

**TERMS OF REFERENCE - CHIEF FLYING INSTRUCTOR RAF COSFORD POWERED FLYING (CPFC) CLUB**

References:

- A. CPFC - Flying Order Book.
- B. GAI 1032
- C. Use of Military Airfields by British & Foreign Civilian Aircraft (JSP 360).
- D. RAF Cosford Flying Order Book.
- E. UK Air Navigation Order (ANO).
- F. Aeronautical Information Publication (AIP).
- G. CPFC Charter/ Constitution.

**NOTE: THIS POSITION CAN ONLY BE HELD BY A QUALIFIED CAA INSTRUCTOR (UNRESTRICTED TO JAR) IAW CAA REGULATIONS AND REFERENCE B.**

1. As the Chief Flying Instructor (CFI) of the CPFC you are responsible to the Civil Aviation Authority (CAA) for all Club flying standards and practices; covering Instructors, qualified Pilots and Students.
2. As Chief Flying Instructor, you are also responsible to the DOIC CPFC for:
  - a. Overall supervision of flying activities to ensure that they are conducted in accordance with the regulations laid down by the CAA and directives issued from time to time by the Royal Air Force or Ministry of Defence.
  - b. The active promotion of flight and ground safety and the maintenance of good airmanship standards, that aircraft weight & balance calculation is made and adhered to.
  - c. The appointment of suitably qualified individuals to act as instructors for the Club and standardization of the instruction given in accordance with a recognized training syllabus. A list of Authorized Instructors is to be displayed in the Club House.
  - d. Liaison with:
    - (1) SATCO and OC Flying RAF Cosford.
    - (2) Civil Aviation Authority.
    - (3) Other users of RAF Cosford Airfield on matters of CPFC flight operations.
    - (4) Aviation bodies whose interests coincide with those of the Club.
  - e. Ensuring the maintenance of Reference A, through amendment, as necessary to reflect the requirements of References B to F, and ensuring that all members of the Club fly within its provisions and those of Reference G. Any amendments are to be referred to OC Flying and the DOIC prior to publication. The CFI is to review all flying orders annually.
  - f. Monitoring the progress of all members undertaking courses of instruction at the

Club and ensuring that appropriate records are kept in accordance with CAA requirements. The CFI is to monitor the quality of Instructor comments to ensure that a comprehensive and objective history of student ability and progress is recorded, and retained within the bounds of the Clubhouse.

g. Ensuring that an updated list of Club Members is maintained. In addition, a list of Instructors who may authorize flights in CPFC aircraft. Club pilots are required to be checked by an Instructor prior to operating under ATC Unmanned/ Negative Operations.

h. Ensuring the maintenance of records for Club members flying training achievements in providing licenses and ratings, and that archive records comply with CAA legislation. Due to the CAA legislation for such records they are to remain in the Club house at all times for inspection.

i. Ensuring that all licensed Pilots operating Club aircraft undergo periodic checks of flying competency and airmanship, to fulfil the requirements of the CAA and Reference B.

j. Supervising the activities of Club Ground School activities.

k. Ensuring that all examinations are secure and are conducted in accordance with the CAA Code of Conduct and that all papers remain secure at all times.

l. Monitoring flying discipline and acting in accordance with delegated powers to combat disciplinary lapses (Rule 4).

m. Immediately bringing to the attention of the DOIC any breaches of regulations or accidents and incidents that he becomes aware of.

n. Determine the best course of action, whenever ad-hoc aircraft unserviceability's occur, after consulting the Aircraft Maintenance organization in the absence of the Aircraft Maintenance Coordinator. Assisting the Coordinator with matters of scheduled maintenance.

Issued by:

Received by:

Sig: \_\_\_\_\_

Sig: \_\_\_\_\_

P A SHAW  
Flt Lt  
OIC CPFC

R BURNS  
Mr  
CFI CPFC

Sep 18

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