

MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



APPOINTMENT & REAPPOINTMENT OF INSPECTORS PROCEDURE

MOP006

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Amendments made to MOP006

Shading of **text** identifies changes to the previous version

Paragraph	Brief description of change	Change incorporated by
3.1, 9.1, 9.5	Amend CAR to CASR (Civil Aviation Safety Regulation)	MAAA Secretary January 2015
3.0 Definitions	Amend CAR to CASR Amend weight of Giant Model to maximum 150Kgs and consequential amendment to FW50 and RW50 Inspector authority throughout document. Amend definition for Heavy Model to refer to all models over 7Kgs to max of 150Kgs.	
7.11	Delete the below sentence. This information is available via the membership system. The MAAA Secretary shall update the appropriate database/s of model aircraft inspectors	
8.8	Delete the below sentence. The MAAA office prints all cards. If the Ordinary Member prints the MAAA Membership cards, ... the correct Inspector ratings.	
Annex	To avoid confusion, the Annex containing the sample form was removed. Refer to the MAAA website to view or download the relevant form.	

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This Policy and/or Procedure forms part of the MAAA Manual of Procedures. This entire document is for the use of all classes of members of the MAAA in the conduct of activities associated with the MAAA and is not be used for any other purpose, in whole or in part, without the written approval of the MAAA Executive.

APPOINTMENT & REAPPOINTMENT OF INSPECTORS PROCEDURE

1. PURPOSE

- 1.1 The purpose of this procedure is to ensure that all Model Aircraft Inspectors are appointed, reappointed, registered and deregistered in a standard and traceable process. It is also to ensure the distribution of information relative to their appointment and reappointment, and that due consideration is given to the monitoring of the performance of existing Inspectors.

2. SCOPE

- 2.1 This procedure applies to all applications for appointment and reappointment for the positions of all MAAA Aircraft Inspectors, including Large Model Aircraft Fixed and Rotary Wing Inspectors and Giant Model Aircraft Fixed and Rotary Wing Inspectors. This procedure also applies to the addition to any Inspector rating of a Gas Turbine Endorsement.

3. POLICY

- 3.1 The MAAA requires that the operation of model aircraft conforms to the regulations as defined by CASR (1998) Part 101 Subparts A, B, C and G. If the operation requires an exemption from CASR (1998) Part 101, then application shall be made to CASA in accordance with CASR (1998) Part 101.
- 3.2 The term of appointment of all MAAA Aircraft Inspectors expires on 30 June every three years, commencing July 2005 (2008, 2011, 2014, ...).
- 3.3 The rating of MAAA Aircraft Inspector is only maintained with continuous membership of the MAAA. If an Affiliate Member does not renew membership, then their Inspector status is lost immediately and they must make a new application if they wish to be reappointed.
- 3.4 MAAA Inspectors wishing to apply to renew their appointment must reply to a renewal advice: Form MAAA024 for Aircraft Inspector FW25 and RW25 and Form MAAA029 for Aircraft Inspector FW50 and RW50. Gas Turbine Endorsements are conditional on renewal of Inspector Status. The appropriate form will be sent to them by their State Association approximately 3 months prior to the end of their term. If no reply is received by the State Secretary by the due date, the person will be considered not to be reapplying for the appointment.
- 3.5 The MAAA Membership card shall note the Inspector status of an Affiliate Member and is the authorisation document of an MAAA Inspector.

4. DEFINITIONS

Affiliate Member A person properly affiliated with a Club that is properly affiliated with an MAAA Ordinary Member.

CASR Civil Aviation Safety Regulation

CAO	Civil Aviation Orders
CASA	Civil Aviation Safety Authority
Club	A Club properly affiliated with an MAAA Ordinary Member.
Gas Turbine Endorsement	An endorsement, authorised by the MAAA, added to an existing MAAA Aircraft Inspector Status. This endorsement allows inspection and issue of the appropriate permits for gas turbine powered model aircraft to a maximum mass allowed by his/her aircraft permit.
Giant Model Aircraft	Any model aircraft with a dry mass, (excluding fuel, but including all batteries if electric powered) of more than 25Kgs but less than 150Kgs.
Heavy Model	A Model Aircraft with a dry mass, (excluding fuel, but including all batteries if electric powered), of greater than 7Kgs but less than 150Kgs.
Large Model Aircraft	Any model aircraft with a dry mass (excluding fuel, but including all batteries if electric powered) of 7Kgs or more, to a maximum of 25Kgs.
Inspector	A financial Affiliate Member of the MAAA who has met the requirements for their appointment and has been given written authority to carry out inspections on behalf of the MAAA in connection with the issue of a Permit to Fly.
Model Aircraft	The generic term covering both Fixed and Rotary Wing Model Aircraft.
Model Aircraft Inspector	In the context of this document, it is to mean a financial Affiliate Member of the MAAA appointed by the MAAA to inspect specific types of Model Aircraft. Refer to MOP015: <i>Heavy Model Aircraft Inspection and Operation Procedure</i> for obligations of a Model Aircraft Inspector.
MAAA	Model Aeronautical Association of Australia Inc.
MAAA Executive	The elected officials of the MAAA Inc.
MAAA Fixed Wing Inspector (7Kgs – 25Kgs) Aircraft Inspector FW25	A financial Affiliate Member of the MAAA appointed by the MAAA to inspect and issue the appropriate permits for (non gas turbine powered) Fixed Wing Large Model Aircraft (7Kgs – 25Kgs).

MAAA Fixed Wing Inspector (7Kgs – 150Kgs)

Aircraft Inspector FW50

A financial Affiliate Member of the MAAA appointed by the MAAA to inspect and issue the appropriate permits for (non gas turbine powered) Fixed Wing Large and Giant Model Aircraft.

MAAA Rotary Wing Inspector (7Kgs – 25Kgs)

Aircraft Inspector RW25

A financial Affiliate Member of the MAAA appointed by the MAAA to inspect and issue the appropriate permits for (non gas turbine powered) Rotary Wing Large Model Aircraft.

MAAA Rotary Wing Inspector (7Kgs – 150Kgs)

Aircraft Inspector RW50

A financial Affiliate Member of the MAAA appointed by the MAAA to inspect and issue the appropriate permits for (non gas turbine powered) Rotary Wing Large and Giant Model Aircraft.

MAAA Ordinary Member A State Association properly affiliated with MAAA Inc.

MOP The MAAA Manual of Procedures

Ordinary Member See MAAA Ordinary Member

Permit to Fly A document valid for 3 years from date of issue, issued by an MAAA Aircraft Inspector following inspection carried out in accordance with MAAA guidelines. See MOP015: *Heavy Model Aircraft Inspection and Operation Procedure*.

State Association See MAAA Ordinary Member

5. RESPONSIBILITIES

5.1 MAAA

5.1.1 The MAAA Executive is responsible for the appointment of Model Aircraft Inspectors.

5.1.2 The MAAA Secretary is responsible for ensuring the MAAA Membership database contains the list of Model Aircraft Inspectors. This shall serve as the register of Model Aircraft Inspectors and shall include, but not be limited to, AUS number, name and address.

5.1.3 The MAAA Secretary is responsible for advising the Secretary of the Ordinary Member the names of successful applicants and (except where the State Association prints the membership cards) for sending a new MAAA Membership Card endorsed with the appropriate Inspector rating to the Ordinary Member for distribution to the new Inspector.

5.1.4 The MAAA Secretary is responsible for advising the Secretary of an MAAA Ordinary Member (State Association), the names of Model Aircraft Inspectors affiliated with them who are nearing the end of their current term of appointment.

- 5.1.5 The MAAA Secretary is responsible for having the relevant application forms available on the MAAA Web site.

5.2 MAAA Ordinary Member (State Association)

- 5.2.1 The Ordinary Member is responsible for processing applications from Affiliate Members registered with them wishing to be considered for appointment as Model Aircraft Inspectors. This process shall include, as a minimum, consideration and review of the suitability and the relevant experience of the applicant. The recommendation of applicants to the MAAA shall not be an “automatic” process.
- 5.2.2 The Ordinary Member shall submit an application, including the form and supporting documentation, with a recommendation for appointment, to the MAAA Executive for consideration.
- 5.2.3 The Ordinary Member is responsible for nominating an appropriate Trial Inspector who is to observe the applicant conducting a trial inspection and administer an oral examination. The Ordinary Member shall develop and maintain a database of Trial Inspectors.
- 5.2.4 The Ordinary Member is responsible for ensuring their Membership database contains the list of Model Aircraft Inspectors affiliated with them.
- 5.2.5 The Ordinary Member is responsible for the distribution of the Membership Card to their Affiliate Members that indicates the member’s Inspector status.
- 5.2.6 The Ordinary Member is responsible for the distribution of a renewal advice to Inspectors affiliated with that State Association approximately 3 months prior to the end of their term.
- 5.2.7 The Ordinary Member is responsible for advising the MAAA Secretary of any changes in the membership status of the Model Aircraft Inspectors affiliated with that State Association.
- 5.2.8 The Ordinary Member is responsible for monitoring the activity and performance of the Model Aircraft Inspectors affiliated with them.
- 5.2.9 The Ordinary Member is responsible for recommending the deregistration and/or disciplinary action of a Model Aircraft Inspector.

5.3 Club

- 5.3.1 It is the responsibility of the Affiliate Member’s Club to process the application as outlined in the Appointment Process below (see 7.1.1 – 7.1.5), to endorse the information supplied as correct, and to forward it to the MAAA Ordinary Member for consideration.

5.4 Applicant / Inspector

- 5.4.1 It is the responsibility of the Affiliate Member wishing to apply for appointment to obtain the necessary forms and submit them, together with supporting documentation, to their Club or State Association (as specified in this Procedure) for consideration.
- 5.4.2 It is the responsibility of the Affiliate Member to reply to documentation sent by their State Association asking if they wish to reapply for appointment as an

Inspector. Failure to reply shall be considered as "advice" that they do not wish to be considered for reappointment.

6. QUALIFICATION / EXPERIENCE

6.1 General

The applicant must:

- (i) Be familiar with MAAA safety rules and guidelines.

6.2 MAAA Fixed Wing Inspector (7-25Kgs) Aircraft Inspector FW25

The applicant must also:

- (i) Have 5 years experience in constructing and operating fixed wing models over 7Kgs in weight. In the event of exceptional circumstances, experience of less than 5 years may be considered by the Ordinary Member/MAAA provided sufficient justification is provided.
- (ii) Have demonstrated knowledge of inspection requirements for Fixed Wing Large Models as per MOP015.
- (iii) Be of Gold Wings standard for Power Fixed Wing aircraft.

6.3 MAAA Rotary Wing Inspector (7-25Kgs) Aircraft Inspector RW25

The applicant must also:

- (i) Have 5 years experience in constructing and operating (60 size and above) rotary wing models. In the event of exceptional circumstances, experience of less than 5 years may be considered by the Ordinary Member/MAAA provided sufficient justification is provided.
- (ii) Have demonstrated knowledge of inspection requirements for Rotary Wing Large Models as per MOP015.
- (iii) Be of Gold Wings standard for Rotary Wing aircraft.

6.4 MAAA Fixed Wing Inspector (7-150Kgs) Aircraft Inspector FW50

The applicant must also:

- (i) Be a current MAAA Aircraft Inspector FW25 with at least 5 years experience as an Aircraft Inspector FW25. In the event of exceptional circumstances, experience of less than 5 years may be considered by the Ordinary Member/MAAA provided sufficient justification is provided.

6.5 MAAA Rotary Wing Inspector (7-150Kgs) Aircraft Inspector RW50

The applicant must also:

- (i) Be a current MAAA Aircraft Inspector RW25 with at least 5 years experience as an Aircraft Inspector RW25. In the event of exceptional circumstances, experience of less than 5 years may be considered by the Ordinary Member/MAAA provided sufficient justification is provided.

6.6 Gas Turbine Endorsement (GT) – All Categories

The applicant must:

- (i) Be an appointed MAAA Aircraft Inspector in order to apply for a Gas Turbine Endorsement.
- (ii) Have 2 years experience in constructing and operating Gas Turbine powered aircraft. In the event of exceptional circumstances, experience of less than 2 years may be considered by the Ordinary Member/MAAA provided sufficient justification is provided.

- (iii) Have knowledge of the requirements for Gas Turbine procedures as per MOP030.

7. APPOINTMENT PROCESS

This process is applicable to all Model Aircraft Inspectors and GT endorsements.

- 7.1 The applicant shall prepare a dossier containing, but not limited to, the appropriate application form and a resume detailing the applicant's relevant experience. It is recommended that the resume contains photographs and details, including but not limited to materials and/or components used, engine size and type, and type of Model Aircraft that the applicant has built and flown. Qualifications considered relevant, such as full size aviation, engineering etc, should also be noted in the application.

Application forms as follows are available from the MAAA web site:

- Aircraft Inspector FW25 (Form MAAA 003)
- Aircraft Inspector RW25 (Form MAAA 003)
- Aircraft Inspector FW50 (Form MAAA 028)
- Aircraft Inspector RW50 (Form MAAA 028)
- Gas Turbine Endorsement – All Categories (Form MAAA 004)

- 7.2 The applicant shall then submit the dossier to their Club Executive for review.

- 7.3 The Executive of the applicant's Club shall consider the application, and if considered necessary, ask for additional information to support the application.

If the Club Executive considers the applicant is suitable and the details contained in the application are, to their best of their knowledge, a true and accurate representation of the person's ability and experience, they shall endorse the application form and resume.

- 7.4 Once the application has been endorsed by the applicant's Club Executive the applicant must conduct a trial inspection in the company of a relevant MAAA Aircraft Inspector (of the same type as is being applied for). In the event of a trial inspection for a Gas Turbine Endorsement the Trial Inspector should hold a Gas Turbine Endorsement for the type of aircraft that will be inspected. The Trial Inspector would be nominated by the Ordinary Member. The applicant will be subject to an Oral Examination comprising 10 questions from a bank of 30 questions. The pass rate is 100% with all 30 questions available to the applicant prior to the Oral Examination. The Trial Inspector will date & sign the application form provided the applicant passes the trial inspection and examination. If the applicant fails this aspect of the application then the Trial Inspector will mark the form in the Date Section with "NO PASS". The application form is then returned to the Club Executive.

- 7.5 The Club will then send a recommendation, the endorsed application forms and resume to the MAAA Ordinary Member they are affiliated with for consideration.

- 7.6 The Ordinary Member shall assess both the experience and suitability of applicants prior to submitting a recommendation to MAAA. This assessment may be carried out by either an individual or a group, but must include at least one person who the State Executive considers has sufficient appropriate experience to be able to provide a valid assessment.

- 7.7 If the Ordinary Member considers that the applicant does not satisfy the requirements they shall advise the applicant that their application was unsuccessful. If successful, the recommendation of the Ordinary Member and a copy of the documentation shall be sent to the MAAA Secretary.
- 7.8 The MAAA Secretary shall place the recommendation on the agenda for consideration at the next Executive meeting.
- 7.9 The MAAA Executive shall consider the recommendation of the Ordinary Member in relation to the application and shall decide whether to appoint the applicant to the position.
- 7.10 The MAAA Secretary shall advise the Ordinary Member of the Executive's decision. If the Executive has ratified the application, a new MAAA Membership Card endorsed with the appropriate Inspector rating shall be sent to the Ordinary Member for distribution to the successful applicant.
- 7.11 On receipt of the decision of the MAAA Executive, the Ordinary Member shall advise the applicant of the outcome of the application. If the person has been successful the Ordinary Member shall also send the new MAAA Membership Card. The Ordinary Member shall reinforce the responsibilities of the Inspector and note that the appointment is only until the expiry of the current term of appointment date. See item 3.2 for length of appointment.
- 7.12 The Ordinary Member shall update their database/s to include the new Inspector.

8. REAPPOINTMENT OF INSPECTORS PROCESS

- 8.1 The MAAA Secretary shall monitor and update the MAAA Membership database which contains the list of Model Aircraft Inspectors. This shall serve as the register of Model Aircraft Inspectors and shall include, but not be limited to, AUS number, name and address.
- 8.2 Prior to the end of the inspectors appointment period which is up to three years (see item 3.2) the MAAA Secretary shall in February of the renewal year, advise the Ordinary Member of the names of the Inspectors currently affiliated with them.
- 8.3 The Ordinary Member shall send to each Inspector affiliated with them an Application for Reappointment as an MAAA Inspector: Form MAAA024 for Aircraft Inspector FW25 and RW25 and Form MAAA029 for Aircraft Inspector FW50 and RW50. Gas Turbine Endorsements are conditional on renewal of Inspector Status. The form asks if the Inspector wishes to apply for reappointment. Reply to the form shall be requested so that the Ordinary Member can advise the MAAA the names of those being recommended for reappointment by no later than 1 May of the year it is sent.
- 8.4 The Ordinary Member shall at their next appropriate meeting consider whether to recommend the reappointment of the person as an Inspector for a further three year period.
- 8.5 The Ordinary Member shall advise the MAAA Secretary by returning the forms or other agreed method by no later than 1 May of that year the names of those:
- they recommend for reappointment,
 - they do not recommend for reappointment,
 - that did not seek reappointment,

- that did not reply to the request to reapply reappointment. Those that did not reply shall be considered as not seeking reappointment.
- 8.6 The MAAA Secretary shall place the matter for reappointment of the Inspectors on the agenda of the next MAAA Executive meeting for consideration.
- 8.7 Once the MAAA Executive have approved the reappointments, the MAAA Secretary shall advise the Ordinary Members and update the appropriate MAAA database/s prior to printing MAAA Memberships cards for the next year.

9. DEREGISTRATION OF AN INSPECTOR (DISCIPLINARY)

- 9.1 Any financial Affiliate Member of the MAAA who considers that an Inspector, whilst acting as such in regard to a Permit to Fly, is in breach of the requirements of the MAAA Manual of Procedures and/or CASR (1998) Part 101, or otherwise has failed to carry out his/her duties as required under the Manual of Procedures, may submit in writing to the MAAA Ordinary Member through which the Inspector is affiliated, full details of the occasions and/or extent giving rise to such submission.
- 9.2 Persons who lodge submissions under 9.1 do not have the right to determine what course of disciplinary action may be undertaken.
- 9.3 The Executive of the Ordinary Member (State/Territory Executive) is to consider any submission under 9.1 and must, within thirty days of receipt of the submission, hold a secret ballot of their Executive to determine whether the submission lodged under 9.1 be dismissed on the grounds that the evidence and/or material included in the submission is anecdotal or otherwise unsuitable for further action, or that further action on the submission is required.
- 9.4 The Inspector identified in the submission shall receive a copy of the submission and of the procedures of the Executive. If the Executive secret ballot has determined that action on the submission is required, the Inspector identified in the submission, must receive thirty days notice, from the date of the secret ballot, within which to prepare a response and/or rebuttal and must have the opportunity to elect to be heard at either a general meeting or executive meeting of the Ordinary Member so convened to hear details of the submission and rebuttal.
- 9.5 If the meeting convened under 9.4 finds the Inspector being the subject of the submission under 9.1 has been in breach of his/her duties under CASR (1998) Part 101 or the MAAA Manual of Procedures, then the Executive of the Ordinary Member shall determine within thirty days that:
1. the aforementioned Inspector be counselled or
 2. the Inspector shall be deregistered by the Executive of the Ordinary Member or
 3. the Inspector shall be suspended for a period specified by the Executive of the Ordinary Member.
- 9.6 If the "Inspector" is suspended or deregistered, the Ordinary Member shall advise the MAAA Secretary of the details, who shall then update the MAAA database.
- 9.7 If the "Inspector" is deregistered or suspended, the Ordinary Member shall request that the Affiliate Member returns the endorsed MAAA membership card and shall take the necessary action to have a "new" MAAA Membership card printed without

the endorsement as Inspector and sent to the person. The database shall also be updated.

- 9.8 If the “Inspector” has been suspended, the Ordinary Member shall send the MAAA Membership Card with endorsement of Inspector back to the person at the completion of their suspension.

10. REGISTRATION OF AN INSPECTOR FOLLOWING DEREGISTRATION

- 10.1 Where an Inspector has been deregistered, that person may make an application to be reappointed as an Inspector at any time in accordance with the normal rules and requirements for the position. Their application shall be processed under the normal procedures operating at the time of the application.

11. FORMS

- 11.1 Application for Appointment as MAAA Aircraft Inspector FW25 or RW25, Form MAAA003. See the MAAA Website – Forms.
- 11.2 Application for Appointment as MAAA Aircraft Inspector FW50 or RW50, Form MAAA028. See the MAAA Website – Forms.
- 11.3 Application for a Gas Turbine Endorsement, Form MAAA004. See the MAAA Website – Forms.
- 11.4 Application for Reappointment as MAAA Aircraft Inspector FW25 or RW25, Form MAAA024. See the MAAA Website – Forms.
- 11.5 Application for Reappointment as MAAA Aircraft Inspector FW50 or RW50, Form MAAA029. See the MAAA Website – Forms.