



SELF-ASSESSMENT WORKSHEET

Transitional operator – Balloon transport operations

Authorisation holder name	ARN
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Instructions

1. CASA recommends using this self-assessment worksheet to confirm your exposition complies with the regulations for balloon transport operations in accordance with Part 131 of the Civil Aviation Safety Regulations 1998 (CASR) and the Part 131 Manual of Standards.
2. All legislation reference questions that are relevant to your operations should be addressed and answered. Any area not completed will be assumed by CASA as not meeting the relevant legislation provision. Please indicate questions that do not apply to your operations by inserting 'N/A' in the 'Comments' column.
3. Unless otherwise stated, the legislation reference refers to a CASR.
4. Use the 'Documents reference' column to list the operations manual/exposition sections related to the legislation (column 1) and associated question (column 2).
5. Use the 'Comments' column to provide additional information related to the specific compliance requirement and operations manual/exposition reference.
6. For guidance on specific aspects of each question refer to AMC/GM Part 131 – Balloons and hot air airships and the Guide to CASR Part 131 Balloon Transport Operations Exposition.

Part 131 Balloon transport operations

1. Organisation

Legislation reference	Question	Document reference	Comments
131.120(1)	Does the operator's organisational structure demonstrate that it can effectively manage its balloon transport operations, taking into account its size, nature and complexity?		
CAA 28(1)(b)(ii)	Does the operator's organisational structure demonstrate a chain of command that can effectively manage its balloon transport operations?		
131.080(1)(f)	Does the operator have an arrangement for managing continuing airworthiness, in accordance with Part 4 of CAR, for each class of Part 131 aircraft proposed for operations?		
131.125(1) 131.125(2)(a)	Does the operator have a process to ensure that, if the operator becomes aware that any of its key personnel cannot carry out, or are likely to be unable to carry out, their key personnel responsibilities for a period of longer than 35 days, and (if) there is NOT another person authorised to carry out the responsibilities for all or part of the period, it can and will advise CASA within 24 hours after the operator becomes aware of the matter?		
131.125(1) 131.125(2)(b)	Does the operator have a process to ensure that, if the operator becomes aware that any of its key personnel cannot carry out, or are likely to be unable to carry out, their key personnel responsibilities for a period of longer than 35 days, and (if) there IS another person authorised to carry out the responsibilities for all or part of the period, it can and will advise CASA within 3 days after the operator becomes aware of the matter?		

Legislation reference	Question	Document reference	Comments
131.130	Does the operator have a process to ensure that, before a person appointed as any of the operator's key personnel begins to carry out the responsibilities of the position, the person has completed any training that is necessary to familiarise the person with the responsibilities?		

2. Exposition

Legislation reference	Question	Document reference	Comments
131.080(1)(a) 131.195(1)(a)	Does the exposition include the operator's name (including any operating or trading name), contact details and ABN (if any)?		
131.080(1)(a) 131.195(1)(b)	Does the exposition include the addresses of the operator's: operational headquarters, main operating bases, and operational facilities?		
131.080(1)(a) 131.195(1)(c)	Does the exposition include a description and diagram of the operator's organisational structure showing formal reporting lines, including those (lines) for each of the key personnel?		
131.080(1)(a) 131.195(1)(d)	If a corporation, does the exposition include a description of the corporate structure?		

Legislation reference	Question	Document reference	Comments
131.080(1)(a) 131.195(1)(n)	Does the exposition include a description of anything else required to be approved by CASA under CASR regulations in relation to the operations conducted by the operator under the operator's balloon transport AOC?		
131.080 (1)(a) 131.195(1)(o)	Does the exposition include any other matter required to be included in the exposition under CASR regulations?		
131.205(1) 131.270(1)	Does the operator have a process to ensure that each part of the exposition that relates to a person's duties is made available before that person first begins carrying out the duty?		
131.080(1)(a) 131.195(1)(e)(i)	Does the exposition include the qualifications and experience (if any) required by the operator for each key personnel position in addition to the qualifications and experience required under Division 131.B.4 for the position?		
131.080(1)(a) 131.195(1)(e)(ii)	Does the exposition include the responsibilities for which each key personnel is responsible for, in addition to those mentioned in Division 131.B.4?		
131.080(1)(a) 131.195(1)(e)(iii)	Does the exposition include the name of the person appointed to each key position?		
131.080(1)(a) 131.195(1)(e)(iv)	Does the exposition include the name of the person authorised to carry out the responsibilities of the position when the position holder is absent from the position or is unable to carry out the responsibilities? Note: The appointment of an alternate key person is not mandatory.		

Legislation reference	Question	Document reference	Comments
131.080(1)(a) 131.195(1)(e)(v)	Does the exposition include a description of how the operator will manage the responsibilities of each key position in the event of absence or incapacity to carry out the responsibilities?		
131.080(1)(a) 131.195(1)(f)	Does the exposition include each matter (if any) for which the chief executive officer is responsible and accountable in addition to the matters mentioned in regulation 131.140?		
131.080(1)(a) 131.195(1)(g)	Does the exposition include an outline of the balloon transport operations conducted by the operator under the operator's balloon transport AOC, including the areas of operation?		
131.080(1)(a) 131.195(1)(h)	Does the exposition include details of each plan, process, procedure, program and system implemented by the operator to safely conduct and manage their balloon transport operations in compliance with the civil aviation legislation?		
131.080(1)(a) 131.195(1)(i)	Does the exposition include the class and model and registration mark for each Australian registered Part 131 aircraft operated by the operator under the balloon transport AOC?		
131.080(1)(a) 131.195(1)(j)	Does the exposition include the class and model, nationality and registration mark for each foreign registered Part 131 aircraft operated by the operator under the balloon transport AOC?		
131.080(1)(a) 131.195(1)(k)	Does the exposition include a description of the arrangements for managing the continuing airworthiness of the operator's Part 131 aircraft?		

Legislation reference	Question	Document reference	Comments
131.080(1)(a) 131.195(1)(l)	Does the exposition include a description of any leasing or other arrangements for the supply of the Part 131 aircraft, as the arrangements relate to the operational control or continuing airworthiness of the Part 131 aircraft or to any other safety matter?		
92.055(1)	If the operator intends to carry dangerous goods as cargo, in the mail, as replacement Operator Materials (COMAT), or as an excepted operation, does the exposition include a dangerous goods manual?		

2.1 Reference library

Legislation reference	Question	Document reference	Comments
131.050(1) CAA 28BH(2)(b)	Does the operator have a reference library (in print or electronic) that includes:		
131.050(1)(a)	the civil aviation legislation that is relevant to the operator's balloon transport operations?		
131.050(1)(b)	the parts of the AIP that are relevant to the operations?		

Legislation reference	Question	Document reference	Comments
131.050(1)(c)	all information about the flight operations of each class of Part 131 aircraft, operated by the operator for the operations, that is necessary to ensure the safe conduct of the operation?		
131.050(1)(d)	any other publications, information or data required for the reference library by the operator's exposition?		
CAA 28BH(3)	Does the operator have a process to ensure the reference library is kept up to date in a readily accessible form?		
91.170 91.175	Does the exposition include information, procedures and instructions on how the EFB will be used by the operator's flight crew?		
91.170 91.175	Does the exposition include information, procedures and instructions on management of the EFB, including access to it, and security and updating of it?		
91.170 91.175	Does the exposition include information, procedures and instructions on how the operator will obtain CASA approval of any changes to the use of the EFB, as described in the exposition?		

3. Management of change

Legislation reference	Question	Document reference	Comments
131.080(1)(a) 131.195(1)(m)	Does the exposition include a description of the process for making changes, including: <ul style="list-style-type: none"> identifying changes that are significant changes identifying changes that are not significant changes how the operator informs both CASA and their personnel of the changes? 		
131.100(1)(b)	Does the exposition have a process for ensuring a significant change will not be implemented until CASA approval is received?		
131.100(2)(a)(b)	Does the operator's exposition include a process to apply to CASA within 7 days of a significant change that includes:		
131.100(2)(a)	the permanent appointment of a person previously authorised?		
131.100(2)(a)	an acting appointment of a person (for a period greater than 35 days) previously authorised?		
131.030(b)	Does the operator have a process for assessing risks related to a change that does not maintain or improve, or is not likely to maintain or improve, aviation safety?		

4. Records and documents

4.1 Personnel records

Legislation reference	Question	Document reference	Comments
131.215(1)	Does the operator have a process to ensure that training and checking records are made within 21 days after the person undertakes the activity, and include: (a) the date the activity was undertaken (b) the qualification or certificate obtained, or the flying experience gained (c) if the activity was training or a check, flight test, flight review or assessment of competency - whether the training, check, flight test, flight review or assessment was successfully completed?		
131.220(1)(a)-(c)	If a person requests a copy of their training and checking records, or provides written approval to provide the records to another balloon transport operator, does the operator have a process to provide the records within seven days?		
131.225(1)	When any of the operator's flight crew members exercise a privilege of their flight crew licence for the operator, does the operator have copies of the person's flight crew licence and medical certificate?		
131.230(1)	Does the operator's exposition include a policy or procedure for retention of flight crew members' licences and medicals?		

4.2 Operational and flight related documents

Legislation reference	Question	Document reference	Comments
131.255(1) 91.095(1), (2)	Does the operator's exposition include a policy to ensure that flight operations are conducted in accordance with the Part 131 aircraft flight manual?		
131.260(2)	Does the operator's exposition include a process and can the operator ensure that, checklists are made available for each crew member before a flight that detail normal, abnormal and emergency procedures for the Part 131 aircraft (relevant to the duty)?		
131.275(1) MOS 131.5	Does the operator's exposition include a process to ensure that, when the flight begins, the following documents are carried on the Part 131 aircraft, and are accessible to crew members: (a) the Part 131 aircraft flight manual instructions for the Part 131 aircraft (or alternative as set out in Part 131 MOS 5.01(2) & (3)) (b) the minimum equipment list for the Part 131 aircraft (if any) (c) suitable scale maps and aeronautical charts for the proposed area of operation?		
131.275(1) MOS 131.5	Does the operator's exposition have a procedure to ensure that each flight crew member's flight crew licence and medical certificate is carried on the Part 131 aircraft?		

Legislation reference	Question	Document reference	Comments
131.285(1-3) MOS 131.6	Does operator's exposition provide a process and can the operator ensure the preparation of a passenger list for the flight, that contains the following information (unless it is recorded in another document kept by the operator, or is readily available to the operator from another source): (a) the aircraft's registration mark or flight number (b) the name of each passenger (c) the location of the flight (d) the date and estimated time of departure of the flight?		
131.280 MOS 131.5.04	Does the operator's exposition provide a procedure detailing how the documents prescribed in the Part 131 MOS are accessible to a person on the ground for the duration of a flight in a Part 131 aircraft?		
CASR 131.285 MOS 131.6	Does the Part 131 operator's exposition include procedures for the reporting and recording of the following: (a) flight time (b) fuel usage (c) passenger lists (d) Part 131 aircraft defects (e) flight incidents (f) weight documents?		

4.3 Flight-related documents retention

Legislation reference	Question	Document reference	Comments
131.285(1) MOS 131.6	Does the operator's exposition include a process to ensure the following records are retained for at least three months after the end of a flight:		
131.285(1)(a) MOS 131.6	flight time of the PIC and any other pilot permitted under the civil aviation legislation to operate the Part 131 aircraft?		
131.285(1)(b) MOS 131.6	fuel usage?		
131.285(1)(c) MOS 131.6	a passenger list?		
131.285(1)(d) MOS 131.6	aircraft defects?		
131.285(1)(e) MOS 131.6	flight incidents?		
131.285(1)(f) MOS 131.6	weight documents?		

5. General flight limitations

Legislation reference	Question	Document reference	Comments
131.240(1)(2)	Does the exposition include a process to ensure that a foreign registered Part 131 aircraft is not used for balloon transport operations for more than 90 days or the number mentioned in a regulation 131.035 approval?		
91.170(1) 91.175(1)	In relation to a PED, does the operator's exposition include a policy to ensure crew members only perform activities necessary for the safety of flight during take-off, initial climb, final approach and landing?		
131.250(1) 131.435(1)	Does the operator's exposition include instruction to the PIC not to conduct simulated emergency or abnormal operations?		
131.290(1)	Does the operator's exposition have a process to ensure that, when the flight begins, information about the search and rescue services relevant to the flight is readily accessible to the flight crew members for the flight?		
131.295 (1)(a)(b) MOS 131.7	Does the operator's exposition have a process to ensure that, when the flight begins, the information required for equipment, as prescribed in the MOS, is available for immediate communication to a rescue coordination centre?		
91.055 131.305 MOS 131.8	Does the exposition provide instructions to the PIC on what the minimum height rules are over certain areas?		

Legislation reference	Question	Document reference	Comments
131.310 MOS 131.9	Does the exposition provide instructions to the PIC on what may be dropped from a Part 131 aircraft inflight?		
131.320(3) MOS 131.10	If the operator intends to operate above 10 000ft does the exposition include instructions for the use of supplemental oxygen?		

6. Operational procedures

6.1 Operational control

Legislation reference	Question	Document reference	Comments
91.215(1)(3)	<p>Does the operator's exposition include instructions to ensure the PIC has final authority, from the time the doors (if any) are closed for take-off and the flight begins to the time the doors (if any) are opened after landing and the flight ends, over the following matters:</p> <ul style="list-style-type: none"> • the Part 131 aircraft itself • the maintenance of discipline by all persons on the Part 131 aircraft • the safety of persons on the Part 131 aircraft • the safety of cargo on the Part 131 aircraft • the safe operation of the Part 131 aircraft during the flight? 		

Legislation reference	Question	Document reference	Comments
91.220(1)(2)	<p>Does the operator's exposition provide instructions to the PIC as to what actions and directions they may make in the interests of safety of the Part 131 aircraft, persons on board the Part 131 aircraft, or a person or property on the ground or water, including the following:</p> <ul style="list-style-type: none"> (a) direct a person to do something while the person is on the Part 131 aircraft (b) direct a person not to do something, or to limit the doing of something, while the person is on the Part 131 aircraft (c) direct a person to leave the Part 131 aircraft before the flight begins (d) with such assistance, and by the use of such force as is reasonable and necessary: <ul style="list-style-type: none"> (i) remove a person or a thing from the Part 131 aircraft before the flight begins (ii) restrain a person for the duration of the flight or part of the flight (iii) seize a thing on the Part 131 aircraft for the duration of the flight or part of the flight (iv) place a person on the Part 131 aircraft in custody (v) detain a person or a thing, until the person or thing can be released into the control of an appropriate authority? 		
91.225(1)(2)	Does the operator's exposition include instructions about when a crew member of a Part 131 aircraft for a flight may, without a warrant, arrest a person?		

Legislation reference	Question	Document reference	Comments
91.520(1)-(8)	<p>Does the operator's exposition detail instructions and procedures to ensure a crew member is fit for duty before carrying out a required duty related to the safety of the Part 131 aircraft, cargo, or passengers, taking into account whether:</p> <ul style="list-style-type: none"> the crew member is, or is likely to be, unfit to perform a duty the crew member has consumed alcohol at any time during the period of eight hours ending when the flight begins if a test of a body sample of the crew member (to determine the level of alcohol in the sample) was taken at the time of carrying out the duty, the test would reveal that the permitted level for alcohol (within the meaning of Part 99) is exceeded the crew member has consumed alcohol while on duty the operator believes on reasonable grounds that a crew member is unfit to perform a duty on the flight the crew member is fatigued to the extent that the crew member's ability to safely perform the duty is reduced or likely to be reduced the crew member has consumed, used or absorbed a psychoactive substance? 		
91.525(1)-(3)	<p>If a person behaves in a disorderly or offensive manner, does the operator's exposition provide instructions and procedures to be followed by crew members?</p>		

6.2 Flight preparation – weather assessment

Legislation reference	Question	Document reference	Comments
131.340 MOS 131.12	Does the operator's exposition include policies and procedures for:		
131.340 MOS 131.12	complying with authorised weather forecasts and authorised weather reports (including any expected changes to surface conditions and forecast winds) that apply for the period from commencement of the flight until 2 hours after the planned landing time for the planned flying area?		
131.340 MOS 131.12	complying with any other reasonably available weather information that is relevant to the intended operation?		
131.340 MOS 131.12	if weather information is studied more than 2 hours before commencing the flight, ensuring the PIC obtains and reviews an update to the information before the flight begins?		
131.340 MOS 131.12	for a flight in controlled airspace — complying with any relevant aerodrome information within 10 NM of the planned flying area?		

6.3 Flight notification

Legislation reference	Question	Document reference	Comments
131.345 MOS 131.13	Does the exposition contain guidance on how the operator's personnel submit a flight plan, or nominate a SARTIME for arrival, or leave a flight note with a responsible person?		
131.350 MOS 131.14	Does the operator's exposition include a procedure to ensure that the PIC, or a person responsible for flight planning or inflight replanning, has access to the following: (a) authorised weather forecasts and authorised weather reports in relation to the flight (b) NOTAMs for the flight (c) the suitability for a take-off or landing by the Part 131 aircraft of the departure and planned destinations for the flight?		

6.4 Flight rules

Legislation reference	Question	Document reference	Comments
91.257 131.353(1) MOS 131.15	Does the operator's exposition provide instructions to the PIC, including the requirement to follow an air traffic control clearance and when they may deviate from an air traffic control clearance?		

Legislation reference	Question	Document reference	Comments
131.353 MOS 131.15	Does the operator's exposition contain instructions to the PIC to ensure compliance with the following (as applicable): <ul style="list-style-type: none"> • transition altitude, transition layer and transition level? • Australian domestic airspace inoperative radio requirements? 		
131.355	Does the operator's exposition provide guidance on the additional right of way rules that apply to a Part 131 aircraft?		
91.325 91.330 91.340 131.360(1) MOS 131.17	Does the operator's exposition include procedures to avoid collisions in the air?		
131.365(1) MOS 131.18	Does the operator's exposition include procedures to identify, assess and mitigate the risks to survival of persons carried on board where a flight is, or may be, carried out over water (such as a lake, a bay, or an estuary)?		

6.5 Taking off, landing and ground operations

Legislation reference	Question	Document reference	Comments
91.410(1)-(3)	<p>Does the operator's exposition provide instructions to the PIC to ensure that, before a Part 131 aircraft takes off from or lands at a place, the following requirements are met:</p> <ul style="list-style-type: none"> (i) a certified aerodrome (ii) a registered aerodrome (iii) an aerodrome for which an arrangement under section 20 of the Act is in force (iv) a place that is suitable for the landing and taking-off of Part 131 aircraft (v) the Part 131 aircraft can land at, or take off from, the place safely having regard to all the circumstances of the proposed landing or take-off (including the prevailing weather conditions)? 		
91.420(1)	Does the operator's exposition ensure that Part 131 aircraft are parked so as not to create a hazard?		
131.370	<p>Does the operator's exposition include procedures to ensure the safety of persons in the vicinity of the Part 131 aircraft, including when:</p> <ul style="list-style-type: none"> (a) a person is embarking or disembarking the aircraft (b) the aircraft is being prepared for a flight (c) the aircraft is being manoeuvred on the ground? 		

6.6 Fuel requirements

Legislation reference	Question	Document reference	Comments
91.465(1)	Does the operator's exposition include information on the grade / type of fuel required for the Part 131 aircraft, and the methods to ensure the fuel is not contaminated or degraded?		
91.470(1)(2) 91.475(2) 91.485(1)-(3) 131.390	Does the operator's exposition include instructions to ensure that a Part 131 aircraft is refuelled safely?		
	Does the operator's exposition include:		
131.385(1)(a) MOS 131.21	the consumption data sources (including the manufacturer's data) that the operator uses when determining quantities of usable fuel for a flight?		
131.385(1)(b) MOS 131.21	procedures to ensure the correct amounts of fuel are carried on board a Part 131 aircraft for a flight?		
131.385(1)(c) MOS 131.21	procedures for conducting regular in-flight fuel quantity checks (monitoring amounts of fuel) during a flight?		
131.385(1)(d) MOS 131.21	procedures to be followed if fuel reaches specified amounts during a flight?		

6.7 Safety of persons and cargo requirements

Legislation reference	Question	Document reference	Comments
91.600(2) 131.425	<p>If the operator carries cargo on a flight, does the exposition provide instructions to ensure that:</p> <ul style="list-style-type: none"> • cargo is not carried in a place where the cargo may damage, obstruct or cause the failure of: <ul style="list-style-type: none"> (i) a control, electrical wiring or a pipeline of the Part 131 aircraft, or (ii) any other equipment that is essential to the safe operation of the Part 131 aircraft? • cargo is not carried in a place where the weight of the cargo exceeds the load limitations for the floor structure or any other load bearing components of that place, as set out: <ul style="list-style-type: none"> (i) in the Part 131 aircraft flight manual instructions for the Part 131 aircraft, or (ii) on a placard on the Part 131 aircraft? 		
91.620(2)(b), (3) 131.430	<p>Does the operation's exposition provide instructions to the PIC for the carriage of animals on a Part 131 aircraft, including:</p> <ul style="list-style-type: none"> • ensuring that the carriage of the animal does not have an adverse effect on the safety of air navigation • instructions as to when the PIC may refuse to carry an assistance animal, if they believe it may have an adverse effect on the safety of air navigation? 		
91.785	<p>Does the operator's exposition include a procedure to ensure that crew do not provide alcohol to a passenger on the Part 131 aircraft where they have reasonable grounds to believe the passenger is affected by one or more psychoactive substances, to an extent that the passenger's behaviour may present a hazard to the aircraft or to a person on the aircraft?</p>		

Legislation reference	Question	Document reference	Comments
91.790	Does the operator's exposition provide instructions to a crew member to prevent a person from boarding a Part 131 aircraft, if they have reasonable grounds to suspect the person is affected by psychoactive substance to the extent that they pose a threat to the safety of the Part 131 aircraft or a person on the Part 131 aircraft?		
131.390(1)	Does the operator's exposition demonstrate how they will prevent smoking on board the Part 131 aircraft?		
131.390(2)	Does the operator's exposition demonstrate how they will prevent smoking within 15m of a Part 131 aircraft that is: <ul style="list-style-type: none"> • being prepared for a flight • being fuelled for a flight • being deflated after a flight? 		
131.395(1)	Does the operator's exposition indicate where no smoking signs or graphics are located and are visible before the flight?		
131.400(1)	Does the operator's exposition include a policy that infants are not to be carried on board a Part 131 aircraft unless a regulation 131.035 approval has been obtained?		
131.405(1) MOS 131.22	Does the operator's exposition include procedures for the carriage of passengers requiring assistance?		
131.410(1) MOS 131.23	Does the operator's exposition include procedures and content of the safety briefings required by the Part 131 MOS before take-off and landing?		

Legislation reference	Question	Document reference	Comments
131.415	Does the operator's exposition include procedures for briefing passengers on what to do if an emergency occurs during a flight of a Part 131 aircraft?		
131.420	Does the operator's exposition include guidance for crew members on what to do if passengers do not comply with a safety direction?		
92.020(6)(7) Doc 9284 TI (Part 1, 2.2)	Does the operator's exposition include procedures for the identification and carriage of operator material (COMAT) which are dangerous goods?		
92.025(2)(b)(xv) Doc 9284 TI (Part 7, 4.8)	Does the operator's exposition include a process to inform shippers/consigners about dangerous goods in the cargo acceptance area?		
92.070(6)	Does the operator's exposition include a process to ensure a statement of contents, or declaration regarding dangerous goods, accompanies consigned cargo?		
DOC 9284 TI (Part 7, 6.1)	Does the operator's exposition contain procedures sufficient to assist persons in identifying packages that may contain undeclared dangerous goods?		
Doc 9284 TI (Part 7, 4.6) 92.065	Does the operator's exposition include a procedure to report a dangerous goods occurrence to CASA?		

6.8 Miscellaneous

Legislation reference	Question	Document reference	Comments
91.675 91.710	Does the operator's exposition provide instructions to the PIC regarding the following:		
91.675(1)	when to report a hazard to air navigation or aerodrome?		
91.680(1)	when to report an emergency that threatens the safety of the Part 131 aircraft or persons on the Part 131 aircraft?		
91.690(1)	giving CASA written notice, within two business days, when an emergency occurs that threatens the safety of the Part 131 aircraft or persons on the Part 131 aircraft, that required the pilot flying to take action in contravention to these regulations?		
91.695(1)(2) MOS 91.23	what action to take when intercepted by another aircraft during flight?		
91.700(1)	the requirement to cancel a distress signal if the condition no longer exists?		
131.435(1)	Does the operator's exposition provide instructions to the PIC to prevent balloon flying training (within the meaning of subregulation 5.01(1) of CAR), during an air transport operation?		

7. Performance

Legislation reference	Question	Document reference	Comments
131.450(a)(b)	<p>Does the operator's exposition include procedures for loading the Part 131 aircraft to ensure:</p> <ul style="list-style-type: none"> (i) that the limits in regulation 131.445 are not exceeded (ii) before and during a flight, the aircraft remains loaded in accordance with the aircraft's weight limits taking into account the following: <ul style="list-style-type: none"> • the total weight of the crew members • the total weight of the passengers • the total weight of the cargo, including carry-on baggage • the total weight of the fuel to be carried? 		
131.450(c)	Does the operator's exposition include procedures to ensure that a last-minute change to a load does not cause the Part 131 aircraft to exceed its weight limits?		
131.450(d)	Does the operator's exposition include procedures for offloading passengers or cargo to ensure that the Part 131 aircraft does not exceed its weight limits?		
131.455(1)	Does the operator's exposition include instructions to ensure that, before the flight begins, the number of passengers that may be carried does not exceed 24 or the limit contained in the Part 131 aircraft flight manual?		

Legislation reference	Question	Document reference	Comments
131.455(2)	Does the operator's exposition include instructions to ensure that: <ul style="list-style-type: none"> (i) before the flight begins, passengers are located in a position from which it is possible to hear any instructions given by the PIC (ii) an approximately equal weight of passengers is located in each passenger compartment; but not more than 6 passengers may be located in any single passenger compartment? 		

8. Equipment

Legislation reference	Question	Document reference	Comments
91.625(1) MOS 91.21	Does the operator's exposition include instructions to ensure that only authorised personnel use a radio that transmits on a frequency published by the AIP or NOTAM?		
131.460(1)(a) MOS 131.26	Does the operator's exposition include procedures for carriage of emergency and survival equipment as prescribed by the Part 131 MOS?		
131.460(1) MOS 131.26	Can the operator ensure that, before the flight begins, any equipment that is required to be fitted to, or carried on, the Part 131 aircraft meets the requirements of, or is approved under, Part 21 of CASR?		

Legislation reference	Question	Document reference	Comments
131.460(1) MOS 131.26	Can the operator ensure that, before a foreign-registered aircraft begins a flight, the equipment required to be fitted to, or carried on, the aircraft has been approved by the NAA of the aircraft's State of registry?		
131.460(1) MOS 131.26	<p>If equipment is carried on a Part 131 aircraft, although not required to be fitted or carried, can the operator ensure that:</p> <ul style="list-style-type: none"> no information, or data, provided by the equipment is used by a flight crew member of the Part 131 aircraft to comply with any requirement of the civil aviation legislation in relation to communications or navigation the equipment, whether functional or otherwise, does not at any time affect the airworthiness of the Part 131 aircraft? 		
131.460(1) MOS 131.26	Is equipment visible to, and usable by, the pilot in the Part 131 aircraft if required to be fitted to or carried on an aircraft?		
131.460(1) MOS 131.26	Is emergency equipment that is required to be fitted to, or carried on, the Part 131 aircraft for a flight, easily accessible for immediate use in the event of an emergency?		
91.150(1) 131.460(1) MOS 131.26	Is any equipment required to be fitted or carried on a Part 131 aircraft for a flight, required to be operative unless there is a defect approved as an unserviceability, or permitted to be unserviceable in accordance with the requirements of the operator's approved MEL (if any)?		
131.460(1) MOS 131.26	Can the operator ensure that all Part 131 aircraft are fitted with the flight instruments set out in Division 26.3-Flight Instruments of the Part 131 MOS?		

Legislation reference	Question	Document reference	Comments
131.460(1) MOS 131.26	Can the operator ensure that all Part 131 aircraft are fitted with the radiocommunication systems set out in Division 26.4-Operational Equipment of the Part 131 MOS?		
131.460(1) MOS 131.26	Can the operator ensure that all Part 131 aircraft (where applicable) are fitted with fuel and burner equipment set out in Division 26.4-Operational Equipment of the Part 131 MOS?		
131.460(1) MOS 131.26	Can the operator ensure that all Part 131 aircraft are fitted with a handling line as set out in Division 26.4-Operational Equipment of the Part 131 MOS?		
131.460(1) MOS 131.26	If a Part 131 aircraft is fitted with an approved pilot restraint harness, does the exposition include details of when the pilot who is operating the controls of the aircraft must wear the harness?		
131.460(1) MOS 131.26	Can the operator ensure that all Part 131 aircraft (where applicable) are fitted with lights for VFR flights at night as set out in Division 26.5-Operational Equipment of the Part 131 MOS?		
131.460(1) MOS 131.26	Can the operator ensure that all Part 131 aircraft are fitted with supplemental oxygen equipment (if required) as set out in Division 26.6-Oxygen Equipment and Oxygen Supplies of the Part 131 MOS?		
131.460(1) MOS 131.26	Can the operator ensure that all Part 131 aircraft are fitted with emergency locator transmitters as set out in Division 26.7-Emergency Locator Transmitters of the Part 131 MOS (if required)?		

Legislation reference	Question	Document reference	Comments
131.460(1) MOS 131.26	Can the operator ensure that all Part 131 aircraft are fitted with portable emergency equipment (hand-held fire extinguishers and first-aid kits) as set out in Division 26.8-Portable Emergency Equipment of the Part 131 MOS?		
131.460(1) MOS 131.26	Can the operator ensure that all Part 131 aircraft are fitted with equipment for flights over water (where applicable), such as life jackets or flotation devices, as set out in Division 26.9-Equipment for Flights Over Water of the Part 131 MOS?		
131.460(1) MOS 131.26	Can the operator ensure that all Part 131 aircraft are fitted with transponders and surveillance equipment (where required) as set out in Division 26.10 -Surveillance Equipment of the Part 131 MOS?		

9. Flight crew

Legislation reference	Question	Document reference	Comments
131.565(2)(a) MOS 131.27 (27.02)	Can the operator ensure that, when the flight begins, each flight crew member is qualified under regulation 131.565 (Pilot in Command) to carry out the duties assigned to the flight crew member by the operator for the flight?		

Legislation reference	Question	Document reference	Comments
131.565(2)(b)	Does the exposition include the training and checking requirements that must be met before a flight crew member can be assigned to duty for a flight of the Part 131 aircraft?		
131.565(2)(c) MOS 131.27 CAR 5.140 CAO 40.7(4)(5)	Does the operator's exposition include the qualification and experience requirements that must be met for new or inexperienced crew members to be assigned to duty for a flight of the Part 131 aircraft?		
91.155(1)(b)(ii)	If the aircraft is a foreign registered Part 131 aircraft, is the pilot authorised to pilot the aircraft during the flight as pilot in command by the aircraft's State of registry?		
131.565(2)(c) MOS 131.27.08	Does the operator's exposition include the requirement for induction and area familiarisation, before commencing a flight as PIC or as co-pilot (for the purposes of acting as PIC under supervision), of a balloon transport operation that is to be conducted in an area with which the pilot is not familiar?		
CAR 5.141(1)(2)	Does the operator's exposition include the requirements for the PIC to be endorsed on the Part 131 aircraft type?		
CAR 5.144(1)(2)	Can the operator ensure that, when the flight begins, the PIC for the flight has the recent experience for the flight, required by regulation 5.144 of CAR?		

Legislation reference	Question	Document reference	Comments
CAR 5.143	Does the operator's exposition include the requirements for the PIC to have completed, in the previous 2 years, a Part 131 aircraft flight review in accordance with regulation 5.143 of CAR?		
131.565(2)(c) MOS 131.27.09	Does the exposition include the requirement for a flight crew member to undertake general emergency training and competency assessment prior to acting as PIC of a balloon transport operation?		
131.565(2)(c) MOS 131.27	Does the exposition detail the transition training required before a pilot first acts as PIC for a balloon transport operation?		
131.565(2)(c) MOS 131.27	Does the exposition include a recurrent training and checking program for general emergency equipment and procedures used by the operator?		
131.565(2)(c) CAR 5.143(7) MOS 131.27.12	Does the exposition include a process to ensure training and checking is conducted by the HOFO or a person authorised by Part 5 of CAR to conduct a Part 131 aircraft flight review?		
CAO 48.1	Does the exposition include a process to ensure that, before a flight commences, all flight crew are in compliance with the relevant flight and duty limitations?		

10. Operational safety-critical personnel

10.1 Ground support personnel

Legislation reference	Question	Document reference	Comments
131.300(1)(2)	Does the operator's exposition contain a process and can the operator ensure that a person assigned ground support duties has successfully completed training and been assessed as competency to carry out the duties?		
131.570(2) MOS 131.28	Does the operator's exposition describe how each of their ground support personnel meet any training and checking requirements for a flight, as prescribed in the Part 131 MOS?		
131.570(3) MOS 131.28	Does the operator's exposition describe the number of ground support personnel required to carry out ground support duties for the flight, as required by the Part 131 MOS?		

11. Minimum Equipment List (MEL)

Legislation reference	Question	Document reference	Comments
91.930(1)(2) 91.935(4) 91.940(1)-(4) 91.945(1)-(6) 91.955(1)(2) 91.960(1)	If applicable, does the operator have procedures in place to ensure that when a flight begins there is an approved MEL for the Part 131 aircraft?		