GOFLY®

GOFLY AVIATION / PILOT WORKBOOK

PRIVATE HIRE WORKBOOK

Prepare well. Fly safely. Return ready.

GoFly procedures, responsibilities and airmanship

Version 1.0 | October 2026

Workbook and private hire assessment

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1. Overview

1.1 What is expected of you?

GoFly Aviation is committed to providing safe, well-maintained, and enjoyable recreational flying experiences. As a Private Hirer, you are assuming full command responsibility for the aircraft during your booking. This workbook outlines the operational standards, expectations, procedures, and compliance requirements that apply to all private hirers.

This document serves as an operational guide for our procedures as a flight school — The Private Hirer Agreement (end of document) confirms your understanding and compliance with its contents.

GoFly Aviation operates under RAAus certification and must also ensure consistency with CASA's Civil Aviation Safety Regulations (CASR) for RAAus operations, particularly Part 91.

As a Private Hirer, you are expected to demonstrate professional airmanship and care at all stages of the booking. This includes:

Pre-Flight:

- Ensure you are fit for flight under the RAAus Medical Self-Assessment requirements or IMSAFE.

> NOTE: Even something as simple as a head cold can prove you not safe to fly, as 'I' in IMSAFE stands for illness.

- Conduct a thorough pre-flight inspection. Ensure passengers wait until preflight is complete before coming out to the aircraft. They can have a seat in the office.
- Review and complete the Maintenance Release, confirming airworthiness if required.
- Review weather and NOTAMs using approved sources (NAIPS, BOM, OzRunways).
- Bring your RAAus Pilot Certificate and logbook.
- Carry a registered Personal Locator Beacon (PLB) if flying further than 50nm (we provide these)

In Flight:

- Operate the aircraft within the limits prescribed in Pilot Operating Handbook (POH)
- Maintain appropriate lookout, maintain separation, and comply with RAAus Visual Flight Rules (VFR) as defined under AC 91-14 v1.1 - Pilots' responsibility for collision avoidance.
- Adhere to CTAF radio procedures, making appropriate broadcasts, and monitoring frequency changes as required.

Post-Flight:

- Record Hobbs time accurately in flight log and check out booking in FSP (Discussed later).
- Report to a staff member or write in FSP notes, any mechanical concerns, unusual behaviour, or suspected faults.
- If you are the last flight for the day, ask a staff member where they would like you to park, so that staff can refuel the plane for the morning.

1.1.1 Before every private hire - eligibility checklist

Confirm each item before commencing your hire. If anything is expired, incomplete or unclear, speak with a GoFly instructor before flying.

- Current RAAus membership, Pilot Certificate and flight review, with the endorsements and privileges needed for the planned flight.
- If carrying a passenger: passenger-carrying endorsement and the applicable passenger-carrying recency requirements are satisfied.

- Applicable medical requirements are met and you are fit to fly. Complete your IMSAFE assessment before each flight.
- GoFly private hire requirements are complete, including the private hirer exam and any required instructor clearance or currency check. If you have not flown in the last 30 days, notify staff as required by this workbook.
- You are familiar with this aircraft's controls, magnetos, avionics, radio, transponder and normal and emergency checklists. Ask for a briefing if changing aircraft or unsure of a system.
- Your booking is confirmed for the correct aircraft, and any flight requiring prior GoFly approval has been approved.

> GoFly hire clearance and company currency checks are additional to the applicable RAAus requirements. A confirmed booking does not, by itself, establish that you are eligible or current to conduct the flight.

1.1.2 Weight and balance before flight

Before every flight, confirm that the aircraft will remain within its applicable weight and centre-of-gravity (CG) limits for the planned loading and fuel use. Use the current loading data and POH for the individual aircraft you are hiring.

- Identify the aircraft registration and use its current empty weight and empty-weight CG or moment. Empty weight and useful load vary between aircraft; do not copy figures from another Sling.
- Include the actual weights of the pilot, passenger, baggage and other carried items. Use the correct loading stations and arms from the aircraft's loading information.
- Establish the fuel on board and convert its volume to weight using the applicable loading instructions. Include the fuel required for the flight and reserves; do not remove required fuel simply to make the loading fit.
- Calculate the loaded weight and CG using the aircraft's loading sheet or a correctly configured weight-and-balance calculator. Check its aircraft data and units before relying on the result.
- Check the applicable maximum weight, CG envelope and baggage limits. Check that loading remains within limits at take-off and after the planned fuel consumption, including landing. Being below maximum weight does not automatically mean the CG is acceptable.
- Secure baggage and loose items in the permitted locations. Recalculate if the passenger, baggage, fuel quantity or load position changes.
- Keep the calculation available for the flight. If any figure is uncertain or a limit would be exceeded, do not depart; ask a GoFly instructor to assist.

> Use the individual aircraft's documented limits. A generic Sling specification, another aircraft's empty weight or an unverified EFB profile is not a substitute for its current loading information.

Weight and balance guidance

1.2 Incident/accident reporting

Notify GoFly immediately of any accident, incident or safety-related occurrence as soon as it is safe to do so. Notifying GoFly does not replace the applicable RAAus and ATSB reporting requirements.

Immediate safety actions

- Prioritise the safety of people. Request emergency services on 000 where needed, and keep clear of fire, fuel leakage and other hazards.
- When safe, contact GoFly and provide the aircraft registration, location, what happened, injuries or damage, and a reliable contact number.

Immediately reportable matters (IRMs)

For an immediately reportable matter, telephone the ATSB on 1800 011 034 as soon as practicable. Do not wait to complete an online report. Examples identified in RAAus RAAP 2 include:

- Death or serious injury.
- Aircraft or property destroyed, seriously damaged, or suspected to be destroyed or seriously damaged.
- A missing aircraft.
- A breakdown of recognised separation standards involving aircraft receiving an ATC separation service.

Notify RAAus promptly via its duty officer on 02 6280 4700 and follow up through the RAAus Occurrence Management System (OMS) as soon as possible and within 72 hours. RAAus forwards the OMS written report to ATSB; this does not replace the initial ATSB telephone notification.

Other safety occurrences and written reporting

Report other occurrences that affected, or could have affected, aviation safety through the RAAus OMS as soon as possible and no later than 72 hours. Examples include airspace or runway incursions, aircraft malfunctions, communication failures and near misses. Some are classified as routinely reportable matters (RRMs). A timely OMS report fulfils the separate ATSB written reporting requirement where applicable under RAAus's reporting arrangements.

> If unsure whether an occurrence requires immediate reporting, call ATSB and RAAus for advice. Do not assume another person has reported it; confirm this with GoFly. A serious occurrence must not be treated as routine merely because nobody was injured.

Information to include

Record the date, time and location, aircraft registration, people involved, a factual description, weather or other relevant conditions, injuries or damage, and actions taken. Keep relevant photographs and records where safe to do so. GoFly can assist with the report and debrief.

RAAus reporting guidance - RAAP 2

RAAus OMS

ATSB notification guidance

1.3 Aircraft issues/maintenance

If a defect is found:

- Do not fly.
- Notify GoFly staff via call and in-person if possible. (there will ALWAYS be a staff member on site whether that be in the air flying or on the ground during the entirety of your booking).

Examples of unserviceable conditions:

- Oil pressure readings outside green threshold
- Radio, transponder, or EFIS not operating correctly
- Brake failure or flat tyre
- Engine running rough or unusual noise/vibration
- Damage to control surfaces, propeller, or landing gear

Or any other abnormalities.

1.4 Time management

Time management is a crucial part of GoFly's operations. A delay by one hirer can disrupt training, maintenance, and other hirers. Here's what we expect:

Arrival:

- Arrive on time or earlier to your scheduled booking to conduct pre-flight duties.
- If you have not flown in the last 30 days, notify staff for a currency check or instructor brief.

During booking:

- Stick to your planned flight duration. If you are going to run late or divert, notify GoFly immediately upon landing.
- Do not extend a booking without prior approval.

Return:

- Be back on or before your allocated time so as to not affect the next booking.
- Record Hobbs time accurately.
- Remove all rubbish and personal items from the plane.

Multiple late returns without reasonable cause may result in limitations on your ability to book during peak hours or weekends.

2. Weather and cancellations

Weather plays a critical role in flight safety, especially under VFR operations and within the CASA regulations. Private hirers are expected to demonstrate good judgment and planning in all weather-related decisions.

2.1 Weather criteria

At GoFly, we require private hirers to adhere to minimum weather, to promote conservative and safe flight operations. Ultimately you, as the Pilot In Command (PIC) are responsible to make safe decisions regarding weather conditions. Though, GoFly staff, whether instructors or admin, are always there to help and offer guidance. As a company we have certain minimums that we allow hirers to fly our aircraft in.

Minimum Conditions for CIRCUITS:

- Cloud base: Minimum 1,500 ft AGL at YCDR Using Mount Beerwah as reference, If you can see cloud cover above the peak of the mountain the cloud is roughly above 1800FT.
- Visibility: At least 8km visibility (legal minimum is 5km). Using Mount Beerwah as reference, If you can see the mountain visibility is greater than 10km.
- Wind limits:
  - Max steady wind: 20 knots, nil to mild turbulence.
  - Max crosswind: 7 knots.
- No forecast thunderstorms, fog, or significant turbulence at departure or destination.

Minimum Conditions for Departure AWAY FROM THE CIRCUIT AREA:

- Training Area flight: Cloud base - Minimum 1,500 ft AGL at YCDR and forecast to remain above 1,000 feet along your route.
- Cross Country flight: Cloud base - Minimum 2,500 ft AGL along your planned route. Using Mount Beerwah as reference, If you can see cloud cover above the peak of the mountain the cloud is roughly above 1800 ft.
- Visibility: At least 10km visibility (legal minimum is 5km). Using Mount Beerwah as reference, If you can see the mountain visibility is greater than 10km.

- Wind limits:
  - Max steady wind: 20 knots, nil to mild turbulence.
  - Max crosswind: 7 knots.

No forecast thunderstorms, fog, or significant turbulence at departure or destination.

Ensure you are familiar with VMC requirements.

2.2 Cancelling flight due to weather

When to consider cancelling

You should consider cancelling when:

- Aviation Forecasts supplied from Airservices/NAIPS via the web or applications such as

(OzRunways, Avplan, BOM website) indicate marginal or unsafe conditions such as:

  - Thunderstorms
  - Visibility under 8km or cloud base below 1,500 ft AGL
  - Strong or gusting winds exceeding max limits
- Radar shows heavy rain, squalls, or embedded storms near your planned route
- There is a risk of becoming stuck away from YCDR due to deteriorating weather

How to cancel

To cancel a flight due to weather:

1. Notify GoFly staff to discuss the possibility of cancelling or rescheduling the flight..
2. If in doubt, speak with the Senior Instructor on duty. They are always available to help with decision-making and reviewing forecasts.

Cancellations due to valid weather concerns will never be penalised. Making the conservative call is always the right decision. GoFly staff monitors weather daily and will assist you in making an informed decision and may also cancel the flight on your behalf if weather seems unsuitable.

2.3 Diversions and weather changes

As a private hirer under VFR, you must be prepared to divert or return to YCDR if conditions deteriorate unexpectedly.

What to look out for

- Rapidly lowering cloud base or visibility reduction ahead
- Unexpected rain showers, low cloud, or haze
- Lightning or storm cells appearing on your route

What to do

If weather becomes unsuitable for continued flight:

- Make your way back to YCDR immediately as your first option — don't wait until conditions force you into a corner
- Choose a safe alternate landing aerodrome based on fuel and visibility (We generally aim for YRED ‘Redcliffe’ as it is a sealed runway and has good facilities). Ensure you are competent with the procedures with flying into YRED (ERSA, Flight procedures etc.). If you feel you need clarification or further training see an instructor for a brief.
- Make clear radio calls on CTAF and monitor for other traffic

Post-Diversion (If applicable)

- Let GoFly staff know if the aircraft will remain away from YCDR longer than expected
- Secure the aircraft at the diversion aerodrome as best as possible (tie-downs if available)

Remember: A safe diversion is a mark of good airmanship, not poor planning.

3. Flight Schedule Pro

GoFly uses Flight Schedule Pro (FSP) for all private hire bookings, aircraft selection, and checkout. It is your responsibility to use the system correctly to ensure accurate flight records, and manage your flying time.

If you are unsure how to use any part of the system, please speak with staff for a walk-through before your first private hire.

3.1 Creating and cancelling bookings

Creating a Booking:

1. Log in to Flight Schedule Pro via the web portal or mobile app.
2. Select the aircraft (Slings 8515 and 1675 are the only planes available for hire) and your desired time slot must follow the set start times of 7:30, 9:30, 11:30, 1:30 and 3:30pm.
3. Check for conflicts — ensure no maintenance or overlapping reservations exist.
4. Submit your booking and check for confirmation.

Do not assume a booking is confirmed unless it appears in your schedule.

Cancelling a Booking:

- Cancel via FSP as early as possible if you are unable to fly.
- Cancellations within 24 hours should also be accompanied by a phone call and SMS to GoFly staff so that the slot can be opened to others.

Habitual last-minute cancellations without reason may impact booking privileges during high-demand periods.

3.2.1 Aircraft selection

Each aircraft is listed in FSP with a registration identifier. For the Sling 2 fleet, ensure you:

- Select the correct registration, either 1675 or 8515.
- Review the aircraft's status in FSP before booking — including recent defects or remarks.
- We make 1-2 Slings of our 4 Slings available at 7.30am and 3.30pm daily, when 4 staff are rostered on. We allow private hire during the day when only 3 or less staff are rostered. Do not assume both aircraft are always available all day every day; consult staff if unsure.

Each aircraft may have slight differences (e.g. Transponder, Intercom, GPS, EFIS type). Kindly ensure you're familiar with the aircraft systems prior to starting up.

> NOTE: As you may have the option to select either aircraft please note you are never guaranteed an aircraft and it is subject to change depending on operational conditions. To make it fair for all private hirers and students we will not give preferences of aircraft specific to any one person.

3.3 Checking in/out bookings.

You must CHECK OUT at the start and CHECK IN at the end of every flight via FSP. This ensures accurate flight tracking, maintenance intervals, and billing.

Check-out:

- Use the provided aircraft-specific computers in the office to access FSP
- Check out the aircraft by selecting your booking and clicking the 'Check Out' button

This is to be done first before departing with the aircraft.

Check-in:

- After landing, Select your booking and press ‘Check In’
- Input the Hobbs In time and it will automatically calculate flight time. Press 'Confirm'

Failure to Check In properly may delay maintenance tracking or cause billing errors. If anything doesn't look correct (Pricing or Hobbs in time) let a staff member know.

3.3.1 Hobbs time

- Hobbs time measures engine run time from when you start the aircraft.
- Use the hobbs meter in the aircraft to record Hobbs at engine shut-down, take a picture if needed. (Also just after start-up check to ensure the starting hobbs time is correct to the flight log).
- Always double-check before recording the value in the flight log and FSP.

Example: If Hobbs at start = 1332.6 and end = 1333.7 → Record 1.1 hours.

3.4 Payment

Private hire flights are charged per Hobbs hour, at the current rate listed on the GoFly website or advised by staff. Payment options:

- Credit/debit card (via GoFly card machine)
- Cash (to be handed to Admin Staff)
- Bank transfer (only on request)

Payment is processed at the time of check-out. FSP will automatically calculate the cost of your flight AFTER you have checked in the aircraft. The per hour rate is defaulted to the DUAL rate. You need to manually change the rate to the correct price. To do so, press the 'pen' icon when processing your invoice, then change the rate to ‘private hire rate’.

If you need further clarification please see a GoFly staff member.

4.0 Documents and PLB

Proper documentation is essential for regulatory compliance, flight safety, and maintenance tracking. Before each flight, the following documents must be reviewed and completed appropriately. You must also ensure you carry a Personal Locator Beacon (PLB) if required. 4.1 Maintenance Release

The Maintenance Release is a legal document located in the aircraft. It must be reviewed prior to every flight.

Before Flight:

- Confirm the Maintenance Release is valid and current.
- Check that the aircraft is within its 100 hourly interval.
- Review previous entries for any ongoing defects or recent issues in the ‘endorsements’ section.

If you discover any defects or damage to the aircraft first notify staff and then note this in the endorsements section with the issue you have found.

Filling Out the MR:

If the maintenance release has NOT been signed off for the day, enter the date, your name and signature along with your RAAus member number.

At the end of the day if you know the aircraft is not flying anymore you are required to close out the MR.

Flights must not be conducted with an expired or incomplete Maintenance Release.

4.2 Flight Log

Each aircraft has a flight log sheet that must be completed before and after every flight.

- Record before flight:
  - Pilot name / Passenger
  - Date
  - Hobbs out time (The time the previous flight finished on)
  - Fuel on board before takeoff
- Record after flight:
  - Hobbs In time
  - Total hours flown and total landings

The log assists GoFly in cross-checking against FSP records and verifying aircraft usage.

4.3 Airworthiness and registration

The following documents are required to be on board during flight:

- RAAus Aircraft Registration Certificate
- Special Certificate of Airworthiness
- Pilot Operating Handbook (POH)

These are typically stored in the folder that holds the flight logs and MR. The POH is usually located in the back of the aircraft behind the seats.

You are responsible for confirming required documents are on board before engine start.

4.4 Personal Locator Beacon (PLB)

If your flight extends more than 50NM from Caloundra (YCDR) or enters remote areas, you must carry a registered and functioning PLB. PLB must be within reach of the pilot in case of emergency.

All of our aircraft come standard with a PLB that is usually located in the flight bag that holds the folder and keys. GoFly ensures that all PLBs are registered with AMSA. If you can not find the PLB let GoFly staff know immediately.

5.0 Aircraft ground handling

Proper ground handling ensures the aircraft remains in top condition and reduces the risk of costly damage. Sling 2 aircraft are light and sensitive to wind and rough handling — so take care at every stage on the ground.

5.1 Movement

Moving the Aircraft:

- Use the tow bar to move the aircraft forward or backward.
- Only push or pull using the roots of the propeller blade closest to the middle:
- Do not push on the cowling, canopy or wings.

Holding the Propeller:

When moving or positioning the aircraft near obstacles:

- Always assume the propeller is live
- If you must hold the prop:
  - Hold at the roots of the blades, not the tips
  - Ensure the master and magnetos are OFF
  - Move with slow, deliberate motions

Treat all propellers as if they could start. A careless prop move could cause injury or aircraft damage.

5.2 Fuel

Before fuelling check for:

- Water or debris near fuel caps or fuel bowser.
- Correct fuel type: Mogas (ULP) from the GoFly fuel bowser only.

During fuelling:

- Ensure the aircraft is grounded using the ground cable, attached to the exhaust pipe. (Caution heat)
- Fill evenly across tanks unless directed otherwise with a minimum of 25L per side for a 1 hr flight
- After refuelling, it is mandatory to conduct another fuel drain

Post-flight fuel requirements:

- If you are the last aircraft user of the day, leave the aircraft with at least 30L per side and no more than 40L either side.
- Always refuel if aircraft is below this, even after short flights

How to use the new electric GoFly fuel bowser:

- Ask a GoFly instructor for help if you are unsure about the fuel pump, meter or fuelling procedure. Wear enclosed footwear near the tank. Do not use a phone or smoke while fuelling, and do not refuel in rain.
- Ensure the aircraft engine and electrics are off. Attach the earthing cable clamp to the aircraft's metal exhaust pipe before opening the fuel cap. Take care: the exhaust pipe may be hot.
- Remove the covers from the 12 V electric fuel pump and nozzle. Check the resettable manual fuel meter on the left side of the fuel tank; ask an instructor if you are unsure how to use it.
- Place the nozzle in the aircraft tank before squeezing its trigger to prevent spillage. Turn the pump switch ON and control the fuel flow with the nozzle trigger. The switch can remain ON while fuelling, but do not leave the pump running unnecessarily. Monitor the meter and avoid overfilling.
- When finished, release the nozzle trigger and turn the pump switch OFF. Replace the nozzle and pump covers, disconnect the aircraft earthing cable and secure the aircraft fuel cap.

> After fuelling, allow the fuel to settle, recheck the level and drain/sample the Sling fuel tanks for water and other contamination before flight.

5.3 Unpacking and packing away

Before Flight:

- If required, remove:
  - All tie-downs (nose and two wing points)
  - Pitot cover
  - Control locks or gust lock (seatbelt around control column)
- Secure all doors, baggage, and loose items in cabin

After Flight:

- Ask a staff member to assist you in packing away aircraft if it is the last flight for the day on that aircraft.
  - If the aircraft has more flights after you, park the aircraft into the wind and close the canopy in case of rain or strong winds.

5.4 Start up

To reduce risk during engine start, follow these safety checks:

Before Start:

- Ensure aircraft is facing into wind if able
- Area clear of people, equipment, and obstacles
- Ensure a clear path in front of aircraft to taxi for runups. And a clear path behind plane due to prop wash

Engine Start:

- Make a clear 'CLEAR PROP' call loudly and visibly
- Ensure passenger or other crew are briefed on emergencies
- Be prepared to shut down immediately if unusual sounds, rough idle, or faults appear

If in doubt during start-up, abort and investigate — never proceed with a known or suspected issue.

6. On ground and in air airmanship

Airmanship is more than just skill — it reflects attitude, awareness, and professionalism. At GoFly, we expect all private hirers to uphold a high standard in every phase of the flight. This section outlines specific best practices and expectations to maintain safety and operational discipline. 6.1 Taxiing

- Taxi at walking pace
- Keep hands on throttle and the control column at all times during taxi
- Conduct brake and instrument checks shortly after starting to taxi
- Maintain situational awareness — especially at intersections and near other aircraft
- Always taxi at an RPM of no higher than 2000 RPM unless initially moving or going up a slope
- Never ‘ride’ on the brakes while taxiing, be active on the throttle to reduce brake wear

6.2 In air

While en route or in the training area, ensure:

- Constant lookout and scanning (CLEAR LEFT, AHEAD, RIGHT, ABOVE, BELOW)
- Fly accurately within VFR limits and POH envelope
- Maintain awareness of airspace and where your highest limit is at certain points
- Monitor fuel balance and endurance
- Maintain appropriate separation from other aircraft and built-up areas

Training Area Conduct:

- Make any call necessary to avoid collision or conflict with other aircraft
- Remain aware of other aircraft, especially students
- Maintain a 'Listening Watch' always and communicate effectively with other aircraft

Remember, you are sharing airspace with less experienced pilots — fly predictably and courteously.

6.3 Landing

- Join the circuit with correct radio phraseology and spacing. Always default to arrive overhead and descend on the non-active side for a midfield crosswind join. Consult the 'Non-Controlled Circuit Procedures CASA poster’ in the Navigation brief room. Unless absolutely necessary (e.g. cloud below 1 '500 ft), do not join directly onto any leg of the circuit
- Maintain stabilised approach path — avoid steep or low approaches
- Be aware of wind gradient, turbulence, or wake from other aircraft
- After landing:

- Vacate the runway promptly and safely
- Communicate with any other traffic within the CTAF that you are clear of the runway
- Perform after-landing checks and taxi back safely
- If you are conducting a full stop on 23 and you have heard an aircraft turning base behind you. After landing, safely vacate 23 on either of the cross runways behind the white gable markers.

Missed Approach:

- If the approach is not stable from base, go around.
- Conduct a safe go-around procedure starting with power, pitch, positive rate, flaps, trim and a radio call. Aviate - Navigate - Communicate

A good landing begins with a good circuit. Never try to 'save' an unstable approach.

7. Airspace and training area boundaries

Operating near controlled airspace and multiple CTAFs requires strong situational awareness, accurate navigation, and respect for defined boundaries. Airspace infringements can result in CASA investigations, fines, or suspension of your hire privileges — they are a serious safety breach. 7.1 Airspace

REFER TO GOFLY AIRSPACE POSTER LOCATED IN OFFICE.

Caloundra is located just south of the Sunshine Coast (YBSU) Class D airspace, and also near:

- Brisbane Class C controlled airspace (starting from 4,500 ft south of the field)
- Amberley Military restricted areas (to the west)
- Training areas to the west and northwest

Key Local Limits:

- Remain clear of controlled airspace unless cleared by ATC
- Avoid entry into:
  - YBSU Class D without clearance
  - Brisbane Class C, typically starts at 4,500 ft to 6,500 ft (varies by sector)
  - Amberley restricted zones (RA1, RA2, etc.)

Use VTC and VNC charts, or you may want to use an EFB like OzRunways or Avplan. Ultimately it is your responsibility to ensure you are clear of controlled airspace. If you are using an EFB (OzRunways or AvPlan) make sure you are confident and informed on how to use it correctly. You can always see an instructor for more clarification.

Always maintain at least 1NM horizontal and 500 ft vertical buffer from CTA boundaries unless cleared.

7.2 Infringements and reporting

If you suspect you've entered controlled airspace without clearance:

1. Exit immediately and safely — descend or turn back to Class G airspace
2. Contact Brisbane Centre (or appropriate ATC) to report your position and intentions
3. Notify GoFly staff as soon as practical after landing

GoFly will assist in preparing any required reporting and debriefing.

Consequences:

- Airspace incursions are treated seriously by CASA
- You may be required to complete remedial training or a re-check before future flights

Reporting early, honestly, and proactively reflects good airmanship and will help mitigate outcomes.

7.3 Training area

GoFly's primary training area lies to the south of Caloundra, mainly outlined by Bribie Island.

Key points:

- Enter/exit the training area via standard tracks:
  - Roys Orchards
  - Moffatt Head
  - Ewen Maddock Dam
  - Glasshouse Mountains
- Stay within geographic and altitude limits defined in GoFly's Private hirer map
- Stay active on 125.85 and broadcast recommended calls
- Remain clear of built-up areas and ensure you have a field selected at all times, iin case of a Forced Landing.

See GoFly's 'Airspace' poster for specific VTC map reference and photo markers.

7.4 Navigation flights (if certified)

Any 4 hour bookings and navigation flights MUST be approved by the CFI or DCFI /owner, well in advance. Do not book the flight until you have been approved for such flight.

When conducting nav flights:

- Plan using NAIPS and current charts.
- Fill SAR board located in the hangar accurately
- Carry a charged PLB if extending more than 50NM
- Maintain regular radio position reports on area CTAFs
- Be familiar with nearby aerodromes, frequencies, and alternates

Fuel planning must include:

- Day VFR legal minimums (30 mins fixed reserve)
- Additional holding or diversion margins due to weather, traffic, or winds

Do not overfly cloud or fly into marginal weather on navs — turn back or divert early.

8.0 Radio procedures

Clear, timely, and correct radio calls are critical to flight safety — particularly in non-controlled airspace and during transitions through shared training areas. This section outlines expectations for CTAF, Brisbane Centre, emergency communication, and transponder use. 8.1 CTAF

Caloundra (YCDR) operates under CTAF 125.85 MHz. This frequency also includes Caboolture (YCAB), Bribie Island and the Glasshouse mountains.

General tips:

- Use standard phraseology
- Listen before transmitting
- Avoid clipping or rushing transmissions

8.2 Brisbane Centre

You must monitor or keep Brisbane Centre (usually 129.0 or 125.7 MHz) on standby when:

- Flying near or under controlled airspace (Class C/D boundaries)

- Requesting clearance into controlled airspace (ONLY IF CERTIFIED and permission required via CEO/Owner prior to booking)
- Operating above 3,000 ft or in VFR lanes where required

If you do accidentally fly into controlled airspace Brisbane Centre will try and contact you on these frequencies.

8.3 Other aircraft

Be courteous, concise, and use situational awareness when others are in the area.

- If uncertain about another aircraft's location, ask for clarification
- Avoid 'stepping on' other calls — wait for a clear transmission gap
- Use 'traffic in sight' or 'traffic not in sight' when appropriate
- Be especially aware in:
  - Training area
  - Scenic coastal corridors
  - Transit lanes (e.g., Bribie Coast and Moreton Island)

Ensure you are in contact with any other aircraft you see fit;

- See VFRG for guidance

8.4 Malfunctions

Majority of malfunctions occur when the pilot has not correctly set up or become familiar with the aircrafts systems. Ensure you are competent with all aspects of the radio/comms prior to start-up.

If a communication failure occurs:

- Confirm headset connections and toggle volume
- If unable to restore:
  - Squawk 7600 (radio failure)
  - Broadcast radio calls even if unsure of readability with the ending 'transmitting blind'
  - Return to Caloundra or nearest suitable aerodrome and follow radio failure procedures

After landing, report to GoFly staff and complete any defect reporting.

8.5 Transponder

During your preflight, become familiar with what type of transponder your aircraft has. At GoFly we have two types. One that is built into the Garmin G3X EFIS screen that turns on automatically when taking off. And the other being a manual transponder usually located on the right side of the instrument panel. This needs to be manually turned on before flight.

Transponder settings:

- Set to ALT before takeoff (In aircraft with a manual transponder)
- Default code: 1200 (VFR standard) MUST be displayed on transponder before taking off
- In an emergency:
  - 7700 — General emergency
  - 7600 — Radio failure
  - 7500 — Hijack (use only if necessary)

GoFly Aviation Private Hire agreement

A dual circuit check may be required with an Instructor if you have not flown within the proceeding 30 days or if conditions warrant a circuit check due to lack of currency in those conditions.

A three circuit check will be charged at the private hire rate. If you require or request further training or longer lessons this will be charged at the current dual rate.

Conditions of use of GoFly Aviation aircraft

- You must notify an Instructor of any pre-existing damage to the aircraft
- Return the aircraft in the same condition you received it
- Notify the Senior Supervising Instructor / CFI immediately of any damage that may have occurred to the aircraft during operation.
- Do not land at any other airfield without notifying and receiving permission from the Owner/CEO unless this in the event of an emergency during the flight
- If any damage occurs to the aircraft and you are deemed at fault, you are required to pay any repairs, excess or loss of income up to a maximum value of $1,500 (excluding GST) and payable within 7 days of the incident or accident
- If you cannot return the aircraft to the home base due weather you are responsible for the additional costs of ferrying the aircraft back to home base if you cannot collect the aircraft within a reasonable time frame
- We do not allow aircraft to be taken away for more than 4 hours or overnight, without prior negotiation and granting permission. If hiring aircraft overnight, secure the aircraft and tie the aircraft down to minimise movement and damage

NEXT STEP:

> Complete the open-book private hire assessment at the end of this workbook before hiring our aircraft. Select one answer per question, save your completed PDF and return it to GoFly for review.

EMERGENCY CONTACTS / ENQUIRIES

OFFICE PHONE: 07 5341 8125

GOFLY OWNER DAMIEN: 0426282226

EMERGENCY CONTACT: 000

RAAUS DUTY OFFICER: 02 6280 4700

ATSB: 1800 011 034

JRCC: 1800 815 257

Private hirer details

Hirer name:

RAAus member number:

Date:

These details can be typed into the PDF. Complete the assessment at the end of this workbook, then save and reopen your copy to check your details and answer selections are retained before returning it to GoFly.

Private hire assessment - open book

Select one answer (A, B, C or D) for every question. Selecting a different option replaces your earlier choice. All options are unselected when this PDF is issued.

Open the downloaded PDF in a reader that supports PDF forms, such as Adobe Acrobat Reader. Complete your private hirer details on the agreement page, select your answers, and save a copy with your name in the filename. Close and reopen the saved copy to check your answers have been retained, then email that PDF back to GoFly. Send the saved file as an attachment.

For a paper copy, circle one answer per question. GoFly staff will review your completed assessment.

01. What is the maximum permitted steady wind for private hire departures?

- ○ A. 25 knots
- ○ B. 20 knots
- ○ C. 15 knots
- ○ D. 30 knots

02. What is the GoFly minimum visibility required for private hire flights within the circuit area?

- ○ A. 5km
- ○ B. 6km
- ○ C. 8km
- ○ D. 10km

03. If the cloud base is 1,300 feet AGL at YCDR, you should:

- ○ A. Continue as planned
- ○ B. Fly only at 500 feet
- ○ C. Cancel or delay the flight
- ○ D. Climb to clear it

04. When MUST a PLB be carried during a flight?

- ○ A. Any cross-country flight
- ○ B. Flights beyond 25NM from YCDR
- ○ C. Flights beyond 50NM from YCDR
- ○ D. Always

05. If weather deteriorates in flight, you should:

- A. Wait until conditions improve
- B. Divert or return to YCDR early
- C. Climb above the weather
- D. Fly around it without advising anyone

06. If you have to go around on short final runway 23 due to an aircraft just about to take off on the same runway you should?

- A. Continue landing to avoid conflicting the path of the aircraft taking off
- B. Go around and fly on their right side until separated
- C. Go around and fly on their left side until separated
- D. Go around and keep flying on upwind as you are both going 70kts

07. What is the YCDR CTAF?

- A. 125.70 MHz
- B. 129.00 MHz
- C. 125.95 MHz
- D. 125.85 MHz

08. Where is the GoFly primary training area located?

- A. East of Bribie Island
- B. South of Caloundra, bounded by Bribie Island
- C. North of Sunshine Coast Airport
- D. Inside Brisbane Class C

09. What is the maximum crosswind limit for private hire flights?

- A. 5 knots
- B. 10 knots
- C. 7 knots
- D. 12 knots

10. Who must be contacted to make a booking if you have not flown in 30 days?

- A. RAAus
- B. ATSB
- C. GoFly admin staff
- D. Flight Schedule Pro

11. When must you complete a Maintenance Release entry?

- A. If you find a defect with the aircraft
- B. First and after last flight of the day
- C. Only after cross-country flights
- D. It is the instructor's responsibility to fill the MR out

12. If you find water in the fuel sample, what should you do?

- A. Continue flying
- B. Call a mechanic
- C. Drain fuel until there's no more water then notify a GoFly Instructor
- D. Drain more fuel until there's no more water then fly

13. Hobbs time measures:

- A. Air time
- B. Engine run time
- C. Ground taxi time only
- D. Flight time plus taxi

14. If doing your own payment, you must change the pricing rate in FSP after check-in to:

- A. Instructor rate
- B. Dual rate
- C. Private hire rate
- D. Default setting is correct

15. Before engine start, what must you ensure regarding aircraft orientation and surroundings?

- A. That the aircraft is parked under shade
- B. That the canopy is closed and locked and facing with the wind
- C. That the area is clear and the aircraft is facing into wind
- D. That the avionics are on and headsets are on

16. In case of a radio failure during flight, you must:

- A. Keep flying like usual because you aren't required to make any calls in a CTAF.
- B. Turn off all electronics to prevent electrical fire
- C. Squawk 7600 and transmit “transmitting blind”
- D. Cancel your flight plan

17. What is the correct VFR transponder code?

- ○ A. 1200
- ○ B. 7500
- ○ C. 1300
- ○ D. 7600

18. What are the three emergency transponder codes?

- ○ A. 1111, 2222, 3333
- ○ B. 7500, 7600, 7700
- ○ C. 1200, 1300, 1400
- ○ D. 7400, 7600, 7800

19. When is it acceptable to push on the aircraft cowling?

- ○ A. When it’s cold
- ○ B. To move aircraft quickly
- ○ C. With an instructor watching
- ○ D. Never

20. If the transponder is manual, it must be set to ALT:

- ○ A. Before take-off
- ○ B. After takeoff
- ○ C. During descent
- ○ D. Only when ATC asks you to Squawk IDENT

21. What’s the appropriate taxi RPM limit unless going uphill?

- ○ A. 2200
- ○ B. 2100
- ○ C. 2000
- ○ D. 2500

22. When can you take a GoFly aircraft on a navigation flight during a private hire?

- ○ A. Anytime it’s available
- ○ B. Only with approval from the CEO/Owner
- ○ C. When you’ve flown 5 local flights and more confident in the aircraft
- ○ D. After passing the radio exam

23. Where are flight documents and the PLB stored?

- A. In the staff room
- B. In the flight bag/folder inside the aircraft or in the office
- C. At reception in the aircraft's filing cabinet
- D. In the hangar on a designated shelf labelled correctly

24. If you suspect you've entered controlled airspace without clearance, you should:

- A. ask for clearance to keep flying in the airspace as to not get into trouble
- B. Exit, contact Brisbane Centre if possible, and notify the Supervising Instructor upon landing
- C. Climb above 5,000 ft
- D. Keep going and squawk 7700

25. What is the default and preferred join if you are coming to YCDR from Roys Orchard and there are NO other aircraft in the circuit?

- A. Fly overhead, then join mid-field crosswind
- B. Join straight in approach for runway 05 if the wind is applicable
- C. Fly overhead, then join downwind.
- D. Fly overhead, then join upwind

26. How do you move the aircraft if required?

- A. Push down on the vertical stabiliser and pivot aircraft
- B. Pull/push on the ends of the propeller blades
- C. Pull/push on the roots of the propeller blades
- D. Insert tow bar and pull the plane just by the tow bar alone

27. When packing up the aircraft after the last flight of the day, you should:

- A. Leave it where it is
- B. Just close the canopy
- C. Ask a staff member to assist
- D. Park it facing into wind

28. What minimum amount of fuel does GoFly require you to have for a 1 hour flight?

- A. 25L in the left and 30L in the right
- B. 25L each side
- C. 30L each side
- D. Flight time plus 45 min fixed reserve

29. If you're unsure whether the aircraft is booked for later flights that day, you should:

- A. Assume it’s free for the rest of the day
- B. Ask another hirer
- C. Check FSP or speak with admin staff or an Instructor
- D. Leave it tied down and unlocked

30. During a missed approach, what should be your first priority?

- A. Radio call, power, pitch
- B. Power, pitch, positive rate
- C. Turn away from the circuit, climb and keep separation with other aircraft
- D. Bring flaps up then start a climb

31. If you plan on flying with a passenger, where should they be during the pre-flight.

- A. They can come out and watch at least 2m away from the aircraft
- B. They must stay inside the office until the pre-flight is completed
- C. They can sit in the plane and wait for you to safely do the pre-flight
- D. They must stay in their car outside of the office until you are done

32. Where is the SAR board located and when should it be completed?

- A. In the office behind the computers, before you fly
- B. In the hangar outside the office door, after you have completed the flight
- C. In the hangar outside the office door, before you fly
- D. In the hangar outside the hangar door, after you fly

33. If you are not sure about whether the conditions are okay to fly based on the wind sock.

- A. Check the Sunshine Coast (YBSU) TAF and METAR to verify wind strength and weather conditions
- B. Check with the Senior Instructor onsite to make an informed decision
- C. It's okay to fly because the forecast is better than the minimum weather requirements
- D. Wait around until the windsock shows less wind then go.

34. If you are planning on flying along the Bribie Coast, what would be the best altitude to select if planning to fly a full lap around Bribie in regards to airspace?

- A. 2500 ft or below
- B. 3500 ft or below
- C. Anywhere above 500 ft
- D. Anywhere above 1000 ft

35. What CASA Civil Aviation Safety Regulations (CASR) part do we at GoFly fall under?

- A. Part 91
- B. Part 91/141
- C. Part 141
- D. Part 92

Caloundra Airport specific questions

36. Out of these options, which is the best area to conduct run-up checks?

- A. In Front of AMS hangar facing into wind
- B. In the blue helicopter painted box if there are no rotary aircraft present.
- C. Where the aircraft is parked already, GoFly has deliberately made it safe to do so there.
- D. At the holding point of the runway so you are away from other aircraft.

37. If you are conducting a full stop on 23 and you have an aircraft following behind you on final you should.

- A. Hold short on 05 behind white gable markers if possible
- B. Hold short on either 30 or 12 just off the runway if possible
- C. Turn around and backtrack 23 as the aircraft is required to go around.
- D. Hold short on either 30 or 12 behind white gable markers

38. You’re flying in Sling 1675 and you are unsure where Sling 8515 is as they just made a radio call that you didn't hear; how might you structure a radio call to them?

- A. Caloundra Traffic, Sling 1675 requesting your current position
- B. 8515 where are you located?
- C. Sling 8515, Sling 1675. What is your current position?
- D. Sling 1675, Sling 8515. What is your current position?