



## **Guide to Part 142 Sample Exposition (Sample Aviation)**

---

<b>Version</b>	3.1 - November 2018
<b>Approver</b>	Branch Manager Flight Standards
<b>Sponsor</b>	Manager Flight Crew Licensing Standards
<b>Effective Date</b>	November 2018
<b>Review Date</b>	September 2020
<b>CASA Ref</b>	D18/592445

© Civil Aviation Safety Authority

This work is copyright. You may download, display, print and reproduce this material in unaltered form only (retaining this notice) for your personal, non-commercial use or use within your organisation. Apart from any use permitted under the *Copyright Act 1968*, all other rights are reserved.

This document becomes an uncontrolled document when printed. Refer to [www.casa.gov.au/scripts/nc.dll?WCMS:STANDARD::pc=PC\\_91264](http://www.casa.gov.au/scripts/nc.dll?WCMS:STANDARD::pc=PC_91264) > for current version.

This is an internal CASA policy manual. It contains guidance material intended to assist CASA officers and delegates in carrying out their regulatory responsibilities and is available to the public for information purposes only.

You should not rely on this manual as a legal reference. Refer to the civil aviation legislation—including the Civil Aviation Act 1988 (Cth), its related regulations and any other legislative instruments—to ascertain the requirements of, and the obligations imposed by or under, the law.

# Table of Contents

Table of Contents.....	i
VOLUME 1	PRINCIPAL DOCUMENT..... 1
1A1	Preliminary..... 1
1A1.1	CEO Statement..... 1
1A1.2	Exposition details and list of volumes..... 1
1A1.3	List of Exposition amendments and revision history ..... 1
1A1.4	Exposition distribution and acknowledgement record ..... 1
1A1.5	Definitions, abbreviations, terms and conversion factors ..... 1
1A1.5.1	Definitions ..... 1
1A1.5.2	Abbreviations and Terms ..... 1
1A1.5.3	Conversion factors ..... 1
1A1.6	Operators information ..... 1
1A1.7	Organisational structure ..... 2
1A1.7.1	Overview..... 2
1A1.7.2	Authorised Flight Training activities..... 2
1A1.7.3	Other operational activities..... 2
1A1.7.4	Organisational diagram ..... 2
1A1.7.5	Organisational reporting structure & communication ..... 3
1A1.7.6	Communication with CASA and third-party providers ..... 3
1A2	Key Personnel..... 4
1A2.1	All Key Personnel positions must be filled ..... 4
1A2.2	Appointment of Key Personnel ..... 4
1A2.3	Appointment of standby Key Personnel..... 4
1A2.4	Notification to CASA of the inability of a key person to carry out their responsibilities..... 4
1A2.5	Absence or inability of key personnel to carry out their responsibilities..... 5
1A2.5.1	Absence of CEO ..... 5
1A2.5.2	Absence of the HOO ..... 5
1A2.5.3	Absence of the SM..... 5
1A2.6	Unforeseen absences of key personnel ..... 6
1A2.7	Key personnel familiarisation training..... 6
1A2.7.1	Policy ..... 6
1A2.8	Chief Executive Officer (CEO)..... 6
1A2.8.1	Name of CEO..... 6
1A2.8.2	CEO – Mandatory experience ..... 6
1A2.9	Head of Operations (HOO)..... 6

1A2.9.1	Name of HOO .....	6
1A2.9.2	Head of Operations (HOO) – Mandatory qualifications and experience.....	7
1A2.9.3	Head of Operations (HOO) – Desirable qualifications and experience .....	7
1A2.9.4	Head of Operations (HOO) - Duties .....	7
1A2.10	Safety Manager.....	7
1A2.10.1	Name of SM.....	7
1A2.10.2	SM – Mandatory experience .....	7
1A2.10.3	SM – Desirable experience .....	8
1A2.10.4	Safety Manager - Duties.....	8
1A3	Exposition administration .....	8
1A3.1	Requirement to comply with the Exposition .....	8
1A3.2	Exposition distribution and availability .....	8
1A3.3	Exposition review and amendment procedures .....	9
1A3.3.1	Exposition Continuous Improvement process.....	9
1A3.3.2	Issuing of amendments .....	9
1A3.4	CASA exemptions .....	9
1A4	Record keeping and management .....	9
1A4.1	Control of records .....	9
1A4.2	Responsibility for records .....	9
1A4.3	Retention periods for records .....	9
1A4.3.1	Operational records.....	9
1A4.3.2	Administrative records.....	9
1A4.3.3	Disposal of records .....	10
1A4.3.4	Requests for records made by CASA.....	10
1A5	Facilities and resources .....	10
1A5.1	Description of building infrastructure .....	10
1A5.2	Aircraft resources and management .....	10
1A5.2.1	Addition of new kinds of aircraft to the fleet .....	10
1A5.3	Flight Simulator Training Devices (FSTD) .....	10
1A5.3.1	FSTD Description.....	11
1A5.3.2	Synthetic Trainer Operations Manual (STOM).....	11
1A5.3.3	FSTD Approval and Training Credits.....	11
1A5.3.4	FSTD Fidelity Checks .....	11
1A5.3.5	FSTD Serviceability.....	11
1A5.3.6	FSTD Software Updates .....	11
1A5.4	Care and maintenance of facilities .....	11
1A5.5	Review of facilities.....	12
1A5.6	Temporary locations.....	12
1A6	Company reference library .....	12

1A6.1	Composition of reference library.....	12
1A6.2	Access to reference library.....	12
1A6.3	Amendment and maintenance of reference library .....	12
1A6.4	Synthetic Trainer Operations Manual (STOM).....	12
1A7	Change Management.....	12
1A7.1	Change management process .....	13
1A7.2	Actioning the change management process.....	13
1A7.3	Process for seeking CASA approval of a significant change .....	13
1A7.4	Change of key personnel .....	13
1A7.5	Process for implementing change .....	14
1A7.6	Changes of name, contact details and addresses .....	14
1A8	Internal Audit Processes .....	14
1A8.1	Exposition compliance .....	14
1A8.2	Audit sampling process .....	14
1A8.3	Management of audit outcomes .....	14
1A8.4	Monitoring standards of training .....	14
1A8.5	Audit Schedule.....	14
PART 1B	Operational Personnel .....	15
1B1	Operational Personnel employed by the company .....	15
1B2	Roles and Responsibilities of Operational Personnel .....	15
1B2.1	Pilots-in-command (PIC) .....	15
1B2.1.1	Designation of PIC .....	15
1B2.1.2	PIC responsibilities.....	15
1B2.2	Flight Instructors .....	15
1B2.2.1	Flight instructor responsibilities and duties .....	15
1B2.2.2	Part 142 Flight Training - Mandatory qualifications.....	15
1B2.2.3	Part 141 Flight Training - Mandatory qualifications.....	15
1B2.2.4	Flight instructors authorised to approve and supervise solo flights .....	15
1B2.3	Senior Instructors.....	15
1B2.3.1	Senior Instructor Part 141 training - responsibilities and duties .....	16
1B2.3.2	Senior Instructor Part 142 training - responsibilities and duties .....	16
1B2.3.3	Senior Instructors - Mandatory qualifications.....	16
1B2.3.4	Senior Instructors – Desirable qualifications.....	16
1B2.4	Flight Examiners .....	16
1B2.4.1	Flight Examiners - Duties and Responsibilities.....	16
1B2.4.2	Flight Examiners - Mandatory qualifications .....	16
1B2.4.3	Flight Examiners – Desirable qualifications .....	16
1B2.5	Supervising Instructors.....	16
1B2.5.1	The role of the Supervising Instructors.....	16

1B2.5.2	Personnel who can be rostered as a Supervising Instructor .....	16
1B2.5.3	Supervising instructor responsibilities and duties .....	16
1B2.5.4	Company Policy for supervision of Grade 3 Instructors .....	17
1B2.6	Ground Instructor .....	17
1B2.6.1	Ground Instructor responsibilities .....	17
1B2.7	Operations Officer .....	17
1B2.7.1	Operations Officer responsibilities .....	17
1B3	Rostering and Fatigue Management .....	17
1B4	Medical certification of flight crew .....	17
1B4.1	Policy - Medical certificates .....	17
1B4.2	Management alcohol and other drugs .....	17
PART 1C	Safety Policy .....	18
1C1	Safety Policy - Overview .....	18
1C1.1	Safety policy statement .....	18
1C1.2	Safety Management .....	18
1C2	Company SMS Implementation Plan .....	18
PART 1D	Dangerous Goods .....	18
VOLUME 2	OPERATIONAL PROCEDURES .....	19
PART 2A	General .....	19
2A1.1	Documents to be carried on flights .....	19
2A1.2	Aircraft Flight Manual (AFM) and use of checklists .....	19
2A1.2.1	Aircraft operation to be IAW AFM and checklists .....	19
2A1.3	Carriage of CASA officers .....	19
2A1.4	Manipulation of propeller – hand starting of engines .....	19
2A1.5	Taxiing of company aircraft .....	19
2A1.6	Use of seatbelts .....	19
2A1.7	Aircraft cross-wind limitations .....	20
2A1.8	Carriage of lifejackets .....	20
2A1.9	Minimum emergency equipment to be carried .....	20
2A1.10	Ground operations and movement of persons .....	20
2A1.11	Starting and ground running of engines for maintenance checks .....	20
2A1.12	Weight and balance control .....	20
2A1.12.1	Students undergoing Ab-initio Training .....	20
2A1.12.2	Standard crew/passenger weights .....	20
2A1.13	Securing aeroplane .....	20
2A1.14	Aircraft briefings and callouts .....	21
2A1.14.1	Training - Hand-over and take-over procedures .....	21
2A1.14.2	Passenger briefings .....	21
2A1.15	Checklists usage .....	21

2A1.16	Personal electronic devices.....	21
PART 2B	Fuel Policy .....	16
2B1	Application of fuel policy.....	16
2B2	Minimum fuel planning requirements.....	16
2B2.1	Fuel operating conditions .....	16
2B3	Fuel flow rates.....	16
2B3.1	Cessna 152 [C152] .....	16
2B3.2	Cessna 172 [C172] .....	16
2B3.3	Piper Arrow [PA-28R].....	16
2B3.4	Beechcraft Duchess [BE-76] .....	16
2B4	Discretionary fuel required for solo training flights .....	16
2B5	Fuel related procedures .....	16
2B5.1	Determining and recording fuel quantity - pre-flight .....	16
2B5.2	Determining and recording fuel quantity - in-flight .....	16
2B5.2.1	In flight fuel procedures.....	17
2B5.2.2	Considerations at point of inflight decision-making and/or decision point ..	17
2B5.2.3	Equi-time point (ETP) selection and calculation .....	17
2B5.2.4	Point of no return (PNR) selection and calculation .....	17
2B5.3	Determining and recording fuel quantity - post-flight.....	18
2B6	Fuel types .....	18
2B7	Fuel usage monitoring.....	18
2B8	Aircraft refuelling .....	18
2B8.1	Action in the event of a fire hazard .....	18
2B9	Refuelling by students.....	19
2B10	Fuel quality check .....	19
2B11	Engine oil and hydraulic fluid management .....	19
PART 2C	Aircraft Airworthiness .....	20
2C1	System of maintenance.....	20
2C2	Scheduling of Maintenance .....	20
2C2.1	Responsibility.....	20
2C3	Maintenance Release .....	20
2C3.1	Use of the MR form.....	20
2C3.2	MR procedures before flight .....	20
2C3.3	Daily Inspections .....	20
2C3.4	Recording of Defects.....	20
2C3.5	Major defects .....	21
2C4	Corrective action procedures .....	21
2C5	Pilot maintenance .....	21
2C5.1	Company Policy .....	21

2C6	Lightning strike.....	21
2C7	Bird or animal strike .....	21
2C8	Unserviceabilities away from home base .....	21
VOLUME 3	INTERNAL TRAINING & CHECKING MANUAL.....	22
3A1	Purpose of this volume.....	22
3A2	Objective of the system.....	22
3A3	Function and Structure.....	22
3A3.1	Management of the internal Training & Checking System .....	22
3A3.2	Responsibilities and accountabilities .....	22
3A3.3	Appointment of T&C staff .....	22
3A4	IT&C System description.....	22
3A5	Instructor Induction Training.....	23
3A5.1	Internal Training Courses .....	23
3A5.1.1	IT1 – General Company overview .....	23
3A5.1.2	IT2 – Training Management System .....	23
3A5.1.3	IT3 – Human Factors and Non-Technical Skills (HF/NTS) program .....	23
3A5.2	IT4 - Fatigue System Training .....	23
3A5.3	Key Personnel familiarisation training.....	24
3A5.3.1	Conduct of Key Personnel familiarisation training .....	24
3A5.4	Standardisation and Proficiency Checks .....	24
3A5.4.1	Policy .....	24
3A5.4.2	Conduct of S&P Checks.....	24
3A5.4.3	Scheduling of S&P Checks .....	24
3A5.4.4	Standards required for S&P Check .....	24
3A5.4.5	Debriefing .....	24
3A5.4.6	Actions following an unsatisfactory check .....	24
3A5.5	Refresher and Remedial Training.....	25
3A5.6	Command responsibility during IT&C flights.....	25
3A5.7	Simulation of emergencies or malfunctions .....	25
VOLUME 4	TRAINING MANAGEMENT SYSTEM MANUAL .....	26
4A1	Purpose of this volume.....	26
4A2	Types of Training offered .....	26
4A2.1	Authorised Part 141 Flight Training .....	26
4A2.1.1	Management and Conduct of authorised Part 141 Training.....	26
4A2.2	Authorised Part 142 Flight Training .....	26
4A2.3	Part 142 Flight Training - Course Outline .....	26
4A2.3.1	Overview.....	26
4A2.3.2	Course Objectives and Outcomes.....	26
4A2.3.3	Training Delivery .....	27



4A2.3.4	Assessment criteria and methods .....	27
4A2.3.5	Course Duration .....	27
4A2.3.6	Course Dates .....	27
4A2.3.7	Enrolment Procedure .....	27
4A2.3.8	Participant pre-requisites.....	27
4A2.3.9	Course joining instructions .....	27
4A2.3.10	Expectations of students .....	27
4A2.3.11	Student equipment .....	27
4A2.4	Integrated CPL (A) course instructional design milestones.....	28
4A3	Recognition of prior learning .....	28
4A3.1	Part 141 students transferring from another Part 141 FTO.....	28
4A3.2	Part 142 Training from another Part 142 FTO .....	28
4A3.3	Transfer of student flight training records .....	28
4A4	Aeronautical knowledge training courses .....	29
4A4.1	Overview of the training course .....	29
4A4.2	Ground Training for Part 141 students .....	29
4A4.3	Ground Training for Part 142 students .....	29
4A5	Ground Examinations.....	29
4A5.1	Types of Ground Examinations .....	29
4A5.2	Conduct of Ground examinations .....	29
4A5.2.1	CASA Approvals .....	29
4A5.2.2	Preparation of Examination Facility .....	29
4A5.2.3	Company induction for conducting ground examinations .....	29
PART 4B	THE TMS AND QUALITY MANAGEMENT PRACTICES .....	30
4B1	Introduction .....	30
4B2	TMS description & purpose .....	30
4B3	Syllabuses, Lesson Plans, Training & Assessment Plans .....	30
4B3.1	Training Syllabuses.....	30
4B3.1.1	Syllabus documentation .....	30
4B3.2	Training and assessment plans.....	30
4B3.3	Training plan .....	30
4B3.4	Assessment of student competence.....	30
4B3.5	Competency grading scale – Performance Standards.....	31
4B3.6	Assessment of competency .....	31
4B3.7	Time to achieve competency.....	31
4B3.7.1	Procedures when competency standards not met according to program...31	
4B3.7.2	Integrated Training Competency Gates.....	31
4B3.8	Variations to the training and assessment plan .....	32
4B3.8.1	Lesson sequence .....	32

4B3.9	Underperformance of students (non-integrated training) .....	32
4B3.10	Using the syllabus documents.....	32
4B3.10.1	Planning matrix .....	32
4B3.10.2	Flight training and theory examination summary .....	32
4B3.10.3	Syllabus introduction .....	32
4B3.10.4	Lesson plan and training record form .....	32
4B3.11	Performance standards.....	33
4B3.11.1	Flight training .....	33
4B3.11.2	Procedure for making entries in a training record .....	33
4B3.11.3	Flight lesson debriefing .....	33
4B4	Auditable System for Maintaining Records.....	33
4B4.1	Reviewing flight training records.....	33
4B4.2	Auditable System for Training Activities .....	33
4B4.3	Quality Management - Continuous Improvement of Training Activities .....	33
4B4.4	Evaluating Training Outcomes .....	34
4B4.5	Assessing Suitability of Facilities & Processes .....	34
4B4.6	Process for Recommending Changes.....	34
4B5	Student Administration .....	34
4B5.1	Student records.....	34
4B5.1.1	Storage and retention of training records .....	34
4B5.1.2	Updating training records after Solo flights.....	34
4B5.1.3	Updating training records after a flight test .....	34
4B5.1.4	Provision of flight training records to students .....	35
4B5.1.5	Transfer of student flight training records .....	35
4B5.2	Student log books .....	35
4B5.3	Student familiarity with relevant Exposition volumes .....	35
4B5.4	Protocols for relationships and behaviour with course participants.....	35
4B6	General Training administration .....	35
4B6.1	Policy .....	35
4B6.2	Authorisation of training flights .....	35
4B6.2.1	Solo flights .....	35
4B6.2.2	Supervision of solo flight .....	35
4B6.3	Training Areas.....	36
4B6.3.1	Operations within training areas.....	36
4B6.3.2	Description of training area .....	36
4B6.4	Aerobatics and spinning.....	36
4B6.5	Solo practice forced landings .....	36
4B6.6	Low flying training .....	36
4B6.7	Aerodrome suitability.....	36

4B6.8	Company register of suitable ALAs .....	36
4B6.9	Standard navigation routes .....	36
4B6.10	Cross country operations .....	36
4B6.11	Carriage of passengers on training flights .....	36
4B6.12	Observance of last light limitations .....	37
4B6.13	Simulation of instrument flight .....	37
4B6.14	Submission of flight plans by student pilots .....	37
4B6.15	Supervision of night flying operations .....	37
4B6.16	Procedures for night flying training .....	37
PART 4C	FLIGHT TESTS AND FLIGHT REVIEWS .....	37
4C1	Flight Tests .....	37
4C1.1	Flight test procedures.....	37
4C1.2	Booking flight tests .....	37
4C1.3	Procedure following failed flight test .....	37
4C1.4	Evaluation of training outcomes following flight tests.....	38
4C2	Flight Reviews.....	38
VOLUME 5	SAFETY MANAGEMENT SYSTEM MANUAL .....	39
5A1	Purpose .....	39
5A2	Company SMS Implementation Plan.....	39
5A3	Project Plan.....	39
5A4	Implementation plan milestones .....	39
5A4.1	Months 1 to 3 .....	40
5A4.2	Months 4 to 6 .....	40
5A4.3	Months 7 to 9 .....	40
VOLUME 6	DANGEROUS GOODS.....	41
6A1	Purpose .....	41
6A1.1	Company Dangerous Goods Policy .....	41
VOLUME 7	FATIGUE MANAGEMENT MANUAL .....	42
7A1	Overview.....	42
7A2	Terminology & Meanings.....	42
7A3	Flight Crew Member Fatigue Management .....	42
7A3.1	Fatigue Management Policy .....	42
7A3.2	Flight Time Limitations and Fatigue Management .....	42
7A4	Responsibilities .....	42
7A4.1	Responsibilities .....	42
7A4.1.1	Safety Manager Duties.....	43
7A4.1.2	Operations Officer Duties .....	43
7A4.1.3	FCM Responsibilities .....	43
7A4.1.4	Communication Protocol .....	43

7A4.1.5	Duty Time, FDP, Flight Time and Cumulative Limits .....	43
7A4.1.6	Access to Sustenance.....	43
7A4.1.7	Prior Sleep Opportunity.....	43
7A4.1.8	Off Duty Periods.....	43
7A4.2	Reporting .....	43
7A4.2.1	Fatigue occurrence reporting .....	43
7A4.2.2	Extensions reporting .....	43
7A4.2.3	Roster design.....	43
7A5	Accommodation .....	44
7A6	Training.....	44
7A6.1	Fatigue Management Training .....	44
7A6.2	Facilitation of Fatigue Training .....	44
7A6.3	Records Fatigue Training .....	44
7A6.4	Fatigue knowledge training .....	44
7A6.5	Company specific procedures training.....	44
7A6.6	Recurrent fatigue training .....	44
7A6.7	Fatigue Hazard Identification.....	44
7A6.7.1	Initial phase (Hazard Identification) .....	44
7A6.7.2	Incident phase.....	44
7A6.7.3	Annual Review phase .....	44
7A7	Flight and Duty Records.....	45
PART 7B	CONDITIONS AND PROCESSES FOR EXTENSIONS TO LIMITATIONS 45	
7B1	Extensions .....	45
PART 7C	ROSTERING IN ACCORDANCE WITH FLIGHT AND DUTY TIME POLICY 45	
PART 7D	FATIGUE MANAGEMENT SYSTEM FORMS.....	45
7D1	Fatigue Occurrence Report (Form OR) .....	45
7D2	Alertness Consideration Table (Form ACTab).....	45
7D3	Extension Report (Form ER) .....	45
PART 7E	REFERENCES .....	45
VOLUME 8	STOM – [Global 123 FSTD] .....	46
VOLUME 9	APPENDICES AND FORMS.....	47
PART 9A	APPENDICES.....	47
9A1	Training Area Map.....	47
9A2	FSTD Accreditation Certificate .....	47
9A3	Drug and Alcohol Management Program .....	47
9A4	Course IT3 - Human Factors and Non-Technical Skills Program.....	47
9A5	Course IT4 - Fatigue Training Syllabus .....	47

9A6	SMS Gap analysis checklist .....	47
PART 9B	FORMS .....	47
9B1	Exposition distribution & acknowledgement record.....	47
9B2	Internal Auditing Form.....	47
9B3	Training Record Audit .....	48
9B4	Initial Instructor Employee Record.....	48
9B5	Key Personnel Familiarisation Training Record.....	48
9B6	Instructor Induction Training – Course IT1 .....	48
9B7	Instructor Induction Training – Course IT2 .....	48
9B8	Instructor Induction Training – Course IT3 .....	48
9B9	Instructor S&P / FSTD Check Report .....	48
9B10	Student Flight Training Record.....	48
9B11	Instructor Qualifications & Approvals Register.....	48
9B12	CAO 48.1 – Flight Crew Member Flight & Duty Record.....	48
9B13	Details of Registered Aeroplanes & FSTDs.....	48
9B14	Register of Key Personnel and Senior Operational Staff .....	48
9B15	Aeroplane Landings Area (ALA) Survey Report Form .....	48
9B16	Hazard & Incident Report Form.....	49
9B17	Suggestion for Continuous Improvement .....	49
9B18	Continuous Improvement Register .....	49
9B19	Flight Authorisation Sheet (VH - _____ ) .....	49
9B20	Aircraft Journey Log (VH - _____ ).....	49
9B21	Application for Enrolment .....	49
9B22	Course Evaluation Form.....	49
9B23	Flight Test Register .....	49
9C	AEROPLANE CHECKLISTS.....	49
VOLUME 10	TRAINING SYLLABUSES.....	50

## Revision History

Amendments/revisions of this Handbook are recorded below in order of most recent first.

Version No.	Date	Parts/Sections	Details
3.1	November 2018	2B5.2.4 – Point of no return (PNR) selection and calculation	Correction to formatting of equation for calculating time to a PNR
3.0	September 2018	2B - Fuel Policy	Update to meet CAR 234 fuel policy requirements
2.1	July 2018	Administrative Changes	Align with Version 2.1 of Sample Exposition
2.0	October 2016	Administrative Changes	align with Version 2.0 of Sample Exposition
1.0	August 2016	All	First issue

## **Explanatory Statement**

There are significant differences introduced in CASR Part 142 compared to previous legislation regulating flying schools and their operation. For example, Part 142 states clearly what content has to be in an exposition in CASR 142.340. It imposes prescriptive responsibilities on the key personnel (CEO in CASR 142.180 and HOO in CASR 142.190) as well as requiring arrangements for their replacement or relief. It also requires the operator to carry out their own proficiency checking, auditing and monitoring functions, and to use change management processes and advise CASA accordingly. Greater rigour is placed on instructor and student supervision and control.

Consequently, the development of an exposition to transition to or obtain an initial Part 142 certificate requires a different approach than previously accepted by CASA. It is no longer sufficient to just paraphrase legislation in an operations manual. CASA requires an operator to demonstrate their means of compliance with each legislative requirement. Generally this entails making clear to CASA and the operator's personnel what will be done to achieve compliance, how often and by whom. Also, the method of carrying out the process, and recording of the results needs to be described. Finally, a means of effectively monitoring these procedures must be described in the exposition.

CASA has developed a sample Part 142 Sample Exposition (SE) to assist industry in developing an exposition and also to provide an opportunity for greater standardisation and efficiency in CASA's assessment of an exposition. The Part 142 SE has been developed to meet the requirements described in CASR 142.340 (and other relevant regulations) and is intended to be used by a Flying Training Organisation (FTO) that conducts Part 142 integrated flight training and Part 141 non-integrated flight training.

## **What this guide covers**

This guide is intended to be used in conjunction with the Part 142 SE, by industry and the CASA assessor. The guide will assist an operator to readily adopt or customise the SE material to compile their exposition. The guide briefly expands on each SE heading and provides explanations and the rationale behind the sample text. By using these explanations the applicant can determine the type of material that is required to demonstrate compliance. It also indicates where the operator must generate content to supplement or replace the CASA text and provides an indication of what alternative means of compliance may be acceptable.

This guide will also allow an assessor to review the operator's submitted content by comparing it to the SE text. This will reduce the time required for an assessor to determine the acceptability of this content. The guide will also indicate the areas that more complex operators or those with different circumstances will need to customise or add additional material.

The section headings and numbering in the SE have been followed in the guide.

By reviewing the intent of the SE text and the rationale behind the means of compliance detailed, an assessor can determine if operator submissions of a more complex or detailed nature can achieve regulatory compliance.

## **Guidance on assessing an exposition based on the SE**

The Sample contains different styles of material. They are:

### **1. Part 142 specific content**

An applicant may submit unedited content from the SE in response to a Part 142 regulatory requirement and this material will be automatically accepted by the assessor. Should the applicant amend content in response to a Part 142 regulatory requirement it will be reviewed for consistency and accuracy with regard to the Part 142 provision, and if suitable, it will be accepted.

### **2. Unique operator details required by the SE**

Areas of the Part 142 SE where content is required to be inserted by the operator, will be reviewed for consistency and accuracy, e.g. contact or aircraft details. If the content is suitable it will be accepted.

### **3. Content related to other CASA legislation**

CASR 142.340(1) (k) requires that an applicant's exposition describe the procedures by which the operator conducts and manages the activities. If the activities are conducted in an aircraft, CASA views this CASR provision as a requirement to include aircraft operating procedures in the applicant's Exposition.

Existing AOC holders transitioning to Part 142 will have operations manuals previously accepted by CASA. The aircraft operating content of these existing manuals can be adapted into the SE where required and will be subject to an abbreviated assessment process to verify their accuracy, currency and relevance.

New applicants will need to either review and adapt SE material to suit their operation, or generate and insert new material into the relevant sections of the SE. CASA will assess this content using existing guidance material such as the Part 142 Technical Assessor Handbook, Advisory Circulars, CAAPs and the like.

Some SE text outlines a means of compliance with other CASA legislation, such as a CAR or CAO. The text demonstrates one example of an acceptable means of compliance in relation to the Sample Aviation scenario. Other means may be acceptable, and more complex operations will require additional material.

### **4. Content not required by CASA legislation – Standard Practice**

Sections in the SE with no regulatory reference are populated with guidance, advice or policy to illustrate standard practice. The CASA concept of the phrase "standard practice" when used in this guide, means procedures and concepts derived from collective aviation knowledge and experience gained by the inspectorate in training operations. Within the context of the sample scenario the sample material should result in a satisfactory standard of operations in most cases. Unaltered SE content of this type that is adopted by an FTO conforming to the scope of the Part 142 SE will be accepted provided it is relevant to the individual operator's circumstances.

Operators are free to add to or modify content not required by legislation. This type of material is used to inform personnel and students of procedures or processes unique to an individual operator, in excess of regulatory requirements, or to expand on procedures not



reflected adequately in manufacturers' documentation. If an operator populates these sections with this type of material CASA assessment will be limited to reviewing the material for errors or inconsistencies with legislation or the operator's own material.

### **Suggested exposition structure and content**

This document offers a suggested structure for an exposition including parts, sections and subsections. Irrespective of the location of requirements within Part 142, most related subject matter is collected under relevant section headings.

An applicant is not obliged to develop an exposition in accordance with this suggested structure. Other structures, more suitable to an applicant's individual requirements, are acceptable. Additional headings may be included if required, and headings not relevant to an applicant's proposed operation may be omitted.

The structure and content of an exposition should reflect the size and complexity of the operator's organisation, as well as the operator's policies and practices. No single exposition will be appropriate for all operators.

An SE showing a structure and content applicable to a fictional operator, Sample Aviation, conducting integrated training, is published as an adjunct to this document. The SE is designed to provide a practical example of what a finished exposition might look like.

As described by CASR 142.340(s)(i) the exposition of a Part 142 FTO must include an *operations manual*. This is a reference to the manual required by CAR 215 as relevant to the Part 142 flying training activities. The content described in CAAP 215-1 shall be included where it is relevant to the particular Part 142 flying training activity. There is no requirement for the content to be provided in the format described in CAAP 215-1.

## General

The Part 142 SE provides an example of an Integrated Training Course; FTOs are not required to replicate the example but must comply with the definition of integrated training according to the CASR Dictionary. The SE specifies time periods relevant to course scheduling, as well as the frequency of internal audits and reviews. It is intended that an operator will customise the timing of these activities in response to the size and scope of the operation and the operational tempo at the time. For example, it is expected that very active training organisations, involving significant numbers of instructors and students, will schedule audits more frequently than less busy organisations. The robustness of these procedures and their timeliness will be reviewed by CASA at site inspections, during entry control or surveillance.

In addition to Part 142 integrated flight training, Sample Aviation will continue to conduct Part 141 flight training activities as authorised by their Part 141 Certificate. In general, a Part 142 applicant may also apply for a Part 141 certificate. In this case the assessment of the 141 application will only concern itself with the structure of the 141 courses and the key personnel that will administer these courses. This is conditional upon all other procedures documented in the exposition applying to both types of training.

For the purposes of the SE, Sample Aviation relies on individual aircraft flight manuals for operating procedures for the aeroplane types that are operated. It is not necessary to replicate these manuals in an operator submission. It is expected that an operator will generate their own cockpit checklists derived from manufacturers' material and include these documents in the exposition.

These checklists and the CASA sample syllabuses for particular courses of training will outline procedures such as pre-take off briefings, hand over/take over drills and the like. If the syllabus covers these items there is no need to replicate them elsewhere. Otherwise they will need to be added to the exposition. Operators with large, complex and diverse fleets or additional authorisations such as charter, for example, may need to include additional material in their exposition.

Although Part 142 Training will require an AOC, the only activity authorised by this AOC in the case of Sample Aviation, is Integrated CPL Flight Training. If an operator subsequently wanted to add Aerial Work, Charter or RPT activities to their AOC this would be a significant change. CASA would conduct another assessment, requiring evidence of additional content to indicate that the operator could conduct their activities safely and in accordance with applicable civil aviation legislation.

# VOLUME 1 PRINCIPAL DOCUMENT

## PART 1A General

### 1A1 Preliminary

#### 1A1.1 CEO Statement

A sample text is provided in the Sample Exposition. Operations should customise it. The CEO's statement should comply with the necessary regulations.

CASR 142.180, CASR 142.340

#### 1A1.2 Exposition details and list of volumes

A sample table is provided in the Sample Exposition. Operators can customise it to facilitate when looking for specific information.

#### 1A1.3 List of Exposition amendments and revision history

A table is suggested; however other means including electronic means would be acceptable.

The chief executive officer is responsible for ensuring the exposition is monitored and managed for continuous improvement. Amendments to the exposition must be made in accordance with the operator's procedures for making changes, as described in the exposition.

This section should record each amendment and indicate the current amendment status of the exposition.

CASR 142.180(1)(f)

#### 1A1.4 Exposition distribution and acknowledgement record

A sample table is provided in the Sample Exposition. Operators can customise it. A copy is available in appendix 9B1 and extra copies.

CASR 142.350

#### 1A1.5 Definitions, abbreviations, terms and conversion factors

##### 1A1.5.1 Definitions

A sample list of words and definitions is provided in the Sample Exposition. Operators can customise it to include specific language related to their operations.

##### 1A1.5.2 Abbreviations and Terms

A sample table is provided in the Sample Exposition. Operators can customise it to include specific abbreviations and terms related to their operations.

##### 1A1.5.3 Conversion factors

A sample text and table are provided in the Sample Exposition. Operators can customise them to include specific conversion factors related to their operations.

#### 1A1.6 Operators information

The table format is not mandatory; however, it is a simple solution. Sample tables are provided in sections 1A1.6.1 – 1A1.6.5 in the Sample Exposition and may need to be expanded or reduced depending on the size of the operations. The minimum details should meet regulatory requirements.

CASR 141.260(1)(a)(b), 142.340(1)(a)(b)

## **1A1.7 Organisational structure**

A Part 142 operator must maintain an organisational structure that effectively manages its activities, taking into account the following:

- the nature and complexity of the activities
- the number and kinds of aircraft or flight simulation training devices used to conduct the activities
- the number and location of training bases used by the operator
- the number of personnel
- the number of course participants undertaking Part 142 flight training
- the number of contracting operators and the number of their personnel for whom the operator is conducting contracted recurrent training
- the number of contracting operators and the number of their personnel for whom the operator is conducting contracted checking.

Operators should determine the most appropriate structure to effectively operate the Part 142 organisation, including the establishment of a sufficient number of managers to ensure the required level of supervision of personnel.

CAA 28(1)(b), CASR 141.060(1)(c), 141.105, 141.260(c), 142.110(1), 142.160(1) & 142.340(1)(c)

### **1A1.7.1 Overview**

A sample text is provided in the Sample Exposition. Operators can customise it to include specific organisational details related to their operations. The degree of detail does not need to be exhaustive, however it should be sufficient to provide an understanding of the corporation, its ownership structure and the extent of its operations. It should be sufficient for CASA to access whether:

- the corporate structure is suitable for the activities
- each officer is a fit and proper person to be an officer of the corporation that is issued an AOC that authorises the conduct of the activities

CASR 142.085(1)(d), CASR 141.260(1)(d)

### **1A1.7.2 Authorised Flight Training activities**

A sample list is provided in the Sample Exposition. Operators can customise it to include specific organisational details related to their operations. Company authorisations will be individual.

CASR 141.260(1)(j) & 142.340(1)(j)

### **1A1.7.3 Other operational activities**

If an operator conducts other activities in addition to Part 141 and Part 142 training, details should be entered here.

### **1A1.7.4 Organisational diagram**

A sample text and diagram are provided in the Sample Exposition. Operators can customise them to include specific organisational details related to their operations. Company structure will be individual. The diagram is prescribed by legislation – variations may be used if they clearly show the structure.

The description of the applicant's organisational structure should be sufficient in detail to provide a clear understanding of how the organisation is structured.

CASR 141.260(1)(c) & 142.340(1)(c)

### **1A1.7.5 Organisational reporting structure & communication**

A sample text and list are provided in the Sample Exposition. Operators can customise this to include specific reporting and communication details related to their operations. The description may include the position titles that have management responsibility for each functional element of the Part 142 operation. The chain of command and reporting structure of the organisation may be included. The applicant may also identify the additional supervisory positions within the organisation.

The chain of command should support effective communication and reporting within the organisation. For the chain of command to be effective, the delegation of responsibility and accountability should rest with people who have the experience and qualifications relevant to each management position.

The number of managerial positions should be appropriate to the size and scope of the proposed operation. For organisations with multiple training bases, the structure must ensure that the head of operations has effective control over personnel and participants at each training base.

The structure must also ensure that the safety manager is independent and not subject to undue influence.

CASR 141.260(1)(c) & 142.085(2)(e)

### **1A1.7.6 Communication with CASA and third-party providers**

A sample text is provided in the Sample Exposition. Operators should customise is to include specific reporting and communication details related to their operations. The description should indicate who is responsible for external communications and list the types of communication each person will take accountability for. It should also outline any specific procedure if applicable.

## **1A2 Key Personnel**

### **1A2.1 All Key Personnel positions must be filled**

Regulatory guidance is stated in the Sample Exposition. It is recommended that Operators inform all Key Personnel and their substitutes in the event of absence or inability to perform their duties. Often referred to as a “standby”, each key position requires one.

### **1A2.2 Appointment of Key Personnel**

It is recommended that Operators outline the qualifications and experience of each Key Personnel as per the position they hold in the organisation.

Under this Subpart, all key personnel positions have regulated responsibilities. Compliance with the regulations of Part 142.D will automatically ensure compliance with Part 141.D. Therefore, since Sample Aviation chooses to have their key personnel manage both operations it is sufficient to only consider the Part 142 regulations.

For 142 organisations, key personnel are defined as the people that hold or carry out the responsibilities of the following positions:

- Chief Executive Officer
- Head of Operations
- Safety Manager (for operators whose authorised Part 142 activities are conducted only in aircraft or in both aircraft and flight simulation training devices)
- Quality Assurance Manager (for operators who conduct their authorised Part 142 activities only in-flight simulation training devices, and who do not operate aircraft as part of these activities).

An applicant is not obliged to use these titles; however, if different, the exposition should identify which titles are equivalent to the regulatory titles.

The SE lists all the experience and qualification requirements, as well as all the duties and responsibilities of all key personnel. This is done to facilitate reference, despite CASR 142.340(1)(e)(i) & (ii), which only require that this be done for the qualifications, experience and duties not referred to in Part 142.D.

All key personnel positions must be filled.

CASR 142.D, 142.100(1)(c)(e)(iii), 142.180(1)(g), CASR 142.340.(1)(e)(i)(ii)

### **1A2.3 Appointment of standby Key Personnel**

It is recommended that Operators outline the qualifications and experience of each standby Key Personnel as per the position they will substitute in the organisation.

CASR 142.340(1)(e)(v)

### **1A2.4 Notification to CASA of the inability of a key person to carry out their responsibilities**

Operators should outline the procedures the organisation will employ when a key person is unable to perform their duties, specifying timeframes for notifying CASA when standbys are available and when they are NOT available. For a period greater than 30 days, Operators are required to notify CASA. Sufficient time must be allowed for the standby person to re-familiarise themselves with the duties and responsibilities of the key personnel position they are standing in for.

CASR 142.165(1)(2)(a)(b)

## **1A2.5 Absence or inability of key personnel to carry out their responsibilities**

To minimise disruption due to the absence or inability of key personnel to carry out their responsibilities, the organisation needs to authorise alternative personnel to carry out the responsibilities.

The details of the selection process for each standby key personnel should be documented, and the authorised standby key person should satisfy the qualifications and experience requirements for the position.

Additionally, a process for safely managing the temporary absence or inability of a key person to carry out their responsibilities should be documented.

CASR 142.340(1)(e)(v)

The process should provide for safe transition to operations under the temporary position holder. The exposition must describe how the responsibilities and accountabilities will be managed, and how CASA will be notified, if required.

The exposition must include the full name of the person authorised to act on behalf of each key person during any period of temporary absence. It should also include, for example, details on how the standby arrangement will work and how employees are notified that the standby person is acting in that capacity and when it ends.

If an Operator becomes aware that key personnel cannot carry out, or are likely to be unable to carry out the responsibilities of the key position, for a period of more than 30 days, Sample Aviation must advise CASA within the following time periods after becoming aware of the matter:

- 24 hours if there is not another person authorised to carry out the responsibilities
- 3 days if there is another person authorised to carry out the responsibilities.

Sample texts are provided in the Sample Exposition for absence of some key positions. Operators can customise them to include specific details related to each position and should include extra positions depending on the size of their operations.

CASR 142.340(1)(e)(iv)(v), 142.165, 141.110

### **1.A2.5.1 Absence of CEO**

Operators may nominate stand-by personnel and name them in this section if required. Individual operator circumstances may vary.

CASR 142.340(1)(e)(iv)

### **1A2.5.2 Absence of the HOO**

Operators may nominate stand-by personnel and name them in this section if required. Individual operator circumstances may vary.

CASR 142.340(1)(e)(iv)

### **1A2.5.3 Absence of the SM**

Operators may nominate stand-by personnel and name them in this section if required. Individual operator circumstances may vary.

CASR 142.340(1)(e)(iv)

## **1A2.6 Unforeseen absences of key personnel**

A sample text is provided in the Sample Exposition for unforeseen absences of some key positions. In the event that the HOO, CEO or Safety Manager become absent due to unforeseen circumstances, Operators can customise the text to include specific details related to how they will manage such absences with the respective standby personnel and the timeframes it plans to adhere to.

CASR 142.100(1)(f)(g), CASR 142.040

## **1A2.7 Key personnel familiarisation training**

### **1A2.7.1 Policy**

Operators should outline the policy and procedures the organisation will employ to familiarise standbys with the responsibilities they are to take on when a key person is unable to perform their duties. All training should be conducted and managed under the organisation's Internal Training and Checking (IT&C) System, which can be more specifically detailed in the section of the exposition that is related to internal training. The Sample Exposition outlines a simple process using a form to outline a syllabus of training (3A5.3). However, the scope of the training and the delivery method will be dependent upon the individual Operator and the candidate. It is recommended that this section be referenced here.

CASR 141.115 & 142.170

## **1A2.8 Chief Executive Officer (CEO)**

The organisation's CEO qualifications and experience are in addition to those described under CASR Subpart 142.D

### **1A2.8.1 Name of CEO**

A sample table is provided in the Sample Exposition to name the CEO and the standby for the position in the event of their absence. Operators can customise it to include specific details related to the key people.

CASR 142.340(1)(e)(i)(iii)

### **1A2.8.2 CEO – Mandatory experience**

A sample text is provided in the Sample Exposition to outline the relevant experience the organisation requires of its CEO. Operators should outline minimum requirements and how the CEO meets them.

CASR 142.175, CASR 142.340(1)(e)(i)

### **1A2.8.3 CEO Duties**

A sample list is provided in the Sample Exposition outlining the specific duties that would most likely be attributed to the CEO. Operators can customise it, specifying the duties and the people that the CEO is responsible for. Any delegated duties should be specified, but ultimately, the CEO still holds responsibility for them.

CASR 142.340(1)(e)(ii)(f)

## **1A2.9 Head of Operations (HOO)**

### **1A2.9.1 Name of HOO**

A sample table is provided in the Sample Exposition to provide the full name of the person appointed as the HOO and the standby for the position in the event of their absence. Operators can customise it to include specific details related to the key people.

CASR 142.340(1)(e)(iii)



### **1A2.9.2 Head of Operations (HOO) – Mandatory qualifications and experience**

A sample list is provided in the Sample Exposition outlining the specific duties that would most likely be attributed to the HOO.

In addition to the Part141 requirement, the HOO must hold a Flight Examiner Rating, 500hrs on a kind of aircraft used to conduct a significant proportion of the company's activities and six months experience in the conduct or management of air operations conducted under an AOC.

Operators can customise this text, specifying the duties and the people that the HOO is responsible for. CASA may direct key personnel to have additional qualifications and experience.

CASR 142.185, 142.215, CASR 142.085(1-5), CASR 142.340(1)(e)(i)

### **1A2.9.3 Head of Operations (HOO) – Desirable qualifications and experience**

If Operators require more specific qualifications and experience from their HOO than that established in regulations, a sample list is provided in the Sample Exposition of possible experience, capabilities and skills. The head of operations must have the qualifications and experience relevant to the Part 142 activities undertaken.

If the qualifications and experience required by the Operator are not held by the appointed HOO, an application may be made to CASA to approve the appointed person. Operators should customise the text, specifying the extra requirements.

CASR 142.185, 142.040, 142.340(1)(e)(i)

### **1A2.9.4 Head of Operations (HOO) - Duties**

A sample list is provided in the Sample Exposition outlining the specific duties that would most likely be attributed to the HOO. In addition to the duties under P141 the HOO must also liaise, as required, on matters relating to the Internal Training and Checking System and Safety Management System.

The HOO may delegate duties to other personnel; however, the HOO the overall responsibility and accountability for safely managing the activities and matters specified in CASR 142.190.

Any additional responsibilities assigned to the HOO must not conflict with the responsibilities prescribed under the regulations. Operators can customise the text, specifying the duties and the people that the HOO is responsible for.

CASR 142.190(1)(2)

## **1A2.10 Safety Manager**

A Safety Manager is required when Part 142 activities are conducted in an aircraft only or aircraft and flight simulation training devices.

CASR 142.025(c)

### **1A2.10.1 Name of SM**

A sample table is provided in the Sample Exposition to provide the full name of the person appointed as the SM and the standby for the position in the event of their absence.

Operators can customise it to include specific details related to the key people.

CASR 142.340(1)(e)(iii)

### **1A2.10.2 SM – Mandatory experience**

Depending on the size and complexity of the organisation, the safety manager should have an adequate technical background to understand the systems supporting the conduct of Part 142 activities, a sound understanding of safety management principles and must have sufficient relevant safety management experience.

There are no mandatory qualifications specified for appointment as safety manager. However, given the nature of the role, there are certain qualifications, experience and attributes that are beneficial for a safety manager to possess.

A sample list is provided in the Sample Exposition showing how the appointed SM's evidence of previous experience in safety management and conducting or managing air operations could be presented. Operators can customise it, providing evidence that the SM is sufficiently experienced.

CASR 142.195(a)(b)(c)

### **1A2.10.3 SM – Desirable experience**

If Operators require more specific qualifications and experience from their SM, a sample list is provided in the Sample Exposition of possible experience, capabilities and skills. Operators can customise it, specifying the requirements.

CASR 142.340(1)(e)(i)

### **1A2.10.4 Safety Manager - Duties**

The SM is responsible for providing guidance and direction on the planning, implementation and operation of the organisation's safety management system. If the Operator uses a Fatigue Risk Management System (FRMS), the safety manager will also be responsible for its maintenance and continuous improvement.

For an Operator conducting activities in both aircraft and flight simulation training devices, the safety manager is also responsible for the effective operation and management of the quality assurance functions required by CASR 142.265(1)(c), within the safety management system.

A sample list is provided in the Sample Exposition outlining the specific duties that would most likely be attributed to the SM. Operators can customise it, specifying the duties and the people that the SM is responsible for.

CASR 142.200(a)(b)(c), 142.265(1)(c), 142.340(1)(e)(i)

## **1A3 Exposition administration**

### **1A3.1 Requirement to comply with the Exposition**

Operators should state who is required to comply with their exposition, and any details related to how this can be accomplished.

CASR 141.265, 142.345

### **1A3.2 Exposition distribution and availability**

Operators should explain how those required to comply with the exposition can access the parts of the exposition that are relevant to their duties. It is recommended that it be made available both electronically and in a printed format. A sample table is provided in the Sample Exposition. Operators can customise it.

The description should address the following:

- how personnel receive the sections of the exposition related to their duties, prior to carrying out the duties
- how an operator will record the distribution of an exposition
- how changes to an exposition are communicated to personnel (if changes are made that may affect their duties)
- how an operator will record the distribution of amendments to an exposition.

CASR 141.160, 141.130(2)(f), 142.350

### **1A3.3 Exposition review and amendment procedures**

#### **1A3.3.1 Exposition Continuous Improvement process**

A sample text is provided in the Sample Exposition outlining the sample process for Continuous Improvement, as well as some sample documents and other processes. Operators can customise it.

142.180(1)(e)(f)

#### **1A3.3.2 Issuing of amendments**

A sample text is provided in the Sample Exposition outlining the sample process for issuing the amendments made to the exposition. Operators can customise it.

CAA 28BH, CASR 141.260(1)(k), 142.340(1)(k), CASR 142.180(1)(f)

#### **1A3.4 CASA exemptions**

Operators should list relevant exemptions.

CASR 141.260(1)(k), 142.340(1)(k)

### **1A4 Record keeping and management**

#### **1A4.1 Control of records**

A sample text is provided in the Sample Exposition outlining the types of records that should be kept by the Operator. Operators can customise the text. It is recommended that it include the means for safely storing these records, and back-up copies.

CASR 142.235 (1), CASR 142.255(c), CASR 142.340, CASR 142.355

#### **1A4.2 Responsibility for records**

Operators should establish which key persons are responsible for each type of record.

CASR 141.275, 142.355

#### **1A4.3 Retention periods for records**

##### **1A4.3.1 Operational records**

A sample table is provided in the Sample Exposition to record specific data related to operational records. Operators can customise the table. It can include any information the organisation deems pertinent.

CASR 141.275, 142.355

##### **1A4.3.2 Administrative records**

A sample table is provided in the Sample Exposition to record specific data related to administrative records. Operators can customise the table. It can include any information the organisation deems pertinent.

CASR 141.275, 142.355

### **1A4.3.3 Disposal of records**

A sample text is provided in the Sample Exposition explaining the minimum periods for retaining records, who is responsible for disposal of them and by what means. Operators can customise the table. It can include any information the organisation deems pertinent.

### **1A4.3.4 Requests for records made by CASA**

A sample text and list are provided in the Sample Exposition outlining the manner and the key personnel at the organisation responsible for surrendering documents to CASA when requested. Operators can customise the text and list. It can include any information the organisation deems pertinent.

CAR 301

## **1A5 Facilities and resources**

### **1A5.1 Description of building infrastructure**

An exposition must include a description of the facilities and resources available to be used by Operators for the activities conducted.

A sample text is provided in the Sample Exposition outlining the buildings and equipment the Operator has and uses to provide its services. Operators can customise this text. For example, describe the briefing and examination rooms, flight planning areas and the relevant instructional aids and materials provided.

CASR 141.130(3)(e)(iv), 141.260(1)(q), 142.340(1)(p)

#### **Buildings**

A sample text is provided in the Sample Exposition detailing the types of details that will need to be provided. CASA must issue a certificate if the facilities are deemed sufficient by the inspector. This will be dependent on the scale and scope of the intended operation. The HOO has a responsibility to ensure the operator has procedures to continually keep the facilities and resources at a suitable level to provide the training. At entry control, details in the manual will be relevant; however, a site visit will be required to confirm they are sufficient.

### **1A5.2 Aircraft resources and management**

A sample text is provided in the Sample Exposition detailing the types of aircraft the Operator operates and manages. The Sample Exposition offers a form (9B13) to keep track of the aircraft the organisation operates. This should include each type of aircraft and records need to be kept of any change to the fleet. Operators should customise this text.

CASR 141.260(1)(l)(i), 142.340(1)(l)

#### **1A5.2.1 Addition of new kinds of aircraft to the fleet**

Operators should explain the change process that takes place when a new aircraft is added to the fleet, specifically the Change Management Process. This can include not only the areas affected, but also the documentation, the training requirements and any staffing issues. The sample text in the Sample Exposition references section 1A7, which is the proposed section for details on change management.

CASR 141.025(ix), 141.090, 141.095, 142.030(a)(xi), CASA Exemption EX126/15

### **1A5.3 Flight Simulator Training Devices (FSTD)**

If activities are conducted in flight simulation training devices, the exposition must include the following:

- a list and description of the devices used for the activities
- each purpose mentioned in CASR Part 61 for which each device may be used

- the procedures by which the operator ensures the qualification of flight simulation training devices under CASR Part 60
- the procedures by which the operator ensures the approval of synthetic trainers under CAO 45.0
- the procedures by which the operator ensures that any other device meets the qualification standards [CASR 61.045] or is qualified by recognised National Aviation Authority [CASR 61.040].

CAO 45.0, FSD-2, CASR 141.260(1)(n), 142.340(1)(n)

### **1A5.3.1 FSTD Description**

A sample text is provided in the Sample Exposition detailing the types of FSTD the Operator operates and manages, as well as some details on each device, such as certifications (CAO 45, for example), capabilities and features.

CASR 141.260(1)(n)(i), 142.340(1)(n)(i)

### **1A5.3.2 Synthetic Trainer Operations Manual (STOM)**

A sample text is provided in the Sample Exposition stating that the aforementioned manual is associated with FSTD form and therefore part of the exposition. It also affirms where it can be found at the organisation's premises. Operators can customise this text.

CAO 45.0, FSD-2(4.1)

### **1A5.3.3 FSTD Approval and Training Credits**

A sample text is provided in the Sample Exposition affirming approvals and training credits for devices and types of training as stated on the training certificate approvals. It also references hours of study and lesson content, which are contained in syllabuses in the appropriate part of the exposition. Operators can customise this text.

CASR 141.260(1)(n)(ii), 142.340(1)(n)(ii)

### **1A5.3.4 FSTD Fidelity Checks**

A sample text is provided in the Sample Exposition establishing procedures and timeframes for fidelity checks, approvals and records of such approvals. Operators can customise this text.

CAO 45.0(5.1), CASR 141.260(1)(n)(iv), 142.340(1)(n)(iv)

### **1A5.3.5 FSTD Serviceability**

A sample text is provided in the Sample Exposition establishing procedures to follow when deficiencies in devices are detected. It attributes responsibilities, procedures and record keeping processes. Operators can customise this text.

CAO 45.0 (6), CASR 141.260(1)(n)(v), 142.340(1)(n)(v), 141.130(i)(i), 142.190(j)

### **1A5.3.6 FSTD Software Updates**

A sample text is provided in the Sample Exposition establishing notification procedures to follow when software updates, modifications to the device, change of location or amendments to the STOM take place. Operators can customise this text.

CAO 45.0, FST-D, CASR 141.095(1), 142.150(1)

## **1A5.4 Care and maintenance of facilities**

A sample text is provided in the Sample Exposition establishing who is responsible for the care and maintenance of the facilities, the timeframes established for such care and maintenance, as well as procedures for reporting failures to fulfil these duties. Operators should customise this text.

In general, the HOO is responsible for ensuring the Operator has procedures to maintain the facilities and resources. This duty may be delegated to instructors. Other means, such as hiring contractors, may be acceptable.

CASR 141.130 (3)(e)(v), 142.265(8)(d)

### **1A5.5 Review of facilities**

A sample text is provided in the Sample Exposition establishing who is responsible for reviewing the facilities and resources, procedures for requesting more funding for reviews or maintenance, as well as a suggested form (9B2) for conducting audits and reporting their results.

The regular audit and the improvement recommendation processes referred to in the SE are acceptable for assessing the suitability of the facilities and resources. Other options such as third-party audits may be acceptable. Operators should customise the text.

CASR 141.130(2)(o), 141.130(5)(d), 142.265(8)(d)

### **1A5.6 Temporary locations**

A sample text and list are provided in the Sample Exposition outlining matters to be considered when conducting flying training activities in an alternate location from the organisation's main training base. Aspects include: procedures, instructor familiarity, aerodrome suitability, availability of facilities and services, NOTAM and weather conditions, as well as communications with specific agencies. Operators should customise this text.

142.340(k)

## **1A6 Company reference library**

### **1A6.1 Composition of reference library**

A sample table is provided in the Sample Exposition to display the reference library. Operators can customise this.

CAA 28BH, CASR 141.160, 142.075

### **1A6.2 Access to reference library**

A sample text is provided in the Sample Exposition. Electronic means are suitable. Operators can customise this text. A site inspection will verify if the system is sufficiently robust.

CAA 28BH(1), CASR 141.160(2)(b), 142.125(2)(b)

### **1A6.3 Amendment and maintenance of reference library**

A sample text is provided in the Sample Exposition. Procedures are required to ensure that the library material is up-to-date. Operators can customise this text.

CAA 28BH(3), CASR 141.160(2)(c), 142.125(2)(c)

### **1A6.4 Synthetic Trainer Operations Manual (STOM)**

A sample text is provided in the Sample Exposition. The STOM must be included in the reference library. Operators can customise this text.

CAA 28BH(2)(b), CASR 141.160(2)(a)(v), 142.125(2)(a)(iv)

## **1A7 Change Management**

Operators should establish their Change Management policy here, attributing responsibilities.  
CASR 142.C, 142.030(c)

### **1A7.1 Change management process**

A sample flow chart is provided in the Sample Exposition. Operators can customise this to show the change management process.

The exposition must set out the procedure that Operators will follow when implementing changes that are significant and non-significant. In particular, the exposition must describe:

- how the changes are initiated and assessed
- risk assessment and planning, including:
  - implementing change in an incremental manner to minimise potential adverse effects (if necessary)
  - ensuring use of resources will not impact on operational safety
- communication and consultation with all key stakeholders.
- how the operator ensures that the change is fully incorporated
- how CASA is notified of the change
- who within the operation is responsible for managing the changes
- monitoring and reviewing the change.

CASR 142.340(1)(t), 142.180(1)(f), 142.150

### **1A7.2 Actioning the change management process**

This section should expand on the process in 1A7.1 and introduce risk assessment guidelines for change management. A sample text and list are provided in the Sample Exposition, including the Operator's financial capability for best practice purposes. Operators can customise this.

CASR 141.100, 142.155, 141.025, CASR 142.030

### **1A7.3 Process for seeking CASA approval of a significant change**

A sample text and list are provided in the Sample Exposition. Operators can customise this.

Significant changes are defined in CASR 142.030 and require advice to, and approval by, CASA in accordance with CASR 142.C. For example, a change to the operator's responsibilities for the head of operations must be identified as a significant change under CASR 142.030(a)(vii).

CASA approval must be obtained prior to the significant change taking place. CASR 142.150 requires significant changes to be made in accordance with the process described in the operator's exposition.

CASR 142.C, 142.030(c), 142.145, 142.150

### **1A7.4 Change of key personnel**

A sample text is provided in the Sample Exposition, describing the process to manage changes to key personnel and the specific timeframes. Operators can customise this.

CASR 141.085, 142.140

## **1A7.5 Process for implementing change**

A sample text is provided in the Sample Exposition, describing the process for managing change. The text covers: approvals, reissuing the exposition, assessment of the change and actioning the continuous improvement process. Operators can customise this.

As a controlled document, an exposition should include a list identifying page numbers and dates of issue to indicate validity and currency of the contents. Each amendment should be recorded in the amendment record (Revision History) and the list of effective pages must be updated.

CASR 141.095, 142.150

## **1A7.6 Changes of name, contact details and addresses**

A sample text is provided in the Sample Exposition, describing the process for managing changes to names, contact details and addresses. Operators can customise this.

Operators must not make changes to the organisation's name (including any operating or trading name), address, headquarters or contact details unless the exposition has been amended to reflect the change and written notice of the change, together with a copy of the amended part of the exposition, is given to CASA prior to the change taking place.

CASR 141.080, 142.135

## **1A8 Internal Audit Processes**

This section is referred to in the CEO and HOO duties. Timing audits depends upon the size and scope of the individual operator and would be assessed during a site visit. The annual cycle proposed in the Sample Exposition is considered a realistic minimum. Operators can customise the text.

CASR 141.130 (5)(a), 141.260(mb)(i), 142.255(c), 142.265(8)(a)

### **1A8.1 Exposition compliance**

A sample text is provided in the Sample Exposition outlining timeframes, suggesting a from (9B2) and procedures. Operators may nominate the audit interval as 12 months, or less, depending on the size of the organisation. In this section, Operators need to show how the exposition meets the audit requirements.

CASR 141.260(mb)(i), 142.265(8)(a)

### **1A8.2 Audit sampling process**

A sample text and lists are provided in the Sample Exposition showing the process of an internal audit, with some suggested forms. Operators can customise this and the forms.

CASR 141.260(mb)(i), 142.265(8)(a)

### **1A8.3 Management of audit outcomes**

A sample text is provided in the Sample Exposition showing how audit outcomes can be managed. Operators can customise this.

CASR 141.120(1)(e)(f), 141.130(5), 142.180(f)

### **1A8.4 Monitoring standards of training**

A sample text and lists are provided in the Sample Exposition showing the monitoring function that could be carried out by the HOO or delegate. If delegation is permitted, the methods of standardising the monitoring functions and the reporting process would need to be outlined here. The timing of the monitoring is at Operator's discretion; however, quarterly is considered a realistic minimum. Operators can customise this.

CASR 141.120(1)(e)(f), 141.130(5), 142.180(f)

### **1A8.5 Audit Schedule**

A sample table is provided in the Sample Exposition. Operators can customise this.

Version: 3.1	Uncontrolled when printed	14
Effective: November 2018		



## **PART 1B Operational Personnel**

### **1B1 Operational Personnel employed by the company**

Operators must list the operational personnel positions. A sample text and list are provided in the Sample Exposition showing how an exposition could include the responsibilities of the operator's personnel, other than key personnel. Subsection 1B2 covers the regulatory requirements.

CASR 141.260(i), CASR 142.340(1)(i)

### **1B2 Roles and Responsibilities of Operational Personnel**

#### **1B2.1 Pilots-in-command (PIC)**

##### **1B2.1.1 Designation of PIC**

A sample text and list are provided in the Sample Exposition showing how an exposition could outline the PIC's designated roles in a variety of cases. Operators can customise this.

CAR 224

##### **1B2.1.2 PIC responsibilities**

A sample text and list are provided in the Sample Exposition showing how an exposition could outline the PIC's responsibilities in a variety of cases. Operators can customise this.

CASR 141.260(i), CASR 142.340(1)(i)

#### **1B2.2 Flight Instructors**

##### **1B2.2.1 Flight instructor responsibilities and duties**

A sample text and list are provided in the Sample Exposition showing how an exposition could describe flight instructor responsibilities. Operators can customise this, and operations manual compliance should be reinforced.

##### **1B2.2.2 Part 142 Flight Training - Mandatory qualifications**

A sample text and list are provided in the Sample Exposition showing how an exposition could describe the qualifications for each of its instructors. Operators can customise this, although it is not a regulatory requirement.

##### **1B2.2.3 Part 141 Flight Training - Mandatory qualifications**

A sample text and list are provided in the Sample Exposition showing how an exposition could describe the qualifications for each of its instructors. Operators can customise this, although it is not a regulatory requirement.

##### **1B2.2.4 Flight instructors authorised to approve and supervise solo flights**

A sample text and list are provided in the Sample Exposition showing how an exposition could describe the responsibilities and duties of a flight instructor who is authorised to approve and supervise solo flights, as well as suggesting a form (9B11) to maintain a register. Note that a flight instructor with a grade 3 training endorsement cannot approve a first solo flight as defined in the regulations. Operators can customise this.

CASR 141.305(1)(a), 142.385.(1)(a), 61.1235(Item 3)

#### **1B2.3 Senior Instructors**

A sample text is provided in the Sample Exposition. Operators can customise this.

### **1B2.3.1 Senior Instructor Part 141 training - responsibilities and duties**

A sample text and list are provided in the Sample Exposition showing how an exposition could describe the responsibilities and duties of a Senior Instructor for 141 training, as well as suggesting some forms to help record procedures. Operators can customise this, and operations manual compliance should be reinforced.

### **1B2.3.2 Senior Instructor Part 142 training - responsibilities and duties**

A sample text and list are provided in the Sample Exposition showing how an exposition could describe the responsibilities and duties of a Senior Instructor for 142 training, as well as suggesting some forms to help record procedures. Operators can customise this, and operations manual compliance should be reinforced.

### **1B2.3.3 Senior Instructors - Mandatory qualifications**

A sample text and list are provided in the Sample Exposition showing how an exposition could describe the mandatory qualifications for their Senior Instructors. Operators can customise this, although it is not a regulatory requirement.

### **1B2.3.4 Senior Instructors – Desirable qualifications**

A sample text and list are provided in the Sample Exposition showing how an exposition could describe the desirable qualifications for their Senior Instructors. Operators can customise this, although it is not a regulatory requirement.

## **1B2.4 Flight Examiners**

### **1B2.4.1 Flight Examiners - Duties and Responsibilities**

A sample text and list are provided in the Sample Exposition showing how an exposition could describe responsibilities and duties of a flight examiner. Operators can customise this.

### **1B2.4.2 Flight Examiners - Mandatory qualifications**

A sample text and list are provided in the Sample Exposition showing how an exposition could describe the mandatory qualifications for their Senior Instructors. Operators can customise this.

### **1B2.4.3 Flight Examiners – Desirable qualifications**

A sample text and list are provided in the Sample Exposition showing how an exposition could describe the desirable qualifications for their flight examiners. Operators can customise this.

## **1B2.5 Supervising Instructors**

### **1B2.5.1 The role of the Supervising Instructors**

A sample text and list are provided in the Sample Exposition showing how an exposition could define a supervising instructor within the Operators' context. It outlines a sample policy and duties. This provides a sample means of compliance with the regulations and in accordance with HOO Duty 5, within the Sample Exposition. Operators can customise this, choosing to adopt stricter supervision regimes if appropriate.

CASR 141.130(4)(b)(v), 141.260(1)(k), 142.315(d)(iii), 142.340(1)(k)

### **1B2.5.2 Personnel who can be rostered as a Supervising Instructor**

A sample text and list are provided in the Sample Exposition showing how an exposition could illustrate how an operator may nominate people for this role. Operators can customise this.

### **1B2.5.3 Supervising instructor responsibilities and duties**

A sample text and list are provided in the Sample Exposition showing how an exposition could describe the responsibilities and related duties for Supervising Instructors.

CASR 141.260(1)(k), 142.340(1)(k)

#### **1B2.5.4 Company Policy for supervision of Grade 3 Instructors**

A sample text and list are provided in the Sample Exposition showing a sample policy for supervising instructors. Operators can customise this.

CASR 141.260(1)(k), 142.340(1)(k)

#### **1B2.6 Ground Instructor**

##### **1B2.6.1 Ground Instructor responsibilities**

A sample text and list are provided in the Sample Exposition showing how to describe the responsibilities of Ground Instructors, although it is not a requirement.

#### **1B2.7 Operations Officer**

##### **1B2.7.1 Operations Officer responsibilities**

A sample text and list are provided in the Sample Exposition showing how to describe the responsibilities of Operations Officers, although it is not a requirement.

#### **1B3 Rostering and Fatigue Management**

The SE adopts Appendix 6 to CAO 48.1 for simplicity. An operator may elect to use other appendices as applicable. Compliance may be achieved by electronic means if suitable.

CASR 142.260(1)(o), 142.340(1)(o)

#### **1B4 Medical certification of flight crew**

##### **1B4.1 Policy - Medical certificates**

A sample text and list are provided in the Sample Exposition showing sample procedures and policy regarding medical certificates for Operational Staff (1B4.1.1) and Students (1B4.1.2). Operators can customise this. Inclusion of some guidance is considered standard practice.

##### **1B4.2 Management alcohol and other drugs**

A sample text and list are provided in the Sample Exposition showing how an exposition could outline its DAMP policy. The full DAMP compliance material required under CASR Part 99 should be included here.

CASR 99.030.(2)(a)(k)

## PART 1C Safety Policy

### 1C1 Safety Policy - Overview

This material is a sample adapted from the CASA published SMS Toolkit (<https://www.casa.gov.au/education/standard-page/sms-resource-kit>) and CASA's SMS evaluation tool (<https://www.casa.gov.au/files/form-1591>). Operators can customise it at their discretion; however, CASA expects Operators to produce and publish material that provides evidence that they take their safety responsibilities seriously.

#### 1C1.1 Safety policy statement

A sample text is provided in the Sample Exposition. Operators can customise this.

While Part 142 does not call for an introductory statement of safety policy to be included in an exposition, regulations state that it is in an operator's safety management system. The statement may be repeated at the beginning of the exposition, as a prominent declaration by management of the operator's commitment to and responsibility for safety.

Safety policy statements typically include:

- the safety objectives of the organisation
- the commitment of senior management to provide the resources necessary for effective safety management, including the appointment of safety management personnel
- a statement about responsibility and accountability for safety at all levels of the organisation
- the explicit support of management for an open and fair culture, as part of the safety culture of the organisation.

CASR 142.265(2)(b)

#### 1C1.2 Safety Management

A sample text and list are provided in the Sample Exposition showing how Operators can manage their Safety Management strategy. Operators can customise this.

### 1C2 Company SMS Implementation Plan

Operators must include an implementation plan, which could be placed in the section of the exposition specifically relating to the SMS, but it should be referenced here.

CASR 142.265(2)(b)(v)

## PART 1D Dangerous Goods

Operators must include a statement concerning Dangerous Goods if applicable. This could be placed in the section of the exposition specifically relating to Dangerous Goods, but it should be referenced here.

CASR 92.040(2), 142.340(1)(s)(ii)

# VOLUME 2 OPERATIONAL PROCEDURES

## PART 2A General

CASR 142.340(1) requires an applicant's operations manual to describe the procedures used to conduct and manage training, including the use of aircraft. The Sample Exposition includes means of compliance with the legislation relating to aircraft operations. Should an operator have previously approved operations manuals in relation to other activities, there is no need to 'double up' on this information provided that all flight crew members have access to and are aware of the policies.

CASR 142.340(1)(k)

### 2A1.1 Documents to be carried on flights

A sample text and list are provided in the Sample Exposition showing how an exposition could present the documents, as well as suggesting some forms and checklists. Operators can customise this.

CAR139

### 2A1.2 Aircraft Flight Manual (AFM) and use of checklists

Operators could include a policy describing the use of checklists.

CASR 142.340(1)(j)(1)(C)

#### 2A1.2.1 Aircraft operation to be IAW AFM and checklists

A sample text is provided in the Sample Exposition showing who is responsible for AFM documentation and checklists. Operators can customise this. Inclusion of some guidance is considered standard practice to reflect the regulation.

CAR 54

### 2A1.3 Carriage of CASA officers

A sample text is provided in the Sample Exposition showing procedure when carrying CASA members during assessment. Operators can customise this.

CAR 262

### 2A1.4 Manipulation of propeller – hand starting of engines

A sample text is provided in the Sample Exposition. Operators can customise this.

CAR 231

### 2A1.5 Taxiing of company aircraft

A sample text is provided in the Sample Exposition setting a slightly higher standard in that the student is not considered authorised until they have completed a first solo flight. Operators can customise this.

CASR 64.040

### 2A1.6 Use of seatbelts

A sample text and list are provided in the Sample Exposition showing how an exposition could present its policy on seat belt and/or safety harnesses. Operators can customise this.

CAR 251

## **2A1.7 Aircraft cross-wind limitations**

A sample text and list are provided in the Sample Exposition showing how an exposition could present its policy on aircraft cross-wind limitations. Operators can customise this.

CAR 138(1)

## **2A1.8 Carriage of lifejackets**

A sample text is provided in the Sample Exposition showing the procedures and responsibilities for carrying and using life jackets on board the aeroplanes. Operators can customise this.

CAO 20.11(5)

## **2A1.9 Minimum emergency equipment to be carried**

A sample text is provided in the Sample Exposition showing the types of emergency equipment that could be carried on board, and procedures for when emergency equipment is undergoing repairs or service. Operators can customise this. Inclusion of some guidance is considered standard practice.

CAO 20.11

## **2A1.10 Ground operations and movement of persons**

The sample text in the Sample Exposition shows some procedures regarding movement of people outside the aeroplane at an airport. Operators can customise this. Inclusion of some guidance is considered standard practice.

## **2A1.11 Starting and ground running of engines for maintenance checks**

A sample text is provided in the Sample Exposition showing who is permitted to conduct such checks. Operators can customise this.

CAR 230

## **2A1.12 Weight and balance control**

A sample text is provided in the Sample Exposition showing who is responsible for overseeing weight and balance control. Operators can customise this.

CAR 235

### **2A1.12.1 Students undergoing Ab-initio Training**

A sample text is provided in the Sample Exposition. Operators can customise this. Inclusion of some guidance is considered standard practice.

### **2A1.12.2 Standard crew/passenger weights**

A sample text is provided in the Sample Exposition. Operators can customise this. Inclusion of some guidance is considered standard practice.

CAAP 235-1(1)

## **2A1.13 Securing aeroplane**

A sample text is provided in the Sample Exposition showing responsibilities and procedures for securing an unattended aeroplane. Operators can customise this. Inclusion of some guidance is considered standard practice.

## **2A1.14 Aircraft briefings and callouts**

Operators will need to include passenger briefings in their checklists, or as a separate document at entry control.

CAO 20.11.14

### **2A1.14.1 Training - Hand-over and take-over procedures**

A sample text and list are provided in the Sample Exposition showing responsibilities and procedures for manipulating flight controls. Operators can customise this. Inclusion of some guidance is considered standard practice.

### **2A1.14.2 Passenger briefings**

A sample text and list are provided in the Sample Exposition showing responsibilities and procedures when briefings passengers prior to take-off. Operators can customise this. Inclusion of some guidance is considered standard practice.

CAO 20.11.14

## **2A1.15 Checklists usage**

A sample text is provided in the Sample Exposition showing a sample of a policy on using checklists. Operators can customise this. Inclusion of some guidance is considered standard practice.

CAR 232

## **2A1.16 Personal electronic devices**

A sample text is provided in the Sample Exposition showing a sample of a policy on using personal electronic devices. Should operators have an EFB policy, it should be entered here.

CAO 82.0 Appendix 9

## **PART 2B      Fuel Policy**

### **2B1      Application of fuel policy**

### **2B2      Minimum fuel planning requirements**

A sample text is provided in the Sample Exposition showing who is responsible for specific fuel planning in a variety of situations. Operators can customise this.

CAR 234 and CAR 234 Legislative Instrument; CAAP 234-1; CAAP 215-1

#### **2B2.1      Fuel operating conditions**

A sample text is provided in the Sample Exposition showing variables for operating conditions that influence the determination of usable fuel for a flight. Operators can customise this.

CAAP 215-1

### **2B3      Fuel flow rates**

A sample text and tables are provided in the Sample Exposition specifying the types of aircraft and the fuel rates for each type. Operators can customise this.

#### **2B3.1      Cessna 152 [C152]**

A sample table is provided. Operators can customise this.

#### **2B3.2      Cessna 172 [C172]**

A sample table is provided. Operators can customise this.

#### **2B3.3      Piper Arrow [PA-28R]**

A sample table is provided. Operators can customise this.

#### **2B3.4      Beechcraft Duchess [BE-76]**

A sample table is provided. Operators can customise this.

### **2B4      Discretionary fuel required for solo training flights**

The sample text and list in the Sample Exposition specify a simple policy, which can be customised.

CAAP 234-1; CAAP 215-1

### **2B5      Fuel related procedures**

CAR 234 and CAR 234 Legislative Instrument; CAAP 234-1; CAAP 215-1

#### **2B5.1      Determining and recording fuel quantity - pre-flight**

A sample text is provided in the Sample Exposition outlining a simple cross-check process. Operators can customise this.

#### **2B5.2      Determining and recording fuel quantity - in-flight**

A sample text is provided in the Sample Exposition outlining the regular intervals at which pilots will check fuel quantities. Operators can customise this.



### **2B5.2.1 In flight fuel procedures**

A sample text is provided in the Sample Exposition presenting different scenarios related to fuel usage, fixed fuel reserves, alternate fuel, instructions for minimum fuel state and in emergencies. Operators can customise this.

CASA 29/18, CAR 234, CAR 234 Legislative Instrument; CAAP 234-1; CAAP 215-1

### **2B5.2.2 Considerations at point of inflight decision-making and/or decision point**

A sample text is provided in the Sample Exposition presenting several conditions that need to be taken into account when making a decision regarding fuel while in-flight. Operators can customise this.

CASA 29/18, CAR 234, CAR 234 Legislative Instrument; CAAP 234-1; CAAP 215-1

### **2B5.2.3 Equi-time point (ETP) selection and calculation**

A sample text is provided in the Sample Exposition shows how ETP is selected and calculated. Operators can customise this.

ETP is defined as being a point along the planned route that is located at the same flight time from two points. The ETP calculation is often required in order to determine fuel requirements for certain points of a planned flight or in-flight, as applicable.

The ETP is not necessarily the midpoint by distance between the two selected points, as the distance will be influenced by the wind component in each direction. ETPs provide pilots with decision making aids in the event the aircraft needs to proceed to a landing aerodrome as soon as possible.

In common practice, the selection of aerodromes to which an ETP calculation would be applied is based upon the characteristics of the route being flown. Routes where long distances between suitable en-route alternate aerodromes (ERA) prevail, such as in oceanic or remote areas, the planned route of flight should be examined to identify suitable ERAs based on aircraft requirements, aerodrome capability, and weather.

The commonly used equation or ETP formula returns the distance along track to the ETP from the departure point with input values of total distance, groundspeed back and groundspeed forward.

$$\text{Ground Distance to ETP} = \frac{\text{Total Distance} \times \text{Ground Speed Back}}{\text{Ground Speed Back} + \text{Ground Speed Forward}} = \text{Nm}$$

CASA 29/18, CAR 234, CAR 234 Legislative Instrument; CAAP 234-1; CAAP 215-1

### **2B5.2.4 Point of no return (PNR) selection and calculation**

A sample text is provided in the Sample Exposition shows how PNR is selected and calculated. Operators can customise this.

PNR is the last possible geographic point at which an aircraft can proceed to an available en-route alternate aerodrome for a given flight. It is the point beyond which diversion to the en-route alternate aerodrome is no longer possible and the aircraft is committed to proceeding to the destination aerodrome.

While the PNR can be calculated and specified in the operational flight plan (OFP), such a calculation does not typically take into account any discretionary fuel, or the real-time changes in fuel consumption that may occur after departure. The actual PNR will often be reached later in the flight than the point originally calculated in the OFP.

The equation for calculating time to a PNR is:

$$\text{Time to PNR} = \frac{\text{Safe Endurance} \times \text{Ground Speed Back}}{\text{Ground Speed Back} + \text{Ground Speed Forward}}$$

Where safe endurance is: 
$$\frac{\text{Total Fuel Quantity} - \text{Required Fuel Reserves}}{\text{Average Fuel Consumption Rate}}$$

**NOTE: When calculating time to PNR, the units (hours or minutes) for endurance and groundspeed must be consistent.**

The equation for calculating ground distance to a PNR is:

$$\text{Ground Distance to PNR} = \frac{\text{Safe Endurance} \times \text{Ground Speed Back} \times \text{Ground Speed Forward}}{\text{Ground Speed Back} + \text{Ground Speed Forward}}$$

CASA 29/18, CAR 234, CAR 234 Legislative Instrument; CAAP 234-1; CAAP 215-1

## **2B5.3 Determining and recording fuel quantity - post-flight**

A sample text is provided in the Sample Exposition shows what fuel monitoring procedures are to be followed after landing. Operators can customise this.

CASA 29/18, CAR 234, CAR 234 Legislative Instrument; CAAP 234-1; CAAP 215-1

## **2B6 Fuel types**

A sample text and list are provided in the Sample Exposition showing the types of fuels used. Operators can customise this.

CAO 20.9

## **2B7 Fuel usage monitoring**

A sample text is provided in the Sample Exposition showing a monitoring process for fuel usage and attributing responsibilities. Operators can customise this.

CAR 234 and CAR 234 Legislative Instrument; CAR 220; CAAP 234-1; CAAP 215-1

## **2B8 Aircraft refuelling**

A sample text and list are provided in the Sample Exposition outlining a fuelling process. Operators can customise this. It is assumed fixed installations would comply with Order 20.9. Inclusion of some guidance is considered standard practice.

CAO 20.9

### **2B8.1 Action in the event of a fire hazard**

A sample text and list are provided in the Sample Exposition outlining procedures to follow in the event of a spill or fire. Operators can customise this.

CAO 20.9

## **2B9 Refuelling by students**

A sample text and list are provided in the Sample Exposition establishing which students can refuel an aeroplane. Operators can customise this. Inclusion of some guidance is considered standard practice.

## **2B10 Fuel quality check**

A sample text and list are provided in the Sample Exposition establishing who is responsible for checking fuel quality. Operators can customise this. More stringent methods may be included if circumstances warrant.

CAO 20.2(5)

## **2B11 Engine oil and hydraulic fluid management**

A sample text is provided in the Sample Exposition establishing what types of oil and/or hydraulic fluid, quantities, frequency for checking the oil and hydraulic fluid, and records that must be kept related to oil and hydraulic fluid. Operators can customise this. Individual aeroplane AFM or maintenance limitations could be included here. Inclusion of some guidance is considered standard practice.

CAR 138(1) ); CAR 234; CAR 234A; CAR 234 Legislative Instrument; CAAP 234-1; CAAP 215-1; CAO 20.9

## **PART 2C      Aircraft Airworthiness**

### **2C1      System of maintenance**

A sample text is provided in the Sample Exposition establishing a maintenance system. Operators can customise this.

Section 28 of the CAA does not apply to a Part 141 operator, as they do not hold an AOC. Part 142 does not require any of the key personnel to have duties that relate to the maintenance of the aircraft. The term HAAMC does not appear in the 142 regulations.

This does not prevent the operator from having such a person if they choose to. Further, depending on the aircraft size, a maintenance controller may be required to be appointed, and that person could be treated as a HAAMC.

### **2C2      Scheduling of Maintenance**

#### **2C2.1      Responsibility**

A sample text is provided in the Sample Exposition delegating the responsibilities of the HOO to the Operations Officer. If the organisation is the registered operator, their responsibilities should be mentioned in this section. If the organisation is not the registered operator, contractual arrangements must be made with the registered operator to ensure the airworthiness control is maintained. Operators can customise this.

CAR 41(1)

### **2C3      Maintenance Release**

This section provides a means of compliance with the applicable CAR's. In addition, some simple flight time recording policy is detailed.

CAR 43 & CAAP 43-1(1)

#### **2C3.1      Use of the MR form**

A sample text and list are provided in the Sample Exposition stating which form is used for the release of maintenance, and what it is used for. Operators can customise this. Inclusion of some guidance is considered standard practice.

CAR 43

#### **2C3.2      MR procedures before flight**

A sample text and list are provided in the Sample Exposition showing who is responsible and what they are responsible for. Operators can customise this. Inclusion of some guidance is considered standard practice.

CAR 133 & CAR 43

#### **2C3.3      Daily Inspections**

A sample text is provided in the Sample Exposition showing who is responsible for daily inspections, and the procedures for conducting them. Operators can customise this. Inclusion of some guidance is considered standard practice.

CAR Schedule 5

#### **2C3.4      Recording of Defects**

A sample text is provided in the Sample Exposition showing who is responsible for recording defects and the procedures for recording them. Operators can customise. Inclusion of some guidance is considered standard practice.

CAR 50(2)

### **2C3.5 Major defects**

A sample text is provided in the Sample Exposition showing the procedures and who is responsible for managing major defects. Operators can customise this. This section aims to comply with the applicable CAR.

CAR 51A

### **2C4 Corrective action procedures**

A sample text is provided in the Sample Exposition showing the procedures and who is responsible for corrective action. Operators can customise this. This section seeks relief under the regulation and mandates standard practice.

CAR 42ZR

### **2C5 Pilot maintenance**

This section reinforces the legislation and mandates standard practice.

CAR Schedule 8

#### **2C5.1 Company Policy**

A sample text and list are provided in the Sample Exposition showing when a pilot may conduct maintenance and the procedures for doing so. Operators can customise this.

### **2C6 Lightning strike**

A sample text and list are provided in the Sample Exposition showing responsibilities and procedures to be followed when lightning strikes during flight. Operators can customise. Inclusion of some guidance is considered standard practice. Reporting lines include the HOO, the Operations Officer and the Safety manager.

CAR 50

### **2C7 Bird or animal strike**

A sample text and list are provided in the Sample Exposition showing responsibilities and procedures to be followed when a bird or an animal strikes during flight. Operators can customise.

CAR 50 and TSI Act

### **2C8 Unserviceabilities away from home base**

A sample text is provided in the Sample Exposition showing responsibilities and procedures to be followed when an unserviceability listed I Schedule 8 occurs. Operators can customise.

CAR Schedule 8

# VOLUME 3 INTERNAL TRAINING & CHECKING MANUAL

## 3A1 Purpose of this volume

CASR 142.340(1)(s)(v)

## 3A2 Objective of the system

CASR 142.310 requires a Part 142 operator to have an internal training and checking system. The system must be described in an internal training and checking system manual that forms part of the operator's exposition. Standardisation of training personnel is essential for maintaining safe and effective flight instruction. Policy and process for standardisation should be described in the internal training and checking system manual.

A sample text is provided in the Sample Exposition. Operators can customise this.

CASR 142.310 & 142.315

## 3A3 Function and Structure

### 3A3.1 Management of the internal Training & Checking System

Operators should establish who is responsible for the IT&C system.

### 3A3.2 Responsibilities and accountabilities

Part 142 does not specify all of the training and checking to be conducted under the internal system. However, while the objectives and extent of internal training and checking are at the discretion of the operator, there are several mandatory training and checking requirements under CASR Parts 61 and 142 (e.g. instructor proficiency checks, human factors and non-technical skills training) that may be performed by that part of the applicant's organisation responsible for the internal training and checking system.

A sample text and list are provided in the Sample Exposition. Operators can customise this.

CASR 61.1180, 142.315(b), 142.335, 142.340(1)(h)

### 3A3.3 Appointment of T&C staff

An exposition should describe the structure and reporting requirements of the operator's internal training and checking organisation, as well as the duties, responsibilities and accountabilities assigned to internal training and checking personnel.

A Part 142 operator is not required to establish a key personnel position for head of training and checking, however a person responsible for managing and supervising the internal training and checking organisation must be appointed. The minimum qualifications and experience for appointment to the position, and the selection process, should be described.

A sample text is provided in the Sample Exposition, suggesting induction forms for recording standards. Operators can customise this.

CASR 142.315(b)

## 3A4 IT&C System description

A Part 142 operator is required to have an internal training and checking system. A sample text and list are provided in the Sample Exposition. Operators can customise this.

CASR 142.310 & 142.315

## **3A5 Instructor Induction Training**

### **3A5.1 Internal Training Courses**

An exposition must describe how internal training and checking will be conducted. A sample text and list are provided in the Sample Exposition. Operators can customise this.

CASR 142.315

#### **3A5.1.1 IT1 – General Company overview**

A sample text and list are provided in the Sample Exposition. Operators can customise this.

#### **3A5.1.2 IT2 – Training Management System**

A sample text and list are provided in the Sample Exposition. Operators can customise this.

#### **3A5.1.3 IT3 – Human Factors and Non-Technical Skills (HF/NTS) program**

An exposition must include a description of the operator's program for training and assessing personnel in human factors principles and non-technical skills. Under CASR 142.335, an instructor or examiner is required to meet the requirements of the training program before conducting a Part 142 activity for the operator.

The primary objective of human factors (HF) training within a Part 142 organisation is to give instructors and examiners an understanding of relevant HF hazards and how and why errors (theirs and their students) may be committed during Part 142 activities. This HF knowledge can then be used to develop non-technical skills (NTS) to minimise the potential for errors and/or to limit any consequences.

A sample text and list are provided in the Sample Exposition. Operators can customise this.

CASR 142.335, 142.340(1)(h), 142.190(2)(n)(iii), 142.190(2)(o)

##### **3A5.1.3.1 HF/NTS Refresher program**

In describing and explaining the underlying HF principles for certain practices within an organisation, HF&NTS training can ensure that Part 142 activities are carried out in a more consistent and professional manner, ensuring aircraft are operated and students are trained with a higher level of safety. A sample text is provided in the Sample Exposition. Operators can customise this including a refresher schedule.

##### **3A5.1.3.2 HF/NTS Syllabus Overview**

Operators should have a means for designing and developing a HF&NTS course. They may choose to develop an internal training program or contract a third-party training provider. The Sample Exposition suggests using the CASA Safety Behaviours: HF for pilot's toolkit. A sample list for a syllabus is provided in the Sample Exposition. Operators can customise this.

### **3A5.2 IT4 - Fatigue System Training**

CAO 48.1(Instrument 2013) requires initial and recurrent fatigue risk training and assessment of all flight crew. A sample text and list are provided in the Sample Exposition. Operators can customise this.

CAO 48.1 (Instrument 2013) Paragraph 15.3, CASR 141.260(1)(o), 142.340(1)(o)

### **3A5.3 Key Personnel familiarisation training**

A sample text is provided in the Sample Exposition to establish the familiarisation training policy. Operators can customise this.

#### **3A5.3.1 Conduct of Key Personnel familiarisation training**

This training is required prior to any key personnel carrying out the responsibilities of their position. A sample text is provided in the Sample Exposition to establish the procedures for implementing and running a familiarisation training course. Operators can customise this.

CASR 141.115, CASR 142.170

### **3A5.4 Standardisation and Proficiency Checks**

#### **3A5.4.1 Policy**

A sample text is provided in the Sample Exposition to establish the policy for standardisation and proficiency checks. Operators can customise this to address the regulations.

CASR 141.185, 141.190, 142.320, 142.325

#### **3A5.4.2 Conduct of S&P Checks**

Instructors are subject to annual standardisation and proficiency checks under Part 142. These checks may also form part of the checking regime and must be sufficiently rigorous to establish the instructor's competence to perform any assigned instructional task in accordance with the operator's published requirements. This may include specialist skills such as instruction in formation aerobatics or helicopter winching.

Standardisation and proficiency checks must be performed by the head of operations or a delegate.

Examiners are not subject to mandatory checks of standardisation and proficiency under P142, but they may be checked for standardisation and proficiency at the discretion of the operator.

A sample text is provided in the Sample Exposition to establish who will conduct the standardisation and proficiency checks and the procedures to be followed. Operators can customise this.

CASR 141.195, 142.330

#### **3A5.4.3 Scheduling of S&P Checks**

Other than satisfying Part 141 and 142 requirements, the content and frequency of additional internal checking is discretionary. However, as the frequency of mandatory checks may not provide sufficient assurance of competence on a continual basis, an operator may schedule additional checks. A sample text is provided in the Sample Exposition to establish scheduling procedures for standardisation and proficiency checks. Operators can customise this.

CASR 141.190(2), 142.325(2)

#### **3A5.4.4 Standards required for S&P Check**

A sample text and list are provided in the Sample Exposition to establish the standards for the S&P checks, and where results can be recorded. Operators can customise this.

CASR 142.315(h)(i)

#### **3A5.4.5 Debriefing**

A sample text is provided in the Sample Exposition. Operators can customise this.

#### **3A5.4.6 Actions following an unsatisfactory check**

An exposition must include a process to be followed when a standard is not met by a participant during training. The process should ensure that evidence in support of



assessments is recorded, particularly when required competencies have not been demonstrated. Recommendations for further training must also be documented.

A sample text and list are provided in the Sample Exposition to establish the procedures that should be followed in the event of an unsatisfactory result. Operators can customise this.

CASR 142.190(2)(q)

### **3A5.5 Refresher and Remedial Training**

A sample text and list are provided in the Sample Exposition outlining how each of these types of training will be offered, scheduling, minimum requirements, approvals and corrective action. Operators can customise this.

### **3A5.6 Command responsibility during IT&C flights**

An exposition must describe policy for command responsibility for each training and checking activity. The person conducting the training and checking should be authorised as the pilot in command. A sample text and list are provided in the Sample Exposition. Operators can customise this.

CASR 142.340(1)(j)(iii)

### **3A5.7 Simulation of emergencies or malfunctions**

An exposition must include any restrictions, specifications or precautions applicable to conducting internal training and checking.

These may relate to aircraft system shutdowns, the simulation of emergency and abnormal conditions, and limitations on weather and environment.

A sample text and list are provided in the Sample Exposition outlining guidelines for emergencies and malfunctions. Operators can customise this.

CASR 142.315(g)

# **VOLUME 4    TRAINING MANAGEMENT SYSTEM MANUAL**

## **PART 4A        PART 141 & PART 142 TRAINING OPERATIONS**

### **4A1        Purpose of this volume**

### **4A2        Types of Training offered**

A sample text is provided in the Sample Exposition establishing what kinds of courses are offered by the Operator. Operators can customise this.

#### **4A2.1        Authorised Part 141 Flight Training**

A sample text and list are provided in the Sample Exposition with sample Part 141 training activities. Operators can customise this.

CASR 141.260(1)(j)

#### **4A2.1.1        Management and Conduct of authorised Part 141 Training**

A sample text is provided in the Sample Exposition establishing frequency and specific details related to the courses. Operators can customise this.

CASR 141.260(1)(k)

#### **4A2.2        Authorised Part 142 Flight Training**

A sample text is provided in the Sample Exposition showing sample Part 142 training activities. Operators can customise this.

CASR 142.340(1)(j)

#### **4A2.3        Part 142 Flight Training - Course Outline**

CASR Part 61 provides reduced aeronautical experience requirements for the Private Pilot Licence (PPL) and Commercial Pilot Licence (CPL) when training is integrated. An applicant's exposition must describe how the applicant will integrate the training to meet the requirements of CASR Part 61. The method of integration should be evident within the training plan and detailed within the syllabus.

A sample text is provided in the Sample Exposition. Operators can customise this.

CASR 142.340(1)(k)

##### **4A2.3.1        Overview**

A sample text is provided in the Sample Exposition provide a sample overview of the training course. Operators can customise this.

CASR 142.340(1)(k)

##### **4A2.3.2        Course Objectives and Outcomes**

A sample text is provided in the Sample Exposition. Operators can customise this.

CASR 142.340(1)(k)

#### **4A2.3.3 Training Delivery**

Operators should demonstrate that theory and flight training will be conducted in accordance with a syllabus meeting the standards specified in the Part 61 MOS. A sample text is provided in the Sample Exposition. Operators can customise this.

CASR 142.340(1)(k)

#### **4A2.3.4 Assessment criteria and methods**

Describe the assessment criteria and methods. A sample text is provided in the Sample Exposition. Operators can customise this.

CASR 142.340(1)(k)

#### **4A2.3.5 Course Duration**

Part 61 does not place minimum or maximum restrictions on the duration of an integrated training course. However, the concept of a 'condensed period of time' is used in the regulations to indicate that integrated training cannot be delivered indefinitely. Instead, an integrated training course needs to have a defined duration – that is, the start and finish is scheduled by the flight training operator.

A sample text is provided in the Sample Exposition. Operators can customise this.

CASR Part 1 Definitions: *Integrated Training*. CASR 142.015(2)(a)

#### **4A2.3.6 Course Dates**

A sample text is provided in the Sample Exposition showing sample course timings. Operators can customise this.

#### **4A2.3.7 Enrolment Procedure**

A sample text is provided in the Sample Exposition offering a form for students to use to enrol. Operators can customise this.

#### **4A2.3.8 Participant pre-requisites**

A sample text and list are provided in the Sample Exposition showing sample pre-requisites for students wishing to enrol. Operators can customise this.

#### **4A2.3.9 Course joining instructions**

A sample text and list are provided in the Sample Exposition showing sample instructions for students wishing to enrol. Operators can customise this.

#### **4A2.3.10 Expectations of students**

A sample text and list are provided in the Sample Exposition showing sample expectations that Operators may have of students concerning holidays, leave and absences, punctuality and uniforms. Operators can customise this.

#### **4A2.3.11 Student equipment**

A sample text and list are provided in the Sample Exposition showing sample equipment Operators may supply to students. Operators can customise this.

#### **4A2.4 Integrated CPL (A) course instructional design milestones**

In designing an integrated course, Operators should specify the time allocated to theoretical knowledge training and practical training, as well as the facilities and training tools to be used for the training activity. In some instances, computer-based training systems and flight simulation training devices might be used extensively in a course. These systems need to be monitored and managed appropriately to ensure the training objectives are being achieved.

Operators also need to be able to demonstrate that their courses have been planned and divided into logical phases, separated by course milestones. For example, a conventional CPL integrated course might have the following phases:

- pre-solo
- pre-area solo
- general flying
- basic navigation
- advanced navigation
- instrument flying
- simulated commercial operations.

Progressive assessments might occur at the following milestones:

- pre-navigation progress test (equivalent to the recreational pilot licence flight test)
- navigation progress test (equivalent to the PPL flight test)
- pre-licence check.

A sample text and list are provided in the Sample Exposition showing sample milestones to be achieved and the sequence of phases within the courses. Operators can customise this.

CASR Part 1 Definitions: Integrated Training. CASR 142.015(2)(a)

### **4A3 Recognition of prior learning**

#### **4A3.1 Part 141 students transferring from another Part 141 FTO**

A sample text is provided in the Sample Exposition showing an example of a process to manage non-integrated student transfers. Operators can customise this.

CASR 141.280(2), 141.260(k)

#### **4A3.2 Part 142 Training from another Part 142 FTO**

Flight training operators can choose whether to offer courses that allow credit for students who have acquired previous experience with another integrated training provider. In these instances, the entry requirements and pathways must be clearly specified.

Operators may require that students who want to transfer from an integrated training provider be able to demonstrate that they meet the minimum licensing and experience requirements for entry to the course. A copy of the student records from the previous training provider must be made available to Operators.

A sample text and list are provided in the Sample Exposition. Operators can customise this.

CASR 142.380, 142.380(k)

#### **4A3.3 Transfer of student flight training records**

A sample text is provided in the Sample Exposition. This is a requirement and Operators can customise this text.

CASR 142.360

## **4A4 Aeronautical knowledge training courses**

### **4A4.1 Overview of the training course**

Relevant aspects of aeronautical knowledge training are delivered in advance of the corresponding practical flight training as a planned, integrated sequence. Ground and flight training elements are interrelated and sequenced to provide for efficient achievement of the learning objectives.

Of fundamental importance is the underpinning knowledge relevant to the particular practical flight sequence being delivered. In every case, the underpinning knowledge is delivered or refreshed in a timely manner to support the practical training sequence.

A sample text is provided in the Sample Exposition. Operators can customise this text.

CASR Part 1 Definitions: Integrated Training. CASR 142.015(2)(a)

### **4A4.2 Ground Training for Part 141 students**

Although relevant underpinning knowledge must be checked before each flight, the timing of the theory training and theory exams is not covered by the regulations. The CASA aeronautical exams need only be completed before the student takes the flight test.

A sample text is provided in the Sample Exposition. Operators can customise this text.

CASR 141.210(1)(b), 61.235(2)(a)(ii)

### **4A4.3 Ground Training for Part 142 students**

A sample text is provided in the Sample Exposition. Operators can customise this text.

## **4A5 Ground Examinations**

### **4A5.1 Types of Ground Examinations**

The conduct of PEXO exams requires CASA approval. The premises should meet the requirements of the policy at Section 15.9 of the Flight Crew Licensing Manual. This policy refers to CASR 61.215(2).

A sample text is provided in the Sample Exposition showing samples of types of examinations. Operators can customise this text.

CASR 61.215(2), 61.040 & CASA Flight Crew Licensing Manual Section 15.9

### **4A5.2 Conduct of Ground examinations**

#### **4A5.2.1 CASA Approvals**

The conduct of PEXO exams requires CASA approval. These examinations should be conducted in accordance with the policy at Section 15.9 of the Flight Crew Licensing Manual. This policy refers to CASR 61.215(2).

The conduct of in-house non-PEXO exams is not regulated by CASR 61.215. However, these exams should be secure. The exam content must remain relevant, reflecting any changes in legislation.

A sample text is provided in the Sample Exposition. Operators can customise this text.

CASR 61.215(2), 61.040 & CASA Flight Crew Licensing Manual Section 15.9

#### **4A5.2.2 Preparation of Examination Facility**

A sample text is provided in the Sample Exposition showing sample preparation for examinations. Operators can customise this text.

#### **4A5.2.3 Company induction for conducting ground examinations**

A sample text is provided in the Sample Exposition showing sample policy. Operators can customise this text.

## **PART 4B THE TMS AND QUALITY MANAGEMENT PRACTICES**

### **4B1 Introduction**

A sample text is provided in the Sample Exposition showing sample policy. Operators can customise this text.

### **4B2 TMS description & purpose**

The TMS description should outline the matters which must be addressed for each training course conducted by the company and ensures regulatory obligations and client expectations, in terms of any authorised Part 142 and Part 141 Flight Training activities, are being met.

This part of the exposition should describe the requirements of regulations 142.255 of the CASR (Training Management System) & regulations 142.265(1)(b) and 142.265(8) of the CASR. The latter two references are quality management provisions described within the Part 142 Safety Management System requirements. Operators can customise this text.

CASR 142.255, 142.265(1)(b), 142.265(8)

### **4B3 Syllabuses, Lesson Plans, Training & Assessment Plans**

The format for publishing these processes is not prescribed and is at the discretion of the operator.

CASR 141.260(1)(J), 142.255(a)

#### **4B3.1 Training Syllabuses**

##### **4B3.1.1 Syllabus documentation**

A sample text is provided in the Sample Exposition showing sample documentation requirements. Operators can customise this text.

CASR141. 260(1)(j), 142.340(j)(i)(A)

#### **4B3.2 Training and assessment plans**

##### **4B3.3 Training plan**

This section should contain a description of the training plan and its purpose. As training for the grant of all Part 61 licences, ratings and endorsements is competency based, each course must be designed in accordance with the units of the relevant competency standard specified in Schedule 1 of the Part 61 MOS.

A sample text and list are provided in the Sample Exposition showing a sample plan. Operators can customise this text.

CASR141. 260(1)(j), 142.340(j)(i)(A)

##### **4B3.4 Assessment of student competence**

Competency based training must also include assessment of performance and competency. Assessment is the process of reviewing evidence of the trainee's performance against standards, as detailed in the Part 61 MOS. Standards are expressed as performance criteria and knowledge standards for each unit and element of competency.

The plan should be based on obtaining evidence of competency in knowledge (from the results of reviews and examinations) and evidence of competency in skills (from the recorded observation of instructors and examiners).

A sample text and list are provided in the Sample Exposition showing a sample plan. Operators can customise this text.

CASR Part 61 MOS Introduction, subparagraphs 8.5 & 10.5

#### **4B3.5 Competency grading scale – Performance Standards**

A sample text and table are provided in the Sample Exposition showing a simple method for grading performance. Operators can customise this.

CASR 260(1)(k), 142.340(1)(k)

#### **4B3.6 Assessment of competency**

Competency based training must also include assessment of performance and competency. Assessment is the process of reviewing evidence of the trainee's performance against standards, such as the Part 61 MOS. Standards are expressed as performance criteria and knowledge standards for each unit and element of competency.

A sample text is provided in the Sample Exposition showing an assessment policy. Operators can customise this.

CASR Part 61 MOS Introduction, subparagraphs 8.5 & 10.5

#### **4B3.7 Time to achieve competency**

A sample text is provided in the Sample Exposition showing a sample policy. Operators can customise this.

CASR 260(1)(k), 142.340(1)(k)

##### **4B3.7.1 Procedures when competency standards not met according to program**

An exposition must include a process to be followed when a standard is not met by a participant during training. The process should ensure that evidence in support of assessments is recorded, particularly when required competencies have not been demonstrated. Recommendations for further training must also be documented.

An exposition should include a process for managing remedial training to address deficiencies identified during assessments. The process should ensure further assessments are only made when a re-training plan has been completed and following recommendation by a senior instructor. The re-training plan and records should be included in the participant's training file.

Provision should also be made for re-examination in accordance with knowledge deficiency reports resulting from CASA aeronautical knowledge examinations. A means to control the integrity of the re-examination process should be detailed in the exposition.

A sample text is provided in the Sample Exposition showing a sample procedure. Operators can customise this.

CASR 142.255(b)

##### **4B3.7.2 Integrated Training Competency Gates**

A sample table is provided in the Sample Exposition showing minimum hours for each competency as well as means for recovery if standards are not met. Operators can customise this.

## **4B3.8 Variations to the training and assessment plan**

### **4B3.8.1 Lesson sequence**

A sample text is provided in the Sample Exposition showing a policy for changes to lesson sequences. Operators can customise this.

CASR 260(1)(k), 142.340(1)(k)

## **4B3.9 Underperformance of students (non-integrated training)**

A sample text is provided in the Sample Exposition showing a method for investigating underperforming students and for planning remedial work. Operators can customise this.

CASR 260(1)(k)

## **4B3.10 Using the syllabus documents**

### **4B3.10.1 Planning matrix**

A sample text is provided in the Sample Exposition. Operators can customise this.

CASR 142.255(a)

### **4B3.10.2 Flight training and theory examination summary**

A sample text is provided in the Sample Exposition. Operators can customise this.

CASR 142.255(a)

### **4B3.10.3 Syllabus introduction**

A sample text is provided in the Sample Exposition showing a sample policy for the introduction to the syllabuses. Operators can customise this.

CASR 142.255(a)

### **4B3.10.4 Lesson plan and training record form**

Under CASR 142.355, a record must be made of a person's participation in a Part 142 activity, within 21 days of the activity being conducted. The record must include a description and assessment of the person's performance during training, including any areas of weakness. Instructor's comments should be comprehensive and include enough information to enable other instructors to efficiently continue the training.

Operators should record and certify when participants have been assessed as achieving competency in each element of the course. Records should also indicate end of phase competence, and suitability for advancement to the next phase.

A sample text is provided in the Sample Exposition showing a sample policy for keeping training records. Operators can customise this.

CASR 141.275, 142.255(a), 142.355

#### **4B3.10.4.1 Flight details**

A sample text is provided in the Sample Exposition showing sample details for training records. Operators can customise this.

CASR 141.275, 142.255(c), 142.355

#### **4B3.10.4.2 Lesson overview**

A sample text is provided in the Sample Exposition showing a simple way to reference this. Operators can customise this.



#### **4B3.10.4.3 Pre-flight knowledge**

A sample text is provided in the Sample Exposition showing the type of information that should be included in pre-flight knowledge. Operators can customise this.

#### **4B3.11 Performance standards**

This section suggests a simple method/table. Operators can customise this.

CASR 141.275, 142.255(c), 142.355

##### **4B3.11.1 Flight training**

This section should explain the flight training section of the syllabuses and reflect Operators' specific syllabuses. A sample text and table are provided in the Sample Exposition. Operators can customise this.

##### **4B3.11.2 Procedure for making entries in a training record**

A sample text and table are provided in the Sample Exposition. Operators can customise this.

CASR 141.275, 142.255(c), 142.355

##### **4B3.11.3 Flight lesson debriefing**

A sample text is provided in the Sample Exposition showing a sample policy and procedures. Operators can customise this.

###### **4B3.11.3.1 Comments and outcome**

A sample text and table are provided in the Sample Exposition. Operators can customise this.

###### **4B3.11.3.2 Instructor and student sign-off**

A sample text and table are provided in the Sample Exposition. Operators can customise this.

CASR 142.255(c)

#### **4B4 Auditable System for Maintaining Records**

Operators must conduct auditable, secure and confidential record keeping of the performance of each participant in contracted training. A policy for such record keeping should be included here.

CASR 141.260(1)(mb), 142.255(c)

##### **4B4.1 Reviewing flight training records**

A sample text and table are provided in the Sample Exposition. Operators can customise this.

CASR 141.260(1)(mb), 142.255(c)

##### **4B4.2 Auditable System for Training Activities**

The sample text and list in the Sample Exposition and some forms are all suggested for the audit. Operators can customise this. Operators should provide a process of internal audit to check compliant operation of the management system and to verify the accuracy and completeness of records.

CASR 141.260(1)(mb), 142.255(c)

##### **4B4.3 Quality Management - Continuous Improvement of Training Activities**

Operators conducting Part 142 should ensure authorised Part 142 activities are conducted in a planned and systematic manner. Operators' training programs should have a method for

identifying opportunity for continuous improvement for the learning objectives and required competencies and deficiencies in training outcomes.

A sample text and list are provided in the Sample Exposition, and an evaluation form is offered to accompany the Continuous Improvement. Operators can customise this.

CASR 142.265(1)(b), 142.265(8)(b)

#### **4B4.4 Evaluating Training Outcomes**

This process is to assist Operators with continuous improvement. A sample text and list are provided in the Sample Exposition, and an evaluation form is offered to assess the course. Operators can customise this.

CASR 142.265(1)(b), 142.265(8)(b)

#### **4B4.5 Assessing Suitability of Facilities & Processes**

The simple process outlined here may be customised and covered in the previous section.

CASR 142.265(1)(b), 142.265(8)(d)

#### **4B4.6 Process for Recommending Changes**

Operators must include a description of a process for identifying and making changes to their company. A suggested form is offered. Operators can customise this.

CASR 142 260(s), 142.340(1)(t)

### **4B5 Student Administration**

#### **4B5.1 Student records**

An operator must conduct auditable, secure and confidential record keeping of the performance of each participant.

Records must include a description and assessment of the person's performance and should be sufficiently comprehensive with enough information to enable assessment of competence against relevant standards.

The system should include templates of forms and guidance for instructors to ensure the correct completion of records.

A sample text and list are provided in the Sample Exposition. Operators can customise this.

CASR 141.275,142.355

##### **4B5.1.1 Storage and retention of training records**

A sample text is provided in the Sample Exposition. Operators can customise this.

CASR 141.275(2),142.355(2)

##### **4B5.1.2 Updating training records after Solo flights**

A sample text is provided in the Sample Exposition as an example of industry's best practices. Operators' lesson plans and training records should detail the after-solo debrief and require student and instructor sign-off. Operators can customise this.

##### **4B5.1.3 Updating training records after a flight test**

A sample text is provided in the Sample Exposition. Operators can customise this.

CASR 141.260(1)(mb)(iii), 142.265(1)(b), 142.265(8)(d)

#### **4B5.1.4 Provision of flight training records to students**

A copy of the record must be provided on request to the person to whom the record relates. Operators should include a policy on this here.

CASR 141.280(1), 142.360(1)

#### **4B5.1.5 Transfer of student flight training records**

This is a regulatory requirement. Operators should include a policy on this here.

CASR 141.280(2), 142.360(2)

#### **4B5.2 Student log books**

A sample text is provided in the Sample Exposition showing a sample policy and procedure. This is standard practice. Operators can customise this.

#### **4B5.3 Student familiarity with relevant Exposition volumes**

A sample text is provided in the Sample Exposition showing a sample policy and procedure. This is standard practice. Operators can customise this.

#### **4B5.4 Protocols for relationships and behaviour with course participants**

A sample text and list are provided in the Sample Exposition showing a sample policy and procedure. This is standard practice. Operators can customise this.

### **4B6 General Training administration**

#### **4B6.1 Policy**

This section applies to all flight training operations.

#### **4B6.2 Authorisation of training flights**

A sample text is provided in the Sample Exposition suggesting a form to sign. Operators can customise this.

##### **4B6.2.1 Solo flights**

The regulations make provisions relating to student pilots conducting first-time solo flights in the circuit, training area, cross country or at night. There is a separate provision for licensed pilots conducting a first solo at night as part of their flight training.

A sample text is provided in the Sample Exposition suggesting an authorisation form and a list of requirements. Operators can customise this.

CASR 141.305, 141.306, 142.385, 142.386

##### **4B6.2.2 Supervision of solo flight**

An operator must ensure that the minimum standard of supervision is met. A sample text and list are provided in the Sample Exposition showing a sample policy. Operators can customise this.

CASR 61.112(3)

##### **4B6.2.2.1 Supervision of a first solo flight**

The SE example is considered standard practice and strengthens the requirements of 4B6.2.2. The SE requirement for a VHF handheld monitor is not mandatory. A sample text is provided in the Sample Exposition showing a sample policy. Operators can customise this.

CASR 61.112(3)

#### **4B6.2.2.2 Supervision of solo NAVEXs**

A sample text is provided in the Sample Exposition showing a sample policy. Operators can customise this.

CASR 61.112(3)

#### **4B6.3 Training Areas**

##### **4B6.3.1 Operations within training areas**

The sample text in the Sample Exposition shows a sample policy. Operators can customise this.

CASR 141.260(1)(l)(v), 142.340(1)(l)(v), 142.340(1)(j)(i)(B)

##### **4B6.3.2 Description of training area**

A sample text is provided in the Sample Exposition showing a sample description. Operators can customise this.

CASR 141.260(1)(l)(v), 142.340(1)(l)(v), 142.340(1)(j)(i)(B)

#### **4B6.4 Aerobatics and spinning**

The sample text in the Sample Exposition shows prohibitions. Operators can customise this.

#### **4B6.5 Solo practice forced landings**

A sample text is provided in the Sample Exposition showing a sample policy and a suggested map. Operators can customise this.

#### **4B6.6 Low flying training**

The sample text in the Sample Exposition shows prohibitions. Operators can customise this.

CASR 141.260(1)(m), 142.340(1)(m)

#### **4B6.7 Aerodrome suitability**

A sample text is provided in the Sample Exposition showing a sample policy. Operators can customise this. This is a standard statement.

CAAP 92-1(1)

#### **4B6.8 Company register of suitable ALAs**

A sample text is provided in the Sample Exposition showing a sample policy and some suggested forms. Operators can customise this.

CASR 141.260(1)(l)(v), 142.340(1)(l)(v)

#### **4B6.9 Standard navigation routes**

The sample text in the Sample Exposition shows a sample policy. Operators can customise this.

CASR 141.260(1)(k), 142.340(1)(k)

#### **4B6.10 Cross country operations**

The sample text in the Sample Exposition shows a sample policy. Operators can customise this.

CASR 141.260(1)(k), 142.340(1)(k)

#### **4B6.11 Carriage of passengers on training flights**

An operator must have a means to ensure that passengers are not carried during flight training for abnormal operations or low flying flight training. A sample text is provided in the Sample Exposition showing a sample policy. Operators can customise this.

**4B6.12 Observance of last light limitations**

The sample text in the Sample Exposition shows a sample policy. Operators can customise this.

AIP ENR 1.2 Para 1.1.2 (b)

**4B6.13 Simulation of instrument flight**

The sample text in the Sample Exposition shows a sample policy. Operators can customise this.

CASR 141.260(1)(k), 142.340(1)(k)

**4B6.14 Submission of flight plans by student pilots**

The sample text in the Sample Exposition shows a sample policy. Operators can customise this.

CASR 141.260(1)(k), 142.340(1)(k)

**4B6.15 Supervision of night flying operations**

The sample text in the Sample Exposition shows a sample policy. Operators can customise this.

CASR 141.130(4)(b)(v), 141.260(1)(k), 142.315(d)(iii), 142.340(1)(k)

**4B6.16 Procedures for night flying training**

The SE has included some requirements which are above the minimum regulatory requirements. The sample text in the Sample Exposition shows a sample policy. Operators can customise this.

CAO 29.2

**PART 4C FLIGHT TESTS AND FLIGHT REVIEWS****4C1 Flight Tests****4C1.1 Flight test procedures**

Operators must ensure that prior to recommending a flight test, the recommending flight instructor has verified the course participant holds the prerequisites applicable to the particular licence or rating.

Operators should also ensure that suitable facilities, records and resources are made available to a flight examiner, prior to conducting a flight test.

The sample text and list in the Sample Exposition show a sample policy which can be customised.

CASR 61.235, 141.210, 141.285, 142.245

**4C1.2 Booking flight tests**

The sample text and list in the Sample Exposition show a sample policy which can be customised.

CASR 141.260(1)(k), 142.340(1)(k)

**4C1.3 Procedure following failed flight test**

The sample text and list in the Sample Exposition show a sample policy which can be customised.

CASR 141.130(5)(c), 141.260(1)(mb)(iii), 142.265(8)(c)

#### **4C1.4 Evaluation of training outcomes following flight tests**

The sample text and list in the Sample Exposition show a sample policy which can be customised.

CASR 141.130(5)(c), 141.260(1)(mb)(iii), 142.265(8)(c)

#### **4C2 Flight Reviews**

The sample text and list in the Sample Exposition show a sample policy which can be customised.

CASR 61 MOS (Introduction) 14.6

# VOLUME 5 SAFETY MANAGEMENT SYSTEM MANUAL

## 5A1 Purpose

Operators should include the policy related to the SMS system and manual.

## 5A2 Company SMS Implementation Plan

Operators should outline their plans to implement their SMS plan to comply with CASR Part 142.260.

CASR 165.265(2)(b)(v)

### 5A2.1 Gap Analysis

A sample gap analysis checklist has been included in the SE as an Appendix. Operators should use this to cross check pre-existing systems as a Part 141 operator. Operators can customise this.

CASR 142.265(8)

## 5A3 Project Plan

The sample text and list in the Sample Exposition show a sample plan which can be customised.

<b>Risk Management</b>	CASR 165.265(2)(c)	<b>Risk Assurance</b>	CASR 165.265(2)(d)
<b>Communications</b>	CASR 165.265(2)(e)(ii)	<b>Training</b>	CASR 165.265(2)(e)(i)
<b>Safety Manager</b>	CASR 165.265(2)(b)(iii)	<b>Documentation</b>	CASR 165.265(2)(b)(vii)

## 5A4 Implementation plan milestones

Operators will need to establish the milestones for the implementation plan.

Where required by CASR 142.260, the FTO is required to insert a Safety Management System (SMS) Manual that meets the requirements of CASR 142.265. The Part 142 SE includes material relevant to CASR 142.265(1)(b) and CASR 142.265(8) – which in a practical sense includes the quality assurance aspects (of training) of the Safety Management System described in CASR 142.265.

It is acceptable for an operator to conduct a gap analysis and subsequently develop an implementation plan for an SMS. The implementation plan must be included in the exposition and be acceptable to CASA. The implementation plan and gap analysis should be conducted (and documented) as described in booklet two of the CASA SMS Resource kit.

142.265(8) has been incorporated into the TMS to capture the quality assurance requirements.

The safety assurance process complements that of quality assurance, and each have requirements for analysis, documentation, auditing and management reviews to assure certain criteria are met. While quality assurance focuses on the organization's compliance with regulatory requirements, safety assurance monitors the effectiveness of safety risk controls. Even operators with an existing SMS need to conduct a gap analysis to ensure they meet all the requirements of the assurance systems supporting the outcome-based regulation of authorised Part 142 operators.

Operators can customise this using the following suggested periods.

CASR 165.265(2)(b)(v)

#### **5A4.1      Months 1 to 3**

Train substantive Safety Manager and standby Safety Manager.

Complete Risk Management.

#### **5A4.2      Months 4 to 6**

Develop communications plan.

Complete risk assurance, develop SPI's.

#### **5A4.3      Months 7 to 9**

Finalise Exposition Volume 5 (SMS Manual) and submit to CASA.



# VOLUME 6 DANGEROUS GOODS

## 6A1 Purpose

### 6A1.1 Company Dangerous Goods Policy

Whether carried by a passenger or by a member of the aircraft's crew, dangerous goods must not be carried on an aircraft except in accordance with CASR Part 92: Consignment and carriage of dangerous goods.

Carriage is subject to the aircraft operator having a compliant dangerous goods manual [CASR 92.055]. Guidance on drafting a dangerous goods manual is included in AC 92-2 and CAAP 215.

CASR Part 92 also makes requirements for periodic training about dangerous goods. Although the requirement applies to a crew member of an aircraft, CASR 92.095(1) states that an employee who is solely engaged in flying training operations is not subject to the training requirement.

A sample text and list are provided in the Sample Exposition showing a sample policy. Operators can customise this.

CASR Part 92, 141.260(1)(r), 142.340(1)(s)(ii)

# VOLUME 7 FATIGUE MANAGEMENT MANUAL

## PART 7A APPENDIX 6 – PART 141 & PART 142 FLIGHT TRAINING ACTIVITIES

### 7A1 Overview

The SE adopts Appendix 6 to CAO 48.1 for simplicity. An operator may elect to use other appendices as applicable. Compliance may be achieved by electronic means if suitable. Sample Aviation has adopted their own limitations within the SE. The operator will need to customise this section for their operation.

Under a revision to CAO 48 (introduced in April 2013), operators and flight crew must share the responsibility for managing fatigue. The revision adopts a tiered approach to managing fatigue, ranging from prescriptive requirements and a mix of prescriptive and managed requirements, through to a fully developed fatigue risk management system.

The tiered structure will allow operators to choose how they manage fatigue in their organisations based on their operating environment and needs.

The safety management system must ensure that all risks associated with fatigue are addressed.

A fatigue management toolkit and links to other related resources are available on the CASA website at [www.casa.gov/fatigue](http://www.casa.gov/fatigue)

A sample text is provided in the Sample Exposition showing a sample policy. Operators can customise this.

CASR 141.130(2)(m), 141.260(1)(o), 142.190(2)(e), 142.200(2)(c)(ii), 142.340(1)(o)

### 7A2 Terminology & Meanings

A sample table is provided in the Sample Exposition showing sample terminology and meanings. Operators can customise this.

### 7A3 Flight Crew Member Fatigue Management

#### 7A3.1 Fatigue Management Policy

A sample text and list are provided in the Sample Exposition showing a sample policy. Operators can customise this.

#### 7A3.2 Flight Time Limitations and Fatigue Management

Operators need to include text establishing a policy that complies with regulation.

### 7A4 Responsibilities

#### 7A4.1 Responsibilities

A sample text and list are provided in the Sample Exposition showing who is responsible for the fatigue management system. Operators can customise this.

#### **7A4.1.1 Safety Manager Duties**

A sample list is provided in the Sample Exposition showing sample duties for the Safety Manager. Operators can customise this.

#### **7A4.1.2 Operations Officer Duties**

A sample list is provided in the Sample Exposition showing sample duties for the Operations Officer. Operators can customise this.

#### **7A4.1.3 FCM Responsibilities**

A sample list is provided in the Sample Exposition showing sample duties for the Flight Control Managers and suggesting some forms for reporting. Operators can customise this.

#### **7A4.1.4 Communication Protocol**

A sample text and list are provided in the Sample Exposition showing communication protocols. Operators can customise this.

#### **7A4.1.5 Duty Time, FDP, Flight Time and Cumulative Limits**

A sample text and table are provided in the Sample Exposition showing definitions, maximum flight times. Operators can customise this.

#### **7A4.1.6 Access to Sustenance**

A sample text is provided in the Sample Exposition showing a sample policy on access to sustenance for FCMs. Operators can customise this.

#### **7A4.1.7 Prior Sleep Opportunity**

A sample text is provided in the Sample Exposition showing a sample policy on appropriate sleep periods. Operators can customise this.

#### **7A4.1.8 Off Duty Periods**

A sample text, table and chart are provided in the Sample Exposition showing a sample policy on appropriate sleep periods when off duty. Operators can customise this.

### **7A4.2 Reporting**

#### **7A4.2.1 Fatigue occurrence reporting**

A sample text and list are provided in the Sample Exposition showing a sample policy concerning reporting on fatigue occurrences. Operators can customise this.

#### **7A4.2.2 Extensions reporting**

A sample text is provided in the Sample Exposition showing a sample policy concerning reporting on extensions and suggesting a report form. Operators can customise this.

#### **7A4.2.3 Roster design**

A sample text and list are provided in the Sample Exposition showing a sample policy concerning roster design and suggesting a form. Operators can customise this.

## **7A5 Accommodation**

Operators should establish a policy regarding what is considered suitable accommodation for the FCMs.

## **7A6 Training**

### **7A6.1 Fatigue Management Training**

A sample text and list are provided in the Sample Exposition showing a sample policy concerning Fatigue Management Training. Operators can customise this.

### **7A6.2 Facilitation of Fatigue Training**

A sample text and list are provided in the Sample Exposition showing a sample policy concerning the Safety Manager. Operators can customise this.

### **7A6.3 Records Fatigue Training**

A sample text is provided in the Sample Exposition showing a sample policy concerning record keeping of fatigue management. Operators can customise this.

### **7A6.4 Fatigue knowledge training**

A sample text is provided in the Sample Exposition showing a sample policy concerning what fatigue knowledge training is and how it is considered in the syllabus. Operators can customise this.

### **7A6.5 Company specific procedures training**

Operators can include specifics in the fatigue training syllabus.

### **7A6.6 Recurrent fatigue training**

A sample text is provided in the Sample Exposition showing a sample policy concerning recurrent fatigue training, what it should cover, frequency, and assessment tools. Operators can customise this.

### **7A6.7 Fatigue Hazard Identification**

A sample text is provided in the Sample Exposition showing a sample policy concerning the procedures and phases for fatigue hazard identification. Operators can customise this.

#### **7A6.7.1 Initial phase (Hazard Identification)**

A sample text and list are provided in the Sample Exposition showing a sample policy concerning the initial phase for fatigue hazard identification. Operators can customise this.

#### **7A6.7.2 Incident phase**

A sample text and list are provided in the Sample Exposition showing a sample policy concerning the incidents of fatigue occurrence, how these feed back into the identification procedures, into the Fatigue Risk Register and into record keeping. Operators can customise this.

#### **7A6.7.3 Annual Review phase**

A sample text, list and Fatigue Risk Register table are provided in the Sample Exposition showing a sample policy concerning the annual review of fatigue hazard identification, risk mitigation, records. Operators can customise this.

## **7A7 Flight and Duty Records**

A sample text and list are provided in the Sample Exposition showing a sample policy concerning the flight and duty records, covering reports, rosters, reviews, unique arrangements and notifications. Operators can customise this.

## **PART 7B CONDITIONS AND PROCESSES FOR EXTENSIONS TO LIMITATIONS**

### **7B1 Extensions**

A sample text and list are provided in the Sample Exposition showing a sample policy concerning flight time extensions, establishing who can authorise this, under what circumstances and when. Operators can customise this.

## **PART 7C ROSTERING IN ACCORDANCE WITH FLIGHT AND DUTY TIME POLICY**

A sample text is provided in the Sample Exposition showing a sample policy concerning the flight roster. Operators can customise this.

## **PART 7D FATIGUE MANAGEMENT SYSTEM FORMS**

### **7D1 Fatigue Occurrence Report (Form OR)**

A sample form is provided in the Sample Exposition. Operators can adopt or customise this.

### **7D2 Alertness Consideration Table (Form ACTab)**

A sample form is provided in the Sample Exposition. Operators can adopt or customise this.

#### **7D2.1 Instructions for using the ACTab prior to a duty**

Some sample questions are provided in the Sample Exposition for FCMs to consider. Operators can adopt or customise this.

### **7D3 Extension Report (Form ER)**

A sample form is provided in the Sample Exposition. Operators can adopt or customise this.

## **PART 7E REFERENCES**

A list of CASA references related to fatigue management are provided in the Sample Exposition. Operators can use these to put together the section on Fatigue Management.

## VOLUME 8 STOM – [Global 123 FSTD]

If the organisation is operating FSTDs, then they must have a STOM and may include it here.

CAO 45.0, FSD-2 (4.1)

## VOLUME 9 APPENDICES AND FORMS

The sample forms in the Sample Exposition are referenced from various sections within the manual. They are intended to illustrate a means to complying with the regulatory provision. If they suit the size and scope of Operators, they would be acceptable. It would be normal for the operation of these forms to be assessed fully at a site visit.

### PART 9A APPENDICES

The following appendices are recommended based on references within the manual. Operators can customise this.

#### 9A1 Training Area Map

Insert appropriate map(s).

CASR 141.260(1)(k), 142.340(1)(k)

#### 9A2 FSTD Accreditation Certificate

Insert Certificate.

CAO 45.0, FSD-2 (4.2 - First bullet-point)

#### 9A3 Drug and Alcohol Management Program

CASR Part 99B sets out the organisations and individuals (collectively referred to as 'DAMP organisations') that require a DAMP.

CASR 99.030

#### 9A4 Course IT3 - Human Factors and Non-Technical Skills Program

This section refers to CASA produced HF/NTS syllabus material with training and assessment required at induction and at each annual check. Sample tables are provided in the Sample Exposition. Operators can customise this.

CASR 141.200, 141.260(1)(h), 142.190(2)(n)(iii), 142.265(1)(d), 142.355, 142.340(1)(h)

#### 9A5 Course IT4 - Fatigue Training Syllabus

This section refers to the CASA produced Fatigue Training Syllabus material. Sample tables are provided in the Sample Exposition. Operators can customise this.

CASR 141.260(1)(o), 142.340(1)(o)

#### 9A6 SMS Gap analysis checklist

This section refers to the CASA produced SMS Gap analysis checklist. A sample formula and checklist are provided in the Sample Exposition. Operators can customise this.

CASR 142.265(8)

### PART 9B FORMS

#### 9B1 Exposition distribution & acknowledgement record

A sample text and table are provided in the Sample Exposition to register acknowledgment of the exposition. Operators can customise this.

#### 9B2 Internal Auditing Form

A sample form is provided in the Sample Exposition to record the internal audit. Operators can customise this.

### **9B3 Training Record Audit**

A sample table is provided in the Sample Exposition to record the training audit. Operators can customise this.

### **9B4 Initial Instructor Employee Record**

Sample tables are provided in the Sample Exposition to record employee data. Operators can customise this.

### **9B5 Key Personnel Familiarisation Training Record**

A sample table is provided in the Sample Exposition to record familiarisation training data. Operators can customise this.

### **9B6 Instructor Induction Training – Course IT1**

A sample table is provided in the Sample Exposition to record induction training data. Operators can customise this.

### **9B7 Instructor Induction Training – Course IT2**

A sample table is provided in the Sample Exposition to record induction training data. Operators can customise this.

### **9B8 Instructor Induction Training – Course IT3**

A sample table is provided in the Sample Exposition to record induction training data. Operators can customise this.

### **9B9 Instructor S&P / FSTD Check Report**

A sample report is provided in the Sample Exposition to record authorisations. Operators can customise this.

### **9B10 Student Flight Training Record**

A sample table is provided in the Sample Exposition to record student data. Operators can customise this.

### **9B11 Instructor Qualifications & Approvals Register**

A sample table is provided in the Sample Exposition to record instructor qualifications, endorsements and approvals. Operators can customise this.

### **9B12 CAO 48.1 – Flight Crew Member Flight & Duty Record**

A sample Flight & Duty Record is provided in the Sample Exposition. Operators can customise this.

### **9B13 Details of Registered Aeroplanes & FSTDs**

A sample table is provided in the Sample Exposition to register details of any aircraft the Operator is using. Operators can customise this.

### **9B14 Register of Key Personnel and Senior Operational Staff**

A sample table is provided in the Sample Exposition to register details of the Operator's key personnel. Operators can customise this.

### **9B15 Aeroplane Landings Area (ALA) Survey Report Form**



A sample report is provided in the Sample Exposition to register ALA details. Operators can customise this.

## **9B16 Hazard & Incident Report Form**

A sample report is provided in the Sample Exposition to register hazards and incidents. Operators can customise this.

## **9B17 Suggestion for Continuous Improvement**

A sample form is provided in the Sample Exposition to record suggestions on how to improve. Operators can customise this.

## **9B18 Continuous Improvement Register**

A sample form is provided in the Sample Exposition to record specific details relating to suggestions on how to improve. Operators can customise this.

## **9B19 Flight Authorisation Sheet (VH - \_\_\_\_\_ )**

A sample form is provided in the Sample Exposition to record specific details relating to flight authorisation. Operators can customise this.

## **9B20 Aircraft Journey Log (VH - \_\_\_\_\_ )**

A sample Journey Log is provided in the Sample Exposition to record specific details relating to specific flights. Operators can customise this.

## **9B21 Application for Enrolment**

A sample enrolment form is provided in the Sample Exposition to record enrolments. Operators can customise this.

## **9B22 Course Evaluation Form**

A sample course evaluation form is provided in the Sample Exposition to record students' evaluation of the course. Operators can customise this.

## **9B23 Flight Test Register**

A sample form is provided in the Sample Exposition to record flight tests and results. Operators can customise this.

## **9C AEROPLANE CHECKLISTS**

Operators should include aircraft checklists in this section.

## VOLUME 10 TRAINING SYLLABUSES

Operators should reference all training syllabuses here. Sample texts are provided in this section of the Sample Exposition.

CASR141. 260(1)(j), 142.340(j)(i)(A)