

CSL 1.06

Area of Responsibility

1 Summary

- 1.1 The responsibilities within the Pilot Coaching Scheme are generally as set out below. If you are unsure of whom to contact, please consult this list in the first instance.

2 Who to Contact

2.1 PCS Head of Training [David Cockburn]

Legislation [Compliance]
Advice on instructor training Initial/Renewal/Revalidation
Receive and answer enquiries from coaches
CAA Exemptions
Issue Coach Authorisations
Issue of Notice to Coaches
Liability Insurance and Personal Accident and Injury Insurance
LAA Instructor and Examiner Manual / Coaching Manual LAA Seminar
Conduct certain standardisation flights for new coaches
Conduct certain standardisation flights for renewal of coach authorisations
Mentor certain new coaches

2.2 NATIONAL COACH (Chris Thompson)

Day-to-day operation of Coaching Scheme
Send appropriate customer paperwork to Civil Aviation Authority
Conduct initial interview for new coaches
Appoint new coaches
Conduct standardisation flights for new coaches
Conduct standardisation flights for renewal of coach authorisations
Categorisation of coaches
Primary mentor for new coaches
LAA Events - organising/delegates
Receive and collate paperwork from coaches and courses
Receive BFR paperwork and fees to forward to Office Manager
Initial contact for customer questions relating to PCS
Customer enquiries via Head Office, e-mail or telephone
Answer LAA Forum enquiries
Direct customers to appropriate coach or Head of Training
Magazine Articles - liaise with Brian Hope wrt magazine articles
LAA Events - maintain a record of those coaches able to manage/assist/attend events

2.4 OFFICE MANAGER (Penny Sharpe)

Change of coach details: e-mail

Change of coach details: address

Membership Details

Check documentation and issue paperwork for courses

Receipt of coach returns

Receipt of coaching fees

Refund of expense claims

Amend LAA website

Distribute LAA Notices and E-mails to all coaches

Print and Post Coach Authorisations