



CASA Melbourne Office,  
Level 13, Board Room  
720 Bourke St, Docklands VIC 3008

Date: 12 September 2019, 10:00 – 15:00

## MINUTES

Item No	Item	
<b>1. OPENING</b>		
<i>A review and status update of any open action items from previous meetings.</i>		
<b>2. REVIEW OF ACTION ITEMS</b>		
<i>A review and status update of any open action items from previous meetings.</i>		
<b>3. PRIORITY SAFETY MATTERS</b>		
<i>Agenda items brought forward by CASA or members relating to safety issues where action is considered necessary.</i>		
3.1	RPAS Compulsory Third-Party Liability Insurance (Chair)	
<b>4. POLICY PROPOSALS</b>		
<i>Consultation/endorsement of a policy position.</i>		
4.1	Part 43 TWG Report (ASAP Secretariat)	
4.2	Aircraft registration – <i>discussion</i> (Mr Walker)	
4.3	Update on ASAO MTOW increase consultation – <i>discussion</i> (Mr Crawford)	
4.4	Multi-engine helicopter class rating (Mr Cronin)	
4.5	CASA policy regarding Colour Vision Deficiency (CVD) (Mr Walker)	
<b>5. PROJECT INITIATION</b>		
<i>Proposals to commence activity on a significant piece of work (including Technical Working Groups, etc).</i>		
5.1	Flight Operations suite transition – ASAP standing agenda item	
5.2	Part 135 (Passenger Seat Limit) TWG Report and Terms of Reference for independent risk assessment (Mr Walker)	
5.3	Proposal to establish TWG for Cabin Crew Fatigue (Mr Crawford)	
<b>6. OTHER BUSINESS</b>		
6.1	RAAA Classification of Operations – <i>presentation, refer to Action Item 2018-2/4</i> (Mr Mike Higgins)	
6.2	Briefing on CASA Regulatory Service and Surveillance Transformation – <i>presentation</i> (Mr Craig Martin)	
6.3	Review of CASA Aviation Medicine (Mr Walker)	
6.4	Data used to determine impact of regulatory change – <i>discussion</i> (Ms Fleming)	
6.5	Charter Maintenance TWG reports (Secretariat)	
6.6	Technical Working Group update (Secretariat)	

## **1. WELCOME/INTRODUCTION**

The Chair welcomed all ASAP members and observers to the third meeting of 2019.

The minutes from the meeting on 20 June 2019 were noted and agreed by all Panel members in attendance.

## **2. REVIEW OF ACTION ITEMS**

Action items from the previous meeting were reviewed and are recorded at Attachment 1 and, where appropriate, below.

### **2017-2/2 – In progress.**

Mr Crawford informed the ASAP that CASA was trialling a new way to approve international maintenance, repair and overhaul (MRO) organisations. If the overseas entity is FAA or EASA approved, CASA will initially conduct a desktop audit at entry control and issue an authorisation before conducting a further on-site validation audit later when there is an asset from an Australian operator going through maintenance. The ASAP discussed the additional cost to industry associated with approval renewals after CASA has conducted an audit. Mr Crawford related that this methodology would be expanded to foreign based approved training organisations (ATO) and flight simulators. Mr Crawford is to inform the ABAA on current progress and will update the ASAP at the next meeting on further progress.

### **2018-1/1 – In progress.**

Mr Simon Moore advised that there was currently no update to this matter. The ASAP requested the Department to provide an update at the next meeting.

### **2018-2/3 – Closed.**

Mr Crawford informed the ASAP that CASA's Regulatory Posture is now operationalised and noted that it will continue to evolve. The Panel discussed the role of the Aviation Safety Committee (ASC) and whether CASA would consider the approach to have an independent or industry member sit in the ASC. CASA is open to having a member of industry sit in on the ASC as an observer. However, in the first instance, the ASAP is encouraged to raise areas of emerging risk which can be addressed by the ASC.

### **2018-2/4 – Closed.**

Mr Mike Higgins (RAAA) presented the RAAA's Classification of Operations (agenda item 6.1).

### **2019-1/3 – In progress**

Mr Crawford informed the ASAP that CASA has been progressively reviewing the CASR's including Parts 61, 141 and 142 to identify possible enhancements. Mr Crawford agreed to provide an overview of changes specifically made to Part 61 since its initiation at the next ASAP meeting. The ASAP discussed the importance of CASA not working on proposed improvements in isolation and establishing a 'Licensing and Flight Training' TWG to work with CASA to identify further concerns. The TWG will be tasked to work with CASA to explore the 'pain-points' experienced in CASR Parts 61, 141 and 142 and review their status with a view to prioritise the areas of concern for resolution. The Panel noted that while the TWG's task will not be an official or complete post-implementation review (PIR), the aim will be to identify and resolve areas of immediate concern for industry. The Secretariat and Chair are to draft the tasking instructions which will be circulated with the ASAP for approval with a view to establish the TWG before the end of 2019.

**2019-1/4 – In progress.**

The Chair advised the ASAP that the Part 66 TWG believed that there would be another meeting prior to the recent consultation on the Part 66 MOS. Some TWG members expressed that if consulted, they would have been able to provide further input to the proposal being consulted. The ASAP requests that the Part 66 TWG reconvenes after the recent public consultation and for CASA to provide an update on the progress of the PIR. Subsequently, the TWG’s tasking instructions should be reviewed, with consideration of suggestions provided by Mr Davis, and determine whether they are fit for purpose.

**2019-1/5 – In progress.**

Mr Walker informed the ASAP that CASA has had a meeting with ASQA regarding, engineering training however there is no further development at this time. ASQA are of the view that they have higher priorities in other industry sectors at this time. Mr Clothier raised that the matter is very pertinent to the RPAS sector and the need for ASQA to set standards for RPAS training. Mr Simon Moore noted that the matter is of interest to the Department and the Minister’s Office. The ASAP will maintain a watching brief on this matter with the Department to provide an update at the next meeting.

**2019-2/1 – Closed.**

A TWG focusing on Training and Checking matters was determined to not be required at this time. Mr Davis and Mr Crawford will discuss the matter out of session to determine a way forward.

**2019-2/4 – Closed.**

The DAS Directive was republished in July 2019 with no changes from the previous version which had been reviewed by the ASAP. Any feedback on the Directive can be sent to Mr Walker.

**2019-2/5 – In progress.**

The ASAP discussed updating and promoting the TWG Expression of Interest register on CASA’s Consultation Hub. The Secretariat is to conduct a periodical review and update of the TWG EOI and send out communications inviting industry to register their interest.

**3. PRIORITY SAFETY MATTERS AND EMERGING RISKS**

**3.1 RPAS Compulsory Third-Party Liability Insurance (Chair)**

The Chair provided background of the origins of the paper which was generated from an RPAS Symposium in August. Panel members were pleased that the proponents of the paper considered the ASAP to be a suitable body to consider industry concerns, even though this particular matter is not within CASA’s purview. Mr Simon Moore confirmed to the Panel that insurance for aircraft is a responsibility of the Department and noted there is the potential for insurance considerations in the future, but this is not presently being considered by the Department.

The Chair noted that he will respond to the proponents of the paper, thanking them for their submission and directing them towards the Department.

<b>Action / Recommendation</b>	The ASAP:  (1) <b>Gives thanks</b> to the proponents of the paper for their request for ASAP consideration and <b>notes</b> that the matter is the Department’s responsibility;  (2) <b>Requests</b> the Chair to respond to the proponents of the paper.
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#### 4. POLICY PROPOSALS

##### 4.1 Part 43 TWG report

Mr Bouttelle presented the Part 43 TWG report to the ASAP. Mr Davis noted that he had received favourable feedback from members of the TWG. The Panel supported the TWG report and its recommendations.

The Chair will draft the Panel's formal advice to the DAS.

<b>Action / Recommendation</b>	The ASAP:  (1) <b>Supports</b> the TWG's report and recommendations;  (2) <b>Supports</b> CASA progressing with policy development.
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##### 4.2 Aircraft Registration

Mr Walker informed the ASAP of the work and internal discussions at CASA regarding the registration and accreditation scheme for drones. The ASAP noted that there is strong support for the scheme and discussed the potential future use of the data obtained from it.

Mr Walker also informed the ASAP that a discussion paper considering aircraft registration more broadly will be submitted to the ASAP for consideration at some point in the near future.

<b>Action / Recommendation</b>	The ASAP:  (1) <b>Seeks</b> to maintain a watching brief on the RPAS registration and accreditation scheme.
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##### 4.3 Update on ASAO MTOW increase consultation

The ASAP were given an update on the consultation regarding the Approved Self-Administering Aviation Organisation (ASAO) Maximum Take-Off Weight (MTOW) increase. Mr Crawford noted that responses received so far seem to be positive and in support of the discussion paper. It was asked whether the currently proposed increase is a stepping-stone for further increases in MTOW, such as to 1,500kg. Mr Crawford explained that while some areas in industry were calling for such an increase, what is currently proposed is CASA's intention for now. The ASAP will be updated on this matter at the next meeting. The Chair also noted that a TWG was not established for this proposal due to the specialised area.

##### 4.4 Multi-engine helicopter class rating

Mr Cronin raised a proposal for CASA to establish a multi-engine helicopter class rating for helicopters below 5,700kg. He raised concerns from industry about the complex and onerous requirements for flight instructors to undergo an instruction course specific to each type, and to then be deemed competent through a flight examination. As a result, there are very few technically skilled within industry or CASA to deliver the requirements under CASR Part 61. Mr Cronin also noted the discrepancy between the privileges associated with a fixed-wing multi-engine class rating and what is currently required for multi-engine helicopter type ratings. Mr Crawford agrees in-principle with the proposal to establish a multi-engine class rating but has concerns with the weight limit. The ASAP agreed to establish a 'MEH Class Rating' TWG consisting of industry and CASA personnel with a small focus to consider a sustainable solution to the matters raised by industry.

<b>Action / Recommendation</b>	The ASAP:  (1) <b>Agrees</b> to establish a ‘MEH Class Rating’ TWG.
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#### 4.5 CASA policy regarding Colour Vision Deficiency (CVD)

Mr Walker led a discussion on the assessment of pilots with Colour Vision Deficiency (CVD). In particular, a third level of colour vision testing, involving an operational assessment of colour vision, in use at some NAAs was discussed.

The ASAP discussed the possibility of retrieving data from elsewhere that demonstrates the operational capability of pilots with CVD, noting in particular the recent introduction of the CVD General Direction in New Zealand. The Panel also discussed that while it is possible to test the extent of which CVD exists, it is more difficult to test its impact on a pilot operationally. It was suggested whether there was merit in facilitating industry and CASA medical officers coming together to discuss the matter further, prior to public consultation of any potential policy change.

The ASAP supports the leadership in CASA for continuing to research and explore this matter.

<b>Action / Recommendation</b>	The ASAP:  (1) <b>Supports</b> the leadership at CASA for continuing to research and explore a policy change for the assessment of pilots with CVD.
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### 5. PROJECT INITIATION

#### 5.1 Flight Operations Transition (ASAP Standing Agenda Item)

Mr Crawford updated the ASAP on the remaining flight operations regulations – CASR Parts 103, 105 and 131, advising that the regulations would be publicly consulted throughout September. The ASAP agreed to CASA’s request to directly engage with the respective aviation sectors as part of the consultation process for the development of these regulations.

#### 5.2 Part 135 (Passenger Seat Limit) TWG Report and Terms of Reference for independent risk assessment

The Chair informed the ASAP that by the conclusion of the TWG meeting in May the draft Terms of Reference for the independent risk assessment was included their TWG report. He noted that CASA wanted to add elements to the draft Terms of Reference however the TWG’s original drafts are what they sought to report and recommend to the ASAP.

Mr Walker advised the Panel that CASA only sought to ensure that the scope of the risk assessment was holistic enough to ensure a justifiable decision could be made as CASA held the view that the TWG’s drafted Terms of Reference did not go into enough detail. He also noted that the risk assessment is potentially world-leading and therefore it is important that it is done appropriately. However, he assured the ASAP that CASA accepts the TWG’s drafted Terms of Reference and that any amendment made by CASA would not change the intent and thereby only adding further detail in order to seek more data. Mr Walker noted to the Panel that it was unintentional for CASA to attempt to add elements prior to ASAP’s consideration of the original draft and TWG report and that CASA was only seeking to support the TWG’s consideration and development of the TORs.

The Panel raised concern that by going outside of the ASAP/TWG processes and adding elements to the Terms of Reference, the impression would be that CASA is trying to skew the outcome.

The Panel emphasised that it is important that the risk assessment process is independent, transparent, robust and be without any perception of outcome bias.

The ASAP supports the TWG’s report and draft Terms of Reference and will send this advice to the Director of Aviation Safety, noting that the TWG is in full consensus. Additionally, the Panel recommends that if CASA seeks to add elements to the Terms of Reference, CASA should approach the independent risk assessor and request that the suggested scope provides the information CASA requires to inform a risk-based decision.

<b>Action / Recommendation</b>	The ASAP:  (1) <b>Supports</b> the Part 135 (Seat Limit) TWG’s report and <b>supports</b> the TWG’s drafted Terms of Reference.
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### 5.3 Proposal to establish a TWG on Cabin Crew Fatigue

Mr Crawford proposed to establish a TWG on Cabin Crew Fatigue and noted that the proposal was raised at the ASAP meeting on 22 November 2018. He informed the Panel that CASA has not formed a view on how Cabin Crew Fatigue should be managed, however he explained that Australia has an obligation to meet its ICAO compliance responsibilities. Mr Crawford acknowledged that there is always an industrial factor, but also pointed out that in establishing the fatigue management rules (CAO 48.1) for Flight Crew all of the relevant stakeholders were involved i.e. airline operators, pilot associations and the regulator and he proposed adopting the same approach for developing the Fatigue Rules for Cabin Crew, Air Traffic Controllers and Maintenance Engineers. The ASAP discussed the relative priority of conducting a project on cabin crew fatigue when compared to other industry personnel, such as engineers and air traffic controllers. The Panel also questioned whether there are matters of higher priority for CASA to explore considering the relatively low safety risk associated with cabin crew fatigue. There were also concerns raised about the cost of unnecessary regulation associated with this proposal.

<b>Action / Recommendation</b>	The ASAP:  (2) <b>Does not support</b> establishing a TWG on cabin crew fatigue, and;  (3) <b>Strongly encourages</b> CASA to explore an alternative means to meet its ICAO compliance responsibilities associated with cabin crew fatigue.
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## 6. OTHER BUSINESS

### 6.1 RAAA Classification of Operations

Mr Mike Higgins (RAAA) gave a presentation to the ASAP about the RAAA’s Classification of Operations.

### 6.2 Briefing on CASA Regulatory Service and Surveillance Transformation – presentation (Mr Craig Martin)

Mr Craig Martin (CASA) gave a presentation to the ASAP on CASA’s Regulatory Service and Surveillance Transformation (RSST). The ASAP discussed the impact of the transformation project, with some members providing their in-principle support. The Panel also discussed the need for a collaborative approach between industry and CASA to communicate the transformation with the broader industry.

<b>Action / Recommendation</b>	The ASAP:  (1) <b>Notes</b> CASA Regulatory Service and Surveillance Transformation (RSST) project.
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### 6.3 Review of CASA Aviation Medicine

Mr Walker discussed the intention to conduct a review of CASA Aviation Medicine. The ASAP expressed that this is a positive initiative by CASA. To allow time for consideration, the Panel agreed to review the submitted paper and provide feedback out of session which will be addressed to Mr Walker and subsequently circulated with the rest of the ASAP.

<b>Action / Recommendation</b>	The ASAP:  (1) <b>Agrees to review</b> the paper submitted by CASA regarding a review of CASA Aviation Medicine (AvMed) and will provide feedback addressed to Mr Walker and circulated with the Panel.
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### 6.4 Data used to determine impact of regulatory change

Ms Fleming discussed the use of data to determine the impact of regulatory change and suggested the possibility of using data to quantify the value of what is being asked for ASAP consideration. Mr Walker advised that it might be possible to provide high-level statistics of the approximate number of aviation personnel impacted by a change or proposal and can be included in future papers presented to the Panel. Mr Clothier suggested the provision of a risk matrix to assist with prioritising proposals.

<b>Action / Recommendation</b>	The ASAP:  (1) <b>Recommends</b> CASA to provide high-level statistics on future papers presented to the Panel that indicate the impact of regulatory change.
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### 6.5 Charter Maintenance TWG Reports

Mr Bouttell presented the draft Charter Maintenance TWG reports and expressed the positive feedback from the TWG members. He noted that the CASA Project Team will review the key policy decision points that were discussed at both meetings and incorporate them into a consultation draft policy proposal. The TWG will meet again to review this prior to public consultation.

He expressed the concerns raised by the TWG with regards to the separate proposed implementation and commencement schedule between the flight operations regulations and the proposed continuing airworthiness and maintenance regulations.

<b>Action / Recommendation</b>	The ASAP:  (1) <b>Notes</b> the update on the Charter Maintenance TWG report and will review once the final report is circulated to ASAP members
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## 6.6 Technical Working Group update

Mr Di Toro provided a brief update on TWG activities since the last meeting. He noted that the Part 119 TWG was requested to reconvene to discuss proposed amendments to CAOs 82.3 and 82.5 which relate to registered issues from their previous meeting in October 2018. He also informed the ASAP that CASA will work with the Part 121 MOS TWG by sending ‘tranches’ of the MOS and seek out of session feedback, prior to a face-to-face meeting. The objective of this is to provide multiple opportunities for TWG input and to assist CASA with the development of the MOS.

<b>Action / Recommendation</b>	The ASAP:  (1) <b>Notes</b> the update on the Technical Working Group activities.
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Patrick Murray  
Chair  
November 2019



**CHAIR**

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Prof Patrick Murray

**ATTENDING PANEL MEMBERS**

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Mr Jim Davis

Mr Michael Monck

Dr Reece Clothier

Mr Graeme Crawford

Mr Rob Walker

Ms Adrienne Fleming

Mr Ray Cronin

Mr John Gissing

**OBSERVERS**

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Mr Matthew Bouttell      ASAP Secretariat  
Civil Aviation Safety Authority

Mr Matthew Di Toro      ASAP Secretariat  
Civil Aviation Safety Authority

Mr Simon Moore      Executive Director Aviation and Airports  
Department of Infrastructure, Transport, Cities and Regional Development

**INVITED GUESTS**

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Mr Craig Martin      Executive Manager Regulatory Services and Surveillance  
Civil Aviation Safety Authority

Mr Mike Higgins      Chief Executive Officer  
Regional Aviation Association of Australia

**ATTACHMENT 1**

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Updated Action Register (23 October 2019)

**ATTACHMENT 2**

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Meeting papers

Reference	Action/Recommendation	Responsible	Status
2017-2/2	CASA to provide further advice on issues raised by panel members: - Multiple flight testing requirements for flight examiner ratings - Recognition of foreign simulator training	CASA	2019-3 update: CASA is trialling a new way to approve MROs. If the overseas entity is FAA or EASA approved, CASA will initially conduct a desktop audit at entry control before conducting a further validation audit later. This will allow an operator to use the overseas entity before CASA has conducted an on-site audit. Mr Crawford related this trial process to similar requirements for simulator approvals.  Mr Crawford to inform the ABAA of current progress, and to update the ASAP on further progress at the 2019-4 meeting.
2018-1/1	ASAP to maintain a watching brief on potential issues arising from shortages of skilled aviation personnel.	ASAP/ Department	2019-3: There is no update at present. The ASAP requests the Department to provide an update at the 2019-4 meeting.
2018-2/3	ASAP <b>requests</b> CASA to operationalise the Regulatory Posture chart at the earliest opportunity.	CASA	Closed. Mr Crawford informed the ASAP that CASA's Regulatory Posture is now operationalised and noted that it will continue to evolve. The ASAP are encouraged to raise areas of emerging risk which can be addressed by CASA's Aviation Safety Committee (ASC).
2018-2/4	ASAP <b>request</b> TAAAF and RAAA to distribute their classification of operations chart be circulated to ASAP members for review and comment.	Mr Davis	Closed. Mr Mike Higgins, CEO RAAA, presented this to the ASAP at the 2019-3 meeting (agenda item 6.1).
2019-1/3	ASAP requests Mr Davis to collate a list of specific issues experienced with CASR Parts 61 and 141/142 from all members for ASAP consideration and recommendation to CASA at the next meeting.	<del>Mr Davis</del> CASA/Chair	2019-3 update: CASA has been reviewing CASR Parts 61, 141 and 142 to identify possible improvements and will update the ASAP on progress at the 2019-4 meeting.  The Chair and ASAP Secretariat are to draft the TWG tasking instructions and distribute out of session for ASAP member input and agreement.
2019-1/4	ASAP requests CASA to provide a detailed update on the progress of the CASR Part 66 PIR. Members are to provide feedback and input to the Chair on specific issues relating to the Part 66 PIR to develop into a paper for ASAP consideration.	CASA/ASAP	2019-3 update: ASAP requests the Part 66 TWG reconvenes after public consultation and for CASA to provide an update on the progress of the PIR, review the TWG's tasking instructions (considering previous suggestions provided by Mr Davis), and determine whether they are fit for purpose.
2019-1/5	CASA to provide an update on the discussions between CASA and ASQA.	CASA/ Department	2019-3 update: Mr Walker provided an update at the 2019-2 meeting and the ASAP will maintain a watching brief on the matter. The Department is requested to provide an update at the 2019-4 meeting.
2019-2/2	The Chair and ASAP Secretariat to create Tasking Instructions for the Training and Checking TWG and then circulate with the ASAP for approval. (Ref. 2019-2 Item 3.1)	Chair / Secretariat	Closed. A TWG was determined to not be required at this time. Mr Davis and Mr Crawford to discuss the matter offline to determine a way forward and report back to the ASAP.

2019-2/4	Mr Walker to provide an update to the panel on any changes to the DAS Directive at the next meeting.	Mr Walker	Closed. The DAS Directive was republished in July 2019 with no changes from the previous version which had been reviewed by the ASAP. Any feedback on the Directive can be sent to Mr Walker.
2019-2/5	The ASAP Secretariat to send out communications informing industry of the TWG EOI register.	Secretariat	2019-3 update: The Secretariat to conduct periodical reviews and update of thje TWG EOI and send out communications inviting indsutry to register their interest.