element 1

Requirement

A standardised weightshift microlight pilot certificate syllabus acceptable to CASA.

Outcome

Weightshift Microlight (RAAus Unit 1.02 Group B Weight Shift Microlight October 2014).

Element 2

Requirement

A common minimum standard for Weightshift microlight and PPC/PPG Flight Training Schools or Facilities and documentation of student records.

Outcome

1) Classroom facilities may be permanent or temporary and must contain:

- a. Sufficient tables and chairs to accommodate the ground instruction of trainees, plus instructional staff; and
- b. a blackboard or whiteboard (recommended size 1200 mm x 1800 or larger), or electronic equivalent; and
- c. Wall maps defining the training area and local area procedures, or electronic equivalent; and
- d. Lockable filing cabinets in which training records can be stored safely, or the electronic equivalent, which must be securely backed up.

2) Aircraft: One or more approved and registered training aircraft.

3) Documentation

- a. Student Pilot training program and progress sheets, which must incorporate a competency based record system which references;
 - i. A student's signature confirming the achievement of competency; and
 - ii. A system of confirming competency across all syllabus items; and
 - iii. A recording system for achievement of membership, exams, age minimums and certification as required; and
 - iv. Referencing of competencies and standards within the respective organisations *Operations or Training Manuals or Syllabus of Flight Training*.
- b. Aircraft record system
 - i. Training aircraft logbook(s) and training aircraft maintenance documentation; and
- c. Information sheets or the electronic equivalent for prospective trainees including;
 - i. organisation manuals and specific documentation, associated costs, certificate requirements, organisation membership requirements, health standards requirements, and suitable clothing; and
 - ii. Organisation membership and pilot certificate application forms and Accident and Incident reporting procedures; and
 - iii. Organisation's *Operations and Technical Manuals* and any other applicable manual or documentation; or electronic equivalent; and
 - iv. Access to relevant CASA and Air Services documentation (e.g. CARs, AIP, CAOs & CAAPs) or electronic equivalent; and
 - v. local procedures information or electronic equivalent.

- 4) **Audits:** Flight Training Schools or Facilities will undergo regular audits in accordance with each organisations' audit policy or Operations Manual. Audits are to be conducted by relevant organisations personnel or approved delegates.

Element 3

Requirement

A common minimum standard of maintenance training and approval holder qualifications (L1/L2) for Weightshift microlight and PPC/PPG Flight Training aircraft only.

Outcome

1. Only nominated and appropriately registered two seat factory built aircraft will be used for the purpose of flying training. These include;
 - a. Factory built type certified aircraft or an aircraft with a certificate acceptable to CASA that relates to the airworthiness of the aircraft; or
 - b. A Light Sport Aircraft manufactured by a qualified manufacturer as defined in regulation 21.172 of CASR 1998, which holds a current Special Certificate of Airworthiness.
2. Maintenance on aircraft used for flight training, hire and reward must be carried out by a person that holds a valid L2 Maintenance Authority issued by the relevant organisation and conducted in accordance with the manufacturer's maintenance schedules and requirements.
3. Modifications to training aircraft as defined in Paragraph 1 of this section must only be conducted in accordance with:
 - a. for aircraft in 1.a. of this section, the procedures and requirements of the manufacturer, or the requirements of Regulation 21M of CASR 1998 (old CAR 35 approval); or
 - b. for aircraft described in 1.b. of this section, may only be modified within the requirements, procedures and approvals of the aircraft's manufacturer.
4. Maintenance Authorities are issued in accordance with each organisations Operations or Technical Manuals requirements and specified procedures.

Element 4

Requirement

An agreed process between the organisations on the transfer of aircraft from one to another.

Outcome

Both organisations commit to a common aircraft registration process to facilitate the ease of transfer for aircraft registered with either organisation. The relevant organisations established aircraft registration processes as outlined in the organisations Operations or Technical Manuals will be completed when transferring aircraft between organisations.

Element 5

Data Sharing – Aviation Safety Management System and accident statistics

Safety officers of each organisation to conduct 6 monthly meetings to share accident and incident data.

Element 6

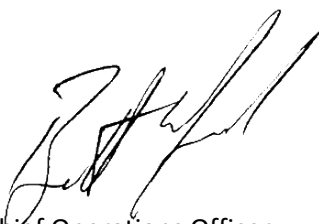
Recognition of rating and approval holders' qualifications

For the purposes of conducting a WSM or PPC/PPG BFR, both organisations recognise the membership and qualifications of each other's WSM and PPC/PPG rating and approval holders only. In accordance with the Type Training information in the relevant manuals, this requires the Examiner to be approved as competent to operate the aircraft proposed to be used for the flight review.


Element 7

Information sharing

As defined in the organisations policies or documentation, any relevant information regarding membership, certificates, ratings and approvals, in addition to any suspension, variation or cancellation of these qualifications will be shared between the two organisations.



Signed
SAFA Chief Operations Officer
Brett Coupland
Date: 3/3/2020



Signed
RAAus Operations Manager
Jill Bailey
Date: 03/03/2020



Signed:
RAAus Chief Executive
Michael Linke
Date: 31/3/2020

Future MoU development opportunities:

- **L1 and L2 common process for assessment, application and syllabus requirements for WSM to ensure critical elements are included**
- **A standardised PPC/PPG pilot certificate syllabus acceptable to CASA.**
PPC/PPG Syllabus (RAAus Unit 1.03 Group D Powered Parachute October 2014 and SAFA Powered Paragliding Pilot Training Syllabus Wheeled Operations V 20190913)

- **Common guidance material – type transition WSM**

A standardised weightshift microlight Basic Aeronautical Knowledge theory syllabus and examinations.

Outcome

Reference to a standardised syllabus of Basic Aeronautical Knowledge (BAK) RAAus Syllabus of Flight Training Unit 2.01 for WSM. Each organisation will create examinations, which may be delivered in paper based or secure electronic format based on this syllabus. Criteria include:

- a. Exams contain a minimum of fifty (50) questions;
- b. the pass mark will be 70% with Knowledge Deficiency Review(KDR),
- c. multiple BAK exams may be created or a common pool of exam questions to create unique examinations.