



Guide to CASA Flight Operations Sample Exposition / Operations Manual

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This document contains guidance material intended to assist CASA officers, delegates and the aviation industry in understanding the operation of the aviation legislation. However, you should not rely on this document 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.

Introduction to this guide

To assist operators meet the requirements of Parts 133, 135 and 138 of the *Civil Aviation Safety Regulations 1998 (CASR)*, CASA has prepared a suite of material to assist operators. This includes sample templates for both Part 138 operations manual (mustered), and CASR Flight Operations Sample Exposition / Operations Manual, and each its own user guide.

This Guide aligns to CASR Flight Operations Sample Exposition / Operations Manual template.

The sample exposition / operations manual template is available in 2 formats:

- CASA's free online Manual Authoring and Assessment Tool (MAAT), with:
 - editable sample texts for operators to select and reflect operations
 - guidance with tips on how best to draft your document
 - attachment and inclusion functionality
 - CASR and MOS references in relevant sections
 - MAAT tips on editing
 - simultaneous editing functionality (multiple authors)
- a Word template with:
 - pre-established headings and subsections
 - editable sample text for operators to modify to reflect their operations
 - a Guide (this document) to the Sample Exposition / Operations Manual template with tips on how best to draft your document
 - CASR and MOS references in relevant sections
 - Compliance matrices for relevant Parts
 - editable sample forms
 - some relevant technical guidance.

Operators interested in using the MAAT version can register to obtain a login and take online training (approximately 1 hour).

This Guide assists operators using the associated CASR Flight Operations Sample Exposition / Operations Manual template in Word format. The contents in this Guide, the associated Word, and MAAT templates has been structured in a logical order and provides clear references to the legislative requirements.

There is no requirement to use either of templates provided by CASA. You can choose to produce your exposition / operations manual independent of CASA assistance.

This Guide, is intended to support the user in the development of their document. Where possible, sample text / procedures have been developed. Alternative provisions are representative of the varying complexities of the operating environment and the scalable certification structure. Where procedures are prescriptive, there is limited scope to deviate from the mandatory legislative requirements. Procedures will require tailoring to reflect the uniqueness of your operation. If you adopt any of the sample text provided in the sample template you need to ensure you can demonstrate that you are operating in accordance with those procedures. It is therefore recommended that the procedures are carefully considered prior to the document being submitted to CASA.

Throughout this guide we have used the term 'you' in the second person to mean the person developing the exposition. References to 'your organisation' and 'your operations' refer to the organisation (and its operations) for whom you are writing the exposition. Guidance such as 'review' and 'consider' are recommendations only.

Further guidance can be found in AC 1-02 Guide to the development of expositions and operations manuals and associated annexes:

- Annex A to AC 1-02: Checklist of headings
- Annex B to AC 1-02: CASR compliance matrices.

Instructions

Cover page and preface

Action required in your Exposition / Operations manual:

- At the top of the cover page, insert your logo or organisation name
- The cover page contains a picture. Retain it or replace it with a preferred image
- Determine if your document is an 'Operations Manual' or 'Exposition' as required (see 'Naming conventions' below)
- Change the title 'CASR Flight Operations Sample Exposition / Operations Manual' to suit your organisation's requirements, include your organisation's name
- Below the document title remove those CASR Parts that are not applicable, this may include changing 'Parts' plural to 'Part' singular
- Below the regulation identifier remove the text 'Sample Exposition / Operations Manual Template'.
- Remove the first paragraph of the Preface – this is for your information only
- Remove the subheading 'Sample text'
- Review the sample text, amend it to apply to your organisation.

Limitations

The sample exposition and this associated guide have been written to cover multiple Parts of the CASR, specifically:

- Parts 119 and 133 – Australian air transport operators – rotorcraft
- Parts 119 and 135 – Australian air transport operators – smaller aeroplanes
- Part 138 – Aerial work.

Your organisation may operate under a combination of these regulations or require other regulations outside the scope of this document.

Note: All references in this guide are current at the time of its publication. Prior to commencing a revision of your exposition / manual, we recommend you access the word template and guide online to ensure the versions you are using are the current publications. Changes in the documents can be quickly identified by referring to the revision history tables. If the drafting of your document has occurred over an extended period of time, you should also perform this same check prior to submission. (MAAT updates occur automatically within the system).

Naming conventions

Sample Exposition / Operations Manual

Throughout the CASR Flight Operations Sample Exposition / Operations Manual and this associated guide, the term 'exposition' has been used.

- Parts 133 and 135 of CASR require the organisation to have an **exposition**
- Part 138 of CASR requires the organisation to have an **operations manual**.

The AC 1-02 Guide to the development of expositions and operations manuals, section 3 states that *'Fundamentally, the terms 'exposition' and 'operations manual' mean the same thing; that is, a means to describe how an organisation will comply with all applicable legislative requirements, and how they will manage the safety of their operations. This objective may be achieved with a single document, or a set of documents.... CASA does not mandate the use of a specific term, but it is strongly encouraged for consistency with the regulations.'*

When developing your document, if you prefer 'operations manual', you can replace the term.

Aircraft

Similarly, throughout the CASR Flight Operations Sample Exposition / Operations Manual and this associated guide, the term 'aircraft' has been used.

If you prefer, you can change the generic term 'aircraft' to either 'helicopter' or 'aeroplane' as required.

Head of operations / Head of flying operations and HOO / HOFO

- Parts 133 and 135 of CASR require the organisation to have a Head of flying operations (HOFO)
- Part 138 of CASR requires the organisation to have a Head of operations (HOO).

Throughout the CASR Flight Operations Sample Exposition and this associated guide, the term Head of flying operations (HOFO) has been used. You may wish to change this text to Head of operations, and accordingly change the relevant acronym from HOFO to HOO.

Scalability and flexibility

Where possible, sample text / procedures have been developed. Sometimes multiple sample texts have been provided. These represent options for the varying complexities of the operating environment and allow for scalability. You will need to select / tailor the text to reflect the uniqueness of your operator-specific procedures, facilities and operations.

The sample exposition provides a sample structure to the document. There may be some section headings that are not applicable to your operations. If a section heading is not applicable, we recommend that you **do not delete** the section heading but instead simply insert 'Not Applicable'. This has the following benefits:

- It keeps the document structure in place.
- The numbering within this guide continues to match the numbering in your edited exposition.
- The section remains in place so if your organisation expands or changes its operations, you can simply enter your procedures into the section at that time.
- It facilitates compliance checking when using the matrices and assessment of your exposition by CASA.

Sample text

Sample text, including regulatory references, tables, diagrams and forms are provided. Some sections offer multiple sample text options to reflect the diversity of the operations in relation to the regulatory requirements.

This guide will provide information about which regulations refer to the section being drafted, these should be used throughout the development of your document.

Action required:

- Review the sample text options for that section
- Determine which best suits your organisation and amend as required to reflect your organisation / operations
- If selecting the 'not applicable' option, we recommend you retain section / subsection headings to preserve the integrity of the document structure
- Remove text not required for your exposition, this may include diagrams or tables
- Don't forget to remove the 'Sample text' reference
- When populating a table, delete unnecessary rows or insert NA (not applicable).

Finalising the document

When finalising your draft (or revision) document, you will need to complete administrative updates to the document.

Action required:

- Update the Table of Contents
- Revise the acronym and abbreviation table
- Revise the definitions table.
- Ensure both the revision history and distribution tables are up-to-date
- Ensure all sample text and template instructions not applicable to your exposition have been deleted
- Ensure all the tables have been populated to reflect your operation / organisation
- If applicable, remove the draft watermark.

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Glossary

The tables in the sample exposition have been populated with content relevant to the sample text. When you insert or delete text in your exposition, consider if the content in these tables requires updating. These tables are not required by regulation, however you may find them useful.

- Acronyms and abbreviations
- Definitions.

Note: The tables below list content relevant to this Guide.

Acronyms and abbreviations

Acronym / abbreviation	Description
AOC	Air Operator's Certificate
AWB	Airworthiness Bulletin
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CEO	Chief executive officer
DAMP	Drug and Alcohol Management Plan
EVDS	Electronic Visual Distress Signals
HOFO	Head of flying operations
HOO	Head of operations
SM	Safety manager
SMS	Safety Management System

Definitions

Term	Definition

Revision History

The table in the sample exposition has been set up for the initial issue of the document. Enter the date that the initial issue is published. Thereafter, as the document is updated, enter new version details. Typical documentation control conventions increase the version number by a whole number for major changes (e.g. 1.0 to 2.0), and by a decimal point number from minor changes (e.g. 1.0 to 1.1). Refer to your own procedures in the Management of change section and the Record keeping and management section for document update procedures.

Note: The revision history table below refers amendments to this Guide.

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

Version No.	Date	Parts/Sections	Details
1.0	Month 2022	All	First issue

Distribution list

The regulations and sample text address where the master copy of this exposition is located. This section contains a distribution list used to record distribution of the document and to demonstrate to CASA that all relevant employees have access to the information. The exposition can be made available electronically or in hard copy, and this should be reflected in the distribution list / table.

Ensure:

- the exposition is made available and is understood by all required personnel
- all amendments are incorporated in the exposition in a timely fashion
- all copies are updated with the latest changes
- obsolete copies of the exposition are removed when a new revision is issued.

VOLUME 1 POLICIES AND PROCEDURES

1.1 General – Organisation

1.1.1 CEO statement

CASR References:

- 119.055 Compliance with Australian AOCs
- 119.060 Compliance with conditions of Australian air transport AOCs
- 119.105 CASA directions relating to exposition or key personnel
- 119.190 Safety management system requirements
- 119.210 Compliance with exposition by operator
- 138.055 Compliance with conditions of aerial work certificates
- 138.068 CASA directions relating to operations manual or key personnel
- 138.085(1)(f) Responsibilities and accountabilities of chief executive officer
- 138.157 Compliance with operations manual by operator.

This statement is not required by regulation, but is intended to demonstrate the operator's commitment to ensuring the information in the exposition meets the expected standard required to safely carry out its operations.

The CEO statement should be signed by the CEO.

Sample text 1: provides a sample CEO statement for air transport operators who are not also aerial work operators. Amend text as required to suit your organisation. The third paragraph in red font is highlighted for organisations using the other sample text options.

Sample text 2: provides an alternative paragraph 3 for air transport operators that are also aerial work operators.

Sample text 3: provides an alternative paragraph 3 for operators with only an aerial work certificate.

Amend the sample text to suit your operations.

1.1.2 Operator information

1.1.2.1 Organisation details

CASR References:

- 119.205(1)(a)-(b) Content of exposition
- 138.155(1)(a)-(b) Content of operations manual.

These paragraphs set out the information required to be known about the operator. They include company details, and addresses of the operator's registered office (if an incorporated company), operational headquarters and main operating base. AOC holders are also required to list addresses of any additional operational facilities. Contact information is also recommended for ease of use by your staff.

Key personnel and third-party service providers

CASR References:

- 119.205(1)(e)(iii) Content of exposition
- 138.155(1)(e)(iii) Content of operations manual.

The CASR identify several key roles that are integral to safe operations. These subparagraphs require the name of each person appointed to the key personnel positions.

Enter the details in the table. Certain Part 138 Aerial work certificate holders are not required to have a Head of training and checking or a Safety manager. Refer to regulation 138.125 of CASR for operators who are required to have a Training and Checking system, and regulation 138.140 of CASR for operators who are required to have a Safety Management System (SMS). There are exemptions in relation to these regulations.

Note: Refer to CASA EX86/21 to see if or how these exemptions could apply to your organisation.

If your organisation doesn't require a Head of training and checking or a Safety manager, we recommend you enter 'Not Applicable'. They can then be easily added later if required. You can add additional rows to the table as required.

Contact details for key personnel and third-party service providers are recommended for ease of reference by staff only. Additional key personnel details are in the section Key personnel of your exposition.

Refer to the section at the beginning of this guide, Instructions, Naming conventions for information on referencing HOFO and HOO.

1.1.2.2 Organisational structure

CASR References:

- 119.205(1)(c) Content of exposition
- 119.110 Organisation and personnel
- 138.070 Organisation and personnel
- 138.155(1)(c) Content of operations manual.

These regulations set out the key personnel that are required, and also that the key personnel must be named in the exposition.

The key personnel required for an AOC holder is different to the key personnel required for an Aerial work certificate holder. Choose the sample text that best suits your operations and organisation and amend as required.

The organisational structure is largely dependent on its size and complexity. Where an operator is a registered company, it will have at least one director (and possibly a board of directors) that is responsible for setting and overseeing the strategic direction and policies of the company. Your organisation may have additional support positions such as type specialists or senior base pilots. Amend the sample text to suit your organisation.

1.1.2.3 Organisational diagram

CASR References:

- 119.205(1)(c) Content of exposition
- 138.155(1)(c) Content of operations manual.

These regulations require the exposition to have an organisational diagram. The sample diagrams show a simple structure that includes the key personnel and other typical personnel required for your operations.

Key personnel required for AOC holders differ from key personnel required for Aerial work certificate holders, therefore 2 sample organisational diagrams are provided. Chose the diagram that is closest to your organisational structure and amend to suit.

The sample diagrams have been created within the document so you can amend to suit your organisation structure. Alternatively you can opt to insert a diagram. Delete redundant sample diagram(s).

1.1.2.4 Internal reporting structure and communication

CASR References:

- 119.205(1)(c) Content of exposition
- 138.155(1)(c) Content of operations manual.

These regulations require the exposition to outline the formal reporting lines for each key personnel position. Amend the sample text to suit your organisation. You may also wish to include reporting lines of other personnel that are not defined as key personnel.

1.1.2.5 Authorised activities

CASR References:

- 119.205(1)(g) Content of exposition
- 138.155(1)(g) Content of operations manual.

AOC holders: this regulation requires your exposition to outline the Australian air transport operations that you are authorised to conduct under your AOC, including the areas of operations and routes.

Aerial work certificate holders: this regulation requires your exposition to outline the aerial work operations that you are authorised to conduct under your aerial work certificate.

Sample text 1: is for AOC holders.

Sample text 2: is for Aerial work certificate holders.

Choose either or both sample texts and amend as necessary to suit your operations.

Note: The AOC holder's sample text advises that the operations are carried out domestically. If you are authorised to carry out your operations in other areas / routes, they need to be outlined here, including which national aviation legislation (jurisdiction) they fall under.

More specific details including registration mark of each aircraft can be found in the subsection Aircraft resources and management of your exposition.

1.1.3 Providing personnel with this document

CASR References:

- 119.215 Providing personnel with exposition
- 133.050 Availability of parts of exposition
- 135.060 Availability of parts of exposition
- 138.165 Providing personnel with operations manual

- 138.225 Availability of parts of operations manual.

All operators need to provide personnel with access to this exposition both for general reference and for specific duties. The sample text refers to both these situations.

The sample text is specific about where the exposition can be found and how it can be accessed (company online portal or in the head office). Adjust this text to specify where and how the exposition and relevant parts of it can be found and accessed within your organisation.

1.1.4 Compliance with this document by personnel

CASR References:

- 119.210 Compliance with exposition by operator
- 119.220 Compliance with exposition by personnel
- 138.160 Compliance with operations manual by personnel.

These regulations require you as the operator to ensure that you and all personnel comply with your exposition.

The sample text states this and then specifies what personnel should do if they need clarification, or if they cannot comply with a requirement. Consider the size of your organisation and the communication lines within it. Ensure your exposition matches the processes you have in place. For example, instead of requiring personnel to put concerns in writing to the CEO, your organisation may have a form to be completed, which is then reviewed by a quality manager.

The HOFO is responsible for ensuring that personnel are competent in the safe operation of aircraft, and also meet the requirements of your exposition. This is achieved through structured initial and recurrent training and assessment. See section Head of flying operations of your exposition, for the responsibilities of the HOFO.

1.2 Safety policy

CASR References:

- 119.190 Safety management system requirements
- 138.145 Safety management system requirements
- 138.155(1)(l) Content of operations manual – operators not required to have an SMS
- 138.140(2)(a) Operators who are required to have a safety management system.

Regulation 119.190 of CASR requires air transport operators to have a Safety Management System (SMS) and outlines the requirements for the SMS.

Regulation 138.140 of CASR requires some aerial work operators to have an SMS. If you are required to have an SMS, regulation 138.145 of CASR provides the requirements for the SMS.

Note 1: Implementation of an SMS is deferred until 2 December 2024 per Civil Aviation Legislation Amendment (Flight Operations—Consequential Amendments and Transitional Provisions) Regulations 2021.

Note 2: Review CASA EX87/21 to see if or how this exemption could apply to your organisation.

Sample text 1: is for organisations that do not have (and are not required to have) an SMS.

Sample text 2: is for organisations that have (or will have as part of this revision) an SMS, referring users to the Safety Management System, Human Factors and Non-technical skills volume of your exposition. Detailed guidance on developing an SMS is available on the CASA website; refer to AC 119-01– Safety management systems for air transport operations. Also see CASA’s ‘Resource kit to develop your Safety Management System’.

Sample text 3: is for organisations required to have an SMS but are using the deferral of CASA EX87/21. You may wish to use the forms located in the Forms and Compliance Matrices volume of your exposition, or the risk register and hazard report forms from Booklet 3 – Safety risk management in CASA’s ‘Resource kit to develop your Safety Management System’.

1.2.1 Safety policy statement

Review the sample text and amend as applicable for your organisation.

The policy statement should include reference to the responsibilities of the CEO to regularly review the safety performance indicators and targets.

Note: Review CASA EX87/21 to see if or how this exemption may apply to your organisation.

1.2.2 Flight data analysis program

CASR References:

- 119.195 Flight data analysis program requirements.

This regulation applies to Australian air transport operators that operate:

- aeroplanes with a maximum take-off weight of more than 27,000 kg
- rotorcraft with a maximum take-off weight of more than 7,000 kg OR with a maximum operational passenger seat configuration of more than 9 seats and that is required to be fitted with a flight data recorder.

Sample text 1: is when this regulation does not apply to an organisation's operations.

Sample text 2: is when this regulation applies to an organisation's operations. Amend the text to suit your organisation. You will need to add details regarding the types of data that are recorded, and the methods used for recording them. You will also need to specify who analyses the data, and how the identity of the person who is the source of the data is appropriately protected. The regulation outlines the specific requirements.

1.3 Key personnel

1.3.1 List of key personnel

CASR References:

- 119.205(1)(e)(iii-iv) Content of exposition
- 138.155(1)(e)(iii-iv) Content of operations manual.

Sample text: reflects a small to medium-sized operator, where different persons occupy the nominated key personnel positions. Smaller organisations may elect to have personnel carry out the duties, and assume the responsibilities of more than one key person position. In this instance, where necessary and allowable by legislation operators should combine the duties and responsibilities.

These regulations require your exposition to list the names of persons appointed to each 'key personnel' position, and the name of each person authorised to carry out the responsibilities of the position when the position holder is absent from the position or cannot carry out the responsibilities.

Amend the sample table to identify your key personnel. A Head of training and checking is only required if you have a Training and Checking System. A Safety manager is only required if you have a Safety Management System. If you do not require a Head of training and checking or a Safety manager, delete these lines from the table.

If you are required to have a Head of training and checking, but have elected to defer training and checking matters, include reference to who will assume the training and checking duties, for example the HOFO.

Similarly, if you are required to have a Safety manager but have elected to defer implementing your SMS, include reference to who will assume the safety management duties, for example the HOFO.

1.3.2 Key personnel position must be filled

CASR Reference:

- 119.080(1)(c) Conditions of an Australian air transport AOC
- 138.050(1)(c)(ii) Conditions of aerial work certificates.

Paragraph 119.080(1)(c) of CASR requires the key personnel positions to be filled by the authorised alternative person in a permanent or acting capacity, or by a new permanent appointee. Subparagraph 119.205(1)(e)(iv) of CASR requires the nomination of persons authorised to carry out the responsibilities of the position when the position holder is absent or cannot carry out the responsibilities.

Sample text 1: is suitable for air transport operators.

Note: Review CASA EX82/21 to see if or how this exemption may apply to your organisation.

Subparagraph 138.050(1)(c)(ii) of CASR requires aerial work operators to state the period within which they will fill a key personnel vacancy.

Sample text 2: is suitable for aerial work operators. Insert the appropriate period of time for filling these positions.

1.3.3 Appointment of key personnel

CASR References:

- 119.020 Definition of significant change
- 119.090 Application for approval of significant changes
- 119.120 Familiarisation training for key personnel
- 119.130(1)(a)(i) Chief executive officer – responsibilities and accountabilities
- 138.012 Definition of significant change
- 138.062(2)(3) Application for approval of significant changes
- 138.080 Familiarisation training for key personnel
- 138.085(1)(a)(i) Chief executive officer – responsibilities and accountabilities.

The sample text sets out the responsibilities of the CEO when appointing a person for a 'key personnel' position. It states that all appointments should be carried out per the requirements in the volume Management of Change of your exposition. It also sets out the procedure for when a person is appointed to the position of the CEO. Familiarisation training is required for all key personnel. Amend this sample text to reflect the procedures of your operation.

Review the form listed for the familiarisation training. Either select the sample form provided or include your own form, save in the Forms and Compliance Matrices volume of your exposition. Reference it in this section of your exposition.

1.3.4 Procedures for when key personnel cannot carry out their responsibilities

CASR References:

- 119.115 Key personnel cannot carry out responsibilities
- 119.080(1)(f)(g) Conditions of an Australian air transport AOC
- 119.090 Application for approval of significant changes
- 138.050(1)(c) Conditions of aerial work certificates
- 138.062 Application for approval of significant changes
- 138.075 Key personnel cannot carry out responsibilities.

The sample texts outline the procedures that need to be taken when the operator becomes aware of an appointed person being unable to carry out their key personnel responsibilities. This may be because of a temporary absence, or a permanent absence when a key position becomes vacant. The sample texts provide a definition to distinguish a temporary absence (such as off duty, or on leave etc) from being unable to carry out the duty. It provides for assignment of responsibilities or duties to others when the key person is not on site.

Sample text 1: is suitable as a basis for air transport operators (smaller aeroplanes and rotorcraft).

Sample text 2: is suitable as a basis for aerial work operators.

For operators with a safety manager: Paragraphs 119.080(1)(f) and 119.080(1)(g) of CASR, the Safety manager and CEO, or the Safety manager and HOFO, identifying positions may be filled by the same person only in the event of an unforeseen circumstance and for no more than 7 consecutive days for each circumstance. If your organisation has a Safety manager, add your procedures for managing this.

1.3.5 Chief executive officer (CEO)

CASR References:

- 119.025 Approvals by CASA for Part 119
- 119.125 Chief executive officer – experience
- 119.165 Key personnel – additional qualification and experience requirements
- 119.130 Chief executive officer – responsibilities and accountabilities
- 138.120 Additional qualification and experience requirements for key personnel
- 138.085 Responsibilities and accountabilities of chief executive officer.

Qualifications and experience

The sample text provides some sample requirements. They should not be adopted without consideration. As you develop your document, review the above regulations for the minimum requirements (Part 138 of CASR does not specify any minimum requirements) and consider:

- experience with an air transport operator / aerial work operator
- continuity of experience
- experience managing a given number of subordinates
- experience managing financial responsibility
- experience mentioned in any approval under 119.025 that the organisation holds
- additional experience or qualifications directed by CASA (regulations 119.165 and 138.120 of CASR)
- a requirement to complete a training course directed by CASA (regulations 119.165 and 138.120 of CASR)
- a requirement to successfully complete an interview with CASA (regulations 119.165 and 138.120 of CASR)
- experience or qualifications over and above the regulatory requirements that your organisation requires.

Responsibilities

A key person has responsibilities which are outlined in the legislation. If a key person, or an assignee, or a managed system actually carries out actual duties that operate to meet the responsibilities, and they are subject to effective oversight by the key person, their responsibilities are met. The sample lists duties which may be carried out by others if required.

Sample text 1: is for air transport operators. Adjust the text to suit your organisation referring to regulation 119.130 of CASR to ensure you have met the regulatory requirements. Some bullet points refer to the Safety manager, the Head of training and checking and the Safety Management System. If these do not apply to your organisation, delete them.

Sample text 2: is for aerial work operators. Amend the text to suit your organisation referring to regulation 138.085 of CASR to ensure you have met the regulatory requirements.

1.3.6 Head of flying operations (HOFO)

CASR References:

- 119.135 Head of flying operations – qualifications and experience
- 119.165 Key personnel – additional qualification and experience requirements
- 138.090 Qualifications and experience of head of operations
- 138.120 Additional qualification and experience requirements for key personnel
- 119.140 Head of flying operations – responsibilities
- 138.095 Responsibilities of head of operations.

Qualifications and experience

The sample text provides some sample requirements. Refer to paragraphs 119.135(d)(e) and 138.090(d)(e) of CASR. Consider:

- experience with an air transport operator / aerial work operator
- continuity of experience
- experience managing a given number of subordinates
- experience mentioned in any approval under regulation 119.025 of CASR that the organisation holds.
- additional experience or qualifications directed by CASA (regulations 119.165 and 138.120 of CASR)
- a requirement to complete a training course directed by CASA (regulations 119.165 and 138.120 of CASR)
- a requirement to successfully complete an interview with CASA (regulations 119.165 and 138.120 of CASR)
- experience or qualifications over and above the regulatory requirements that your organisation requires.

Aerial work operators: add task specialist requirements:

- qualifications to pilot an aircraft in a task specialist operation.

AMC / GM Part 119 and AMC / GM Part 138 both provide guidance on the following as support structures for the HOFO:

- nominating a type specialist where the operator has a diverse operation and the HOFO may not be qualified on every aircraft type
- consideration of senior base pilot where the operator has multiple bases
- demonstrating workload management in a small organisation where the HOFO position is only part time.

AMC / GM Part 119 and AMC / GM Part 138 both refer to respective sections of an exemption in force to regulations 119.135 and 138.090 of CASR.

Responsibilities

Amend the sample text to suit your organisation referring to regulations 119.140 and 138.095 of CASR to ensure you have met the regulatory requirements and that the duties and / or systems are suitable to meet the responsibilities of the key person in accordance with the scale and complexity of your organisation. The last 3 sample text bullet points refer to a Training and Checking System and a Safety manager, if these do not apply to your organisation, delete them.

1.3.7 Head of training and checking (HOTC)

CASR References:

- 119.145 Head of training and checking – qualifications and experience
- 119.150 Head of training and checking – responsibilities
- 119.165 Key personnel – additional qualification and experience requirements
- 138.100 Qualifications and experience of head of training and checking
- 138.120 Additional qualification and experience requirements for key personnel
- 138.105 Responsibilities of head of training and checking.

Part 133 and Part 135 operators are required to have a training and checking system and hence a Head of training and checking.

Part 119 of CASR requires air transport operators to have a training and checking system and hence a Head of training and checking.

Some Part 138 operators are required to have a training and checking system and hence a Head of training and checking. Regulation 138.125 of CASR specifies which operations and aircraft types require a training and checking system. Part 138 MOS also prescribes circumstances that apply to training and checking systems.

Sample text 1: is for organisations not required to have a Head of training and checking (HOTC).

Sample text 2: is for organisations required to have a HOTC. Consider the deferred provisions that may apply. An exemption has been issued against the HOTC experience requirements referred to in paragraph 119.145(3)(b) of CASR and subregulation 119.145(4) of CASR, on the condition that the HOTC meets alternative requirements. In general, these conditions require the HOFO to assume responsibility for certain HOTC responsibilities, and to maintain appropriate records in accordance with the alternative forms published in the Forms and Compliance Matrices volume of your exposition.

Note: Review CASA EX82/21 to see if or how this may apply to your organisation.

Sample text 3: is for organisations that have a HOTC. Insert your requirements, content is not yet available.

HOTC Qualifications and experience

As you develop your exposition review the above regulations for the minimum requirements. Also include details of how and the requirements of paragraphs 119.145(d)(e) and 138.100(d)(e) of CASR will be achieved as appropriate for the complexity of your operation. Consider:

- experience with an air transport operator / aerial work operator
- continuity of experience
- experience managing a given number of subordinates
- experience mentioned in any approval under 119.025 that the organisation holds
- additional experience or qualifications directed by CASA (regulations 119.165 and 138.120 of CASR)
- a requirement to complete a training course directed by CASA (regulations 119.165 and 138.120 of CASR)
- a requirement to successfully complete an interview with CASA (regulations 119.165 and 138.120 of CASR)
- experience or qualifications over and above the regulatory requirements that your organisation requires.

AMC / GM Part 119 and AMC / GM Part 138 both provide guidance on additional for your exposition if you have a larger operation with multiple training locations, where there are one or more senior check pilots for different fleets and / or different locations.

HOTC Responsibilities

This section details the minimum responsibilities of the HOTC and provides an example of means by which the HOTC can carry out these functions. Amend the sample text to suit your

operations. Processes may also be detailed in other locations in the exposition, for example refer to the Training and Checking volume of your exposition.

Again, AMC / GM Part 119 and AMC / GM Part 138 both provide guidance on additional content for your exposition if you have a larger operation. Consider the reporting lines and how the HOTC manages overall responsibility for the training and checking of the organisation.

If an operator has a contract with a Part 142 operator to conduct recurrent training or checking for the operator's flight crew, the HOTC has additional responsibilities in relation to that operator. See paragraph 119.150(2)(d) of CASR as well as AMC / GM Part 119 and AMC / GM Part 138.

1.3.8 Safety manager (SM)

CASR References:

- 119.155 Safety manager – experience
- 119.160 Safety manager – responsibilities
- 119.165 Key personnel – additional qualification and experience requirements
- 138.110 Experience of safety manager
- 138.115 Responsibilities of safety manager
- 138.120 Additional qualification and experience requirements for key personnel.

Parts 133, 135 and some Part 135 operators are required to have a Safety Management System (SMS). See the Safety Policy volume of this guide to determine if your organisation needs an SMS. If your organisation requires an SMS, you need to have a Safety manager (SM).

Sample text 1: is for organisations that do not require an SM. Delete the remainder of this section.

Sample text 2: is for organisations that requires an SM, and are taking advantage of the deferral in CASA EX87/21. The sample text identifies who will act as the responsible person(s) for safety management. It is a condition of the exemption that the operator carries out certain alternative requirements in relation to risk assessments. These requirements are detailed in sample text 2 of section Safety policy of your exposition.

Sample text 3: is for organisations that requires an SM, and are not utilising the deferral. Amend to suit your organisation and operations.

The last bullet point refers to a fatigue risk management system (FRMS). An FRMS is not mandated for any operator. If you decide to implement an FRMS, it requires approval under CAO 48.1 and your SM is responsible for it. If your organisation doesn't have a fatigue risk management system, delete this item.

Note: There is an exemption in force in relation to the experience of a SM. Review CASA EX86/21 to see if or how this exemption may apply to your organisation.

Additional guidance is provided in the Safety Manager Guide and AC 119-01 – Safety management systems for air transport operations. General information on SMs can be found in CASA's Safety Manager Guide.

The content in this section only describes the minimum responsibilities of an SM. Operators must also describe how the SM can carry out their responsibilities. This can be detailed here

or expanded in other sections of this exposition, e.g. within the Safety Management System section of your exposition.

Conditions of this exemption are:

- Before 3 December 2022, you submit to CASA an SMS implementation plan.
- Before 4 June 2024, you submit to CASA the proposed SMS exposition content, including the application for its approval.
- Before 2 December 2024, you obtain CASA's written approval of that content.

1.4 Administration of this exposition

The sample text indicates how the exposition will be distributed. Amend the sample text to suit your organisation.

1.4.1 Continuous improvement of document

CASR References:

- 119.130(1)(d) CEO responsibilities and accountabilities
- 138.085(1)(e) Responsibilities and accountabilities of chief executive officer
- 138.095(2)(a) Responsibilities of head of operations.

The sample text is suitable for air transport operators and aerial work operators. However, aerial work operators that do not have an HOTC or an SM should delete references to these positions.

The period of review is not detailed in the regulations. You should describe a period of review appropriate to the nature of your operations.

The sample text sets out a sample procedure to request suggestions for continuous improvement, an amendment procedure, and a procedure for issuing amendments. Amend the sample text to suit your organisation.

1.4.2 Monitoring compliance with document

- 119.140(2)(a) Head of flying operations – responsibilities
- 138.095(2)(a) Responsibilities of head of operations

As above, amend the sample text to suit your organisation and operations.

1.4.3 Amendments

CASR References:

- 119.130(1)(d) CEO responsibilities and accountabilities
- 138.085(1)(e) Responsibilities and accountabilities of chief executive officer.

Paragraphs 119.140(2)(a) and 138.095(2)(a) of CASR require the HOFO / HOO to monitor, maintain and report on compliance with civil aviation legislation and the exposition. The process detailed for the sample text is an example only and is not intended to be appropriate for all operators.

1.5 Record keeping and management

1.5.1 Control of records

There are many different types of records made by aviation organisations. The sample text includes some, but not all, kinds of records. You should include all records relevant to your organisation. Retention time periods expressed in the sample exposition are those required under civil aviation legislation only; other legislation may apply.

You may, if applicable, assign this responsibility to the HOTC.

1.5.2 Personnel training and checking records

CASR References:

- 119.225 Personnel training and checking records – making records
- 119.230 Personnel training and checking records – availability of records
- 119.240 Retention periods for personnel records
- 138.170 Personnel training and checking records – making records
- 138.175 Availability of records
- 138.185 Retention periods for personnel records.

The retention periods for training and checking records provided in the table in the sample exposition are regulatory requirements. Delete lines in the table that are not applicable to your operations. You are encouraged to keep records in both electronic and paper formats. If you wish to include other training and checking records, add rows to the table and include all relevant information.

Making records

The period for making records of the training and checking activities provided in the sample text are regulatory requirements. The type of information that is required is also included in the sample text.

Training records should be designed to easily show that an employee has achieved the qualification, certificate or experience relevant to the activity they are conducting. For example, if you require an FCM to have 500 hours as pilot in command prior to conducting a certain activity, training records should be able to show that the FCM has attained this experience if they are conducting that activity.

If you use a different procedure to that provided in the sample Personnel Training and Checking Records (Form A15), adjust or substitute the text to suit your operations.

Availability of records

You are required to make training records available to personnel and to other operators. In the latter case, regulations require that the employee in question provides written authorisation and that then, within 7 days of the operators request, provision of the records occur.

If you use a specific procedure to provide copies of training records that is different to that in the sample text, amend the sample text to suit your operations.

1.5.3 Copies of flight crews licences and medical certificates

CASR references:

- 119.240 Retention periods for personnel records
- 119.235 Copies of flight crew licences and medical certificates

- 138.180 Copies of flight crew licences and medical certificates
- 138.185 Retention periods for personnel records.

All operators are required by regulation to have copies of pilots' flight crew licence and medical certificates. The sample text provides instructions to flight crew members regarding their flight crew licences and medical certificates. Amend the sample text to suit your organisation.

1.5.4 Other records

CASR references:

- 42.260 Retention of continuing airworthiness records
- 99.105 DAMP record-keeping
- 119.245 Retention periods for flight-related documents
- 119.250 Retention periods for other flight-related records.

The table provided in the sample text details a typical list of other records that an operator might retain. You should detail any administrative records you make and keep, stipulating their retention times.

You are encouraged to keep records in both electronic and paper formats.

You may be subject to other legislation with specific requirements; the table provided in the sample text considers civil aviation legislation only. You may also be required to retain certain aerial work documents.

You may also find useful:

- section 21.02 of the Part 138 MOS Procedures for loading aircraft – document carriage
- CAO 48.1 Subsection 14 – AOC holder obligations.

Crew rosters and flight & duty records

Regulation 119.245 of CASR requires retention of flight-related documents for at least 3 months after the flight was conducted.

Regulation 119.250 of CASR details retention periods for other flight-related records that may or may not be applicable to your operation, including those related to Parts 133 and or 135 operations.

Section 21.02 of the Part 138 MOS requires retention of weight and balance documents for 3 months after the related flight.

In certain circumstances, you may rely on information retention by service providers, e.g. weather data sourced via NAIPS. Refer to AMC / GM 119.245 for associated requirements.

Rosters are not a regulatory requirement.

Fuel consumption records

Regulation 119.250 of CASR details retention of journey logs, which should contain fuel-related data, for a minimum of 6 months after a flight.

Maintenance & airworthiness records

Regulation 42.260 of CASR requires one-year retention for most continuing airworthiness records.

DAMP and Fatigue records

CAO 48.1 requires a minimum retention of 5 years for certain records.

Regulation 99.105 of CASR requires a minimum retention of 5 years of DAMP-related records used to provide information to CASA for 5 years from the date the information was provided to CASA.

1.5.5 Disposal of records

CASR reference:

- 99.105 DAMP record-keeping.

You should include the procedure for disposing of records and any relevant exceptions.

1.5.6 Requests for records made by CASA

You should include the person responsible for handling request for records made by CASA and the procedures your organisation follows. The sample text provides a standard procedure which you should amend to suit your operations.

1.6 Reference library

1.6.1 Composition of reference library

CASR References:

- 119.040 Required material for reference library
- 119.140 Head of flying operations – responsibilities
- 138.195 Reference library.

Regulation 119.040 of CASR establishes the minimum list of documents that should comprise your reference library. This may be made available electronically if preferred.

Paragraph 119.140(2)(d) of CASR requires the HOFO to take responsibility for ensuring the reference library complies with 28BH of the *Act*.

The sample text in the exposition includes several documents. Amend the tables to suit your operations and indicate whether the document is in electronic or paper format (or both). You may consider the following consumable documents:

- Take-off and landing data cards
- Aircraft technical and journey logs
- Passenger manifest forms
- Aircraft load and performance sheets.

1.6.2 Access to reference library

CASR References:

- 138.195 Reference library.

Paragraph 138.195(2)(b) of CASR requires you to make the reference library readily available to all members of your organisation's personnel. Your exposition should be clear on how personnel can access the reference library, as well as any policy on copying and or printing.

You should include details of your process for notifying the operator's personnel of any updates to this documentation.

1.6.3 Amendment and maintenance of reference library

CASR References:

- 119.040 Required material for reference library
- 138.195 Reference library.

Amend the sample text to suit your organisation.

1.7 Facilities and resources

CASR References:

- 119.130(1)(a)(iii) section 28BG of the Act – Operations headquarters and suitable buildings
- 138.085(1)(a)(iii) Responsibilities and accountabilities of chief executive officer.

1.7.1 Description of building infrastructure

The sample text indicates that there is no specific requirement to include details in this section. However, you may wish to include:

- the address of the headquarters as listed in section Operator information
- a description of the specific activities carried out there
- a list of the specific equipment stored and used at the building
- information about security and accessibility
- any other relevant information.

1.7.2 Aircraft resources and management

CASR References:

- 91.145 Requirements to be met before Australian aircraft may fly
- 119.205(1)(i) Content of exposition
- 119.140 Head of flying operations – responsibilities
- 119.080(1)(h) Conditions of an Australian air transport AOC
- 119.260 Maximum period for use of foreign registered aircraft in Australian territory
- 135.030 Permitted categories of aeroplanes
- 135.230 IFR Flights
- 135.240 Prescribed single-engine aeroplanes
- 138.095 Responsibilities of head of operations
- 138.155(1)(i) Content of operations manual
- 138.205 Permitted categories of aircraft for aerial work operations.

Air transport operators, paragraph 119.205(1)(i) of CASR requires you to include the type, model and registration mark for each of your registered aircraft.

Aerial work operators, paragraph 138.155(1)(i) of CASR requires you to include the kind of aircraft for each of your registered aircraft. However, consider other Part 138 regulations that may apply to your specific operations including, but not limited to the carriage of aerial work passengers.

The sample table includes examples of aircraft that could be included, and the text provides an example of how to identify responsibility. Amend the sample table and text to suit your operations.

1.7.3 Care and maintenance of facilities

CASR References:

- 119.205 Content of exposition
- 138.155 Content of operations manual.

These regulations require your exposition to contain procedures to safely conduct your operations. There is no specific requirement to include details in this section.

Develop text to suit your operations. This should inform personnel on what they are required to do and who they should report any related findings to.

1.7.4 Review of facilities

CASR References:

- 119.205 Content of exposition
- 138.155 Content of operations manual.

There is no specific requirement to include details in this section. Develop text to suit your operations. You may include details on the regularity of audits on facilities and resources, who is responsible for conducting them, and the related procedures. You may also include information on how requests for additional resources and funding are handled.

1.7.5 Temporary locations

The sample text indicates that the sample operator does not use temporary locations.

If your organisation uses temporary locations, insert processes for assessing the suitability of a temporary location for the required purpose, and procedures for its use.

1.8 Management of change

CASR References:

- Subpart 119.C Changes relating to Australian air transport operators
- Division 138.B.3 Changes relating to aerial work operators.

Regulation 119.100 and Division 138.B.3 of CASR require you to include a description in the exposition of your processes for making significant and non-significant changes, as well as for notifying CASA of any changes.

Refer to the multi-part AC 119-07 and 138-03 for guidance on how to develop management of change processes and procedures.

1.8.1 Change overview

CASR References:

- 119.100 Changes must be made in accordance with process in exposition
- 138.066 Changes must be made in accordance with process in operations manual.

The sample figure provided in the sample exposition is merely for illustrative purposes. You should include your specific flow chart of how you handle these changes.

You should also include:

- key personnel involved in approving and administering any changes
- reasons for initiating changes
- how risk is assessed for proposed changes
- the person responsible for approving any changes.

Amend the sample text to suit your operations.

1.8.2 Change process

CASR References:

- 119.205(1)(m) Content of exposition
- 119.100 Changes must be made in accordance with process in exposition
- 119.020 Definition of significant change
- 119.090 Application for approval of significant changes
- 138.012 Definition of significant change
- 138.060 Changes of name etc
- 138.062 Application for approval of significant changes
- 138.066 Changes must be made in accordance with process in operations manual
- 138.145 Safety management system requirements
- 138.155 Content of operations manual.

A change to name, contact details or address may be significant or non-significant depending on the nature of the change. In all cases, such changes must be notified to CASA prior to implementation in accordance with regulations 119.085 and 138.060 of CASR.

Risk assessment in change process - For an operator with SMS, this process is typically conducted using the risk assessment procedure within the SMS.

Paragraphs 119.205(1)(m) and 138.155(1)(m) of CASR require you to notify CASA and your personnel of any changes. This should be part of the change management process.

Amend the sample text to suit your change management processes.

1.9 Operational personnel

1.9.1 Personnel to be fit for duty

CASR Reference:

- 91.520 Crew members to be fit for duty.

You should direct personnel to documents related to drug and alcohol management, as well as fatigue management.

Amend the sample text to suit your organisation and operations.

1.9.2 Types of operational personnel

The sample text presents some possible additional operational positions. Others might include:

- senior base pilots
- flight dispatchers
- load controllers
- ground crew.

Amend the sample text to suit your organisation and operations.

1.9.3 Flight crew

1.9.3.1 Composition and number of flight crew

CASR References:

- 133.370 Composition, number, qualifications and training
- 135.380 Composition, number, qualifications and training
- 138.475 Composition, number, qualifications and training.

These regulations outline the requirements for the composition and number of flight crew.

The sample text is for aircraft that only require single pilot operations. If your aircraft types (or your exposition) have further requirements, amend the sample text to suit your operations.

1.9.3.2 Assignment of pilot in command

CASR References:

- 133.380 Assignment to duty of pilot in command
- 135.390 Assignment to duty of pilot in command
- 138.490 Assignment to duty of pilot in command.

Amend the sample text to suit your organisation. Include details on assignments of flight crew in regular or in training and checking flights.

1.9.3.3 Knowledge of route and aerodromes

CASR References:

- 133.400 Knowledge of route and aerodromes
- 135.410 Knowledge of route and aerodromes.

If applicable, you should include operator-specific information in addition to section Flight Planning.

1.9.3.4 Relief of pilot in command

CASR References:

- 121.535 Relief of pilot in command.

This section has been reserved. It refers to air transport operators – larger aeroplanes. If applicable to your operations, you should include your procedures for the delegation of the conduct of the flight by the pilot in command.

For a flight above flight level 200 for which subregulation 121.535(3) of CASR applies, include the information required by subregulation 121.535(5) of CASR about the knowledge of the route of the flight.

1.9.3.5 Assignment of flight crew to aircraft of different types

CASR References:

- 133.385 Pilot in command
- 133.410 Application of Division 133.N.3
- 133.415 Assignment of flight crew to different multi-engine rotorcraft
- 135.395 Pilot in command
- 135.415 Application of Division 135.N.2
- 135.420 Assignment of flight crew to aeroplanes of different type ratings
- 135.425 Application of Division 135.N.3
- 135.430 Assignment as pilot in command on aeroplanes of different types.

Aircraft of different type ratings in air transport operations may require additional detail in accordance with regulations for the assignment of pilot in command on aircraft of different types. These specific requirements should be detailed in your exposition.

The sample text requires you to nominate the additional time required between flights for the pilot in command to review the aircraft flight manual and checklists for the new type. Amend the sample text to suit your operations.

1.9.3.6 Flight crew qualifications and experience

CASR References:

- 133.370 Composition, number, qualifications and training
- 133.385 Pilot in command
- 133.390 Co-pilot
- 135.380 Composition, number, qualifications and training
- 135.395 Pilot in command
- 135.400 Co-pilot
- 138.475 Composition, number, qualifications and training
- 138.500 Qualification as pilot in command.

Subregulations 133.385(2) and 135.395(2) of CASR require an operator's exposition to include the minimum flying experience requirements for all aircraft operated by the operator for Australian air transport operations. Regulation 138.500 of CASR permits operators to stipulate minimum qualifications and experience to act as pilot in command. Sections 23.07

and 23.08 of the Part 138 MOS detail additional pilot in command requirements for certain aerial work operations.

The sample text contains options for aeroplanes, helicopters, air transport and aerial work. It also refers to command training in the Training and Checking volume. Amend the sample text to suit the requirements of your operations.

1.9.3.7 Flight crew responsibilities – pilot in command

CASR References:

- 91.215 Authority and responsibilities of pilot in command
- 91.220 Actions and directions by operator or pilot in command
- 133.030 Compliance with flight manual
- 135.040 Compliance with flight manual
- 138.210 Compliance with flight manual.

The sample text outlines some responsibilities of the pilot in command. Amend the sample text to suit your operations.

1.9.3.8 Flight crew responsibilities – co-pilot

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

The sample text indicates that this section is not applicable. If applicable for organisation, insert the responsibilities of the co-pilot as required.

1.9.3.9 Flight crew responsibilities – cruise relief pilots

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

This section is reserved. If applicable to your organisation, insert the responsibilities of the cruise relief pilots as required.

1.9.3.10 Flight crew responsibilities - flight engineer

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

This section is reserved. If applicable to your organisation, insert the responsibilities of the flight engineer as required.

1.9.3.11 Flight crew training and competence

CASR References:

- 133.370(5) Composition, number, qualifications and training
- 133.375 Competence

- 135.380(5) Composition, number, qualifications and training
- 135.385 Competence
- 135.405 Pilot in command in non-command pilot's seat
- 138.480 Training for new or inexperienced flight crew members
- 138.485 Competence.

The sample text outlines some flight crew training and competency requirements. Amend the sample text to suit your operations.

1.9.3.12 Flight crew recent experience requirements

CASR References:

- 61.870 Limitations on exercise of privileges of instrument ratings - recent experience: general
- 61.875 Limitations on exercise of privileges of instrument ratings - recent experience: single pilot
- 133.420 Recent experience requirements – 90 days before flight
- 135.435 Recent experience requirements – 90 days before flight.

Sample text 1: is for air transport operators and provides the flight crew recent experience requirements.

Sample text 2: is for aerial work operations. Amend the sample text to suit your operations.

Regulation 61.1055 of CASR recognises an operator proficiency check in low-level operations within the previous 6 months. If applicable, amend to include details on assessments and experience in low-level operations.

1.9.3.13 Flight crew medical certificates

CASR References:

- 119.235 Copies of flight crew licences and medical certificates
- 138.180 Copies of flight crew licences and medical certificates.

These regulations require you to hold a copy of flight crew medical certificates and licences. You must ensure you are able to obtain such a copy. The sample text provides the type of medical certificates flight crew are required to hold.

1.9.4 Senior base pilot

CASR Reference:

- 119.205(1)(h) Content of exposition.

The sample text indicates that this section is not applicable. If applicable, insert the responsibilities of the senior base pilot as required for your organisation.

1.9.5 Air crew

CASR References:

- 133.430 Competence
- 133.455 Training and checking

- 133.465 English proficiency
- 135.445 Training and checking
- 135.450 Competence
- 135.455 English proficiency
- 138.540 Composition, number, qualifications and training.

The sample text indicates that this section is not applicable. If applicable, insert the responsibilities of the air crew as required for your organisation.

1.9.6 Task specialists

CASR Reference:

- 138.580 Qualifications and training.

Sample text 1: is for operations that do not require task specialists.

Aerial work operators that have task specialists should include the training, qualifications and experience required of the task specialists as well as their responsibilities.

Sample text 2: is for operations that require task specialists. Amend the sample text to suit your operations.

1.9.7 Medical transport specialists

The sample text is for operations that do not require medical transport specialists.

Aerial work operators that have medical transport specialists should insert procedures applicable to your organisation.

1.9.8 Other operational safety-critical personnel

CASR References:

- Subpart 119.E Training and checking for operational safety-critical personnel
- 133.115 Competence of ground support personnel
- 135.125 Competence of ground support personnel
- 138.135 Requirements for other operational safety-critical personnel.

Sample text 1: is for organisations that do not have other operational safety-critical personnel.

Sample text 2: is for organisations that have ground support staff. Amend the sample text to include a detailed list of other operational safety-critical personnel employed for your operations, for example, ground customer service and baggage officers.

Training and checking requirements may be cross-referenced to the Training and Checking volume.

1.9.9 Engineering and maintenance staff

CASR Reference:

- 119.205(1)(h) Content of exposition.

The sample text is for organisations that do not have engineering and maintenance staff.

If you have engineering and maintenance staff, insert procedures applicable to your organisation.

1.9.10 Cosmic radiation

CASR References:

- 133.290(d) mitigating exposure to cosmic radiation
- 135.330 Cosmic radiation
- 135.335 Exceeding cosmic radiation limits.

These regulations refer to flights above flight level 490.

Regulation 135.330 of CASR requires you to include a limit in your exposition for the total cosmic radiation receivable inside the aeroplane's cabin during the flight.

Your exposition should include the procedures for recording the total cosmic radiation dose received by crew members during a 12-month period, and where these records are kept.

1.10 Management of alcohol and other drugs

CASR Reference:

- 91.520 Crew members to be fit for duty.

The sample text directs users to the Drug and Alcohol Management Plan volume of the exposition, which includes the CASA Micro-business DAMP (Drug and Alcohol Management Plan). If your organisation does not use the CASA Micro-business DAMP, amend the text to refer the user to your own DAMP inserted into the Drug and Alcohol Management Plan volume of your exposition.

Refer to the DAMP page on the CASA website for information on:

- Drug and Alcohol Management Plans (DAMP)
- testing programs
- education programs
- testing providers
- response programs
- DAMP exemptions
- implementing a testing program.

VOLUME 2 AIRCRAFT OPERATIONS

2.1 Operational policy and procedures

2.1.1 Documents to be carried on flights

CASR References:

- 91.100 Electronic documents
- 91.105 Carriage of documents
- 91.110 Carriage of documents for certain flights
- 91.115 Carriage of documents - flights that begin or end outside Australian territory
- 133.040 Availability of checklists
- 133.045 Electronic documents
- 133.060 Availability or carriage of documents for certain flights
- 133.075 Journey logs
- 135.050 Availability of checklists
- 135.055 Electronic documents
- 135.070 Availability or carriage of documents for certain flights
- 135.085 Journey logs
- 138.215 Availability of checklists
- 138.220 Electronic documents.

Part 135 MOS, Part 133 MOS and Part 138 MOS list documents to be required on flights.

Flight-related documents may be carried in either hard copy or electronic copy within Australia. If your operations are overseas, include the requirements of the areas in which you operate.

Amend the sample text and the table to suit your operations:

- The method of carriage of documents stated in this table is not required by legislation but is a statement of operator practice - other options may be available.
- If you have, or plan to have as part of your exposition, an Electronic Flight Bag (EFB) policy, indicate when a document is part of that EFB policy.
- Regulations 91.100, 135.055 and 138.220 of CASR do not mandate the use of an EFB.
- Regulation 91.105 of CASR requires each flight crew member to carry certain photographic identification. The sample text requires each flight crew member to carry an ASIC.
- Other documents may be applicable.

2.1.2 Operation control

CASR References:

- 133.125 Operational control
- 135.135 Operational control
- 138.D.1 Operational control.

Note: Division 138.D.1 of CASR, Operational control is currently reserved for future use. The sample text is suitable for aerial work operators at this time.

These regulations require your exposition to include procedures for determining how operational control for a flight of the aircraft is to be exercised and by whom.

The sample text is for a single pilot operation. For multicrew operations, amend the sample text to include your procedures for determining who exercises operational command of the aircraft.

2.1.3 Portable electronic devices

CASR References:

- 91.170 Operation of portable electronic devices
- 133.280 Procedures relating to portable electronic devices
- 135.315 Procedures relating to portable electronic devices.

Regulation 91.170 of CASR requires the pilot in command to determine if the operation of a device during flight will affect safety before permitting its use.

Regulations 133.280 and 135.315 of CASR require your air transport operator exposition to include procedures for the operation of portable electronic devices. The regulations do not prescribe the procedures.

The sample text is suitable for a small operation with small aircraft and allows the pilot in command to determine if PEDs can be permitted. Your organisation may have an organisation-wide policy. The AMC / GM Part 133 and AMC / GM 135 provide guidance on areas to consider and address in a PED policy. Amend the sample text to suit your organisation.

2.1.4 Operation of portable electronic devices by crew members

CASR References:

- 91.175 Operation of portable electronic devices by crew members
- 133.280 Procedures relating to portable electronic devices
- 135.315 Procedures relating to portable electronic devices.

Regulation 91.175 of CASR requires a crew member to not operate a portable electronic device at a time that is likely to distract the flight crew member from their duties. Other approaches to the use of devices such as mobile phones may be available.

Regulations 133.280 and 135.315 of CASR require your air transport operator exposition to include procedures for the operation of portable electronic devices.

Airside considerations in relation to EFBs and PEDs

The sample text refers to the use of EFBs and PEDs while passengers are transiting to and from the aircraft, as well as during fuelling operations. Persons can be distracted by mobile phones and other PEDs, reducing situational awareness and putting themselves and others at

risk. These airside considerations may be cross referenced with sections on procedures for safe ground operations and fuelling procedures.

Amend the sample text to suit your operations.

2.1.5 Electronic flight bag – administration

An EFB is designed to replace traditional paper products in an aircraft. EFBs can store and display a variety of aviation data or perform calculations such as those required to determine performance or weight and balance. The scope of the EFB system functionality may also include a range of other hosted databases and applications. EFB displays may use an assortment of technologies, formats, and forms of communication.

Air transport operators need to incorporate their processes, plans and procedures into their exposition. If these are introduced after the approval of this exposition, they should be submitted to CASA for approval as a significant change.

Aerial work operators are not required to have their EFB procedures specifically approved by CASA. However, regulation 138.155 Content of operations manual requires details of each plan, process and procedure implemented to safely conduct and manage operations, to be included in your exposition.

The sample text provides EFB procedures for a small operation with a limited number of aircraft and crew. The sample operator has elected not to use electronic weight and balance software, and not to permit non-operational software on EFBs. If your operation does not use EFBs delete the rest of this section.

If your organisation uses EFBs, amend the sample texts to reflect your procedures. AC 91-17 provides useful guidance for your consideration including, but not limited to:

- hardware type and functionality level
- EFB hardware management
- EFB software application management and update procedures
- EFB user training
- EFB administrator
- EFB redundancy.

2.1.6 Electronic flight bag – operational use

The procedures for EFB use will vary based on individual software and use cases. The sample operator uses a simple EFB as an additional tool for crew, and as such procedures are basic. Sample Aviation has elected to not permit non-operational software on EFBs. If your operation does not use EFBs delete the rest of this section.

Amend the sample texts to reflect the procedures in your organisation. AC 91-17 provides useful guidance for your consideration including, but not limited to:

- procedures for the use of EFBs in flight
- securing the EFB
- charging the EFB.

The AFM must be consulted to determine if any limitations exist for the use of electrical power outlets. Aircraft modifications require airworthiness approval.

2.1.7 Availability of checklists

CASR References:

- 91.095 Compliance with flight manual
- 133.030 Compliance with flight manual
- 133.040 Availability of checklists
- 135.040 Compliance with flight manual
- 135.050 Availability of checklists
- 138.210 Compliance with flight manual
- 138.215 Availability of checklists.

These regulations require checklists of normal, abnormal and emergency procedures to be available to all crew members with duties associated with the flight, and for the pilot in command of the aircraft to ensure that the aircraft is operated in accordance with the flight manual instructions.

Amend the sample text to reflect your organisation and operations.

2.1.8 Authority and responsibilities of the pilot in command

CASR Reference:

- 91.215 Authority and responsibilities of pilot in command.

The sample text outlines the pilot in command's authority and responsibilities. The pilot in command may discharge some of these responsibilities by delegating certain tasks to others (such as crew members).

You may wish to set out these delegation options in your sample exposition.

2.1.9 Actions and directions by operator or pilot in command

CASR Reference:

- 91.220 Actions and directions by operator or pilot in command.

The pilot in command has the final responsibility over the operation of the aircraft and the maintenance of discipline by all persons on board.

In your exposition, including outline what directions the pilot in command can give, or what actions they can take under certain circumstances.

2.1.10 Crew members – power of arrest

CASR Reference:

- 91.225 Crew members - power of arrest.

This heading is for you to include specific guidance for your crew on this topic. You may wish to write your own guidance in consultation with your legal advisers / department.

2.1.11 Crew meals during flight

CASR Reference:

- 119.205(1)(h) Content of exposition.

This heading is for you to include specific guidance for your crew members on this topic.

2.1.12 Carriage of CASA officers

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

These regulations require your exposition to contain details of each plan, process, procedure, program, and system implemented to safely conduct and manage your operations in compliance with the civil aviation legislation.

Amend the sample text to suit your operations.

2.1.13 Taxiing of aircraft

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

These regulations require your exposition to contain details of each plan, process, procedure, program, and system implemented to safely conduct and manage your operations in compliance with the civil aviation legislation. There is no specific requirement to include details in this section.

2.1.14 Minimum heights

CASR References:

- 91.265 Minimum height rules - populous areas and public gatherings
- 91.267 Minimum height rules - other areas
- 91.277 Minimum heights - VFR flights at night
- 91.305 Minimum heights - IFR flights
- 138.275 Minimum height rules.

These regulations provide the requirements for minimum heights.

Regulation 138.275 of CASR disapplies regulations 91.265, 91.267, 91.277 and 91.305 of CASR in certain circumstances. See regulation 138.275 of CASR and Chapter 9 of the Part 138 MOS.

The sample text is an example for aerial work operations. Amend the sample text to suit your operations.

2.1.15 Aircraft not to be operated in manner that creates a hazard

CASR Reference:

- 91.055 Aircraft not to be operated in manner that creates a hazard.

This is a broad, outcome-based requirement designed to encompass hazards created by the operation of an aircraft that are not specifically addressed elsewhere in the ruleset. The sample text includes hazards that may arise within an aerial work operation that is otherwise in accordance with Part 138 of CASR and its MOS.

The sample text is an example for aerial work operations. Amend the sample text to suit your operations.

2.1.16 Simulation of emergency or abnormal situations

CASR References:

- 133.205 Simulation of emergency or abnormal situations
- 135.245 Simulation of emergency or abnormal situations.

These regulations are applicable to passenger transport and medical transport operations. Amend the sample text to suit your operations.

2.1.17 Procedures for reporting and recording defects etc

CASR References:

- 133.090 Procedures for reporting and recording defects etc
- 135.100 Procedures for reporting and recording defects etc
- 138.230 Procedures for reporting and recording defects etc.

The sample text lists some matters requiring reporting by the regulations. The regulations also apply to operational or emergency equipment fitted to the aircraft. You may wish to require other matters to be reported. Amend the sample text to suit your operations.

2.1.18 Procedures for reporting and recording incidents

CASR References:

- 133.095 Reporting and recording incidents
- 135.105 Reporting and recording incidents
- 138.235 Reporting and recording incidents.

The sample text requires incidents to be reported to the HOFO. Consider other reporting lines such as the Safety manager if you have one. You may wish to provide guidance as to what matters should be reported. Consider cross referencing to your Safety Management System (SMS) if you have one. Amend the sample text to suit your operations.

2.2 Crew members

2.2.1 Seating for flight crew

CASR Reference:

- 91.550 Seating for flight crew members.

The sample text requires the pilot in command to occupy a pilot seat with a seat belt fastened at all times when the engine is running. The regulations require that the seat belt be fastened at all times during the flight. Amend the sample text to suit your operations.

2.2.2 Seating for other crew members

CASR References:

- 91.555 Seating for crew members other than flight crew members
- 138.375 Wearing of seatbelts and other restraint devices.

Regulation 91.555 of CASR is disapplied for the purposes of regulation 138.375 of CASR.

Sample text 1: is an example for air transport operations.

Sample text 2: is an example for aerial work operations.

Select either or, combine texts and amend to suit your operations.

You may also find section 14.02 of the Part 138 MOS useful.

2.2.3 Persons not to be carried in certain parts of aircraft

CASR References:

- 91.200 Persons not to be carried in certain parts of aircraft
- 138.410 Manual of Standards may prescribe requirements for external load operations.

Regulation 91.200 of CASR is disapplied for the purposes of regulation 138.410 of CASR – external load operations. Also refer to Chapter 15 of the Part 138 MOS. Amend the sample text to suit your operations.

2.2.4 Safety harnesses

CASR Reference:

- 138.375 Wearing of seatbelts and other restraint devices.

This section only applies to some aerial work operators.

Sample text 1: if this section does not apply to your operations.

Chapter 14 of the Part 138 MOS provides further specific details regarding wearing seatbelts, safety harnesses and other restraint devices. Consider your operations, particularly various aerial work operations.

Sample text 2: if applicable to your operations, amend the sample text to suit your operations.

2.2.5 Crew members to be fit for duty

CASR Reference:

- 91.520 Crew members to be fit for duty.

This section re-enforces the Operational personnel section. Amend the sample text to suit your organisational requirements.

2.2.6 Smoking not permitted

CASR Reference:

- 91.530 When smoking not permitted.

Amend the sample text to suit your organisational requirements.

2.3 Carriage of passengers and cargo

2.3.1 Type of passengers

CASR Reference:

- 138.305 Carriage of passengers – general.

Sample text 1: is an example for air transport operators, and aerial work operators that do not carry passengers.

This section refers to aerial work operators only.

Aerial work passenger is defined in the CASR Dictionary and further in Part 138 MOS.

Sample text 2: is for aerial work operators that carry passengers. AC 138-01 Part 138 Core concepts, section 3 provides examples of aerial work passengers and AC 138-01 Appendix A Sample clauses provides sample texts that may assist you in amending sample text 2 to suit your operation.

You may also find sections 2.02 and 11.06 of the Part 138 MOS useful.

2.3.2 Briefing of passengers

CASR References:

- 91.565 Passengers - safety briefings and instructions
- 133.235 Safety briefing cards
- 133.240 Safety briefings, instructions and demonstrations
- 135.275 Safety briefing cards
- 135.280 Safety briefings, instructions and demonstrations
- 138.305 Carriage of passengers – general.

Sample text 1: is for operators that do not carry passengers.

Sample text 2: is for operators that carry passengers and provides a sample list of matters to be conveyed to the passengers by the pilot in command. Amend the sample text to suit your operations and the type and model of the aircraft. Ensure safety briefing cards are both identified in the Forms table and inserted into the volume Forms and Compliance Matrices of your exposition.

Chapter 7 of Part 133 MOS and Chapter 9 of Part 135 MOS provide further details.

AMC / GM Part 133 and AMC / GM Part 135 outline the aircraft types to which these regulations apply.

AC 138-01 provides sample texts for aerial work passenger briefing.

2.3.3 Carriage of restricted persons

CASR References:

- 133.210 Carriage of restricted persons
- 135.250 Carriage of restricted persons
- 138.320 Procedures for carriage of restricted persons.

These regulations require you to state in your exposition whether the carriage of restricted persons is permitted.

The sample text prohibits the carriage of restricted persons.

If your operations include the carriage of restricted persons, insert your process applicable to this. Further guidance on considerations relating to the carriage of restricted persons can be found in:

- AMC / GM 133 Air transport operations - rotorcraft
- AMC / GM 135 Air transport operations - small aeroplanes
- AMC / GM 138 Aerial work operations
- AC 133-10 - Passenger safety information
- AC 135-12 - Passenger safety information
- AC 133-06 - Carriage of special categories of passenger
- AC 135-10 - Carriage of special categories of passenger.

2.3.4 Ground operations and movements of persons

CASR References:

- 119.205(1)(h) Content of exposition
- 133.175 Procedures for safety at aerodromes
- 135.200 Procedures for safety at aerodromes
- 138.155(1)(h) Content of operations manual
- 138.280 Procedures for safety at aerodromes.

The sample text provides procedures for ground operations related to operating the aircraft, managing passengers and managing cargo.

Amend the sample text to suit your operations, including referring to relevant parts of the aircraft that you operate, for example engine / propellor / flaps / tail rotor.

2.3.5 Carriage of passengers in seats at which dual controls are fitted

CASR References:

- 133.120 Flight crew seat authorisation and briefing
- 135.130 Flight crew seat authorisation and briefing
- 138.305 Carriage of passengers - general.

These regulations detail the persons who may occupy a flight crew seat. If certain persons, e.g. passengers, are to be carried in the seat, your exposition must detail the persons who may be carried. The sample text also provides safety procedures related to the carriage of passengers in flight crew seats.

2.3.6 Cabin safety procedures

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

The sample text outlines some of the responsibilities of the pilot in command regarding cabin safety procedures in the aircraft. Amend the sample text to suit your operations, particularly if the pilot in command delegates these responsibilities to other crew members.

2.3.7 Means of passenger communication

CASR Reference:

- 91.540 Means of passenger communication.

Amend the sample text to suit your operations.

2.3.8 Use of seatbelts

CASR Reference:

- 91.570 Passengers - safety directions by pilot in command.

The sample text indicates that seatbelts must be worn at all times. It contains text relevant to air transport operators, and text relevant to aerial work operators. Amend the sample text to suit your operations.

2.3.9 Passengers – compliance with safety directions

CASR Reference:

- 91.575 Passengers - compliance with safety directions.

Develop text to suit your operations, if required.

2.3.10 Psychoactive substances

CASR References:

- 91.780 Passengers – alcohol
- 91.785 Crew - provision of alcohol
- 91.790 Prohibiting person affected by psychoactive substances from boarding.

Amend the sample text to suit your operations.

2.3.11 Refusal to carry passengers or cargo

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

This regulation requires your exposition to include details of each plan, process, procedure, program and system implemented to safely conduct and manage operations in compliance with the civil aviation legislation.

If this section is relevant to your operations, include your process in your exposition.

2.3.12 Policy for off-loading passengers and cargo

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

This regulation requires your exposition to include details of each plan, process, procedure, program and system implemented to safely conduct and manage operations in compliance with the civil aviation legislation.

If this section is relevant to your operations, include your process in your exposition.

2.3.13 Unauthorised travel or placing of cargo on aircraft

CASR Reference:

- 91.060 Unauthorised travel or placing of cargo on aircraft.

If this section is applicable to your operations, include your process in your exposition.

2.3.14 Passenger lists

CASR References:

- 133.070 Keeping and updating documents
- 133.080 Passenger lists
- 135.080 Keeping and updating documents
- 135.090 Passenger lists.

Sample text 1: is for aerial work operations.

Sample text 2: is suitable for air transport operations. Amend the sample text to suit your operations.

2.4 Instruments, indicators equipment and systems

CASR References:

- 133.035 Operator to have minimum equipment list for certain flights
- 133.360 Requirements relating to equipment
- 135.045 Operator to have minimum equipment list for certain flights
- 135.370 Requirements relating to equipment.
- 138.465 Requirements relating to equipment.

You may also find Chapter 26 of the Part 91 MOS, Chapter 11 of the Part 133 MOS and Chapter 11 of the Part 135 MOS useful.

2.4.1 Approval of aircraft equipment

The sample text indicates that the sample operator is responsible for ensuring that all equipment fitted meets the requirements of Chapter 26 of the Part 91 MOS or is approved under Part 21 of CASR, and meets the visibility and accessibility requirements of Part 133 MOS and Part 135 MOS. Amend the sample text to suit your operations.

2.4.2 Equipment serviceability

The sample text provides procedures for checking equipment serviceability, flight with unserviceable equipment, and reporting unserviceable equipment. The sample operator has elected to not use an approved minimum equipment list in accordance with section 26.04 of the Part 91 MOS.

Certain operators / operations are exempt from the requirement to have a minimum equipment list.

Note: Review CASA EX85/21 to see if or how this exemption may apply to your organisation.

Review paragraph 10.02(d) of the Part 91 MOS. The Part 91 MOS provides limited relief for a flight to a facility for repair of inoperative radiocommunication systems and inoperative emergency locator transmitters. Amend the sample text to suit your operations.

2.4.3 Flight instruments

This is a place holder for additional flight instruments required by the operator for tasking. For example, a radio altimeter. Develop text to suit your operations.

2.4.4 Operational equipment

CASR References:

- 119.205(1)(h) Content of exposition
- 133.105 Information about emergency and survival equipment.
- 135.115 Information about emergency and survival equipment.
- 138.155(1)(h) Content of operations manual.

This is a place holder for additional operational equipment required by the operator.

For example, consider the following categories:

- Radio communication systems
- Navigation equipment
- Automatic pilot.

The sample text outlines the sample operators requirements for survival equipment.

For simplicity and commonality, the sample text refers to a common survival equipment pack for all flights.

Part 91 MOS provides limited relief for a flight to a facility for repair of inoperative radiocommunication systems and inoperative emergency locator transmitters.

The HOFO must ensure that the aircraft carries serviceable survival and signalling equipment as is reasonably appropriate for each person onboard the aircraft, in the event of a forced landing, to sustain life in the area in, or through which, the flight will be conducted. You may find Chapter 11 of both the Parts 133 and 135 MOS useful.

Amend the sample text to suit your operations.

2.4.5 Lighting systems

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

This is a place holder for additional lighting systems required by the operator.

Consider the following categories:

- Anti-collision lights
- Navigation lights
- Landing lights
- Cockpit lighting systems.

Develop text to suit your operations.

2.4.6 Alerting and warning systems

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

The sample text is provided for operators who do not have or need alert and warning systems. If your aircraft or operations require you to have alert or warning systems, include your procedures in your exposition. Consider, if applicable, the following subheadings:

- Airborne collision avoidance system
- Terrain awareness and warning system
- Airborne weather radar equipment.

2.4.7 Flight recorders

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

The sample text is provided for operators who do not have or need flight recorders. If your aircraft or operations require you to have flight recorders, include your procedures in your exposition.

2.4.8 Interior communication systems

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

The sample text requires 2 headsets with boom microphones. Amend the sample text to suit your operations.

2.4.9 Oxygen equipment and oxygen supplies

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

The sample text is provided for operators who do not have or need oxygen equipment and oxygen supplies. If your aircraft or operations require you to have oxygen equipment and oxygen supplies, include your procedures in your exposition.

2.4.10 Emergency locator transmitters

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

The sample text sets out the requirements for the carriage of working ELT, and under what circumstances an ELT may be inoperative. AMC / GM Part 133 and AMC / GM Part 135 provide definitions of types of portable ELTs (Automatic portable, Automatic deployable, Survival), and recommends you use these definitions when describing your procedures in

your exposition. Amend the sample text to describe the ELT equipment required for your aircraft and operations. Section 26.48 of the Part 91 MOS outlines when, and what type of ELTs should be carried.

2.4.11 Portable emergency equipment

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

Portable emergency equipment should be listed here. The sample text sets out requirements for fire extinguishers. Part 133 MOS, Part 135 MOS and Part 138 MOS set out the requirements for fire extinguishers and AMC / GM Part 133 and AMC / GM 135 Part 135 provide a list of matters to consider in determining types of fire extinguishers and whether additional extinguishers are required beyond the absolute regulatory minimum. Airworthiness Bulletin (AWB) Airframes 26 - Fire Protection may also provide useful information.

Amend the sample text to suit your operations and also consider other portable emergency equipment such as Electronic Visual Distress Signals (EVDS).

AMC / GM Part 138 recommends you review section 20 of CASA EX86/21 regarding a direction in force in relation to emergency and survival equipment.

2.4.12 Equipment for flights over water

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

Life jackets

Amend the sample text to suit your operations.

Life rafts

Refer to section 26.60 of the Part 91 MOS for requirements related to the carriage of life rafts.

Amend the sample text to suit your operations.

2.4.13 Transponder and surveillance equipment serviceability

Refer to section 26.73 of the Part 91 MOS.

Amend the sample text to suit your operations.

2.4.14 Seat belts and harnesses

The sample text is suitable for aerial work operations only. Amend the sample text to suit your operations.

2.5 Performance

CASR References:

- Subpart 133.F—Performance
- 135.340 Performance data

- 135.345 Take-off weights
- 135.350 Landing weights
- 138.435 Take-off performance
- 138.440 Landing performance.

If applicable, operators must detail their procedures regarding aircraft performance, specifically Take-off performance and Landing performance. Guidance is available in the AMC / GM Part 135 - Air transport operations - small aeroplanes and AC 91-02 - Guidelines for aeroplanes with MTOW not exceeding 5,700 kg - suitable places to take off and land (in particular Chapter 7).

2.6 Weight and balance

CASR References:

- 133.030 Compliance with flight manual
- 133.345 Loading of aircraft
- 133.350 Procedures for loading aeroplane etc
- 133.355 Weight and balance documents
- 135.040 Compliance with flight manual
- 135.355 Loading of aircraft
- 135.360 Procedures for loading aeroplane etc
- 135.365 Weight and balance documents
- 138.450 Loading of aircraft
- 138.460 Weight and balance documents.

Regulations 133.355, 135.365 and 138.450 of CASR require operators of certain aircraft to complete and carry load documents and for these to be retained by the operator.

Refer to Part 91 AMC / GM Subpart 91.J for information regarding the use of actual weights. See also Multi-Part AC 121-05, 133-04 and 135-08 section 2.1, which notes that while Part 138 of CASR does not state this requirement in the regulations, aerial work operators may adopt any of the methods described in the AC to achieve compliance with Subpart 138.J of CASR.

You may have alternative methods of weight and balance calculation, e.g. EFB applications. CAO 100.7 requires that such applications must be validated by a weight control authority.

Amend the sample text to suit your operations.

2.7 Fuelling and oil procedures

2.7.1 Fuel types and fuel additives

CASR References:

- 91.465 Contaminated, degraded or inappropriate fuels
- 119.205(1)(h) Content of exposition

- 138.155(1)(h) Content of operations manual.

Amend the sample text to reflect the type of fuel required for the aircraft you operate and if applicable, detail procedures for any fuel additives.

2.7.2 Fuelling procedures

CASR References:

- 91.465 Contaminated, degraded or inappropriate fuels
- 91.470 Fire hazards
- 91.475 Fuelling aircraft - fire fighting equipment
- 91.480 Fuelling aircraft - electrical bonding
- 91.485 Equipment or electronic devices operating near aircraft
- 135.220 Fuelling safety procedures
- 138.302 Fuelling safety procedures.

The sample text covers a range of topics and includes multiple subsections. Below are the subsections and combined notes for these subsections. Amend to suit your operations.

- Fuelling preparations
- Conducting fuelling
- Action in the event of a fuel spillage or fire hazard
- Fuelling from drums

A fuelling area of up to 15 m has been selected for simplicity for this sample text. See AC 91-25 Fuel and oil safety, for guidance.

Certain fuelling operations may be conducted with persons on board. Operator specific procedures may also be detailed. See regulation 91.510 of CASR.

See regulation 91.475 of CASR for the required number of extinguishers and their locations.

Operators should provide detailed processes if pilot fuelling is required. Regulation 91.480 of CASR requires the aircraft and electrical equipment to be electrically bonded.

The Part 91 AMC / GM provides guidance in relation to fuel requirements and fuelling safety procedures. Further guidance on operational fuel requirements can be found in AC 91-15 - Guidelines for aircraft fuel requirements, and detailed guidance on fuel and oil safety can be found in AC 91-25 - Fuel and oil safety.

2.7.3 Hot fuelling

CASR References:

- 91.495 Only turbine-engine aircraft to be hot fuelled
- 91.500 Hot fuelling aircraft – general
- 91.505 Hot fuelling aircraft - procedures etc
- 138.300 Hot fuelling.

The sample text indicates that hot fuelling is not permitted. Some aerial work operators may conduct hot fuelling IAW regulation 138.300 of CASR. Operator specific procedures may be detailed in this subsection. Amend the sample text to suit your operations.

For guidance on the precautions to be taken during hot fuelling operations, refer to section 16 of AC 91-25 - Fuel and oil safety.

2.7.4 De-fuelling

The sample text indicates that the sample operator only permits qualified fuelling contractors to de-fuel aircraft. If de-fuelling is required, amend the text to suit your operations.

2.7.5 Use of low-risk electronic devices while fuelling turbine-engine aircraft

CASR Reference:

- 91.490 Fuelling turbine-engine aircraft - low-risk electronic devices.

This section has been reserved. Insert your own procedures if this applies to your organisation.

2.7.6 Persons on aircraft, boarding or disembarking during fuelling

CASR References:

- 91.510 Fuelling aircraft - persons on aircraft, boarding or disembarking
- 91.515 Fuelling aircraft if fuel vapour detected
- 138.285 Fuel procedures
- 138.302 Fuel safety procedures.

The sample text does not permit persons to be onboard the aircraft during fuelling. If such operations are planned, see regulations 91.510, 91.515 and 138.302 of CASR. Aerial work operators should review section 11 of CASA EX86/21 for an exemption in force concerning private operations conducted by an aerial work certificate holder. Amend the sample text to suit your operations.

AC 91-25 - Fuel and oil safety provides guidance on the precautions to be taken when passengers remain on board during fuelling operations. AC 91-19 Passenger safety information may also provide some useful guidance for your operations.

2.7.7 Pre-flight fuel quality check

CASR References:

- 91.465 Contaminated, degraded or inappropriate fuels
- 133.180 Fuel procedures
- 135.205 Fuel procedures
- 138.285 Fuel procedures

Amend the sample text to suit your operations.

2.7.8 Engine oil and hydraulic fluid management

CASR References:

- 91.460 Oil requirements

- 135.210 Oil requirements
- 138.290 Oil requirements.

The sample text includes a table to complete with the minimum quantities of oil required. Complete this table for each aircraft you operate. Alternatively, provide a method to determine what a sufficient quantity of oil is for given aircraft / operations. Amend the sample text to suit your operations.

2.8 Fuel policy

CASR References:

- 91.455 Fuel requirements
- 119.205 Content of exposition
- 133.180 Fuel procedures
- 133.190 Fuel requirements
- 133.215 Fuel requirements
- 135.205 Fuel procedures
- 135.215 Fuel requirements
- 138.155 Content of operations manual
- 138.285 Fuel procedures.

2.8.1 Overview

This sample text summarises the policy for the rest of this section. As you amend your text for this section, you may need to adjust this overview.

Requirements relating to fuel management procedures, as well as the quantity of fuel required prior to and during operations, are defined in Chapter 6 of the Part 133 MOS, Chapter 7 of the Part 135 MOS and Chapter 19 of the Part 91 MOS (for aerial work operations). AC 91-15 - Guidelines for aircraft fuel requirements contains further operational considerations and guidance.

2.8.2 Pre-flight

This Pre-flight subsection has been reserved. If required, develop suitable text for your operations.

2.8.3 Fuel considerations and calculations

The sample text covers a range of topics and includes multiple headings. Amend the sample text to suit your operations. Combined guidance is located below these headings.

- Required fuel
- Taxi fuel
- Trip fuel
- Destination alternate fuel
- Holding fuel

- Contingency fuel
- Final reserve fuel
- Discretionary fuel
- Fuel calculation
- Determining and recording fuel quantity – pre-flight
- Recording fuel quantity

You will need to detail organisation-specific procedures in relation in this section. Sample text provided is CASA general advice only and you should amend the sample text to suit your operations. See AC 91-15 Guidelines for aircraft fuel requirements.

You need to provide specific instructions and procedures for recording the quantity of usable fuel on board and, after each fuel quantity check conducted during a flight, the fuel quantity data evaluated and determined in accordance with the procedures specified.

You should detail what the maximum discrepancy between the actual fuel on-board (gauge / visual) and calculated (journey log) figure is tolerable. Industry practice is a maximum of 3% discrepancy.

You should detail how often fuel quantity checks required by this section are carried out for multi-sector flights in the same aircraft by the same pilot.

Complete the Trip Fuel Use Rate table using fuel rates calculated by fuel use monitoring or AFM data. Additional columns may be used where operations are conducted in configurations with different fuel use, e.g. with externally mounted equipment.

Source fuel consumption data from aircraft specific fuel consumption data from a fuel consumption monitoring system. If this is not available, use fuel consumption data provided by the aircraft manufacturer. See section 19.03 of the Part 91 MOS.

Complete the Final Reserve Fuel table using fuel rates from the subsection Monitoring fuel during flight (below), or AFM data. Provide additional data when aircraft are operated in configurations with different fuel use, e.g. door removed or with externally mounted equipment.

Discretionary fuel is routinely the prerogative of the pilot in command, however you may assist in setting standard discretionary loads.

2.8.4 Monitoring fuel during flight

In determining fuel monitoring policy, you should take into consideration the accuracy of fuel quantity sources, for example reading analogue fuel gauges in general aviation aircraft.

The sample text covers several topics and includes multiple subsections. Below are the subsections and combined notes for these subsections.

- Procedure if fuel reaches specified amounts
- Minimum fuel state
- Emergency fuel situation.

You will need to detail organisation-specific procedures in relation in this section. Sample text provided is CASA general advice only and you should amend the sample text to suit your operations. See AC 91-15 Guidelines for aircraft fuel requirements.

2.8.5 Fuel – post flight

The sample text outlines a procedure for recording the amount of fuel left at the end of a flight using the Aircraft Journey Log (Form A05). Amend the sample text to suit your operations. If you use a different form with a different number and location, you will need to update this information in this section as well as in section Forms – the form itself and the list of forms at the beginning of the section. Determine what is a significant discrepancy for your aircraft types.

2.9 Risk assessments

CASR Reference:

- 138.370 Operator must conduct risk assessments.

At time of publishing this section is only relevant to aerial work operators. Regulation 138.370 of CASR and Chapter 13 of the Part 138 MOS detail risk criteria and require an operator to ensure processes for risk assessment and mitigation are completed prior to conducting an aerial work operation.

The sample text is for Air transport-only operators. If risk assessments are not applicable to your organisation delete the sample text in subsections within section 2.9.

If you are an aerial work operator, delete the sample text provided for air transport-only operators directly under the heading Risk assessment. The sample text for aerial work operators is identified in the subsections. Review and amend the subsection sample text to suit your operations.

- General – risk criteria
- Risk assessment and mitigation process flow chart
- Risk register
- Dedicated aerial work operations risk assessment
- Pre-operational risk assessment
- Mitigation and risk controls
- Flight risk management plan
- Pre-flight risk review – pilot
- Post-flight review – HOFO.

A risk assessment and mitigation process flow chart has been provided. If your processes don't align with this flow chart, delete it, and replace it with an alternative flow chart.

You should detail your processes within your document.

Sample forms have been included in the section Forms. If you use a different form with a different number and location, you will need to update this information in this section as well as in section Forms – the form itself and the list of forms at the beginning of the section.

Guidance on aerial work risk assessments (including samples) is provided in AC 138-05 Aerial work risk management. Additional material on the conduct of risk assessments is provided in the Safety management system kit - Booklet 3 - Safety Risk Management.

2.10 Flight planning

2.10.1 Operational flight plans

CASR References:

- 119.205(1)(h) Content of exposition
- 133.135 Operational flight plans
- 135.145 Operational flight plans
- 138.155(1)(h) Content of operations manual.

Chapter 4 of the Part 133 MOS and the Part 135 MOS prescribe the minimum information to be included in an operational flight plan. The AMC / GM documents for Parts 133 and 135 provide guidance.

The sample text details a procedure for producing operational flight plans. The flight planning method used for aerial work operations may vary with operation complexity. It is not anticipated that all part 138 operations will require flight plans with this level of detail. In the sample text, the operational flight plan is also used in flight as the flight log.

The sample text references a form that can be found in the Forms section of the sample exposition. If you use a different form with a different number or location, you will need to update this information in this section as well as in section Forms – the form itself and the list of forms at the beginning of the section.

Amend the sample text to suit your operations and organisation.

2.10.2 Flight notification

CASR Reference:

- 91.240 flight notifications
- 135.115(1) Information about emergency and survival equipment.

The sample text provides a procedure for the pilot in command to submit a flight notification to ATS. However, for some flights, a flight notification is in excess of regulatory requirement. For VFR flights, other options may be available. See section 9.02 of the Part 91 MOS. A responsible person may receive a flight note. Amend the sample text to suit your operations.

A 'responsible person' for the receipt of a flight note must be over 18 years, and have access to at least 2 operative and appropriate telephones, and must satisfy the pilot that they know how to contact the Joint Rescue Coordination Centre Australia and will do so immediately if your flight is overdue. Refer to section 9.05 of the Part 91 MOS.

2.10.3 Journey logs

CASR Reference:

- 91.120 Journey logs - flights that begin or end outside Australian territory
- 133.075 Journey logs
- 135.085 Journey logs

Note: Regulation 91.120 of CASR does not apply to air transport operations under Part 133 or Part 135. See regulation 91.035 of CASR.

You may insert any operator-specific procedures for the preparation of journey logs here.

There are exemptions in relation to journey logs and the requirement to record information at certain times. Refer to sections 7 and 8 of CASA EX84/21 (for Part 133 operations) and sections 7 and 8 of CASA EX85/21 (for Part 135 operations).

2.10.4 Flight preparation

CASR References:

- 91.230 Flight preparation (weather assessments) requirements
- 91.235 Flight preparation (alternate aerodromes) requirements
- 91.245 Matters to be checked before take-off
- 91.275 Specified VFR cruising levels
- 91.290 Specified IFR cruising levels
- 91.410 Use of aerodromes
- 119.205(1)(h) Content of exposition
- 133.130 Flight preparation requirements
- 133.140 Availability of flight planning information
- 133.400 Knowledge of route and aerodromes
- 135.035 Flight distance limitations
- 135.140 Flight preparation requirements
- 135.150 Availability of flight planning information
- 135.290 Flights over water for single-engine aeroplanes
- 135.410 Knowledge of route and aerodromes
- 138.155(1)(h) Content of operations manual
- 138.265(a) Flight preparation requirements
- 138.270 Availability of flight planning information.

The sample text details a procedure based on using company authorised flight planning software. Amend the sample text to suit your operations.

There are 4 subheadings: Weather assessments, Alternate aerodromes, Route and aerodrome briefing, and Planning altitudes and flight levels. These topics relate to Part 91 of CASR requirements and are not required to be documented in your exposition, the sample text indicates this. However, you may include procedures here if you wish. You may detail your additional / specialised operator-specific procedures.

Weather assessments

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations. For example, you may consider some or all the following:

Within one hour before flight, the pilot in command must obtain and study the current authorised weather forecast and authorised weather report for the planned route and aerodromes, as well as any other reasonably available relevant weather information.

- The authorised weather forecast for the route to be flown may be a GAF or GAMET area forecast or a flight forecast and must include a wind and temperature forecast and must cover the whole period of the flight.
- The authorised weather forecast for the departure, destination and planned alternate aerodromes may be a GAF, GAMET, TAF or TAF3 and must be valid for at least 30 minutes before and 60 minutes after, the planned destination ETA.

If a required weather forecast or report cannot be obtained before departure, the flight may depart provided the pilot in command reasonably considers that the weather conditions at the departure aerodrome permit the aircraft to return and land safely within one hour after take-off. The flight must return to the departure aerodrome if an authorised weather forecast is not obtained within 30 minutes after take-off.

If the destination weather forecast is not available, or is 'provisional', the flight may depart provided a destination alternate aerodrome, which meets the alternate aerodromes requirements below, is nominated on the flight plan.

If the pre-flight weather briefing is obtained more than one hour before departure, an updated authorised weather forecast must be obtained prior to departure.

Alternate aerodromes

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations. For example, you may consider some or all the following:

An aerodrome may only be nominated as an alternate aerodrome if the aerodrome is suitable as a destination and does not require an alternate destination.

The pilot in command must plan for an alternate destination if relevant weather conditions are forecast at the destination aerodrome when the ETA is within a period from 30 minutes before until 30 minutes after the period of forecast of relevant weather conditions.

Relevant weather conditions are:

- cloud – more than SCT below the alternate minima
- visibility:
 - less than the alternate minima, or
 - a forecast of at least 30% probability restricting visibility below the alternate minima, not applicable if ETA is within first 3 hours of a TAF3 used for planning
- wind – a component greater than the aircraft maximum
- thunderstorms or associated severe turbulence
 - at least 30% probability of occurrence of a thunderstorm or associated severe turbulence, not applicable if ETA is within first 3 hours of a TAF3 if used for planning.

For VFR operations the alternate minima at a destination aerodrome are a ceiling of 1500 ft and a visibility of 8 km.

A destination alternate aerodrome need not be planned if the pilot in command ensures sufficient fuel is carried to hold at the planned destination aerodrome:

- until 30 minutes after the cessation of forecast relevant weather conditions, or
- for 30 minutes when the forecast of relevant weather conditions is based on an INTER change, or
- for 60 minutes when the forecast of relevant weather conditions is based on a TEMPO change.

If the forecast of relevant weather conditions includes multiple INTER or TEMPO changes, the holding fuel must be sufficient for the most limiting requirement.

If a forecast includes a BECMG change indicator and the change is a deterioration of preceding weather elements, the change must be applied from the beginning of the BECMG

period. If the BECMG change is an improvement of all preceding weather elements, the change must be applied from the end of the BECMG period.

While the planning decision to carry fuel for holding or to divert to a planned destination alternate aerodrome is multi-factored, the final decision must ensure the safety of the aircraft.

Route and aerodrome briefing

The sample text is applicable to all operations.

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

Planning altitudes and flight levels

The sample text is applicable to all operations.

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

2.10.5 Point of inflight planning

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

The sample text is applicable to all operations.

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

Refer to AC 91-15 Guidelines for aircraft fuel requirements for guidance about procedures if fuel reaches certain amounts and considerations in relation to planning a diversion.

2.10.6 Operations to remote islands

CASR Reference:

- 135.185 Alternate aerodrome requirements in certain circumstances.

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

2.10.7 Operations over remote areas

CASR References:

- 133.260 Survival equipment procedures
- 133.105 Information about emergency and survival equipment
- 135.305 Survival equipment procedures
- 135.115 Information about emergency and survival equipment.

The sample text provides a procedure for pre-flight preparations prior to a flight over remote areas. Amend the sample text to suit your operations referring to the above regulations and section 22.08 of the Part 138 MOS.

2.10.8 Extended diversion time operations (EDTO)

CASR References:

- 135.035 Flight distance limitations.

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

2.10.9 PSEA operations

CASR Reference:

- 135.240 Prescribed single-engine aeroplanes.

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations. You may find Chapter 8 of the Part 135 MOS useful.

2.10.10 Rescue and fire fighting (RFF) requirements

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

2.10.11 Airspace classification requirements

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

2.10.12 Flights over water

CASR Reference:

- 135.290 Flight over water for single-engine aeroplanes.

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

2.10.13 Operating an Australian aircraft outside Australia

CASR Reference:

- 91.140 Operating an Australian aircraft outside Australia.

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

You may find section 11.50 of the Part 133 MOS Operating an Australian aircraft outside Australia useful.

2.11 Ground handling

The following sections are place holders for additional / specialised operator-specific procedures. Amend the sample text to suit your operations. The following headings may be applicable:

- Ground organisation – structure and responsibilities
- Aero-bridge procedures (visual docking)
- Ground operating procedures

2.12 Collision avoidance

2.12.1 Maintenance of look-out and right of way

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

2.12.2 Use of external lights

CASR References:

- 91.325 Basic rule
- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

Amend the sample text to suit your operations.

The following sections are place holders for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

2.12.3 SRR (transponder) procedures

2.12.4 Ground proximity warning systems (GPWS) systems

2.12.5 Airborne collision avoidance system (ACAS / TCAS)

2.12.6 Aircraft altitude alerting system

2.12.7 Aircraft computers / flight management system (FMS)

2.12.8 Bird / animal avoidance

CASR References:

- 91.267 Minimum height rules - other areas.

The sample text refers to aerial work operations. However, all operators should address this topic. Amend the sample text to suit your operations.

2.13 Navigation

The following sections are place holders for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

2.13.1 Navigation policy

2.13.2 Altimetry – standard altitude and flight levels

2.13.3 Navigation tolerances and position fixing

CASR Reference:

- 91.273 VFR flights.

2.13.4 Flight management system databases and navigation (GNSS / RNAV)

2.13.5 Systems pre-flight checks

2.13.6 RVSM and operations in trans-oceanic airspace

CASR Reference:

- 91.655 RVSM airspace.

2.13.7 Required navigation performance (RNP) operations

CASR Reference:

- 91.660 PBN flights.

2.14 Communications

2.14.1 Qualifications

CASR Reference:

- 91.625 Use of radio – qualifications.

Amend the sample text to suit your operations.

2.14.2 Use of radios

The sample text is applicable to all operations. Amend the sample text to suit your operations.

2.14.3 Unauthorised entry into prohibited or restricted areas

CASR Reference:

- 91.260 Unauthorised entry into prohibited or restricted areas.

The sample text is applicable to all operations. Amend the sample text to suit your operations.

2.15 Pre-departure procedures

The following sections are place holders for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

2.15.1 Pre-flight inspection

2.15.2 Pre-flight actions

2.15.3 Maintenance release validity

2.15.4 Pressure altitude check

2.16 Departure procedures

2.16.1 Manipulation of propeller – hand starting of engines

CASR Reference:

- 91.425 Safety when aeroplane operating on ground.

Sample text 1: is applicable to operators with aircraft that do not have propellers.

Sample text 2: is applicable to all operators with aircraft that do have propellers. Amend the sample text to suit your operations.

2.16.2 Push back, tow, taxi and engine start

Amend the sample text to suit your operations.

2.16.3 Initial climb procedures

CASR Reference:

- 133.110 Crew activities necessary for safe operation
- 135.120 Crew activities necessary for safe operation.

The sample text is applicable to all operations. Amend the sample text to suit your operations, inserting an applicable altitude. Consider inserting sterile cockpit procedures.

2.16.4 Instrument and visual departures

This is a place holder for additional / specialised operator-specific procedures. Develop the text to suit your operations. Consider inserting sterile cockpit procedures.

2.17 En route and descent procedures

2.17.1 Diversion due to weather

CASR Reference:

- 91.235 Flight preparation (alternate aerodromes) requirements.

The sample text is applicable to all operations. It includes 2 sections: En route diversions, and Diversions to alternate aerodromes. Amend the sample text to suit your operations.

2.17.2 Descent procedures

The sample text is applicable to all operations. Amend the sample text to suit your operations.

2.17.3 Standard terminal arrival routes / procedures

This is a place holder for additional / specialised operator-specific procedures. Develop text to suit your operations.

2.17.4 Supplemental oxygen

This is a place holder for additional / specialised operator-specific procedures. Develop text to suit your operations.

2.18 Approach and landing procedures

2.18.1 Stable approach

CASR Reference:

- 135.175 Stabilised approach requirements

There are 2 headings. Stabilised approach criteria, and Unstable approach. Amend the sample text to suit your operations, including inserting appropriate altitudes, speeds and descent rates.

2.18.2 Visual approaches

This subsection may not be applicable to your operations. If it is, insert your process.

2.18.3 Pre-landing checks

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

Amend the sample text to suit your operations.

2.18.4 Approach and landing precautions

CASR References:

- 119.205(1)(h) Content of exposition
- 133.110 Crew activities necessary for safe operation
- 135.120 Crew activities necessary for safe operation
- 138.155(1)(h) Content of operations manual.

Amend the sample text to suit your operations.

2.18.5 Instrument approach procedures

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

This subsection may not be applicable to your operations. If it is, insert your process.

2.18.6 Missed and baulked approaches

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

Amend the sample text to suit your operations.

2.18.7 Circuit and landing procedures

CASR Reference:

- Subdivision 91.D.4.6 Avoiding collisions at or in the vicinity of aerodromes.

Amend the sample text to suit your operations.

2.18.8 Aircraft environmental limitations

CASR References:

- 135.040 Compliance with flight manual
- 138.210 Compliance with flight manual.

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

2.18.9 Final approach and threshold speeds

CASR References:

- 135.040 Compliance with flight manual
- 138.210 Compliance with flight manual.

This is a place holder for additional / specialised operator-specific procedures. Amend the sample text to suit your operations.

2.18.10 Post-flight procedures

CASR References:

- 91.420 Parked aircraft not to create a hazard
- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

The sample text is applicable to all operations. Amend the sample text to suit your operations.

2.18.11 Noise abatement restrictions

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

The sample text is applicable to all operations. Amend the sample text to suit your operations.

2.19 Adverse weather operations

2.19.1 Cold weather operations

CASR References:

- 91.705 Flight in icing conditions - adherence of frost, ice or snow
- 91.710 Flight in icing conditions - requirements for flight
- 133.275 Procedures in relation to ice
- 135.310 Procedures in relation to ice
- 138.380 Procedures in relation to frost etc.

Amend the sample text to suit your operations.

2.19.2 Hot weather operations

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

Amend the sample text to suit your operations.

2.19.3 Thunderstorm / hail / turbulence avoidance

CASR References:

- 91.535 Crew safety during turbulence

- 133.030 Compliance with flight manual
- 135.040 Compliance with flight manual
- 138.210 Compliance with flight manual.

The sample text is applicable to all operations. Amend the sample text to suit your operations, including inserting an applicable distance from an aerodrome.

2.19.4 Windshear

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

Amend the sample text to suit your operations.

2.19.5 Landing on wet or contaminated runways

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

Amend the sample text to suit your operations.

2.19.6 Volcanic ash

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

This subsection may not be applicable to your operations. If it is relevant, insert your process.

2.20 Emergency procedures

2.20.1 Aircraft emergency management

CASR References:

- 133.030 Compliance with flight manual
- 133.040 Availability of checklists
- 135.040 Compliance with flight manual
- 135.050 Availability of checklists
- 138.210 Compliance with flight manual
- 138.215(1)(h) Availability of checklists.

Amend the sample text to suit your operations.

2.20.2 Pilot in command to report emergencies

CASR References:

- 91.680 Pilot in command to report emergencies

- 91.700 Aviation distress signals

You may also find TSI (Transport Safety Investigation) Act 2003 Part 3 Division 1 useful. Amend the sample text to suit your operations.

2.20.3 Pilot in command to report contraventions relating to emergencies

CASR Reference:

- 91.690 Pilot in command to report contraventions relating to emergencies.

Amend the sample text to suit your operations.

2.20.4 Crew coordination during anomalous, abnormal or emergency situations

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

This subsection may not be applicable to your operations. If it is applicable, insert your process.

2.20.5 Emergency change of altitude

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

This subsection may not be applicable to your operations. If it is applicable, insert your process.

2.20.6 Communication failure

CASR Reference:

- 91.255 Air traffic services - prescribed requirements.

Amend the sample text to suit your operations.

2.20.7 Continuation of flight with one engine inoperative

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

This subsection may not be applicable to your operations. If it is applicable, insert your process.

2.20.8 Navaid failure

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

This subsection may not be applicable to your operations. If it is applicable, insert your process.

2.20.9 Crew incapacitation in flight

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual

Amend the sample text to suit your operations.

2.20.10 Serious illness aboard aircraft

This is a place holder for additional / specialised operator-specific procedures. This subsection may not be applicable to your operations. If it is applicable, insert your process.

2.20.11 Action in the event of unlawful interference

This is a place holder for additional / specialised operator-specific procedures. This subsection may not be applicable to your operations. If it is applicable, insert your process.

2.20.12 Interception of civil aircraft

This is a place holder for additional / specialised operator-specific procedures. This subsection may not be applicable to your operations. If it is applicable, insert your process.

2.20.13 Standard visual signals

This is a place holder for additional / specialised operator-specific procedures. There is no regulatory requirement to describe your process in your exposition. If you wish to, insert your process.

2.20.14 Pilot in command to report hazards to air navigation

CASR Reference:

- 91.675 Pilot in command to report hazards to air navigation.

This is a place holder for additional / specialised operator-specific procedures. There is no regulatory requirement to describe your process in your exposition. If you wish to, insert your process.

2.20.15 Multi-engine aircraft – pilot in command to land at nearest suitable aerodrome if emergency occurs

CASR Reference:

- 91.685 Multi-engine aircraft - pilot in command to land at nearest suitable aerodrome if emergency occurs.

This is a place holder for additional / specialised operator-specific procedures. This subsection may not be applicable to your operations. Amend the sample text to suit your operations.

2.20.16 Aviation distress signals

CASR Reference:

- 91.700 Aviation distress signals.

The sample text is applicable to all operations. There is no regulatory requirement to describe your process in your exposition. If you wish to, insert your process.

2.20.17 Flight in icing conditions – adherence of frost, ice or snow

CASR References:

- 91.705 Flight in icing conditions - adherence of frost, ice or snow
- 91.710 Flight in icing conditions - requirements for flight.

This is a place holder for additional / specialised operator-specific procedures. This subsection may not be applicable to your operations. If it is, insert your process.

2.21 Specialised operations

CASR References:

- 91.085 NVIS flights
- 91.160 Possessing firearm on aircraft
- 91.180 Air displays in Australian territory
- 91.185 Conducting aerobatic manoeuvres
- 91.190 Dropping things from aircraft
- 91.205 Flying in formation
- 91.210 Towing of things by aircraft
- 91.620 Carriage of animals
- 119.205(1)(h) Content of exposition
- 133.265 NVIS flights
- 133.285 Procedures relating to carriage of animals
- 135.320 Procedures relating to carriage of animals
- 135.325 Polar operations
- 138.155(1)(h) Content of operations manual
- 138.350 NVIS flights
- 138.385 Procedures in relation to polar operations
- 138.425 Manual of Standards may prescribe requirements for dispensing operations
- 138.432 Possessing and discharging firearms.

In this section, insert detailed instructions, procedures and requirements for conducting your specialised operations.

You may also wish to specifically note that your organisation does *not* conduct certain operations.

Part 138 of the MOS provides specific requirements for some operations.

AMC / GM 138 outlines some of the matters you may wish to consider as part of your exposition.

Operations could include, but are not limited to:

- low flying operations
- high altitude operations
- water operations (floating hull and float-equipped aircraft)
- land and Hold Short Operations (LAHSO)
- extended Diversion Time Operations (EDTO)
- prescribed single-engine aeroplane operations (PSEA)
- polar operations
- international operations
- carriage of live animals
- external load operations
 - external load operations involving winching a person
 - picking up or setting down people or things during flight.
- dispensing operations
 - helicopter spraying operations
 - aerial firefighting.
- task specialist operations
 - aerial mustering operations
 - aerial photography
 - aerial survey
 - firearms and aerial work operations
 - NVIS operations.
- mercy flights including helicopter water rescue operations
- marine pilot transfers.

Amend the sample text to suit your operations.

2.22 Aircraft airworthiness

CASR Reference:

- 119.070 Conditions for issue of an AOC.

The sample text covers the following headings:

- CEO responsibilities
- Head of aircraft airworthiness and maintenance control (HAAMC)
- HAAMC duties
- Maintenance release procedures
- Flight crew procedures
- Pilot maintenance

- Bird, animal or external object strike
- Registered operator procedures.

Amend the sample text to suit your operations.

VOLUME 3 FLIGHT PLANNING AND PREPARATION

3.1 Routes

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

You may wish to include policies and procedures related to flight planning and preparation specific to the routes you fly. Consider using the following headings:

- Policy
- Standard routes and limitations
- RVSM routes
- Levels
- Position fixing, reports and waypoints
- Prescribed single-engine aeroplane route restrictions.

3.2 Aerodromes and aircraft landing areas / sites

CASR References:

- 119.205(1)(h) Content of exposition
- 138.155(1)(h) Content of operations manual.

The sample text may be applicable to your operations. Amend the sample text to suit your operations.

You may wish to include policies and procedures related to flight planning and preparation related to the aerodromes and aircraft (aeroplane and helicopter). Consider inserting additional headings:

- General standards
- Procedures for use of unapproved aerodromes
- Take-off and landing distances available
- Elevations
- Facilities
- Obstructions
- Weather minima
- Low visibility / autoland runways
- Narrow runways
- CASA authorisations.

VOLUME 4 TRAINING AND CHECKING

Part 133 and Part 135 operators are required to have a training and checking system.

Part 119 of CASR requires air transport operators to have a training and checking system.

Some Part 138 operators are required to have a training and checking system. Regulation 138.125 of CASR specifies which operations and aircraft types require a training and checking system. Part 138 MOS also prescribes circumstances that apply to training and checking systems.

Sample text 1: is for organisations not required to have a Training and checking system.

Deferred provisions apply. See CASA EX87/21. An exemption has been issued against the Training and checking system requirements.

Sample text 2: is for organisations making use of CASA EX87/21.

Alternatively, you can develop your own training and checking system and it in this volume of your exposition.

You may wish to consider the following headings:

- Responsibilities
- Training and checking of flight crew
 - Qualification of training and checking personnel
 - Induction training program
 - General emergency check
 - Operator conversion training and operator proficiency check
 - Conversion training
 - Part 135 and Part 138 proficiency check
 - Clearance for line operations
 - Differences training
 - Recurrent training and checking
 - Remedial training and checking
- Task specialist
 - Training and checking personnel
 - Training and checking program
- Crew other than flight crew
 - Training and checking personnel
 - Training and checking program
- Medical transport specialists
- Training and checking records
- Conduct of flight training and checking
- Causing or simulating failure of flight instruments
 - Simulating IMC flying
 - Training flight limitations etc.

- Aeroplane flight in IMC or at night – engine not to be shut down
- Single -engine aeroplane – VFR flights by day – engine not to be shut down
- Single-engine aeroplane – simulating engine failure in IMC or at night
- Multi-engine aeroplane – simulating engine failure – general
- Multi-engine aeroplane – simulating engine failures in IMC or at night

VOLUME 5 SAFETY MANAGEMENT SYSTEM, HUMAN FACTORS & NON-TECHNICAL SKILLS

5.1 Safety management system

CASR reference:

- 119.190 Safety management system requirements
- 138.145 Safety management system requirements
- 138.155(1)(l) Content of operations manual – operators not required to have an SMS
- 138.140(2)(a) Operators who are required to have a safety management system.

Note: Review CASA EX87/21 – to see if or how this exemption may apply to your organisation.

The requirement for air transport operators to have an SMS is deferred for most operators. For more information on deferred provisions and timelines, refer to AC 1-03 - Transitioning to the flight operations regulations in conjunction with the legislative reference above.

If your organisation requires an SMS, refer to AC 119-01 - Safety management systems for air transport operations for more guidance on developing the necessary documentation.

Choose the most appropriate sample text in the sample exposition and amend it to suit your operations.

5.2 Human factors & non-technical skills training program

CASR references:

- 119.130 Chief executive officer – responsibilities and accountabilities
- 119.150 Head of training and checking – responsibilities
- 119.175 Program for training and assessment in human factors principles and non-technical skills
- 119.180 Training in human factors principles and non-technical skills for flight crew etc.
- 119.185 Training in human factors principles and non-technical skills for other operational safety-critical personnel
- 119.205 Content of exposition.

Note: Review CASA EX87/21 to see if or how this exemption may apply to your organisation.

The requirement to have an HF / NTS training program is deferred for most operators.

For more information on deferred provisions and timelines, refer to AC 1-03 - Transitioning to the flight operations regulations.

Choose the most appropriate sample text in the sample exposition and amend to suit your operations.

To develop a human factors & non-technical skills training program that is suitable for your operation, visit the Human factors and safety behaviour page on the CASA website, which contains not only resources for pilots (The Safety Behaviours: human factors for pilots workbook), but also links to related rules and regulations.

5.2.1 Program objectives

Amend the sample text to suit your operations.

5.2.2 Program responsibilities

Amend the sample text to suit your operations.

5.2.3 Record keeping

Amend the sample text to suit your operations.

5.2.4 Personnel require to undergo the HF / NTS training program

This section has two headings: Flight crew, and Other operational safety-critical personnel. Align the content to the Training and checking volume of your exposition. Amend the sample text to suit your operations.

5.2.5 Training program

This section includes a table with examples for your reference. Amend the sample text to suit your operations.

5.2.6 Program evaluation / continuous improvement

Amend the sample text to suit your operations. Align the content to the Management of change section of your exposition.

5.2.7 HF / NTS third party provider

Amend the sample text to suit your operations.

VOLUME 6 DANGEROUS GOODS

6.1 Dangerous goods manual

CASR References:

- 92.015 What are dangerous goods?
- 92.030 Compliance with Technical Instructions—passengers and crew
- 138.095 Responsibilities of head of operations.

If applicable, in addition to the CASR references above, you should refer to AC 92-2(0) – Dangerous Goods Manuals to develop content related to carrying dangerous goods on your flights.

Sample text 1: is for organisations, that do not carry dangerous goods, and therefore do not need, or have a Dangerous goods manual.

Sample text 2: is for organisations that do carry dangerous goods to cross reference to your Dangerous goods manual in a different document.

Sample text 3: is for organisations to insert their Dangerous goods policies and procedures in your exposition.

Note: General industry practice is to follow the IATA Dangerous Goods Regulations, which are issued more frequently than the Technical Instructions. The requirements of the IATA Regulations are either the same as, or more stringent than, the requirements of the Technical Instructions. If that is so, compliance with the IATA Regulations will automatically result in compliance with the Technical Instructions.

VOLUME 7 FATIGUE MANAGEMENT

7.1 Fatigue management manual

CASR references:

- 91.520 Crew members to be fit for duty
- 119.160 Safety manager—responsibilities
- 138.095 Responsibilities of head of operations
- 138.150 Operators who are required to have a crew fatigue management system

Operators are to manage fatigue either by a Fatigue Risk Management System (FRMS), or a Fatigue Management Plan in accordance with CAO 48.1 and appendices.

CAO 48.1 remains in force for air transport operators. Part 138 operators are required to comply with regulation 138.150 of CASR, which refers to the Part 138 MOS and CAO 48.1.

Also refer to the Fatigue management page on the CASA website for access to legislation, guidance material and other related resources. CAO 48.1 Appendix 7 Fatigue Risk Management System (FRMS) outlines the requirements for obtaining CASA approval of a trial or full Fatigue Risk Management System. There is also a Plain English Guide for fatigue management rules.

Sample text 1: if your organisation is not required to have a Fatigue Risk Management System, insert the applicable CAO 48.1 Appendices, and insert your Fatigue Management Plan.

Sample text 2: is for your organisation to cross reference your Fatigue Management Plan in a different document.

Sample text 3: is for your organisations to insert your Fatigue Risk Management System in your exposition.

VOLUME 8 DRUG AND ALCHOL MANAGEMENT PLAN

8.1 Drug and alcohol management plant (DAMP)

CASR References:

- 99.030 Who must develop and maintain a DAMP
- 99.045 Content of DAMP.

Refer to the drug and alcohol management plan (DAMP) page on CASA's website where there is information about:

- drug and alcohol management plans
- the role of your DAMP supervisor
- education programs
- testing programs
- finding a drug testing provider
- response programs
- DAMP exemptions
- the Micro-business DAMP
- implementing a testing program.

Not all organisations need a full DAMP. If your organisation has fewer than ten employees who are SSAAs and you are not an air transport operator, you may be able to adopt CASA's Micro-business DAMP.

Sample text 1: if your organisation has adopted CASA's Micro-business Damp, amend the text to suit your organisation.

Sample text 2: is for your organisation to cross reference to your DAMP in a different document.

Sample text 3: is for your organisation to insert your DAMP in your exposition.

VOLUME 9 FORMS AND COMPLIANCE MATRICES

9.1 Forms

A series of forms has been developed for your use. They are referred to from the sample text provided in the CASA Flight Operations Sample Exposition.

If you wish to use these sample forms, verify that they represent the requirements of your organisation and operations and amend them as required.

You may wish to insert your own forms or develop a complete suite of forms.

If you change the name or number of any form, update the list of forms at the beginning of this section and also check through your exposition and amend any references to the form.

9.2 Compliance matrices

A compliance matrix has been included for each CASR Part of the regulations applicable to the CASA Flight Operations Sample Exposition.

You may use the compliance matrices to check / confirm compliance with the regulations. The Section No. column references relate to the CASA Flight Operations Sample Exposition. If you choose to use your own structure, you may like to insert the relevant references from your exposition into this checklist in the 'comments column'. This may help to more readily confirm that your exposition contains procedures for all the matters required by the relevant legislation.